

Colorado Housing and Finance Authority  
www.chfainfo.com

**CHFA SmartStep Plus<sup>sm</sup>**  
**CHFA Preferred Plus<sup>sm</sup>**  
**CHFA FirstStep Plus<sup>sm</sup>**  
**Second Mortgage Programs**  
**Compliance Review Submission Checklist**

**Submission Tips**

- Please use CHFA's Document Delivery System in CHFA HomeConnection<sup>sm</sup> for all new submissions.
  - All documents with a red asterisk are required. Additionally, all other documentation that is relevant to the file is also required even though it is not explicitly called out via a red asterisk.
  - Be sure to follow this checklist when submitting files, and to submit only the documents requested. Submitting duplicate or extraneous documents increases CHFA's review time and will slow down the progress of your loan.
  - Suspend conditions – must be uploaded through the CHFA Document Delivery System. Conditions will be reviewed in the order received.
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**Lender Instructions**

1. All CHFA second mortgage Loans must be submitted simultaneously with the CHFA first mortgage loan file. The second mortgage file must be uploaded to the second mortgage file number in the CHFA Document Delivery System.
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**Submission Documents**

1. **CHFA Form 376, CHFA Second Mortgage Loan Estimate, or Lender's Second Mortgage Loan Estimate**, if applicable *\*Lender's Second Mortgage Loan Estimate must meet CHFA requirements*
2. **CHFA Form 335A, CHFA Second Mortgage Good Faith Estimate (non-amortizing), or Lender's Second Mortgage Good Faith Estimate (non-amortizing)**, if applicable *\*Lender's Second Mortgage Good Faith Estimate must meet CHFA requirements*