



CALHFA Loan Submission Check List First Mortgage and CHDAP Stand Alone

Submit Copies Only

* Not Required on CHDAP stand alone

LEFT SIDE

- * **Borrower's Affidavit** – all fields completed. Borrower(s) and Lender to sign and date
- * **Seller's Affidavit** – all fields completed. Seller(s) to sign and date
- * **CalHFA Notice and Borrower Representations Affidavit** – Borrower(s) to sign and date
- * **Statement of Citizenship, Alienage, and Immigration Status for State Public Benefits** – Each borrower to complete applicable Section A, B or C. Each borrower must complete and sign a separate form
- * **Lender Verification of Citizenship/Qualified Alien Status** - Lender to fully complete, sign and date
- Military Service Questionnaire** – Borrower(s) to complete, sign and date
- * **Legal Owner – Seller/Servicer Certification (CSHLP only)** – Legal owner or seller/servicer to fully complete, sign, and date
- Borrower(s) Certificate of Completion of Homebuyers Education Counseling** – for all borrowers and from acceptable source

RIGHT SIDE

- * **CalHFA Mortgage Insurance Application** – (CSHLP or SMART, as applicable)
- Private Mortgage Insurance (MI) Commitment/Certificate of Insurance** at highest insurable rate possible from Fannie Mae and Master Servicer, approved mortgage insurer (conventional loans only)
- FINAL Transmittal Summary (1008)/FHA 92900-LT (MCAW)/VA Loan Analysis (VALA)** – must be approved at highest insurable rate possible and signed by lender's underwriter
- Fannie Mae Comprehensive Risk Assessment Worksheet** – for manually underwritten conventional loans only (see Fannie Mae Announcement)
- Lender's FINAL In-House Underwriting Approval** with list of conditions. All loan information and terms must match the signed FINAL 1008/MCAW/VALA
- FINAL Automated Underwriting Findings Report**, as applicable. All loan information and terms must match the signed FINAL 1008/MCAW/VALA
- FINAL Typed Loan Application (1003)** for Borrowers(s) (and co-signer(s), as applicable)

RIGHT SIDE (Continued)

- Initial Loan Application (1003)** signed by Borrower(s) (and co-signer(s), as applicable)
- Credit Report (CR)** must match FINAL automated findings report. Social Security number(s) must match documentation in file
- All Signed Explanation Letters**, as applicable
- Verification of Employment** – written or verbal (must verify start date)
- Pay Stub(s) Covering a 30-Day Period** – no more than 60 days old
- W-2(s)** – most current year and from all sources
- Signed YTD Profit & Loss** on any Federal Schedule C or E Income, as applicable
- Federal Income Tax Returns (1040s)** - Complete copies from the last 3 years
- CalHFA Tax Return Affidavit** – ONLY for borrower(s) not required to file 1040s
- IRS Form 4506** (Item #5 to be left blank) signed by Borrower(s)
- Verification of Funds to Close** (e.g., bank statements, gift letter, funds. etc.)
- Verification of Required Cash Reserves** (e.g., bank statements, etc.)
- Purchase Contract or Escrow Instructions** – full copy. Sales price must match signed 1008/MCAW/VALA
- Appraisal (URAR)** with photos, sketch, map and appraiser's signature – no more than 120 days old
- "Life of Loan" Standard Flood Hazard Determination**
- Lender's Warranty for Condominium/Attached PUD** (see Fannie Mae Announcement)
- Preliminary Title Report** with map and address supplement –no more than 120 days old
- * **Subordinate Financing** – Provide samples of all non-CalHFA DPA subordinate loan documents, as applicable. Must be CalHFA, Master Servicer and/or Fannie Mae approved, as applicable
- * **Resale Controls/BMR/Inclusionary Housing Locality Liens, etc.** - Provide copy of all documents recorded or to be recorded, as applicable. Must be CalHFA, Master Servicer, and/or Fannie Mae approved, as applicable
- VA Certificate of Eligibility** – form 1880
- * **VA Form DD214**, as applicable

Note: This check list represents the minimum documents required for CalHFA approval. Other documents may be required by underwriter/reviewer.