



## ***Program Bulletin***

**June 14, 2000**

**Program Bulletin #2000-12**

**To: CHFA Approved Lenders**

### **“REQUEST FOR COPY or TRANSCRIPT of TAX FORM “ (IRS FORM 4506)**

CHFA's list of loan submission documents for conditional approval (prior to loan closing) includes a taxpayer signed "REQUEST FOR COPY OR TRANSCRIPT OF TAX FORM" (IRS Form 4506, Rev. 5-97). This document requirement has been a submission requirement since August 1999. (CHFA's loan submission document requirements can be found in Chapter 6 of the CHFA Single Family Programs manual, Rev. 8/99). It has been CHFA's operating policy in the recent past not to suspend loans for missing IRS 4506's. However, since there continues to be a significant lack of compliance on this submission requirement, the Agency is amending its document review policies accordingly. **Effective July 1, 2000**, the Agency will require 100% compliance in the submission of this document for each loan applicant submitted for conditional approval. The original document is required.

#### **IRS FORM 4506 INSTRUCTIONS**

Follow the instructions given on the form for lines 1 through 4. Leave lines 5 through 12 blank, the Agency will complete these lines. The form must be signed and dated by the applicant (taxpayer). Copies of the form can be obtained from the IRS.

For your information, attached is a list of all loan documents required for submission for conditional approval. The list also gives the current stack order requested by the Agency. Legible photocopies of the required documents, except for the 4506, are acceptable for submission to the Agency. CHFA requires originating lenders or the loan servicing entity to retain the original loan submission documents listed in the attached list for the term of the loan. These

documents will be subject to future audit and review by CHFA Servicing Examiners.

Questions regarding this bulletin should be directed to “CHFA, Single Family Programs”, at 1121 L Street, 7<sup>th</sup> Floor, Sacramento, CA 95814; or by phone (916) 324-8088; or by fax (916) 324-6589. Information on CHFA home ownership programs, policies, forms, interest rates, income limits, etc. may be found on CHFA’s web site at the following address: [www.chfa.ca.gov](http://www.chfa.ca.gov).

Attachment

## **REQUIRED DOCUMENTS FOR LOAN APPROVAL**

The following documents are required to obtain CHFA conditional approval. The file should be submitted in a legal size folder with the following documents attached in the order described below:

### **Credit Documents (right side of file)**

1. Uniform Underwriting and Transmittal Summary (FNMA form 1008) for conventional loans; or MCAW 4155.1 Worksheet for FHA insured loans; or VA Loan Analysis Form 26-6393 for VA guaranteed loans. All forms must be signed and approved by the delegated credit underwriter.
2. URLA – (Uniform Residential Loan Application) – original or typed final signed by the applicants
3. Credit Reports
4. Verification of Employment, copies of paycheck stubs, W-2's, financial statements, social security award letters, etc.
5. Signed and completed copies of federal income tax returns (IRS 1040's) for the previous three tax years. IRS printouts with complete details that reflect either the standard deduction or itemized deductions may be substituted.
6. IRS Form 4506 signed by the applicant. Lines 1 to 4 should be completed by the applicant, lines 5 through 12 should be left blank.
7. Sales and Purchase Agreement, and/or Escrow Instructions
8. Complete copy of the URAR (Uniform Residential Appraisal Report)
9. Pictures, location map and sketch of floor plan
10. Preliminary Title Report with Plat Map and address supplement; condominiums require a copy of the condominium plan.
11. If VA, Certificate of Eligibility (VA Form 26-8320)
12. If USDA-RHCD, form FmHA 1980-18 Conditional Commitment for Single Family Housing Loan Guarantee.
13. Subordinate loan (promissory note, deed of trust and loan agreement) and/or resale control documents (as applicable) as previously approved by CHFA's Bond Counsel

### **CHFA Documents (left side of file)**

1. CHFA Tax Return Affidavit of Non-filing, (required only if tax payer did not file tax returns)
2. Borrower's Affidavit
3. Seller's Affidavit
4. CHFA Notice and Borrower Representations Affidavit
5. CHFA Statement of Citizenship, Alienage, and Immigration Status for State Public Benefits (CHFA Benefits Status form 1)
6. Lender Verification of Citizenship/Qualified Alien Status

All CHFA forms can be copied for use from CHFA's web page: [www.chfa.ca.gov](http://www.chfa.ca.gov).