



Single Family Lending Program Bulletin

September 26, 2012

Program Bulletin #2012-09

To: CalHFA Approved Lenders

Changes to Required Program Documents for Loan Submittal and/or Purchase of CalHFA loans

Lenders are advised by this bulletin that CalHFA has made the following changes to the program document requirements used for loan submittal and/or purchase. Use of these forms is required for all reservations made on or after October 1, 2012. Files received on or after September 30, 2012, which do not comply, will be suspended.

Revised subordinate loan documents

- Subordinate Mortgage Submission Voucher Part II
- Subordinate Loan Purchase Checklist
- Loan Submission Checklist

Required new loan submission documents

- Borrower Affidavit of Household Size
- Borrower's Certification & Authorization Certification

These documents can be found on our web site at www.calhfa.ca.gov. Electronic versions are also available via email. Please contact Lender Services at 916.373.2525 to request copies. Use of these forms is required for all reservations made on or after October 1, 2012.

For questions about this bulletin, contact the CalHFA Single Family Lending division by phone 916.326.8000, fax 916.327.8452, or email sflending@calhfa.ca.gov. In addition, you can always visit CalHFA's web site at: www.calhfa.ca.gov or Single Family Lending directly at www.calhfa.ca.gov/homeownership.

CalHFA thanks you for your business and we look forward to continuing to support your affordable housing loan needs.

Attachments



**SUBORDINATE
MORTGAGE SUBMISSION VOUCHER PART II
PURCHASE SUBMITTAL AND LENDER CERTIFICATION**

LENDER NAME: _____ LENDER LOAN NO. _____

SHIPPER CONTACT: _____ PHONE: _____ FAX: _____

SHIPPING OFFICE ADDRESS: _____

CalHFA MANIFEST NUMBER: _____ CalHFA SUBORD. LOAN NUMBER: _____

BORROWER: _____ CO-BORROWER: _____
(Last) (First) (Initial) (Last) (First) (Initial)

NEW PROPERTY ADDRESS: _____

BORROWER'S MAILING ADDRESS: _____
(if different from property address, i.e. P.O. Box, route, etc.)

LIEN POSITION OF THIS LOAN: _____ (2ND) _____ (3RD) _____ (4TH) _____ (5TH)

PROGRAM NAME: _____ RATE: _____ TERM: _____

PRINCIPAL LOAN AMOUNT: \$ _____ CURRENT UNPAID BALANCE: \$ _____

SETTLEMENT DATE: _____

REQUIRED DOCUMENTS FOR PURCHASE (Submission Package File Order)

1. Subordinate MSV Part II: Purchase Submittal and Lender Certification (This form)
2. Original and full copy of CalHFA Subordinate Promissory Note showing California Housing Finance Agency, a public instrumentality and a political subdivision of the State of California as Lender/Beneficiary which has been executed by the borrowers (any co-signor required to sign the first Promissory Note must also sign all CalHFA Subordinate Notes)
3. Lender or title company certified copy of the Deed of Trust showing California Housing Finance Agency, a public instrumentality and political subdivision of the State of California as Lender/Beneficiary and Trustee
4. HUD final Settlement Statement
5. Signature Affidavit for all borrower(s)

LENDER'S CERTIFICATIONS

The Lender has originated the CalHFA subordinate loan and hereby certifies:

Lender has issued and delivered to borrower(s) in the appropriate time period, all required Disclosure Statements, including, but not limited to, the Initial Truth-In-Lending Disclosure Statement, Good Faith Estimate and Fair Lending Notice and Final Truth-In-Lending Disclosure Statement if changes to the initial Truth-In-Lending Disclosure were required.

Borrower Name: _____ Manifest #: _____
Lender Loan #: _____

That the subordinate loan above referenced was recorded in the proper lien position as stated in CalHFA's Conditional Loan Approval and that the Deed of Trust reflects California Housing Finance Agency, a public instrumentality and a political subdivision of the State of California as lender/beneficiary and trustee.

Based on reasonable investigation, the Lender has no reason to believe that either the Borrowers or the Sellers of the home have made any negligent or fraudulent material misstatements in connection with the loan.

That the Borrower(s) did not pay more than a \$250 application/processing fee.

That the Borrower has obtained the required hazard insurance policies (hazard/flood, as applicable) with respect to the home and the Lender will ensure that the policies are kept in force for the term of the loan.

That the Lender has completed and/or satisfied all of the CalHFA conditions of the first and/or subordinate loan approvals and other CalHFA requirements.

The Lender hereby agrees that it will immediately forward to CalHFA all information which it or any of its successors may receive during the life of the mortgage which tends to indicate that the Borrower(s) may have made a misrepresentation in applying for a loan, or that may affect the Borrower's eligibility for a loan. The Lender hereby acknowledges that its failure to comply with the CalHFA requirements or the certifications made in this statement will result in remedial action by CalHFA as prescribed in the Program Manual and the CalHFA Mortgage Purchase and Servicing Agreement (or Mortgage Purchase Agreement).

Wiring Instructions:

Bank Name: _____ **Account Number funds are to be wired to:** _____
Bank Address: _____
_____ **Attn:** _____
ABA# _____ **Phone:** _____

(Signature of Authorized Representative) (Date)

(Type Name and Title of Authorized Representative) (Phone)

*Note: All blanks must be completed in order for the form to be valid.



CalHFA Subordinate Loan Purchase Submission Check List
(Minimum documents required for CalHFA loan purchase)

Subordinate CalHFA Mortgage(s)

For Each Subordinate Loan, the following items must be provided

- _____ MSV Part II (Subordinate)
 - _____ Initial, signed or final, signed Loan Application (copy)
 - _____ Borrower(s)' _____ Co-signor(s)'
 - _____ Original Promissory Note drawn on CalHFA documents
 - _____ Title Company certified copy of Deed of Trust (including legal description page)
 - _____ Final HUD 1
 - _____ Loan payment history if any loan curtailments have been made
 - _____ Signature Affidavit for all Borrower(s)
-

Send CalHFA purchase packages to:

**California Housing Finance Agency
Attn: Loan Purchase Department MS-140
1040 Riverside Parkway, Suite 110
West Sacramento, CA 95605
Telephone: (916) 326-8000 Fax: (916) 324-6589**



CALHFA Loan Submission Check List
Subordinate Loans
Submit Copies Only

* A complete submission package including these items must be submitted before loan can be placed in line for review

LEFT SIDE

- Military Service Questionnaire** – Borrower(s) to complete, sign and date
- Borrower(s) Certificate of Completion of Homebuyers Education Counseling** – for all borrowers and from acceptable source
- Borrower Affidavit of Household Size** (8/1/12) – Borrower(s) to complete, sign & date
- Borrower’s Certification & Authorization**
- Certification** (8/1/12) – Borrower(s) to complete, sign & date

RIGHT SIDE

- Private Mortgage Insurance (MI) Commitment/Certificate of Insurance** at highest insurable rate possible from Fannie Mae and Master Servicer (if applicable), approved mortgage insurer (conventional loans only)
- * **FINAL Transmittal Summary (1008)/FHA 92900-LT (LT)/VA Loan Analysis (VALA)** – must be complete, approved and signed by lender’s underwriter
- * **FINAL Automated Underwriting Findings** – Approved/Eligible decision from Fannie Mae’s Desktop Underwriter® (DU®), Accept results for Freddie Mac Loan Prospector (LP), or Accept/Eligible Recommendation for Guaranteed Underwriting System (GUS) **must match the signed FINAL 1008/LT/VALA** Manual Underwriting is not allowed
- * **Lender’s FINAL In-House Underwriting Approval** * with list of conditions. All loan information and terms **must match the signed FINAL 1008/LT/VALA and AUS**
*in the case of FHA loans a Credit Only approval and a Underwriter signed HUD form 92800.5B will be acceptable
- * **FINAL Typed Loan Application** (1003) for Borrower(s) (and co-signer(s), as applicable)
- Initial Loan Application** (1003) signed by Borrower(s) (and co-signer(s), as applicable)
- Credit Report** 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) – no more than 60 days old

RIGHT SIDE (Continued)

- 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 & Dated 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.)
- Purchase Contract or Escrow Instructions** – full copy. Sales price must match signed 1008/LT/VALA
- * **Appraisal(s) (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
- 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.



BORROWER AFFIDAVIT OF HOUSEHOLD SIZE

I, _____ and I, _____
“Applicant(s)”, have applied for a home mortgage originated by _____,
Pursuant to the Mortgage Program of the California Housing Finance Agency (“CalHFA”), do hereby represent and
warrant as follows:

The residence to be finance with the proceeds of the mortgage loan is located within the County of _____
_____ at _____

The Residence is reasonably suitable for occupancy by not more than one family.

(I/We) certify that the total number of members of (my/our) family, including (me/us) who will reside in the residence on a permanent full-time basis is _____, and that the applicant(s), and only the applicant(s), (is/are) acquiring a present ownership interest in the residence. Household/family size is defined as all persons who will reside in the residence on a permanent, full-time basis.

(I/We) certify that the following person(s) will live in the residence on a permanent, full-time basis:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(I/We) declare under penalty of perjury that the foregoing is true and correct. Executed on the date shown below.

Date: _____

Printed Name of Applicant

Printed Name of Co-Applicant

Signature of Applicant

Signature of Co-Applicant



**BORROWER'S CERTIFICATION & AUTHORIZATION
CERTIFICATION**

Manifest Number:

Authorization to Release Information

To Whom It May Concern,

I, _____ and I, _____
"Applicant(s)" authorize you to provide California Housing Finance Agency (CalHFA), and to any investor to whom CalHFA may have sold our loan, any and all information and documentation that they request. Such information includes, but is not limited to: employment and income history; present income; bank, money market, and similar account balances, credit history, and copies of income tax returns.

CalHFA may verify information of the same nature as that contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of CalHFA's quality control program.

A copy of this authorization may be accepted as an original. This Authorization terminates upon payoff of the loan(s).

Your prompt reply to California Housing Finance Agency or the investor that purchased the loan is appreciated.

NOTICE TO BORROWERS: This is notice to you as required by the Right to Financial Privacy Act of 1978 that HUD/FHA has a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to HUD/FHA without further notice or authorization but will not be disclosed or released by this institution to another Government Agency or Department without your consent except as required or permitted by law.

Date: _____

Name (Typed or Printed) Borrower's Signature Social Security Number

Name (Typed or Printed) Borrower's Signature Social Security Number