



## CalHFA Loan Purchase Submission Check List

(Minimum documents required for CalHFA loan purchase)

### **First Mortgages Purchased by Master Servicer**

Refer to CalHFA Conditional Approval for loan submission instructions

---

### **Subordinate CalHFA Mortgage(s)**

**For Each Subordinate Loan**, the following items must be provided

- \_\_\_\_\_ MERS - MIN Summary page1 verifying registration
  - \_\_\_\_\_ Original Promissory Note endorsed to CalHFA / Allonge acceptable
  - \_\_\_\_\_ Certified copy of Deed of Trust (including legal description page)
  - \_\_\_\_\_ A separate final Closing Disclosure Statement required for each loan (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>) and/or Final TIL with all pages (if applicable for ZIP) w/ evidence Home Warranty paid
  - \_\_\_\_\_ Signature Affidavit for all borrower(s) if applicable
  - \_\_\_\_\_ Loan payment history if any payments have been made
- 

Upload subordinate(s) purchase documents into CalHFA's  
[Mortgage Access System \(MAS\)](#)

Send original Notes/Allonges to:

California Housing Finance Agency  
Loan Purchase Department - MS 300  
500 Capitol Mall, Ste. 400  
Sacramento, CA 95814

Telephone: 916.326.8000 Fax: 916.326.6424