



CalHFA Loan Purchase Submission Check List

(Minimum documents required for CalHFA loan purchase)

First Mortgages Purchased by Master Servicer

Refer to CalHFA Notice of Commitment 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)
 - _____ Final Closing Disclosure Statement required for each loan (1st, 2nd and 3rd) 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
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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