



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

First Mortgages Serviced by Lender

- _____ MSV Part II (Purchase Submittal and Lender Certification) - original, fully completed and executed
 - _____ Original Promissory Note with CalHFA Financing Rider - endorsed to California Housing Finance Agency
 - _____ Title Company certified copy of Deed of Trust with CalHFA Financing Rider
 - _____ Title Company certified copy of Assignment (if applicable)
 - _____ Final HUD 1
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First Mortgages Service Released to CalHFA

In addition to the above items, the following items must be provided

- _____ Initial, signed or final, signed Loan Application (copy)
_____ Borrower(s)' _____ Co-signor(s)'
 - _____ Loan Payment History - current
 - _____ Buydown Agreement (if applicable)
 - _____ Quitclaim Deed (if applicable)
 - _____ Truth-In-Lending Disclosure – Reg. Z (copy)
 - _____ Good Faith Estimate (copy)
 - _____ Declaration of Insurance _____ hazard _____ flood
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Subordinate CalHFA Mortgage(s)

For Each Subordinate Loan, the following items must be provided

- _____ Subordinate MSV Part II – original, fully completed and executed
 - _____ 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 drawn on CalHFA documents
 - _____ Final HUD 1
 - _____ Signature Affidavit
 - _____ Loan payment history if any loan curtailments have been made
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**Send CalHFA purchase packages to:
California Housing Finance Agency
Attn: Loan Purchase Department
500 Capitol Mall, Suite 400
Sacramento, CA 95814
Telephone: (916) 324-8088 Fax: (916) 324-6589**