



Single Family Lending Program Bulletin

January 9, 2019

Program Bulletin #2019-01

To: CalHFA Approved Lenders

CalHFA to Use Lender's Credit Qualifying Income

Effective February 01, 2019, CalHFA will use the lender's credit qualifying income, calculated per GSE, FHA and VA guidelines, for CalHFA's income limits. When using a CalHFA Mortgage Credit Certificate (MCC), the lender will need to continue to follow the Internal Revenue Code's (IRC) MRB tax-exempt compliance income calculation process. CalHFA will no longer review income for MCC purposes; CalHFA's MCC administrator, eHousingPlus, will review the lender's compliance income calculation. Click here to access [eHousingPlus' CalHFA MCC portal](#). CalHFA maintains its current guidelines and will not allow an MCC to be used for credit qualifying on any CalHFA first mortgage loan.

CalHFA will validate that the lender's credit qualifying income matches the final automated underwriting (AUS) findings.

CalHFA will require the lender to upload the final AUS and:

- FHA: 92900-LT with Chums# and income calculation breakdown
- Conventional: 1008 with income calculation breakdown
- VA: Signed underwriter Loan Analysis with income calculation breakdown

CalHFA's Master Servicer Lakeview Loan Servicing, LLC's purchase and audit process of the first mortgage will remain unchanged.

Attached is the updated CalHFA [Loan Submission Checklist](#), which will also be available on CalHFA's website.

For questions about this bulletin, contact CalHFA Single Family Lending Division by phone 916.326.8033 or by email at SFLending@calhfa.ca.gov. Plus you can always visit CalHFA's website 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.

Attachment

CalHFA Loan Submission Checklist

[Upload in MAS](#)

- Underwriter Approval –
 - FHA - 92900-LT with Chums# and income calculation breakdown (Signed for Manual u/w only)
 - VA - Signed Loan Analysis with income calculation breakdown
 - Conventional - 1008 (No Manual u/w allowed) with income calculation breakdown
- Genworth MI Cert only –
 - Conventional first mortgages over 80% LTV
- Final Automated Underwriting Findings -
 - FHA/VA - DU or LP
 - Conventional - DU only
- Lender's In-House Underwriting Approval with 1 year Home Warranty to be paid at COE
- Final **or** Initial signed 1003 for 1st loan - Electronic signatures require date
- Credit Report – Must match final AUS
- Executed Purchase Agreement or Escrow Instructions
- Appraisal (URAR)
- "Life of Loan" Standard Flood Hazard Cert
- Preliminary Title Report – with plat map and address supplement
- CalHFA Borrower's Affidavit & Certification (updated 02/01/19)
- ZIP Interest Rate Disclosure
- Homebuyer Education Certificate – See [program handbook](#) for requirements
- VA Certificate of Eligibility