

## **CalHFA Housing Sponsor Application and Checklist Instructions**

The Housing Sponsor Application and the Application Checklist are accessible online or can be electronically sent, if requested. When you have completed your application and obtained the required checklist items, please email the Application portion only to the Loan Administrator, Josie Hernandez (unless you have already been in contact), and she will email you the instructions to send the Items via CalHFA's SecureSend, Biscom, a secured file transfer network.

The Applicant is to provide checklist items to CalHFA electronically through SecureSend and not to be saved in subfolders. Files should be named for each checklist item number and description (e.g. *2-Credit Authorization, 8-Resumes, etc.*). Please complete the Application Checklist and include it with the submitted checklist items. Should you have subsequent due diligence to provide after you submit your application and/or checklist, please submit them via email; if any of the documents are over 9 MB (megabytes) please send them via SecureSend.

When emailing due diligence please put the name of the project and the document name in the subject line. Should you have any questions regarding this process, please contact Josie Hernandez at [JHernandez@calhfa.ca.gov](mailto:JHernandez@calhfa.ca.gov) and/or (916) 326-8812.