



# Homeownership Program Bulletin

February 16, 2016

Program Bulletin 2016-04

To: CalHFA Approved Lenders

## CalHFA Now Accepts Electronic Signatures on Affidavits and CalHFA Purchase Documents

Effective immediately, CalHFA will accept electronic signatures on all CalHFA loan affidavits.

In addition, the following forms have been updated and are required on all loans reserved on or after February 29, 2016:

- CalHFA Borrower Affidavit: additional certification added regarding child support income
- Mortgage Submission Voucher Part II (MSVII): clarifies required recording information and need for Home Warranty to show on final Closing Disclosure
- CalHFA Loan Purchase Submission Check List: clarifies required recording information and need for Home Warranty to show on final Closing Disclosure.

Please note that a Closing Disclosure and/or Initial & Final TIL (if applicable) are required for each CalHFA subordinate loan.

These affidavits are attached and located on the CalHFA website at [www.calhfa.ca.gov](http://www.calhfa.ca.gov).

For questions about this bulletin, contact CalHFA Single Family Programs Division by phone 916.326.8033; by fax 916.324.6589; by email at [SFLending@calhfa.ca.gov](mailto:SFLending@calhfa.ca.gov). Plus you can always visit CalHFA's website at: [www.calhfa.ca.gov](http://www.calhfa.ca.gov) or Single Family Lending Division directly at [www.calhfa.ca.gov/homeownership](http://www.calhfa.ca.gov/homeownership).

CalHFA thanks you for your business and we look forward to continuing to support your affordable housing loan needs.

Attachments

**CalHFA Borrower Affidavit  
(for non-MRB loans)**

I, \_\_\_\_\_ and I, \_\_\_\_\_  
 "Applicant(s)", have applied for a home mortgage originated by \_\_\_\_\_,  
 Pursuant to the Mortgage Program of the California Housing Finance Agency ("CalHFA"), do hereby represent and warrant as follows:

Property Address		
Street:	County:	
City:	State: CA	Zip:
Household Size		
Household size is defined as all persons who will reside in the residence on a permanent primary basis.		
I certify that the total number of persons, including myself, residing in this residence on a permanent primary basis is: <span style="border: 1px solid black; display: inline-block; width: 30px; height: 20px; vertical-align: middle;"></span>		
The following person(s) will live in the residence on a permanent primary basis:		
Name	Relationship	Age
Note: The applicant(s), and only the applicant(s), are acquiring a present ownership interest in the residence.		
Home Warranty Protection Plan (Applicable only to First Time Homebuyers)		
<input type="checkbox"/> I certify I am not a First Time homebuyer and am exempt from purchasing a home warranty protection plan		
<input type="checkbox"/> I will purchase, during escrow, a minimum of a 1-year home warranty protection plan that covers the minimum list of items stated below for the residence being financed by CalHFA: <div style="text-align: center; margin-left: 100px;"> <ul style="list-style-type: none"> <li>• Water Heater(s)    • Air Conditioning    • Heating    • Oven/Stove/Range</li> </ul> </div> If any of the above items are covered by an outstanding manufactured warranty, they do not need to be included in the warranty coverage		
<input type="checkbox"/> I will be purchasing a new construction property from a builder. The builder is providing a home warranty and will be accepting the builder's warranty and not purchasing an additional home warranty. Additionally, I therefore certify that the above listed appliances are covered under either the builder or manufacturer's warranty.		
Military Service Questionnaire (For Informational Purposes Only)		
Are any of the applicant(s) now serving, or has ever served on active duty in the U.S. Armed Forces, Military Reserves, or National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to Report		
<b>Applicant(s) names:</b>		
Child Support		
Do you receive child support income? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Borrower Declaration		
I declare under penalty of perjury that the foregoing is true and correct.		Date:
Signature of Applicant(s):		



CalHFA Loan ID #: \_\_\_\_\_

**Authorization to Release Information**

Property Address \_\_\_\_\_  
Street City State Zip

To Whom It May Concern,

I, \_\_\_\_\_ and I, \_\_\_\_\_ "Applicant(s)" authorize you to provide California Housing Finance Agency (CalHFA), and to any investor to whom CalHFA may have sold our loan, any and all information and documentation that they request. Such information includes, but is not limited to: employment and income history; present income; bank, money market, and similar account balances, credit history, and copies of income tax returns.

CalHFA may verify information of the same nature as that contained in my/our loan application and in other documents required in connection with the loan, either before the loan is closed or as part of CalHFA's quality control program.

A copy of this authorization may be accepted as an original. This Authorization terminates upon payoff of the loan(s).

Your prompt reply to California Housing Finance Agency or the investor that purchased the loan is appreciated.

**NOTICE TO BORROWERS:** This is notice to you as required by the Right to Financial Privacy Act of 1978 that HUD/FHA has a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to HUD/FHA without further notice or authorization but will not be disclosed or released by this institution to another Government Agency or Department without your consent except as required or permitted by law.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (Typed or Printed) Borrower's Signature Social Security Number

\_\_\_\_\_  
Name (Typed or Printed) Borrower's Signature Social Security Number



**SUBORDINATE  
MORTGAGE SUBMISSION VOUCHER PART II  
PURCHASE SUBMITTAL AND LENDER CERTIFICATION**

LENDER NAME: \_\_\_\_\_ LENDER LOAN NO. \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SHIPPING OFFICE ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

CalHFA FIRST LOAN ID# \_\_\_\_\_ CalHFA SUBORD. LOAN ID# \_\_\_\_\_

BORROWER: \_\_\_\_\_  
LAST FIRST INITIAL

CO-BORROWER: \_\_\_\_\_  
LAST FIRST INITIAL

NEW PROPERTY ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

SALES PRICE \$ \_\_\_\_\_ APPRAISED VALUE \$ \_\_\_\_\_

LIEN POSITION OF THIS LOAN:  (2<sup>ND</sup>)  (3<sup>RD</sup>)

PROGRAM NAME: \_\_\_\_\_

RATE: \_\_\_\_\_ TERM: \_\_\_\_\_

PRINCIPAL LOAN CURRENT UNPAID

AMOUNT: \$ \_\_\_\_\_ BALANCE: \$ \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_

**REQUIRED DOCUMENTS FOR PURCHASE (Submission Package File Order)**

1. MSV Part II
2. Original Subordinate Promissory Note endorsed to California Housing Finance Agency which has been executed by the borrowers (any co-signor required to sign the first Promissory Note must also sign all Subordinate Notes)
  - a. An Allonge may be used instead of the endorsement
3. Title/escrow company recorded copy of the Deed of Trust (copy of Deed with Deed-specific proof of recording ok)
4. Fully executed and notarized Assignment of Deed of Trust
  - a. CalHFA will request recording of the Assignment of Deed of Trust at time of loan purchase
5. Final Closing Disclosure (one for each CalHFA subordinate & First mortgage) and/or Initial & Final TIL (if applicable) w/evidence Home Warranty paid
6. Signature Affidavit for all borrower(s) if applicable

Borrower Name: \_\_\_\_\_ Loan ID #: \_\_\_\_\_

Lender Loan #: \_\_\_\_\_

**LENDER'S CERTIFICATIONS**

The Lender has originated the CalHFA subordinate loan and hereby certifies:

Lender has issued and delivered to borrower(s) in the appropriate time period, all required Disclosure Statements, including, but not limited to, the Initial Truth-In-Lending Disclosure Statement, Good Faith Estimate and Fair Lending Notice and Final Truth-In-Lending Disclosure Statement if changes to the initial Truth-In-Lending Disclosure were required.

That the subordinate loan above referenced was recorded in the proper lien position as stated in CalHFA's Conditional Loan Approval and that the Deed of Trust reflects California Housing Finance Agency, a public instrumentality and a political subdivision of the State of California as lender/beneficiary and trustee.

Based on reasonable investigation, the Lender has no reason to believe that either the Borrowers or the Sellers of the home have made any negligent or fraudulent material misstatements in connection with the loan.

That the Borrower(s) did not pay more than a \$250 application/processing fee.

That the Borrower has obtained the required hazard insurance policies (hazard/flood, as applicable) with respect to the home and the Lender will ensure that the policies are kept in force for the term of the loan.

That the Lender has completed and/or satisfied all of the CalHFA conditions of the first and/or subordinate loan approvals and other CalHFA requirements.

The Lender hereby agrees that it will immediately forward to CalHFA all information which it or any of its successors may receive during the life of the mortgage which tends to indicate that the Borrower(s) may have made a misrepresentation in applying for a loan, or that may affect the Borrower's eligibility for a loan. The Lender hereby acknowledges that its failure to comply with the CalHFA requirements or the certifications made in this statement will result in remedial action by CalHFA as prescribed in the Program Manual and the CalHFA Mortgage Purchase and Servicing Agreement (or Mortgage Purchase Agreement).

**WIRING INSTRUCTIONS: Account number funds are to be wired to:**

BANK NAME \_\_\_\_\_

BANK ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

ABA # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

ATTENTION \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative Date

\_\_\_\_\_  
Type Name of Authorized Representative Phone

\*Note: All blanks must be completed in order for the form to be valid.



**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

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**Subordinate CalHFA Mortgage(s)**

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

- \_\_\_\_\_ MSV Part II (Subordinate)
  - \_\_\_\_\_ Original Promissory Note endorsed to CalHFA / Allonge acceptable
  - \_\_\_\_\_ Recorded copy of Deed of Trust (including legal description page)  
(copy of Deed with Deed-specific proof of recording ok)
  - \_\_\_\_\_ Fully executed and notarized Assignment of Deed of Trust
  - \_\_\_\_\_ Final Closing Disclosure Statement (one for each CalHFA subordinate loan & first mortgage) and/or Initial & Final TIL (if applicable) w/ evidence Home Warranty paid
  - \_\_\_\_\_ Loan payment history if any loan curtailments have been made
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**Send CalHFA purchase packages 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**