



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

Subordinate CalHFA Mortgage(s)

For Each Subordinate Loan, the following items must be provided

- _____ MSV Part II (Subordinate)
 - _____ MERS - MIN Summary page1 verifying registration
 - _____ Original Promissory Note endorsed to CalHFA / Allonge acceptable
 - _____ Certified copy of MERS Deed of Trust (including legal description page)
 - _____ A separate final Closing Disclosure Statement required for each loan (1st , MyHome and ZIP) 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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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**