

# lock to purchase process



## FAQs

### 1 *Why is CHFA implementing the Lock to Purchase process?*

- Speed: CHFA wants to get you and your borrower to the closing table faster.
- Efficiency: 50% of loans reviewed during the CHFA Purchase Review have been revised from CHFA Program Compliance Review.
- It's the norm: CHFA aims to align with other investors.

### 2 *Is this Lock to Purchase process effective for all CHFA home loan programs?*

- The Lock to Purchase process is effective only for the CHFA Preferred<sup>sm</sup> and CHFA SmartStep<sup>sm</sup> programs.
- In time, CHFA aims to have all programs go through this process. However, CHFA wants to ensure Participating Lenders are comfortable with the process on less restrictive programs before making effective program-wide.
- The CHFA FirstStep<sup>sm</sup>, CHFA HomeAccess<sup>sm</sup>, and CHFA SectionEight<sup>sm</sup> Homeownership programs will follow the normal and customary CHFA Compliance Review process.

### 3 *Do Participating Lender still need to make a lock for the loan?*

Regardless of program, Participating Lenders will still need to make a lock. Lock to Purchase loans will not go through a CHFA Program Compliance Review. Such loans can be closed as soon as the Participating Lender is ready, and then delivered to CHFA upon loan closing. Separate checklists will be available to ensure the Participating Lender submits all required documentation for CHFA to purchase the loan.

### 4 *Can Participating Lenders opt out?*

No. CHFA Preferred and CHFA SmartStep program locks made on or after September 1, 2020, will utilize this process.

### 5 *Who has access to the "Data Validation" button which disable the lock edit capability?*

- Anyone with CHFA HomeConnection<sup>sm</sup> access will have the ability to see and click on this feature. However, Participating Lenders can implement internal policies as to who can utilize this feature. CHFA does not have the ability to limit control on an individual or role basis.
- Once Data Validation has been executed, the Lock can no longer be edited.
- Should an edit need to be made, you may click on the 'Data Validation' icon. A popup will appear allowing you to send an email to CHFA who will then release the Lock back to you for further editing.
- An email will be sent to the individual who made the request. That said, we encourage lenders to include anyone on the initial email request that needs to be informed this re-enabling of editing has taken place. All those included will receive email notification when the lock is re-enabled for editing.

# lock to purchase process FAQs

## 6. Can a Participating Lender change the program on a lock?

Yes. The Program may be changed if the loan is in Reserved status. Please note, the original Lock Expiration Date will stay the same. Additionally, the interest rate will be that of the interest rate for the new program on the day the original lock was made.

## 7. Where can a Participating Lender find checklists for this new process?

Documents traditionally received during Compliance Review will now be reviewed during Purchase Review and have been incorporated into the checklists below. These checklists will be in HomeConnection and on the CHFA website as of the effective date.

- [CHFA Form 791: CHFA Preferred Purchase Submission Review Checklist](#)
- [CHFA Form 792: CHFA SmartStep Purchase Submission Review Checklist](#)
- [CHFA Form 792-A: CHFA Second Mortgage Purchase Submission Review Checklist](#)

## 8. Utilizing HomeConnection<sup>sm</sup> to lock, verify data, and upload documents will be critical to your success utilizing the Lock to Purchase process. To set-up a HomeConnection account, email the following to [homeownership@chfainfo.com](mailto:homeownership@chfainfo.com):

Name, Role, Email address, Physical address, Phone number, NMLS number (if loan officer)

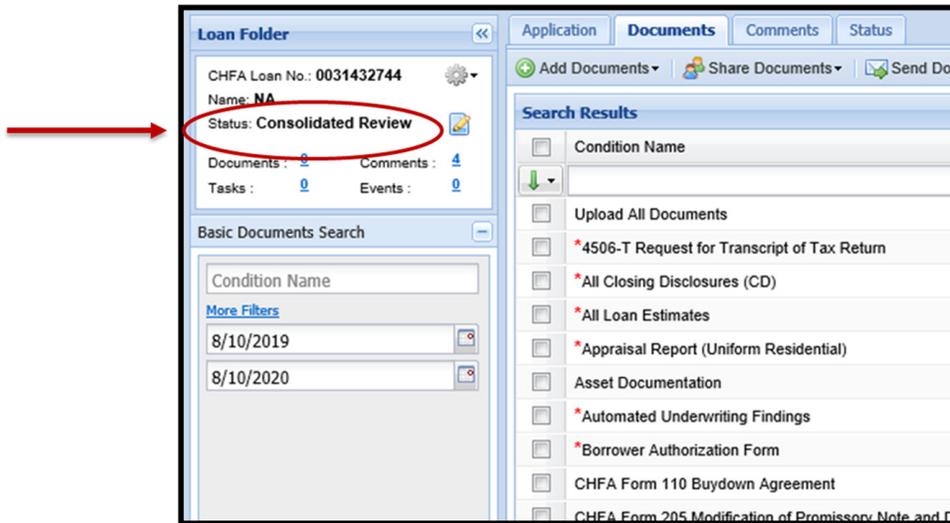
## 9. Will CHFA Preferred and CHFA SmartStep Program Locks made prior to September 1, 2020, go through the Lock to Purchase process after September 1, 2020?

- No. All Locks made prior to September 1, 2020, will continue down the customary path. Lenders should submit a CHFA Program Compliance Review utilizing the applicable checklist found in the document delivery system in HomeConnection or on the CHFA website.
- Only those CHFA SmartStep and CHFA Preferred Program Locks made on or after September 1, 2020, will go through the Lock to Purchase process. Lenders should pay close attention to Lock Dates and subsequently the review path found in HomeConnection.
- How to determine review path:
  1. A new banner with a note will be displayed at the top of the pipeline report.
    - a. Lock to Purchase loan numbers will be in bold.
  2. The "Data Validation" icon under Options/Actions in the pipeline view is only visible on Lock to Purchase locks.

loan number	borrower	status	product	options/actions
0050073221	Lock Purchase	Reserved	CHFA Preferred Freddie Mac	[Icons]
<b>0050073212</b>	Josh Sturgis	Reserved	CHFA SmartStep	[Icons]
0050073196	Test Borrower	Reserved	CHFA FirstStep	[Icons]
0050073187	Cambot Robot	Reserved	CHFA SmartStep	[Icons]

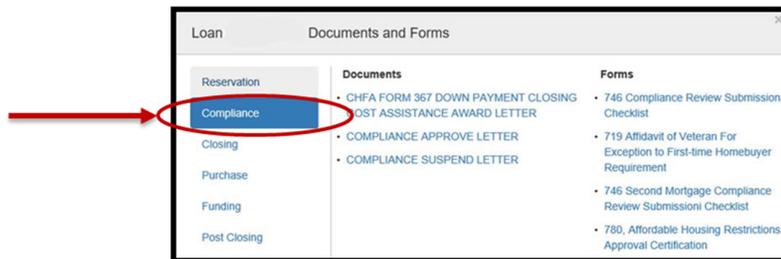
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- The status field in document delivery will indicate "Consolidated Review" which is synonymous with "Lock to Purchase."

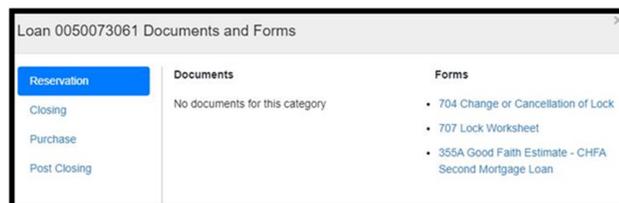


- The left navigation bar in Documents and Forms will indicate the various Lock stages:

## Compliance review required:



## No compliance review required; lenders can close and submit loan for purchase:



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10. With the new self-service features, lenders can lock a loan for a past or current CHFA borrower. However, please keep in mind:
- A borrower may only have one active CHFA loan at a time.
  - Any previous loans must be paid in full otherwise CHFA will not purchase the new loan.

## CHFA Home Finance

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