



**CALIFORNIA HOUSING FINANCE AGENCY**

# Loan Submission Handbook

**Last Revised:** May 2025

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## CalHFA Loan Process (Submission, Approval & Purchase)

The lender must upload to CalHFA's [Mortgage Access System](#) (MAS) a fully approved and complete loan package per CalHFA's [Loan Submission Checklist](#) for program policy, compliance review and desktop underwriting validation.

CalHFA will review loan files on a first-come, first-served basis. CalHFA does not review incomplete files. A notice of incomplete file will be sent to the lender if a file is incomplete. Once the lender submits the entire package the file will go in line for review. Once a file is reviewed by CalHFA the lender will receive status of each loan by either a Notice of Commitment, suspension and/or rejection via MAS.

Suspended loan files will not be reviewed until all suspense items are uploaded to MAS.

Upon receipt of the Notice of Commitment, the lender is authorized to draw documents and close the loan(s).

After closing, within 10 days, the lender will then upload a closed first mortgage purchase package to Lakeview Loan Servicing and simultaneously upload any CalHFA subordinate loan (i.e. MyHome or ZIP) purchase package(s) to CalHFA for purchase to ensure that the purchase of all loans meet the rate lock expiration.

## Pre-Closing Loan Submission

### Loan Submission Process

After lender makes a reservation through CalHFA's [MAS system](#) the lender may submit the loan to CalHFA. Refer to the [Loan Submission Checklist](#) for minimum documentation upload requirements.

All CalHFA loan submission packages are to be uploaded electronically through [MAS](#).

### Forms

The following CalHFA forms will need to be uploaded:

1. [CalHFA Borrower Affidavit](#)
2. [ZIP Interest Rate Acknowledgment](#) (if applicable)
3. [CalHFA State Reporting Disclosure](#)

## Post-Closing Loan Delivery & Purchase

### All CalHFA First Loans:

- Use the master servicer Loan Purchase Checklist located on the website [www.lakeviewcorrespondent.com](http://www.lakeviewcorrespondent.com) to ensure you are submitting a complete and accurate package.
- Notes are to be endorsed to Lakeview Loan Servicing, LLC
- Deeds of Trust are to be assigned to Lakeview Loan Servicing, LLC via MERS
- All loans must be registered with Mortgage Electronic Registration Systems (MERS) at the time of delivery to Lakeview Loan Servicing, LLC, and MERS transfer of beneficial rights of servicing rights must be initiated by the Lender, to Lakeview Loan Servicing, LLC within 24 hours of loan purchase. Do not transfer first mortgage loans to CalHFA.
  - Investor: 1010298 Lakeview Loan Servicing
  - Servicer: 1010298 Lakeview Loan Servicing
  - Subservicer: 1000723 LoanCare LLC

All CalHFA closed first mortgage loan files are to be uploaded to Lakeview Loan Servicing at [www.lakeviewcorrespondent.com](http://www.lakeviewcorrespondent.com) within ten (10) business days

- Log-on link will be in the top left section of the website
- Loss Payee Clause:

### Lakeview Loan Servicing, LLC c/o LoanCare, LLC

ISAOA/ATIMA

P.O. Box 202049

Florence, SC 29502-2049

All loan deficiencies will be posted on the client facing website which is accessible 24 hours a day

All loans must be program approved and deficiency free before they can be purchased

### All CalHFA Subordinate Loan(s):

- All CalHFA subordinate loans must be funded, delivered and purchased by CalHFA after the first mortgage is purchased by Lakeview.
- CalHFA subordinate loan purchase packages are to be uploaded electronically through [MAS](#)
  - Use the [Loan Purchase Checklist](#) to ensure you are submitting a complete and accurate package

**All CalHFA Subordinate Loan(s)** continued

- Subordinate loan documents are to be drawn in lender's name
  - Note to be endorsed to California Housing Finance Agency
  - MERS Deed of Trust must be assigned to CalHFA
    - Register via MERS:
      - Investor: 1000645 California Housing Finance Agency
      - Servicer: 1000645 California Housing Finance Agency
  - Only after loans are purchased initiate the transfer via Mortgage Electronic Registration System (MERS)

- Loss Payee Clause:

**California Housing Finance Agency**

Its successor and/or assigns

Loan Administration – MS 955

500 Capitol Mall, Suite 1400

Sacramento, CA 95814

- Lender must use the following forms for each subordinate loan purchase package:
  1. [Subordinate Deed of Trust - MERS](#)
  2. [Promissory Note](#)
  3. [Allonge](#)
  4. [Deed Modification - MERS](#) (If Needed)