

PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST

House Key Program

WSHFC Loan # _____ Lending Institution: _____

Mortgagor Name: _____ *Last* _____ *First* _____

Contact Name: _____ Phone: _____

Contact Email: _____

THESE ITEMS ARE REQUIRED FOR ALL FILES:

<u>✓ CHECK THE ITEMS INCLUDED</u>	ALL COPIES MUST BE LEGIBLE.	WSHFC USE ONLY
<input type="checkbox"/> This Checklist (15.13.1-2)		<input type="checkbox"/>
<input type="checkbox"/> Paid receipt for inspection OR evidence that a 1-year homeowner warranty for new construction will be provided at loan closing		<input type="checkbox"/>
<input type="checkbox"/> <u>Notice to Buyers</u> signed and dated by the Borrower(s) (15.7)		<input type="checkbox"/>
<input type="checkbox"/> <u>Income and Household Members Disclosure</u> signed and dated by the Borrower(s) (15.8)		<input type="checkbox"/>
<input type="checkbox"/> Real Estate Purchase & Sales Agreement signed by seller(s) and buyer(s)		<input type="checkbox"/>
<input type="checkbox"/> Underwriter's signed & dated 1008/92900-LT/VLA		<input type="checkbox"/>
<input type="checkbox"/> Final Automated Underwriting System (AUS) approval		<input type="checkbox"/>
<input type="checkbox"/> Typed and updated Residential Loan Application for first mortgage		<input type="checkbox"/>
<input type="checkbox"/> <u>Addendum to Residential Loan Application</u> signed by Borrower(s) (15.6.1-2)		<input type="checkbox"/>
<input type="checkbox"/> Written VOE(s), with 2 current paycheck stubs and other income verification(s)		<input type="checkbox"/>
<input type="checkbox"/> OTHER income documentation: child support, interest, disability, social security award letter, non-borrowing spouse, etc.		<input type="checkbox"/>
<input type="checkbox"/> Signed and dated copies of Borrower(s)' and Spouse(s)' Federal Income Tax returns for the past 3 years; OR <u>Statement of Income Tax Filing</u> (15.12)		<input type="checkbox"/>
<input type="checkbox"/> WSHFC Homebuyer Education Certificate for all Borrowers		<input type="checkbox"/>
<input type="checkbox"/> Appraisal		<input type="checkbox"/>
<input type="checkbox"/> <u>Needs Assessment Form</u> signed by Underwriter		<input type="checkbox"/>
<input type="checkbox"/> Copy of credit report(s) for all borrower(s) and spouse		<input type="checkbox"/>

Other Non-WSHFC Down Payment Assistance:

List all programs, loan amount and lien position

Additional Documents Required on Page 2→

WSHFC DOWNPAYMENT ASSISTANCE SECOND MORTGAGE PROGRAMS

Please provide the following *additional* documents as per the DPA selected.

OPPORTUNITY DPA:

- If using the Veteran's Exception to Needs Assessment, a Valid Washington State driver's license and DD214

VETERANS DPA:

- Valid Washington State driver's license and DD-214

HOME CHOICE:

- Borrower Budget Worksheets signed and dated by Service Provider and Lender
- Acknowledgement of Housing Counseling Fee signed by Borrowers
- One-on-One Counseling Certificate
- Income and Household Members Disclosure (signed and dated by the Borrower(s) 15.8)
- Proof that disability meets ADA requirement if not receiving SSDI

CLARK COUNTY DPA:

- One-on-One counseling certificate

ARCH & BELLINGHAM DPA:

- Signed Disclosure of HOME Program Requirements form (HUD Form 1)
- Signed Initial and Final Estimated Fair Market Value Notice (HUD 2.1-2)
- Completed HUD Housing Choice Voucher Program Inspection Checklist (HUD 52580-A)
OR Equivalent for City of Bellingham – See manual
- Signed Lead Based Paint Disclosure, for homes built before 1978
- One-on-One counseling certificate
- Two months recent bank statements for all adult household members

COVENANT HOMEOWNERSHIP DPA (3rd lien)

DPA loan amount: \$ (up to 20% down up to \$150, 000 max, of the purchase price or appraised value whichever is less, plus applicable closing costs paid by the homebuyer), rounded down to the nearest dollar.

- Valid Washington state driver's license or WA state ID to show current WA state residence
- Covenant Needs Assessment form
- Documentation of first-time homebuyer:
 - Last 3 year's tax returns for all borrowers
 - Copy of Divorce Decree or
 - Evidence current property is not permanently affixed or
 - Evidence current property is uninhabitable
- Credit report for all borrower(s) and spouse as applicable.
- Documentation showing pre-April 1968 WA residency status
- Completed Covenant DPA eligibility document checklist showing ancestors relationship to borrower. Include letter of explanation by borrower (signed & dated), if further clarification was needed.
- Documentation showing impacted class status
- Housing Discrimination Letter written by borrower
- Covenant Down Payment Assistance Disclosure, Signed and Dated.

UNIVERSITY HOUSING ASSISTANCE PROGRAM:

- Executed approval letter from UW for UHAP program

WHEN COMPLETE, UPLOAD TO EMPHASYS

Please check Emphasys page for the current status of your loan. Call 1-800-767-4663 if you have any questions.