

POST-CLOSING COMPLIANCE REVIEW FILE CHECKLIST

Home Advantage Program – Washington State Housing Finance Commission

WSHFC Loan # _____ Lending Institution _____

Mortgagor Name _____
Last *First* *MI*

Contact Name _____ Phone _____ FAX _____

Contact Email _____

ALL COPIES MUST BE LEGIBLE. SUBMIT THE FOLLOWING ITEMS:

| ✓ CHECK THE ITEMS INCLUDED | <u>THESE ITEMS ARE REQUIRED FOR ALL FILES</u> | <u>WSHFC USE ONLY</u> |
|--|--|------------------------------|
| <input type="checkbox"/> This Checklist (15.20.1)(rev.12/01/2022) | | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of FINAL Closing Disclosure, for 1 st & 2 nd mortgage (as applicable) | | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of Executed Note for 1 st mortgage | | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of Executed Note for Commission Downpayment Assistance Program (as applicable) | | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of Executed Deed of Trust for Commission Downpayment Assist Program (as applicable) | | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of Final 1003 signed & dated by borrower(s) | | <input type="checkbox"/> |
| <input type="checkbox"/> 1 st Mortgage Deed of Trust MERS Min Number (all loan types)_____ | | <input type="checkbox"/> |
| <input type="checkbox"/> Pre-Closing Compliance Approval Conditions: _____ | | <input type="checkbox"/> |

For Energy Spark:

EnergySpark: Copy of Post- Closing Energy Audit (Documenting 10% improvement)

For ARCH & Bellingham DPA Loans:

Original Signature for HOME Recapture or Resale Agreement on ARCH & Bellingham

WHEN COMPLETE, UPLOAD TO EMPHASYS

Please check our EMPHASYS page for the current status of your loan. Call 1-888-366-6639 if you have any questions.

Washington State Housing Finance Commission Use Only

A P P R O V E D **D E C L I N E D**

Date: _____ Reviewed by: _____ Date: _____
