

PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST

Home Advantage Program

WSHFC Loan # _____ Lending Institution _____
 Mortgagor Name _____
Last *First*
 Contact Name _____ Phone _____
 Contact Email _____

THESE ITEMS ARE REQUIRED FOR ALL FILES

✓ **CHECK THE
ITEMS INCLUDED**

ALL COPIES MUST BE LEGIBLE.

- This Checklist, **all** pages (15.13)
- Paid receipt for inspection (for existing homes) OR If New Construction evidence a 1-year homeowner warranty from Builder will be provided at loan closing
- Real Estate Purchase & Sales Agreement, signed by seller(s) and buyer(s)
- Current Loan Application (1003) for first mortgage –
Interest Rate, Loan Amounts, and Income to match AUS Findings and Signed Transmittal
- Underwriter’s **signed & dated** approval (1008/92900-LT/VLA)
- Current AUS approval
- WSHFC Homebuyer Education Certificate for all Borrowers
- Appraisal, **only if manufactured home**
- Lender has received appraisal. Enter Appraised value: \$ _____

For EnergySpark:

- EnergySpark: Pre-Closing Energy Audit OR green Building Certification for new construction
- EnergySpark: [EnergySpark Notification](#)(15.37)

COMMISSION DOWNPAYMENT ASSISTANCE SECOND MORTGAGE PROGRAMS

HOME ADVANTAGE SECOND MORTGAGE:

Is Borrower receiving a Home Advantage second mortgage? Yes No

If “Yes”, 3%, 4% or 5% (5% DPA option available on FHA or Conventional only) please list the amount of second mortgage:

\$ _____ (Home Advantage cannot exceed 3%, 4% or 5% of loan amount, rounded down to nearest dollar)

Additional Documents Required on Page 2→

*****This Section for Washington State Housing Finance Commission Use Only*****

APPROVED **DECLINED**

Date: _____ Reviewed by: _____ Date: _____

WSHFC DOWNPAYMENT ASSISTANCE SECOND MORTGAGE PROGRAMS

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

NON-WSHFC FINANCING/GRANTS

- List program, loan amount and lien position: _____

HOME ADVANTAGE NEEDS-BASED 1%:

- [Needs Assessment](#) signed by Underwriter (15.30)

OR – If using Veteran’s exception:

- Washington State driver’s license and DD214

VETERANS DPA:

- Washington State driver’s license and DD214

HOME CHOICE:

- [Needs Assessment](#) signed by Underwriter
 [Income and Household Members Disclosure](#) (15.8) signed and dated by the Borrower(s)
 Signed and dated copies of Borrower(s)’ and spouse(s)’ Federal Income Tax returns for the past 3 years

OR – If Applicable: [Statement of Income Tax Filing](#) (15.12)

- Borrower Budget Worksheets signed and dated by Service Provider and Lender
 [Acknowledgement of Housing Counseling Fee](#) signed by Borrower
 SSDI Award Letter or Doctor’s Letter that disability meets ADA requirements
 Copy of Credit Report(s) for all Borrowers

ARCH, SEATTLE, TACOMA, & BELLINGHAM DPA:

- [Needs Assessment](#) signed by Underwriter
 [Income and Household Members Disclosure](#) signed and dated by the Borrower(s) (15.8)
 Signed and dated copies of Borrower(s)’ and spouse(s)’ Federal Income Tax returns for the past 3 years

OR – If Applicable: [Statement of Income Tax Filing](#) (15.12)

- Verification(s) of Employment, 2 current paycheck stubs and other income verification(s)
 Property Appraisal
 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
 Copy of Credit Report(s) for all Borrowers
 Signed Disclosure of HOME Program Requirements form (HUD Form 1) ¹
 Signed [Initial](#) and [Final](#) Estimated Fair Market Value Notice forms (HUD 2.1-2) ¹
 Two months recent bank statements for all adults showing income on 15.8 ¹
 Signed [Partnership DPA Affidavit](#) – May be notarized at closing ²

UNIVERSITY HOUSING ASSISTANCE PROGRAM:

- Executed approval letter from UW for UHAP program
 Copy of the appraisal

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.

¹ Not required for Seattle DPA

² Currently not required for ARCH DPA