

# Processing Checklist

- **WSHFC loans are processed and underwritten in accordance with standard first mortgage guidelines. This checklist addresses compliance items reviewed by the Lender during the process of the loan. The following checklist is meant to be used as a tool only and may not be all-inclusive. Please review full program manual(s).**
- **Further items may apply if using specialty down payment assistance programs.**

# Processing Checklist

**Purchase and Sale**

**Home/Property Inspection**

**Homebuyer Education  
Certification**

**Reservation Confirmation**

**WSHFC Program Documents**

**Loan Application**

**Credit Report**

**Asset Verification**

**Income Verification**

**AUS and Transmittal**

**Tax Returns**

**Appraisal**

**Miscellaneous**



# Purchase and Sale



**Agreement must be fully complete, signed and dated by both borrower and seller.**



**All addendums included and executed.**

**House Key  
Opportunity**

# Purchase and Sale



**Agreement must be fully complete, signed and dated by both borrower and seller.**




**All addendums included and executed.**

## House Key Opportunity



**Acquisition cost must not exceed the current maximum acquisition cost limit**



**Acquisition cost documented; the acquisition cost is defined as all amounts paid previously or in the future by the borrower or any other person(s) to or for the benefit of the seller.**



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# Home/Property Inspection



**Must be completed by a licensed inspector.**



**Must be completed within the past 6 months.**



**Provide copy of inspection receipt in the Pre-Closing file.  
Must include;**

**Subject Property  
Address**

**Inspection Date**



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# Homebuyer Education Certification



**Each borrower who will be on the Note & Deed of Trust must have certification.**



**Certificate is an WSHFC issued certification, signed by the instructor.**



**Certificate must be issued within the last 2 years.**



# Reservation Confirmation

**Prior to Reserving funds with WSHFC;**

**Must have fully executed  
Purchase and Sale agreement.**

**All borrowers on the loan must  
have attended homebuyer  
education.**

**All loan terms consistent with reservation (loan amount,  
sales price, interest rate, loan type, property address, etc).**

**Funds for Down Payment Assistance have been reserved  
and included on the confirmation.**

**Idaho-Loans must be  
purchased within 60 days  
of the Note date.**



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# WSHFC Program Documents



**Pull the most recent versions of forms from LenderOnline.**

**There's a short video on our website that reviews pulling documents, click here to watch.**

**Home Advantage**

**House Key Opportunity**



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# WSHFC Program Documents- Home Advantage

Complete top portion of the Checklist with your current contact information and include all required exhibits.

## PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST Home Advantage Program

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

- 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)



# WSHFC Program Documents- DPA



**Page 2 of the Pre-Closing Checklist will list any additional documents required for the Down Payment Assistance program.**



**Any applicable Down Payment Assistance documents will pull from LenderOnline.**



# Loan Application

**All loan terms consistent with reservation (loan amount, sales price, interest rate, loan type, property address, etc).**

**Income consistent with reservation, AUS and signed/dated transmittal.**

**Household size consistent with reservation; Explain any discrepancies.**

## House Key Opportunity

**Borrower(s) have not owned a primary residence in the last 3 years, unless purchasing in a targeted area or the Borrower is a Veteran.**



# Credit Report



**All borrowers meet the minimum credit score requirement per 1<sup>st</sup> mortgage guidelines. No WSHFC overlay to credit score.**

**House Key Opportunity**



**No past mortgage(s) reporting within the last 3 years, for all borrowers.**



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# Asset Verification



**All liquid assets are verified and updated on the Loan Application.**



**Liquid assets per the Down Payment Assistance consistent with the verified amounts and the Loan Application as applicable.**



# Income Verification



**Income calculations are complete and within program limits.**

**Home Advantage**

**House Key Opportunity**



# **Income Verification- Home Advantage**



**Lender to verify and calculate qualifying income meets statewide Home Advantage income limit.**



**Check Down Payment Assistance manual for income requirements if using any other program aside from Home Advantage DPA.**





# **Income Verification- House Key Opportunity**

## **Verification of Employment**

**VOE for all jobs currently held by all borrowers and household members.**

**Includes start date, no of hours worked, projected date and amount of next pay increase.**

**Includes hourly/monthly/yearly rate of pay and all YTD earnings.**

**Data consistent w/pay stubs. Any discrepancies have been explained.**

## **Pay Stubs**

**Pay Stubs for all jobs currently held by all borrowers and household members.**

**2 current pay stubs within the past 45 days.**

**If purchasing as Married, Separate Estate, the income of the non-purchasing spouse has been documented.**

**Child support and alimony income has been addressed and/or documented.**

**Income for all occupants has been addressed or documented, including occupants that will turn 18 years old within the 12 months following loan closing.**

**Have current income verification of all income sources, including verified cash value of all assets.**



# AUS and Transmittal

**Income under program limit(s).**

**Verify loan is Approved/Eligible or Accept with no manual downgrades, unless other restrictions apply.**

**Verify loan terms (LA, SP, Interest Rate etc) are consistent with the Emphasys loan reservation and 1003.**



# Tax Returns

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**House Key Opportunity**



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# Tax Returns – Home Advantage

**Tax returns MAY be required by the down payment assistance program (Does not apply to Home Advantage DPA).**

**Check individual DPA program manual for details.**



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# Tax Returns – House Key Opportunity

✓ **Have signed and dated copies of complete tax returns filed for the previous three years.**

**If borrower is not required to file, have completed & signed Statement of Income Tax Filing for the applicable tax year.**

**If copies of the previously filed returns are not available, they may request copies using IRS form 4506.**

✓ **Have complete returns, with all schedules included.**

✓ **All income sources disclosed on tax returns have been documented.**

✓ **All dependents on tax returns match loan application and reservation. If any discrepancies, explain.**

✓ **Have signed and dated tax returns for non-purchasing spouse regardless of occupancy.**



# Appraisal

**Home Advantage**

**House Key Opportunity**



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# Appraisal- Home Advantage



**Subject property located in the state of Washington.**



**Have acceptable appraisal that meets guidelines of the loan type (Note: “Drive-by” appraisals are not acceptable).**



**Subject property type including; One-Unit, Two-Unit\* (Duplex), Townhome, Condo or Manufactured home.**



# Appraisal- House Key Opportunity

**Subject property located in the state of Washington.**

**Have acceptable appraisal that meets guidelines of the loan type (Note: “Drive-by” appraisals are not acceptable).**

**Subject property is a single-family residence containing only 1 self-sufficient unit.**

**Subject property does not have excess land value. This program is generally restricted to two acres or less.**

**If there is an accessory dwelling unit, verify it is NOT going to be used as rental.**

**No more than 15% of the square footage of the home will be used for business purposes.**





# Miscellaneous

**Home Advantage**

**House Key Opportunity**



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# Miscellaneous- Home Advantage

✓ Escrow Holdback meets requirements of loan type and does not need pre-approval by master servicer.

✓ Subordinate Financing, other than Home Advantage DPA or Subsidy programs, has been approved by your underwriter and noted on the transmittal..

✓ File has been approved to close by WSHFC.

✓ If using Home Advantage DPA or Subsidy, separate income calculation is complete and within applicable program limits.

✓ If Conventional financing;

**Fannie Mae**

**Freddie Mac**

**DU Findings  
required.**

**Use HFA Preferred  
Product.**

**LP Findings  
required.**

**Use HFA Advantage  
Product.**

# Miscellaneous- House Key Opportunity

- ✓ Escrow Holdback meets requirements of loan type and does not need pre-approval by master servicer.
- ✓ Subordinate Financing, other than WSHFC DPA programs, has been approved by your underwriter and noted on the transmittal..
- ✓ File has been approved to close by WSHFC.
- ✓ If using Opportunity DPA or Subsidy, separate income calculation is complete and within applicable program limits.
- ✓ If Conventional financing;
  - Fannie Mae**
    - DU Findings required.
    - Use HFA Preferred Product.
  - Freddie Mac**
    - LP Findings required.
    - Use HFA Advantage Product.