HOME ADVANTAGE CLOSING/FUNDING CHECKLIST

A Home Advantage loan is closed in accordance with standard first mortgage guidelines. This checklist is meant as a tool for closing a Home Advantage loan and may not be all-inclusive. Please review the Home Advantage Program Manual for additional information.

Reservation
- All loan terms consistent with reservation (loan amount, sales price, interest rate, loan type, etc.)
- Loan has been approved to close by the Commission.
- Funds for the Commission’s Downpayment Assistance or Subsidy have been reserved and approved.

Home Advantage Documents
- Most current versions of forms used; see Forms Section of Program Manual at: http://www.wshfc.org/sf/forms.html

Notes and Security Instruments for Home Advantage First Mortgage Loans
- Borrower’s names typed under signatures on all Note and Deed of Trust.
- Used the most recent 1-4 family FHA, VA or Fannie Mae instruments and applicable Addendums.
- If Rural Housing loan, FHA OR Conventional instruments used.
- Note and Deed of Trust drawn in originating Lender’s name.
- 1st Mortgage Note is endorsed to appropriate loan servicer.
- Used standard late charge (5% for Fannie Mae for FHA/VA; 4% for Rural Housing loans using FHA instruments OR 5% for Rural Housing loans using Conventional instruments).

Notes and Security Instruments for Downpayment Assistance Second Mortgage Loans
- Borrower’s names typed under signatures on all Note and Deed of Trust.
- Used the appropriate Commission Note and Deed of Trust, with any applicable Addendums:
  - Home Advantage:
    - Home Advantage 0% Note (Pages 1-3)
    - Home Advantage 0% Deed of Trust (Pages 1-6)
  - Home Advantage 1% Option:
    - 1% Deferred Note (Pages 1-3)
    - 1% Deferred Deed of Trust (Pages 1-7)
  - Veterans DPA:
    - 3% Note (15.32.1-2)
    - 3% Deed of Trust (15.33.1-7)
  - Homechoice:
    - 1% Deferred Note (1-3)
    - 1% Deferred Deed of Trust (1-7)
- Note and Deed of Trust drawn in the name of the Washington State Housing Finance Commission.
- Used a 4% late charge.

Closing Disclosure Statement
- Closing Disclosure for 1st mortgage.
- The initial Aggregate Escrow Account Statement meeting RESPA guidelines is attached.
- Maximum 1% Origination Loan Fee charged.
- Rate lock extension fees charged as applicable.
- $85 tax service fee is charged.
- No amortization fee charged to borrower or seller.
- No wire transfer fee charged to borrower.
- No cash back if using Downpayment Assistance or Subsidy programs.
- No title fees charged on the Downpayment Assistance Second Mortgage.
- For Commission second mortgages, the $40.00 Program Application Fee is charged on the Closing Disclosure for the second mortgage.
- Follow specific investor guidelines.

03/01/2018
Final Loan Application
- Terms consistent with the Commission’s reservation and Final Closing Disclosure
- Signed and dated by all borrowers and Loan Originator.

Miscellaneous
- All Commission Pre-Closing Conditions have been met.
- If using a Commission’s Downpayment Assistance or Subsidy, the 2nd has a separate Closing Disclosure.
- Title policy and/or preliminary title report includes minimum six months’ history of property ownership.
- If Conventional loan with LTV exceeding 80%, have PMI certificate from an acceptable carrier and coverage requirement is correct.
- Have acceptable Hazard/Flood Insurance policy or binder with policy number
  - Borrower’s name, address, city, state and zip code consistent with file
  - Dwelling coverage is equal to or greater than the Loan Amount
  - “Replacement Cost Guaranteed” is acceptable if clearly stated on the policy or binder
  - the Loss Payable Clause reads for Lakeview Loan Servicing
    Lakeview Loan Servicing, LLC c/o LoanCare, LLC ISAOA/ATIMA
    PO Box 202049
    Florence, SC 29502-2049
  - the Loss Payable Clause reads for Idaho Housing and Finance Association
    HomeLoanServ, a division of Idaho Housing and Finance Association, ISAOA
    PO Box 7899
    Boise, ID 83707
- Have standard FEMA flood certification form:
  - States “Life of Loan” and “Transferable”
  - Includes the flood risk zone; map and panel number; community number and status; and the date of the map used for the determination
  - Appropriate disclosures have been signed by the borrower
- Loan has a reserve/escrow account for the collection of hazard insurance, taxes, mortgage insurance premiums or risk-based premiums.
- If ARCH, Tacoma, Pierce Co., & Bellingham DPA’s, include original signature for Home Recapture Agreement.
- If Homechoice Subsidy used, have Acknowledgement of Housing Counseling Fee (Form 4.5)
  - Form has been signed by Housing Counselor and borrower
  - Payment information section complete