

POST-CLOSING COMPLIANCE REVIEW FILE CHECKLIST
House Key Program – Washington State Housing Finance Commission

WSHFC Loan # _____ Lending Institution: _____

Mortgagor Name: _____

Last *First* *MI*

Contact Name: _____ Phone: _____

Contact E-mail: _____

ALL COPIES MUST BE LEGIBLE.

**✓ CHECK THE
ITEMS INCLUDED**

THESE ITEMS ARE REQUIRED FOR ALL FILES

- This checklist (15.20) (rev.12/05/2022)**
- Copy of [“Notice of Potential Recapture Tax on Sale of Your Home”](#) (15.14) (rev.6/1/99)**
- Copy of FINAL Closing Disclosures for 1st & 2nd and 3rd mortgage (if applicable)**
- Copy of Final 1003 signed and dated by Borrower(s).**
- Copy of Executed Note for 1st mortgage**
- Copy of Executed Note(s) for Commission 2nd & 3rd Downpayment Assistance Programs (if applicable)**
- 1st Mortgage Deed of Trust MERS Min Number _____**
- Copy of Executed Commission 2nd and 3rd Mortgage Deed of Trust, if applicable**
- Pre-Closing Compliance Approval Conditions: _____**
- Copy of Real Estate Excise Tax Affidavit Form, if condominium or townhome**

For ARCH & Bellingham DPA Loans:

- Original Signature for Home Recapture or Resale Agreement on ARCH & Bellingham

WHEN COMPLETE, [UPLOAD THESE DOCUMENTS TO LENDER PORTAL](#)