

PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST

Covenant Homeownership 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
- Lender has received appraisal. Enter Appraised value: \$ _____

COVENANT Downpayment Assistance (2nd lien):

DPA loan amount: \$ _____ (up to 20% down up to \$150,000 max. of the purchase price or appraised value whichever is less, plus applicable closing costs paid by the homebuyer), rounded down to the nearest dollar.

- Valid Washington state driver’s license or WA state ID to show current WA state residence.***
- Covenant Needs Assessment form
- Documentation of first-time homebuyer:
- Copy of Divorce Decree or
- Evidence current property is not permanently affixed or
- Evidence current property is uninhabitable
- Copy of credit report for all borrower(s) and spouse, including NBS, as applicable.
- Documentation showing pre-April 1968 WA residency status.
- Completed [Covenant DPA eligibility document checklist](#) showing ancestors relationship to borrower. Include letter of explanation by borrower (signed & dated), if further clarification was needed.
- Documentation showing impacted class status.
- Housing Discrimination Letter written by borrower.
- Covenant Downpayment Assistance Disclosure, signed & dated.
- ***In certain circumstances, a driver’s license or ID may not be enough proof of residency. Other items may be requested at the discretion of the Commission.

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.