PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST
House Key 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 (15.13.1-2)
- ☐ Paid receipt for inspection OR evidence that a 1-year homeowner warranty for new construction will be provided at loan closing
- ☐ Notice to Buyers signed and dated by the Borrower(s) (15.7)
- ☐ Income and Household Members Disclosure signed and dated by the Borrower(s) (15.8)
- ☐ Real Estate Purchase & Sales Agreement signed by seller(s) and buyer(s)
- ☐ Underwriter's **signed & dated** 1008/92900-LT/VLA
- ☐ Final Automated Underwriting System (AUS) approval
- ☐ Typed and updated Residential Loan Application for first mortgage
- ☐ Addendum to Residential Loan Application signed by Borrower(s) (15.6.1-2)
- ☐ Written VOE(s), with **2** current paycheck stubs and other income verification(s)
- ☐ OTHER income documentation: child support, interest, disability, social security award letter, non-borrowing spouse, etc.
- ☐ Signed and dated copies of Borrower(s)' and Spouse(s)' Federal Income Tax returns for the past 3 years;

  OR Statement of Income Tax Filing (15.12)
- ☐ WSHFC Homebuyer Education Certificate for all Borrowers
- ☐ Appraisal
- ☐ Needs Assessment Form signed by Underwriter
- ☐ Copy of credit report(s) for all borrower(s) and spouse

Other Non-WSHFC Down Payment Assistance:

- ☐ List all programs, loan amount and lien position

_____

_____

Additional Documents Required on Page 2→

WSHFC DOWNPAYMENT ASSISTANCE SECOND MORTGAGE PROGRAMS

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

OPPORTUNITY DPA:

☐ If using the Veteran's Exception to Needs Assessment, a Valid Washington State driver's license and DD214

VETERANS DPA:

☐ Valid Washington State driver's license and DD-214

HOME CHOICE:

☐ Borrower Budget Worksheets signed and dated by Service Provider and Lender
☐ Acknowledgement of Housing Counseling Fee signed by Borrowers
☐ One-on-One Counseling Certificate
☐ Income and Household Members Disclosure (signed and dated by the Borrower(s) 15.8)
☐ Proof that disability meets ADA requirement if not receiving SSDI.

ARCH & BELLINGHAM DPA:

☐ Signed Disclosure of HOME Program Requirements form (HUD Form 1)
☐ Signed Initial and Final Estimated Fair Market Value Notice (HUD 2.1-2)
☐ Completed HUD Housing Choice Voucher Program Inspection Checklist (HUD 52580-A) **OR** Equivalent for City of Bellingham
☐ Signed Lead Based Paint Disclosure, for homes built before 1978
☐ One-on-One counseling certificate
☐ Two months recent bank statements for all adult household members

COVENANT HOMEOWNERSHIP DPA (3rd Lien):

DPA loan amount: $ _____ (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.

☐ Covenant Needs Assessment form
☐ Covenant Down Payment Assistance Disclosure, Signed and Dated.

Documentation of first-time homebuyer:

☐ Copy of credit report for all borrower(s) and spouse as applicable
☐ Copy of Divorce Decree or
☐ Evidence current property is not permanently affixed or
☐ Evidence current property is uninhabitable

UNIVERSITY HOUSING ASSISTANCE PROGRAM:

☐ Executed approval letter from UW for UHAP program

WHEN COMPLETE, UPLOAD TO LENDER PORTAL

Please check Lender Portal for the current status of your loan.
Call 1-800-767-4663 if you have any questions.