POST-CLOSING COMPLIANCE REVIEW FILE CHECKLIST

Home Advantage Program – Washington State Housing Finance Commission

WSHFC Loan # _____ Lending Institution _____

Mortgagor Name _____
Last *First* *MI*

Contact Name _____ Phone _____

Contact Email _____

ALL COPIES MUST BE LEGIBLE. SUBMIT THE FOLLOWING ITEMS:

✓ **CHECK THE ITEMS INCLUDED** **THESE ITEMS ARE REQUIRED FOR ALL FILES**

☐ This Checklist (15.20.1)(rev.12/01/2022)

☐ Copy of **FINAL** Closing Disclosure, for 1st & 2nd and 3rd mortgage (as applicable)

☐ Copy of Executed Note for 1st mortgage

☐ Copy of Executed Note(s) for Commission Downpayment Assistance Programs (as applicable)

☐ Copy of Executed Deed of Trust(s) for Commission Downpayment Assist Program (as applicable)

☐ Copy of Final 1003 signed & dated by borrower(s)

☐ 1st Mortgage Deed of Trust MERS Min Number (all loan types)_____

☐ Pre-Closing Compliance Approval Conditions: _____

☐ Copy of Real Estate Excise Tax Affidavit Form, if condominium or townhome

For Energy Spark:

☐ EnergySpark: Copy of Post- Closing Energy Audit (Documenting 10% improvement)

For ARCH & Bellingham DPA Loans:

☐ Original Signature for HOME Recapture or Resale Agreement on ARCH & Bellingham

WHEN COMPLETE, UPLOAD TO EMPHASYS

Please check our EMPHASYS page for the current status of your loan. Call 1-888-366-6639 if you have any questions.