Making a Reservation

Wednesday, September 4, 2019   7:32 PM

Select the "New Reservation" Tab from the Navigation menu to bring up program options

Choose the option that best suits your borrower's needs to get started making the reservation!

Once you have selected your 1st mortgage loan type, you will be prompted to choose a 2nd mortgage.

If there is no 2nd you can choose the first option, to continue reserving only a 1st mortgage.

Choose the radio dial next to the program in question and choose Continue with Additional Mortgage(s).

Once you have chosen the 1st and 2nd mortgage programs you will be taken to the loan application screen

All of the data for both reservations is entered onto one screen!

All required loan data will be marked with *****.

Once all of the * items are entered, proceed to the "Submit" button at the bottom of the screen. This action will complete both 1st and 2nd mortgages.

SUBMIT

There are 2 possible error codes that you could receive.

If there is something entered into the application that does not meet WSHFC guidelines, you will receive an error message similar to this.

Reservation is DENIED for the following reason(s):

1. COMP003 - Household income exceeds the 1st mortgage federal limit.
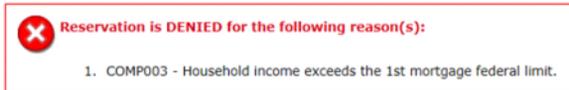
If there is a required * item missing, you will receive an error pop-up similar to this.

Message from webpage

Please enter the following required field(s) on the BORROWER Section:

1- Borrower HBE Certificate #.

OK
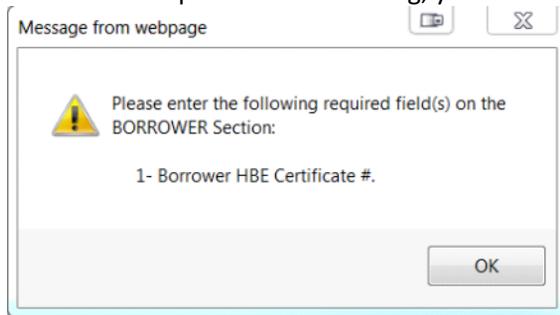
Upon submission and completion of the reservation you will receive a confirmation similar to this. From here you can view or print the full lock reservation.

Lender: WSHFC

New Reservation

Reservation Acceptance Notice

YOUR RESERVATION HAS BEEN ACCEPTED !

Your Reservation/Loan Number is: **001400001012**

Disclaimer Statement
Enter your Reservation Disclaimer HERE...

To **View** and/or **Print** your Reservation: [Click here]

[Print this page]

Notes:
Make sure you print a copy of this Reservation Acceptance Notice.

You will need to include a copy of your reservation to request changes to the reservation, if needed at a later date.

Please call anyone in Homeowership if you have any questions!
206-464-7139

Uploading Docs in Lender Online

Tuesday, June 20, 2017   11:37 AM

To upload a pre or post-closing compliance file, choose eDocs from the actions menu.

Then you will be presented with 3 different package options, one for Pre, Post and ServiSolutions.
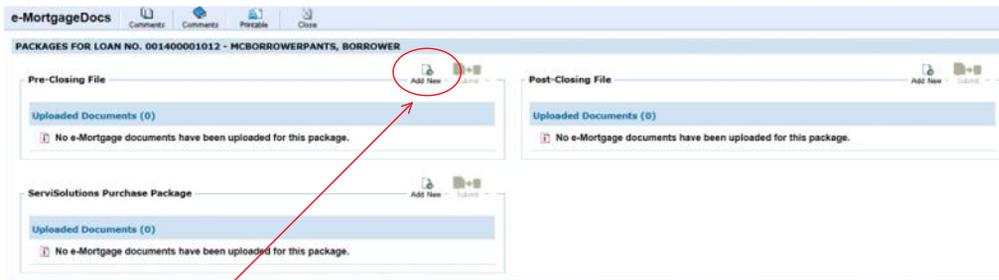
Choose Add New to get started.

Use the "Click Here" button to search for the documents on your computer.

You can use the predefined list of items. This predefined list consists of items we need to review the file, such as Signed Purchase and Sale, 1003 etc.

You can also create your own document names.

Furthermore, you can insert additional comments to explain what has been updated. WSHFC staff will be able to see what is en tered here when reviewing the document.

eMortgage Document For Loan No. 001400001012 Save Cancel

*Package: [Pre-Closing File ▼]

✓ Document (HAPreClosingChecklist.pdf) has been successfully uploaded.

*Select a document name from the predefined list
[01. Pre-Closing Compliance File Checklist (form 15.13) ▼]

or

*Enter a customized document name.
[ ]

Enter additional comments about this document
Here is the checklist, I forgot to add my email so here goes jenni.davidson@wshfc.org.

Once you have the item chosen, the document selected, you are ready to save this Document.

PACKAGES FOR LOAN NO. 001400001012 - MCBORROWERPANTS, BORROWER

Pre-Closing File   Add New   Submit

Uploaded Documents (3)	Actions	Last Date Modified	Initial Submitted Date & Time
01. Pre-Closing Compliance File Checklist (form 15.13) ⊞ Comments...		03/24/2017	
02. Copy of the Real Estate Purchase and Sale Agreement, signed by buyer(s) and seller(s)		03/24/2017	
03. FINAL type Residential Loan Application (form 1003) for 1st Mortgage		03/24/2017	

Repeat this procedure until you have all of the uploaded documents ready to complete the electronic file.
The most important step is to **submit** all of the documents to WSHFC for review using the "**Submit**" button.

Add New   Submit
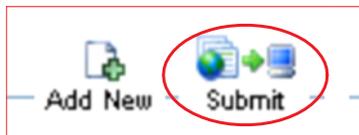
PACKAGE SUBMISSION SUCCESSFULL!

The e-MortgageDocs Pre-Closing File For Loan No. 001400001012 has been received by our agency.

Once you have submitted the file, the system will notify you of the successful upload and give you a date/time stamp next to each document.

Uploaded Documents (3)	Actions	Last Date Modified	Initial Submitted Date & Time
01. Pre-Closing Compliance File Checklist (form 15.13) ⊞ Comments...		03/24/2017	03/24/2017 12:50 PM
02. Copy of the Real Estate Purchase and Sale Agreement, signed by buyer(s) and seller(s)		03/24/2017	03/24/2017 12:50 PM
03. FINAL type Residential Loan Application (form 1003) for 1st Mortgage		03/24/2017	03/24/2017 12:50 PM

Please call anyone in Homeowership if you have any questions!
206-464-7139

Loan Status

Tuesday, June 20, 2017   1:01 PM

To check the status of a loan, choose the "Loan Status" tab on the menu bar.

You can search for the loan by using the WSHFC loan number, Lender Loan No, Borrower Name or SSN.

Once you have located the loan, choose an action from the "Actions Menu".

"**View**"= This will take you the loan details including loans terms, current status, outstanding conditions and WSHFC file reviewer name.

"**Reprint**"= This will allow you to save or re-print the lock confirmation.

"**PDF Docs**"= This will take you to all of the PDF documents available for that file. This is where you can generate the pre closing checklist, Notes, DOT or program documents that pertain to that file.

"**eDocs**"= This will take you to where the files or conditions are submitted.

Please call anyone in Homeowership if you have any questions! 206-464-7139

DPA and Commitment Letters-Government loans

Tuesday, June 20, 2017   12:03 PM

From the Loan Status Tab, find the loan for which you need to print the letters.

Once you have located the loan, choose PDF Docs from the "Actions Menu".
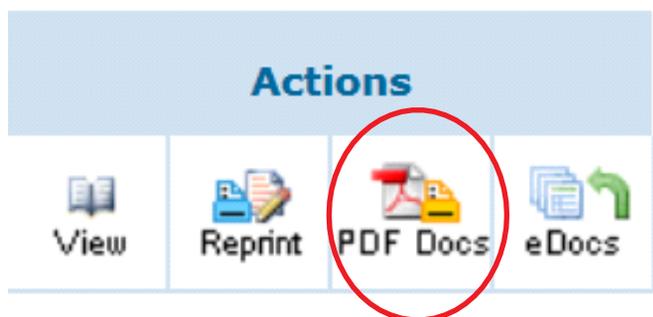
Select the box next to the DPA Award and DPA Commitment Letters.

	Document Name
☐	1% DOT
☐	1% DPA Note
☐	15.13 HA Pre-Closing Checklist
☐	15.20 HA Post-Closing Checklist
☐	15.30 Needs Assessment
☑	DPA Award Letter (Applicable to FHA only)
☑	DPA Commitment Letter
☐	Mortgage Subsidy Worksheet

And "Generate Documents".

From there you will be able to print, save or email the letters.

Generated Documents

📄 DPA Award Letter (Applicable to FHA only)

📄 DPA Commitment Letter