

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 Exemption 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.