## PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST

## **Home Advantage Program**

WSHFC Loan # Lending Institution	
Mortgagor Name	
Last First Contact NamePhone	
Contact Email	
THESE ITEMS ARE REQUIRED FOR ALL F	
✓ 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 warranty from Builder will be provided at loan closing	ce a 1-year homeowner
☐ 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 Signe	ed Transmittal
☐ Underwriter's <b>signed &amp; dated</b> approval (1008/92900-LT/VLA)	
☐ Current AUS approval	
☐ WSHFC Homebuyer Education Certificate for all Borrowers	
☐ Appraisal, only if manufactured home	
☐ Lender has received appraisal. Enter Appraised value: \$	
For EnergySpark:  □ EnergySpark: Pre-Closing Energy Audit OR green Building Certification for no EnergySpark: EnergySpark Notification(15.37)  HOME ADVANTAGE SECOND MORTGAGE:	ew construction
Is Borrower receiving a Home Advantage second mortgage? ☐ Yes ☐ N	No
If "Yes", 3%, 4% or 5% (5% DPA option available on FHA or Conventional only)	please list the amount of second
mortgage:  \$(Home Advantage cannot exceed 3%, 4% or 5% of loan amounts	nt, rounded down to nearest dollar)
Additiona	al Documents Required on Page 2—

## WSHFC DOWNPAYMENT ASSISTANCE SECOND MORTGAGE PROGRAMS Please provide the following *additional* documents as per the DPA selected.

	NON-WSHFC FINANCING/GRANTS
	☐ List program, loan amount and lien position:
	HOME ADVANTAGE NEEDS-BASED 1%: Needs Assessment signed by Underwriter (15.30), <b>OR</b> – If using Veteran's exception:
Ш	Washington State driver's license and DD214
	VETERANS DPA:
	□ Washington State driver's license and DD214
	HOME CHOICE.
	HOME CHOICE:  ☐ Needs Assessment signed by Underwriter
	☐ Income and Household Members Disclosure (15.8) signed and dated by the Borrower(s)
	☐ Signed and dated copies of Borrower(s)' and spouse(s)' Federal Income Tax returns for the past 3 years  OR – If Applicable: Statement of Income Tax Filing (15.12)
	□ Borrower Budget Worksheets signed and dated by Service Provider and Lender
	☐ <u>Acknowledgement of Housing Counseling Fee</u> signed by Borrower
	<ul> <li>□ SSDI Award Letter or Doctor's Letter that disability meets ADA requirements</li> <li>□ Copy of Credit Report(s) for all Borrowers</li> </ul>
	Copy of Credit Report(s) for all Bollowers
	ARCH & BELLINGHAM DPA:
	<ul> <li>□ Needs Assessment signed by Underwriter</li> <li>□ Income and Household Members Disclosure signed and dated by the Borrower(s) (15.8)</li> </ul>
	☐ Signed and dated copies of Borrower(s)' and spouse(s)' Federal Income Tax returns for the past 3 years
	<b>OR</b> – If Applicable: <u>Statement of Income Tax Filing</u> (15.12)
	☐ Verification(s) of Employment, 2 current paycheck stubs and other income verification(s)
	<ul> <li>□ Property Appraisal</li> <li>□ Completed HUD Housing Choice Voucher Program Inspection Checklist (HUD 52580-A)</li> </ul>
	OR Equivalent for City of Bellingham – See manual
	<ul> <li>□ Signed Lead Based Paint Disclosure, for homes built before 1978</li> <li>□ One-on-One counseling certificate</li> </ul>
	☐ Copy of Credit Report(s) for all Borrowers
	<ul> <li>□ Signed Disclosure of HOME Program Requirements form (HUD Form 1)</li> <li>□ Signed Initial and Final Estimated Fair Market Value Notice forms (HUD 2.1-2)</li> </ul>
	☐ Signed Initial and Final Estimated Fair Market Value Notice forms (HUD 2.1-2) ☐ Two months recent bank statements for all adults showing income on 15.8
	☐ Signed Partnership DPA Affidavit – May be notarized at closing <sup>2</sup>
(	COVENANT HOMEOWNERSHIP DPA (3 <sup>rd</sup> 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 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
	☐ Documentation showing pre-April 1968 WA residency status

(Rev. 3/10/2025)

□ Documentation showing ancestors relationship to borrower, including letter of explanation by borrower (signed & dated).
☐ Documentation showing impacted class status
☐ Housing Discrimination Letter written by borrower.
UNIVERSITY HOUSING ASSISTANCE PROGRAM:  ☐ Executed approval letter from UW for UHAP program  ☐ Copy of the appraisal
WHEN COMPLETE LIPLOAD TO EMPHASYS

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.

<sup>&</sup>lt;sup>2</sup> Currently not required for ARCH DPA