

**POST-CLOSING COMPLIANCE REVIEW FILE CHECKLIST
House Key Program – Washington State Housing Finance Commission**

WSHFC Loan # _____ Lending Institution: _____

Mortgagor Name: _____

Contact Name: _____ Phone: _____ FAX: _____

Contact E-mail: _____

ALL COPIES MUST BE LEGIBLE.

✓ CHECK THE ITEMS INCLUDED	THESE ITEMS ARE REQUIRED FOR ALL FILES	WSHFC USE ONLY
<input type="checkbox"/> This checklist (15.20) (rev.07/18/2018)		<input type="checkbox"/>
<input type="checkbox"/> Copy of “Notice of Potential Recapture Tax on Sale of Your Home” (15.14) (rev.6/1/99)		<input type="checkbox"/>
<input type="checkbox"/> Copy of “Acquisition Cost Certification” signed by buyer(s) and seller(s) (15.11.1-2) (rev.7/9/07)		<input type="checkbox"/>
<input type="checkbox"/> Copy of FINAL Closing Disclosure for 1 st & 2 nd mortgage (if applicable)		<input type="checkbox"/>
<input type="checkbox"/> Copy of Final 1003 signed and dated by Borrower and interviewer		<input type="checkbox"/>
<input type="checkbox"/> Copy of Executed Note for 1 st mortgage		<input type="checkbox"/>
<input type="checkbox"/> Copy of Executed Note for Commission Downpayment Assistance Program (if applicable)		<input type="checkbox"/>
<input type="checkbox"/> 1 st Mortgage Deed of Trust MERS Min Number _____		<input type="checkbox"/>
<input type="checkbox"/> Pre-Closing Compliance Approval Conditions: _____		<input type="checkbox"/>
<u>For Seattle, ARCH, Tacoma, Pierce County, & Bellingham DPA Loans:</u>		<input type="checkbox"/>
<input type="checkbox"/> Copy of Executed Commission 2 nd Mortgage Deed of Trust, if applicable		<input type="checkbox"/>
<input type="checkbox"/> Orig Signature for Home Recapture Agmt on ARCH, Tacoma, Pierce Cty, & Bellingham		<input type="checkbox"/>

WHEN COMPLETE, UPLOAD TO EMPHASYS

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

*****Washington State Housing Finance Commission Use Only*****

APPROVED FOR PURCHASE **DECLINED FOR PURCHASE**
Date: _____ Reviewed by: _____ Date: _____

_____ **Recapture Tax Notice Sent Date:** _____