

**UPLOADING POST CLOSING
COMPLIANCE FILE THROUGH MITAS** |

UPLOADING PURCHASE FILES THROUGH MITAS

Once a file has closed and you have uploaded/shipped your purchase file to ServiSolutions, you are ready to upload your post-closing compliance file to WSHFC.

➤ Be sure to pull the most recent “Post Closing Compliance checklist” from WSHFC’s website.

➤ MCC= <http://www.wshfc.org/sf/MCCPostClosingCheckList.pdf>

➤ Home Advantage= <http://www.wshfc.org/sf/HAPostClosingChecklist.pdf>

➤ Complete top portion of form so we know who to contact.

RESET	POST-CLOSING COMPLIANCE REVIEW FILE CHECKLIST		
	Home Advantage Program – Washington State Housing Finance Commission		
WSHFC Loan #	<input type="text"/>	Lending Institution	<input type="text"/>
Mortgagor Name	<input type="text"/>		
	<i>Last</i>	<i>First</i>	<i>MI</i>
Contact Name	<input type="text"/>	Phone	<input type="text"/>
		FAX	<input type="text"/>
Contact Email	<input type="text"/>		

HOME ADVANTAGE POST CLOSING COMPLIANCE CHECKLIST

RESET

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 _____ FAX _____
Contact Email _____

ALL COPIES MUST BE LEGIBLE. SUBMIT THE FOLLOWING ITEMS IN A LEGAL SIZE FILE FOLDER. FASTEN THESE DOCUMENTS ON THE RIGHT SIDE OF THE FOLDER, IN THE ORDER SHOWN BELOW:

<u>✓ CHECK THE ITEMS INCLUDED</u>	<u>THESE ITEMS ARE REQUIRED FOR ALL FILES</u>	<u>WSHFC USE ONLY</u>
<input type="checkbox"/> This Checklist (15.20.1)(rev.12/5/2014)		<input type="checkbox"/>
<input type="checkbox"/> Copy of HUD-1 Settlement statement, stamped FINAL , for 1 st & 2 nd mortgage (if applicable)		<input type="checkbox"/>
<input type="checkbox"/> Copy of “Post Closing Details of Section 800” form (15.20.2, below; or similar internal form)		<input type="checkbox"/>
<input type="checkbox"/> Copy of Executed Note for Commission Downpayment Assistance Program (if applicable)		<input type="checkbox"/>
<input type="checkbox"/> Pre-Closing Compliance Approval Conditions: _____		<input type="checkbox"/>

For House Key Plus Seattle, ARCH, Tacoma & Bremerton Loans:

- | | |
|--|--------------------------|
| <input type="checkbox"/> Copy of Final 1003 signed and dated by Borrower and Interviewer | <input type="checkbox"/> |
| <input type="checkbox"/> Copy of Executed Note and Deed of Trust | <input type="checkbox"/> |
| <input type="checkbox"/> Original Signature for Home Recapture Agreement on House Key Plus Seattle, ARCH, Tacoma & Bremerton | <input type="checkbox"/> |

ACCESSING LOAN FILE IN MITAS

- Once you log into Mitas, choose “Search Loan Detail” on the main menu.



- Enter either the WSHFC or lender loan number and choose the “Retrieve” button.



A screenshot of the Mitas search interface. It shows a "Cross-Reference" section with two input fields. Below the input fields are two "Retrieve" buttons. A red arrow points to the top "Retrieve" button.

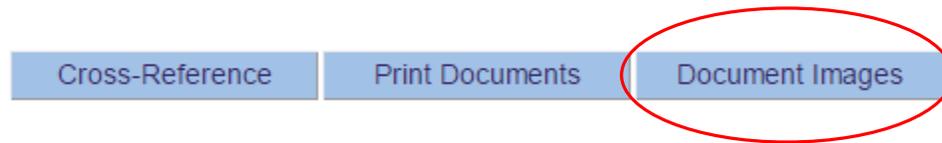
Cross-Reference

Retrieve a Loan: Retrieve

Lender Loan Number: Retrieve

UPLOAD BUCKETS

➤ Once you have retrieved the loan there will be an option at the top of the page that reads “Document Images”.

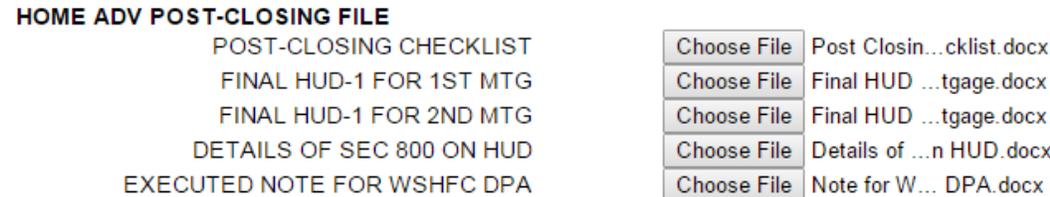


➤ From there you will be given all the buckets available for upload. For WSHFC post closing files you will be using all the buckets corresponding with the items on the checklist listed under the “Home Adv Post-Closing file” header.

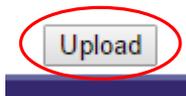
HOME ADV POST-CLOSING FILE		
POST-CLOSING CHECKLIST	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
FINAL HUD-1 FOR 1ST MTG	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
FINAL HUD-1 FOR 2ND MTG	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
DETAILS OF SEC 800 ON HUD	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
EXECUTED NOTE FOR WSHFC DPA	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
PRE-CLOSING CONDITIONS	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
POST-CLOSING CONDITIONS	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
DPA-FINAL SIGNED 1ST 1003	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
DPA-2ND MORT DEED OF TRUST	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>
SE/AR/TA/BR-MAIL ORG HOME REC	<input type="button" value="Choose File"/>	No file chosen <input type="checkbox"/>

CHOOSING FILES AND FINALIZING UPLOAD

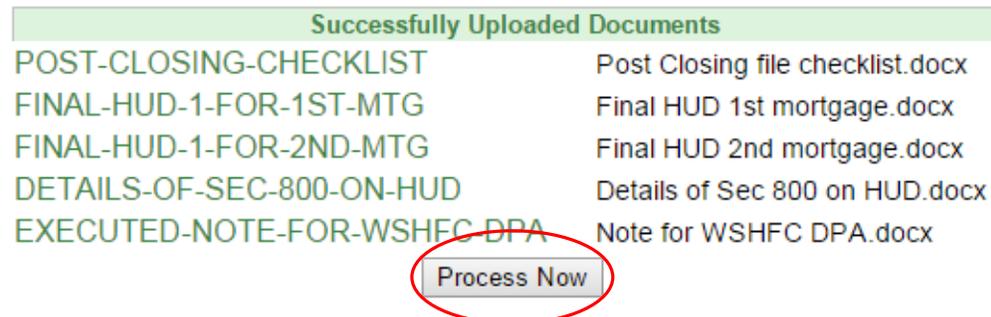
- Once you have chosen the files from your computer, you will see the file names appear next to the buckets indicating they are ready to be uploaded.



- Towards the bottom of the page there will be an option to “Upload” all files chosen.



- After you click upload you will be prompted with a message asking if you want to process these uploads now? You must click "Process Now" or the uploaded files will not be processed.



CONFIRMING FILE UPLOAD SUCCESS

- You can confirm the upload was successful by viewing the file(s) from the Document Images screen.

HOME ADV POST-CLOSING FILE			
POST-CLOSING CHECKLIST	Received	Choose File	No file chosen
FINAL HUD-1 FOR 1ST MTG	Received	Choose File	No file chosen
FINAL HUD-1 FOR 2ND MTG	Received	Choose File	No file chosen
DETAILS OF SEC 800 ON HUD	Received	Choose File	No file chosen
EXECUTED NOTE FOR WSHFC DPA	Received	Choose File	No file chosen
PRE-CLOSING CONDITIONS		Choose File	No file chosen

- By clicking on the “Received” button you can view what documents were uploaded.
- Please only upload documents listed on checklist.

WSHFC UPLOAD CONTACTS

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