

# PRE-CLOSING COMPLIANCE REVIEW FILE CHECKLIST

## Covenant Homeownership Program

WSHFC Loan # \_\_\_\_\_ Lending Institution \_\_\_\_\_

Mortgagor Name \_\_\_\_\_  
*Last* *First*

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Contact Email \_\_\_\_\_

### THESE ITEMS ARE REQUIRED FOR ALL FILES

✓ **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 a 1-year homeowner warranty from Builder will be provided at loan closing
- 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 Signed Transmittal**
- Underwriter's **signed & dated** 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: \$ \_\_\_\_\_

### COVENANT Downpayment Assistance (2<sup>nd</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:
  - Last 3 year's tax returns for all borrowers
  - Copy of Divorce Decree or
  - Evidence current property is not permanently affixed or
  - Evidence current property is uninhabitable
- Credit report for all borrowers
- Documentation showing pre-April 1968 WA residency status
- 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.

### 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.