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:

✓ CHECK THE ITEMS INCLUDED	THESE ITEMS ARE REQUIRED FOR ALL FILES	*WSHFC USE ONLY*
☐	This Checklist (15.20.1)(rev.10/01/2020)	☐
☐	Copy of **FINAL** Closing Disclosure, for 1st & 2nd mortgage (as applicable)	☐
☐	Copy of Executed Note for 1st mortgage	☐
☐	Copy of Executed Note for Commission Downpayment Assistance Program (as applicable)	☐
☐	Copy of Executed Deed of Trust for Commission Downpayment Assist Program (as applicable)	☐
☐	Copy of Final 1003 signed & dated by Borrower(s) and Interviewer	☐
☐	1st Mortgage Deed of Trust MERS Min Number (all loan types)_____	☐
☐	Pre-Closing Compliance Approval Conditions: _____	☐
	For Energy Spark:	
☐	EnergySpark: Copy of Post- Closing Energy Audit (Documenting 10% improvement)	☐
	For Seattle, ARCH, Tacoma, Pierce County & Bellingham DPA Loans:	☐
☐	Orig Signature for HOME Recapture Agmt on ARCH, Tacoma, Pierce, & Bellingham	☐
☐	**For Pierce County DPA only**: Provide copy of preliminary title report	☐

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.

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

☐ **A P P R O V E D** ☐ **D E C L I N E D**

Date: _____ Reviewed by: _____ Date: _____

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