

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

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

Mortgagor Name: \_\_\_\_\_

*Last* *First* *MI*

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

Contact E-mail: \_\_\_\_\_

**ALL COPIES MUST BE LEGIBLE.**

**✓ CHECK THE  
ITEMS INCLUDED**

**THESE ITEMS ARE REQUIRED FOR ALL FILES**

- This checklist (15.20) (rev.12/05/2022)**
- Copy of [“Notice of Potential Recapture Tax on Sale of Your Home”](#) (15.14) (rev.6/1/99)
- Copy of **FINAL** Closing Disclosures for 1<sup>st</sup> & 2<sup>nd</sup> and 3rd mortgage (if applicable)
- Copy of Final 1003 signed and dated by Borrower(s).**
- Copy of Executed Note for 1<sup>st</sup> mortgage
- Copy of Executed Note(s) for Commission 2<sup>nd</sup> & 3rd Downpayment Assistance Programs (if applicable)
- 1<sup>st</sup> Mortgage Deed of Trust MERS Min Number \_\_\_\_\_
- Copy of Executed Commission 2<sup>nd</sup> and 3<sup>rd</sup> Mortgage Deed of Trust, if applicable
- Pre-Closing Compliance Approval Conditions: \_\_\_\_\_
- Copy of Real Estate Excise Tax Affidavit Exemption Form, if condominium or townhome

**For ARCH & Bellingham DPA Loans:**

- Original Signature for Home Recapture or Resale Agreement on ARCH & Bellingham

**WHEN COMPLETE, UPLOAD THESE DOCUMENTS TO EMPHASYS**