



MEMORANDUM

VIA E-MAIL

TO: Participating Lenders

FROM: Patti Shamblin
Division Manager Single Family Lending

DATE: May 13, 2019

SUBJECT: 2nd DoT Requests: Process and Form Change; Available Training

Effective June 1, 2019, the Fund is requiring use of the Document Delivery Portal to fulfill 2nd DoT requests (initial/revised LEs, CDs, and Closing documents). Accordingly:

1. Requests received via e-mail and/or Fax will receive a reply requiring use of the Portal for fulfillment.
2. Documents completed by WVHDF will not be returned via e-mail and/or Fax. All fulfillments from the Fund will be sent via the Portal for your retrieval. (The Fund will continue to send documents to Closing attorneys as directed in your request.)
3. The first page of the 1003 is NO LONGER required with your request.
4. Loans must be reserved and/or locked in the reservation system (Calyx Path) prior to making 2nd DoT document requests.
5. An updated Down Payment and Closing Cost Assistance Request Form is attached to this message and available on our Web site as a fillable .pdf for your convenience.

Portal usage and functionalities may be unfamiliar to some. If this is the case, please:

1. Always submit requests and retrieve documents utilizing your Borrower's 1st DoT loan number. 2nd DoT loan numbers should be ignored in the Portal.
2. The "2nd DOT Requests" drop-down selection should be used to send all 2nd DoT requests (initial/revised LEs, CDs, and Closing documents).
3. Contact Justin Hylbert at jhylbert@wvhdf.com or (304) 391-8677 for request questions, or to schedule individual or team webinars on the 2nd DoT request process.

We appreciate your cooperation and effort with this change, and as always, your partnership. For general questions you may contact me direct at (304) 391-8729.