



WVHDF LENDER PORTAL QUICK-REFERENCE GUIDE

	Request/Action	Required Form	Portal Drop-Down Selection
Origination/Processing	Initial, 2nd DoT LE	Down Payment & Closing Cost Assistance Request Form (Fillable)	"2nd DoT Requests"
	2nd DoT LE Redisclosure	Down Payment & Closing Cost Assistance Request Form (Fillable)	"2nd DoT Requests"
Underwriting	First Submission for UW Review	N/A	"Initial UW Submission"
	Subsequent UW Submission/UW Conditions	N/A	"Underwriting PTCs"
	Appraisal Submission	N/A	"Appraisals"
	Underwriting Compliance Sheet Submission <i>(Delegated Lenders ONLY)</i>	Underwriting Compliance Sheet (Fillable)	"Underwriting Compliance Sheet"
Closing/Funding	2nd DoT CD and Closing Docs	Down Payment & Closing Cost Assistance Request Form (Fillable)	"2nd DoT Requests"
	2nd DoT Funds for Closing	Funding Request (Fillable)	"Funding Requests"
Post-Closing	Closed Loan Package Submission	Post-Closing Stacking Order	"Closed Loan Package"
	Loan Purchase Missing Docs Submission	N/A	"Funding Requests"
	Deferred/Trailing Docs Submission	N/A	"Post-Closing Conditions"
Quality Control	Pre-Fund <i>or</i> Post-Closing QC Docs Submission	N/A	"QC Conditions"

Reminders

- **All docs/requests should be uploaded in the Lender Portal using the customer's 1st DoT loan number. Please ignore 2nd DoT loan numbers.**
- Appraisals must be uploaded separately in original, color .pdf format. Always use the "Appraisals" drop-down selection to submit.
- All other files should be in black & white, .pdf format.
- Closed Loan Packages:
 - Delegated Lenders - Submit entire loan file, including full UW package, minus Appraisal and those items sent for compliance review.
 - Non-Delegated Lenders - Submit entire loan file, minus Appraisal and documents previously submitted for UW review.
- Original Note(s), DoT(s), Assignments, and checks (if applicable) must be mailed to WVHDF.
- Incorrect upload submissions may impact response times.

Issues or Questions? Contact Justin Hylbert, jhylbert@wvhdf.com or (304) 391-8677.