



MEMORANDUM

VIA E-MAIL

TO: Participating Lenders
FROM: Patti Shamblin *Patti Shamblin*
DATE: August 16, 2021
SUBJECT: Pre-Purchase Requirements Update

Providing premier customer service to our Borrowers as well as our Lenders is a top priority for West Virginia Housing. Most of our Borrowers are first time homeowners and deserve additional attention that we are happy to provide.

To expedite accurate servicing of the loan, we are implementing updated Pre-Purchase document requirements. Effective September 1, 2021, the following documents will be required prior to purchase of the loan:

1. Original Notes for both the 1st Loan (endorsed "Without recourse, payable to WVHDF") and 2nd Loan (as applicable). Digital copy should be added in Lender Portal, original(s) to follow via mail.
2. QM/Safe Harbor Report (showing "Pass")
3. FNMA UCD matching the AUS Case File ID used in UW for approval (Conventional loans only)
4. FHA MIC transfer of Holder/Servicer to WVHDF certificate
5. **Delegated UW Only:** Signed 4506-C (with required IVES info) or tax transcripts

FHA Movin' Up Loans require an additional 4506-C with appropriate IVES info (see Lender Memo dated 1/12/2021).

Transfers in MERS to WVHDF must be completed within 2 days after purchase.

Please submit the above required documents through the Lender Portal utilizing the "Funding Requests" drop down selection. Please feel free to contact me or Julie Diehl jdiehl@wvhdf.com if you have any questions.