




MEMORANDUM

VIA E-MAIL

TO: WVHDF Participating Lenders

FROM: Justin Hylbert 
Business Development & Lender Support Officer

DATE: Friday, November 12, 2021

SUBJECT: Reminder: Tax Transcript Policy and \$1500 Lender Credit Offer Deadlines

As 2021 draws to a close, we remind our Participating Lenders of two very important, upcoming dates. For further guidance, the original memos on each item are included in the e-mail with this message, but in summary:

1. Closed Loan Packages delivered to the fund **Wednesday, December 1, 2021**, and thereafter must include Tax Transcripts (4506-C option "a.") or Records of Account (4506-C option "c."), as follows:
 - a. For each Borrower on the 1003/Note (only),
 - b. A two (2)-year history for each Borrower is required, and,
 - c. Signature/date is not required on Transcripts/Records.

Loan purchase will be delayed until Transcripts/Records are received. If purchase is delayed, you will receive notice via the Lender Portal as usual. Should you encounter problems procuring transcripts on a particular file, please contact us and we will handle on a case-by-case basis. Lenders should ensure the 4506-C form(s) used to acquire the Transcripts/Records are included with the Closed Loan Package.
2. In February, we announced a \$1500 Fannie Mae Lender Credit for closing costs and pre-pays on purchases or limited cash-out refinances within eligible product, income, and property parameters. Supplies of the offer remain, but lenders are reminded that loans utilizing the credit **must close on or before Wednesday, December 15, 2021**, and be delivered to the Fund within 10 days of closing, per procedure.

As always, please let me or other Single Family staff know if you have additional questions. We appreciate your cooperation and all you do for our mutual customers.