



MEMORANDUM

VIA E-MAIL

TO: WVHDF Participating Lenders

FROM: Kay Bowe
Underwriting and Post-Closing Manager

DATE: Friday, July 14, 2023

SUBJECT: Post-Closing Updates and Reminders

The last few months have seen several changes in the Fund's policies and procedures. We are appreciative of the response we have had from our lenders. We do want to address a few issues and help clarify some of these items. Please feel free to contact us with any questions.

- Only the original Note(s) should be sent to WVHDF. All closing documents are to be uploaded and sent via the lender portal for review. All other originals received, including recorded Deeds of Trust will be mailed back to the shipping entity and address. *Please update your vendors to ensure these documents are returned to your company.*
- On FHA loans, the Mortgage Insurance Certificate is required to be sent with the closing package; or due to the turnaround time with HUD, it can now be sent as a deferred document. On VA and USDA, the application for insurance as well as the final guarantee is required to be in the closed loan package or received as a deferred document.
- Evidence of the Service Transfer was removed from our post-closing deferred document report; however, this is still a required form that should be in the closed loan file or provided when received.
- The Flood Determination Life of Loan must reflect transferred to WVHDF with us shown as the lender/servicer– a copy of the cert with this updated/transferred information is required to be in the closed package or provided as a deferred document.
- The **current** Tax ticket for the subject property is required to be provided in the closed loan package.
- Please provide the E-Sign Consent form with the closing package.
- The prior 2-year tax transcripts are to be provided in the closing package or as a deferred document.

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- Due to the automation of the system, we have been asked to request that registration information is input as proper case instead of all caps.
- All hazard, flood and title insurance policies should include the language: ATIMA, their successors and/or assigns.

A revised Closed Loan Package Checklist is attached and available on our Lending Partners website in the “Lender Forms: Closing” section.

As always, we appreciate your cooperation and continued partnership. Please let me or other Single Family Lending staff know if you have questions or need assistance.



CLOSED LOAN PACKAGE CHECKLIST

Packages must be remitted via the Lender Portal using the WVHDF loan number and sent using “CLOSED LOAN PACKAGE” upload option. Reminder: WVHDF is the end Holder/Servicer. We must have a complete loan file.

ONLY THE ORIGINAL NOTE(S) ARE TO BE MAILED IN. ALL OTHER DOCUMENTS ARE TO BE UPLOADED VIA THE LENDER PORTAL. (Deeds of Trust/clocked docs must have legible recording stamp.)

Borrower(s)
WVHDF Loan#
Closing Date:
Loan Amount:

Lender:
Contact Person:
Contact Phone:
Contact E-mail:

COMPLETE Initial Application & Disclosures

Fully completed/executed 1003
w/all addendums
1s & 2nd Loan Estimate
w/all redisclosures & change of circumstance
All Initial Disclosures
Including all Government disclosures/notices
Customer Identification
LDP/GSA list
Application/Seller Affidavits (Homeownership Only)

Sales Contract w/all addendums (Purchase)
Flood Certificate (w/ LoL transfer to WVHDF)

COMPLETE Underwriting & Credit File

Final AUS Findings (DU or GUS)
Underwriter Approval
All Employment/Income Docs
All Asset documents for funds to close
Credit/Liability documentation
Homeowners Education Certificate
Tax Return (1-yr. Homeownership if applicable)
Mortgage Insurance (as applicable)
ALL FHA, USDA/RD or VA documents
Appraisal
UCDP (conventional loans only)
Final Compliance and/or other inspections
Condo/PUD approval/documents (as applicable)
Other Docs as applicable

Closing & Legal Documents

Fully completed/executed 1003
w/all addendums
Hazard/Homeownership Insurance
Flood Insurance (if applicable)
Real Estate Tax Ticket
Pest Inspection (if applicable)
All Closing Disclosures (incl. misc. government docs)
First Payment & Escrow Info Form
Closing Disclosures (1st & 2nd DoT)
w/all addendums/certificates
Right of Recission (if applicable)
1st & 2nd Deeds of Trust (signed copy in closed pkg)
Recorded/Clocked 1st & 2nd Deeds of Trust (legible stamp)
Recorded Assignment if non-MOM (website)
Title Commitment
Final Title Policy
Tax Transcripts (prior 2 years)
Initial Fees worksheet
Evidence Up Front MIP has been pd w/in 10 days
FHA Case # Assignment
CAIVRs (if applicable)
(VA-Certificate of Commitment 26-1866)
(USDA-Final Note Guarantee)
Insurance/Guarantee Certs. (PMI, FHA, USDA, VA)
(with ATIMA ISAOA)

1st & 2nd Notes (original, endorsed)
Valid Safe Harbor/QM Findings
MERS servicer/holder transfer
FNMA UCD (must match final DU id#) Movin' Up/Secondary
Holder transfer (FHA)

Documents in RED are required prior to the Fund issuing loan purchase. Government-insured and Delegated Underwriting lenders: Please ensure you provide a complete file, to include full Initial Application & Disclosures, Underwriting & Credit File and Closing & Legal Documents.