



West Virginia Housing
Development Fund

NMLS #198038

Process Flowchart

Updated April 2025

Application

- Include 2nd DoT payment in PITI and loan amount, with WVHDF as creditor, in 4b on 1003
- Register/Lock loan in PowerLender
- Request and retrieve 2nd DoT LE through Lender Portal
- Disclose 2nd DoT LE (2nd DoT docs are TRID compliant)
- Homeownership Program: Complete and circulate Application and Seller Affidavits
- Order Tax Transcripts/Records of Account
- For all WVHDF programs: Provide a 3-year residence history on 1003



- 180-day lock: Remit lock fee to WVHDF

Processing

- For all WVHDF programs: ensure income, loan amount, and sales price are within program limits
- Process per Conventional (FNMA) or government-insured (FHA, USDA, VA), and WVHDF guidelines
- Conventional: Borrower should complete HomeView Homeownership Education course



- Request and retrieve initial 2nd DoT CD through Lender Portal
- Disclose 2nd DoT CD (2nd DoT documents are TRID compliant)

Closing & Funding

- Request Funding for 2nd DoT through Lender Portal
- Loan must be Clear to Close before request is honored
- Funding request must be received by 2 p.m. the business day prior to closing
- Request and retrieve 2nd DoT documents through Lender Portal (CD, Note, DoT)



- 180-day lock: Request return of lock fee 5-10 days before closing

Underwriting

- Remit appraisal and UW package per submission checklists through Lender Portal
- The SFL Procedural Guide is available on the WVHDF website, on the Lending Partners page
- Affidavits (signed and notarized) are required at Underwriting