



MEMORANDUM

VIA E-MAIL

TO: All WVHDF Lenders

FROM: Justin Hylbert  
Business Development and Loan Origination Manager

DATE: Thursday, April 17, 2025

SUBJECT: Single Family Lending (SFL) Procedural Guide Update

The WVHDF SFL Procedural Guide has been revised, and the newest version (April 2025) is posted on our Lending Partners website. The guidance it contains is effective immediately. Updates largely coincide with Lender Memos; however, some new guidance is included as well as other changes to emphasize trending items. As usual, we have highlighted changes from the previous version throughout for your convenience, among them:

- Reorganization of sections and adding key contacts for quicker reference,
- Acceptable forms of ownership,
- Credit score and DTI overlay applicable to all government-insured/-guaranteed loans,
- Revised Conventional-insured manual underwriting direction,
- Repair escrow guidance,
- Distinguishes between Underwriting and Post-Closing/QC guidance concerning return transcripts/records of account,
- Expanded lock direction, including the 180-day Lock Policy,
- Clarifications to WVHDF-specific closing/closed loan package documents,
- Additional closed loan package delivery direction,
- Memorializes loan purchase, post-closing, and quality control reporting changes, and lender compensation updates implemented last year.

The Guide is always available to you on [www.wvhdf.com/lending-partners](http://www.wvhdf.com/lending-partners). These updates will be discussed more in our upcoming training courses. Please let me or other Single Family Lending staff know if you have questions. We appreciate your cooperation and continued partnership.