



# Home Improvement Closing Package Checklist

**Borrower Name** \_\_\_\_\_ **Loan #** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Lender Name** \_\_\_\_\_

**Email Address** \_\_\_\_\_

## Original Notes

**Original Note(s)**

- **Home Improvement Note (any Note that is legal to use in WI for home improvement loans)**
  - Include the original executed **Name Affidavit** for each borrower, if applicable
  - Ensure the Note(s) is properly endorsed "Pay to the order of Wisconsin Housing and Economic Development Authority without recourse", if applicable

**All Original Notes to be sent via guaranteed delivery within 10 calendar days of closing:**

WHEDA  
 Attention: Loan Operations and Capital Markets  
 908 E Main St, Suite 501  
 Madison, WI 53703

**All remaining required documentation must be uploaded via WHEDA-Connect \*  
 within 10 calendar days of closing**

<input type="checkbox"/> <b>Home Improvement Funding Request (<a href="#">HI Form 3</a>)</b> <input type="checkbox"/> <b>Final Closing Disclosure – all versions</b> <ul style="list-style-type: none"> <li>• Include evidence of borrower’s receipt of Initial Disclosure</li> <li>• Include all versions leading up to the Final Disclosure</li> </ul> <input type="checkbox"/> <b>Recorded Mortgage, Addenda and Riders (<i>FNMA/FHLMC Form 3050</i>)</b> <ul style="list-style-type: none"> <li>• WHEDA’s full name to be spelled out</li> </ul> <input type="checkbox"/> <b>Recorded Assignment of Mortgage</b> <input type="checkbox"/> <b>Final Title Policy</b> <ul style="list-style-type: none"> <li>• Long or Short Form</li> <li>• All required endorsements</li> </ul> <input type="checkbox"/> <b>Certificate of Hazard Insurance</b> <ul style="list-style-type: none"> <li>• Mortgagee clause to read: WHEDA, its successors and/or assigns, PO Box 1728, Madison, WI 53701</li> <li>• Notify the insurance agent of the WHEDA loan number</li> </ul> <input type="checkbox"/> <b>Certificate of Flood Insurance, if applicable</b> <ul style="list-style-type: none"> <li>• Mortgagee clause to read: <i>WHEDA, its successors and/or assigns, PO Box 1728, Madison, WI 53701</i></li> <li>• Notify the insurance agent of the WHEDA loan number</li> </ul>	<input type="checkbox"/> <b>Copy of Right to Rescind</b> <input type="checkbox"/> <b>W-9 Form</b> <ul style="list-style-type: none"> <li>• Include a signed and dated form for each borrower</li> </ul> <input type="checkbox"/> <b>Life of Loan Flood Determination Certificate</b> <ul style="list-style-type: none"> <li>• Evidence of transfer to WHEDA</li> </ul> <input type="checkbox"/> <b>FHLMC/FNMA Uniform Residential Loan Application</b> <ul style="list-style-type: none"> <li>• Final form signed at closing by all borrowers</li> </ul> <input type="checkbox"/> <b>Appraisal Receipt</b> <ul style="list-style-type: none"> <li>• Include evidence the borrower was provided a copy of the appraisal within 3 days of loan closing</li> </ul> <input type="checkbox"/> <b><a href="#">Attestation of Income &amp; Understanding of Forbearance</a></b> <input type="checkbox"/> <b>All “At Closing” conditions noted on Approval Certificate</b> <input type="checkbox"/> <b>Closing Instructions (signed by the borrower and title company)</b> <input type="checkbox"/> <b>Fully executed Renovation Loan Agreement (<a href="#">Form 39</a>)</b> <ul style="list-style-type: none"> <li>• Signed and dated at Closing.</li> </ul>
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## Renovation Documentation

**Post-Closing Renovation Contact:**

Name: \_\_\_\_\_ Dept: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Renovation Escrow Documentation within 6 months of the closing date**

- Renovation Escrow disbursement documentation
- Paid Receipts for all repairs/improvements
- Fully executed Lien Waivers

\*If you have not been approved with a WHEDA-Connect username and password, or if you need your password reset, please contact your Delegated Administrator. If you do not know who your Delegated Administrator is, please contact WHEDA at 1-800-334-6873.