



WHEDA Home Improvement Advantage *Closing Package Checklist*

Borrower Name: _____ Loan # _____

Lender Name _____

Contact Person _____ Phone # _____

Please assemble the closing package in the following order:

- _____ 1. Closing Package Checklist (Home Improvement Form 4).
- _____ 2. Original Note endorsed to "Pay to the order of WHEDA without recourse".
- _____ 3. Copy of Mortgage.
- _____ 4. Copy of Assignment of Mortgage.
- _____ 5. Standard Flood Hazard Determination (FEMA).
- _____ 6. W-9 Form for each borrower.
- _____ 7. Copies of check(s) made payable to borrower(s) and/or contractor(s), supplier(s) (if available)
- _____ 8. Copy of Settlement Statement (HUD Form 1 or 1A).
- _____ 9. Final Good Faith Estimate and Truth-in-Lending signed by each borrower

Forward the original recorded Mortgage and Assignment of Mortgage to WHEDA when available.

Send to:

**WHEDA
CLOSING DOCUMENTS
PO BOX 1728
MADISON WI 53701-1728
or
201 W WASHINGTON AVE STE 700
MADISON WI 53703**

Verify WHEDA is named as an additional loss payee on the borrower's homeowner insurance policy