



Application Package Checklist

FHA Case #: _____ WHEDA Loan #: _____
 Borrower Name: _____
 Lender: _____ FHA Title II #: _____
 Contact Person: _____ Phone #: _____
 Email Address: _____
 County: _____ Household Size #: _____

CHECK ONE: Loan is Rate Locked Registration/Float Rate

Easy Close Advantage: Yes No

Capital Access Advantage: Yes No

Assemble the complete original application package in the following order. Submit in a manila folder and fastened with a binder clip. Do not two-hole punch documents.

- Submit items 1 – 8 for a Preapproval; or**
Note: Use the Preapproval letter for submitting all remaining required documentation; or
- Submit items 1 –27 for a Full Underwrite in the Sponsored Originator Channel; or**
- Submit items 1 –30 for a Correspondent Channel post closing**

- _____ 1. Application Package Checklist (Form 6)
- _____ 2. Total Scorecard findings report (for a full underwrite in the Sponsored Originator Channel complete the final DO submission)
- _____ 3. Signed and dated initial FHLMC/FNMA Uniform Residential Loan Application
- _____ 4. FHA Initial Application Addendum (HUD 92900-A)
- _____ 5. Triple Merged Credit Report (all applicants and non-applicant spouse, if applicable), including the Notice to Home Loan Applicant / Risk Based-Pricing Disclosure.
- _____ 6. Other Applicable credit documentation:
 - Examples: Letter of Explanation for derogatory credit, Verification of Loan for any debts not reporting on credit report, Divorce Decree, Bankruptcy documents including all schedules and Discharge Notice
- _____ 7. Verification of Assets
 - ___ Verification of Deposit or most recent 2 months bank statements
 - ___ Gift Affidavit (Form 11), if applicable and receipt of gift funds, as required by HUD
 - ___ Commitment letter for all down payment assistance, if applicable



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- _____ 8. Verification of Income for each borrower and all other household occupants
 - ___ Most recent 30 days' worth of paystubs, OR Verification of Employment
 - ___ 2 years W-2s for all income shown on the tax transcripts
 - ___ Most recent 2 years Federal tax transcripts
 - ___ Verbal verification of employment for each borrower
 - ___ Other – 6 month history of child support, SSI Award letters, etc.
 - ___ Certification of Zero Income (Form 35), if applicable
 - ___ 2 years Federal tax returns, including all schedules and attachments (for self-employed borrowers only)
- _____ 9. HUD-92051 - Compliance Inspection Report or Appraisal Completion Certificate, as applicable
- _____ 10. Well and Septic Inspections (if applicable)
- _____ 11. FHLMC / FNMA Residential Appraisal Report including photos and the appraiser's license and Condominium Insurance Warranty WHEDA Form 14, if applicable
- _____ 12. Lender Certification for Individual Unit Financing WHEDA Exhibit 6, if applicable
- _____ 13. Signed & Accepted Offer to Purchase reflecting FHA Financing (all counter offers, addenda, amendments, disclosure of any subordinate financing & Real Estate Condition Report)
- _____ 14. Amendatory Clause (if not included in Offer to Purchase)
- _____ 15. Real Estate Certification (if not included in Offer to Purchase)
- _____ 16. **Initial Disclosures**
 - ___ Loan Estimate and any redisclosures
 - ___ List of service providers
 - ___ Documentation describing any changed circumstances
 - ___ Intent to Proceed
 - ___ List of Homeownership Counseling Agencies
 - ___ Borrower's Certification and Authorization
 - ___ Patriot Act Disclosure
 - ___ ECOA or Fair Lending Notice
 - ___ HUD form 92900-B Important Notice to Homebuyers
 - ___ Informed Consumer Choice Disclosure Notice or lender's verification of non-applicability
 - ___ Assumption Notice
 - ___ HUD 92564-CN for your protection
 - ___ Affiliated Business Disclosure, if applicable
 - ___ Privacy Notice/FACT Act



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- _____ 17. Title Insurance Commitment with chain of title. Include Survey or Plat Map, if applicable.
- _____ 18. Power of Attorney (applicants only), if applicable
- _____ 19. Life of Loan Flood Determination Certificate, and Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance Form, if applicable.
- _____ 20. LDP/SAM Searches for all borrowers, sellers, listing and selling agents, loan officer, loan processor, underwriter, appraiser, closing agent and title company
- _____ 21. IRS form 4506-T (for self-employed borrowers only)
- _____ 22. Borrower Affidavit (WHEDA Form 2)
- _____ 23. Residential Loan Application Addendum (WHEDA Form 3)
- _____ 24. Identity of Interest Certification (WHEDA Form 36)
- _____ 25. Homebuyer Education Certificate, dated within one year of the application date

If Borrower is participating in the Easy Close Loan Program, submit the following:

- _____ 26. Loan Estimate

Loans processed through the Correspondent Loan Channel only:

- _____ 27. Uniform Underwriting and Transmittal Summary - signed by the underwriter
- _____ 28. HUD 92800.5b Statement of Appraised Value- signed by the underwriter
- _____ 29. Verbal verification of employment for all borrowers within 10 business days of the Note date.

Note: Incomplete files will not be underwritten. If requested documentation is not received within 72 hours, loan files will be returned to the Lender via regular mail.

Log in to www.wheda-connect.com to submit loan documents.

If you have not yet been provided 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 800-334-6873.