



# WHEDA Advantage Conventional *HomeStyle® Renovation Pre-Close Review Request*

**Note:** Loan must be registered with WHEDA and all documents must be uploaded thru WHEDA-Connect.

**Form Purpose:** For use by Lenders to receive WHEDA certification on mortgage/renovation calculation, & scope of work eligibility.

**Lender Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Email Address:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Borrower Name:** \_\_\_\_\_

**Co-Borrower Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Estimated Closing Date:** \_\_\_\_\_ **WHEDA Loan Number:** \_\_\_\_\_

**STEP 1:** - Collect the following required documentation

- This form: HomeStyle® Renovation Pre-Closing Review Request ([WHEDA Form 44](#)) – *fully completed*
- HomeStyle® Renovation Contract Agreement ([WHEDA Form 38](#)) -*fully executed for each Contractor/Entity*
  - Scope of Work (includes bids, contractor licenses, time frame for work to be completed, etc.)
- HomeStyle® Renovation Maximum Mortgage Worksheet ([WHEDA Form 41](#)) – *fully completed*
- Fully executed Offer to Purchase and all addendums
- “Subject to” Property Appraisal, - *if available*<sup>(1)</sup>
- TRID Disclosures<sup>(2)</sup>
- HomeStyle® Renovation Loan Agreement ([WHEDA Form 39](#)) – *draft of the document to be signed at closing*

**STEP 2:** - Upload all required documentation to WHEDA-Connect

- The loan must be registered with WHEDA
- Choose the “\*\*\*5 HomeStyle Renovation Review” folder, and then the “Pre-Close Review” doc type.

**STEP 3:** - All required documentation will be reviewed by WHEDA underwriting. All communication from WHEDA will be through the above “Lender Contact”. If/when WHEDA determines all documents are satisfactory, Lender will receive a HomeStyle® Renovation Certification certifying the following:

- The maximum mortgage amount<sup>(1)</sup>
- The scope of work/bids meets HomeStyle® Renovation eligibility requirements
- HomeStyle® Renovation Contract Agreement (WHEDA Form 38) & HomeStyle® Renovation Loan Agreement (WHEDA Form 39) are correct.

<sup>(1)</sup>If the “subject to” appraisal is not available at the time of the review, the certification may be affected.

<sup>(2)</sup>WHEDA will not certify the TRID Disclosures meet regulatory requirements, but will review and provide guidance to the lender for any possible curative actions prior to closing.

**WHEDA REQUIREMENT: MUST save document as an un-editable pdf to submit to WHEDA**