



Home Improvement Advantage Application Package Checklist

Borrower: _____ WHEDA Loan #: _____
 Co-Borrower: _____ Number of Units: _____
 Property Address: _____ County: _____
 City/State/Zip: _____ Loan Term (years): _____

Lender Name: _____
 Contact Person: _____ Phone #: _____
 Email Address: _____

Are fees being financed? Yes No

If yes, indicate the amount in appropriate boxes below:

\$	Credit Report	\$	Title Report
\$	Counseling Fee	\$	Flood Hazard Determination Fee
\$	Scope of Work	\$	Recording Fee
\$	Bid Procurement	\$	Construction Management Fee
\$	Brokers Price Opinion (BPO) or Appraisal	\$	3rd Party Construction Inspection Fee
		\$25.00	WHEDA Processing Fee

$$\begin{array}{ccccccc}
 \$ & & & \$ & & \$ & \\
 \hline
 & \text{Cost of Improvements} & + & \text{Fees Financed} & = & \text{Total Loan Amount} & \\
 \hline
 \end{array}$$

Assemble the complete original package in the following order:

- _____ 1. Rate Lock Confirmation
- _____ 2. Application Package Checklist ([Home Improvement Form 1](#))
- _____ 3. Loan Application
- _____ 4. Initial disclosures
 - Loan Estimate and any re-disclosures
 - Itemization of origination charges
 - List of service providers
 - Notification of Home Ownership Counseling Organizations
 - Documentation describing any changed circumstances
 - Intent to Proceed
 - Servicing Disclosure Statement
 - Right to receive a copy of the Appraisal
 - Tax Consent ([Form 47](#))



Home Improvement Advantage

Application Package Checklist

- _____ 5. Borrower’s Affidavit ([Home Improvement Form 2](#))
- _____ 6. Verification of Income for **each borrower and household occupant**
 - Paystubs (*Reflecting the most recent 30 days*)
 - Verification of Employment (*Required if with current employer for less than one year*)
 - W-2s (*For all income shown on the most recent 2 years tax transcripts*)
 - Federal tax transcripts (*The most recent 2 years*)
 - Verbal verification of employment for each borrower dated within 10 days of the Note date
 - 6 month history of child support, SSI Award letters, etc., if applicable
 - Self-employed only (*The most recent 2 years federal income tax returns including all schedules and attachments*)
- _____ 7. Credit Report – Triple merged
- _____ 8. Request for Verification of Deposit (if applicable)
- _____ 9. Copies of bids for improvements, or suppliers’ invoices
- _____ 10. Brokers Price Opinion (BPO) or appraisal
- _____ 11. Written title search or letter report
- _____ 12. Flood Determination Certificate
- _____ 13. Notice of Special Flood Hazards
- _____ 14. Availability of Federal Disaster Relief Assistance Form, if applicable

Document Delivery Methods:

- 1.) Upload documents to [WHEDA-Connect](#)
- 2.) Send a pdf file via secure email to underwriting@wheda.com
- 3.) Send complete original loan file to:
 - SF Origination Dept.
 - WHEDA
 - P.O. Box 1728
 - 201 W. Washington Avenue, Suite 700
 - Madison, WI 53701