



Home Improvement and Rehab Loans Application Package Checklist

Borrower Name

Loan #

Lender Name

Contact Person

Phone #

Email Address

All required documentation must be uploaded to WHEDA Connect.

Initial Loan Application

☐ FHLMC/FNMA Uniform Residential Loan Application

- Include completed demographic information addendum
- Include completed Supplemental Consumer Information Form (Form 1103)
- Must be signed by all borrowers

WHEDA Forms

☐ WHEDA Maximum Mortgage Worksheet ([HI Form 5](#))

☐ Home Improvement Borrower’s Affidavit ([HI Form 2](#)) or Repair and Rehab Borrower’s Affidavit ([RR Form 2](#))

- Disclose all persons who intend to occupy the property and their income (Include minors and/or dependents who reside at least 50% of the time)

☐ Residential Loan Application Addendum ([Form 3](#))

Disclosures

☐ Loan Estimates

- ☐ Initial
- ☐ Rate Lock
- ☐ Any other applicable changed circumstances

☐ Settlement Service Provider Disclosure

- ☐ Intent to Proceed
- ☐ List of Homeownership Counseling Agencies
- ☐ Affiliated Business Disclosure, if applicable

Income Documentation

All Borrowers	All Additional Household Occupants, 18 years and Older
<div><input type="checkbox"/> Most recent 2 years Federal tax transcripts</div> <div>Additional requirements as applicable:<div><input type="checkbox"/> Paystubs, OR Verification of Employment, with year-to-date earnings and a minimum of 30 days of income</div><div><input type="checkbox"/> 2 years W-2’s & 1099’s for all income shown on tax transcripts</div><div><input type="checkbox"/> If, self-employed 2 years signed federal income tax returns, including all schedules and attachments</div><div><input type="checkbox"/> 6 months history of child support or signed LOX regarding receipt of child support</div><div><input type="checkbox"/> SSI Award Letters and/or documentation for receipt of income</div><div><input type="checkbox"/> Pension</div><div><input type="checkbox"/> Disability</div><div><input type="checkbox"/> Certification of Zero Income (Form 35), if applicable</div></div>	

☐ 1-year complete 1040’s with all required schedules

Additional requirements as applicable:

☐ Paystubs, OR Verification of Employment, with year-to-date earnings and a minimum of 30 days of income

☐ 1 years’ W-2’s & 1099’s for all income shown on tax returns

☐ 6 months history of child support or signed LOX regarding receipt of child support

☐ SSI Award Letters and/or documentation for receipt of income

☐ Pension

☐ Disability

☐ Certification of Zero Income ([Form 35](#)), if applicable

☐ Taxpayer Consent ([Form 47](#))

Asset Documentation

☐ 2 months bank statements, or Verification of Deposit, if applicable

☐ Gift Affidavit ([Form 11](#)), if applicable

- Receipt of gift funds

☐ Supporting documentation for reoccurring deposits

- Certification deposits are not a result of other income

Home Improvement and Rehab Loans

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Credit Documentation	
<div><div><input type="checkbox"/> Tri- Merged Credit Report for<div><input type="checkbox"/> All borrowers, and<div><input type="checkbox"/> Non-applicant Spouse, if applicable</div></div></div><div><input type="checkbox"/> Notice to Home Loan Applicant/Risk Based Pricing Disclosure</div><div><input type="checkbox"/> LOX for inquiries with the past 90 days, if applicable</div></div>	<div><div>For HILP, also include:<div><input type="checkbox"/> LOX for derogatory credit with in the 24 months*</div></div><div>Other Credit Documentation, as applicable<div><div><input type="checkbox"/> Non-Traditional Credit</div><div><input type="checkbox"/> 12 months history of utility, cable, cell phone, etc.</div><div><input type="checkbox"/> Bankruptcy documentation</div><div><input type="checkbox"/> Divorce Decree/Marital Settlement Agreement<div><input type="checkbox"/> Other Court-ordered Agreements</div></div></div></div></div>
Additional Documentation	
<div><div><input type="checkbox"/> Non-US Citizen Documentation<ul style="list-style-type: none">Permanent Resident Alien Card(s)Work Authorization</div></div>	
Property Documentation	
<div><div><input type="checkbox"/> Property Valuation Order Request (WHEDA Form 48)</div><div><input type="checkbox"/> Flood Determination Certificate and Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance Form</div></div>	<div><div><input type="checkbox"/> Evidence of Hazard Insurance</div><div><input type="checkbox"/> Evidence of Flood Insurance (flood application and paid receipt), if applicable</div><div><input type="checkbox"/> Letter Report or Title Insurance Commitment, if applicable</div></div>
Condominium Documentation	
<div><div><input type="checkbox"/> Master Insurance Policy</div><div><input type="checkbox"/> HO-6 Insurance Policy, if applicable</div><div><input type="checkbox"/> Association Approval for Scope of Work</div></div>	
Manufactured Home Documentation	
<div><div><input type="checkbox"/> Verification of Title Surrender</div></div>	
Renovation Documentation	
<div><div><input type="checkbox"/> Scope of Work – with breakdown of materials and labor</div><div><input type="checkbox"/> Signed Renovation Contract Agreement (HI Form 38)</div><div><input type="checkbox"/> (unsigned) Renovation Loan Agreement (RR Form 39)</div><div><input type="checkbox"/> Signed FNMA Consumer Tips Form (Form 1204)</div></div>	
Funding Documentation	
<div><div><input type="checkbox"/> Home Improvement Funding Request (HI Form 3)</div><div><input type="checkbox"/> Closing Instructions (signed by borrower and title company)</div><div><input type="checkbox"/> Copy of Final Closing Disclosure</div><div><input type="checkbox"/> Copy of the Right to Rescission</div></div>	<div><div>For HILP and Home R and R, also include:<div><input type="checkbox"/> Final Verbal Verification of Employment for all borrowers within 10 business days of the Note date *</div></div><div>*not required for Home R & R Plus</div></div>

*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.