



Home Improvement and Rehab Loans Closing Package Checklist

Borrower Name

Loan #

Contact Person

Phone #

Lender Name

Email Address

Original Notes

Original Note(s)

- Home Improvement or Home R & R Note (any Note that is legal to use in WI for home improvement loans)
 - Include the original executed **Name Affidavit** for each borrower, if applicable
 - Ensure the Note is properly endorsed “Pay to the order of Wisconsin Housing and Economic Development Authority without recourse”, if applicable
- Home R & R Plus: [Forgivable Loan Agreement](#)
 - Include the original executed **Name Affidavit** for each borrower, if applicable

All Original Notes to be sent via guaranteed delivery within 10 calendar days of closing:
WHEDA
Attention: Loan Operations and Capital Markets
908 E Main St, Suite 501
Madison, WI 53703

All remaining required documentation must be uploaded via [WHEDA-Connect](#) *
within 10 calendar days of closing

☐ Home Improvement Funding Request ([HI Form 3](#))

- Required 2 business prior to funding

☐ Final Closing Disclosure – all versions

- Include evidence of borrower’s receipt of Initial Disclosure
- Include all versions leading up to the Final Disclosure

☐ Recorded Mortgage, Addenda and Riders

- For HILP and Home R & R, FNMA/FHLMC Form 3050
- For Home R & R Plus, [Forgivable Mortgage](#)
- WHEDA’s full name to be spelled out

☐ Recorded Assignment of Mortgage, if applicable

☐ Final Title Policy, if applicable

- Long or Short Form
- All required endorsements

☐ Certificate of Hazard Insurance

- Mortgagee clause to read: WHEDA, its successors and/or assigns, PO Box 1728, Madison, WI 53701
- Notify the insurance agent of the WHEDA loan number

☐ Certificate of Flood Insurance, if applicable

- Mortgagee clause to read: *WHEDA, its successors and/or assigns, PO Box 1728, Madison, WI 53701*
- Notify the insurance agent of the WHEDA loan number

☐ Copy of Right to Rescind

☐ W-9 Form

- Include a signed and dated form for each borrower

☐ Life of Loan Flood Determination Certificate

- Evidence of transfer to WHEDA

☐ FHLMC/FNMA Uniform Residential Loan Application

- Final form signed at closing by all borrowers

☐ Appraisal or Valuation Receipt Acknowledgement

- Include evidence the borrower was provided a copy of the appraisal within 3 days of loan closing

☐ All “At Closing” conditions noted on Approval Certificate

☐ Closing Instructions (signed by the borrower and title company)

☐ Fully executed Renovation Loan Agreement

- For HILP, [Form 39](#)
- For Home R & R and Home R & R Plus, [RR Form 39](#)
- Signed and dated at Closing.

Renovation Documentation

Post-Closing Renovation Contact:

Name: _____

Dept: _____

Phone: _____

Email: _____

☐ Renovation Escrow Documentation within 6 months of the closing date

- Renovation Escrow disbursement documentation
- Paid Receipts for all repairs/improvements
- Fully executed Lien Waivers

*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.