



WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY

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Lender Update 2017-24

October 13, 2017

In this Update:

- **2017 Annual Real Estate Taxes**
- **Submission of Closing Documents and Trailing Documents**

2017 Annual Real Estate Taxes

For all loans with a closing date on, or after, November 1, 2017, lenders are reminded to verify payment of the annual real estate taxes.

Lenders may verify this by:

- Reflecting a payment to the taxing authority on the Closing Disclosure, or
- Providing a paid receipt from the taxing authority.

Submission of Closing Documents and Trailing Documents

For all loans funded on, or after, October 16, 2017, all post-closing documents must be uploaded through WHEDA-Connect. Loans will remain visible in WHEDA-Connect until all documents have been received.

To make it easier for our lending partners to submit these documents, there are now two document types listed in the “Closing Document Folder.”

1. **Closing Documents** - For items listed on the Closing Package Checklist (WHEDA Form 12), excluding recorded mortgages, recorded assignments, and the final title policy.
2. **Trailing Documents** - For recorded mortgages, recorded assignments, and final title policy. A recorded mortgage and recorded assignment must also be included for any WHEDA DPA, if applicable.

NOTE: All Original Notes must be submitted via overnight express mail.

Sections [5.13](#), [6.14](#), and [7.09](#) of the [Policies and Procedures Manual](#) have been updated to reflect these changes.

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