



Uniform Application Package Checklist

Use when you would like WHEDA to make the credit underwriting decision
or
When applying for third party down payment assistance

BORROWER(S) NAME _____ LOAN NUMBER _____

LENDER NAME _____

CONTACT PERSON _____ PHONE # _____

LTV _____% CLTV _____%

____ 1. Mortgage insurer: MGIC Genworth UGI Radian CMG RMIC
Circle one item in each box below:

Premium Option	Renewal Type	Coverage	Refund Option
Monthly	Level	25%	No Refund
Zero Monthly	Amortized		Refund
Single			

Please assemble the complete original application package in the following order:

- ____ 2. Uniform Application Package Checklist (Form 6).
- ____ 3. Confirmation of Rate Lock.
- ____ 4. MGIC/LP/DU Findings Report (if applicable).
- ____ 5. Borrower's Affidavit (Form 2).
- ____ 6. Residential Loan Application Addendum (Form 3).
- ____ 7. Acknowledgment of Federal Recapture Tax Requirements (Form 4).
- ____ 8. Home Buyer Education Certificate (required for >95% LTV loans)
- ____ 9. FHLMC/FNMA Uniform Residential Loan Application.
- ____ 10. Good Faith Estimate of Settlement Costs.
- ____ 11. Request for Verification of Employment (required if with current employer less than one year) and copies of the most recent paycheck stubs from each applicant.
- ____ 12. Request for Verification of Deposit or alternative documentation and/or Gift Affidavit (Form 11).
- ____ 13. Residential Mortgage Credit Report or Triple Merged Credit Report.
- ____ 14. Signed/Accepted Offer to Purchase including all counter offers, addenda, amendments, and the Real Estate Conditions report or construction contract.
- ____ 15. FHLMC/FNMA Residential Appraisal Report (with photographs)
- ____ 16. Copy of last year's federal tax returns including ALL schedules, W2s and attachments. Self Employed borrowers must provide most recent 2 yrs federal tax returns with ALL schedules and attachments.

Please send complete original file to:

WHEDA
PO Box 2209
Madison, WI 53701-2099

OR

WHEDA
201 W Washington Ave #700
Madison, WI 53703



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Complete this page only when applying for Down Payment Funds

Transaction Summary

List ALL down payment funds used in this transaction	Provide Name of Agency Providing Funds	Amount
WHEDA HOME Plus	WHEDA	\$
Community Development Block Grant Funds (CDBG) Funds	CDBG Grantee:	\$
HUD HOME Funds	HOME Grantee:	\$
State of WI – Housing Costs Reduction Initiative (HCRI) Funds	HCRI Grantee:	\$
Federal Home Loan Bank of Chicago (FHLBC) Down Payment Plus OR Other (FHLBC) - AHP Funds	FHLBC member lender OR AHP Grantee:	\$
Borrower's Down Payment		\$
Other Source(s)	Provide name of source(s):	\$
TOTAL DOWN PAYMENT FUNDS		\$

*The following documents are **not** required by WHEDA.*

When applying for any third party down payment assistance, submit items 2-16 from page one along with the following (items 17-23) to the Down Payment Funds Grantee.

- ___ 17. Truth-in-Lending Disclosure Statement
- ___ 18. Independent Third Party Property Inspection Report
- ___ 19. Down Payment/Assistance Borrower's Authorization
- ___ 20. Down Payment/Assistance Funds Borrower's Affidavit
- ___ 21. Conflict of Interest Statement, if applicable
- ___ 22. 6 month average checking account balance (HUD HOME)
- ___ 23. Home Buyer Education Certificate (as required by the Grantee)