




MEMORANDUM

VIA E-MAIL

TO: WVHDF Participating Lenders

FROM: Justin Hylbert 
Business Development and Lender Support Officer

DATE: Thursday, August 18, 2022

SUBJECT: 2nd DoT Docs Request Update: Early/Initial Closing Disclosure (CD)

We made a small update to our 2nd DoT/Down Payment and Closing Cost Request Form, incorporating an early/initial Closing Disclosure option; with this, *the Fund will create and provide only a 2nd DoT CD*. The early CD's issue date will be the day on which the request was received/noted on the form. (See highlighted fields in snip below, and please also provide the attorney information needed.) The updated form is available on our Lending Partners page.

<input type="checkbox"/> Initial Disclosure (LE)	<input type="checkbox"/> Re-Disclosure (LE):	<input type="checkbox"/> Early Disclosure (CD Only)
Loan Amount of 2 nd DoT: \$	<input type="checkbox"/>	Application Date: <input type="checkbox"/>
Estimated Closing Date: <input type="checkbox"/>	<input type="checkbox"/>	Date Request Sent via Portal: <input type="checkbox"/>

Prior to Closing and once a finite Closing date is identified, you will continue to request your final, 2nd DoT Closing package (CD, DoT, Note, etc.) per normal processes in the Lender Portal (document request/delivery system). Please remember to submit all 2nd DoT document requests (LE, early/initial CD, and full closing package) through the Lender Portal using the "2nd DoT Requests" upload option.

Please let me or other Single Family Lending staff know if you have any questions. As always, we appreciate your cooperation and partnership.