

MEMORANDUM VIA E-MAIL

TO: WVHDF Participating Lenders

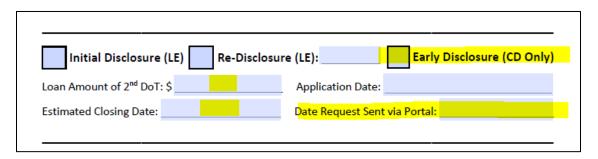
FROM: Justin Hylbert

**Business Development and Lender Support Officer** 

DATE: Thursday, August 18, 2022

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

We made a small update to our  $2^{nd}$  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  $2^{nd}$  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.



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