




MEMORANDUM

VIA E-MAIL

TO: All WVHDF Participating Lenders

FROM: Tricia Poe 
Loan Closing and Pipeline Manager

DATE: Friday, December 6, 2024

SUBJECT: DU Findings Required for Movin' Up/Movin' Up Special Program Locks

Effective immediately, all Movin' Up and Movin' Up Special Program lock requests require Desktop Underwriter (DU) findings. The Fund will not confirm the lock request until acceptable DU findings are received, and this varies by underwriting delegation status:

- *Delegated Underwriting Lenders:* DU findings should be e-mailed to lockdesk@wvhdf.com after the lock is requested in PowerLender (lock system).
- *Non-delegated Underwriting Lenders:* Lenders should request their lock as usual and promptly remit to the Fund required "Initial Underwriting Submission" documents (1003, credit report, sales contract) via the Lender Portal (document system). *The Fund will not confirm the lock request until the WVHDF-issued DU is available.*

This change impacts only Movin' Up programs. DU findings are not required for Homeownership or Veterans' Program lock requests. Please let Single Family Lending management know if you have any questions or concerns. We continue to remain grateful for your partnership.