

## YAKIMA HEALTH DISTRICT MORTGAGE REVIEW CHECKLIST

Parcel Number: \_\_\_\_\_

- COMPLETE MORTGAGE REVIEW REQUEST FORM.
- DRAW MAP ON BACK OF APPLICATION, SHOWING DIRECTIONS TO THE SITE WITH TWO (2) CROSS ROADS.
- COMPLETE PROPERTY OWNER'S STATEMENT – BE SURE THAT LEGAL OWNER SIGNS!
- DRAW PLOT PLAN (LOT LAYOUT) ON BACK OF PROPERTY OWNER'S STATEMENT OR ON SEPARATE SHEET OF PAPER, SHOWING ALL LOT IMPROVEMENTS AND/OR ENCUMBRANCES.
- ATTACH SEPTIC TANK PUMPER'S REPORT (Current within last 6 months).
- SUBMIT APPLICATION WITH APPROPRIATE FEE TO THE YAKIMA HEALTH DISTRICT.
- SCHEDULE AN APPOINTMENT WITH YHD STAFF FOR SITE REVIEW.
- FLAG DRAINFIELD AREA AND STOP IRRIGATION OVER THE DRAINFIELD.
- WELL HOUSE MADE ACCESSIBLE FOR INSPECTION (i.e. unlocked).
- WATER SOFTENER BYPASSED OR TEMPORARILY DISCONNECTED BEFORE WATER SAMPLE COLLECTED.
- IF AN UNSATISFACTORY WATER SAMPLE RESULT IS REPORTED BY THE LAB – YHD STAFF WILL CALL YOU WITH WELL AND WATER LINE CHLORINATION INSTRUCTIONS.
- CHLORINATE WELL AND WATER LINES (If necessary).
- NOTIFY YHD WHEN CHLORINE FLUSHED OUT OF WELL AND WATER LINES TO SCHEDULE APPOINTMENT TO RESAMPLE WELL.
- WATER RESAMPLE COLLECTED WITH APPROPRIATE FEE.
- RECEIVE COPY OF MORTGAGE REVIEW LETTER.

It takes a minimum of 2 to 3 weeks to process an application, provided a problem does not arise. If problems are discovered during the process, it will take longer. (The length of time needed to address will vary with the complexity of the problem.) Please plan accordingly.