



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Annual Recertification Process

Current lenders will be required to provide annual documentation for re-certification to continue to participate in IHFA programs. Annual recertification begins on January 1st, and documents are due on April 1st.

Lender Re-Certification Requirements

- ___ Most Recent Audited Financial Statement (due April 1)
- ___ Current Fidelity Insurance Bond Policy (due upon expiration of prior policy)
- ___ Current Errors and Omissions Policy (due upon expiration of prior policy)
- ___ Annual Quality Control Results (due April 1)
 - Including discrepancies and corrective action tracking
 - At least three months reviewed
- ___ Updates to Resumes of Principal Operating Officers (due April 1)
- ___ Updates to Resumes of Managing Underwriter(s) (due April 1)
- ___ Signed Lender Hiring Procedure Certification (Form Attached)
- ___ Updates to Quality Control Plan
- ___ Updates to Recertification Contact

Annual notifications will be sent via an automated notify system. Please ensure we have a current contact email. Recertification documentation must be sent to:

HOL.ContractMgmt@IHFA.ORG

Idaho Housing and Finance Association
Attention: Rita Aafedt
565 W. Myrtle St.
Boise, ID 83702

Recertification Acknowledgement

Name

Title



Opening doors to a better life

Lender Hiring Procedure Certification (Required Annually)

Fannie Mae, Freddie Mac and Ginnie Mae require Idaho Housing and Finance Association (IHFA), as seller, to verify that all lenders delivering loans to IHFA check all employees, including management, involved in the Origination of Mortgage Loans against specific Exclusionary Lists.

Lenders that obtain Third-Party Originated loans, or outsources portions of the Origination process, must confirm the third-party originator or outsource company has a documented procedure for checking their employees against the lists.

Excerpts from agency guidelines are below:

Fannie Mae - Section A3-03: The lender must follow a written procedure for checking all employees, including management, involved in the origination of mortgage loans (including application through closing) have been checked against the U.S. General Services Administration (GSA) Excluded Parties List (EPL) - www.Sam.gov; the HUD Limited Denial of Participation List (LDP List) - https://www.hud.gov/topics/limiteddenialsofparticipation; and the Federal Housing Finance Agency's (FHFA) Suspended Counterparty Program (SCP) - https://www.fhfa.gov/SupervisionRegulation/LegalDocuments/Pages/SuspendedCounterpartyProgram.aspx, list on an Annual Basis.

Freddie Mac - Section 3101: The Seller represents and warrants that, as of the Note Date, no person or entity whose name is listed on the Exclusionary List performed a role designated in Section 3101.1(b)(i) in the origination or sale of a Mortgage to Freddie Mac or in the underlying real estate transaction or in the sales, quality control or Servicing functions as set forth in Section 3101.1(b)(ii). Freddie Exclusionary List can be accessed through your LPA.

HUD Handbook- Sec 4000.1: Quality Control of Lenders and Mortgagees. Checks to verify employee eligibility must be conducted at least semiannually. Excluded Parties List The Mortgagee must verify employee eligibility for all officers, partners, directors, principals, managers, supervisors, loan processors, loan underwriters, loan originators, and all other employees and Affiliates participating in U.S. Department of Housing and Urban Development (HUD) programs for or on behalf of the Mortgagee, using the System for Award Management (SAM) - www.Sam.gov

This is to certify that all employees, including management, involved in the origination of mortgage loans (including application through closing) are checked against the appropriate exclusionary lists.

Lender Name: _____

Signature _____

Name and Title _____

Date _____