

## **New Participating Lender Checklist and Process**

### **Lender Approval Requirements**

- \_\_\_ One copy of the Executed Mortgage Origination Agreement
- \_\_\_ Lender's most recent audited Financial Statement
- \_\_\_ Current Fidelity Insurance Bond Policy
- \_\_\_ Current Errors and Omissions Policy
- \_\_\_ Quality Control Plan
- \_\_\_ Resumes of Principal Operating Officers
- \_\_\_ Resumes of Underwriters
- \_\_\_ Evidence of License
- \_\_\_ Signed Lender Hiring Procedure Certification (sample form is attached)
- \_\_\_ Signed and Dated W-9
- \_\_\_ Reference list of other investors to whom the lender has sold loans
- \_\_\_ Wire Instructions

Please send this checklist, signed acknowledgement of recertification procedure, and all appropriate documentation to:

Washington State Housing Finance Commission  
Attention: Corinna Obar  
1000 2<sup>nd</sup> Ave, Suite 2700  
Seattle, WA 98104

If you have questions regarding the Mortgage Origination Agreement please contact [Corinna.obar@wshfc.org](mailto:Corinna.obar@wshfc.org). Questions regarding other items listed above contact Mark Suderman at [marks@ihfa.org](mailto:marks@ihfa.org).

## **Annual Recertification Process**

Current lenders will be required to provide annual documentation for re-certification to continue to participate in WSHFC programs with IHFA as servicer.

### **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)
- \_\_\_ Quality Control Results (due January 1)
- \_\_\_ Resumes of Principal Operating Officers (due January 1)
- \_\_\_ Resumes of Underwriters (due January 1)
- \_\_\_ Signed Lender Hiring Procedure Certification (sample form is attached)

Annual notifications will be sent via an automated notify system. Please ensure we have a current contact email. IHFA is required to receive annual resumes for principal operating officers and underwriters to monitor any changes.

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

Or send via email:  
[marks@ihfa.org](mailto:marks@ihfa.org)

### Recertification Acknowledgement

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

January 1, 2018



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

*Opening doors to a better life*

**Lender Hiring Procedure Certification**  
**(required annually)**

This is to certify that \_\_\_\_\_ has checked all current employees, including management, involved in the origination of mortgage loans (including application through closing) against the U.S. General Services Administration (GSA) Excluded Parties List, the HUD Limited Denial of Participation List (LDP List), and the Federal Housing Finance Agency (FHFA) Suspended Counterparty Program (SCP) list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date