

Washington State Housing Finance Commission

DOCUMENT SUBMISSION CHECKLIST

Please submit the following items for participation in the Washington State Housing Finance Commission's Homeownership programs:

- _____ One *original* executed copy of the completed Lender Questionnaire
- _____ Copy of Lender's Most Recent Audited Financials
- _____ Copy of Operating Agreement for ABA's, if applicable
- _____ Evidence of License within the State of Washington.
- _____ Copy of Business License for DBA's, if applicable
- _____ A check payable to the "Washington State Housing Finance Commission" for participation fees.
- _____ Signed and dated W-9.
- _____ Copy of Wire Instructions.
- _____ Copy of resumes of Principal Operating Officers and Underwriting Personnel
- _____ Copy of Lender's Quality Control Plan.
- _____ Signed original Lender's Hiring Procedure Certification and Annual Recertification Process Form.
- _____ Copy of Fidelity Insurance Bond Policy & Copy of Current Errors and Omissions Policy.
- _____ Reference list of other investors to whom lender has sold loans.
- _____ One *original* of the executed signature page (pg. 41) of the Mortgage Origination Agreement for Idaho Housing and Finance Association.
- _____ One *original* of the executed signature page (pg. 44) of the Mortgage Origination Agreement for Lakeview Loan Servicing, LLC.
- _____ Request a Lakeview Loan Servicing Correspondent Application packet at crm@lakeviewloanservicing.com, send completed application to Lakeview.

Submit all documentation, except Lakeview Correspondent Application, to the following address:

**Washington State Housing Finance Commission
ATTN: Corinna Obar, Manager, Homeownership Division
1000 Second Avenue, Suite 2700
Seattle, WA 98104-3601**