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

March 14, 2018