

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 email this checklist, signed acknowledgement of recertification procedure, and all appropriate documentation to Corinna.obar@wshfc.org or mail to:

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

If you have questions regarding the Mortgage Origination Agreement please contact Corinna.obar@wshfc.org.

For questions regarding other items listed above contact Mark Suderman at 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

Recertification Acknowledgement

Name

Title



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