

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. Include most recent quarterly financial statement if Audited Financials are more than 6 months old.
- _____ 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
- _____ Applicable lender participation fee may be wired or a check payable & mailed to the Washington State Housing Finance Commission.
- _____ 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. Include 2 months of QC reports.
- _____ Copy of Resolution of Board of Directors
- _____ 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, evidencing at least \$300,000 minimum coverage for each.
- _____ Reference list of other investors to whom lender has sold loans.
- _____ One *original* of the executed signature page (pg. 44) of the Mortgage Origination Agreement for Idaho Housing and Finance Association.

Submit all documentation via email to Corinna.Obar@wshfc.org. Applicable participation fee may be mailed to the address below or wired (request wire info).

Corinna Obar
Washington State Housing Finance Commission
1000 Second Avenue, Suite 2700
Seattle, WA 98104-3601