

Ralph M. Perrey, Executive Director



**MEMORANDUM**

DATE: January 12, 2021

TO: All Originating Agents

FROM: Rhonda Ronnow, Director of Single Family Loan Operations

SUBJECT: Newly Formatted Guide and Forms

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THDA is pleased to announced a new look for the **Originating Agents Guide** (The Guide). There are no actual changes within The Guide, with so many of us working remotely in 2020, it was determined an electronic version would be a great enhancement for the participating lenders.

The new enhancements allow lenders to search the guide easier and it contains links for quick and easy cross-referencing. An additional enhancement, lenders no longer need to look for a separate guide for the GC97 program, it is included as its own chapter in the newly enhanced electronic version. The guide is available at all times on the website ([click here](#)).

THDA loan documents and forms also received enhancements; most will now be fillable for your convenience. You may continue to use the old forms as long as the revision date at the bottom of the page is the same as the forms on our website. THDA is eliminating the **Buyer Profile** immediately since the information is collected in our online portal at loan submission.

The **Closed Loan Submission Checklist** for the Great Choice Mortgage Loan Program and the GC97 mortgage loan program **does contain an update**. The following documentation has been added to the checklist:

Great Choice

- 4506-T has been updated to 4506-C as stated in the December 1, 2020 memo
- Taxpayer First Act Disclosure

GC97

- 4506-T has been updated to 4506-C as stated in the December 1, 2020 memo
- Tax payer First Act Disclosure
- Private Mortgage Insurance Disclosure outlining cancellation and termination provisions

Thank you again for your continued support and participation in the THDA mortgage program. If you have any questions, please call 615-815-2100 or send an e-mail to [SFask@thda.org](mailto:SFask@thda.org).