



Tennessee Housing Development Agency

Andrew Jackson Building Third Floor
502 Deaderick St., Nashville, TN 37243

Bill Haslam
Governor

Ralph M. Perrey
Executive Director

MEMORANDUM

TO: THDA HBEI Approved Network Partners
FROM: Rhonda Ronnow, Director of Loan Operations
DATE: February 23, 2018
SUBJECT: Disclosure Representations for Realtors

Under the Tennessee Housing Development Agency HBEI Annual Certification, you disclosed that you were a licensed realtor. While this is not a specific prohibited interest, there are certain representations that are required to ensure that a potential conflict of interest situation is avoided. Please sign the statement below showing your agreement with these written representations concerning this matter so that it can be placed in our HBEI provider certification files.

I agree:

1. Not to hold myself out as representing THDA while actively working as a licensed real estate professional,
2. Not to provide Homebuyer education courses to borrowers that have also engaged me as a licensed real estate professional.
3. Not to represent a buyer or seller in a transaction involving a THDA loan and receive any compensation related to any THDA mortgage loan transactions
4. Not to have any contact with the Single Family Programs division based on your relationship as a HBE provider if a buyer or seller is attempting to finance a purchase or sale through a THDA loan.

Signature

Date