

THDA LENDER NOTICE: #2022-8

March 9, 2022

SUBJECT: Update to Annual Originating Agent Renewal

As outlined in [Lender Notice 2021-18](#), the renewal process for THDA is underway. This is a little later than anticipated. As a reminder, this year will be a little different with all renewals completed electronically. The renewal point of contact (POC) THDA has on file for your company will be receiving the emails. A total of three emails will be sent, one verifying the POC THDA has on file is the correct person, one providing instructions and the other generated from our system with a link to launch the renewal.

In addition to updating any necessary information, the Originating Agent (OA) will need to upload annual renewal documentation:

- [Recertification form](#)
- **Audited Financials**
- **Quality Control Plan**
- **Information security policy**-Executive summary or SOC audit is fine, documentation of any information security incident or breaches that have taken place in the past three years.
- **W9**

All documents should be submitted within two weeks of receiving the email stating the renewal has launched for your company. If additional time is needed, please send the request to SFAsk@thda.org.