

# THDA LENDER NOTICE: #2025-4

March 10, 2025

---

## **SUBJECT: Reminder of Lender Renewal Launch in Comergerence**

THDA has partnered with [Comergerence by Optimal Blue](#) to launch our new lender application and renewal process.

Effective March 24, 2025, all lender renewals will be launched through the Comergerence Platform. The renewal invite will appear on your organization's Comergerence Dashboard. The renewal period for document submission will be from March 24<sup>th</sup> to April 15<sup>th</sup>.

If you are a newly approved Originating Agent after October of 2024, you will not receive a renewal invitation until April of 2026.

Discount codes for lenders meeting minimum loan origination volumes have been sent out. If you did not receive one and have questions, please email [aholland@thda.org](mailto:aholland@thda.org).

### **Helpful Tips:**

- Please create a Comergerence account for the person responsible for signing in DocuSign for your organization.
- For the IT Form, it must be signed by someone in an IT leadership role.
- Please confirm your renewal point of contact with [aholland@thda.org](mailto:aholland@thda.org). If there have been any personnel changes, please let her know immediately.
- There is a \$250 renewal fee.

We will require the following documents for renewal:

- **THDA Recertification Form** (This will require DocuSign use through Comergerence.)
- **IT Recertification Form** (This will require DocuSign use through Comergerence.)
- **IT Security Policy and Procedures**

**Note:** Lender must provide current Information Security Policy. Written notice must also be provided to document any Information Security Incident or Breaches that have taken place in the past three years.

- **Most Recent Audited Financials**
- **QC Pre-Funding Policies and Procedures** (Reviewed within the last year)
- **QC Post-Closing Policies and Procedures** (Reviewed within the last year)
- **W9** (Most current IRS version of March 2024)

If you have any questions, please email [aholland@thda.org](mailto:aholland@thda.org) or [sfask@thda.org](mailto:sfask@thda.org).