

# THDA NEW START NOTICE: #2024-1

June 4, 2024

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**SUBJECT: Annual New Start Renewal**

## Annual Renewal

THDA's annual renewal launch for New Start will open up next week and must be submitted to THDA by EOB on June 18th, 2024. Similar to last year, the renewals must be completed electronically. The contact THDA has on file for your company will be receiving the email along with a link to launch the renewal.

In addition to updating any necessary information, the New Start Participant (NS) will need to upload the following annual renewal documentation:

- [Recertification Form](#) (including New Information Regarding Education Provided to Prospective Borrowers)
- [Program Partner Disclosure and Certification \(Must be completed each year\)](#)
- 2023 Audited Financials, including IRS Form 990
- Quality Control Plan
- Information Security Policy
- W9
- Proof of Errors & Omissions Insurance
- [Allocation Request](#)

As outlined in the THDA New Start Guide, the Program Partner must submit documentation annually to remain active. THDA will not purchase any New Start Program Loans from a non-profit or Habitat whose status as a Program Partner is not current. The maximum New Start Loans, by dollar volume or unit volume, may not exceed 50% per year of the overall residential loan portfolio of the Provider Partner for that fiscal year, unless prior written approval is provided by THDA.

If your agency is not a New Start provider and is interested in offering the Program, the Application can be accessed [here](#).