

THDA NEW START NOTICE: #2025-1

May 28, 2025

SUBJECT: Annual New Start Renewal, Income Limit Changes & Winddown for FY24-25

Annual Renewal

THDA's annual renewal launch for New Start will be opening Monday, June 2nd, and must be completed electronically in THELMA/TOAD. All renewals must be submitted by EOB Friday, June 13th. 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](#)
- [Program Partner Disclosure and Certification \(Must be completed each year\)](#)
- 2024 Audited Financials, including IRS Form 990
- Quality Control Plan
- Information Security Policy
- W9
- Proof of Errors & Omissions Insurance
- [Allocation Request](#) – please remember to break down the request per property address and include additional funding sources outside of THDA.

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](#).

Income Limit Changes

Tier I and II Income Change

Effective July 1, 2025, Income Limits in all counties in Tennessee will be updated for Tier I and Tier II.

On July 1st, 2025, the new limits can be accessed in the New Start Program Guide on our website.

All THDA loan applications received on and after July 1, 2025, will be considered in accordance with these updated Income Limits.

Winddown for FY24-25

Questions may be directed to sfask@thda.org or 615-815-2100.

Loan submissions can continue to be submitted until June 30, 2025, for the current FY24-25 allocations. These funds do not rollover. Any loan submitted for FY24-25 should be submitted as a complete file for THDA to issue the approval commitment no later than July 31, 2025. As a reminder the commitment is good for 6 months from the time the loan is registered. THDA will allow complete loan files submitted based upon the appraisal being completed based upon specs and plans. In the case where the appraisal is based upon specs and plans, the following items can be prior to closing conditions that will be listed on the commitment and must be submitted to THDA prior to the loan closing:

- Final Inspection
- Hazard Insurance (with acceptable coverage/deductible)
- Title Commitment

Remember that if you are the THELMA POC for the renewal application and the THELMA user for submitting loans, you may need to email SFask@thda.org to get your access switched so that you can either submit a loan or submit the renewal.