

THDA LENDER NOTICE: #2021-18

December 1, 2021

SUBJECT: Annual Originating Agent Renewal

Over the next few weeks, THDA will be launching our annual renewal period. This year will look a little different. All renewals will be completed electronically.

The contact THDA has on file for your company will be receiving the notification email, along with a link to launch the renewal. Please verify your application contact information and update if necessary.

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

- [Recertification Form](#)
- Audited Financials
- Quality Control Plan
- Information Security Policy (This is new.)
- W9

All documents should be submitted within two weeks of receiving the initial email.

As outlined in the THDA Originating Agents Guide, the lender is responsible for maintaining approval status with THDA. A minimum origination volume has been added to the guide. Lenders must originate no fewer than six first mortgage loans which are purchased by THDA in each full calendar year. Consideration of lesser volume will be given in underserved or rural areas. Customer Account Managers will be available to assist with business development needs for your company to be successful with offering the THDA suite of mortgage products.

If you have any questions, please reach out to sfask@thda.org.