

ORIGINATING AGENT APPLICATION CHECKLIST

Please have all items below ready when beginning electronic application.

- 1. Authorized Signature form(s)* and resumes of at least 3
- 2. Main Office information and branch offices the will originate, process and submit THDA loans
- 3. DE Underwriter Information (with CHUMS ID) and resume of each
- 4. Resume for key staff members who will be involved with THDA loans
 __Originations __Underwriting __Closing __Post Closing/Final Documents
- 5. Most recent Audited Financial Statement. Regulated Financial institutions may submit their most recently published Annual Report, which includes the Report of Independent Auditors.
- 6. Quality Control
 - a. Current Quality Control Plan/Procedures
 - b. Most recent 90 days of QC reports with management responses
- 7. Lender's hiring procedures for checking all employees, including management, in the origination of mortgage loan against GSA Excluded Parties List, HUD LDP List, and FHFA SCP list
- 8. Most recent score card from two other investors or letters of recommendation from two other Housing Finance Agencies.
- 9. Copy of HUD, VA, USDA/RD, FHLMC and/or FNMA approvals (if less than 5 years ago)
- 10. Current License or Cert of Registration from the Tenn. Department of Financial Institutions (Exempt State Chartered Banks, National Bank, Credit Union)
- 11. Current Certificate of Existence or certificate of Authorization from the Tennessee Secretary of State's Office. *If you do not have a copy, please visit the TN Secretary of State website to request one for \$20.00 <https://tnbear.tn.gov/Ecommerce/FilingSearch.aspx>*
- 12. Current Fidelity Bond, Errors & Omissions Insurance policy, or Mortgage Bankers Blanket Bond in the amount of \$500,000 or more
- 13. Is a different Lender responsible for underwriting your company's FHA loans?
- 14. If Lender is not a financial institution, current letter (file copy OK) from Lender's warehouse lender stating a line of credit in the minimum amount of \$1,000,000.
- 15. Copy of Freddie Mac approval with number; or TPO number (only if applying for GC97).
- 16. Wiring instructions for purchase of loans
- 17. Completed ACH Form* with instructions for payment of Service Release Premium
- 18. Copy of current W-9
- 19. Information Security: 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.
- 20. For GC97 Freddie Mac approval only: Systems Certification Statement*

WORKING AGREEMENT(S): CHOOSE ALL THAT APPLY

- 21. Working Agreement for Great Choice (MRB) Program, signed (Standard Version)*
- 22. Working Agreement for Great Choice (MRB) Program, signed, includes Parent Co. (Parent Version)*
- 23. Working Agreement for GC97 (MBS) Conventional Program, signed (GC97 Version) (for GC97 only)*

*Item may be downloaded from THDA website