

VIRGINIA HOUSING DEVELOPMENT AUTHORITY

Application For Qualification as a

**VHDA PARTICIPATING LENDER FOR
VHDA'S MORTGAGE CREDIT CERTIFICATE PROGRAM**

Date of Application: _____

Legal Name of Applicant: _____

Address of Main Office: _____
(Street)

(City) (State) (ZIP)

Phone: _____ Fax: _____

Email Address: _____

Mailing Address: (if different) _____

President: _____

Organizational Structure:

Corporation, under the laws of: _____

Partnership

Individual Proprietorship

1. The following should be enclosed with this application:

- A. Names, titles and areas of responsibility of principal officers.
- B. Name of Primary Contact, address, email address, phone and fax numbers.
- C. Name of operations manager, address, email and phone number. Please state any prior VHDA lending experience of the manager and provide company name and address.
- D. A list of all branch offices that will originate Mortgage Credit Certificates for VHDA, the geographical areas in which all loans are originated from each branch and the number of employees at each branch involved in loan origination. Please provide the address, email, phone number, number of underwriters and the branch manager's name. (Only offices located in the state of Virginia may originate VHDA Mortgage Credit Certificates.)
- E. Name of underwriting manager, address, email and phone number for each location that will be underwriting Mortgage Credit Certificates. Please state any prior VHDA lending experience of the manager and provide company name and address.
- F. Name of processing manager, address, email and phone number for each location that will be processing Mortgage Credit Certificates. Please state any prior VHDA lending experience of the manager and provide company name and address.
- G. Name of closing manager, address, email and phone number for each location that will be closing the loans and Mortgage Credit Certificates. Please state any prior VHDA lending experience of the manager and provide company name and address.
- H. Name of post-closing contact, phone number, address and email for each location performing post-closing functions for Mortgage Credit Certificates. Please state any prior VHDA lending experience of the manager and provide company name and address.
- I. Name of Quality Control Manager, phone number, address and email.
- J. A list of ownership interests in your company of 5% or more.
- K. Please describe any other Housing Finance Agency experience, # of years participating and references if available.

- L. Provide Company NMLS# and list of licensed Mortgage Loan Officers and their corresponding NMLS #s that will be originating Mortgage Credit Certificates.
- M. Copy of hiring procedures for checking all employees, including management, involved in the origination of mortgage loans, against the GSA Exclusionary list and HUD LDP list.
2. A. Total number of branches _____ Total number of employees _____
- B. Regular business hours: from _____ a.m. to _____ p.m.
3. Total loans originated for the past five (5) years:
- A. FHA 203B _____ FHA 203K _____
- B. Insured Conventional _____
4. Anticipated new Mortgage Credit Certificate originations during the next 12 months:
_____ \$ _____
5. Current Approved Status (*Check the appropriate blocks and indicate the year you were approved.*)
- _____ Approved FHA Mortgagee - FHA Mortgage No. # _____
- _____ FNMA Approved Seller/Servicer # _____
- _____ FHLMC Approved # _____
- _____ VA Approved # _____
- _____ Approved agent for the following private mortgage insurance companies:

- _____ Rural Housing Approved # _____
6. A. Were you ever suspended by FHA or VA? YES NO
(If yes, give full details in an attachment)
- B. Do you have a DE Underwriter on staff? YES NO
- C. Is your company a Direct Endorsement approved lender and have all test cases been completed? YES NO Please provide a copy of your HUD DE approval letter.
- D. Do you have a VA Automatic Underwriter? YES NO Please provide a copy of the VA approval.
7. Do you have the capacity to underwrite, close and fund the loans that will have Mortgage Credit Certificates? YES NO
8. Were you ever suspended from selling or servicing mortgages for any other lender?
 YES NO
9. Has your firm been the subject of any unfavorable findings as a result of an audit or examination by FNMA, HUD, VA or any regulatory agency during the past three (3) years?
 YES NO
10. If you are a financial institution, are your deposits insured? YES NO
By whom? _____
11. Which federal and/or state agency regulates your financial institution?

12. Is your organization licensed by the State Corporation Commission, Commonwealth of Virginia (Chapter 16, Title 6.2, Code of Virginia, "Mortgage Lender and Broker Act")? YES NO
If so, please provide number. _____
If not, please state reason for exemption. _____
13. By signing this Application below, I certify that I have read VHDA's Fair Housing Policy (available on vhda.com) and acknowledge that, if approved as a VHDA Participating Lender, my organization must comply with such policy in originating, processing and closing Mortgage Credit Certificates.

14. Mortgage Credit Certificates Participation Fee: Upon review and approval of application for participation, Participating Lenders will be required to execute a participation agreement and submit payment of \$3,200 to VHDA.

I certify that to the best of my knowledge the above information is true. Verification may be requested from any source.

BY: _____
Authorized Signature

Title

Date

How did you hear about our program?

- Press
- Builder
- Business Development Officer
- Yellow Pages™
- Internet
- Realtor®
- Mortgage Company
- Other: _____

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Origapp.doc

