

OA APPLICATION SUBMISSION CHECKLIST

(Incomplete applications will be returned. Please submit in the following order.)

Lender's Name: _____

- _____ Application, completed and signed, with notary or corporate seal
- _____ Experience Summaries for each staff member who will be involved with THDA loans.
- _____ Authorized Signatures Form(s)
- _____ Working Agreement, signed
- _____ Exhibit "A" to the Working Agreement listing your Tennessee offices that will originate, process and submit THDA loans.
- _____ Agreement as to THDA Servicer
- _____ Copy of Agreement between your company and a THDA Servicer, executed by both parties.

- _____ Main Office/Branch Office Information
- _____ Most recent Audit Report and Financial Statement. Regulated Financial institutions may submit their most recent published Annual Report.
- _____ Copy of HUD, VA, USDA/RD, FHLMC and/or FNMA approvals (if less than 5 years ago)
- _____ Current License or Certificate of Registration from the Tennessee Department of Financial Institutions (if applicable).
- _____ Current Certificate of Existence or certificate of Authorization from the Tennessee Secretary of State's Office.
- _____ Copy of current Fidelity Bond, Errors & Omissions Insurance policy, or Mortgage Bankers Blanket Bond in the amount of \$300,000 or more.
- _____ Copies of Closing Protection Letter(s) (a.k.a. Insured Closing Service Agreement) from Title Insurance Companies for each closing agent that Lender will use to close THDA loans (addressed to Lender, not THDA).

Enclosed N/A

- _____ _____ Copy of HUD Form 11701 signed by HUD (if another lender will underwrite your company's FHA loans). _____
- _____ _____ 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 \$500,000

THDA Contacts: Application questions: Ed Lozier, 615-815-2082
 Servicing questions Sharon Pommer, 615-815-2078