

Lender Onboarding Package

Lender Name

How to submit your package successfully:

- 1) All questions and submissions must be sent to LenderRelations@ihda.org.
- 2) Please complete the email subject line with 'NMLS ID Number / Lender Name - Recertification Submission'.
- 3) As possible, include all items COMPLETED in one email at the same time
 - a) Use zip files or compressed PDF where possible, to help with size
 - b) If you are still struggling with size limits, please email and let us know so that we may provide other instructions.
 - c) If you have to send more than one email, please number them (*example: 1 of 2, 2 of 2*)
- 4) We will review your package in the order in which it is received. Depending on volume it can take us up to 15 business days to respond to your email.
 - a) IHDA security filters may prohibit certain secure email software(s) and share file sites are prohibited.
 - b) If no response after 15 days, please email LenderRelations@ihda.org directly.
- 5) We will allow valid authenticated electronic signatures (*example: DocuSign, Adobe Sign, or other similar e-sign software*).
- 6) Electronic submissions are preferred, but not required. If electing to do wet signatures, the original Agreements must be mailed to:

Illinois Housing Development Authority

Attention: Homeownership

111 E. Wacker Drive, Suite 1000

Chicago, IL 60601





Lender Onboarding Application

Thank you for selecting IHDA as your lending partner! To become an approved IHDA lender, please review and complete the form below. Please note, all IHDA lenders must be approved with the corresponding Agency or GSE (Government Sponsored Enterprise) whose lending products they intend to originate (i.e. – FNMA, FHLMC, FHA, VA, USDA). *Examples of required documents are linked within this checklist.* All required documents are located starting on page 2. Please **allow 30 to 60 days** for a determination. For any questions on the process, please email lenderrelations@ihda.org.

PLEASE READ THE CHECKLIST CAREFULLY, ALL ITEMS MUST BE CORRECT AND ACCOUNTED FOR TO BE APPROVED

LENDER INFORMATION

Company/Lender/Mortgagee Name	<input type="text"/>		
Company/Lender/Mortgagee NMLS ID	<input type="text"/>		
Preparer Name	<input type="text"/>	Preparer Title	<input type="text"/>
Preparer Email	<input type="text"/>	Preparer Phone	<input type="text"/>

COMPLIANCE CERTIFICATIONS

I, (LEADERSHIP CONTACT NAME) as
(POSITION/TITLE)

certify that our company is compliant with the following and will provide supporting evidence at the request of the Illinois Housing Development Authority or its partners, at any time.

- 1) Our company complies with all applicable Agency, local, state, and federal regulations, and/or ordinances.
- 2) Our company and its entities, including all DBA's and branches, are in good standing with applicable licensing authorities.
- 3) Our company complies with HUD's Affirmative Fair Housing Market regulations.
- 4) Our company complies with Appraiser Independence Requirements (AIR), including monitoring, and maintains a written policy that includes at minimum:
 - a) at a minimum, an "appraiser" to be licensed or certified by the state in which the property to be appraised is located.
 - b) safeguards to ensure no employee, director, agent of the seller or any third-party acting on behalf of the seller shall influence the development, reporting, result, or review of an appraisal through coercion, extortion, collusion, compensation, inducement, intimidation, bribery or in any other manner.
 - c) include a process for the referral of appraiser misconduct to the applicable state appraiser certifying and licensing agency or other relevant regulatory bodies.
 - d) processes to provide a copy of the appraisal to the borrower(s) or obtain a signed waiver at least 3 days prior to closing.
 - e) a process to ensure Third-Party Originators are responsible for selecting, retaining, and compensating the appraiser.
 - f) a process that employees of sales and loan production are restricted from the appraisal process (which includes ordering and/or communicating with the appraiser or the AMC).
 - g) a process that ensures that third-party broker's management and staff are restricted from the appraisal process (which includes ordering and/or communicating with the appraiser or the AMC).
- 5) Our company complies with, and has policies concerning, the Bank Secrecy Act, USA Patriot Act, Anti-Money Laundering Act, OFAC, and Fraud Detection and Reporting in compliance with Agency, federal, and state guidelines.
- 6) If our company chooses to utilize electronic signatures, we follow all required Agency, federal, and state guidelines, including the Illinois Uniform Electronic Transactions Act and any related Illinois Law.
- 7) Our company has a process in place and screens all contractors, third party vendors, or other parties to

mortgage origination or activities related to the origination of loans (including our internal staff) against all applicable exclusionary lists, including, without limitation, FHFA's Suspended Counterparty Program List, HUD Limited Denial of Participation List, Freddie Mac Exclusionary List, and any others as required by the regulations.

- 8) Our company maintains Responsible Lending Practices policies and procedures, and updates as necessary to ensure responsible lending practices that are in line with current market conditions:
 - a) A process in place to seek to offer the lowest-cost product with the lowest-risk loan terms for which they qualify;
 - b) A process in place to ensure we are not steering borrowers toward a particular loan program to qualify the borrower for a loan in an effort to misrepresent the borrower's true credit or income related qualifications;
 - c) A process to ensure our loan originator compensation practices comply with the loan originator compensation provisions of the TILA and Regulation Z, and that loan originators comply with these requirements when presenting loan options to consumers;
 - d) A process to ensure we do not require the borrower to purchase, and no proceeds of the loan may be used to purchase, single premium credit insurance (e.g., life, disability, accident, unemployment, or health insurance) or a single fee debt cancellation agreement.
 - e) Processes to ensure we are not delivering loans subject to prepayment penalties;
 - f) Processes in place to comply in all material respects with the Guidance on Nontraditional Mortgage Product Risks for nontraditional loans with loan application dates on or after September 13, 2007;
 - g) A process to ensure we comply with the Fair Housing Act and related regulations.
 - h) A process in place to ensure we comply with the anti-discrimination provisions of the Equal Credit Opportunity Act and related regulations; and,
 - i) A process in place to ensure we comply with federal or state prohibitions on unfair, deceptive, or abusive acts or practices (UDAAP).
- 9) Our company maintains an ongoing Quality Control Review Program. This includes a written plan that includes details on conducting reviews on a random sample of not less than 10% of loans originated on behalf of the company, resolving QC discrepancies, identifying trends and root causes, taking corrective actions, and reporting to senior management as required by each Agency.
- 10) During the certification period our company was not sanctioned by any State(s) (as defined at 12 U.S.C. § 1707(d)) in which the company will originate insured mortgages or Title I loans, except for those Sanctions, if any, that the Company/Mortgagee reported to HUD, GNMA, FHLMC, and/or FNMA and for which the Mortgagee/Company received explicit clearance from HUD, GNMA, FHLMC, and/or FNMA to continue with the certification process.
- 11) I certify that, during the certification period, the company, or any Authorized Representative (and/or Corporate Officer (as defined in HUD Handbook 4000.1 I.A.3.c.iv.(B))) was not:
 - a) Subject to a suspension, debarment, or under a Limited Denial of Participation (LDP); or
 - b) Refused or had revoked, any license necessary to conduct normal operations in the mortgage loan industry by any State(s) (as defined at 12 U.S.C. § 1707(d)) in which the company will originate insured mortgages or Title I loans; except for those occurrences, if any, that the company reported to HUD, GNMA, FHLMC, and/or FNMA and for which the Company/Mortgagee received explicit clearance from HUD, GNMA, FHLMC, and/or FNMA to continue with the certification process; or
 - c) Subject to a suspension, debarment, or other action as a result of principal officer background check(s), furthermore certifying all principal officer background checks have been free from negative findings.
- 12) I acknowledge that I am an Authorized Representative (and/or Corporate Officer) of the above-mentioned company authorized to execute these certifications and acknowledgments on behalf of the company.
- 13) I certify that the preceding statements are materially correct to the best of my knowledge.

Authorized Lender Representative Signature

Authorized Lender Representative Title

REQUIRED DOCUMENTATION TO BE SUBMITTED

Included NA

Please note that all underlined items below link to sample documents. If N/A is selected, a reason must be provided on this form or in an attached document. E-mail all digital items and questions to lenderrelations@ihda.org. Instructions for sending originals are listed on page 3.

1. **U.S. Bank Approval Letter** – IHDA will verify that the lender is recently (within 18 months) an approved and/or recertified participating lender with U.S. Bank Home Mortgage.
2. **Executed Board Resolution from the Applicant’s Board of Directors** – Authorizes Lender to enter into the Mortgage Purchase Agreement with IHDA (*Illinois Housing Development Authority’s name must be spelled out in the resolution*). Resolution must also clearly state all authorized signatories to this transaction. Signors cannot attest to their own signature authorization. Resolution should be on the entity’s letterhead. You may use the blank template provided or provide your own that matches the requirements in the template. Copies are allowed.
3. **Certificate of Incumbency** – An officer of the entity certifies the identity and signatures of the authorized signatories of the Lender (as indicated on the Board Resolution required above). It must, at a minimum, include the name, title, and original signature specimen of whoever will be executing the Mortgage Purchase Agreement. The officers signing this form CANNOT also witness/execute their own signature on the form. You may provide your own, or use the blank template provided. ***Please note: This certificate must be dated the day of the Board Resolution, or shortly thereafter.***
4. **(2) Mortgage Purchase Agreements** – The agreement between IHDA and the Lender. Execution **is required by every lender without alteration**. We require **two** wet signed documents. Please be sure to complete all blanks and sign all relevant pages requiring signatures. The agreement may be wet signed and mailed to IHDA or be sent to IHDA electronically with a valid authenticated electronic signature. ***Please Note: The Agreement must be dated the day of the Board Resolution, or shortly thereafter.***
5. Provide, as available by your primary regulator,
 - a. **Documentation of your approval to do mortgage lending in Illinois.** This will differ depending on your organization. This could include a screenshot from www.nmlsconsumeraccess.org showing state licenses/registrations or a Certificate of Corporate Existence from IDFPR, OCC, etc. **AND**
 - b. **Evidence of good standing.** This will differ depending on your organization. This could include a Certificate of Corporate Existence from IDFPR, OCC, etc., Secretary of State’s Certificate of Good Standing, or IDFPR Credit Union Certificate of Good Standing. (*Depending on what is required in 5(a) your evidence of good standing may be included with your approval to do business.*)

6. **Copy of current IRS-W9** – Request for Taxpayer Identification Number and Certification. Must be complete, signed, and dated.
7. **Lender Information Sheet** – Provides IHDA contact information and Agency approvals of the Lender.
8. **System Administrator Form** – Designates employees of the entity to control access to IHDA’s loan origination system within your organization.
9. Current **Errors and Omissions** and **Fidelity Bond Insurance Certificates**.

10. Copies of current **financial statements**. Please provide written explanation of any deficit net income or non-recurring expenditures.

11. Provide **résumés or other appropriate information** of principal officers managing the underwriting and originating process.

12. **Scorecards from lender’s three largest investors**, as available.

13. Current **Quality Control Review Plan**, including pre-funding and post funding procedures.
14. Copy of **hiring procedures** for checking all origination staff (including application through closing) against, at minimum, the U.S. General Services Administration Excluded Parties List, the HUD Limited Denial of Participation List, and the Federal Housing Finance Agency Suspended Counterparty Program List.
15. Copy of the **Information Security Policy**.
16. Copy of the **Disaster Recovery or Business Continuity Plan**.
17. Copy of **Diversity, Equity, and Inclusion Statement**, if applicable.

ADDITIONAL NOTES:

SUBMISSION INSTRUCTIONS

All electronic documents/copies and any questions must be e-mailed to:
lenderrelations@ihda.org
(electronic submissions preferred, but not required)

If electing to do wet signatures, the original Agreements must be mailed to:

Illinois Housing Development Authority
Attention: Homeownership
111 E. Wacker Drive, Suite 1000
Chicago, IL 60601



111. E Wacker Drive
STE 1000
Chicago, IL 60601
Attn: Homeownership
877-456-2656
Mortgage@ihda.org

I. Lender Information

Name of Lender: _____

DBA? YES NO If yes, DBA Name: _____

Address of Organization: _____
(Corporate Address, City, State, and ZIP)

State of Incorporation: _____ Main Telephone Number: _____

Parent Company (Name): _____

Lender's Primary Regulator: _____

Illinois License Number: _____

U.S. Bank Status: Delegated Underwriting Non-Delegated UW

Name of Loan Origination System (LOS): _____

Name of eVault Vendor: _____

II. Agency Approvals

	<u>Yes</u>	<u>No</u>	<u>Agency #</u>
NMLS			_____
U.S. Bank HFA Lender ID			_____
MERS ORG ID			_____
Federal National Mortgage Association (FNMA)			_____
Federal Home Loan Mortgage Corporation (FHLMC)			_____
Federal Housing Agency (FHA)			_____
US Department of Veterans Affairs (VA)			_____
US Department of Agriculture (USDA).....			_____

III. Other Illinois programs currently offered (County, City, etc.)



111. E Wacker Drive
STE 1000
Chicago, IL 60601
Attn: Homeownership
877-456-2656
Mortgage@ihda.org

IV. Contact Information

President / Chief Executive Officer (CEO)

Name: _____ Title: _____
Email Address: _____ Telephone: _____

Chief Operating Officer (COO)

Name: _____ Title: _____
Email Address: _____ Telephone: _____

Regional / Primary Sales Manager for Illinois

Name: _____ Title: _____
Email Address: _____ Telephone: _____

Post-Closing

Name: _____ Title: _____
Email Address: _____ Telephone: _____

Processor

Name: _____ Title: _____
Email Address: _____ Telephone: _____

Underwriter

Name: _____ Title: _____
Email Address: _____ Telephone: _____

Servicing Contact

Name: _____ Title: _____
Email Address: _____ Telephone: _____
Servicer/Sub-Servicer Name: _____

V. Warehouse Information

Warehouse Lender	Line Limit	Approval Date	Contact Information

VI. Funded Volume Information

Residential Funded Purchase Loans	Count of Total Units	Count of Illinois Units	Total Funded Volume (\$)	%Conv Loan Type	%FHA Loan Type	%VA Loan Type	%USDA Loan Type
Last Calendar Year							
Year-To-Date							
Projected IHDA loans to be delivered this year							

	Total Default Rate %	Total Count of Buybacks	Count of Loans Ineligible for Delivery
Last Calendar Year			



111. E Wacker Drive
STE 1000
Chicago, IL 60601
Attn: Homeownership
877-456-2656
Mortgage@ihda.org

SYSTEM ADMINISTRATOR FORM

Dear IHDA Mortgage Participating Lender:

Please use the form below to designate the system administrators for the IHDA reservation system that is used to originate loans. System administrators are individuals at your institution who will be responsible for general maintenance of your institution’s lender database including assigning log in information to new users and making users inactive when they no longer work at your company.

Name of Lender:

Name of System Administrator #1:

Email Address:

Telephone:

Grant Access Remove Access Update Contact Info No Changes

Name of System Administrator #2:

Email Address:

Telephone:

Grant Access Remove Access Update Contact Info No Changes

Name of System Administrator #3:

Email Address:

Telephone:

Grant Access Remove Access Update Contact Info No Changes

Direct questions regarding this form to Mortgage@ihda.org.