

Washington State Housing Finance Commission

DOCUMENT SUBMISSION CHECKLIST

Please submit the following items for participation in the Washington State Housing Finance Commission's Homeownership programs:

_____	One <i>original</i> executed copy of the completed Lender Questionnaire
_____	Copy of Lender's Most Recent Audited Financials. Include most recent quarterly financial statement if Audited Financials are more than 6 months old.
_____	Copy of Operating Agreement for ABA's, if applicable
_____	Evidence of License within the State of Washington.
_____	Copy of Business License for DBA's, if applicable
_____	Applicable lender participation fee may be wired or a check payable & mailed to the Washington State Housing Finance Commission.
_____	Signed and dated W-9.
_____	Copy of Wire Instructions.
_____	Copy of resumes of Principal Operating Officers and Underwriting Personnel
_____	Copy of Lender's Quality Control Plan. Include 2 months of QC reports.
_____	Copy of Lender's Appraisal Independence Requirements policy
_____	Copy of Resolution of Board of Directors
_____	Signed original Lender's Hiring Procedure Certification and Annual Recertification Process Form.
_____	Copy of Fidelity Insurance Bond Policy & Copy of Current Errors and Omissions Policy, evidencing at least \$300,000 minimum coverage for each.
_____	Reference list of other investors to whom lender has sold loans.
_____	One <i>original</i> of the executed signature page (pg. 44) of the Mortgage Origination Agreement and the executed signature page of the Amendment to the Mortgage Origination Agreement.
<p>Submit all documentation via email to Corinna.Obar@wshfc.org. Applicable participation fee may be mailed to the address below or wired (request wire info).</p> <p>Corinna Obar Washington State Housing Finance Commission 1000 Second Avenue, Suite 2700 Seattle, WA 98104-3601</p>	