

## 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 *original* 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 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 *original* 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.

Submit all documentation via email to [Corinna.Obar@wshfc.org](mailto:Corinna.Obar@wshfc.org). Applicable participation fee may be mailed to the address below or wired (request wire info).

**Corinna Obar**  
**Washington State Housing Finance Commission**  
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**Seattle, WA 98104-3601**