

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.

_____ 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 Lender's Agency/GSE Approvals

_____ 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. 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