

PENNVEST HOMEOWNER SEPTIC LOAN APPLICATION

Instructions: If your organization is not a PHFA Participating Lender in PHFA’s loan programs for Home Loan Mortgages complete and submit items 1-26, along with all required additional documents.

If your organization is a PHFA Participating Lender, complete items 1 through 3, and page 5, then execute this application on p.4. Submit the application with all required additional documents.

1a	Organization Name:		
1b	Organization NMLS Number		
2	Contact Person:		
	Proposed Contact Person for Pennvest Homeowner Septic Program:	Name:	
		Title:	
		Phone:	
		E-mail:	
	Address:		
3	Complete and execute the “List of Authorized Officers and Originating Personnel for Pennvest Homeowner Septic Loan,” on page 5. Check here when item is completed. <input type="checkbox"/> <div style="text-align: center; color: red; font-weight: bold; margin-top: 5px;"> STOP HERE IF YOUR ORGANIZATION IS ALREADY A PHFA PARTICIPATING LENDER AND GO TO PAGE 4 TO EXECUTE THIS APPLICATION </div>		
4	Provide ACH information for funds transfer on page 6. Check here when item is completed <input type="checkbox"/>		
5	What is your organization’s website address?		
6	Is your organization a subsidiary of another company or part of a holding company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	If you answered “yes” to number 6, what is the name of the parent or holding company?		
8	Provide an organizational chart for your company. Check here when item is completed. <input type="checkbox"/>		
9	Complete the PHFA New Lender Information Sheet <u>other than items 7, 8, and 9.</u> Check here when item is completed. <input type="checkbox"/>		

10	Your organization is a: <i>[Please check one lender type]</i> <input type="checkbox"/> Mortgage Company <input type="checkbox"/> State Bank <input type="checkbox"/> Federal Savings and Loan <input type="checkbox"/> Finance Company <input type="checkbox"/> Investment Bank <input type="checkbox"/> National Bank <input type="checkbox"/> State Credit Union <input type="checkbox"/> Other _____
11a	Participants must meet at least one of the following—is your organization: An institution whose deposits are insured by FDIC or NCUA? Yes <input type="checkbox"/> No <input type="checkbox"/> FDIC # _____ NCUA Charter# _____
11b	Currently licensed as a Pennsylvania First Mortgage Banker? Yes <input type="checkbox"/> No <input type="checkbox"/> PA License # _____ <input style="width: 50px; height: 15px;" type="text"/>
12	If your organization originates FHA Title I or Title II loans, provide your FHA number:
13	Fannie Mae/Freddie Mac: If your organization is a Fannie Mae or Freddie Mac approved seller/servicer provide your organization’s approval number below and a letter from your Fannie Mae Account Manager or from your Freddie Mac Account Manager confirming that your organization is an approved Seller and/or Servicer in good standing for the current Fiscal Year. FNMA # _____ FHLMC # _____ Otherwise, provide your organization’s most recent audited consolidated financial statement. If the statement is more than six months old, provide a current, unaudited, interim financial statement in addition to the previous year’s audited statement. If you are a subsidiary of another company or part of a holding company, please submit the same information for that organization as well.
14	What is the date of your organization’s fiscal year-end?
15	Complete and execute the PHFA - Pennvest Participation Agreement Check here when item is completed. <input type="checkbox"/>
16	Provide a Certificate of insurance for your Fidelity Bond and Errors and Omissions coverage, listing Pennsylvania Housing Finance Agency as a certificate holder. Check here when item is completed. <input type="checkbox"/>
17	Does your organization have a physical place of business in Pennsylvania where consumers may access mortgage loan origination services in person? Yes <input type="checkbox"/> No <input type="checkbox"/>

18	Specify the geographical area(s) within Pennsylvania where your organization currently originates mortgage loans:
19	Specify the geographical area(s) within Pennsylvania where your organization plans to originate Pennvest Homeowner Septic loans:
20	What is your organization’s Employer Identification Number (EIN)?- issued by the Internal Revenue Service (IRS)
21	Provide a copy of your Residential Mortgage Quality Control Plan . Your plan must include, at least: Hiring procedures for checking employees and affiliates involved in the origination of mortgage loans against the following lists for ineligible parties: General Services Administration (GSA), HUD’s Limited Denial of Participation (LDP), and National Mortgage Loan System (NMLS), if NMLS is applicable. Check here when item is completed. <input type="checkbox"/>
22	<p>Provide a copy of your Fraud Detection Policy, including your procedures for preventing mortgage fraud in any transactions involving PHFA’s Pennvest lending program. Check here when item is completed. <input type="checkbox"/></p> <p>Does your organization conduct regular Fraud Detection trainings for your staff? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Provide the date of your organizations next regularly scheduled Fraud Detection staff training. Date: _____</p> <p>Will your organization provide written notice to PHFA of any fraud, suspected fraud or other suspicious activity involving loans sold to PHFA? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does your organization certify to having all appropriate fraud protection safeguards in place and to taking all necessary actions to address Suspicious Activity Report filings with the Financial Crimes Enforcement Network and otherwise comply with regulators? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
23	Does your organization have safeguards in place to prevent lending discrimination and “redlining” and take action to increase the diversity of borrowers and geographic spread of loan products within your served territory? Yes <input type="checkbox"/> No <input type="checkbox"/>
24	Provide any fictitious names your organization will use while originating mortgage loans for PHFA’s Homeownership program <input type="checkbox"/> n/a
25	Provide your organization’s Fictitious Name:

26a	Provide a written copy of your organization’s data breach policy.	
26b	Has your organization experienced a data breach within the past three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
26c	If you answered ‘Yes’ to 26b provide an explanation on a separate sheet of paper detailing: 1) the extent of the data breach; 2) whether any consumer information was exposed; 3) if consumer information was exposed, whether your organization completed its compliance with applicable breach notification and remediation laws; 4) whether any PHFA borrower data was exposed or at risk of exposure; 5) how the breach was resolved; and 6) any remedial measures and policies implemented to reduce or eliminate the risk of future data breaches.	
26d	In accordance with the Pennvest Participation Agreement and PHFA’s Pennvest Program Guidelines, participant agrees to provide notice of any data breach to PHFA.	Yes <input type="checkbox"/> No <input type="checkbox"/>

The undersigned, an officer or authorized agent of the organization submitting this application, certifies on behalf of the organization that as of the date entered below, the information contained in this application is accurate and complete. The organization represents and warrants it will comply with the terms of the PHFA - Pennvest Participation Agreement. All loans delivered to PHFA will comply with all applicable mortgage lending laws, regulations and licensing requirements, and will meet all applicable guidelines of PHFA and FHA. Upon request, the organization agrees to provide PHFA with Quality Control reports and information per investor guidelines.

In addition, the undersigned acknowledges awareness that PHFA requires origination of at least 12 loans per year to maintain Participant status in the Pennvest Homeowner Loan Program.

Signature:	Title:
Name (print):	Date:

Submitting Your Application

Submit your Pennvest Homeowner Septic Loan Application package and any required additional information electronically. Please contact our [Special Initiatives Unit](#) to receive an electronic application upload link. The application package and any additional information that we may request must be submitted within 120 days of your application. Incomplete application submission packages will expire at the end of the 120-day timeframe.

For more information visit: <http://www.phfa.org/lenders/pennvest.aspx>

LIST OF AUTHORIZED OFFICERS AND ORIGINATING PERSONNEL*

LIST OF AUTHORIZED OFFICERS*

The following is a list of officers authorized to execute the Pennvest Homeowner Septic Loan program Participation Agreement, and who are ultimately responsible for program compliance.

NAME	TITLE	SIGNATURE	RESUME** <i>"X" to indicate attached or "S" for previously submitted</i>

*This list is required to be updated as changes take place.

**Provide resumes for all persons listed in this section, including current job description and duties within the organization. If resume was submitted with PHFA Participating Lender (for Home Loan programs) application or recertification this calendar year, please indicate with an "S."

LIST OF LOAN ORIGINATORS*

List employees who will originate and process Pennvest Homeowner Septic Loans on behalf of PHFA.

NAME	TITLE	RESUME** <i>"X" to indicate attached or "S" for previously submitted</i>	NMLS #

(Attach additional pages, if necessary, so that all Originators are listed.)

PARTICIPANT ACH INSTRUCTIONS

Organization Name: _____

ABA # _____

Account # _____

Account Type: _____

(e.g., checking/savings/general ledger)

Pennvest