

**PENNSYLVANIA HOUSING FINANCE AGENCY**  
**2024 PARTICIPATING LENDER APPLICATION**



1	Organization name:	
2	Contact Person: Name:	Title:
	Phone	E-mail:
	Address:	
3	What is your organization's website address?	
4	Is your organization a subsidiary of another company or part of a holding company?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	If you answered "yes" to number 4, what is the parent or holding company name?	
6	Provide an organizational chart for your Company.	
7	Complete and submit the <a href="#">PHFA New Lender Information Sheet</a>	
8	Complete and submit the <a href="#">Program Participation Survey</a> indicating which PHFA programs your organization will offer.	
Participants must meet at least one of the following. Is your organization:		
9a	An institution whose deposits are insured by FDIC or NCUA?	Yes <input type="checkbox"/> No <input type="checkbox"/> FDIC # NCUA Charter#
9b	Currently licensed as a Pennsylvania First Mortgage Banker?	Yes <input type="checkbox"/> No <input type="checkbox"/> PA License #
10	What is your organization's NMLS number?	NMLS#
11	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 _____	
12	What types of loans does your organization originate? (check all that apply)	<input type="checkbox"/> Conventional <input type="checkbox"/> FHA <input type="checkbox"/> VA <input type="checkbox"/> RD
13a	If you wish to sell FHA insured or RD or VA guaranteed loans to PHFA, does your organization meet all requirements described in <a href="#">Chapter 1</a> of the Seller's Guide?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13b	Provide your organizations HUD/FHA, VA, and USDA/RD single family lender approval #'s along with the corresponding approval letter, (as applicable), if you are currently an approved lender. See <a href="#">Chapter 1</a> of the PHFA Seller's Guide for more details. Provide your approval number(s) here:	FHA DE # VA # RD #
14	Is your organization a currently approved Fannie Mae or Freddie Mac one-to-four family first mortgage seller/servicer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15	If you answered 'yes' to question 14 provide your organization's: <ul style="list-style-type: none"> <li>• Fannie Mae and Freddie Mac approval #'s.</li> <li>• Fannie Mae and/or Freddie Mac seller/servicer Approval letter(s)</li> <li>• Provide a letter from your Fannie Mae Account Manager and/or from your Freddie Mac Account Manager showing your organization is an approved Seller and/or Servicer in good standing for the current Fiscal Year.</li> </ul>	FNMA # FHLMC #
16	If you answered 'no' to question 14 provide your organization's: <ul style="list-style-type: none"> <li>• Most recent two years of audited financial statements, including supplemental information. Supplemental information must include the independent auditor's report on Internal Control, Compliance with HUD Programs, Schedule of Findings, and any Corrective Action Plan, if applicable.</li> </ul>	

	<ul style="list-style-type: none"> <li>If the statement is more than six months old, provide a current, unaudited, interim financial statement in addition to the previous two year's audited statements.</li> <li>If you are a subsidiary of another company or part of a holding company, please submit the same financial information for that organization, as well</li> <li>Net Worth Requirement – Must have a net worth equal to or in excess of requirements mandated by FHA. If requesting participation in programs offered by Fannie Mae; must also meet Fannie Mae requirements.</li> </ul>	
17	What is the date of your organization's fiscal year-end?	
18	Complete and submit the List of Authorized Officers and Underwriting Personnel (PHFA <a href="#">Form 29</a> ), including resumes for all persons listed.	
19	Review and execute the PHFA <a href="#">Master Origination and Sale Agreement</a> (MOSA).	
20	Provide a certificate of insurance for Fidelity Bond and Errors and Omissions coverage, listing Pennsylvania Housing Finance Agency as a certificate holder in accordance with the MOSA.	
21	Are you willing to sell loans to the Agency on a "Servicing-Released" basis? <b>Attention:</b> There is no interim servicing on PHFA loans.	Yes <input type="checkbox"/> No <input type="checkbox"/>
22	Do you want PHFA to fund a warehouse lender for your loan purchase?	Yes <input type="checkbox"/> No <input type="checkbox"/>
23	If you answered 'yes' to question 22, please complete and attach a Warehouse Lender ACH Information Form ( <a href="#">PHFA Form 70</a> ). Please note: PHFA can only accommodate one warehouse lender per participating lender. If you answered 'no' to question 22, please complete and attach Lender ACH Information Form ( <a href="#">PHFA Form 72</a> ).	
24	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"/>
25	Estimate the volume of loans that your organization anticipates selling to PHFA on an annual basis: The required minimum is 12 loans per calendar year.  When does your organization plan to launch PHFA loans?	Dollars Number  Date:
26	Has your organization previously applied to become a PHFA participating lender?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Has your organization ever been approved as a PHFA participating lender?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If you answered 'yes', provide a detailed explanation on your letterhead for why you are reapplying. <b>Attention:</b> New participating lender applications are subject to a processing fee of \$1,200. As a courtesy, the processing fee will be waived for organizations applying to become a PHFA lender for the first time. Organizations that have previously applied or have ever been approved as a PHFA participating lender will be responsible for submitting the processing fee of \$1,200. The processing fee is required to be paid prior to receiving the application upload link from the Business Development Unit. Please contact the <a href="#">Business Development Unit</a> for additional details.	
27	Provide a copy of your Residential Mortgage Quality Control Plan. Your plan must include but should not be limited to:	
	<ul style="list-style-type: none"> <li>Appraisal Independence Requirements</li> <li><a href="#">Appraiser Quality Monitoring Requirements</a></li> <li>Hiring procedures for checking employees and affiliates involved in the origination of mortgage loans against the following lists: General Services Administration (GSA) Excluded Party List; HUD Limited Denial of Participation (LDP) List; Federal Housing Finance Agency Suspended Counterparty Program (SCP); and the Nationwide Mortgage Licensing System and Registry (NMLS), as applicable.</li> <li>Prefunding Quality Control process and procedures</li> </ul>	
28	Does your organization complete prefunding QC reports and post-closing QC reports per investor guidelines for the loan types your organization plans to sell to PHFA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
29	Provide a copy of your written Fraud Detection Policy detailing procedures intended to prevent mortgage fraud in transactions involving PHFA's single family residential lending programs	
30	Does your organization conduct regular Fraud Detection trainings for your staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>
31	Provide the date of your organizations next regularly scheduled Fraud Detection staff training.	Date:

32	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"/>
33	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"/>
34	Does your organization have safeguards in place to detect and prevent redlining and other Fair Housing Act and Equal Credit Opportunity Act violations	Yes <input type="checkbox"/> No <input type="checkbox"/>
35	Does your organization originate loans subject to the Home Ownership and Equity Protection Act of 1994 (HOEPA), as implemented by Regulation Z at 12 C.F.R. § 1026.32?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, does your organization have adequate safeguards in place to prevent the sale of HOEPA loans to PHFA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
36	Provide any fictitious names your organization plans to use while originating mortgage loans for PHFA's Homeownership program. Use of fictitious names is subject to PHFA's approval.  Fictitious names used to originate PHFA loans require Agency approval. Please complete and submit a <a href="#">MOSA addendum</a> for any fictitious names used to originate Agency loans for Agency review and approval. A maximum of three fictitious names are permitted. If a fictitious name is used, form 29 will be required listing the full name of your organization along with the fictitious name.	
37	Provide a written copy of your organization's data breach policy.	
38	Has your organization experienced a data breach within the past three years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
39	If you answered 'Yes' to 38 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) whether any PHFA borrower data was exposed or at risk of exposure; 4) how the breach was resolved; 5) if consumer data was exposed what steps did the organization take to comply with applicable notifications laws; and 6) any remedial measures and policies implemented to reduce or eliminate the risk of future data breaches.	
40	Does your organization agree to provide notice of any data breach to PHFA in accordance with the MOSA and PHFA's Seller's Guide?	Yes <input type="checkbox"/> No <input type="checkbox"/>
41	Does your organization have an affiliated business arrangement? If yes, provide a sample of your organization's most recent Affiliated Business Arrangement Disclosure(s).	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 new lender application is accurate and complete. The organization represents and warrants it will comply with the terms of the Master Origination and Sale 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, investors, insurers, or guarantors, including Fannie Mae, Freddie Mac, FHA, VA, and RD. Upon request, the organization agrees to provide PHFA with Prefunding Quality Control reports and Post-Closing Quality Control reports per investor guidelines for the loan types intended to be sold to PHFA

Name (Print or Type): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Wet or Digital): \_\_\_\_\_ Date: \_\_\_\_\_

## Submitting Your Application

Submit your PHFA Lender Application and required documents electronically. Please contact our **Business Development Unit** to receive an 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 the PHFA website at: <http://www.phfa.org/hop/lenders/offerloans.aspx>