

PENNSYLVANIA HOUSING FINANCE AGENCY

2018 PARTICIPATING LENDER and PENNVEST LENDER ANNUAL RECERTIFICATION CHECKLIST



| | | | | | |
|----|---|--------|--|---------|--|
| 1 | Organization name: | | | | |
| 2 | Contact Person | Name: | | Title: | |
| | | Phone: | | E-mail: | |
| 3 | Is your organization a currently approved PHFA Participating Lender? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Is your organization a currently approved PHFA Pennvest Lender? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4 | Provide your organization's NMLS number and PA license number, if applicable: | | | NMLS# | PA License # |
| 5 | Provide your organization's Federal Deposit Insurance Corporation (FDIC) number OR National Credit Union Administration (NCUA) Charter number, if applicable: | | | FDIC # | NCUA Charter # |
| 6a | 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"/> |
| 6b | <ul style="list-style-type: none"> If YES, provide your organizations Fannie Mae and/or Freddie Mac approval number(s) Provide your organizations FNMA/ FHLMC approval letter(s) if you are a new seller/servicer | | | FNMA # | FHLMC # |
| 6c | <ul style="list-style-type: none"> If NO provide your organization's 2017 audited, consolidated Financial Statement. If the statement is more than six months old, provide a current, unaudited, interim financial statement in addition to the 2017 audited statement. 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 | | | | |
| 7 | Provide your organizations HUD/FHA, VA and/or USDA/RD approval number(s) if you are currently an approved lender. * Provide HUD/FHA, VA and/or USDA/RD approval letter(s) if you are a new lender. | | | FHA # | VA # RD # |
| 8 | Review and execute the Master Origination and Sale Agreement (MOSA) | | | | |
| 9 | Does your organization continue to maintain Fidelity Bond and Errors and Omissions Insurance in accordance with the MOSA or Pennvest Contract For Services? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10 | Does your organization continue to have a written Quality Control plan per investor guidelines for the loan types your organization sells to PHFA? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 11 | Does your organization complete pre-funding and post-closing Quality Control reports per investor guidelines for the loan types your organization sells to PHFA? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 12 | Provide your Fraud Detection Policy and procedures for preventing mortgage fraud in any transactions involving the funding of mortgage loans under PHFA's single family residential lending programs. | | | | |
| | Does your organization conduct regular Fraud Detection trainings for your staff | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Provide the date of your organizations next regularly scheduled Fraud Detection staff training | | | | Date: |
| | 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"/> |
| 13 | 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"/> |
| | Does your organization anticipate selling at least 12 loans to PHFA during the 2018 Calendar Year? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 14 | Does your organization continue to have safeguards in place to prevent redlining and take action to monitor the results? | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |

PENNSYLVANIA HOUSING FINANCE AGENCY

PARTICIPATING LENDER and PENNVEST LENDER ANNUAL RECERTIFICATION CHECKLIST



| | | |
|----|--|--|
| 15 | Does your organization continue to elect to participate in PHFA Homeownership Programs while doing business under a Fictitious Name in accordance with the MOSA? | Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/> |
| | Provide your organizations Fictitious Name. | |
| 16 | <p>IRS Form 8329 is applicable to our organization and the Form has been filed with the IRS as required.</p> <ul style="list-style-type: none"> Participating Lenders that have closed any loans during 2017 for borrowers to whom PHFA issued a Mortgage Credit Certificate (MCC), are required by the IRS under section 25 of the IRS code to file <u>Form 8329</u> no later than January 31, 2018. PHFA has compiled a report for each lender active in the program containing the information necessary to complete the form. This report will be available in the <u>PHFA Pipeline PLUS</u> on the morning of 1/09/2018. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

The undersigned, an officer or authorized agent of the organization submitting this recertification checklist, certifies that on the date listed below the above information is accurate to the best of his/her knowledge and belief and that the organization continues to comply with the representations and warranties to PHFA pursuant to the terms of the Master Origination and Sale Agreement and assures that all loans delivered to PHFA comply with all applicable mortgage lending laws, regulations and licensing requirements and meet all applicable PHFA, Investor, and insurer/guarantor guidelines including Fannie Mae, Freddie Mac, HUD FHA, VA and RD.

To ensure your organization’s continued compliance as certified by the undersigned, PHFA may select your organization to provide additional supporting documentation. PHFA’s Compliance Unit will notify the undersigned if your organization is selected. If selected the undersigned agrees to provide to PHFA upon request with your organizations:

- Prefunding Quality Control reports and Post-Closing Quality Control reports per investor guidelines for the loan types your organization sells to PHFA
- Fidelity Bond and Errors & Omissions Insurance
- Written Quality Control Plan per investor guidelines for the loan types your organization sells to PHFA
- Any additional supporting documentation requested by PHFA

NAME (Print):

TITLE:

SIGNATURE:

DATE:

Submit this completed Recertification Checklist and any required documents within 120 days of the start of each new year. Mail packages Overnight mail or Regular mail; Emailed packages cannot be accepted due to the large file sizes.

| OVERNIGHT mail |
|---|
| Pennsylvania Housing Finance Agency Homeownership Programs 211 North Front Street Harrisburg, PA 17101 |

| REGULAR mail |
|---|
| Pennsylvania Housing Finance Agency Homeownership Programs P.O. Box 8029 Harrisburg, PA 17105-8029 |

For more information visit the PHFA website at: <http://www.phfa.org/hop/lenders/offerloans.aspx>