

2020 PENNVEST HOMEOWNER SEPTIC LOAN APPLICATION

Instructions: If your organization does not participate in PHFA’s 1st mortgage programs, complete this entire application, and submit it with the required documentation. If your organization is a PHFA Participating Lender, complete and submit items 1 through 3, execute this application on p.4, and provide the required additional documents.

1	Organization Name:		
	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.		
STOP HERE IF YOUR ORGANIZATION IS ALREADY A PHFA PARTICIPATING LENDER AND GO TO PAGE 4 TO EXECUTE THIS APPLICATION			
4	What is your organization’s website address?		
5	Is your organization a subsidiary of another company or part of a holding company?	Yes	No
6	If you answered “yes” to number 5, what is the name of the parent or holding company?		
7	Provide an organizational chart for your company. Check here when item is completed.		
8	Complete Lender Information Sheet other than items 7, 8, 9, 15b, and 15d. Check here when item is completed.		
9	Your organization is a: <i>[Please check one lender type]</i>		
	Mortgage Company	State Bank	Federal Savings and Loan
	Finance Company	Investment Bank	National Bank
	State Credit Union	Other_____	

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10	Participants must meet at least one of the following—is your organization:	
10a	An institution whose deposits are insured by FDIC or NCUA?	Yes No FDIC # NCUA Charter#
10b	Currently licensed as a Pennsylvania First Mortgage Banker?	Yes No PA License #
11	If your organization originates FHA Title I or Title II loans, provide your FHA number:	
12a	<p>FNMA/Freddie Mac: If your organization is a Fannie Mae (FNMA) approved seller/servicer provide your organization’s approval number below and a letter from your Fannie Mae Account Manager confirming that your organization is an approved Seller and/or Servicer in good standing for the current Fiscal Year. If your organization is an approved Freddie Mac seller/servicer provide a copy of your organization’s FHLMC approval letter.</p> <p>FNMA # _____</p> <p>FHLMC # _____</p>	
12b	<p>If you answered ‘no’ to 12a, Provide:</p> <p>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.</p>	
13	What is the date of your organization’s fiscal year-end?	
14	Complete and execute the Contract for New Lenders . Check here when item is completed.	
15	<p>Provide a Certificate of insurance for your Fidelity Bond and Errors and Omissions coverage, listing Pennsylvania Housing Finance Agency as a certificate holder.</p> <p>Check here when item is completed.</p>	
16	Does your organization have a physical place of business in Pennsylvania where consumers may access mortgage loan origination services in person?	Yes No

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17	Specify the geographical area(s) within Pennsylvania where your organization currently originates mortgage loans:	
18	Specify the geographical area(s) within Pennsylvania where your organization plans to originate Pennvest Homeowner Septic Loans:	
19	What is your organization's Employer Identification Number (EIN)?- issued by the Internal Revenue Service (IRS)	
20	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.	
21a	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.	
21b	Does your organization conduct regular Fraud Detection trainings for your staff?	Yes No
21c	Provide the date of your organizations next regularly scheduled Fraud Detection staff training.	Date:
21d	Will your organization provide written notice to PHFA of any fraud, suspected fraud or other suspicious activity involving loans sold to PHFA?	Yes No
21e	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 No
22	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 No
23	Provide any fictitious names your organization will use while originating mortgage loans for PHFA's Homeownership program	n/a
24	Provide your organization's Fictitious Name:	

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25a	Provide a written copy of your organization’s data breach policy. Check here when item is completed.		
25b	Has your organization experienced a data breach within the past three years?	Yes	No
25c	If you answered ‘Yes’ to 25b 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; and 5) any remedial measures and policies implemented to reduce or eliminate the risk of future data breaches.		
25d	If a data breach exposed consumer information, has your organization completed its compliance with applicable breach notification and remediation laws?	Yes n/a	No
25e	In accordance with the Pennvest Contract for New Lenders and PHFA’s Pennvest Program Guidelines, participant agrees to provide notice of any data breach to PHFA.	Yes	No
26	Provide ACH funds transfer information on p.6 and check here when completed.		

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, including originating at least 12 Pennvest loans each year. 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.

Signature:	Title:
Name (print):	Date:

Submitting Your Application Contact our [Special Initiatives Unit](#) to receive an electronic application link to upload your package. All materials must be submitted within 120 days of your application. For more information visit: www.phfa.org/hop/programs/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)