

****LENDER ONBOARDING****

To be submitted after approval with U. S. Bank



Thank you for selecting IHDA as your lending partner! In order to become an approved IHDA lender, please review and complete the form below. Examples of all required documents are linked within this checklist. All required documents are located on page 2. Please note, all IHDA lenders must be approved with the corresponding Agency or GSE (Government Sponsored Enterprise) whose lending products they intend to originate (i.e. – FNMA, FHLMC, FHA, VA, USDA). Please allow **30 to 60 days** for a determination. For any questions on the process, please email lenderrelations@ihda.org.

PLEASE READ THE CHECKLIST CAREFULLY, ALL ITEMS MUST BE CORRECT AND ACCOUNTED FOR TO BE APPROVED

LENDER INFORMATION

Lender Name

Lender NMLS ID

COMPLIANCE CERTIFICATIONS

I, (LEADERSHIP CONTACT NAME) as

(POSITION)

(PHONE NUMBER)

(EMAIL ADDRESS)

certify that our organization is compliant with the following:

Our organization and its entities, including all DBA's and branches, are in good standing with applicable licensing authorities.

Our organization complies with HUD's Affirmative Fair Housing Market regulations.

Our organization complies with AIR, including monitoring.

Our organization complies with, and has policies concerning, the Bank Secrecy Act, Anti-Money Laundering Act, OFAC, and Fraud Detection and Reporting.

Our organization complies with all applicable state and federal regulations.

Our organization has no unresolved sanctions against us.

If our organization chooses to utilize electronic signatures, we follow all required Agency, federal, and state guidelines, including the Illinois Commerce Security Act and any subsequent Illinois Law.

Our organization screens all parties to mortgage origination against all applicable exclusionary lists, including, without limitation, Fannie Mae, Freddie Mac, and Ginnie Mae as required by the regulations.

NOTES FOR IHDA

Authorized Lender Representative Signature

Authorized Lender Representative Title

1. **U.S. Bank Approval Letter** – expresses recent approval/recertification (within 18 months) as a participating Lender with U.S. Bank Home Mortgage MRBP. Obtain this by emailing Lender.Management@USBank.com.
2. **Executed Board Resolution from the Applicant’s Board of Directors** – Authorizes Lender to enter into the Mortgage Purchase Agreement with IHDA (*Illinois Housing Development Authority's name must be spelled out in the resolution*). Resolution must also clearly state all authorized signatories to this transaction. Resolution should be on the entity’s letterhead. You may provide your own, or use the blank template provided. Copies are allowed.
3. **Certificate of Incumbency** – An officer of the entity certifies the identity and signatures of the authorized signatories of the Lender (as indicated on the Board Resolution required above). It must, at a minimum, include the name, title, and original signature specimen of whoever will be executing the Mortgage Purchase Agreement. The officers signing this form CANNOT also witness/execute their own signature on the form. You may provide your own, or use the blank template provided. No copies, signed original required. **Please note: This certificate must be dated the day of the Board Resolution, or shortly thereafter. – No copies or digital signature allowed, signed original required.**
4. **(2) Mortgage Purchase Agreements** – The actual agreement between IHDA and the Lender. We require two signed copies. Please be sure to complete all blanks and sign all relevant pages requiring signatures. **Please Note: The Agreement must be dated the day of the Board Resolution, or shortly thereafter. No copies or digital signature allowed, signed original required.**
5. **Copy of Active Business License Registered with IDFPR** – All entities must provide proof of active licensure with the Illinois Department of Financial and Professional Regulation indicating approval to originate mortgages. **Actual certificate required, no screenshots are allowed.**
6. **Current Certificate of Good Standing** – All entities must order (within 30 days of package submission to IHDA) a current certificate of good standing with the Office of the Illinois Secretary of State. **Actual certificate required, no screenshots are allowed.** (If unable to provide, please reach out to lenderrelations@ihda.org.)
7. **Copy of current IRS-W9** – Request for Taxpayer Identification Number and Certification. Must be complete, signed, and dated.
8. **Lender Information Sheet** – Provides IHDA contact information and Agency approvals of the Lender.
9. **MITAS System Administrator Form** – Designates employees of the entity to control access to MITAS (IHDA’s loan origination system) within your organization.
10. **Branch Form** – Provides IHDA Lender information on a branch level to be included in our [“Find a Lender”](#) tool (for Illinois branches offering IHDA Products only).
11. **Current Errors and Omissions and Fidelity Bond Insurance Certificates.**
12. **Copies of current financial statements.**
13. **Current Quality Control Plan.**
14. **Provide résumés of all principal officers, underwriters, and/or QC personnel with an organization chart.**
15. **Most recent Scorecards from lender’s three largest investors, as available.**
16. **Information on the institutions providing warehouse lines of credit, if applicable (including the name of warehouse bank, contact information, and amount of each line of credit), as available.**

17. **Production Statistics** which includes volume breakdown by product for year-to-date and previous year with total volume of loans originated in Illinois and anticipated volume projections of loans to be sold to the Authority, as well as the default rate, number of buybacks, and number of loans ineligible to be sold.

SUBMISSION INSTRUCTIONS

All originals must be mailed to:

Illinois Housing Development Authority
111 E. Wacker Drive, Suite 1000, Chicago, IL 60601

All electronic documents/copies and any questions must be e-mailed to:
lenderrelations@ihda.org