

**\*\*LENDER ONBOARDING\*\***

To be submitted after approval with U. S. Bank



**Lender Onboarding Application**

Thank you for selecting IHDA as your lending partner! In order to become an approved IHDA lender, please review and complete the form below. 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). *Examples of required documents are linked within this checklist.* All required documents are located starting on page 2. Please **allow 30 to 60 days** for a determination. For any questions on the process, please email [lenderrelations@ihda.org](mailto:lenderrelations@ihda.org).

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

**LENDER INFORMATION**

Company/Lender/Mortgagee Name

Company/Lender/Mortgagee NMLS ID

Preparer Name

Preparer Title

Preparer Email

Preparer Phone

**COMPLIANCE CERTIFICATIONS**

**I, (LEADERSHIP CONTACT NAME)  
(POSITION/TITLE)**

**as**

**certify that our company is compliant with the following and will provide evidence of any at the request of the Illinois Housing Development Authority or its partners, at any time:**

- 1) Our company complies with all applicable Agency, local, state, and federal regulations, and/or ordinances.
- 2) Our company and its entities, including all DBA's and branches, are in good standing with applicable licensing authorities.
- 3) Our company complies with HUD's Affirmative Fair Housing Market regulations.
- 4) Our company complies with Appraiser Independence Requirements (AIR), including monitoring, and maintains a written policy governing the appraisal ordering process and preparation of Appraisal Reports prepared on the company's behalf.
- 5) Our company complies with, and has policies concerning, the Bank Secrecy Act, USA Patriot Act, Anti-Money Laundering Act, OFAC, and Fraud Detection and Reporting.
- 6) If our company 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.
- 7) Our company 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.
- 8) Our company maintains an ongoing Quality Control Review Program. This includes a written plan that includes details on conducting reviews on a random sample of not less than 10% of loans originated on behalf of the company, resolving QC discrepancies, taking corrective actions, and reporting to senior management as required by each Agency.
- 9) During the certification period our company was not sanctioned by any State(s) (as defined at 12 U.S.C. § 1707(d)) in which the company will originate insured mortgages or Title I loans, except for those Sanctions, if any, that the Company/Mortgagee reported to HUD, GNMA, FHLMC, and/or FNMA and for which the Mortgagee/Company received explicit clearance from HUD, GNMA, FHLMC, and/or FNMA to continue with the certification process.
- 10) I certify that, during the certification period, the company, or any Authorized Representative (and/or Corporate Officer (as defined at HUD Handbook 4000.1 I.A.3.c.iv.(B))) was not:

- a) Subject to a suspension, debarment, or under a Limited Denial of Participation (LDP); or
- b) Refused or had revoked, any license necessary to conduct normal operations in the mortgage loan industry by any State(s) (as defined at 12 U.S.C. § 1707(d)) in which the company will originate insured mortgages or Title I loans; except for those occurrences, if any, that the company reported to HUD, GNMA, FHLMC, and/or FNMA and for which the Company/Mortgagee received explicit clearance from HUD, GNMA, FHLMC, and/or FNMA to continue with the certification process; or
- c) Subject to a suspension, debarment, or other action as a result of principal officer background check(s), furthermore certifying all principal officer background checks have been free from negative findings.

11) I acknowledge that I am an Authorized Representative (and/or Corporate Officer) of the above-mentioned company authorized to execute these certifications and acknowledgments on behalf of the company.

12) I certify that the preceding statements are materially correct to the best of my knowledge.

**Authorized Lender Representative Signature**

**Authorized Lender Representative Title**



**REQUIRED DOCUMENTATION TO BE SUBMITTED**

**Included    NA**

***Please note that all underlined items below link to sample documents. If N/A is selected, a reason must be provided.***

1. **U.S. Bank Approval Letter** – IHDA will verify that the lender is recently (within 18 months) an approved and/or recertified participating lender with U.S. Bank Home Mortgage.
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 use the blank template provided or provide your own that matches the requirements in the template. Copies are allowed.
3. **Certificate of Incumbency** – **No copies or digital signature allowed, signed original required.** 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.***
4. **(2) Mortgage Purchase Agreements** – **No copies or digital signature allowed, signed original required.** The actual agreement between IHDA and the Lender. We require **two** wet signed documents. 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.***
5. Provide, as available by your primary regulator,
  - a. **Documentation of your approval to do mortgage lending in Illinois.** This will differ depending on your organization. This could include a screenshot from [www.nmlsconsumeraccess.org](http://www.nmlsconsumeraccess.org) showing state licenses/registrations or a Certificate of Corporate Existence from IDFPR, OCC, etc. ***AND***
  - b. **Evidence of good standing.** This will differ depending on your organization. This could include a Certificate of Corporate Existence from IDFPR, OCC, etc., Secretary of State’s Certificate of Good Standing, or IDFPR Credit Union Certificate of Good Standing. (*Depending on what is required in 5(a) your evidence of good*

*standing may be included with your approval to do business.)*

6. **Copy of current IRS-W9** – Request for Taxpayer Identification Number and Certification. Must be complete, signed, and dated.
7. **Lender Information Sheet** – Provides IHDA contact information and other information regarding the Lender.
8. **System Administrator Form** – Designates employees of the entity to control access to IHDA’s loan origination system within your organization.
9. **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). Use multiple copies or a **.csv as needed.**
10. Current **Errors and Omissions** and **Fidelity Bond Insurance Certificates**.
11. Copies of current **financial statements**.
12. Provide **résumés or other appropriate information** of principal officers managing the underwriting and originating process.
13. **Scorecards from lender’s three largest investors**, as available.
14. Current **Quality Control Review Plan**, including pre-funding and post funding procedures.
15. Copy of **hiring procedures** for checking all origination staff (including application through closing) against, at minimum, the U.S. General Services Administration Excluded Parties List, the HUD Limited Denial of Participation List, and the Federal Housing Finance Agency Suspended Counterparty Program List.
16. Copy of the **Information Security Policy**.
17. Copy of the **Disaster Recovery** or **Business Continuity Plan**.

**ADDITIONAL NOTES:**

**SUBMISSION INSTRUCTIONS**

**All originals must be mailed to:**

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

**All electronic documents/copies and any questions must be e-mailed to:** [lenderrelations@ihda.org](mailto:lenderrelations@ihda.org)