



## Application to Originate CalHFA Loans

The following information outlines general requirements for originating loans sold to the California Housing Finance Agency (CalHFA). In evaluating the application, CalHFA will use certain criteria to assess the Applicant to ensure the quality of the loans sold to CalHFA and to verify that the Applicant is capable of handling the responsibilities associated with originating loans on our behalf. CalHFA encourages the Applicant to review the general criteria to determine eligibility for becoming a CalHFA-approved loan originator.

The Applicant is required to complete this application together with all attachments and have it signed by an authorized officer. When the application is received, CalHFA will review the application, and required attachments for determination of eligibility as a CalHFA-approved loan originator.

When all requirements have been satisfied and a conditional approval has been issued, a CalHFA Mortgage Purchase Master Agreement (MPMA) will be forwarded to the Applicant for full execution and must be returned to CalHFA. Once all conditions of approval have been satisfied and legal contracts/documents have been received by CalHFA, mandatory training by CalHFA will be scheduled with the Applicant prior to the Applicant originating CalHFA loans.

The Applicant will be required to bear the travel costs of CalHFA's Lender Training staff for travel to and from the lender's location. Travel costs include all out-of-pocket expenses such as air fare, auto rental, lodging, meals and incidental expenses per visit.

CalHFA's Training includes three training sessions, a:

1. 4-hour in-person General Session class for Underwriters, Processors, Operations and Sales,
2. 1-hour in-person Post-Closing Training class for Doc Drawers, Shippers and Funders, and
3. 1-hour in-person or conference call MAS System training to set up your company administrator and any Secondary/Lock Desk staff.

## Mandatory Qualifications to become a CalHFA-approved Lender

- Be approved by CalHFA's Master Servicer, when applicable.
- Be a Fannie Mae-approved Seller. (Approval must be documented prior to final CalHFA approval).
- Have as one of its principal business purposes the origination, selling, and/ or servicing of residential mortgages and demonstrate capacity and experience.
- Be a direct lender and fund loans from its own resources or maintain a warehouse line of credit of at least \$1 million.
- Be duly organized, validly existing, properly licensed and in good standing, as a Mortgage Banker, Bank, Savings and Loan or Credit Union or other- wise authorized to conduct business in each of the jurisdictions in which it originates, sells, and/or services residential mortgages, including California.
- Have a minimum of two years in business.
- Be an active Mortgage Electronic Registration System (MERS) member.
- Have and maintain an adjusted net worth of \$2.5 million.
- Have in effect a fidelity bond and errors and omissions insurance policy that meets Fannie Mae requirements.
- Have Master Servicer TPO approval if offering CalHFA programs to brokers.
- Maintain adequate internal audit, quality assurance/ control and management control systems that conform to insuring and guaranteeing agencies and Fannie/Freddie Mac requirements.
- Have written policies and procedures which conform to Fannie Mae requirements for each of the following areas: Underwriting, Secondary Marketing, Quality Assurance/ Control, Appraisal Independence Requirements (AIR), and Loan Servicing .
- Must not be (to include parent company) on any form of "Watch List" or be subject to a cease and desist order, suspended, debarred, under a limited denial of participation, or otherwise restricted under provisions of HUD or other governmental agency in the last five (5) years or at any time during its working relationship with CalHFA.
- The company or its officers must not be under indictment for, or have been convicted of any offense that reflects adversely upon the Applicant's integrity, competence or fitness to meet the responsibilities of a lender.
- Must execute a CalHFA Mortgage Purchase Master Agreement (MPMA) after CalHFA's conditional approval of the Applicant's complete application package. A sample version of the MPMA is available on the CalHFA web site.
- Provide other documentation and information that may be requested by CalHFA.

### Note

1. CalHFA may, at its discretion, amend or supplement these eligibility requirements. We approve or disapprove an Applicant based on our assessment of its total circumstances; therefore, an Applicant that satisfies our general eligibility requirements does not have an absolute right to be approved and should not expect our approval to be automatically forthcoming.
2. CalHFA may, at its discretion, terminate an application if the Applicant has not submitted all required documentation within six (6) months of receipt by CalHFA of the initial application package.
3. Submission of a fully completed and executed CalHFA Application to Originate and Service Loans along with all required supporting documentation shall constitute a representation by the Applicant that it meets all of the requirements specified above.

## Required Attachments

- ❑ Application fee of \$1,000.00 (Non – Refundable)
- ❑ Fully Completed and executed CalHFA Application to Originate CalHFA Loans with all required supporting forms and documentation
- ❑ Certificate of Authority and Specimen Signatures Form
- ❑ Completed ACH Credit Transfer Authorization Form (maximum of two accounts)
- ❑ Narrative describing the history and general scope of the Applicant’s operations
- ❑ Organizational Chart listing corporate officers and management names, titles and departments overseen including loan origination, loan production, underwriting, secondary marketing, quality assurance/control and loan servicing
- ❑ List of branch offices in California to include:
  - ❑ Branch manager name
  - ❑ Branch physical address
  - ❑ Branch telephone number
  - ❑ Branch fax number
  - ❑ Branch manager email address
- ❑ Completed IRS Form W-9 Request for Taxpayer Identification Number and Certification
- ❑ Copies of approval(s) by Fannie Mae, Freddie Mac, FHA, VA, USDA, and CalHFA’s Master Servicer
- ❑ Copies of Insurance Policies and Evidence of Current Fidelity Bond/ Errors and Omissions Coverage. Minimum \$300,000
- ❑ Provide a sample copy of your *CalHFA Subordinate Loan Notice of Transfer Letter* (“Goodbye Letter”) ensuring all information in the below servicing matrix is in your “Goodbye Letter”. Email sample to [subloans@calhfa.ca.gov](mailto:subloans@calhfa.ca.gov) and “cc” your CalHFA new lender application contact.

**Investor Information (for CalHFA Subordinate Loans)**

Investor Name	California Housing Finance Agency
Investor Address	500 Capitol Mall, Ste. 1400, MS 400 Sacramento, CA 95814
Name	California Housing Finance Agency
Address	500 Capitol Mall, Ste. 1400, MS 400 Sacramento, CA 95814
Telephone Number	(877) 9-CalHFA
E-mail Address	sflending@calhfa.ca.gov

**Servicer Contact Information**

Servicer Name	California Housing Finance Agency
Servicer Address	500 Capitol Mall, Ste. 1400, MS 980 Sacramento, CA 95814
Servicer Contact	Loan Administration
Telephone Number	(800) 669-1079
E-Mail Address	servicing@calhfa.ca.gov

**Servicer Goodbye Letter Information**

What are the hours & days of operation? Please indicate the days and time zone.	8 a.m. – 4:30 p.m. Mon. – Fri., PST
What is the Payment/Correspondence/ Overnight Address?	California Housing Finance Agency 500 Capitol Mall, Ste. 1400 Loan Administration, MS 955 Sacramento, CA 95814
Toll Free Customer Service Number	(800) 669-1079
What is the servicers mortgagee clause for Hazard Insurance?	California Housing Finance Agency Its Successors and/or Assigns 500 Capitol Mall, Ste. 1400 Loan Administration, MS 980 Sacramento, CA 95814
What is the servicers mortgagee clause for PMI Insurance? For Flood Insurance?	N/A for subordinate loans
Please place this wording in your Good- bye letter	“No monthly payments are required on this deferred loan”
Will the new loan number be provided on the purchase advice?	N/A
CalHFA Website	www.calhfa.ca.gov



## Applicant Profile

### Applicant Information

Company Name: \_\_\_\_\_

Under the name of, doing business as (DBA): \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Main Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Main Phone #: \_\_\_\_\_

Company Website Address: \_\_\_\_\_

Contact for Application Process: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Liaison for CalHFA: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Main Phone #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Legal Status Of Applicant

Company established on (Date): \_\_\_\_\_

Under the laws of: \_\_\_\_\_

Mortgage Banker, company headquarters located in: \_\_\_\_\_

Commercial Bank, company headquarters located in: \_\_\_\_\_

Thrift, company headquarters located in: \_\_\_\_\_

Credit Union, company headquarters located in: \_\_\_\_\_

Partnership, company headquarters located in: \_\_\_\_\_

Other (specify): \_\_\_\_\_

## Statements Of Financial Condition

Is your company listed by the Security Exchange Commission? .....  Yes  No

If yes, which board? \_\_\_\_\_

Is Applicant or Parent a Bank, Thrift, or Credit Union? .....  Yes  No

If yes, provide the published information as listed by IDC Financial Publishing Inc.:

Abbreviated Name \_\_\_\_\_

City, State of Headquarters Location \_\_\_\_\_

## Active Affiliates

Provide information for all parent companies and subsidiaries (attach additional sheets if necessary):

### Company Name and Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fannie Mae: .....  Yes  No

# \_\_\_\_\_

Freddie Mac: .....  Yes  No

# \_\_\_\_\_

HUD: .....  Yes  No

# \_\_\_\_\_

### Company Name and Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fannie Mae: .....  Yes  No

# \_\_\_\_\_

Freddie Mac: .....  Yes  No

# \_\_\_\_\_

HUD: .....  Yes  No

# \_\_\_\_\_

## Fictitious Business Names

Does your company do business under any other names (as a "DBA")? .....  Yes  No

### Name(s) of DBA(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Officer Certifications

Disclose whether any of the principal officers, partners, owners or directors have been:

1. Employed by an institution at the time of or within the two (2) years preceding its debarment by the Department of Housing and Urban Development? . . . . .  Yes  No  
Describe (in detail): \_\_\_\_\_  
\_\_\_\_\_
2. Denied an operating license or otherwise sanctioned by any licensing or regulatory body? . .  Yes  No  
Describe (in detail): \_\_\_\_\_  
\_\_\_\_\_
3. Have been convicted of a crime or named in a pending criminal proceeding (excluding traffic violations and other minor offenses)? . . . . .  Yes  No  
Describe (in detail): \_\_\_\_\_  
\_\_\_\_\_
4. Subject to an order, judgment, or decree enjoining him or her from engaging in any activities in connection with any type of business transaction (including the purchase or sale of a security) or acting as (or as an associated or affiliated person of) an investment adviser, underwriter, broker, dealer, financial institution, or another business? . . . . .  Yes  No  
Describe (in detail): \_\_\_\_\_  
\_\_\_\_\_

## Lender Certifications

Is your institution:

1. The subject of any litigation, assessments, or contingent liabilities that would result in any material adverse change in business, operations, financial condition, properties or assets of your institution, or in any material liability on the part of your institution, or which would draw into question an agreement with CalHFA, any of your loans to be purchased by CalHFA or of any action taken or to be taken in connection with your obligations under an agreement with CalHFA, or which would be likely to impair materially the ability of your institution to perform under an agreement with CalHFA? . . . . .  Yes  No  
Describe (in detail; attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_
2. The defendant in any class action suit. . . . .  Yes  No  
Describe (in detail; attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_
3. Has a judgment been entered against your institution, or have you entered into a settlement in any class action suit? . . . . .  Yes  No  
Describe (in detail): \_\_\_\_\_

Lender Certifications continue on next page

**Has your company:**

- 1. Ever been suspended or terminated by FHA, VA, Fannie Mae, Freddie Mac, Private Mortgage Insurer, or other investor? . . . . .  Yes  No

Describe (in detail; attach additional sheets if necessary): \_\_\_\_\_

- 2. Been declared insolvent, made a general assignment for the benefit of creditors, declared bankruptcy, suffered or permitted the appointment of a receiver for its business or assets, liquidated, or denied fidelity insurance coverage or mortgagee’s errors and omissions insurance coverage? . . . . .  Yes  No

Describe (in detail; attach additional sheets if necessary): \_\_\_\_\_

- 3. Been on any form of “Watch List” or be subject to a cease and desist order, suspended, debarred, under a limited denial of participation, or otherwise restricted under provisions of HUD or other governmental agency in the last five (5) years or at any time during its working relationship with CalHFA? (including parent company) . . . . .  Yes  No

Describe (in detail; attach additional sheets if necessary): \_\_\_\_\_

- 4. Had a principal officer or other partner removed from Fidelity Bond or Errors and Omissions insurance coverage, and, if so, a direct surety bond has been obtained for such officer or partner? . . .  Yes  No

Describe (in detail; attach additional sheets if necessary): \_\_\_\_\_

**Does your company:**

- 1. Have written policies and procedures which conform to Fannie Mae requirements for each of the following areas: Underwriting, Secondary Marketing, Quality Assurance/Control, Appraisal Independence Requirements (AIR) and Loan Servicing? . . . . .  Yes  No

Describe (in detail; attach additional sheets if necessary): \_\_\_\_\_

- 2. Maintain adequate internal audit, quality assurance/control and management control systems that conform to insuring and guaranteeing agencies and Fannie/Freddie Mac requirements? . . . . .  Yes  No

Describe (in detail): \_\_\_\_\_

- 3. Comply with all applicable state and federal regulations pertaining to the origination, selling and/or servicing of mortgage loans, including financial privacy requirements? . . . . .  Yes  No

Describe (in detail): \_\_\_\_\_



**Are you a:**

1. Lakeview Loan Servicing approved Lender? . . . . .  Yes  No # \_\_\_\_\_
2. Fannie Mae approved Lender? . . . . .  Yes  No # \_\_\_\_\_
3. Freddie Mac approved Lender? . . . . .  Yes  No # \_\_\_\_\_
4. HUD (FHA) Single Family Lender? . . . . .  Yes  No # \_\_\_\_\_
5. HUD (FHA) Single Family Servicer? . . . . .  Yes  No # \_\_\_\_\_
6. HUD (FHA) Direct Endorsement Lender? . . . . .  Yes  No # \_\_\_\_\_
7. VA Approved Lender? . . . . .  Yes  No # \_\_\_\_\_
8. USDA Approved Lender? . . . . .  Yes  No # \_\_\_\_\_
9. MERS Approved Lender? . . . . .  Yes  No # \_\_\_\_\_
10. Single Family Servicer? . . . . .  Yes  No # \_\_\_\_\_

**Do you:**

1. Fund from your own resources to close loans in your name? . . . . .  Yes  No
  2. Have a warehouse line of credit to close loans in your name? . . . . .  Yes  No
- If yes, list warehouse line(s) of credit used for funding CalHFA loans, if applicable (attach additional sheets if needed):* \_\_\_\_\_

Warehouse Bank's Name \_\_\_\_\_

ABA # \_\_\_\_\_ Account # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Line of Credit Amount (\$) \_\_\_\_\_

Contact Person & Phone Number \_\_\_\_\_

**Provide Required Insurance Coverage**

Insurance Type	Coverage Amount	Expiration Date
Fidelity Bond		
Errors & Omissions		

## Financial Summary

Time Period	Net Income	Equity/Net Worth	Assets
FY ending: __/__/__			
FY ending: __/__/__			
Fiscal YTD: __/__/__			

## List Personnel In The Following Areas

Title	Name	Phone	Email
Operations Manager			
Production Manager			
Underwriting Manger			
QC/QA Manager			
Secondary Marketing Manager			
MERS Manager			
Shipping/Closing Manager			
Interim Loan Servicing Manager			
Loan Servicing Manager			

## Acknowledgement

I affirm that all information submitted with and attached to this application is true and correct. I hereby authorize CalHFA, at its discretion, to verify the information with any other sources, and I hereby waive any cause of action or claim I may have against such sources with respect to any information they may provide.

By (Authorized Signature): \_\_\_\_\_

Name, Title: \_\_\_\_\_

Company: \_\_\_\_\_ Date: \_\_\_\_\_