

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

Application for Lender
Single-Family Mortgage Loans

Instructions: Please return this completed application to:

Chris Blank
Homeownership Division
Michigan State Housing Development Authority
735 E. Michigan Avenue
P.O. Box 30044
Lansing, MI 48909
Tel. 517.373.0517 Fax. 517.335.7081
E-mail: BlankC@Michigan.gov

Company Name: _____
Address: _____

Federal Identification Number: _____
Contact Person: _____
Title: _____
Phone / Fax / E-mail: _____

NAME OF PARENT COMPANY, IF DIFFERENT THAN ABOVE:

Company Name: _____
Address: _____

Federal Identification Number: _____
Contact Person: _____
Title: _____
Phone / Fax / E-mail: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. The lending institution is (check all that apply)
- A state-chartered bank or national banking association
 - A federally chartered bank regulated by the Office of Thrift Supervision
 - An FHA Direct Endorsement approved mortgage lending institution
 - A FNMA or FHLMC approved seller/servicer
 - Approved by the Federal Home Loan Bank for sale of 1st residential mortgage loans
 - A VA-Automatic approved mortgagee
 - A RHS (formerly FmHA) approved mortgage
 - A state or federal chartered credit union

NOTE: Please include copies of any approvals

2. Please indicate the date mortgage lending operations began: _____

3. Does your company have the ability to close **AND** service loans in its own name? Yes No

4. In what exact name does your company:
- a. Originate Loans: _____
 - b. Underwrite Loans: _____
 - c. Close Loans: _____
 - d. Fund Loans: _____
 - e. Deliver Loans: _____

5. List all branches that will be originating MSHDA loans in Michigan. (Attach a second page if necessary.)

a. Name of Branch: _____
 Address: _____

 Manager: _____
 Phone / Fax / E-mail: _____

b. Name of Branch: _____
 Address: _____

 Manager: _____
 Phone / Fax / E-mail: _____

c. Name of Branch: _____
 Address: _____

 Manager: _____
 Phone / Fax / E-mail: _____

6. Please indicate approximate annual originations:

FHA	\$	_____
VA	\$	_____
RHS	\$	_____
Conventional	\$	_____

7. Please provide the names and titles of the principal officers of your Michigan lending institution:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

8. Does your company have a net worth of at least \$250,000? Yes No
Submit a copy of your most recent available audited financial statements.

9. Does your company have errors and omissions insurance coverage of at least \$300,000?
 Yes No **Submit most recent copy of errors and omissions insurance coverage.**

10. Does your company have fidelity bond insurance coverage of at least \$300,000?
 Yes No **Submit most recent copy of fidelity bond insurance coverage.**
11. Are you presently licensed or registered under the Michigan Mortgage Brokers, Lenders, and Servicers Licensing Act (MCLA 445.1651 *et seq.*)? Yes No
 If Yes, please submit a copy of your license or registration.
 If No, please describe the exemption that applies to you: _____
12. Is your company a Michigan Corporation? Yes No
 If Yes, include an original certified copy of your filed articles of incorporation, together with an original good standing certificate, both dated within thirty (30) days of the date of this application.

 If No, attach an original certified copy of your articles of incorporation filed in the state of your incorporation, together with an original certified copy of your Certificate of Authority to Transact Business in Michigan, both dated within thirty (30) days of the date of this application **OR** an original certified copy of your articles of incorporation filed in the state of your incorporation together with evidence from the primary federal regulator with whom you are approved.
13. The MSHDA single-family mortgage program is placing special emphasis on covering smaller out-state and Upper Peninsula communities. If you have the capability to serve the smaller communities and are willing to do so, please state specifically what your capability is in this regard and what areas you propose to cover.

PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION:

- A COPY OF YOUR COMPANY'S MOST RECENT AUDITED FINANCIAL STATEMENTS
- A COPY OF CURRENT ERRORS AND OMISSIONS INSURANCE COVERAGE
- A COPY OF CURRENT FIDELITY BOND INSURANCE COVERAGE
- COPIES OF YOUR FHA DIRECT ENDORSEMENT APPROVAL, VA AUTOMATIC APPROVAL, FHLBI APPROVAL FOR SALE OF 1ST RESIDENTIAL MORTGAGES AND/OR FNMA/FHLMC APPROVALS
- COPY OF LICENSE OR REGISTRATION UNDER THE MICHIGAN MORTGAGE BROKERS, LENDERS, AND SERVICERS LICENSING ACT (MCLA 445.1651 *et. seq.*)
- FOR MICHIGAN CORPORATIONS, INCLUDE AN ORIGINAL CERTIFIED COPY OF YOUR ARTICLES OF INCORPORATION, TOGETHER WITH AN ORIGINAL GOOD STANDING CERTIFICATE, BOTH DATED WITHIN 30 DAYS OF THIS APPLICATION **OR**
- IF THE COMPANY IS **NOT** A MICHIGAN CORPORATION, INCLUDE AN ORIGINAL CERTIFIED COPY OF YOUR ARTICLES OF INCORPORATION FILED IN THE STATE OF INCORPORATION, TOGETHER WITH AN ORIGINAL CERTIFIED COPY OF YOUR CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN MICHIGAN AND EVIDENCE YOUR CORPORATION IS IN GOOD STANDING WITH THE PRIMARY FEDERAL REGULATOR FOR YOUR INDUSTRY, ALL DATED WITHIN 30 DAYS OF THE DATE OF THIS APPLICATION.

Application Submitted By:

Company: _____

By: _____

Title: _____

Date: _____

Phone / Fax / E-mail: _____

Do Not Write Below This Line, For MSHDA Use Only

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Application Review Date: _____

Application Remarks: _____

Financial Statement Review: _____

Agency Approvals: _____

Status: _____ Date: _____ MSHDA #: _____

By: _____



Lender Information

Lender Name: _____

Main Phone Number: _____

Main Lender Contact	
Name:	
E-Mail:	
Phone:	

Underwriting Contact	
Name:	
E-Mail:	
Phone:	

Post-Closing Contact	
Name:	
E-Mail:	
Phone:	

Final Documents Contact	
Name:	
E-Mail:	
Phone:	

Wire Instructions	
Receiving Bank	
ABA #	
Account Name	
Account #	
Further Credit to:	



LENDER AGREEMENT

The undersigned Lender requests approval from the Michigan State Housing Development Authority (MSHDA) to submit loan documents to MSHDA which contain initial borrower disclosures delivered and signed electronically in compliance with UETA and ESIG.

_____, Lender Agrees to the following:

- To provide MSHDA with its E Signature policies and procedures and certify compliance with the requirements of the Michigan Uniform Electronic Transaction Act (UETA) and the federal Electronic Signatures in Global and National Commerce Act (ESIGN).
- To certify to MSHDA that Lender will deliver electronic borrower disclosures showing compliance with UETA and ESIGN.
- To retain records as required by applicable federal and state laws, regulations and guidance.
- To provide MSHDA with hard copies as required for Quality Control or any other audit or legal proceeding.
- To provide proof the borrower consented to receive electronic disclosures, copies of the disclosures delivered to the borrower and evidence that the disclosures were delivered to the borrower in compliance with Regulation Z of TRID or any other appropriate regulation in each file delivered for purchase by MSHDA.
- To comply with all MSHDA E Signature policies and procedures specified in the MSHDA's Homeownership Division Operations Manual.
- To limit the use of electronic signatures to particular electronic records or classes of electronic records specified in MSHDA's E Signature policies and procedures. An electronic signature used outside of MSHDA's defined parameters will not be considered valid by MSHDA.
- To acknowledge that in the event that MSHDA determines that a previously approved electronic signature procedure or policy is no longer trustworthy or compliant with any of the requirements above, MSHDA may revoke its approval of that procedure or policy.

Printed Name

Signature

Date

Michigan State Housing Development Authority

735 E. Michigan Avenue, P O Box 30044

Lansing, MI 48912

Michigan.gov/mshda