



CalHFA Mortgage Credit Certificate (MCC) Tax Credit Participating Lender Certification Form

Lender's Full Legal Name: _____

Under the name of/doing business as (dba): _____

Physical Address: _____

City: _____ State: _____ Zip: _____ Main Phone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Web Site Address: _____

Lender's Contact for CalHFA: _____ Title: _____

Email: _____ Phone: _____ Fax: _____

Check the appropriate box(s) and provide information as necessary/required:

Mortgage Banker, headquartered in: _____

Commercial Bank, headquartered in: _____

Thrift, headquartered in: _____

Federally Chartered Savings Institution, headquartered in: _____

State Chartered Savings Institution, headquartered in: _____

Credit Union, headquartered in: _____

Other (specify): _____, headquartered in: _____

Limited Partnership (LP or LLP)

C - Corporation

S - Corporation

Limited Liability Corp. (LLC)

General Partnership

Sole Proprietorship

Other (specify): _____

Lender Licensed By: _____

Month/Year Established: _____

Company Federal Tax ID: _____

Are you a Fannie Mae approved lender? No Yes # _____

Are you a Freddie Mac approved lender? No Yes # _____

Are you a HUD/FHA single family lender? No Yes # _____

Are you a HUD/FHA direct endorsement lender? No Yes # _____

Financial Summary:

Time Period	Net Income	Equity/Net Worth	Assets
FY ending: __/__/____	\$ _____	\$ _____	\$ _____
FY ending: __/__/____	\$ _____	\$ _____	\$ _____
Fiscal YTD: __/__/____	\$ _____	\$ _____	\$ _____

Do you maintain a warehouse line of credit: No Yes

Warehouse Bank: _____ Line of Credit: \$ _____ Balance: \$ _____

Do you sell loans to other investors? No Yes

Investor(s): _____

Insurance Coverage:

Coverage Type	Insurer Name	Policy Number	Coverage Amount	Expiration Date
Fidelity Bond			\$ _____	
Errors & Omissions			\$ _____	
Forgery			\$ _____	
Money & Securities			\$ _____	

List parent company and all subsidiaries, if applicable (attach additional sheets, if necessary):

Name: _____ City: _____ State: ____ Zip: _____

Name: _____ City: _____ State: ____ Zip: _____

Name: _____ City: _____ State: ____ Zip: _____

List all dba's (attach additional sheets, if necessary):

Name: _____ City: _____ State: ____ Zip: _____

Name: _____ City: _____ State: ____ Zip: _____

Name: _____ City: _____ State: ____ Zip: _____

List total mortgage originations for most recent twenty-four (24) months through __/__/____:

	Number of Loans:	Unpaid Principal Balance:
Conventional Fixed Rate:	_____	\$ _____
Conventional Adjustable Rate:	_____	\$ _____
Government Loans:	_____	\$ _____
Subordinate Loans:	_____	\$ _____
Other _____:	_____	\$ _____

List the following personnel and certify experience:

Principal Executive Officer: _____ Title: _____
Email: _____ Phone: _____ 36 Months Experience: No Yes

Principal Financial Officer: _____ Title: _____
Email: _____ Phone: _____ 36 Months Experience: No Yes

Loan Production Manager: _____ Title: _____
Email: _____ Phone: _____ 24 Months Experience: No Yes

Loan Operations Manager: _____ Title: _____
Email: _____ Phone: _____ 24 Months Experience: No Yes

Underwriting Manager: _____ Title: _____
Email: _____ Phone: _____ 24 Months Experience: No Yes

Quality Assurance/Control Manager: _____ Title: _____
Email: _____ Phone: _____ 24 Months Experience: No Yes

Secondary Marketing Manager: _____ Title: _____
Email: _____ Phone: _____ 24 Months Experience: No Yes

Closing Manager: _____ Title: _____
Email: _____ Phone: _____ 24 Months Experience: No Yes

Servicing/Interim Servicing) Manager: _____ Title: _____
Email: _____ Phone: _____ 24 Months Experience: No Yes

Lender/Officer Certification (initials required):

By execution of this form, lender hereby agrees to the statements set forth below:

1. _____ Lender is a direct lender and funds loans from lender's own resources or maintains a warehouse line of at least \$1 million
2. _____ Lender has adequate management processes, policies and procedures that conform to insuring and guaranteeing agencies and Fannie Mae/Freddie Mac requirements for selecting and evaluating the qualification of and performance of appraisers, closing agents, and other third party vendors
3. _____ Lender has written policies and procedures that conform to insuring and guaranteeing agencies and Fannie Mae/Freddie Mac requirements for approving and monitoring third party originators
4. _____ Lender has written policies and procedures that conform to insuring and guaranteeing agencies and Fannie Mae/Freddie Mac requirements for each of the following areas: underwriting, secondary marketing, quality control and loan servicing
5. _____ Lender that does not utilize a contractual agreement with a third party quality control provider maintains a quality control function having been in operation for twenty-four (24) months or time in business

6. _____ Lender maintains adequate internal audit, quality assurance/control and management control systems that conform to insuring and guaranteeing agencies and Fannie Mae/Freddie Mac requirements. The Participating Lender and/or servicer shall keep a record of any activity under these internal systems and upon request, shall make these records available for review
7. _____ Lender has never been suspended or terminated by HUD/FHA, Fannie Mae, Freddie Mac, Private Mortgage Insurer, or other Investor
8. _____ Lender, principal officers, partners, owners or directors are have not, in the last five (5) years, been on any form of watch list, subject to a cease and desist order, suspended, sanctioned, debarred, under a limited denial of participation or otherwise restricted under provisions of HUD/FHA or other governmental agency nor have been employed by an institution within two (2) years of its debarment by HUD/FHA
9. _____ Lender's principal officers, partners, owners or directors have not been denied an operating license, sanctioned by any licensing or regulatory body, under indictment for a crime, convicted of a crime, or been named in a pending criminal proceeding (excluding traffic violations and other minor offenses)
10. _____ Lender's principal officers, partners, owners or directors have not been 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
11. _____ Lender has not entered into any settlement in any class action law suit, have had any judgment entered against lender, nor is not the defendant in any class action suit, nor is the subject of any litigation, assessments, or contingent liabilities. If so, provide explanation
12. _____ Lender has not 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 Bond or mortgagee's Errors and Omissions insurance coverage
13. _____ Lender 's principal officer(s), or, if lender is a partnership, no partner(s) in lender, has not been removed from Fidelity Bond or Errors and Omissions insurance coverage or, if so, a direct surety bond has been obtained for such officer(s) or partner(s)
14. _____ There are not actions, claims, inquiries, investigations, suits or proceedings pending, at law or in equity or before or by any government agency, or, to the knowledge of lender, threatened against or affecting lender, which reasonably may be expected to result in any material adverse change in lender's business, operations, assets or condition, including but not limited to, any liquidation, dissolution, receivership, insolvency, bankruptcy, reorganization, or other similar proceedings
15. _____ Lender shall comply with every requirement of all applicable federal and state laws and regulations dealing with the origination of mortgage loans, including, without limitation to the following:
 - a. Equal Opportunity Act, as amended
 - b. Truth in Lending Act, as amended
 - c. Real Estate Settlement Procedures Act of 1974, as amended
 - d. Federal Fair Credit Reporting Act, as amended
 - e. California Business, Transportation and Housing Agency, the Federal Reserve Board Regulation Z and B, thereunder, et al.
 - f. California Code of Regulations, title 12 Military and Veteran Affairs
16. _____ Lender or any successor shall continuously maintain all components of such "written agreement" as an official record. If there is any magnetic format or electronic transmission of the above agreements, lender acknowledges that either the related magnetic or electronic media version or a physical, printed version shall constitute a part of the "written agreement"
17. _____ Lender's performance of its obligations in compliance with the requirements CalHFA (MCC) Tax Credit Participation Agreement and all addenda thereto, applicable to CalHFA Guides, manuals, handbooks, bulletins, announcements, and lender letters issued in connection therewith, does not violate and will not violate any applicable law or regulation or any court decree applicable to or binding upon lender, and such performance will not result in a breach of, or constitute a default under, any material agreement or other instrument to which lender is a party or by which lender's assets or operations are bound

18. _____ All information pertaining to real estate transactions has been reported insofar as required by the Internal Revenue Service and lender agrees to keep complete loan files of each CalHFA MCC Tax Credit for six (6) years following origination of the loan. Lender further agrees to make accurate and timely filing of IRS Form 8329, which includes any CalHFA MCC Tax Credit originated in the prior calendar year. Lender accepts full responsibility for these requirements irrespective of if and when the loan is sold to another party
19. _____ Lender to self-certify annually that lender meets the criteria above and shall notify CalHFA within ten (10) days after any of the statements in this certification no longer continue to be accurate

The undersigned lender hereby represents and warrants that all information contained in this Form is complete and accurate. The undersigned lender understands that CalHFA will be relying upon the information contained in this Form and that any misrepresentation or omission may constitute a civil or criminal violation and may be cause for suspension or termination as a participating lender and/or seller/servicer by CalHFA. The individual executing this document below represents that such person is duly authorized to sign this statement on behalf of the lender.

By: _____ Date: _____
Authorized Signature

Name and Title: _____

Company: _____

AFFIX CORPORATE SEAL

Submit fully completed and executed Participating Lender Certification Form with initial \$350 fee to:

California Housing Finance Agency
Single Family Lender Services – MS 950
500 Capitol Mall, Ste. 400
Sacramento, CA 95814

Note: Fee is only required at initial submission of Participating Lender Certification Form