

# Single Family Lending Program Bulletin

**May 4, 2012**

**Program Bulletin #2012-04**

**To: CalHFA Approved Lenders**

## **CalHFA MCC Tax Credit Program Effective May 7, 2012**

CalHFA is pleased to announce the CalHFA Mortgage Credit Certificate (MCC) Tax Credit program. CalHFA is partnering with local counties to ensure that all qualified Californians have access to mortgage tax credits.

The MCC Tax Credit is a federal credit which reduces the borrowers' potential federal income tax liability, creating additional net available income that borrowers may use toward their monthly mortgage payment. This MCC Tax Credit program may enable first-time homebuyers to convert a portion of their annual mortgage interest into a direct dollar-for-dollar tax credit on their U.S. individual income tax returns.

### Program Highlights:

- Twenty percent (20%) MCC tax credit rate
- Open to all areas within the state of California that is not currently covered by a partnering county or locality
- Income and sales price limits apply
- May be combined with a California Homebuyer's Downpayment Assistance Program (CHDAP)
- Available with all Government or conventional first mortgage programs, including adjustable rate mortgages

Details of the program can be found in the [CalHFA MCC Tax Credit program handbook](#).

### Training:

Prior to reserving their first MCC application, all lenders and their staff must complete system training and receive instructions on reserving, processing and closing an application using the program administrator's (eHousingPlus) system. MCC participating lenders may sign up for training through the eHousingPlus web site at [www.ehousingpl.us/calhfamcc2012](http://www.ehousingpl.us/calhfamcc2012).

### Becoming a MCC participating lender:

Lenders within the state of California who meet the minimum qualifications and complete the following documents are eligible to participate:

- CalHFA MCC Tax Credit Lender Certification Form
- CalHFA MCC Tax Credit Participation Agreement

CalHFA -approved lenders are eligible to participate and only need to complete the CalHFA MCC Tax Credit Participation Agreement. These forms and minimum qualifications can be found on CalHFA's web site at [www.calhfa.ca.gov/homeownership/](http://www.calhfa.ca.gov/homeownership/) and are attached to this document for your convenience.

The program's administrator, eHousingPlus, and CalHFA will begin accepting MCC Tax Credit reservations on May 7, 2012.

For questions about this bulletin, contact CalHFA Single Family Lending division by phone 916.326.8033; by fax 916.324.6589; by email at [sflending@calhfa.ca.gov](mailto:sflending@calhfa.ca.gov). Plus you can always visit CalHFA's web site at: [www.calhfa.ca.gov](http://www.calhfa.ca.gov) or Single Family Lending directly at [www.calhfa.ca.gov/homeownership](http://www.calhfa.ca.gov/homeownership).

CalHFA thanks you for your business and we look forward to continuing to support your affordable housing loan needs.

Attachments:

CalHFA MCC Tax Credit Participating Lender Qualifications  
CalHFA MCC Tax Credit Participating Lender Certification Form  
CalHFA MCC Tax Credit Lender Participation Agreement



## **CalHFA Mortgage Credit Certificate (MCC) Tax Credit Participating Lender Qualifications**

In order to participate in the CalHFA Mortgage Credit Certificate (MCC) Tax Credit program, lenders must:

1. Be a Fannie Mae or Freddie Mac-eligible Seller and/or HUD-approved Mortgagee
2. Demonstrate capacity and experience as an originator and/or seller/servicer of residential mortgages
3. Be a direct lender and fund loans from lender's own resources or maintain a warehouse line of credit of at least \$1 million
4. Be duly organized, validly existing, properly licensed and in good standing, as a Mortgage Banker, Bank, Savings and Loan or Credit Union or otherwise authorized to conduct business in each of the jurisdictions in which lender originates and/or sells/services residential mortgages
5. Have a minimum of one year in business
6. Have a viable business, demonstrating loans have been delivered to other investors in the lesser of the last twenty-four (24) months, or time in business
7. Have a net worth of \$1,000,000
8. 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 insuring and guaranteeing agencies, Fannie Mae, Freddie Mac or other governmental agency in the last five (5) years
9. Company or its officers must not be under indictment for, or have been convicted of any offense that reflects adversely upon lender's integrity, competence or fitness to meet the responsibilities of a lender
10. Have in effect a fidelity bond and errors and omissions insurance policy of at least \$300,000; maintain forgery insurance in an amount equal to four percent (4%) of every thousand of the principal of the total loans serviced or \$50,000, whichever is greater; and maintain money or securities ("all risk") coverage, or an equivalent coverage, in an amount equal to the greater of five percent (5%) of every thousand of the principal serviced or \$250,000, whichever is greater. Lender must agree to modify the insurance policies as necessary to meet our requirements
11. Have two (2) senior officers with at least thirty-six (36) months of experience and key personnel with a minimum of twenty-four (24) months experience in each of the following functional areas: production, operations, underwriting, quality assurance/control, secondary marketing, closing, and loan servicing

12. Have 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
13. Have 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 assurance/control and loan servicing. Unless lender has a contractual agreement with a third party quality assurance/control provider, lender's quality assurance/control function should have been in operation for the lesser of the twenty-four (24) months, or time in business
14. Have written policies and procedures that conform to insuring and guaranteeing agencies and Fannie Mae/Freddie Mac requirements for approving and monitoring third party originators
15. Maintain adequate internal audit, quality assurance/control and management control systems that conform to insuring and guaranteeing agencies and Fannie Mae/Freddie Mac requirements. 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
16. Keep complete loan files of each CalHFA MCC Tax Credit issued for six (6) years following origination of the loan. Lender further agrees to make accurate and timely annual filing of IRS Form 8329, which includes any MCC originated in the prior calendar year. Lender accepts full responsibility for these requirements irrespective of if and when the first mortgage is sold to another party
17. At CalHFA's discretion, a Form Opinion of Counsel from lender's legal counsel may be required
18. MCC participating lenders who are not a current CalHFA-approved lender, must pay an initial \$350 fee and execute (initially and annually) a MCC Tax Credit Participating Lender Certification Form, and self-certify (initially and annually) that lender meets the requirements and qualifications within
19. Execute (initially and annually) a Certificate of Authority and Specimen Signatures
20. Execute a CalHFA MCC Tax Credit Participation Agreement
21. Provide other documentation and information that may be requested by CalHFA

NOTES:

- CalHFA may, at its discretion, amend or supplement these eligibility requirements. We approve or disapprove a participating lender and/or applicant based on our assessment of lender's total circumstances; therefore, a participating lender and/or 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
- CalHFA may, at its discretion, terminate a participating lender and/or applicant that has not submitted all documentation, as required
- Submission of a fully completed and executed CalHFA MCC Tax Credit Participating Lender Certification Form along with all requirement supporting documentation shall constitute a representation by the participating lender and/or applicant that it meets all or the requirements specified above



## 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 filling 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 (CalHFA)  
Attn: Single Family Lending; Lender Services  
1040 Riverside Parkway, Suite 110, MS150  
West Sacramento, CA 95605

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

## CalHFA Mortgage Credit Certificate (MCC) Tax Credit Lender Participation Agreement

This document serves as an Agreement by and between \_\_\_\_\_, hereafter referred to as "Lender" and California Housing Finance Agency, in connection with the CalHFA Mortgage Credit Certificate (MCC) Tax Credit program ("MCC"), administered by CalHFA or a CalHFA designated Program Administrator ("Administrator").

### **Purpose of MCC**

The MCC program is designed to help make ownership of new and existing homes more affordable for individuals and families with low-to-moderate incomes, especially first-time buyers. The MCC program allows a qualified homebuyer to claim a tax credit for a portion of the mortgage interest paid per year. The credit is a dollar-for-dollar reduction against the homeowner's federal income tax liability. A MCC can also help a homebuyer qualify for the initial mortgage loan.

### **MCC Guidelines**

Applicable MCC guidelines are published by CalHFA in the CalHFA MCC Tax Credit Handbook ("Handbook") and associated documents available online at [www.calhfa.ca.gov](http://www.calhfa.ca.gov). Any subsequent revisions to the Handbook are published via CalHFA Single Family Lending Program Bulletins which are also available online.

### **Agreement**

By its acceptance hereof, Lender agrees to the terms and conditions specified in the Handbook as well as all subsequent CalHFA Single Family Lending Program Bulletins.

1. CalHFA hereby designates the Lender as its non-exclusive agent for receipt and processing of applications for MCCs.
2. The Lender agrees to adequately prepare those of its representatives that will assist the Lender in participating in the MCC program by providing them with training and current materials before assigning them to work on the MCC.
3. The Lender agrees to make information regarding the MCC program available to all borrowers who request or may qualify for the MCC Program. The Lender will timely and in good faith review and process the application for potential borrowers in order to determine their eligibility for the MCC program and to efficiently complete the application and issuance process.
4. The Lender agrees to work cooperatively with the Administrator to represent the MCC program fairly and accurately to the borrower.
5. The Lender will obtain from the borrower all documents and information required for the application and issuance of a MCC, as directed by CalHFA and/or the Administrator. The

Lender will take the estimated tax credit into consideration when qualifying the borrower for the first mortgage.

6. The Lender will conduct such reasonable investigation as is necessary to certify that the borrower has satisfied all requirements of the MCC program.
7. The Lender will charge a potential borrower applying for a MCC only those reasonable lending fees the Lender would charge a potential borrower applying for mortgages not connected with a MCC. In addition, the Lender agrees to pay the Administrator the fees specified in the Handbook for issuance of each MCC.
8. The Lender will perform all investigation and verification that it would normally perform for underwriting a mortgage not accompanied by a MCC application.
9. The Lender will notify the borrower, the Administrator and CalHFA in writing of any decision to cancel processing of any MCC. CalHFA reserves the right to implement a cancellation fee, not to exceed \$100 per transaction upon the Lender should there be excessive cancellations by a Lender. The Lender will strive to achieve and maintain a high standard of quality in its MCC-related work and submissions to the Administrator. The Lender agrees to comply with all timelines established by the MCC program, as reflected in the Handbook, and to pay any and all late fees charged by CalHFA, at CalHFA's discretion, for errors and missed deadlines. The Lender further agrees to take immediate steps to correct any errors or missed deadlines upon request of CalHFA and/or the Administrator within sixty (60) days of notification.
10. The Lender agrees to designate a MCC contact person for each of its branches. This contact person and other designated staff must attend MCC program training session(s), as conducted by CalHFA and/or the Administrator; and, will be responsible for timely circulation of MCC program correspondence to other personnel within the branch who perform work on the MCC program. The contact person, or other persons appointed by the Lender, shall be responsible for remedying problems related to errors or missed deadlines, as noted in item nine (9) above.
11. The Lender agrees to maintain complete files of each MCC-related loan for six (6) years following issuance of the MCC. The Lender further agrees to make accurate and timely annual filings of Internal Revenue Service Form 8329 (Rev. January 2009, which includes any mortgage loans originated in the prior calendar year. The Lender accepts full responsibility for these requirements irrespective of if and when the MCC loan is sold to another party.
12. The Lender agrees to notify CalHFA of any changes to the Lender information provided to CalHFA, including those changes relating to the MCC contact persons and their replacements. Lender shall also report any change of ownership, legal name, location, structure or senior management within ten (10) days of change.
13. This Agreement shall remain in full force and effect until terminated. This Agreement may be terminated by either party upon the giving of thirty (30) days written notice, specifying in such notice the effective date of the termination. Notwithstanding any such termination, the Lender agrees that it shall continue to file any and all reports required to be filed with the Internal Revenue Service, and shall maintain all records required to be maintained by it pursuant to the Code.

14. CalHFA may immediately terminate this Agreement and prohibit the Lender from participating in the MCC program upon the Lender's failure to comply with the terms and conditions of this Agreement and upon written notice by CalHFA. No amendment to this Agreement shall be effective unless reflected in writing and signed by both parties hereto or unless posted on CalHFA's web site.

**LENDER:** \_\_\_\_\_

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

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**CALIFORNIA HOUSING FINANCE AGENCY:**

By: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

This complete and fully executed Agreement is to be submitted to CalHFA's office by one of the following delivery methods:

**United State Postal Service (USPS):**

California Housing Finance Agency  
Lender Services  
Mail Stop 150  
P.O. Box 4034  
Sacramento, CA 95812

**Overnight Delivery:**

California Housing Finance Agency  
Lender Services  
1040 Riverside Parkway, Ste. 110  
Mail Stop 150  
West Sacramento, CA 95605