



CalHFA Annual Lender Recertification Checklist:

Fees and Forms:

- \$500 non-refundable recertification fee payable to CalHFA
- Fully completed and executed CalHFA Lender Recertification Update form
- A CalHFA signed Authorization to Investigate Background form to be completed by all those with an ownership interest of 5% or more in the company (If applicable)
- CalHFA Certificate of Authority and Specimen Signatures form
- Wiring Instruction form for each operating account or warehouse line of credit to which CalHFA may wire funds

Company Information:

- Evidence of current standing with Fannie Mae, HUD/FHA , VA, USDA, and US Bank when applicable
- Company organizational chart to include names and titles of officers and managers over:
 - Loan Production
 - Loan Operations
 - Underwriting
 - Quality Assurance/Control
 - Secondary Marketing
 - Closing and Post

Closing

- Resumes of all company officers and the manager over:
 - Loan Production
 - Loan Operations
 - Underwriting
 - Quality Assurance/Control
 - Secondary Marketing
 - Closing /Post Closing
- List of company branches to include:
 - Physical address
 - Branch telephone number
 - Branch fax number
 - Branch manager's name
 - Branch manager's email address
 - DBA name
- Loan delivery history for 2013 broken down by investor

Insurance Information:

- Evidence of continued coverage as required:
 - Fidelity Bond
 - Errors and Omissions (minimum \$300,000)
 - Forgery (minimum \$50,000)
 - Money/Securities (minimum \$250,000)

License Information:

- Copy of current business license(s) to originate mortgage loans in the state of California
- Fictitious Business Name Statement for each dba (in California)

Quality Assurance/Control:

- Quality Assurance/Control (QA/QC) plan must include, or be supplemented by an addendum to QA/QC plan stating that lender requires:
 - 10% of closed CalHFA loans
 - 10% of the QC/QA selected loans require a field appraisal review
- Copies of third-party contracts that perform underwriting, appraisals, origination, or QA/QC (sample contracts are acceptable for each category except a third-party QC/QA contract) **OR** Lender Letter on company letterhead stating no third-party contracts
- Most recent audit cycle of QA/QC reports, report findings and management responses to report findings
- Copy of lender's most recent audit results by Fannie Mae, HUD/FHA and VA to include management responses to findings or lender letter on company letterhead that there have been no audits performed by Fannie Mae, HUD/FHA and VA.

Written Policies and Procedures for the Following Categories:

- Credit underwriting including lenders proprietary underwriting guidelines
- If lender is or will accept CalHFA loans from correspondent(s), broker(s) or third party originator(s) (TPO), provide written Policies and Procedures for approving/monitoring performance of all relationships **OR** Lender Letter on company letterhead stating no third party originations.
- Procedures for approving/monitoring performance of appraisers to include process of keeping appraiser files that contain:
 - Current license
 - Current E&O
 - References (checked)
 - Sample appraisals
 - Resumes (including education and experience)

Note: When a AMC is used, submit AMC's procedures that include these required documents

Financial Information:

- Most current audited fiscal year-end financial statements of company and parent company
- Subsequent unaudited quarterly financial statements of company and parent company (Mortgage Bankers Reporting form 1002, 1055, or 11750 or Call Report, Thrift Financial Report, or other statement reporting form)