



SMART SOLUTION PROGRAM BULLETIN #31

July 13, 2020

TO: SMART SOLUTION PARTICIPATING LENDERS

FROM: Betty Temple-Putnam, Sr. Vice President of Single-Family Programs

RE: Smart Solution Program (SS) – Alabama Housing Finance Auth. & MHC 2020 Recertification

This bulletin serves as a reminder to our participating Smart Solution lenders that AHFA requires lenders to recertify each year in order to continue participating with ServiSolutions as servicer for MHC's Smart Solution (TBA) product. See the information below in italic that was provided by AHFA to participating lenders on July 10, 2020. **Please note that MHC will require a copy of the completed 2020 AHFA Lender Recert. Form, MHC's Online Admin. Form and Contact List no later than Aug. 14, 2020.**

MHCs forms have been attached as the last 2 forms below. Email the copy of the AHFA Recert. Form and completed MHC forms to my attention at Betty.Temple@mshc.com. Follow and provide forms per AHFA's guidelines for their recertification process no later than August 14, 2020.

Per AHFA,

We are contacting our AHFA/ ServiSolutions lenders regarding the 2020 lender recertification and to provide the attached '2020 Lender Recertification Form', 'Warehouse Lender Reps/ Warranties Form' and wiring instructions for the recertification fee. If you are not the correct person to receive this recertification notification, please forward this e-mail to the appropriate person as soon as possible.

*All documents and the recertification applicable fee(s) are **due no later than Friday, 8/14/20.***

*Please make certain to complete **all** areas of the recertification form, including all of the recertification information on the 3rd page. This year's form has been revised and captures additional information, as compared to the 2019 form. You will notice it includes a 'Warehouse Line Information' section and 'Originator Contacts' section, rather than having this information captured on separate, additional forms.*

*You may e-mail the re-certification documentation to compliance@ahfa.com and the applicable \$75 recertification fee(s) must be sent via **wire only** to our Accounting Department, using their attached wiring instructions. If your*

company has any questions/ issues regarding the transmission of the fee via wire, please contact our Accounting at ahfa.ac.purchasing@ahfa.com.

*In reference to the \$75 recertification fee, please understand this fee is due **for each HFA** your company is recertifying for with AHFA/ ServiSolutions. Some lenders participate with multiple HFA's that we do business with and, in those cases, the \$75 recertification fee will need to be sent **for each HFA** (e.g. - A lender participates with AHFA, NCHFA and MHC—as result, AHFA/ ServiSolutions would expect a wire for \$225 in this case). Should Accounting not receive the adequate total amount in these cases, AHFA/ ServiSolutions would not be able to re-certify the lender for **any** of the applicable HFA's due to the overall shortage. Once the adequate amount has been received by our Accounting Department, only then can the fees be considered as received/ cleared.*

Please note, if your company was approved as a new lender for AHFA or ServiSolutions in 2019, your company still must re-certify for 2019 since our lender recertification isn't based on a lender's anniversary date but, rather, each calendar year.

*Finally, please understand, this recertification is for AHFA/ ServiSolutions **only**. Please contact the appropriate HFA(s) to see if they have their own lender recertification process.*

Thank you for your cooperation,

 **Brian Hunt**
Compliance Supervisor
bhunt@AHFA.COM
334.244.9200 | www.AHFA.com

LENDER RECERTIFICATION- 8/14/20

Each participating AHFA/ ServiSolutions Lender is required to complete annual recertification processes to comply with the terms of the Lender Agreement. Complete this form and e-mail it, along with any applicable documentation referenced below, to compliance@ahfa.com by **8/14/20**.

Also, wire the applicable \$75 recertification fee(s) for each HFA you are recertifying for to our Accounting Dept. by this same date. **Failure to do so will result in immediate suspension from participation with the applicable HFA(s).**

COMPANY INFORMATION					
Company Name:			Contact Name:		
Company Address:			Contact Email Address:		
Tax ID:		Fiscal Year End Date:		NMLS #:	
FNMA Seller/ Servicer#: <input type="checkbox"/> N/A		FHLMC Seller/ Servicer #: <input type="checkbox"/> N/A		FHA Approval #: <input type="checkbox"/> N/A	
				VA Approval: <input type="checkbox"/> N/A	
ENTITY STRUCTURE					
<input type="checkbox"/> S-Corp		<input type="checkbox"/> LLC		<input type="checkbox"/> Series LLC	
		<input type="checkbox"/> Partnership		<input type="checkbox"/> Sole Proprietor.	
				<input type="checkbox"/> Partnership	
ENTITY OWNERSHIP					
(N/A if publicly traded Corporation) Provide companies/ individuals with greater than 10% ownership to= 100%					
Name		Title		% of Ownership	
FINANCIAL INSTITUTIONS					
Type of Institution (Commercial, Community, S&L, etc.):			Bank ID (FDIC, Charter, etc.):		
Name of Parent Co.: <input type="checkbox"/> N/A			Address of Parent Co.:		
If parent is a financial institution, provide type of institution:			Parent Banking ID#:		
ORIGINATOR CONTACTS					
Primary Contact		Phone		E-mail	
Shipping Manager		Phone		E-mail	
Final Documents Contact		Phone		E-mail	

Repurchase Contact	Phone	E-mail
Secondary Marketing	Phone	E-mail
Post-Closing Quality Control Contact	Phone	E-mail

PLEASE PROVIDE A LIST OF INDIVIDUALS WHO CAN ACT AS SIGNEES, IN ADDITION TO THEIR SIGNATURES:

Name	Signature
Name	Signature
Name	Signature
Name	Signature
Name	Signature

2019 PRODUCTION

Total purchased 3 rd party originations \$ <input type="checkbox"/> N/A	Total loans brokered by company \$ <input type="checkbox"/> N/A	Total production Sold into Secondary \$ <input type="checkbox"/> N/A	Total production held in Portfolio \$ <input type="checkbox"/> N/A
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PRODUCTION BREAKDOWN

Mandatory \$ <input type="checkbox"/> N/A	Co-Issue \$ <input type="checkbox"/> N/A	Rural Housing \$ <input type="checkbox"/> N/A	Bulk \$ <input type="checkbox"/> N/A
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REPURCHASE OBLIGATIONS

Disclose any UNPAID repurchase/ make-whole obligation not reflected in the most current FYE financial statement.

Total Repurchase \$ <input type="checkbox"/> N/A	Total Make-Whole \$ <input type="checkbox"/> N/A	Total # of Units \$
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Current Loan Loss Reserve Allowance: \$

WAREHOUSE LINE INFORMATION FORM

All non-depository institutions are required to provide the information below and attach copies of the following from each warehouse lender: **1) Warehouse Reps/ Warranties Form and 2) Sample bailee letter**

Entity Name	Contact Person	Account #	Phone Number	E-mail Address	If they will register in MERS as Interim Funder, provide MERS ORG ID

RECERTIFICATION INFORMATION

Check **all applicable** HFA's that the Lender currently participates.

NOTE: The Lender will be de-activated for any current HFA they participate with that isn't checked for recertification.

<input type="checkbox"/> AHFA (Alabama)	<input type="checkbox"/> ADFA (Arkansas)	<input type="checkbox"/> MHC (Mississippi)	<input type="checkbox"/> NCHFA (N. Carolina)
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VERIFICATIONS/ SIGNIFICANT CHANGES

1. Is Lender compliant with all applicable federal, state, and local laws?

Yes No

2. Is Lender currently licensed and eligible to perform the job duties detailed in current Lender Agreement on file with the applicable HFA(s)?

Yes No

3. Has Lender had any changes in principal officers or underwriting personnel since last year's recertification or submission of their 2019 new lender package?

NOTE: If additions were made, also refer to item #5 below (Documentation Requirements) and include copy of applicable resume(s)'.

Yes No

4. By initialing this item, the Lender verifies checking any recent new staff against government-based Excluded Party Lists (GSA/SAM list, LDP List, SCP List) whether maintained by HUD, Fannie Mae, Freddie Mac, Ginnie Mae, CFPB, FHFA, or any other government entity.

_____ (INITIALS OF RESPONSIBLE OFFICER SIGNING BELOW)

DOCUMENTATION REQUIREMENTS

For Items 2-5 below, please check applicable updated doc(s) being submitted; or check 'N/A' if the applicable doc submitted to AHFA/ Servisolutions last year (2019) is the most current version.

1. ___ Provide year-end **2019 & 2018 consolidated audited financial** statements, including auditor's notes, **and most recent unaudited YTD P&L**

2. ___ Most current Quality Control Plan (QCP)

N/A

3. ___ Most current Hiring Procedures

N/A

4. ___ Most current Errors & Omissions/ Fidelity Bond

N/A

5. ___ Resume(s)' of recently added principal officer(s) and underwriting personnel (In reference to item #4 above, under 'Verifications/ Significant Changes' section).

N/A

I hereby certify that the information provided with regards to this application is true and accurate.

Officer Signature	Print Name	Title	Date
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**ALABAMA HOUSING FINANCE AUTHORITY D/B/A SERVISOLUTIONS
WAREHOUSE LENDER REPRESENTATIONS AND COVENANTS
REGARDING BAILEE LETTERS**

In order to induce ServiSolutions, a department of the Alabama Housing Finance Authority, a public corporation and instrumentality of the State of Alabama ("AHFA"), to accept and agree to be bound by the terms of the undersigned's bailee letters ("Bailee Letters"), and as a condition of AHFA's acceptance of each Bailee Letter, the undersigned ("Warehouse Lender"), by its duly authorized representative, whose signature appears below, hereby agrees, represents and covenants with AHFA as follows:

1. Warehouse Lender serves as an independent, third-party lender to its customers that originate mortgage loans for bailment with AHFA, and Warehouse Lender will not perform credit underwriting, conduct closings, provide servicing functions or provide any other services outside the ordinary scope of an arm's-length lending relationship with respect to any mortgage loan delivered to AHFA for bailment.
2. Notwithstanding anything to the contrary contained in a Bailee Letter or any agreement between Warehouse Lender and its customers, AHFA may purchase and accept for bailment mortgage loans originated by Warehouse Lender's customers, utilizing funding provided in whole or in part by Warehouse Lender, within 70 days after the loan closing.
3. Within three (3) business days after AHFA remits to Warehouse Lender full and final payment for the purchase of any promissory note subject to a Bailee Letter at the wiring instructions set forth in such Bailee Letter, Warehouse Lender will terminate and release on MERS all of Warehouse Lender's rights and liens with respect to such promissory note.
4. Warehouse Lender will indemnify AHFA and hold AHFA harmless from, and shall reimburse AHFA for, any losses, damages, liabilities, deficiencies, claims, causes of action or costs and expenses of any nature, including attorneys' fees and costs, incurred by AHFA that result from any act or omission of AHFA taken in accordance with a direction from Warehouse Lender, including the terms of any Bailee Letter.
5. Any claim asserted by Warehouse Lender against AHFA with respect to a Bailee Letter or mortgage loan must be asserted within one year after the event, occurrence or circumstance on which the claim is based, and Warehouse Lender acknowledges and agrees that all such claims must be filed in the state or federal courts of the State of Alabama; provided, however, that Warehouse Lender and AHFA may agree separately to any form of alternative dispute resolution.
6. The agreements, representations and covenants of Warehouse Lender contained herein are continuing and of general and binding applicability to all Bailee Letters that Warehouse Lender shall submit to AHFA.
7. Warehouse Lender acknowledges and agrees that AHFA may at any time and without cause or explanation refuse to accept future Bailee Letters. In such event, AHFA will notify Warehouse Lender in writing and return all rejected Bailee Letters and related mortgage loan documents delivered by Warehouse Lender to AHFA in anticipation of bailment.

(PRINT)
[FULL NAME OF WAREHOUSE LENDER]

By: _____ (sign)

Name: _____ (print)

Title: _____ (print)

Telephone: _____

Email: _____

Alabama Housing Finance Authority

Recertification Fees

Wiring Instructions:

BBVA Compass Bank

60 Commerce St, Suite 100

Montgomery, AL 36101

ABA# 062001186

Account# 6768034972

AHFA Reservation Fees

Please reference Loan #, Project #, or Fee Type



Mississippi Home Corporation

LENDER ONLINE SYSTEM ADMINISTRATORS FORM

Lender: _____

System Administrator #1:

- Name: _____
- Business Address: _____

- Phone: _____
- Fax: _____
- Email: _____

System Administrator #2:

- Name: _____
- Business Address: _____

- Phone: _____
- Fax: _____
- Email: _____

Signature

Date

MHC 7/19/19



LENDER OFFICE CONTACT FORM

Please list all Branches, Originators, Closers and Post- Closing staff and include the branch manager, address, telephone number, fax number, and e-mail address of locations that will be originating &/or processing loans under the program. (Attach a separate list if necessary.)

1. Branch/Office Manager Name: _____ Email: _____

Staff Name: _____ Title: _____

Staff Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

2. Branch/Office Manager Name: _____ Email: _____

Staff Name: _____ Title: _____

Staff Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

3. Branch/Office Manager Name: _____ Email: _____

Staff Name: _____ Title: _____

Staff Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

4. Branch/Office Manager Name: _____ Email: _____

Staff Name: _____ Title: _____

Staff Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

5. Branch/Office Manager Name: _____ Email: _____

Staff Name: _____ Title: _____

Staff Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

6. Branch/Office Manager Name: _____ Email: _____

Staff Name: _____ Title: _____

Staff Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____