APPENDIX I-1 FORM HUD 11701 - APPLICATION FOR APPROVALFHA LENDER AND/OR GINNIE MAE MORTGAGE-BACKED SECURITIES ISSUER

Applicability: Ginnie Mae I MBS Program and Ginnie Mae II MBS Program.

Purpose: To provide a form for use by an applicant in summarizing the applicant's

business background and experience in the mortgage banking industry.

Prepared by: Applicant.

Prepared in: Duplicate (triplicate, if the applicant is applying for both FHA and Ginnie Mae

approval).

Distribution: Applicant retains one copy and forwards original(s) to FHA and/or Ginnie Mae,

together with the application fee(s) and the required forms and other

supplemental information set forth in the form HUD 11701.

 ${\bf Completion}$

Instructions: The circled numbers on the illustrated form correspond with the numbers listed

below.

1. Full legal name of applicant (if the applicant is "doing business as," include trade name).

- 2. Phone number, fax number and e-mail for organization.
- 3. Geographic address of home office (must be physical address).
- 4. Mailing address.
- 5. Name of contact person and phone number for application.
- 6. Fax number and e-mail for contact person.
- 7. Date (year and month) applicant was incorporated.
- 8. State in which applicant was incorporated.
- 9. Check appropriate box(es) indicating program(s) for which approval is requested.
- 10. Check whether applicant is a minority-owned and/or woman-owned firm (optional).
- 11. Check organization type.
- 12. Federal Tax Identification Number of applicant.
- 13. Date applicant's fiscal year ends.

Date: 07/01/03 1 Appendix I-1

- 14. Provide (on a separate sheet) the names, social security numbers, and titles of all corporate officers and all stockholders owning 25% or more of the applicant's stock. The percentage share of ownership must also be given. The applicant must also designate which individual is in charge of the day-to-day operations of the firm.
- 15. Check appropriate box (yes or no) in questions one through seven. If a "no" answer is applicable, then a detailed explanation must be attached on a separate sheet.
- 16. Section C: Complete as applicable.
- 17. Insert FHA mortgagee number (if applicable).
- 18. Fannie Mae seller/servicer number(s).
- 19. Freddie Mac seller/servicer number(s).
- 20. Total dollar amount of mortgage servicing portfolio (irrespective of ownership). Total dollar amount of mortgage servicing portfolio being subserviced by other entity(s).
- 21. A description of any restrictions on the applicant's activities that have been imposed by Fannie Mae and/or Freddie Mac. Also include a copy of applicant's annual eligibility certification report, and the most recent compliance report from Fannie Mae and/or Freddie Mac.
- 22. Applicants for Ginnie Mae's multifamily program approval: Provide eligibility certification of multifamily approval by Fannie Mae and/or Freddie Mac.
- 23. Applicants for Ginnie Mae multifamily program approval who are not approved for Fannie Mae and/or Freddie Mac's multifamily program: Provide two resumes showing the relevant experience in multifamily originating and servicing.
- 24. FHA mortgagee number (if applicable).
- 25. Provide a brief description of applicant's history. Also include operating and business plans.
- 26. On a separate sheet, break down applicant's mortgage loan operations (segregated by loan type, i.e., conventional, FHA, VA, RHS, § 184) over the last three years, and by program type, i.e., single-family, multifamily, manufactured housing, property improvement, etc.
- 27. On a separate sheet, list investors, number of loans and dollar amount for whom the applicant services mortgages. Subservicing is to be broken out using the same format.
- 28. On a separate sheet, list investors to whom the applicant sells mortgages.
- 29. On separate sheets, include at least four resumes, which at a minimum must include three officers and one additional full time employee of the applicant. The resumes must show the employee's name, social security number, date of birth, and relevant experience pertaining to the mortgage banking industry over the past 10 years. The resume must also indicate the name of the employer(s), date(s) worked, title(s), supervisor(s), and a

Date: 07/01/03 2 Appendix I-1

brief description of duties, responsibilities, and accomplishments for each job. Each resume must also include an original signature and date.

- 30. Check box if appropriate.
- 31. Name of applicant.
- 32. Date application is prepared.
- 33. Signature and typed name of authorized official.
- 34. Title of authorized official submitting application.

U.S. Department of Housing and Urban Development Federal Housing Administration and Government National Mortgage Association

OMB Approval Numbers 2502-0005 (exp. 11/30/2006)

Public Reporting Burden for this collection of information is estimated to average 1.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information

The information requested on this form is required by 24 CFR Part 202 and Sec. 306(g) of the National Housing Act or by HUD Handbooks 4060.1 and 5500.3. The information collected assists FHA and Ginnie Mae in determining which lenders should be approved to participate in the FHA single and multifamily insurance programs and/or the Ginnie Mae Mortgage Backed Securities Program. It is used to help FHA minimize its risk in insuring single-family and multifamily mortgages and Ginnie Mae to minimize its risk. Applicants are not required to respond to this collection of information unless a currently valid approved OMB control number is displayed on the form.

Privacy Act Statement. Names and Social Security Numbers are requested in order for the Department to obtain positive identification of the applicant's officers, directors, stockholders and employees who have authority to obligate the applicant. The information requested will be used solely to determine the eligibility of the individuals to participate in the Department's mortgage insurance programs. The Department is authorized to request this information by Executive Order 9397 and it will not be disclosed outside the Department without prior consent except as required or permitted by law. The Social Security Numbers are provided to HUD on a voluntary basis. Failure to provide this information could cause delay in processing of the applications.

Instructions for Completing Form HUD-11701

Applicants seeking qualification as a FHA-approved lender/mortgagee or loan correspondent under the Title I and/or Title II programs and/ or as an approved issuer with the Government National Mortgage Association ("Ginnie Mae"), must complete the appropriate sections of this form.

Qualified applicants may obtain one of the following three types of approval:

1. FHA Approval Only

Applicants seeking only FHA approval must complete Sections A, B, and C of this form and provide the supplemental information requested. The application fee is nonrefundable and is \$1,000 for Title I, Title II, or for both; there is no additional fee if the applicant is already approved for one program. The application and fee must be sent to the appropriate address shown below.

2. Ginnie Mae Approval Only
Applicants seeking only Ginnie Mae approval must complete Sections A, B, D or E, and F of this form and provide the supplemental information requested. A nonrefundable application fee of \$250 made payable to Ginnie Mae is required at the time of making the application. The fee is to be included with the application package. The application and fee must be sent to the appropriate address shown

3. FHA and Ginnie Mae Approval

Applicants seeking both FHA and Ginnie Mae approval must complete Sections A, B, C, D or E, and F of this form and provide the supplemental information requested. Separate fees are to be paid for each program as specified above. The application and fee must be sent to both FHA and Ginnie Mae at the appropriate addresses shown below.

An applicant already approved for Title I or Title II and wishing to convert its status, must complete Section A and each changed item in Section C. If there are no changes regarding officers or owners, item 11 in Section A may be omitted. The applicant must submit the application together with the supplemental information to the appropriate address shown below. The nonrefundable conversion fee is \$300 for Title I, Title II, or Title I and Title II at the same time and must be sent to the appropriate address shown below

Addresses for Submission of Application and Fee:

Applications for FHA approval only, sent by U.S. Mail:

U.S. Department of Housing and Urban Development Lender Approval & Recertification Division Rm B133 / P3214 451 7th Street, SW Washington, D.C. 20410-8888

Applications for FHA approval only, sent by delivery service:

U.S. Department of Housing and Urban Development Lender Approval & Recertification Division Suite 3214 490 L'Enfant Plaza East, SW Washington, D.C. 20024-2118

Applications for Ginnie Mae approval only:

Government National Mortgage Association Room 6204 451 7th Street, SW Washington, D.C. 20410-9000

Fee for FHA Title I approval or conversion:

U.S. Department of Housing and Urban Development P. O. Box 198608 Atlanta, GA 30384

Fee for FHA Title II approval or conversion, or fee for FHA Title I and Title II approval or conversion:

> U.S. Department of Housing and Urban Development P. O. Box 198619 Atlanta, GA 30384

9. Facilities evidence 10a. Fidelity bond 10b. E & O insurance 11. Quality Control Plan 12. Funding program 13. Sanctions letter

Supplemental information required to be submitted with form HUD-11701, for verifying that an applicant meets FHA Title I and/or Title II requirements for lender approval, varies depending on the type of institution making application. To determine what additional information is required, determine what classification type the institution falls under (i.e., Supervised Lender, Non-Supervised Lender, Loan Correspondent, Investing Lender, or Governmental Institution). The criteria used in determining an institution's classification is the same for both Title I and Title II approvals. Title I lender status is covered in HUD Handbook 4700.2. Title II lender status is covered in HUD Handbook 4060.1. After determining its classification type, provide the information listed under the appropriate classification type. Check the appropriate boxes to indicate that the required documents have been included with the application package.

der approval, varies de-										511A TW- II							
making application. To on Is required, determine on falls under (i.e., Superer, Loan Correspondent, Institution). The criteria classification is the same s. Title I lender status is Title II lender status is . After determining its rmation listed under the ck the appropriate boxes ents have been included		FHA Title I									FHA Title II						
		Non-supervised Lender	Supervised Loan Correspondent	Non-supervised Loan Correspondent	Investing Lender	Governmental Institution	Conversion to Full Lender	Conversion to Loan Correspondent	Supervised Mortgagee	Non-supervised Mortgagee	Supervised Loan Correspondent	Non-supervised Loan Correspondent	Investing Mortgagee	Governmental Institution	Conversion to Full Lender	Conversion to Loan Correspondent	
 Sponsor cover letter 																	
2. Fee																	
Application Form																	
Credit Reports																	
Resumes																	
Financial statements																	
7. Licenses																	
8. State DBA approval (if using)																	
Facilities evidence																	
0a. Fidelity bond																	
0b. E & O insurance																	
Quality Control Plan																	
12. Funding program																	
13. Sanctions letter																	

Supplemental Information to be Submitted to Obtain Ginnie Mae Approval.

Supplemental information required to be submitted with form HUD-11701 for verifying that an applicant meets Ginnie Mae requirements for issuer approval. For additional information on the Ginnie Mae I and II programs see Handbook 5500.3. All applicants will be approved to issue Ginnie Mae I and II single-family securities; however, in order to securitize Ginnie Mae II pools or loan packages, applicants must also execute form HUD-11709, Master Agreement for Servicer's Principal and Interest Custodial Account, and form HUD-11709-A, ACH Debit Authorization.

Check the appropriate box to indicate that each required document has been included with the application package.

		Ginn	Ginn
1.	Nonrefundable application fee of \$250		
2.	HUD Form 11702		
3.	Certificate of Insurance - Fidelity Bond reflecting adequate coverage and proper Ginnie Mae loss payee endorsement		
4.	Certificate of Insurance - Errors and Omissions reflecting adequate coverage and proper Ginnie Mae loss payee endorsement		
5.	Evidence of Quality Control Plan for underwriting, origination, and servicing of mortgage loans and secondary marketing. Provide a copy of quality control findings for the past six months and management's response to those findings		
6.	Audited Financial Statements for latest three years (2 copies)		
7.	Most recent interim financial statement (balance sheet and income statement) signed by an officer as true and correct		
8.	Dollar value of loans to officers/directors/affiliates as of most recent financial audit		
9.	Dollar value of pledged assets as of the most recent financial audit		
10.	List of affiliated issuer(s) participating in the Ginnie Mae program, along with their four-digit Ginnie Mae issuer identification number(s)		
11.	List name(s), address(es), telephone number(s), and contact person(s) for mortgage insurance companies, warehouse lenders, and investors for whom the applicant is currently doing business		
12.	HUD Form 11709		
13.	HUD Form 11709-A		

Previous editions are obsolete

ref Handbooks 5500.3, Rev. 1 and 4060.1

Application for Approval FHA Lender and/or Ginnie Mae Mortgage-Backed Securities Issuer

U.S. Department of Housing and Urban Development Federal Housing Administration and Government National Mortgage Association OMB Approval Numbers 2502-0005 (exp. 11/30/2006)

	All A	pplicants are required to con	nplete Sec	tions A	and B. U	se tl	nis form as a cove	er sheet for	your submis	sion.					
	_	on A. General Information													
	1a. C	orporate Name	Name 1							2a. Phone (include area code and extension) 2 Ext.					
	1b. D	BA (if applicable)	*						2b. FAX (include area code)						
			<u>IJ</u>					2c. E-mail 5a. Contact Person for this application 5							
		eographic Address of Home Office (mu ttention (Use a title, not an individual's		l address)											
	Si	treet Address	$\frac{3}{3}$)				5b. Contact F	hone Number an		for this application				
	Ci	ity	(3)		State	Zi	p Code	6a. Contact F	AX Number and	area code (Ext.				
	C	ounty	(3)			<u> </u>		6b. Contact E	-Mail Address fo	rthis applicat	tion				
		lailing Address Check if same as0 ttention (Use a title, not an individual's		4)				6							
		treet Address /P.O. Box		<u>-</u>				7. Date of Charter 7							
			\sim	<u>4) </u>	Ct-t-	7:	- 0-4-	Under Laws of the State of (if applicable)							
		ity	<u>(4)</u>		State	ZI	p Code		1.0.11	<u> </u>					
		ogram Approval(s) Requested FHA Title I (Property Improveme	nt Loans/Ma	anufactur	ed Housing	Loar	ns) FHA Title	I Conversion	(Optiona		Owned Business				
(a)		FHA Title II (Mortgage Loans)	☐ FHA N	/lultifamily	,		☐ FHA Title	II Conversion	☐ Min	ority Owned	(10)				
9		Ginnie Mae Single-Family	_	Mae Mul						men Owned	/Women Owned				
	11. lt	nstitution Type					12. Applicant Tax	payer identifyi			al Year End)				
(11)		Credit Union	Bank				(9 digits)	(month)							
<u> </u>	ш	Savings Bank	Saving	gs and Lo	an		(12)		(1	3)				
	_	Mortgage Co./Finance Co.													
a		Il Applicants must provide the inforr is needed, use a separate sheet.													
14)		Officer/Owner Name				Tit	e (if applicable)		Social Securi	ty Number	% Ownership				
	<u> </u>														
	Previo	us editions are obsolete.													

15)		Section I	3. History and Business	Status											
9	PΙε	ease check Yes No	the appropriate answer for ea	ch question belov	v. If an	y of the	questi		equire : No	a "Yes	s" answer, provide an expla	anation on	a separate sheet.		
	1. 2.	liabilities not disclosed in its financial statements? Has the applicant or any of its principals, officers, individuals serving on the Board of Directors, or								mark deale previ	ve any mortgage insurance companies, secondary rketing agencies or warehouse lenders, or broker alers denied the applicant approval in the three vious fiscal years being reported? Provide the date				
			, termi nied ap state, o elated pilities t	tories, ever terminated, ied approval, ate, or local elated entity, illities that are	5. 6.			Has actio gove again Is the	d reasons for each denial. s the applicant been subject to any past or prese ion by HUD, VA, Fannie Mae, Freddie Mac, or oth vernment-related entity to indemnify the enti ainst loss? he applicant currently subject to regulatory or supe						
	3.	commensurate with those of the financial services industry? Is the applicant or any of it principals, officers, individuals serving on it's Board of Directors, individuals acting as authorized signatories, or employees currently in volved in a proceeding or subject to an investigation that could result, or has resulted, in suspension, fine, or disbarment by a Federal, State, or local governmen agency, conviction in a criminal matter, bankruptcy or denial of fidelity insurance or mortgagee's errors and omissions insurance coverage?					7.			actionagre mina audit clude truste Has exec	ory action by any regulatory agency? Regulatory tions include, but are not limited to, supervisory reements, cease and desist orders, notices of deternation, memorandum of understanding, unresolved dits, and investigations. Supervisory actions inde, but are not limited to, the appointment of a stee, conservator, or managing agent. Is the applicant or any owner, principal, or managing ecutive been involved, through ownership or other.				
12	Se	ction C:	FHA Title I and Title II on							wise,	, with a previously defaul	ted Ginnie	Mae issuer(s)?		
	_			ographic Maili	ng						Lender/Mortgagee Type	6. Ins	stitution Type		
	Title	Attention (U	se a title, not an individual's name)							Government	Fede State			
	itle I and	City			State	Zip Co	ode			_	Supervised * (not Loan Correspondent)		t Union		
	ı.		ss Must be completed for all FHA									1 =	ngs Bank ngs and Loan		
	Title II		se a title, not an individual's name)							Non-supervised Insurance Company (not Loan Correspondent) Mortgage Co./Finance				
	itle I and	Street Addre	ss /P.O. Box		Ctata	I Zin Co	do				Loan Correspondent (Supervised/Non-supervised)	Supe	age Co./Finance Co. rvised Loan Corr.*		
	1	CHUMS Add	ress Check if same as: Geo	graphic 🔲 Mailin	State	Zip Co Premium		Pay	00	_	Investing Mortgagee	For-P	rofit or-Profit		
	i		se a title, not an individual's name		9 <u> </u>	riciliain] ray	-	\dashv	Reserved				
	e II only	Street Addre	ss /P.O. Box								Service Provider	ı —	ce Provider cing Agent		
	Title	City			State	Zip Co	ode				Lender/Mortgagee Type Code (HUD use)	6. Instituti (HUD u	on Type se)		
	4.		it Address Check if same as: se a title, not an individual's name	Geographic Ma	illing	Premiun	n 🔲 F	^o ayee	CH	HUMS	* 7. Examined and Super	vised	7. Examined and		
	e II o	Street Addre	ss/P.O. Box								Federal Deposite Insurance and Super Federal Deposite Insurance Office of Thrift Super National Credit Union	ance Corp.	Supervised Code (HUD use)		
	ŢĬŢ	City			State	Zip Co	ode				Other (specify)	Admin.			
	8.	Sponsor Hon (10 digits)	ne Office Lender/Mortgagee ID	10. Origination/Se	ervice		Originate	Service	(HUD i	use)	Fiscal Year End (month) Financial Statement Date	(HUD use)			
	9.	Applicant Ta (9 digits)	xpayer Identifying Number	Title II 1-4 Fa	acture d F	Housing tgages					13a. Title I Home Office Lende if prior approval (10 digits				
											13b. Title II Home Office Morto if prior approval (10 digits				
												Course LIII	D 44704 (02/2007		

	FHA Certification								
	The undersigned agrees to comply with the provisions of the HU I certify that I am authorized to execute this application on b								
	Section D. Ginnie Mae I and/or II Applicants (Fannie Mae an	d/or Freddie Mac Approved)							
1.	FHA Mortgagee Number (If applicable)	5. On a separate sheet, please provide a description of any restric-							
	[17]	21) tions on the applicant's activities that have been imposed by Fannie Mae and/or Freddie Mac. Please also provide a copy of the applicant's annual eligibility certification report and the most							
2.	Fannie Mae Seller/Servicer Number(s)	recent compliance report from Fannie Mae and/or Freddie Mac.							
Ĺ	(18)	 For those applicants applying for approval in Ginnie Mae's multi- family program, provide eligibility certification of multifamily ap- proval by Fannie Mae and/or Freddie Mac. 							
3.	FHLMC Seller/Servicer Number(s)	7. For those applicants who are not approved for Fannie Mae's and/							
	(19)	or Freddie Mac's multifamily program, provide two resumes show- ing the relevant experience in multifamily origination and servicing							
4	Total Dollar Amount of Mortgage Servicing Portfolio	for the past ten years.							
_	(Sub-servicing) (Sub-servicing) (20)								
	Section E. Ginnie Mae I and/or II Applicants (No Fannie Mae	or Freddie Mac Approval)							
1.	FHA Mortgagee Number: (If applicable)	5. On a separate sheet, please list Investors to whom the applicant							
Г	(24)	sells mortgages.							
ᆫ		On a separate sheet, please list at least four resumes (minimum of three full-time officers and one full-time employee) for the key							
25)2.	On a separate sheet, please provide a brief description of the applicant's history. Please include operating and business plans.	29) officers and employees of the applicant. The resume must show							
	On a separate sheet, please provide the following: Mortgage loan	the employee's name, Social Security Number, date of birth, and the relevant experience pertaining to the mortgage banking indus-							
6	operations and volume of originations segregated by loan type	try. Please include each employee's employment history for the							
9	(i.e., conventional, FHA/VA, RHS) during the last three years for single-family residential and multifamily loans.	past ten years by name of the employer, date, title, supervisor, an a brief description of the duties, responsibilities, and accomplish							
4.	On a separate sheet, please list Investors, number of loans and	ments. Each resume must also include an original signature and							
27)	dollar amount for whom the applicant services mortgages (sub- servicing is to be identified and broken out separately using the	date.							
	same format).								
_									
\mathcal{I}_{\square}	Section F. Ginnie Mae Certifications (All Ginnie Mae Applica	nts)							
ツ 1.	The financial statements submitted to Ginnie Mae are complete	4. Agreements: The undersigned applicant by submitting this appli-							
2	and accurate statements of the applicant's financial condition. To the best of its knowledge and belief, the information and data	cation agrees to issue and administer Ginnie Mae mortgage backed securities and service pooled mortgages in accordance							
۷.	contained herein are true and correct. Further, it is the opinion of	with Section 306(g) of the National Housing Act, its applicable							
	the undersigned that it has powers and authority sufficient to act as issuer of Ginnie Mae mortgage-backed securities.	regulations; and the applicable "Government National Mortgage Association Mortgage-Backed Securities Guide" (Ginnie Mae I:							
3.	Each applicant warrants that while the application is pending	Ginnie Mae II: Handbook 5500.3).							
	action by Ginnie Mae, the applicant will notify Ginnie Mae in writing of a change in any material factor that could affect the application decision.								
_	All Applicants are required to	sign and date the application.							
App	olicant (31)	Date (32)							
Ci-	nature (must be original)	Name (printed or typed)							
oigi	nations (must be original)	(33)							
	(3)	Title (must be President, Vice President, Partner, or Managing Member)							
Ap	proved (HUD Use Only)	Title I ID Number							
•	U.S. Department of Housing and Urban Development,								
	Director, Office of Lender Activities and Program Comp By: (Signature of Director, Lender Approval and Recent								
	by. (orginature of birector, Lender Approval and Recent	Date							
Rep	places HUD-92001, 92001-D and LD Pa	ge 3 of 3 ref Handbooks 5500.3, Rev. 1 and 4060.1							