

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

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

Reviewer(s): \_\_\_\_\_

### Home Ownership Program (HOP) Participating Lenders Checklist

Home Ownership Program participating (HOP) Application/Renewal	Initial
Be a legally organized business entity with a properly licensed business office or branch office located in the State of Georgia. Different branch offices of the same legal entity will not qualify as an individual lender; example Certificate of Existence or certificate of Authorization	
Have, as a principal purpose, the origination of secured home loans;	
Demonstrate a proven ability to originate mortgage loans for sale in the secondary market;	
Registration with SAM.gov current license status	
Be compliant and current on licensing requirements as required by the Secretary of State: <a href="http://www.sos.ga.gov">www.sos.ga.gov</a> . Submit proof of current license.	
Georgia Mortgage Licensing	
VA Mortgage Number	
FHA Mortgage Number	
Fannie Mae Seller Number	
Freddie Mac Seller Number	
GNMA Issuer Number	
Originators	
Underwriting Guidelines	
Certificate of Liability Insurance and applicable insurance certificates	
Past three (3) years of Audited Financials	
Validation of GSA and LDP lists dated, derived from HUD website	
Quality Control Plan	
Have no administrative actions by the courts, or the Georgia Dept. of Banking and Finance in force against it (including but not limited to Cease-and-Desist Order, Superior Court Injunctions, etc.);	
A search on the Federal Deposit Insurance Corporation (FDIC) site will be conducted to review any applicable CRA examination	

<b>Approved (Yes or No)</b>	
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