

Dear Prospective Multi-Family Seller/Service:

To obtain approval as an AHFC Multi-Family Seller/Service, please follow the attached guidelines that are also found in the AHFC Multi-Family Guide, Section 1001. Please send your application package to:

Eric Havelock  
Multi-Family Underwriting Supervisor  
Mortgage Operations  
Alaska Housing Finance Corporation  
4300 Boniface Parkway  
Anchorage, AK 99504

## **SECTION 1001 – APPROVAL AS AN AHFC SELLER/SERVICER**

### **.01 INTRODUCTION**

In order to participate in the Purchase Program, or to service AHFC Purchase Program loans, the Seller/Servicer must be approved by AHFC.

### **.02 SELLER/SERVICER ELIGIBILITY**

To be eligible under the Purchase Program, each Seller/Servicer's financial condition; organization and staffing; origination activity and volume; servicing experience; and, any other factors AHFC considers relevant to determining the Seller/Servicer's qualifications are reviewed. Once approved, for continued eligibility, the Seller/Servicer is subject to annually meeting the program eligibility criteria.

### **.03 CONDITIONS AND DOCUMENTATION REQUIRED FOR AHFC APPROVAL**

Financial information consisting of the previous three years audited financial statements prepared by an independent certified public accountant and financial statements for the current year not more than 60 days old, which may be prepared in-house evidencing the following.

#### **A. Liquidity**

A minimum amount of net liquid assets of \$250,000 and an unrestricted net worth of \$1,000,000 plus two-tenths of one percent (.20%) of the outstanding principal balance of your total portfolio of mortgages serviced. For this purpose, liquidity is defined as unencumbered assets readily convertible to cash within two business days.

#### **B. Bonding**

A fidelity bond and a policy or policies of insurance, naming AHFC as the payee, covering errors and omissions on the part of any and all of your employees involved with the mortgages bought, sold, serviced, or assigned under an AHFC Selling or Servicing Contract.

#### **C. Loans Serviced**

A detailed report, by investor, of multi-family loans serviced.

#### **D. Delinquency**

A semi-annual report of your delinquency ratios for multi-family loans serviced in the last two years with comparison ratios for Alaska and national.

**E. Operational and Policy Statements**

Copies of operational and/or policy statements pertaining to origination and servicing of multi-family mortgage loans.

**F. Resumes**

Resumes of key multi-family mortgage origination and servicing personnel.

**G. Servicing Facility**

A detailed description of loan servicing capabilities. To be approved as an AHFC Seller or Servicer, the applicant must have an origination and servicing facility located in Alaska. If either of the facilities is moved to a location not in Alaska, this event shall be considered a breach of the selling and/or servicing agreement and the selling and/or servicing agreement may be terminated by AHFC without any waiting period and without payment to Servicer of any penalty or other amount. The one exception to this requirement is that data processing facilities may be located other than in Alaska.

**H. Other**

Any other documentation, which may be helpful to verify, clarify, or substantiate information and/or documentation in the submission package, so AHFC may make a prudent determination.

**.04 NOTIFICATION**

AHFC will notify the applicant in writing of the approval or disapproval of the application.

Once a Seller/Servicer is approved, they will be required to:

- Execute a Mortgage Selling and/or Mortgage Servicing Contract, which establish the terms and conditions between the Seller/Servicer and AHFC.
- Provide a Board of Director's Resolution authorizing signatures as required by AHFC's Certificate of Authorized Signatures.
- Provide wiring instructions (two originals) for funding.