



Single Family Lending Program Bulletin

June 23, 2016

Program Bulletin #2016-12

To: CalHFA Approved Lenders

Updates to Annual Lender Recertifications

CalHFA announces updates to its annual recertification requirements for the next recertification year. A summary of recertification updates includes:

Site Visits:

- CalHFA will conduct a site visit of your company's corporate office or operations center once every three (3) years. During the site visit CalHFA will take a tour of your facility, meet your key personnel and audit CalHFA loan files, broker files and appraiser files.

Training:

- Training may be required based on lender performance.

Travel Costs:

- The lender will be required to bear the travel costs of CalHFA's lender administration/training staff for travel to and from the lender's place of examination and training. Travel costs include all out-of-pocket expenses such as air fare, auto rental, lodging, meals and incidental expenses. CalHFA must adhere to California state employee travel restrictions.

Minimum Production Requirements:

- If CalHFA minimum production requirements are not met, additional fees and requirements may apply.

Any other items will be determined by CalHFA's Single Family Lending division on an individual lender basis.

CalHFA will continue to require each approved lender to complete an annual recertification to maintain their approved status. Recertification packages will be delivered to the lender via CalHFA's secure-send the first two weeks of January with a due date of March 31. The [Annual Recertification Application](#) can be found on the CalHFA website and includes CalHFA's [Annual Lender Recertification Checklist](#).

This program bulletin supplements CalHFA's Lender Program Manual.

For questions about this bulletin, contact CalHFA Single Family Lending Division by phone 916.326.8033 or by email at SFPrograms@calhfa.ca.gov. Plus you can always visit CalHFA's website at: www.calhfa.ca.gov or Single Family Lending directly at www.calhfa.ca.gov/homeownership.

CalHFA thanks you for your business and we look forward to continuing to support your affordable housing loan needs.