

APPENDIX I-1
FORM HUD 11701 - APPLICATION FOR APPROVAL-
FHA 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.
- 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.

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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's 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, RD, § 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
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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.

Public reporting burden for this collection of information is estimated to average 1 hour 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 current OMB approval 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 via wire transfer only, is required at the time of application. The fee is to be wired directly to Ginnie Mae's Office of Finance while the application package itself must be sent to the appropriate address shown below.

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.

4. Conversion of FHA Status

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

Fee for FHA Title I approval or conversion:

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

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

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

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

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

Previous editions are obsolete.

Replaces HUD-92001, 92001-D and LD

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form **HUD-11701** (02/2008)
ref. Handbooks 5500.3, Rev. 1 and 4060.1

Supplemental Information to be Submitted to Obtain FHA Title I and/or FHA Title II Approval.

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 are 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.

	FHA Title I							FHA Title II								
	Supervised Lender	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
1. Sponsor Cover Letter																
2. Wire Transfer Fee Confirmation																
3. Application Form																
4. Credit Reports																
5. Resumes																
6. Financial Statements																
7. Licenses																
8. State DBA Approval (if using)																
9. Facilities Evidence																
10a. Fidelity Bond																
10b. E & O Insurance																
11. 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, 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.

	Ginnie Mae I	Ginnie Mae II
1. Evidence of Wire Transfer to Ginnie Mae for Nonrefundable application fee (\$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

Replaces HUD-92001, 92001-D and LD

**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 No. 2503-0033
(Exp. 11/30/2008)

All Applicants are required to complete Sections A and B. Use this form as a cover sheet for your submission.

Section A. General Information

1a. Corporate Name ①		2a. Phone (include area code and extension) ② Ext.	
1b. DBA (if applicable) ①		2b. FAX (include area code) ②	
3. Geographic Address of Home Office (must be physical address) Attention (Use a title, not an individual's name) ③		2c. E-mail ②	
Street Address ③		5a. Contact Person for this application ⑤	
City ③	State	Zip Code	5b. Contact Phone Number and extension for this application ⑤ Ext.
County ③		6a. Contact FAX Number and area code for this application ⑥	
4. Mailing Address Check if same as <input type="checkbox"/> Geographic Attention (Use a title, not an individual's name) ④		6b. Contact E-Mail Address for this application ⑥	
Street Address/ P.O. Box ④		7. Date of Charter ⑦	
City ④	State	Zip Code	8. Under Laws of the State of (if applicable) ⑧

⑨	9. Program Approval(s) Requested			10. Minority/Women-Owned Business (Optional)	
	<input type="checkbox"/> FHA Title I (Property Improvement Loans/Manufactured Housing Loans)	<input type="checkbox"/> FHA Title I Conversion	<input type="checkbox"/> Minority-Owned	⑩	
	<input type="checkbox"/> FHA Title II (Mortgage Loans)	<input type="checkbox"/> FHA Multifamily	<input type="checkbox"/> Women-Owned		
	<input type="checkbox"/> Ginnie Mae Single-Family	<input type="checkbox"/> Ginnie Mae Multifamily	<input type="checkbox"/> Minority-Owned/Women-Owned		

⑪	11. Institution Type		⑫	⑬
	<input type="checkbox"/> Credit Union	<input type="checkbox"/> Bank		
	<input type="checkbox"/> Savings Bank	<input type="checkbox"/> Savings and Loan		
	<input type="checkbox"/> Mortgage Co./Finance Co.			

14. All Applicants **must** provide the information below for all officers, along with owners having a 25% or greater ownership interest in the applicant. If additional space is needed, use a separate sheet. Please indicate which officer is in charge of the day-to-day operations of the applicant by checking the box provided.

⑭	Officer/Owner Name	Title (if applicable)	Social Security Number	% Ownership
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Previous editions are obsolete.

Replaces HUD-92001, 92001-D and LD

15 **Section B. History and Business Status**

Please check the appropriate answer for each question below. If any of the questions require a "Yes" answer, provide an explanation on a separate sheet.

- | | |
|--|---|
| <p>Yes No</p> <p>1. <input type="checkbox"/> <input type="checkbox"/> Is the applicant the subject of any assessments or contingent liabilities not disclosed in its financial statements?</p> <p>2. <input type="checkbox"/> <input type="checkbox"/> Has the applicant or any of its principals, officers, individuals serving on the Board of Directors, or individuals acting as authorized signatories, ever been, or are any presently suspended, terminated, debarred, sanctioned, fined, convicted, denied approval, or refused a license by any Federal, State, or local government agency, or a government-related entity, where the action is related to the responsibilities that are commensurate with those of the financial services industry?</p> <p>3. <input type="checkbox"/> <input type="checkbox"/> Is the applicant or any of its principals, officers, individuals serving on its Board of Directors, individuals acting as authorized signatories, or employees currently involved 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 government agency, conviction in a criminal matter, bankruptcy or denial of fidelity insurance or mortgagee's errors and omissions insurance coverage?</p> | <p>Yes No</p> <p>4. <input type="checkbox"/> <input type="checkbox"/> Have any mortgage insurance companies, secondary marketing agencies or warehouse lenders, or broker/dealers denied the applicant approval in the three previous fiscal years being reported? Provide the date and reasons for each denial.</p> <p>5. <input type="checkbox"/> <input type="checkbox"/> Has the applicant been subject to any past or present action by HUD, VA, Fannie Mae, Freddie Mac, or other government-related entity to indemnify the entity against loss?</p> <p>6. <input type="checkbox"/> <input type="checkbox"/> Is the applicant currently subject to regulatory or supervisory action by any regulatory agency? Regulatory actions include, but are not limited to, supervisory agreements, cease and desist orders, notices of determination, memoranda of understanding, unresolved audits, and investigations. Supervisory actions include, but are not limited to, the appointment of a trustee, conservator, or managing agent.</p> <p>7. <input type="checkbox"/> <input type="checkbox"/> Has the applicant or any owner, principal, or managing executive been involved, through ownership or otherwise, with a previously defaulted Ginnie Mae issuer(s)?</p> |
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16 **Section C: FHA Title I and Title II only**

1. Premium Address Check if same as: <input type="checkbox"/> Geographic <input type="checkbox"/> Mailing				5. Lender/Mortgagee Type		6. Institution Type			
Title I and Title II	Attention (Use a title, not an individual's name)			<input type="checkbox"/> Government		<input type="checkbox"/> Federal			
	Street Address/ P.O. Box			<input type="checkbox"/> Supervised * (not Loan Correspondent)		<input type="checkbox"/> State			
	City	State	Zip Code			<input type="checkbox"/> Local			
2. Payee Address Must be completed for all FHA applications				<input type="checkbox"/> Non-supervised (not Loan Correspondent)		<input type="checkbox"/> Credit Union			
Title I and Title II	Attention (Use a title, not an individual's name)			<input type="checkbox"/> Loan Correspondent (Supervised/Non-supervised)		<input type="checkbox"/> Bank			
	Street Address/ P.O. Box					<input type="checkbox"/> Investing Mortgagee		<input type="checkbox"/> Savings Bank	
	City	State	Zip Code		<input type="checkbox"/> Savings & Loan		<input type="checkbox"/> Insurance Company		
3. CHUMS Address Check if same as: <input type="checkbox"/> Geographic <input type="checkbox"/> Mailing <input type="checkbox"/> Premium <input type="checkbox"/> Payee				<input type="checkbox"/> Reserved		<input type="checkbox"/> Mortgage Co./ Finance Co.			
Title II only	Attention (Use a title, not an individual's name)			<input type="checkbox"/> Service Provider		<input type="checkbox"/> Mortgage Co./ Finance Co.			
	Street Address/ P.O. Box					<input type="checkbox"/> For-Profit		<input type="checkbox"/> Supervised Loan Correspondent *	
	City	State	Zip Code		<input type="checkbox"/> Not-for-Profit		<input type="checkbox"/> Servicing Agent		
4. Endorsement Address Check if same as: <input type="checkbox"/> Geographic <input type="checkbox"/> Mailing <input type="checkbox"/> Premium <input type="checkbox"/> Payee <input type="checkbox"/> CHUMS				5. Lender/Mortgagee Type Code (HUD use)		6. Institution Type (HUD use)			
Title II only	Attention (Use a title, not an individual's name)			Supervised Only		* 7. Examined and Supervised		7. Examined and Supervised Code (HUD use)	
	Street Address/ P.O. Box								
	City	State	Zip Code						
8. Sponsor Home Office Lender/Mortgagee ID (10 digits)		10. Origination/Service (HUD use)		11. Fiscal Year End (month)		12. Financial Statement Date (HUD use)		13a. Title I Home Office Lender ID, if prior approval (10 digits)	
9. Applicant Taxpayer Identifying Number (9 digits)		<input type="checkbox"/> Title I Property Improvement Manufactured Housing <input type="checkbox"/> Title II 1-4 Family Mortgages Multifamily Mortgages		Originate <input type="checkbox"/> <input type="checkbox"/> Service <input type="checkbox"/> <input type="checkbox"/>		13b. Title II Home Office Mortgagee ID, if prior approval (10 digits)			

FHA Certification

The undersigned agrees to comply with the provisions of the HUD regulations and the requirements of the Secretary of HUD.
I certify that I am authorized to execute this application on behalf of the applicant.

Section D. Ginnie Mae I and/or II Applicants (Fannie Mae and/or Freddie Mac Approved)

1. FHA Mortgagee Number (if applicable)

(17)

2. Fannie Mae Seller/Servicer Number(s)

(18)

3. FHLMC Seller/Servicer Number(s)

(19)

4. Total Dollar Amount of Mortgage Servicing Portfolio

(Servicing) \$ (20)	(Sub-servicing) \$ (20)
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5. On a separate sheet, please provide a description of any restrictions 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 recent compliance report from Fannie Mae and/or Freddie Mac. (21)

6. For those applicants applying for approval in Ginnie Mae's multifamily program, provide eligibility certification of multifamily approval by Fannie Mae and/or Freddie Mac. (22)

7. For those applicants who are not approved for Fannie Mae's and/or Freddie Mac's multifamily program, provide two resumes showing the relevant experience in multifamily origination and servicing for the past ten years. (23)

Section E. Ginnie Mae I and/or II Applicants (No Fannie Mae or Freddie Mac Approval)

1. FHA Mortgagee Number: (If applicable)

(24)

2. On a separate sheet, please provide a brief description of the applicant's history. Please include operating and business plans. (25)

3. On a separate sheet, please provide the following: Mortgage loan operations and volume of originations segregated by loan type (i.e., conventional, FHA/VA, RHS) during the last three years for single-family residential and multifamily loans. (26)

4. On a separate sheet, please list investors, number of loans and dollar amount for whom the applicant services mortgages (sub-servicing is to be identified and broken out separately using the same format). (27)

5. On a separate sheet, please list investors to whom the applicant sells mortgages. (28)

6. On a separate sheet, please list at least four resumes (minimum of three full-time officers and one full-time employee) for the key officers and employees of the applicant. The resume must show the employee's name, Social Security Number, date of birth, and the relevant experience pertaining to the mortgage banking industry. Please include each employee's employment history for the past ten years by name of the employer, date, title, supervisor, and a brief description of the duties, responsibilities, and accomplishments. Each resume must also include an original signature and date. (29)

Section F. Ginnie Mae Certifications (All Ginnie Mae Applicants)

30. 1. The financial statements submitted to Ginnie Mae are complete and accurate statements of the applicant's financial condition.

2. To the best of its knowledge and belief, the information and data contained herein are true and correct. Further, it is the opinion of the undersigned that it has powers and authority sufficient to act as an issuer of Ginnie Mae mortgage-backed securities.

3. **Each applicant warrants that while the application is pending 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.**

4. Agreements: The undersigned applicant by submitting this application agrees to issue and administer Ginnie Mae mortgage-backed securities and service pooled mortgages in accordance with Section 306(g) of the National Housing Act, its applicable regulations; and the applicable "Government National Mortgage Association Mortgage-Backed Securities Guide" (Ginnie Mae I: Ginnie Mae II: Handbook 5500.3).

5. HMBS Program Only: Applicants who intend to issue HMBS must provide additional documentation to Ginnie Mae to demonstrate the following:
 a) Net Worth Requirement of \$500,000
 b) Servicing of HECM loans and/or ability to track and monitor Participation accounting.

All Applicants are required to sign and date the application.

Applicant (31)	Date (32)
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Signature (must be original) (33)	Name (printed or typed) (33)
	Title (must be President, Vice President, Partner, or Managing Member) (34)

Approved (HUD Use Only) U.S. Department of Housing and Urban Development, Director, Office of Lender Activities and Program Compliance By: (Signature of Director, Lender Approval and Recertification Division)	Title I ID Number
	Title II ID Number
	Date