



New Lender Preliminary Interest Form

1 General

Date: _____ Company Name: _____
NMLS Number: _____ Primary Contact: _____

2 Legal Disclosure

- > If your company requires a signed non-disclosure agreement in order to release this information, we require the use of Virginia Housing's pre-approved document.
- > We do not allow any changes to the lender agreements listed on our [website](#).

3 Location

Operations office (if different than HQ address):

Website:

Number of mortgage offices in Virginia:

Date(s) Virginia office(s) opened:

Number of licensed originators based in VA offices:

Number of Virginia licensed originators based in other states:

List of Housing Finance Agencies (HFAs) you are approved with:

4 Financials

Company net income for 2025 Company net income for 2024: Company net income for 2023:

Do your financials include HUD Supplemental Reports?

Do your branches work on a net branch / P&L structure:

Is your company in discussions to be acquired or seeking acquisition by another lending institution?

5 Systems

What origination system do you use?

Do you use Optimal Blue for pricing?

Does Secondary Marketing lock HFA loans or is it the responsibility of the individual loan officer?

Are you closing loans using eNotes?

If approved, how long will it take to roll out our programs to your staff?

6 Production

> Provide a 24-month production report for all Virginia purchase transactions (no refinances).
Must include loan officer, loan type, loan amount, sales price, LTV, occupancy, DTI & credit score

Provide agency approval dates:

> Fannie Mae: _____ > FHA: _____ > USDA: _____
> Freddie Mac: _____ > VA: _____ > Ginnie Mae: _____

List any joint ventures / DBAs / subsidiaries that will use our programs:

List any in-house / State / Federal down payment or closing cost assistance programs that you currently have access to (e.g. FHLB) as well as the number of transactions for each type (24 mo history):

> Please provide a marketing plan to show how your organization will promote our programs. Our production volume is 5 purchased first mortgages per year.

7 Background

What is the date of your most recent Quality Control Policy?

What is the date of your most recent Information Security Policy?

Has your company had any warehouse lines reduced or cancelled in the last 4 years? If yes, explain.

Has your company's approval with Fannie Mae, Freddie Mac, Ginnie Mae or dealings with any federally insured institution, investor, or private mortgage insurance company been suspended or withdrawn in the past 5 years? If yes, explain.

8 Additional Comments