

## **SONYMA BOND MORTGAGE PROGRAM - APPLICATION INSTRUCTIONS**

### **IMPORTANT NOTE REGARDING APPLICANT'S FINANCIAL CONDITION:**

**SONYMA requires applicants to have current ratio of at least 5% of their assets as demonstrated by their most recent year end audited financials.**

### **To complete the SONYMA Bond Mortgage Program - Participation Application:**

1. Review the enclosed documents carefully:

Lender Application Form

Participation Deposit \$5000.000

Participation Application (2 copies)

Seller's Guide (Note: Please download the current Seller's Guide & all Appendices and

Exhibits at [http://www.nyhomes.org/assets/documents/seller's\\_guide\\_0902\\_with\\_exhibits\\_0407.pdf](http://www.nyhomes.org/assets/documents/seller's_guide_0902_with_exhibits_0407.pdf)

Servicer's Guide (Note: Please download the current Servicers Guide and all Exhibits at

<http://www.nyhomes.org/assets/documents/116.pdf>

Mortgage Purchase Agreement (2 copies)

Servicing Agreement (2 copies) Only for Lenders who retain Servicing

Certificate as to Unsecured Credit Agreement

FannieMae/Freddie Mac approval and Letter of Good Standing ( if applicable) (j)

[Master Loan Funding Certification Form](#)

Systems Administration Set-Up Form

Evidence of Data Verify Vendor relationship ( This is a firm requirement)

Quality Control Plan

2. Consult your attorney as soon as possible to familiarize him/her with the required form of Counsel's Opinion, included as Exhibit A of the Mortgage Purchase Agreement.

**NOTE: The execution of the Mortgage Purchase and Servicing Agreements must be duly authorized by all necessary corporate action. An opinion issued by Applicant's counsel must accompany the Participation Application documents.**

3. Mail or deliver the Participation Application Fee and all other documents listed below at your earliest convenience to SONYMA, Attention: Brian Hyatt  
641 Lexington Avenue, 2nd Floor  
New York, NY 10022

a) Application Form: Complete and return. In Part VII of the form, use data from the most recent quarter and the preceding three quarters.

b) Participation Application: Execute and return two originals of this document.

c) Attach a copy of the Applicant's last two years' certified financial statements [including Notes] and any interim statements. [For banks, also attach the last two years' annual FDIC, FHLBB, OTS or FFIEC Call Reports, along with the latest interim Call Reports. Note: The "as of" date of the last two years' Call Reports should match the year-end date of the financial statements.]

d) Mortgage Purchase Agreement: Revisions to the document are not allowed. Execute and return two originals of this Agreement.

If your company intends to use brokers to originate SONYMA loans, you must receive SONYMA approval and must execute a rider to the Mortgage Purchase Agreement. Please contact SONYMA for a copy of the rider.

e) Servicing Agreement: Revisions to the document are not allowed. Execute and return two originals of this Agreement, if applicable.

f) Counsel's Opinion: Have your attorney use the format located in the Mortgage Purchase Agreement. Revisions to the document are not allowed. Submit the original opinion letter.

g) Certificate as to Unsecured Credit Agreement: Only applicable if Applicant uses an unsecured line of credit to fund loans. Must be printed on the Creditor's letterhead, executed by the Creditor Bank, and acknowledged by your institution.

h) If Applicant intends to use a warehousing entity to fund its loans prior to SONYMA purchase, please submit a copy of your executed warehousing agreement, along with evidence that the agreement is currently in effect.

i) Letter of Reference: If Applicant is a licensed mortgage banker, submit a letter of reference, indicating Applicant is an approved seller/servicer in good standing with Fannie Mae/Freddie Mac.

j) If Applicant intends to service the loans sold to SONYMA, submit a copy of the most recent certification that Applicant has complied with the minimum servicing standards set forth in the Certificate of Compliance with USAP Standards or Item 1122 of Regulation AB.

k) Wire Instructions: Submit copy of wire instructions to be used for SONYMA's purchase of Applicant's loans.