

Becoming an Approved KHC Lender

	Everyone	TPO Lender	Correspondent Lender	TPO Lender	Correspondent Lender	Everyone
Steps	Assess Eligibility	Request application packet from Mortgage Production Administrator (MPA)		Complete and Submit Application Package to MPA.		Attend Scheduled Trainings
What to	Review KHC Lender Requirements to determine eligibility	Start preparing required documents and email or arrange call with MPA regarding any questions to the required documents.		Once approved, participate in onboarding call to review the required trainings for loan originators, processors, underwriters, and closers. Determine when training will take place.		Begin Selling KHC Loans! Lender to produce at least ten (10) loans each year to remain a KHC approved lender.
MPA Duties	Check: DE UW on Staff KY SOS NMLS Compare Ratio Request Legal to prepare Lender Agreement	Provide: TPO Lender Agreement TPO Lender Checklist Items System Administrator Registration Form Lender's Branch Registration Form Lender Certification	Provide: Correspondent Lender Agreement Correspondent Lender Checklist Items System Administrator Registration Form Lender's Branch Registration Form Lender Certification Limited Power-of-Attorney Form	Complete Lender Due Diligence Checklist Send Lender Agreement for Signature Schedule Trainings: System Administrator Product Training PL Reservation Training	Complete Lender Due Diligence Checklist Send Lender Agreement for Signature Schedule Trainings: System Administrator Product Training PL Reservation Training Closing in PowerLender	Conduct Scheduled Trainings and be a future resource for Approved KHC Lenders.