



## City Program Mortgage Lender Information

Thank you for your interest in becoming a registered HouseCharlotte lender. Enclosed for your review and execution is the Agreement for Participation in the HouseCharlotte Program.

The terms of this Agreement shall continue for a term of two (2) years. Should the City and the Lender both desire to continue participation in the HouseCharlotte at the end of said term; the Agreement shall be subject to renewal by execution of a new Agreement. The Lender should be registered with the state of North Carolina Banking Commission. Failure to comply with the terms of the Agreement will result in termination of the lender's participation in the HouseCharlotte.

Please review and execute the enclosed Agreement for Participation in the HouseCharlotte. Once the Agreement has been executed by the lender, please return the following information to me:

1. Original executed copy of Agreement;
2. A brief overview of your company, including:
  - a. History of your company
  - b. Ownership and key personnel (including years of experience in present position).
  - c. % of loans that your company underwrites and services
  - d. % of loans sold within the last 12 months
3. List funding sources other than your own company, which may be used. (Example: if your agency is a licensed lending agency but you are mainly a broker, the funders you use must also be on our approved lender list.)
4. Registration with the state of North Carolina Banking Commission – Mortgage Lender License or certification of EXEMPT status.

If you have any questions, please do not hesitate to contact me at 336-2266.

Sincerely,  
Rebecca H. Pfeiffer  
Housing Services