



**Special Lender Approval Form**

Lenders that are already approved as a Fannie Mae Seller/Servicer should use this form to request Fannie Mae approval to sell and/or service HomeStyle Renovation Mortgages.

The information provided in this form and in any attachments will be reviewed in conjunction with the information already on file in the lender's Fannie Mae Seller-Servicer application and the lender's most recently filed Lender Record Information (Form 582).

**Please contact your Fannie Mae customer account team to address any questions and to submit this form and supporting documentation.**

**I. General Information**

- 1. Applicant Institution Name (supply all other names under which you do business)

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- 2. Fannie Mae Seller/Servicer Number

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- 3. Indicate if you are a Fannie Mae-approved lender of any of the following:

Single-Family Mortgages (one- to four-unit)    Cooperative Share Mortgage Loans

- 4. Is your renovation/home (including energy) improvement lending business managed by an entity separate, in whole or in part, from the entity that is an approved Fannie Mae Seller/Servicer?

No       Yes

If yes, attach an organizational chart and explanation of how the renovation/home improvement entity (subsidiary, vendor, or other entity) relates to the parent organization or sponsor already approved by Fannie Mae. (You must address any use of another entity in your renovation/home improvement lending business, including, for example, the use of a vendor for draw management services.)

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- 5. Applicant Contact Person and Phone Number

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## II. Renovation/Home Improvement Lending Management

1. For each of the renovation/home improvement operations listed below, attach:
- A list of the names and titles of managers and the number of employees working in each area;
  - Copies of resumes for managers and other key functional staff (include current positions and duties); and
  - Copies of written procedures.

Originating	Draw Management	Property Inspections	Quality Control
Underwriting	Contractor Management, including complaint resolution	Third party performance monitoring (if applicable)	Servicing

2. Do you originate loans through third parties?       No       Yes

If yes, attach a list and describe the procedures in place for monitoring their work.

Attached

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3. Do you use a contractor network to originate loans?       No       Yes

If yes, attach a list of the contractor networks used and describe the procedures in place for monitoring the contractor network.

Attached

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4. Is a third party used for renovation/home improvement functions noted above, such as draw management or servicing?

No       Yes

If yes, attach a list of the third parties and a description of the functions performed.

Attached

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5. Attach a description of any special home improvement lending programs or unusual origination methods, including those that involve a sponsoring entity, nonprofit organization, municipality, or other community development type program.

Attached

### III. Renovation/Home Improvement Loan Value

1. Please indicate your volume for all renovation products (as applicable) for each of the past two years.

Product	Number of Loans		Original Unpaid Balance		Unpaid Principal Balance for Total Servicing Portfolio	
	Past Year	Previous Year	Past Year	Previous Year	Past Year	Previous Year
Conventional renovation/home improvement first lien mortgages						
Construction to permanent mortgages						
FHA Section 203(k)						
Other renovation/home improvement first lien mortgages (describe)						

Product	% Delinquent Loans (30-60 Days)		% Delinquent Loans (60-90 Days)		% Delinquent Loans (Over 90 Days)	
	Past Year	Previous Year	Past Year	Previous Year	Past Year	Previous Year
Conventional renovation/home improvement first lien mortgages						
Construction to permanent mortgages						
FHA Section 203(k)						
Other renovation/home improvement first lien mortgages (describe)						

### IV. Statement of Certification

The undersigned entity hereby represents and warrants that: (1) all information contained in this Form 1000A, Special Lender Approval Form for HomeStyle Renovation Mortgages, is complete and accurate, (2) Fannie Mae will be notified of any material change in the information provided in Form 1000A, and (3) this Form 1000A becomes attached to the lender's application for approval as a Fannie Mae Seller/Servicer; that application and this Form 1000A together represent the complete and accurate lender information for Fannie Mae approval to originate and sell renovation/home improvement loans. The undersigned entity understands that Fannie Mae will be relying upon the information contained in the lender's Seller/Servicer application and this Form 1000A, and that any misrepresentation or omission may constitute a civil or criminal violation and may be cause for suspension or termination as a Seller/Servicer by Fannie Mae.

The individual executing this document below represents that such person is duly authorized to sign this statement on behalf of the applicant.

Name:	Title:
Signature:	
Company:	Date:

**Please return this completed form and supporting documentation to your lead Fannie Mae regional office for review. For the address of your lead Fannie Mae regional office, please refer to the *Selling Guide*.**

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## INSTRUCTIONS

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### **Special Lender Approval**

Lenders should use this form to request Fannie Mae approval to sell and/or service HomeStyle Renovation Mortgages and HomeStyle Energy Loans.

### **Copies**

Original only.

### **Printing Instructions**

This form must be printed on letter size paper, using portrait format.

### **Instructions**

The information provided herein will be reviewed in conjunction with the information contained in the lender's Form 1000. Lenders who do not have a Form 1000 on file with Fannie Mae must complete both the Form 1000 and the Form 1000A to obtain approval. Submit the completed form(s) to your regional Fannie Mae office or Customer Account Manager for review.