



LENDING INSTITUTION ONBOARDING

STEP 1: Complete the onboarding application

A designated lending institution representative must email lender.certifications@mhdc.com to request instructions for onboarding and the application.

STEP 2: Submit completed application and supporting documents

Once completed, the application and all supporting documentation must be returned to MHDC for review. A completed application requires approval from the MHDC Master Servicer.

STEP 3: Sign the Certified Lending Institution Agreement(s)

After approval by both MHDC and its Master Servicer, all lending institutions must sign Certified Lending Institution agreement(s) before being added to the MHDC Lender Locator and offering MHDC products.

STEP 4: Receive Formal Approval

MHDC will send an approval letter and executed agreements.

STEP 5: Certified Lending Institution Staff Begin Training

Lending agents must attend training and pass certification test to be granted access to MHDC's Lender portal.