

THDA LENDER NOTICE: #2026-3

February 2, 2026

SUBJECT: Lender Renewal Launch in Comerence

Effective March 16, 2026, all lender renewals will be launched through the Comerence Platform. The renewal invite will appear on your organization's Comerence Dashboard. The renewal period for document submission will be from March 16th to April 24th.

New Working Agreements Coming

THDA has combined our two separate working agreements into one consolidated document to improve efficiency and maintain consistency across all lenders. It would be helpful to make your legal teams aware of the coming update.

New Lenders

If you are a newly approved Originating Agent after October of 2025, you will not receive a renewal invitation until April of 2027.

Required Renewal Documents

1. NEW Combined MRB and MBS OA Working Agreement (This will require DocuSign use through Comerence.)
2. IT Recertification Form (This will require DocuSign use through Comerence.)
3. IT Security Policy and Procedures Note: Lender must provide current Information Security Policy. Written notice must also be provided to document any Information Security Incident or Breaches that have taken place in the past three years.
4. Most Recent Audited Financials
5. QC Pre-Funding and Post-Closing Policies and Procedures (Reviewed within the last year)
6. W9 (Most current IRS version of March 2024)

Action Items and Helpful Information

1. Please create a Comerence account for the person responsible for signing in DocuSign for your organization.
2. For the IT Form, it must be signed by someone in an IT Leadership role i.e., CIO, IT Director, IT Manager.
3. Confirm your Renewal Point of Contact by emailing aholland@thda.org.

4. There is a \$500 renewal fee. THDA will issue a discount code for lenders who meet the minimum origination loan volumes listed in our [Originating Agent's Guide](#). These will be sent closer to the renewal date.

If you have any questions, please email aholland@thda.org or sfask@thda.org.