

## THDA LENDER NOTICE: #2026-5

March 2, 2026

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### **SUBJECT: Reminder of Lender Renewal Launch in Comergence**

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

### **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.

### **Discount Codes**

Discount codes for lenders meeting minimum loan origination volumes have been sent out. If you did not receive one and have questions, please email [aholland@thda.org](mailto:aholland@thda.org).

### **Required Renewal Documents**

1. NEW Combined MRB and MBS OA Working Agreement (This will require DocuSign use through Comergence.)
2. IT Recertification Form (This will require DocuSign use through Comergence.)
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 form version of March 2024)

### **Action Items and Helpful Information**

1. Please create a Comergence 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](mailto:aholland@thda.org).
4. There is a \$500 renewal fee.
5. Keep in mind that THDA has a minimum loan origination volume of 6 loans per calendar year.