

THDA NEW START NOTICE: #2026-4
June 5, 2026

SUBJECT: ANNUAL NEW START RENEWAL & INCOME LIMIT CHANGES

ANNUAL RENEWAL

THDA's Annual Renewal Launch for New Start will be opening soon. This notice is to announce that this upcoming application and renewal will be completed electronically through an EFT account. The contact THDA has on file for your company will be receiving an email to set up an EFT account. If you already have an EFT account through another THDA Program, please email Russ Catron at rcatron@thda.org.

In addition to updating any necessary information, the New Start Participant (NS) will need to upload the following Annual Renewal Documentation:

- Recertification Form
- [Program Partner Disclosure and Certification \(Must be completed each year\)](#)
- 2025 Audited Financials, including IRS Form 990
- Quality Control Plan
- Information Security Policy
- W9
- Recent Certificate of Existence
- Proof of Errors & Omissions Insurance
- [Allocation Request](#)

As outlined in the [THDA New Start Guide](#), the Program Partner must submit documentation annually to remain active. THDA will not purchase any New Start Program Loans from a non-profit or Habitat whose status as a Program Partner is not current. The maximum New Start Loans, by dollar volume or unit volume, may not exceed 50% per year of the overall residential loan portfolio of the Provider Partner for that fiscal year, unless prior written approval is provided by THDA.

If your agency is not a New Start provider and is interested in offering the Program, the Application can be accessed [here](#). New agencies or agencies who have not participated in the New Start program in years will need to complete all of the Application documents plus any documents on the above renewal list excluding the recertification form that are not included in the Application section on the THDA website.

EFT

THDA will be setting up EFT accounts for each agency for the new lender application and renewal process.

HELPFUL TIPS:

- The user will receive two emails after the account is set up. One email will have the username, and the other one will have the password
- Multi-Factor Authentication (MFA) is required to access the account. The MFA code will come to the same email address that was used for user account setup.
- The EFT account cannot be accessed via cellphone. Chrome or Edge must be used.
- For the IT Form, it must be signed by someone in an IT leadership role.
- Please confirm your application/renewal point of contact with rcatron@thda.org. If there have been any personnel changes, please let us know immediately.

KEY POINTS TO KEEP IN MIND

- Loan submissions for FY2025 allocations may be submitted through June 30, 2026.
- Please note: FY2025 funds do **not** roll over. Any unused allocation will be forfeited.
- The loan must be locked and submitted in the new TPOC portal by Tuesday, June 30th.

NEW PORTAL TRAINING REQUIREMENT

It is essential that you contact THDA early enough to allow adequate time for training on the new portal. This will help ensure your loan can be submitted on or before the deadline. Please keep in mind that other partners will also require training, and sessions will not be offered in a group format. Scheduling early will help avoid delays and ensure you receive the support you need.

COMPLETE FILE SUBMISSIONS

Any FY2025 loan must be submitted as a complete file, including all items listed on the submission checklist, for THDA to issue the approval commitment no later than July 31, 2026. As a reminder, the commitment is valid for six months from the date the loan is locked. THDA considers a submission “complete” when the appraisal is completed based on specifications and plans. When an appraisal is issued using specifications and plans, the following items may be accepted as prior-to-closing conditions, which will be listed on the commitment and must be submitted to THDA before the loan closes:

- Final Inspection
- Hazard Insurance (With Acceptable Coverage/Deductible)
- Title Commitment

Additionally, THDA allows six months from rate lock for the lender to deliver the loan to THDA in purchasable condition—not simply to close it. Please remember that you must have a THDA Commitment before closing the loan.

Finally, construction must have already begun before the June 30th deadline for the loan to qualify.