



---

## LENDER NOTICE

### Minimum Loan Requirement Policy

**April 6, 2021**

#### Introduction

This lender notice relates to New Hampshire Housing's new minimum-loan requirement for Participating Lenders and Participating Originators.

#### Summary

New Hampshire Housing has instituted a 5-loan minimum requirement for both Participating Lenders and Participating Originators.

This requirement is needed for two primary reasons:

1. New Hampshire Housing must administratively review and manage all lenders. Low-volume lenders do not provide sufficient business to justify this administrative burden.
2. Low-volume lenders are not familiar with New Hampshire Housing's mortgage-file requirements, which means these lenders submit poor-quality mortgage files, which then requires significant efforts to correct.

Here are the guidelines for this requirement.

- Each Participating Lender shall sell New Hampshire Housing a minimum of five loans per calendar year.
- Each Participating Originator shall be part of originating a minimum of five, closed New Hampshire Housing loans per calendar year.
- Annually, New Hampshire Housing will review lender volume. If any Participating Lender or Participating Originator falls below the 5-loan minimum, New Hampshire Housing will notify the lender that it has failed to meet the volume requirement.
  - The lender may continue to participate in New Hampshire Housing mortgage programs; but
  - Until the lender meets the volume requirement, the lender and its loan officers will not be listed on any New Hampshire Housing lender lists, e.g., website and promotional flyers.
- New Hampshire Housing will review loan volume and the quality of mortgage files on a quarterly basis. New Hampshire Housing will then work with the lender to address how the lender could increase volume to meet the requirement or how lender could improve the quality of mortgage files.
- New Hampshire Housing retains its right under the Mortgage Loan Purchase Agreement to terminate lenders from participating in New Hampshire Housing loan program when lenders continue to fail to meet the 5-loan minimum requirement or continue to submit poor-quality mortgage files.

Note: This new minimum only applies to single-family mortgage programs, not the MCC Program. There is no minimum requirement for the MCC program.

#### Effective Date: April 6, 2021

If you have any questions, please contact Lisa Ford at 603-310-9245 or [lford@nhhfa.org](mailto:lford@nhhfa.org).

Sincerely,

Homeownership Team  
New Hampshire Housing  
[ownershipinfo@nhhfa.org](mailto:ownershipinfo@nhhfa.org)  
[www.nhhfa.org/lenders](http://www.nhhfa.org/lenders)

