

**DELAWARE STATE HOUSING AUTHORITY
PROSPECTIVE LENDER CHECKLIST**

Lender: _____

Contact: _____ Phone #: _____

Contact Email: _____

PLEASE SEND ALL REQUIRED DOCUMENTATION AT ONCE.
Documents can be emailed to dsha_homeloans@delaware.gov or mailed to DSHA at
820 N. French St., 10th Floor, Wilmington DE 19801

Please allow 3-5 business days from receipt of all documents for approval & activation

*All Mitas users must complete Lender Training Presentation training located on
[Lenders - State of Delaware - Delaware State Housing Authority](#)*

INDICATE ALL DOCUMENTS BEING SUBMITTED WITH A CHECK MARK

REQUIRED DOCUMENTS:

1. Non-refundable application fee in the form of a check or wire
2. Lakeview Master Servicer Approval
3. Lender Contact Sheet
4. Mitas User List ***All Users must complete training before credentials are provided***
5. Lender Business Plan
6. DSHA Minimum Participation Standards Letter
7. Single Family Mortgage Revenue Bond Program Invitation to Participate
8. Delaware First-time Homebuyer Tax Credit Program Invitation to Participate
9. Opinion of Counsel
10. Mortgage Origination Master Agreement
11. W-9 Form