

**Tennessee Housing Development Agency (THDA)  
HBEI Annual Certification**

Under penalty of perjury and in connection with my desire to be approved and remain in good standing as a THDA Homeownership Counselor and/or Educator, I, \_\_\_\_\_, hereby certify that all of the following are true and correct as of the date hereof and will remain true and correct during the time I am a THDA Homeownership Counselor and/or Educator:

1. I have the following certifications (check all that apply):
  - I received pre-purchase certification from \_\_\_\_\_ and such pre-purchase certification is current. My pre-purchase certification expires \_\_\_\_\_. I will continue to meet all requirements associated with maintaining my pre-purchase certification.
  - I received post-purchase certification from \_\_\_\_\_ and such pre-purchase certification is current. My post-purchase certification expires \_\_\_\_\_. I will continue to meet all requirements associated with maintaining my post-purchase certification.
  - I have the following additional certifications, all of which are current:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. I am an employee of and serve as a homebuyer education provider for \_\_\_\_\_ (“Agency”).
3. The Agency has adopted the following standards for homeownership education and counseling: \_\_\_\_\_; effective as of: \_\_\_\_\_.
4. The Agency is currently certified by NIS and will maintain compliance with NIS certification requirements.
5. The Agency and I are currently meeting and will continue to meet all requirements of the THDA HBEI Program Guide (“Program Guide”), including, without limitation:
  - Holding an in person pre-purchase HBE class for the following number of hours: \_\_\_\_\_; and
  - Thoroughly reviewing customers’ eHome accounts prior to conducting the follow-up session; and
  - Entering and sharing all customers in HCO/CounselorMax by the first day of each month; and
  - Communicating all program and/or staff changes to a member of the THDA HBEI staff in a timely manner; and
  - Thoroughly review all monthly payment reports for accuracy.
6. I am knowledgeable about all mortgage lending options in my community including through THDA, local banks or mortgage companies, and national lenders.
7. I do not have an active real estate or lending license and will not obtain either during the time I serve as a THDA Homeownership Counselor and/or Educator.
8. I am not employed by, involved with or affiliated in any way with any other entity offering homebuyer education.

- 9. To the best of my knowledge, the majority of residents in the counties in which I work, apply for/receive the following loan products:

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- 10. I have read the HBEI Program Guide. I will adhere to the Program Guide and any changes THDA may make to it.

- 11. I acknowledge that, under Tennessee Code Annotated, Section 13-23-133, it is a Class E felony for any person to knowingly make, utter or publish a false statement of substance for the purpose of influencing THDA to allow participation in any of its programs. I further acknowledge that the statements contained in this HBEI Annual Certification are statements of substance made for the purpose of influencing THDA to approve me and to allow me to remain in good standing as a THDA Homeownership Counselor and/or Educator and to allow my participation in THDA HBEI as a THDA Homeownership Counselor and/or Educator.

- 12. ***I understand that failure to comply with the Program Guide or this Certification could result in suspension from the THDA HBEI network for both me and the Agency.***

Please list the THDA products and resources you would like more information/training about:

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Printed Name

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Date

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Signature