



# Oregon Bond Loan: First Time Homebuyer Program Online Reservation System – Loan Officer Application

## About the Online Reservation System

With our online reservation system, you can enter your own reservations, change, cancel and extend locks on line. Processors cannot get into the program unless they have the login information.

## How to enroll as a Loan Officer:

- Fill out the Contact Information form (at right), and e-mail to [hcs.reservations@oregon.gov](mailto:hcs.reservations@oregon.gov).
- OHCS will enter your information into our system (please allow two days before the account is available).
- You will receive an email advising you to log into the online reservation system and change your password.
- Log in as directed and save the site as a favorite.
- Change your password.
- You are ready to enter, modify or cancel your own reservations.
- Once a reservation is entered into the system, you must press save. Next, select the detail button for the client. The print button will then be available to print the reservation for your records.
- OHCS approves reservations within 24 hours.

For more information, contact us at:

**Oregon Housing & Community Services**  
725 Summer St., Suite B, Salem, OR 97301  
[www.ohcs.oregon.gov](http://www.ohcs.oregon.gov)  
1-877-788-2663 (in Oregon)  
PH (503) 986-2046  
E-mail: [hcs.reservations@oregon.gov](mailto:hcs.reservations@oregon.gov)

### Contact Information:

Contact Type:  New  Update/Revision

If update, what was the prior lender name? \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Toll-Free Phone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Business Email: \_\_\_\_\_

Work/Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ADDITIONAL INFORMATION

What types of loans do you originate:

- FHA  Conventional (Insured and Uninsured)  
 Rural Development (Guaranteed Housing Loans or Direct Leveraged Loans)

Language spoken:

- Spanish  Khmer  Other (listed below): \_\_\_\_\_  
 Russian  Hmong \_\_\_\_\_  
 Vietnamese  Sign Language \_\_\_\_\_  
 Chinese  Japanese \_\_\_\_\_  
 French  Korean \_\_\_\_\_  
 German \_\_\_\_\_