# participating lender pre-application assessment

Thank you for your interest in becoming a CHFA Participating Lender. Prior to completing this assessment, please review the Participating Lender Criteria located in Chapter 1, Section 101 of CHFA's Seller's Guide. This assessment addresses the basic criteria to become a CHFA Participating Lender. Please provide explanations where applicable.

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| | Is your organization a nationally banking association or a state and federal savings and loan association? | ☐ Yes | ☐ No |
| | If yes, your organization must maintain a (physical) Colorado office; including having staff that conduct business from that office. Home-based offices do not meet the CHFA criteria of a physical Colorado office. If you do not, stop. Do not submit the assessment to CHFA.<br><br>**If no, and your organization identifies as any other kind of financial institution, please move forward.** | | |

**You must be able to answer "Yes" to all questions below in order to submit a full application to be a CHFA Participating Lender. If you answer "No" to any question, do not submit the assessment to CHFA as you do not meet CHFA requirements.**

If you need to provide explanations, please use the area at the end of the assessment.

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| 1 | Has your organization originated a **minimum of four or more first mortgage loans in Colorado in the past 12 months**? | Number of loans: | ☐ Yes | ☐ No |
| 2 | Is your organization a member of MERSCORP Holding, Inc. (MERS)?<br>CHFA requires Participating Lenders to be members of MERS and will be required to provide its MERS Organization ID number at application. | | ☐ Yes | ☐ No |
| 3 | Does your organization fund loans at closing?<br>CHFA requires Participating Lenders to fund CHFA first and second mortgage loans at closing and be reimbursed by CHFA upon loan purchase. | | ☐ Yes | ☐ No |
| 4 | Does your organization have the ability to service loans until purchase by, and servicing transfer to, CHFA is complete? | | ☐ Yes | ☐ No |
| 5 | Does your organization maintain a minimum three million dollar ($3,000,000) warehouse line and maintain good standing with those warehouse providers, or have equivalent liquidity?<br>Banks and credit unions may be excluded from this requirement provided they fund the loans from their own lines. | | ☐ Yes<br>(or bank/credit union) | ☐ No |
| 6 | Does your organization have authorization to do business and originate loans in Colorado through either a Colorado Certificate of Good Standing or through a U.S. Department of Treasury Good Standing?<br>CHFA requires that all Participating Lenders either maintain a Colorado Certificate of Good Standing or a National Certificate of Good Standing. | | ☐ Yes | ☐ No |
| 7 | Does your organization maintain Mortgage Errors and Omissions coverage and Fidelity Bond coverage equal to or greater than three hundred thousand dollars ($300,000) for each policy?<br>CHFA requires that all Participating Lenders either maintain a minimum coverage for Mortgage Errors and Omissions coverage and Fidelity Bond coverage. | | ☐ Yes | ☐ No |

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| 8 | Does your organization have a written Quality Control (QC) Plan that is compliant with applicable Investor, Insurer, Fannie Mae®, and Freddie Mac® requirements?<br>CHFA will conduct a thorough review of your organization's QC Plan at application. | ☐ Yes | ☐ No |
| 9 | Does your organization have a Pre-funding Quality Control process that includes:<br>• detailed written policies and procedures, and<br>• reporting quality control results to senior management? | ☐ Yes | ☐ No |
| 10 | Does your organization have a Post-closing Quality Control process that includes:<br>• detailed written policies and procedures, and<br>• reporting quality control results to senior management? | ☐ Yes | ☐ No |
| 11 | Does your organization have written procedures which include steps to check all employees (including management) involved in the origination of mortgage loans (application through closing) against **each** of the following debarred lists **as applicable**:<br>• System for Award Management (SAM): SAM is the official U.S. government system that consolidated the capabilities of the Central Contractor Registry (CCR), Federal Agency Registration (FedReg), Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS).<br>• HUD Limited Denial of Participation List (LDP)<br>• Freddie Mac® Exclusionary List (for lenders originating Feddie Mac loans)<br>• Federal Housing Finance Agency (FHFA) Suspended Counterparty Program (SCP) List (for lenders originating Feddie Mac loans) | ☐ Yes | ☐ No |
| 12 | Does your organization maintain a Business Continuity and Disaster Recovery policy and/or procedure that ensures your company has the ability to regain critical business operations if there is a disruption or disaster? | ☐ Yes | ☐ No |
| 13 | Does your organization have a toll-free or collect call telephone number that borrowers can call to obtain answers to servicing transfer inquiries prior to CHFA purchase? | ☐ Yes | ☐ No |
| 14 | Does your organization maintain the financial ability to repurchase any loan sold to CHFA?<br>CHFA will request two years' worth of audited financial statements to assess your financial ability. | ☐ Yes | ☐ No |
| 15 | Does your organization have one or more of the following agency approvals?<br>Select applicable approvals: | ☐ FHA<br>☐ VA<br>☐ USDA-RD | ☐ Fannie Mae<br>☐ Freddie Mac |
| 16 | Additional explanation, if applicable: | | |

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This assessment addresses the basic criteria to become a CHFA Participating Lender. If the assessment is incomplete, or if your company does not meet the criteria, the Participating Lender Application will not be provided.

Please submit the completed assessment to CHFA Customer Service at homeownership@chfainfo.com.

Should the lender meet the basic criteria, an invitation to continue with the application process will be sent to the person listed below. CHFA utilizes Comergence for the process; please ensure the person listed below is a valid user of Comergence. If the individual below is not a valid user, please contact Comergence.

**Please note:** There is a $1,000.00 nonrefundable application fee charged to become a CHFA Participating Lender.

Signature

Company Name

Company NMLS Number

Comergence/Application Contact

Phone Number

Email