



# participating lender pre-application questionnaire

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

If the questionnaire is incomplete, or if your organization does not meet the criteria, the Participating Lender Application will not be provided.

When completed please submit the completed questionnaire to CHFA Customer Service at [homeownership@chfainfo.com](mailto:homeownership@chfainfo.com).

Is your organization a national bank, a state or federal savings and loan association, or credit union?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>If yes,</b> your organization must maintain a physical office in Colorado, including having staff that conduct business from that office. Home offices do not meet the CHFA criteria of a physical Colorado office. If you do not, stop. Do not submit the questionnaire to CHFA.</p> <p><b>If no, please move forward.</b></p>		

**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 questionnaire to CHFA.**

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

<b>1</b>	Is your organization a member of MERSCORP Holding, Inc. (MERS)? CHFA requires Participating Lenders to be members of MERS and will be required to provide its MERS Organization ID number at application.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>2</b>	Does your organization fund loans at closing? CHFA requires Participating Lenders to fund CHFA first and second mortgage loans at closing and be reimbursed by CHFA upon loan purchase.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>3</b>	Does your organization have the ability to service loans until purchase by, and servicing transfer to, CHFA is complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>4</b>	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? Banks and credit unions may be excluded from this requirement provided they fund the loans from their own lines.	<input type="checkbox"/> Yes <small>(or bank/credit union)</small>	<input type="checkbox"/> No
<b>5</b>	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? CHFA requires that all Participating Lenders either maintain a Colorado Certificate of Good Standing or a National Certificate of Good Standing.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>6</b>	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? CHFA requires that all Participating Lenders either maintain a minimum coverage for Mortgage Errors and Omissions coverage and Fidelity Bond coverage.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7	<p>Does your organization have a written Quality Control (QC) Plan that is compliant with applicable Investor, Insurer, Fannie Mae®, and Freddie Mac® requirements? CHFA will conduct a thorough review of your organization's QC Plan at application.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	<p>Does your organization have a Pre-funding Quality Control process that includes:</p> <ul style="list-style-type: none"> <li>• detailed written policies and procedures, and</li> <li>• reporting quality control results to senior management?</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	<p>Does your organization have a Post-closing Quality Control process that includes:</p> <ul style="list-style-type: none"> <li>• detailed written policies and procedures, and</li> <li>• reporting quality control results to senior management?</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	<p>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 the <b>each</b> of the following debarred lists <b>as applicable</b>:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• HUD Limited Denial of Participation List (LDP)</li> <li>• Freddie Mac® Exclusionary List (for lenders originating Freddie Mac loans)</li> <li>• Federal Housing Finance Agency (FHFA) Suspended Counterparty Program (SCP) List (for lenders originating Freddie Mac loans)</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11	<p>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?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	<p>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?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	<p>Does your organization maintain the financial ability to repurchase any loan sold to CHFA? CHFA will request two years' worth of audited financial statements to assess your financial ability.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	<p>Additional explanation, if applicable:</p>		

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

Please submit the completed questionnaire to CHFA Customer Service at [homeownership@chfainfo.com](mailto: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.

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Signature

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Company Name

Company NMLS Number

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Comergence/Application Contact

Phone Number

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Email