



# pre-application checklist

## CHFA First Look

The below documents are **required** prior to participation in the CHFA First Look program. CHFA will not consider any Proposals to Purchase until review and approval of the required pre-application items. Submit complete pre-application items by electronic mail to [Subservicing\\_Oversight@chfainfo.com](mailto:Subservicing_Oversight@chfainfo.com) with the subject First Look Pre-application.

Applicant Name	
Applicant Address	
Applicant Contact Name	Applicant Contact Title
Applicant Contact Phone	Applicant Contact Email

1.  Evidence of Nonprofit or Governmental Status

Any of the following is acceptable evidence of nonprofit status: a) a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State Attorney General, or other appropriate State Official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status; e) any of the above proof for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

2.  Employer Identification Number (EIN)

3.  Certificate of Signature Authority

A Certificate of Incumbency or equivalent official document issued by applicant organization that lists the names of its current directors and officers, specifies who holds which positions within the organization, and confirms the identity of individuals who are authorized to enter into legally binding transactions on the organization's behalf.

4.  Certificate of Good Standing from Colorado Secretary of State

5.  Certificate of Liability Insurance

Additional documentation may be required. At the time of submittal, all items identified on the pre-application checklist must be provided. If all items from the checklist are not included, the application will be deemed incomplete and the review process may be delayed.

