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| <p style="text-align: center;">APPRAISAL GAP PILOT PROGRAM PARTICIPANT APPLICATION CHECKLIST</p> |
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Date: _____

Organization's Name: _____

Sender's Name: _____

Sender's Phone Number: _____

Sender's Email Address: _____

PIMS

- 1. Complete Threshold & Certification Questions

After Pre-Screen Approval, Upload the following documents into PIMS

- 2. Organization Charter
- 3. Organizational By-Laws
- 4. Most recent financial audit dated within 12 months of the date of application
- 5. List of Board Members
- 6. IRS Tax Exempt Status IRS determination letter clearly stating status as an IRS 501(c)(3) or 501(c)(4)
- 7. THDA Disclosure Forms

Submit Remaining Items To THDA (Please assemble in order of the checklist)

- 8. Completed GAP Program Participant application
- 9. Certificate of Existence (dated no more than 30 days prior to the date of the application)
- 10. Board Minutes approving participation in the THDA Appraisal Gap Program
- 11. Two page explanation of the organization's experience in constructing affordable single family housing and in providing homebuyer education
- 12. Copy of most current IRS form 990 that was filed
- 13. Copy of errors and omission insurance, if any
- 14. List of volunteers and staff members employed by the organization who will be involved in this program
- 15. Resume and detailed work experience for each staff member who will be involved in this program
- 16. Copy of Conflict of Interest Policy
- 17. Copy of Code of Conduct
- 18. State of TN Supplier Direct Deposit Authorization FA-0825 ***This form must be sent directly to Supplier Maintenance*

THDA RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION TO EVALUATE THIS APPLICATION.