

Tennessee Renovation Loan Program Participant Application Checklist

Date: _____

Organization's Name: _____

Sender's Name: _____

Organization's Address: _____

Sender's Phone Number: _____

Sender's Email Address: _____

**** PLEASE ASSEMBLE PACKAGE IN ORDER LISTED BELOW ****

PIMS – Upload First 4 Pre-Screen Items

- 1. Threshold Questions
- 2. Certificate of Existence (dated no more than 30 days prior to the date of the application)
- 3. Copy of Articles of Incorporation, Charter, By-Laws
- 4. Copy of 501(c)(3) determination letter from IRS or Letter from Habitat for Humanity International confirming the applying affiliate is an exempt subordinate and a copy of the group determination letter from the IRS

After Pre-Screen Approval, Submit Remaining Items To THDA

- 5. Completed TRLP Program Participant Application Form
- 6. Most recent business plan or strategic management plan dated within 12 months
- 7. Board Minutes approving participation in the Tennessee Renovation Loan Program
- 8. Two page explanation of the organization's experience in affordable housing, processing loans, and or homebuyer education
- 9. Most recent financial audit dated within 12 months of the date of application
- 10. Copy of most current IRS form 990 that was filed
- 11. Copy of errors and omission insurance, if any
- 12. List of volunteers and staff member employed by the organization who will be involved in this program
- 13. Resume and detailed work experience for each staff member who will be involved in this program
- 14. Copy of Conflict of Interest Policy
- 15. Copy of Code of Conduct
- 16. THDA Disclosure Forms
- 17. Copy of certificate of completion of Mortgage Loan Originator licensing or mortgage related training for staff
- 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.