



HABITAT AFFILIATE DUE DILIGENCE CHECKLIST

Each participating Affiliate is required to complete an annual due diligence review process. Complete these forms and e-mail them along with any applicable documentation referenced below, to compliance@ahfa.com by xx/xx/2020.

- Habitat Affiliate Information Form
- Resume or Bio of the Affiliate Executive Director and Chairman of the Board of Directors
- Copy of Certificate of Liability Insurance
- Most recent Habitat International compliance exam results
- Construction activity worksheet (completed, in progress, planned)
- Most recent 2 years' audited financial statements
- Copy of latest IRS Form 990 (must be filed by 12/15)
- Calculation of Reserve Requirement and confirmation of cash on hand as of the latest month end
- If Affiliate services any loans held in AHFA portfolio, provide a copy of Servicing Policies and Procedures
- If any loans held in AHFA portfolio are serviced by a sub-servicer, provide a copy of subservicing agreement, including the name of the primary contact, phone #, and email address.
- Current balance and next payment due date by borrower for each Affiliate loan held in the AHFA portfolio.
- Provide breakout of delinquency status of each loan, including those in foreclosure. Total number and dollar value of all loans serviced by the habitat affiliate.
- Proof of taxes and insurance paid for each Affiliate loan held in AHFA portfolio
- Copies of annual statements sent to the borrower of each Affiliate loan held in AHFA portfolio
- Copy of latest escrow bank statement(s) for loans serviced by Affiliate
- Certification that for each Affiliate loan held in the AHFA portfolio, the home is owner-occupied and not being used as rental property
- Certification that Affiliate is following the Guidelines for Dealing with Delinquencies in the Procedural Manual and that documentation is available for inspection upon request by AHFA
- Copies of all Satisfactions of Mortgages sent to borrowers during the previous calendar year



HABITAT AFFILIATE INFORMATION FORM

Affiliate Name: _____

Address: _____

Phone Number: _____ Website: _____

Executive Director: _____

Phone: _____ Email: _____

Is Affiliate a 501(c)(3)? _____ Yes _____ No

EIN # _____

Current NMLS/License # _____

BOARD OF DIRECTORS

Chairman: _____ End of term: _____

Address: _____ Phone: _____

_____ Email: _____

Secretary: _____ End of term: _____

Address: _____ Phone: _____

_____ Email: _____

Treasurer: _____ End of term: _____

Address: _____ Phone: _____

_____ Email: _____

Board Member: _____ End of term: _____

Address: _____ Phone: _____

_____ Email: _____

Board Member: _____

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Address: _____

Phone: _____

Email: _____

Board Member: _____

End of term: _____

Address: _____

Phone: _____

Email: _____

Please indicate whether any staff or board members are, or have received notice or knowledge that they are, on any form of "watch list" or under any program of specified supervision of the FDIC, FSLIC, Federal Home Loan Bank, NCUA, or any other regulatory body. _____ Yes _____ No

If "Yes," please indicate the name of the regulatory body involved: _____

HFH Affiliate Reserve Requirement Calculation and Attestation

Total monthly principal payment to AHFA = \$ _____

X 3 (required three months reserves)

= \$ _____

I hereby attest that the Habitat Affiliate maintains in a separate bank account in the name of the habitat affiliate and for the benefit of AHFA, a balance to support three months of the principal amount of each loan sold to AHFA.

HFH Affiliate Signing Authority: _____

Printed Name: _____

Title: _____

Affiliate Name: _____

Date: _____

HFH Servicing Delinquent Accounts Attestation

I hereby attest that the Habitat Affiliate is following the guidelines for servicing delinquent accounts in the procedural manual (Article IV) and that documentation is available for inspection upon request by AHFA.

HFH Affiliate Signing Authority: _____

Printed Name: _____

Title: _____

Affiliate Name: _____

Date: _____

HFH Affiliate Owner Occupancy Certification
Affiliate: _____ Year: 2020-2021

Homeowner Name	Property Address	Owner Occupied

I hereby certify that the above properties have all be verified to be owner occupied.

HFH Affiliate Signing Authority: _____

Printed Name : _____

Date: _____