

NEBRASKA NONPROFIT CERTIFICATE OF EXEMPTION ANNUAL RENEWAL CHECKLIST

This document includes instructions for the required annual attestation for a nonprofit organization certificate of exemption as authorized by Section 45-703.01 of the Residential Mortgage Licensing Act. This document also contains the renewal attestation form. There is no filing fee associated with this application.

Use the checklist below to complete the requirements for the Nebraska Department of Banking & Finance. The checklist provides instructions and requirements for documents to be submitted to the Department. A copy of the checklist should be submitted with the application form. Applications should be submitted to the following:

Electronic Delivery: dob.mortgage@nebraska.gov

For U.S. Postal Service:

Nebraska Department of Banking and Finance
P.O. Box 95006
Lincoln, NE 68509

For Overnight Delivery:

Nebraska Department of Banking and Finance
1526 K Street 300
Lincoln, NE 68509

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	NEBRASKA NONPROFIT ORGANIZATION CERTIFICATE OF EXEMPTION
	N/A	Annual Filing with IRS: Attach the latest annual filing to the IRS that is related to the Applicant's nonprofit status. (IRS Form 990, 990-EZ, or 990-PF).
	N/A	Latest Financial Statements: Financial statements must be prepared in accordance with Generally Accepted Accounting Principles and must include a balance sheet (statement of assets and liabilities) and profit and loss statement. <ul style="list-style-type: none">• Attach a current financial statement as of the most recent quarter end for the Applicant.• Attach a copy of the Applicant's most recent audited financial statement. If audited financial statements are not available, please contact the Department for further instructions.
		Promoting Affordable Housing: If the information previously submitted is outdated, attach documentation or an explanation showing how the Applicant promotes affordable housing or homeownership education.
		Public Service or Charitable Purposes: If the information previously submitted is outdated, attach documentation or an explanation showing how the Applicant conducts its activities in a manner that serves public or charitable purposes.
		Employee Compensation Promotes Best Interests of Clients: If the information previously submitted is outdated, attach documentation or an explanation showing how the Applicant's employees are compensated in a manner that incentivize them to act in the best interests of their clients.
		Oversight of Employees' Actions to Protect Clients: If the information previously submitted is outdated, attach documentation or an explanation showing how the Applicant ensures that the actions of all individual employees in the course of their loan origination duties are consistent with the Applicant's mission and practices.

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		Provides Clients with Favorable Rates: If the information previously submitted is outdated, attach documentation or an explanation showing how the Applicant provides or identifies for the borrower residential mortgage loans and housing assistance comparable to government housing assistance programs.
		Business Plan: If the information previously submitted is outdated, attach a business plan detailing how services will be provided and funding generated. Also include the specific products and services the Applicant intends to offer under this exemption.
		Organizational Chart/Description: If the information previously submitted is outdated, attach an organizational chart if Applicant is related to another entity.

The Department will review the filing and all required documents and communicate with you via email sent to the primary contact listed on the application form.

WHO TO CONTACT - Contact *Nebraska Department of Banking & Finance* licensing staff by phone at 402-471-2171 or send your questions via e-mail to dob.mortgage@nebraska.gov for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE EXEMPTION FOR WHICH IT IS APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

Nonprofit Organization Renewal Attestation

Nebraska Department of Banking and Finance

<http://ndbf.nebraska.gov>

1526 K Street, Suite 300
PO Box 95006
Lincoln, NE 68509-5006

I, _____, of _____,
a non-profit organization ("organization") and duly appointed and authorized by the same, swear (or
affirm) the following are true and correct to the best of my knowledge and belief:

- (1) The organization, if incorporated, remains in good standing with the Secretary of State's office, or other applicable agency, in both the state of its incorporation and in this state.
- (2) The organization remains in good standing as an exempt entity with the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.
- (3) The organization has filed its annual return, Form 990, Form 990-EZ, or Form 990-PF, with the Internal Revenue Service and that a true and complete copy of such return, with all applicable schedules, is attached to this attestation.
- (4) The organization continues to promote affordable housing and/or provide homeownership or similar services, and the documentation previously provided to the agency supporting such claim remains true and correct, or if changed, new documentation has been submitted.
- (5) The organization continues to conduct its activities in a manner that serves public or charitable purposes rather than commercial purposes and the documentation previously provided to the agency supporting such claim remains true and correct, or if changed, new documentation has been submitted.
- (6) The organization receives funding and revenue and charges fees in a manner that does not incentivize it or its employees to act other than in the best interests of its clients and the documentation previously provided to the agency supporting such claim remains true and correct, or if changed, new documentation has been submitted.
- (7) The organization compensates its employees in a manner that does not incentivize employees to act other than in the best interests of its clients.
- (8) The organization continues to provide or identify for the borrower residential mortgage loans with terms favorable to the borrower and comparable to mortgage loans and housing assistance provided under governmental assistance programs and the documentation previously provided to the agency supporting such claim remains true and correct, or if changed, new documentation has been submitted.
- (9) The organization continues to meet any additional requirements established by this state.
- (10) The organization has provided true and correct copies of its most recent financial statements.
- (11) The organization's business plan remains true and correct, or if changed, a new business plan has been submitted.

- (12) The organization's previously submitted management chart/and or organizational chart remains true and correct, or if changed, a new management chart and/or organizational chart has been submitted.
- (13) The organization's previously submitted list of locations remains true and correct, or if changed, a new list of locations has been submitted.

Date: _____

Signature: _____

Title: _____