

Covers nonprofit community development corporations and affordable housing organizations that develop, own, manage, or finance affordable housing, including LIHTC partnerships, and related community programs. Complete with ACORD 125/126/140. Attach the property schedule with unit counts and values, the organization chart of affiliated partnerships, the latest Form 990, and any third-party management agreements.

1 APPLICANT / ORGANIZATION INFORMATION

LEGAL ORGANIZATION NAME	DBA	FEIN	YEARS OPERATING
OFFICE ADDRESS	CITY / STATE / ZIP	WEBSITE	

Entity type:
☐ 501(c)(3) nonprofit ☐ CHDO ☐ Housing authority affiliate ☐ LLC / LP (owned by nonprofit) ☐ Other

EXECUTIVE DIRECTOR / CONTACT	PHONE	EMAIL

NUMBER OF AFFILIATED PARTNERSHIPS / LLCs	PROPERTY MANAGER (SELF OR THIRD PARTY)

2 OPERATIONS

DESCRIPTION OF THE ORGANIZATION (HOUSING TYPES, POPULATIONS SERVED, DEVELOPMENT PIPELINE, OTHER PROGRAMS)

Activities (check all):

- ☐ Develop new housing ☐ Rehab existing housing ☐ Own rental housing ☐ Manage property for others ☐ Supportive / special-needs housing
☐ Senior housing ☐ Homeownership / down-payment programs ☐ Housing counseling ☐ Small-business or CDFI lending
☐ Commercial / mixed-use property

Portfolio:

Properties owned	Rental units	LIHTC properties	Units under construction	Total insured value (\$)
Employees				

3 EXPOSURE & RISK QUESTIONS — PROPERTY, TENANTS & SAFETY

A senior tenant sued Portland's largest affordable housing developer alleging pests, leaks, and door locks broken for a year that let non-residents camp and loot in the hallways.

3-1	Are all buildings inspected at least annually, with deficiencies tracked to completion?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-2	Are entry doors, locks, and access controls checked and repaired on a schedule?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-3	Are smoke detectors, sprinklers, and fire alarms tested in every building as required?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-4	Are any buildings more than 40 years old, or built with materials that need special care (lead paint, asbestos, galvanized plumbing)?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-5	Are mold, pest, and water-intrusion complaints logged and resolved within set timeframes?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-6	Does any property house people who need supportive services (formerly homeless, disabled, recovery)?	☐ Yes ☐ No
	IF YES, EXPLAIN	
3-7	Are there playgrounds, pools, community rooms, or after-school programs on site?	☐ Yes ☐ No
	IF YES, EXPLAIN	

3-8 Has any property failed a HUD, state housing agency, or local code inspection in the last 3 years? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — DEVELOPMENT, COMPLIANCE & GOVERNANCE

A New York nonprofit developer and its tax credit investor went to court over the nonprofit's right to buy a LIHTC property after year 15, with the investor alleging breach of fiduciary duty.

4-1 Does the organization act as developer or general contractor on its own projects? ☐ Yes ☐ No
IF YES, EXPLAIN

4-2 Are contractors required to carry insurance naming the organization and its partnerships as additional insureds? ☐ Yes ☐ No
IF YES, EXPLAIN

4-3 Is LIHTC and affordability compliance (income certifications, rent limits) monitored by trained staff or a compliance firm? ☐ Yes ☐ No
IF YES, EXPLAIN

4-4 Has any property had tax credit recapture, a finding of noncompliance, or a dispute with an investor or lender? ☐ Yes ☐ No
IF YES, EXPLAIN

4-5 Are fair housing policies written, and are leasing staff trained on fair housing and reasonable accommodations? ☐ Yes ☐ No
IF YES, EXPLAIN

4-6 Has a fair housing, discrimination, or reasonable-accommodation complaint been filed in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

4-7 Does the organization make loans or grants to homebuyers or small businesses? ☐ Yes ☐ No
IF YES, EXPLAIN

4-8 Is there a written conflict-of-interest policy for board members with real estate or lending interests? ☐ Yes ☐ No
IF YES, EXPLAIN

5 PAYROLL, SALES & REVENUE

TOTAL ANNUAL PAYROLL (\$, ILLUSTRATIVE)	NUMBER OF EMPLOYEES	MAINTENANCE STAFF
ANNUAL RENTAL INCOME (\$, ILLUSTRATIVE)	GRANTS & CONTRIBUTIONS (\$, ILLUSTRATIVE)	DEVELOPER & OTHER FEES (\$, ILLUSTRATIVE)

6 PRIOR INSURANCE & LOSS HISTORY

Attach currently-valued loss runs for the last 5 years.

CURRENT PROPERTY / GL CARRIER	PROPERTY DEDUCTIBLE	D&O / E&O CARRIER

6-1 Has any carrier declined, cancelled, or non-renewed coverage for this organization in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a tenant or visitor been seriously injured, or has there been a fire or water loss, in the last 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

DATE OF LOSS	DESCRIPTION	TOTAL INCURRED (\$, ILLUSTRATIVE)	OPEN / CLOSED

6-3 Is the applicant aware of any incident, complaint, or circumstance not yet resulting in a claim that could reasonably give rise to one? ☐ Yes ☐ No
IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1	Is there a written preventive maintenance and capital replacement plan?	☐ Yes ☐ No
IF YES, EXPLAIN		
7-2	Are tenant screening and lease enforcement policies written and applied consistently?	☐ Yes ☐ No
IF YES, EXPLAIN		
7-3	Is there a written emergency plan for fire, flood, and loss of utilities at each property?	☐ Yes ☐ No
IF YES, EXPLAIN		

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties. (State-specific fraud warnings apply; see state amendatory notice.)

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)	TITLE	DATE
PRODUCER — CORY WASHINGTON & CO. LLC	PRODUCER SIGNATURE (TYPE FULL NAME)	DATE