

STATE OF CALIFORNIA –DEPARTMENT OF BUSINESS OVERSIGHT  
**BONA FIDE NONPROFIT AFFORDABLE HOUSING ORGANIZATION**  
**APPLICATION FOR REGISTRATION**  
DBO- OLP AB 2666 INSTRUCTIONS (Rev. 08/13)



SECTION 22013(b)(6) of the CALIFORNIA FINANCE LENDERS LAW and  
SECTION 50003.5(b)(6) of the CALIFORNIA RESIDENTIAL MORTGAGE LENDING ACT  
(Financial Code Sections 22013(b)(6) and 50003.5(b)(6))

INSTRUCTIONS

- Item A. Provide the date.
- Item B. If you are filing for the time, select “Original Notice.” If information in your original notice has changed, or if you are filing the renewal registration which is required to be filed by December 31<sup>st</sup> of each year, select “Amended Notice.”
- Item C.
- Item 1. Provide the name of the bona fide nonprofit organization registering as a Bona Fide Nonprofit Organization. If you are filing an amended notice and your name has changed since your original application was filed, provide your new name on the first line and your previous name on the second line.
- Item 2. Provide the address of the organization registering as a Bona Fide Nonprofit Organization. If you have a different mailing address, provide the mailing address on the second line.
- Item 3. Provide the organization’s area code and telephone number.
- Item 4. Provide the organization’s website address.
- Item 5. Provide the name of the contact person within the organization, and the contact person’s business telephone number, email address, and mailing address.
- Item D.
- Item 1. Submit a copy of a valid IRS 501(c)(3) determination letter. For renewal filings due by December 31<sup>st</sup> of each year, provide a copy of the latest annual filing to the IRS that is related to your corporation’s nonprofit status (IRS Form 990).
- Item 2. Submit documentation explaining the bona fide nonprofit corporation’s current mission statement along with a copy of the articles of incorporation. Provide documentation showing that the organization promotes affordable housing, provides home ownership education, or similar services. The documentation may include a discussion on how the

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INSTRUCTIONS (continued)

organization ensures that the actions of employees when engaged in mortgage loan originating activities are consistent with the organization's mission and practices. For renewal filings due by December 31<sup>st</sup> of each year, if no changes are made to Item 2, please so state. Prior submissions will be incorporated by reference, and no additional documentation is necessary.

- Item 3. Submit documentation that demonstrates the organization conducts its activities to serve public or charitable purposes. For renewal filings due by December 31<sup>st</sup> of each year, if no changes are made to Item 3, please so state. Prior submissions will be incorporated by reference, and no additional documentation is necessary.
- Item 4. Submit documentation or explanation that the organization receives funding and revenue and charges fees in a manner that promotes the best interests of its clients. The documentation may include a discussion about the organization's funding sources, whether fees are charged to the borrower, what fees are charged, and an explanation of the policies and procedures to ensure the client's best interest are met. For renewal filings due by December 31<sup>st</sup> of each year, if no changes are made to Item 4, please so state. Prior submissions will be incorporated by reference, and no additional documentation is necessary.
- Item 5. Submit documentation or explanation that employees are compensated in a manner that does not incentivize employees to act other than in the best interests of its clients. The documentation may include a discussion about the employee compensation policies, and whether the compensation includes bonus/commission. The discussion may also include evidence of an audited payroll review. For renewal filings due by December 31<sup>st</sup> of each year, if no changes are made to Item 5, please so state. Prior submissions will be incorporated by reference, and no additional documentation is necessary.
- Item 6. Submit documentation that the organization provides to the borrower residential mortgage loans and housing assistance comparable to government housing assistance programs. The discussion may include the services and specific products the organization intends to offer under the exemption. For renewal filings due by December 31<sup>st</sup> of each year, if no changes are made to Item 6, please so state. Prior submissions will be incorporated by reference, and no additional documentation is necessary.

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INSTRUCTIONS (continued)

- Item 7. If applicable, submit documentation that the organization is certified by the US Department of Housing and Urban Development as a housing counselor who engages solely in traditional housing counseling services. For renewal filings due by December 31<sup>st</sup> of each year, if no changes are made to Item 7, please so state. Prior submissions will be incorporated by reference, and no additional documentation is necessary.
- Item E. Submit a list of names and contact information of all mortgage loan originators employed by the organization, including office location address, business telephone number, and email information.
- Item F. Provide the name, title and signature of an individual with authority to act on behalf of the organization.

Send the application for registration and subsequent amendments to the following address:

Department of Business Oversight  
Division of Corporations  
320 West 4<sup>th</sup> Street, Suite 750  
Los Angeles, CA 90013-2344

Attention: Program Support

This form is a public document and does not require a filing fee.