



## Getting started with Community First

Community First by Fannie Mae™ offers community-minded buyers, like non-profits and public entities, exclusive access to view and make offers on properties before they're available to the public.

### Key Benefits



#### One-stop shop

View and make offers on properties in just a few clicks and track status through closing.



#### Reduce competition

Access properties before they're available to the public.



#### Lower pricing

Look for cost savings on properties.



#### Custom alerts

Save time searching and get notified when properties matching your criteria become available.

Register to use Community First in just a few simple steps.

1. Visit [communityfirst.fanniemae.com](https://communityfirst.fanniemae.com) and click on **Login/Register** at the top right of screen.
2. Select **Register** and enter your **Name**, **Organization Name**, and **Email Address** to start the registration process.
3. Check your email for a temporary password from [no-reply@verificationemail.com](mailto:no-reply@verificationemail.com).
4. Visit [communityfirst.fanniemae.com](https://communityfirst.fanniemae.com) and click on **Login/Register** at the top right of the screen. Select **Login** and enter the temporary password you received.
5. Set your **permanent password**.
6. Complete your registration by providing information about your organization.
  - a. Enter your organization's **Tax ID**, **address**, and **contact number**, and select **organization type**.
  - b. **Upload documents** required for your organization type (*see required documentation chart on the next page*).
7. Tell Community First what you're looking for:
  - a. Specify the **City**, **Country**, and/or **zip codes** you're interested in for property searches and purchases.
  - b. Complete the **questionnaire**.
8. Fannie Mae will review your application and contact you regarding your registration status. If you have any questions, please **contact the Community First team**.





## Community First Required Documentation

Buyer type	Definition	Required documentation
<b>Public entity</b>	A local, municipal, or state government agency	<ul style="list-style-type: none"><li>• Public Funds Designation letter (letter on government letterhead, maintaining that person is an employee of the respective entity and is purchasing properties as an agent thereof)</li><li>• Signature Authority</li></ul>
<b>Non-profit</b>	A recognized 501(c)3 organization or church	<ul style="list-style-type: none"><li>• 501(c)3 documentation (not required for churches)</li><li>• Tax-exempt documentation (only required for churches that do not have 501(c)3 documentation)</li><li>• Signature Authority</li></ul>
<b>For-profit community-minded buyer</b>	A for-profit working with a non-profit or as a recipient or administrator of public funds, which includes funds from a government agency, foundation funds, leveraged private financial institution, and/or consortium funds	<ul style="list-style-type: none"><li>• Articles of incorporation</li><li>• Letter from public funding agency or non-profit, authorizing the entity to purchase properties on its behalf</li><li>• Signature Authority</li></ul>

