



Wholesale Mortgage Broker Application Checklist

- Completed and Signed Mortgage Broker Application
- Signed Broker Agreement
- Signed Broker Fee Addendum
- Signed Authorization to Release Information
- Signed Affiliated Business Arrangements Certification
- Signed Appraiser Independence Requirements Acknowledgment
- Signed Broker Compliance/Quality Control Certification
- Signed Anti-Money Laundering Program Certification
- Signed W-9
- Signed Statement of Compliance – Fair Lending Statement
- Signed MARI/MIDEX Authorization
- Certificate/Articles of Incorporation or Organization
- DBA Certificates (if applicable)
- Current Year unaudited financial statement
- Last 2 years audited financial statements
- Copy of each state mortgage license
- Copy of Agency approval letters (if applicable)
- E&O and Fidelity
- Resumes:
 - All Owners
 - Chief Operating Officer
 - Chief Financial Officer
 - Compliance Officer
 - Any other key personnel
- Quality Control Policy
- Appraisal Policy
- Credit Report for all Owners (dated within the past 90-days) or Signed Authorization to Obtain Consumer Report
- List of Branch Offices (if applicable)



Mortgage Broker Application

Legal Name of Company: _____

DBA Name(s): _____

Federal Tax Identification Number: _____

Main Office Address: _____

Main Office Telephone Number: _____

Company NMLS #: _____ Web Site: _____

Type of Business Entity: _____ Corporation _____ Sole Proprietor _____ Partnership _____ LLC
_____ Other (please provide entity type _____)

Type of Mortgage Company: _____ Mortgage Broker _____ Mortgage Banker

Date Established: _____ Under the Laws of: _____ Number of Employees: _____

Name of Parent or Holding Company (if applicable): _____

Name of Affiliates/Subsidiaries (please specify): _____

Do you have branch locations? ___ Yes, ___ No. *If yes, attach detailed list of branch locations.*

Principals (Owners and Business Principals)

Name: _____ Title: _____ Percentage of Ownership: _____%

Residence: _____ Social Security Number: _____

Name: _____ Title: _____ Percentage of Ownership: _____%

Residence: _____ Social Security Number: _____



Name: _____ Title: _____ Percentage of Ownership: _____%

Residence: _____ Social Security Number: _____

Name: _____ Title: _____ Percentage of Ownership: _____%

Residence: _____ Social Security Number: _____

Business Contacts

Primary Contact: _____ Title: _____

Telephone Number: _____ Email Address: _____

Accounting Contact: _____ Title: _____

Telephone Number: _____ Email Address: _____

Underwriting Contact: _____ Title: _____

Telephone Number: _____ Email Address: _____

Documentation Contact: _____ Title: _____

Telephone Number: _____ Email Address: _____

Compliance Contact: _____ Title: _____

Telephone Number: _____ Email Address: _____

Licensing Information

List Active State Licenses: _____

Have any licenses ever been revoked? ___ No ___ Yes. If yes, attach detailed letter of explanation.



Agency Approvals

Agency Seller/Service Number (include date approved):

FHA: _____

FNMA: _____

FHLMC: _____

Residential Loan Activity:

In the Company's last fiscal year, what percentage of total loan volume was Retail vs Wholesale?

Retail: _____% Wholesale: _____%

Conforming Closed Loan Volume (First Lien)

<u>Completed Year-End</u>	<u>Total Volume</u>	<u>Number of Loans</u>
YTD	\$ _____	_____
2018	\$ _____	_____
2017	\$ _____	_____

Jumbo Closed Loan Volume

<u>Completed Year-End</u>	<u>Total Volume</u>	<u>Number of Loans</u>
YTD	\$ _____	_____
2018	\$ _____	_____
2017	\$ _____	_____



Lender/Investor References

Company Name: _____ **Contact:** _____

Address: _____

Telephone Number: _____ **Email Address:** _____

Years Associated: _____ **Est. Monthly Volume:** _____

Type of Relationship: _____ Broker _____ Correspondent

Company Name: _____ **Contact:** _____

Address: _____

Telephone Number: _____ **Email Address:** _____

Years Associated: _____ **Est. Monthly Volume:** _____

Type of Relationship: _____ Broker _____ Correspondent

Company Name: _____ **Contact:** _____

Address: _____

Telephone Number: _____ **Email Address:** _____

Years Associated: _____ **Est. Monthly Volume:** _____

Type of Relationship: _____ Broker _____ Correspondent



Warehouse Lines of Credit *(if applicable)*

Company Name: _____ Contact: _____

Address: _____

Telephone Number: _____ Email Address: _____

Size of Line: _____ Length of Relationship: _____

Company Name: _____ Contact: _____

Address: _____

Telephone Number: _____ Email Address: _____

Size of Line: _____ Length of Relationship: _____

Miscellaneous Information

Has your Company, or any officer, director, partner or major stockholder ever been suspended or terminated from brokering or selling loans by a lender or investor?

___ Yes ___ No *(If yes, attach detailed letter of explanation).*

Has your Company ever been named as defendant in a lawsuit, been involved in any criminal proceedings or litigation in the past 7 years?

___ Yes ___ No *(If yes, attach detailed letter of explanation).*

Has any principal or officer ever been named as defendant in a lawsuit, been involved in any criminal proceedings or litigation in the past 7 years?

___ Yes ___ No *(If yes, attach detailed letter of explanation).*

Have any principals or corporate officers ever been convicted of a crime?

___ Yes ___ No *(If yes, attach detailed letter of explanation).*



Has your Company, and/or principals or corporate officers, ever filed for protection from creditors under any provision of the bankruptcy laws within the past seven years?

Yes No *(If yes, attach detailed letter of explanation).*

Has your Company, and/or principals or corporate officers, ever had a real estate or other professional license suspended, revoked or received any other disciplinary action from a regulatory agency?

Yes No *(If yes, attach detailed letter of explanation).*

Are there any lawsuits pending against your Company or any officer, director, partner or major stockholder? Yes No *(If yes, attach detailed letter of explanation).*

Is your company a MERS member? Yes No. If yes, please list MERS Number: _____

Does the Company complete a review of all employees against the Exclusionary List? Yes No

(If no, attach detailed letter of explanation).

Name of Company's Loan Operating System: _____

General Certifications

The undersigned hereby:

1. Certifies that the statements set forth in this application and attachments are true.
2. Authorizes FM Home Loans, LLC to obtain verifications from any source named herein on behalf of itself.
3. Authorizes FM Home Loans, LLC at its own expense, to investigate business and/or personal history of the principal(s) financial and credit reports including investigation by credit reporting agencies of its choice.
4. Certifies that the applicant is duly authorized under the laws of its state of incorporation and is properly licensed to conduct business of mortgage lending in the jurisdictions in which it does so.
5. Certifies that the applicant will at no time represent that it is acting as an agent for, or on behalf of FM Home Loans, LLC.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	



Authorization to Release Information

To Whom It May Concern:

The undersigned has authorized FM Home Loans, LLC to verify references and obtain information in order to consider and process their application to do business with FM Home Loans, LLC.

The undersigned hereby authorizes you to verify references and to give FM Home Loans, LLC any information requested in order to assist in the consideration and processing of the application.

The undersigned has authorized FM Home Loans, LLC to reproduce this from as many times necessary in order to obtain and verify necessary information. Therefore, you are hereby authorized to honor a photocopy of this executed authorization and to treat such photocopy as an original.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	



**Affiliated Business Arrangements Certification
(Only Complete Section A or B)**

A. The undersigned hereby certifies that the herein named Company **does not** maintain any Affiliated Business Arrangements as defined in 12 U.S. Code § 2602.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	

B. The undersigned hereby certifies that the herein named Company maintains the following Affiliated Business Arrangements as defined in 12 U.S. Code § 2602.

<u>Company Name and Address</u>	<u>Business Activity</u>	<u>Percentage of Ownership</u>

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	



AUTHORIZATION TO OBTAIN CONSUMER REPORT

In connection with your application to become a mortgage broker, we may procure a consumer report on you as a part of the process of considering your candidacy. In the event that information from the report is utilized in whole or in part of making an adverse decision with regard to your potential affiliation, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within five days of the time the report was first requested.

The form must be executed, individually, by each owner of the company with an ownership interest of 10% or greater. For any branches operating independently, each branch manager must execute this form. Please make additional copies as needed.

By your signature below, you hereby authorize us to obtain a consumer report about you in consideration for your Company's application for approval.

Applicant's Name (Please Print)

Applicant's Home Street Address

Applicant's Home City/State/ Zip

Applicant's Social Security Number

Signature



APPRAISER INDEPENDENCE REQUIREMENTS ACKNOWLEDGMENT

In accordance with Fannie Mae and Freddie Mac's Appraiser Independence Requirements (the "Requirements"), all loans submitted to FM Home Loans, LLC must comply with the provisions set forth in the Requirements.

Broker acknowledges that it has adopted Appraiser Independence Requirements (the "Requirements"), and has developed and implemented the structure, policies and procedures required in order to ensure that all conventional (conforming and non-conforming), single-family (1-4 unit) residential mortgage loans are in compliance with the Requirements, and that all appraisals used for mortgages were obtained in a manner consistent with the Requirements. In addition to the above acknowledgment, Broker specifically acknowledges adherence to all of the following statements:

- Appraisals were prepared, ordered and obtained in full compliance with all aspects of the Requirements.
- Neither any member of Broker's sales or loan production staff, nor any other member of Broker's staff who is likewise prohibited under the Requirements, played any role in selecting, retaining, recommending, or influencing the selection of any appraiser(s).
- Neither any member of Broker's sales or loan production staff, nor any other member of Broker's staff who is likewise prohibited under the Requirements, had any substantive communications with an appraiser or a designated and authorized appraisal management company ("AMC") of Broker relating to or having an impact on valuation, including ordering the appraisal, managing the appraisal assignment, or disputing any aspect of an appraisal.
- No mortgage lender, borrower, property seller, or real estate agent has compensated the appraiser or AMC in any manner.
- Broker will immediately report any information regarding appraiser misconduct to FM Home Loans, LLC and to appropriate state licensing authorities. "Appraiser misconduct" is defined as a violation of law or Uniform Standards of Professional Appraisal Practice that materially affects the appraised value of the property.

By signing below, Broker undertakes and assumes all terms, duties, warranties and representations contained in this Acknowledgment.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	



Broker Compliance/Quality Control Certification

By signing below, Broker agrees to maintain a quality control system as described below.

- A. Credit reports shall be ordered only from vendors that comply with the Fair Credit Reporting Act, and with HUD/FHA, VA, FNMA, and FHLMC regulations, and all applicable federal and state laws. All credit reports must collect and contain information from at least two (2) national credit repositories and public records. No copy of the credit report is to be released to any person other than the Broker or Borrower. Any discussion pertaining to the credit report by the Borrower is to be referred to the credit reporting agency.
- B. Appraisals shall be performed only by certified appraisers who are licensed by the applicable state licensing authority and in good standing. FM Home Loans, LLC will, at its sole option, determine the need for a new appraisal, field review or desk review.
- C. All verifications of employment, deposits and other assets shall be mailed directly to the verifying entity. No such verifications shall be hand carried by an employee of Broker.
- D. Telephone verification of employment, banking relationships and asset verifications shall be performed on all alternative and reduced documentation loans. The loan file shall contain the contact name, phone number, contact date and specific data collected in each such telephone verification contact.
- E. All copies of documentation furnished by the Borrower are to be stamped as a certified copy of the original document.
- F. Upon FM Home Loans' rendition of the credit decision to approve or deny any loan, the applicant(s) therefore will receive written notice of such disposition.

Broker hereby accepts and agrees to the terms, duties, warranties and representations contained herein.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	



ANTI-MONEY LAUNDERING PROGRAM CERTIFICATION

In compliance with Financial Crimes Enforcement Network (“FinCEN”) requirements, depository institutions, including residential mortgage lenders and originators, must comply with all applicable anti-money laundering laws and regulations, including but not limited to the Bank Secrecy Act and its subsequent revisions and enhancements, the Customer Identification Program requirements of the USA Patriot Act, Office of Foreign Assets Control requirements (collectively the “Anti-Money Laundering Laws”), and has established an anti- money laundering compliance program as required by the applicable Anti-Money Laundering Laws, and maintains, and will maintain, sufficient information to identify the applicable Mortgagor for purposes of the Anti-Money Laundering Laws.

_____ (insert Company name), attests that it has implemented a compliant Anti-Money Laundering (“AML”) program which:

- Incorporates policies, procedures and internal controls to prevent, detect and report suspicious activities, as defined by the Bank Secrecy Act, based upon the company’s assessment of the money laundering and terrorist financing risks associated with its products and/or services.
- Customer Identification Program as outlined by Section 326 of the USA PATRIOT Act that requires, at a minimum, the collection of the following identifying information from its customers when new accounts are opened: name; date of birth (for an individual); address; and identification number. Program incorporates verification of the supplied identification information and maintains records of the information supplied for at least 5 years. Client information will be compared to government lists of known or suspected terrorist or terrorist organizations and clients will receive notification that the information they supply will be used to verify their identities.
- Designates a BSA Compliance Officer who will be responsible for ensuring that the AML program is effectively implemented, is updated as necessary and ensures appropriate employees are educated and trained in accordance with all applicable US laws and regulations.
- Provides on-going training to relevant employees concerning their responsibilities,

including:

- Identification and reporting of transactions that must be reported to government authorities.
 - Examples of different forms of money laundering involving their products and services.
 - Internal policies to prevent money laundering.
- Provides for independent testing to monitor and maintain an adequate program every 12-18 months.

FM Home Loans, LLC may require documentation of the program from the Broker. Upon request, Broker must provide such documentation.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	



FAIR LENDING STATEMENT

FM Home Loans, LLC (“FM Home Loans”) is committed to treating all individuals fairly and equitably. As part of our commitment to fair lending, FM Home Loans requires its officers, employees, agents, and third parties we do business with to be in compliance with all fair lending laws and regulations. FM Home Loans does not discriminate against any applicant or customer and makes credit decisions without regard to race, color, sex, sexual orientation, gender identity, religion, familial status, political affiliation, marital status, disability, age, veteran status, ancestry, national or ethnic origin, or the fact that all or part of the applicant’s income derives from public assistance programs.

FM Home Loans fully complies with all laws applicable to the conduct of its business, including those laws prohibiting discrimination such as the Fair Housing Act and the Equal Credit Opportunity Act.



FAIR LENDING STATEMENT OF COMPLIANCE

I _____, of _____ (insert Company name),
acknowledge that I have received and read the FM Home Loans, LLC Fair Lending Statement and affirm
that the Company noted above is in compliance with all applicable laws regarding fair lending, including
compliance with the Fair Housing Act and the Equal Credit Opportunity Act.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	



MARI/MIDEX AUTHORIZATION

_____ (insert Company name) (the “Applicant”) acknowledges that it is in the best interest of both Applicant and FM Home Loans, LLC (“FM”) for FM to perform due diligence concerning Applicant’s background and experience. Applicant further acknowledges that Applicant benefits from the efficiencies in the due diligence process that are possible when FM and other similarly situated entities in the mortgage industry exchange information about their experiences in doing business with individuals and companies such as Applicant. Therefore, Applicant consents and gives FM permission to submit the name of Applicant’s Company and any and all employees of Applicant for screening through any and all industry background databases, including, without limitation, databases operated by Mortgage Asset Research Institute, Inc., such as Mortgage Industry Data Exchange (“MIDEX”). Applicant releases and agrees to hold harmless FM, Mortgage Asset Research Institute, Inc., all MIDEX subscribers, and any trade associations that endorse the MIDEX system from any and all liability for damages, losses, costs, and expenses that may arise from the reporting or use of any information submitted by FM or any other MIDEX subscriber to Mortgage Asset Research Institute, Inc., recorded in the MIDEX system, and used in any way by FM or any other MIDEX subscriber.

AUTHORIZED SIGNATURE:	
Company Name:	Title:
Signatory Name:	Date:
Signature:	