



# Bay Docs Software Request Form Correspondent

Revised 9/5/2017

Organization Legal Name: \_\_\_\_\_

Organization MERS ID#: \_\_\_\_\_ Organization FHA ID#: \_\_\_\_\_

Organization NMLS ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Correspondent has confirmed with their funding source for Reverse Mortgages. Correspondent will be using:

\_\_\_\_\_

The Organization acknowledges that the Licensee can view, edit, and otherwise manage all clients the Organization enters into Bay Docs as the parent Organization.

\*\*\*\*This Must be Executed by an Officer of the Company\*\*\*\*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Each company will be assigned one company administrator. This individual will be responsible for adding and deleting users within the organization. The Company administrator who will manage this responsibility will be:

Full Name: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Directions:**

- ✓ Fill out this form accurately and completely.
- ✓ Make sure the proper registered officer of the company is executing this document.
- ✓ Complete the Correspondent Loan Purchase Agreement.
- ✓ E- Mail signed copies to: [mreeve@plazahomemortgage.com](mailto:mreeve@plazahomemortgage.com) OR include with documentation sent as part of your correspondent application.

Please call Plaza Reverse at 858-404-0166 or e-mail [mreeve@plazahomemortgage.com](mailto:mreeve@plazahomemortgage.com), if you have not received your log-in information within 48 hours.

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