



Mini-Correspondent Required Items for Application

Revised 7/24/2018

REQUIRED ITEMS FOR APPLICATION		
Signed Correspondent Loan Purchase Agreement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last two years audited financial statements (if not publicly available)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current interim financial statements (applicable only if not publicly available)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E & O Insurance and Fidelity Bond (complete copy of policy)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
W-9	<input type="checkbox"/> Yes	<input type="checkbox"/> No
NMLS Company ID	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copies of all agency approvals (including FHA/VA/USDA approval letters, etc.) and investor approvals or recent report cards, If available.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of Quality Control procedures or the executed contract with outside Quality Control Firm	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Results of the last Quality Control Audit with Management's response to the audit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Resumés of Principals, Partners, Directors, Controller, Operations and Underwriting, Managers <ul style="list-style-type: none"> Reflecting current responsibilities and length of time in the industry 	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Resolution of Board of Directors OR Corporate Resolution (If applicable) <ul style="list-style-type: none"> Signed and dated Note: These documents are enclosed in your Seller Application Package	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Appraisal Independence Requirements (AIR) policy and procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Compliance Management and Fair & Responsible Lending Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
MLO Compensation/Anti-Steering Regulations and Safe Act Compliance Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fraud Control and Anti-Money Laundering Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Privacy Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Information Security (or SSAE16) Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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