



## CORRESPONDENT SELLER APPLICATION

### PROFILE

Delegation:

Agency Approvals:

FNMA

FHLMC

FHA

VA

Seller Legal Name:

Seller DBA's:

Address, City, Zip, State:

Phone:

Website:

Federal Tax ID:

NMLS #:

### PRIMARY CONTACTS

#### All Owners, Key Personnel, Authorized

(Please provide additional pages if needed.)

Name:

Title:

Owner-ship Y/N:    Owner-ship %:

Email Address:

### Correspondent Warehouse Banks

Bank Name:

Line Size:

Contact Name:

Phone:

Email Address:

### Correspondent References

Investor:

Volume Sold  
Last 12 mos:

Contact Name:

Phone:

Email Address:

## DISCLOSURE QUESTIONS

Has your company ever been suspended from selling or servicing mortgage by any investor? Y/N

Has your company and/or corporate officers been named as a defendant in a lawsuit for alleged fraud or misrepresentation?

Has your company ever been or are currently involved in any litigation?

Has your company and/or corporate officers filed for protection from creditors under provision of the bankruptcy laws within the past seven years?

Has your company and/or corporate officers ever had a professional license suspended, revoked, or received any disciplinary action?

Any person on this application ever been convicted of a crime, or named as a defendant in any current criminal proceeding?

Has your company ever entered into a supervisory agreement with any regulatory agency?

Has your company had any warehouse bank covenant violations within the last 24 months?

Has your company had any unfavorable findings with regard to mortgage operations, activities including but not limited to any audit, examination, or report by FNMA, FHLMC, HUD, VA, GNMA, OTC, FHLBB or any other Federal or State regulatory agency?

**NOTE: If you answer YES to any of these questions, please submit a written statement of explanation.**

### Certification

**For the purpose of becoming an approved correspondent seller with Royal Pacific Funding, I (we) certify the above information to be true and correct. The undersigned declares that the foregoing information and all accompanying information are true to the best of his/her knowledge and belief. Royal Pacific Funding is hereby authorized to obtain verification of information from any source (including credit references). All pages of this application including supplements and other information that is provided to Royal Pacific Funding are considered a part of this application, and therefore subject to this agreement.**

### Signed:

Seller Name

Signature

Date

Printed Name

## APPLICATION CHECKLIST

Applicant Requirements:	Please provide:
Minimum net worth requirement of at least \$1MM for Retail; \$2.5M for TPO or FHA/VA Originations	<ul style="list-style-type: none"><li>- Two years most recent audited financial statements</li><li>- Current YTD interim financial statements</li></ul>
Experienced senior management	<ul style="list-style-type: none"><li>- Organizational chart &amp; contact sheet</li><li>- Resumes for all key executives, DE underwriters, and QC Manager</li></ul>
Quality control	<ul style="list-style-type: none"><li>- Three current investor score cards from primary investor relationships</li><li>- Copy of Quality Control Policy to include AIR policy and a provision or process for resolving QC discrepancies and tracking corrective actions</li><li>- Results of the last Quality Control Audit with management's response to the audit</li></ul>
Approved warehouse facility and sufficient funding capacity	<ul style="list-style-type: none"><li>- Warehouse contact information with a copy of wire instructions</li></ul>
State Licensing	<ul style="list-style-type: none"><li>- Copies of most recent state regulatory and HUD audits along with company's response (if applicable)</li></ul>
Agency approvals	<ul style="list-style-type: none"><li>- Copies of all agency approval letters</li></ul>
Insurance coverage	<ul style="list-style-type: none"><li>- Current Mortgage Errors and Omission (E&amp;O) insurance policy and fidelity bond coverage of at least \$300,000</li></ul>
Production profile	<ul style="list-style-type: none"><li>- Two year volume history detail (by loan type, loan purpose, etc.)</li></ul>
Executive Legal Documents	<ul style="list-style-type: none"><li>- Mortgage Loan Purchase Agreement</li><li>- Exhibit I Corporate Resolution</li><li>- Exhibit II Limited Irrevocable POA</li><li>- W-9 Form</li><li>- Copy of Anti-Money Laundering Policy</li></ul>

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