

Broker Application Checklist

(This form is to be submitted with your broker package)



AE: _____

Broker Name: _____

****Forms submitted with white out will NOT be accepted, please refrain from using it. Thank you.****

Please initial each box below:

- 1 Signed Application
(Missing information in any part of this form will classify the form as incomplete)
- 2 Broker Agreement Initialed and Signed
- 3 Mortgage Broker (RESPA) Addendum
- 4 Loan Fraud Policy Initialed and Signed
- 5 Submission Procedures
- 6 Lender-Paid Compensation Plan Addendum
(Both charts must be signed/initialed even if you are not choosing a flat fee, please indicate "none")
- 7 SAFE Act Spreadsheet
(We cannot set you up in our broker portal without this form)
- 8 Quality Control Plan
Must be acceptable to Fannie Mae, Freddie Mac, FHA and VA (as applicable).
- 9 Broker's Hiring Procedures
Procedure for checking employees, including management, involved in the origination of mortgage loans against GSA Excluded Party List and the HUD Limited Denial of Participation List (LDP)
- 10 License / NMLS Verification / Copy of Broker or Officer License
- 11 Resume of Broker of Record & Principals
- 12 Resume of Escrow Officer (if applicable)
- 13 Current Profit & Loss Statement
- 14 Current Balance Sheet
- 15 Signed W-9 Form
- 16 Authorization for Credit Report
- 17 All originals mailed on: _____
(All originals must contain wet signatures)

Mail to: Provident Bank Mortgage
Attn: Maria Ortega
10370 Commerce Center Drive Ste.200
Rancho Cucamonga, CA 91730

03/15/2012