

Broker Checklist

BROKER NAME: _____

AE NAME: _____

Broker Application, completed, signed and dated by Principal Officer

- q **Mortgage Broker Agreement signed and dated by Principal Officer
(Must write the company's name exactly as it's registered with the State)**
- q **Government loan addendum FHA/VA if applicable
FHA – Include copy of HUD Approval Letter
VA - Include \$100 check payable to Dept. of Veterans Administration**
- q **Authorization to send information via facsimile and/or e-mail**
- q **W-9 signed and dated**
- q **Copy of Current Mortgage Broker License applicable to state**
- q **Articles of Incorporation or Organization**
- q **DBA Certificate (if applicable)**
- q **Financial Statements including Balance Sheet and Income Statement within the past
12 months (Not required if HUD approval letter is provided)**
- q **References as indicated on page 2 of broker application**