

Correspondent – Application Checklist

Correspondent Name: _____

Correspondent AE: _____

Applicants for all Partner Levels are required to submit a complete application through Comergence Compliance Monitoring (www.comergence.com). This Checklist is designed to detail the application requirements and help you confirm all required items are submitted in support of that application. Once you have assembled the items below, please upload all documents directly into the Comergence Portal.

****These items require specific forms which can be downloaded from Comergence once you have generated the application.**

- Complete Submitted Comergence Application** (the information submitted directly into the portal)
- **Fully Executed Loan Purchase Agreement Package** which included the following items:
 - Limited Power of Attorney
 - Wire Instructions and Authorization to Verify Warehouse Line(s)/Copy of Warehouse Line Agreement
 - Correspondent Contact List
 - IRS W-9**
 - MERS Approval Letter with MERS ID #** _____
 - Organizational Chart** [detailing parent companies or any affiliated businesses]
 - Organizational Documents** [e.g. Articles of Incorporation or Organization, Operating Agreements, etc.]
 - Company Financial Statements - TWO (2) Years Audited or Unaudited Financials AND YTD Financials (Balance Sheet and Profit & Loss Statement)].**
 - Copy of Applicant's Quality Control Policies & Procedures**
 - Copy of Applicant's Appraiser Independence Policy**
 - Complete the **AML Policy Certification in your Comergence Profile** (under "My Profile" link on Comergence page)
 - E&O/Fidelity Bonds** (declaration pages should be uploaded and info should be entered into Comergence portal)

THIRD PARTY VENDOR INFORMATION:

Document Provider (if none used, please explain how documents are generated, approval will be required)
Third-Party Fraud/Compliance Alert Vendor
Credit Report Vendor
IF YOU ORIGINATE IN TEXAS: Provide the name of your Texas Attorney