



## CORRESPONDENT APPLICATION REQUIRED DOCUMENTATION

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**Company Formation:** Articles of Incorporation, Articles of Organization or Partnership Agreement

**Attestation of compliance with all State/Regulatory Audits:**

- Attestation signed by an officer of the company including audit status with all applicable agencies, state and regulatory bodies. The letter should state that all completed audits are satisfactorily closed or in a mutually agreed upon remediation plan and not in violation of said plan(s).

**Attestation of Warehouse Line Requirements:**

- Attestation signed by an officer certifying that all borrowing is in compliance with all financial covenants. Include an explanation for any breached covenants and state that the company is not in violation of any mutually agreed upon remediation plan(s) and/or forbearance agreement(s).

**Corporate Resolution:** (or similar) showing the list of corporate officers authorized to sign on behalf of the company.

**Credit Reports for Principals:** Recent credit report for all principals owning more than 10% of the company - score only is acceptable.

**Essex Correspondent Application Addendum:** Essex Form including information on loan volume, key contacts and underwriter information.

**Evidence of Fidelity Bond and Errors and Omissions or Professional Liability Insurance:** Each with a minimum of \$1,000,000 coverage. Please include cyber security insurance information.

**Financial Statements:** Minimum Audited Net Worth = \$2,500,000 and \$1,500,000 Unrestricted Cash

- Correspondent's most recent quarter end
- Correspondent's most recent 2 years audited financial statements including HUD Internal Controls

**FHA Connection - Neighborhood Watch Info**

- 2 Year compare ratio
- Reports/queries listing late endorsements, notice of returns and indemnifications

**Investor Score Cards - (Investors Buying 10% or more):** Provide the most recent investor score cards for those investors buying 10% or more of average monthly production

**Quality Control Reports and Results:** Provide the most recent 3 months' Post Closing Quality Control Reports.

**Resumes of Owners and Senior Management including Underwriting Manager**

**Warehouse Aging Reports:** Provide an aging report for each of your warehouse providers.

**Policies and Procedures:**

- AIR (Appraisal Independence Requirements) Policies & Procedures
- AML (Anti-Money Laundering) Policies & Procedures
- Fair Lending Policy
- Fraud Policy (if applicable)
- Origination Personnel Hiring Policy & Procedures
- Quality Control Policies & Procedures
- SAFE Act Policy

**Executed Copy of the Correspondent Mortgage Loan Purchase Agreement**