



## **BROKER APPLICATION CHECKLIST**

---

**The following items will be required to complete your on-line application through COMERGENCE. Please have them available to upload through the website when requested.**

- \_\_\_\_\_ Wholesale Lending Application (4 Pages). List Principal Officers, Owners, and Social Security Numbers and list at least FOUR references, names, and current telephone numbers. **(Download Through COMERGENCE)**
- \_\_\_\_\_ Include THREE approval letters from current lenders that you fund loans with.
- \_\_\_\_\_ Mortgage Loan Brokerage Agreement **(Download Through COMERGENCE)**
- \_\_\_\_\_ Addendum to Broker Contract Regarding Fraud **(Download Through COMERGENCE)**
- \_\_\_\_\_ 2 Years Tax Returns
- \_\_\_\_\_ Audited Financials (Optional)
- \_\_\_\_\_ Current Profit & Loss plus Balance Sheet.
- \_\_\_\_\_ Errors and Omissions
- \_\_\_\_\_ Sole Proprietor (If Applicable) **(Download Through COMERGENCE)**
- \_\_\_\_\_ Corporate Resolution (If Applicable) **(Download Through COMERGENCE)**
- \_\_\_\_\_ Article of Incorporation, Partnership Agreement, etc (As Applicable)
- \_\_\_\_\_ Resume(s) of all Officers and Owners
- \_\_\_\_\_ A copy of "BROKER'S" License, "BRANCH" License and "CITY" Business License
- \_\_\_\_\_ Quality Control Procedures
- \_\_\_\_\_ Surety/Fidelity Bond (Optional)
- \_\_\_\_\_ Copies of ALL State Licenses
- \_\_\_\_\_ If you wish to originate VA loans, include a check Payable to Department of Veterans Affairs for \$100.
- \_\_\_\_\_ Do you have other branches you want approved? If so, provide details & include Branch License.