



---

# *Correspondent Application*

**DollarBank**<sup>®</sup>

# 1 Company Information

Company Name \_\_\_\_\_ Date Established \_\_\_\_\_

Company NMLS# \_\_\_\_\_

D/B/A (if applicable) \_\_\_\_\_

Tax ID \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Main Phone Number \_\_\_\_\_ Toll Free Number \_\_\_\_\_

Company Website \_\_\_\_\_

Is your company privately owned?  Yes  No

Type of Organization:  Corporation  Partnership  Proprietorship  LLC  
 Bank  Savings & Loan  Other \_\_\_\_\_

Parent Company:  Corporation  Partnership  Proprietorship  LLC  
 Bank  Savings & Loan  Other \_\_\_\_\_

Parent Company Name:  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# 2 Principals/Owners

Name \_\_\_\_\_ Title \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_ Percent of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_ Percent of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_ Percent of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security \_\_\_\_\_ Percent of Ownership \_\_\_\_\_

### 3 Primary Contact Person

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### 4 Affiliates/Third-Party Companies

Does your company have any affiliated business relationships?  Yes  No

If yes, please provide the requested information below (attach additional pages if necessary):

Business Name \_\_\_\_\_ Owned By \_\_\_\_\_ % Ownership \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Does your company work with any Third-Party Companies to provide any services related to your mortgage loans, i.e. compliance, closing documents, quality control, etc?  Yes  No

If yes, please provide the requested information below (attach additional pages if necessary):

Business Name \_\_\_\_\_ Type of Services Provided \_\_\_\_\_

Business Address \_\_\_\_\_

### 5 Operations

Are loans processed & underwritten centrally or at the branch level? \_\_\_\_\_

Do you use an AMC or manage your own appraisal process? \_\_\_\_\_

Origination System \_\_\_\_\_

Pricing Engine Vendor (if used) \_\_\_\_\_

Number of Branch Locations \_\_\_\_\_  
(attach list of addresses)

Number of Loan Originators \_\_\_\_\_  
(attach List with NMLS#s)

Are any of the additional locations net branches (paid by branch)?  Yes  No

If yes, please fill in the information below (attach additional pages if necessary): Branch Name

\_\_\_\_\_ Branch Manager \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

Branch Name \_\_\_\_\_ Branch Manager \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

# 6 Loan Volume

Enter the total number and total dollar amount of 1-4 unit family residential loans closed during the last two years:

Previous Year	Conforming ARMs	Conforming Fixed	Jumbo ARMs	Jumbo Fixed	Government	Other
No. of Loans						
Dollar Volume	\$	\$	\$	\$	\$	\$

Current YTD	Conforming ARMs	Conforming Fixed	Jumbo ARMs	Jumbo Fixed	Government	Other
No. of Loans						
Dollar Volume	\$	\$	\$	\$	\$	\$

Provide the top 5 states you originate in and the estimated percentage of your total yearly volume:

- State \_\_\_\_\_ Percentage \_\_\_\_\_
- State \_\_\_\_\_ Percentage \_\_\_\_\_
- State \_\_\_\_\_ Percentage \_\_\_\_\_
- State \_\_\_\_\_ Percentage \_\_\_\_\_
- State \_\_\_\_\_ Percentage \_\_\_\_\_

Estimated yearly sales volume to Dollar Bank: \$ \_\_\_\_\_

Current Servicing Portfolio: \_\_\_\_\_  
 \_\_\_\_\_

# 7 Method of Funding

**Number of Warehouse Lines Available** \_\_\_\_\_ (for each, please provide the following)

Warehouse Lender Name \_\_\_\_\_ Line Amount \_\_\_\_\_

Expiration Date \_\_\_\_\_ Eligible Loans \_\_\_\_\_

Warehouse Lender Name \_\_\_\_\_ Line Amount \_\_\_\_\_

Expiration Date \_\_\_\_\_ Eligible Loans \_\_\_\_\_

Warehouse Lender Name \_\_\_\_\_ Line Amount \_\_\_\_\_

Expiration Date \_\_\_\_\_ Eligible Loans \_\_\_\_\_

# 8 Agency Approvals

	ID Number	Date Approved
<input type="checkbox"/> GNMA	_____	_____
<input type="checkbox"/> FHA	_____	_____
<input type="checkbox"/> VA	_____	_____
<input type="checkbox"/> FNMA Seller/Servicer (FHA/VA)	_____	_____
<input type="checkbox"/> FHLMC Seller/Servicer (Conv.)	_____	_____
<input type="checkbox"/> Other _____	_____	_____

**Note: If the answer to any of the following questions needs further clarification, please attach additional documentation.**

Has your company ever been suspended by any investor from selling or servicing mortgages?

No     Yes (please explain)

---



---

Has any lender required the repurchase or indemnification of loans that your mortgage company originated?

No     Yes (please explain)

---



---

Has your company (or an individual office) ever been suspended by FHA or VA?

No     Yes (please explain)

---



---

Has your company ever been involved in or currently involved in any litigation?

No     Yes (please explain)

---



---

Has any of your principal officers been convicted of or involved in any lawsuits regarding fraud, forgery or any other crime related to the mortgage industry?

No     Yes (please explain)

---



---

Has your company and/or principal officers filed for bankruptcy protection within the last 7 years?

No  Yes (please explain)

---

---

Has your company, principle officers or loan originators received disciplinary actions from any state, federal or other regulatory agencies (ex. penalties, fines, suspensions, termination, etc.)?

No  Yes (please explain)

---

---

Does your company's quality control plan comply with Fannie Mae's or Freddie Mac's quality control guidelines?

No (please explain)  Yes

---

---

## 9 Mortgage Insurance Coverage

List the mortgage insurance companies that presently insure your loans, indicating type of policy and number.

Insurer	Policy Type	Policy Number
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

## 10 Closing Procedures

Closing procedures (transfer of title and disbursement of funds and recording documents) are usually handled by:

- Designated Attorney of Lender
- Escrow Company
- Attorney for Buyer
- Mortgage Lender
- Real Estate Broker
- Title Insurance Company
- Attorney for Seller
- Other \_\_\_\_\_

## 11 References

List at least 3 investors to whom you sell loans. This list should include investors who represent majority of your company's sales volume and should include at least two non-agency references.

Company Name	Contact Person	Phone #	Funded Volume (last 12 Months)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## 12 Supporting Documents

Please furnish the following:

1. Preceding two years audited financial statements with notes on applicant and parent (if applicable). If year-end statements are older than six months, please provide year-to-date balance sheet and income statement.
2. If you are also a state or federally chartered financial institution, please provide the latest quarterly and monthly statements submitted to the FDIC.
3. Resumes of principal officers, supervisory staff and an organizational chart.
4. Evidence of Errors and Omissions Insurance with Contractual liability coverage endorsement, if applicable.
5. Evidence of Fidelity Bond Coverage (if applicable).
6. Copy of Mortgage Broker/Banker License. Other licenses as applicable.
7. Attach application(s) for Approved Appraiser(s) status.
8. If incorporated, attached completed, fully executed applicable Corporate Resolutions.
9. Copy of the quality control system procedures presently in place with your company.
10. Company Organization Chart
11. Previous end of year investor score cards and most recent monthly investor score cards

# 13 Signatures

The undersigned hereby certifies that this application, including all attachments and enclosures, is true and accurate and acknowledges that any misrepresentation contained herein is grounds for termination or suspension as a Dollar Bank Correspondent.

The undersigned hereby authorized Dollar Bank, its officers, employees and / or agents to obtain credit information on the applicant from any credit bureau, credit reporting agency or other credit source deemed acceptable by Dollar Bank and to verify the information contained in this application and any such credit information through any source(s) Dollar Bank deems appropriate.

Applicant \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

The undersigned officer, principal, owner or employee of the above-referenced applicant hereby authorizes any credit bureau or credit reporting agency to compile and furnish to Dollar Bank a credit report for the undersigned. The undersigned hereby authorizes Dollar Bank to verify the information contained therein through any source(s) Dollar Bank deems appropriate.

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Send the completed application to:

Dollar Bank, FSB  
Attn: Correspondent Lending  
2700 Liberty Avenue, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15222