



# BUSINESS PARTNER APPLICATION

## Instructions

This checklist is to be used to guide and confirm all items required to submit a complete lending application to First Community Mortgage, Inc. ("FCM"). Email the completed application and the required documents listed below to your Account Executive.

Company Name: \_\_\_\_\_

Account Executive: \_\_\_\_\_

Application Type:                      Wholesale                      Non-Delegated Correspondent

### Required Documents for All Submitted Applications:

- Fully Completed Business Partner Application
- Executed [Broker Agreement](#)
- Executed [Compensation Agreement](#)
- [Corporate Resolution](#)
- [IRS Form W-9](#)
- [Fannie Mae- Desktop Underwriter Redistribution Agreement](#)
- [Anti-Money Laundering Certification Form](#)
- [Hiring Procedures](#)
- [Red Flags Questionnaire](#)
- [Compliance Addendum](#)
- [AIR Addendum](#)
- [VA Sponsorship Form \(Required only if closing VA loans with FCM\)](#)
- Resumes of Principal Officers, Owners, and Underwriters
- [Quality Control Plan](#)
- Most recent two years Audited Financials or Corporate Tax Returns (Not required for Banks or Credit Unions)

### Additional Requirements for Non-Delegated Correspondent:

- [Executed Non-Delegated Correspondent Agreement](#)
- [Non-Delegated Correspondent Profile](#)
- Copy of Appraisal Independence/ AIRS Policy (If ordering appraisals outside the FCM approved appraisal portal)
- QC Findings & Management Responses (NDC Tier 2 only, as requested)





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## GENERAL INFORMATION

Legal Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Mailing Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

County: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Company Fax: \_\_\_\_\_

Company Email: \_\_\_\_\_

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

*Check if Subsidiary, Name of Parent Company:* \_\_\_\_\_

Parent Company Mailing Street Address (no P.O. Box please): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Company's Tax I.D. #: \_\_\_\_\_

Company's NMLS Identification Number: \_\_\_\_\_

OR FDIC/NCUA#: \_\_\_\_\_

## CONTACT INFORMATION AND AUTHORIZED OFFICERS

List the names of ALL companies or individuals with ownership interest in your Company. The total ownership percentage (%) must equal 100%. Please attach additional sheet if necessary					<i>*Required to be listed on the Resolution</i>
Name	Email	Phone	Title	%	Authorized Officer?
*Primary Contact					





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## USER ACCESS LIST

Please list all staff you would like to have access to our website.

NAME	NMLS#	SYSTEM ROLE	PHONE NUMBER	EMAIL ADDRESS

## VOLUME

	<u>Annual Production</u>	<u>Current Year</u>	<u>Previous Year</u>
Conventional	_____ %	\$ _____	\$ _____
Jumbo Conforming	_____ %	\$ _____	\$ _____
FHA	_____ %	\$ _____	\$ _____
VA	_____ %	\$ _____	\$ _____
USDA	_____ %	\$ _____	\$ _____
Purchase	_____ %	\$ _____	\$ _____
Refinance	_____ %	\$ _____	\$ _____

All production numbers are from January 1, \_\_\_\_\_ until \_\_\_\_\_ of current year.





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## GENERAL QUESTIONS

If you answer **YES** to any of the following questions, please provide a detailed explanation or copies of all relevant documents.

Yes      No

Has your company ever been named as defendant in a lawsuit, been involved in any criminal proceedings or litigation in the past 7 years?

Has any principal or officers ever been named as defendant in a lawsuit, been involved in any criminal proceedings or litigation in the past 7 years?

Has any principals or corporate officers ever been convicted of a crime?

Has your company, and/or principals or corporate officers, ever filed for protection from creditors under any provision of the bankruptcy code within the past seven years?

Has your company, and/or any principals or corporate officers, ever had a real estate or other professional license suspended, revoked or received any other disciplinary action from a regulatory agency?

Has any lender enforced, or attempted to enforce, the Hold Harmless or Repurchase clause of their correspondent or broker agreement with your company and/or any principals or officers in the past 12 months?

Has any investor requested the repurchase of mortgages or requested an indemnity in the last twenty four months?

Has your company ever had a Mortgage Insurance Master Policy cancelled or suspended for any reason?

Has your company ever had unfavorable findings with regard to mortgage operations, included in any audit examination or report by FHA, VA, FNMA, FHLMC or any regulatory, supervisory or investigating agency?

Has any owner, partner, officer, director of your company ever been affiliated with any company/business that was suspended by FHA, VA, FNMA, or FHLMC?

Has there been a material change in company ownership, board of directors or senior management in the past 12 months?

Is there any affiliate relationships between your company or individuals in your company with any third parties who are engaged in real estate lending or real-estate service providers, i.e., contract processors, appraisers, closing agents, attorneys, surveyors, property inspectors, insurers, lenders or any other applicable situations?

Does your company currently have any affiliate relationships as defined by the Bank Holding Act of 1956, or any affiliate business arrangements (ABA's)?

Does your company have a process in place to insure compliance with high cost and anti-predatory lending statutes for all applicable federal, state and if necessary local laws? If no, please provide a detailed explanation under separate cover.      Yes      No

Does your company rent or own commercial office space for your main location as well as each branch location? If no, describe your office space arrangements.      Yes      No





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## REFERENCES

**\*NOT REQUIRED FOR BANKS OR CREDIT UNIONS**

**Provide 2 References:**

1. Name: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

I, the undersigned Officer, am authorized to provide this information to First Community Mortgage, Inc. on behalf of my company. I attest to the truth and accuracy (to the best of my knowledge and belief) of all the information provided to First Community Mortgage, Inc.

I hereby authorize First Community Mortgage, Inc. in connection with its due diligence investigation to process our application, secure Business Reports, check references, and other such financial information that shall be reasonably required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_  
*(Must be Senior Officer of Company)*

