

CORRESPONDENT SELLER APPLICATION



SECTION 1 – APPLICANT INFORMATION

APPLICANT COMPANY NAME: _____
(Exactly as it appears in its charter documents)

DBA/Other Names: _____

Years in Mortgage Business: _____ Number of Branches: _____ Number of Full Time Employees: _____

Are you currently doing business with Plaza? Y _____ N _____

What AE are you working with on this application? _____

Applicant's Headquarters:

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Name: _____ Title: _____

Phone #: _____ Fax #: _____

Company Website: _____ Company NMLS ID #: _____

Applicant Structure:

- C Corp Sub S LLC LLP General Partnership Sole Proprietor
- Federally Chartered Bank or Savings Institution State Chartered Bank Credit Union

Federal Tax ID #: _____ Date of Formation: _____ State of Formation: _____

Financial Institution list state(s) where you conduct residential lending activity: _____ or All 50 States

If the Applicant has changed its name, list all previous legal names below:

Other Applicant Legal Names: _____ Time Periods Used: _____

In the last five years has the Applicant (or its predecessors) changed its legal or capital structure, state of formation or Chief Executive Offices, or entered into mergers, acquisitions or similar transactions? If so, indicate the nature of such change and the names of each company that was merged or consolidated with or acquired by the Applicant (or its predecessors) including each name under which each such company has done business and the address of each place of business of each such company immediately prior to such merger, consolidation or acquisition and within four months prior to the date of this application. Also, are there any other companies in which the Shareholders or Officers of the applicant (or their relatives) hold any interest that are in the mortgage or real estate business or that conduct any business with the Applicant? If so, indicate the name and nature of the business.

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SECTION 2 - OWNERSHIP/MANAGEMENT (Attach supplemental pages as necessary)

List all Owners/Officers/Directors of the Company (if not publicly available)

Name:	Name:
Title:	Title:
Telephone Number:	Telephone Number:
E-mail Address:	E-mail Address;
Ownership % , if applicable	Ownership % , if applicable
Name:	Name:
Title:	Title:
Telephone Number:	Telephone Number:
E-mail Address:	E-mail Address;
Ownership % , if applicable	Ownership % , if applicable

OFFICERS/MANAGEMENT OF LENDING DIVISION/OPERATION

<u>Position</u>	<u>Name</u>	<u>Telephone #</u>	<u>E-mail Address</u>
Chief Executive Officer:	_____	_____	_____
President:	_____	_____	_____
Chief Financial Officer:	_____	_____	_____
Secondary Marketing Mgr:	_____	_____	_____
Production Manager:	_____	_____	_____
Quality Control Manager:	_____	_____	_____
Shipping Manager:	_____	_____	_____
Underwriting Manager:	_____	_____	_____

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SECTION 3 – TYPE OF LOAN PRODUCT

Wholesale/TPO Business: _____ % First Lien Mortgages: _____ %
 Retail Business: _____ % Second Lien Mortgages: _____ %

Loan Orig.	Past Two Years		Year-to-Date	Projected Next	Projected to Plaza
	20__	20__	____/____/____	Year	Home Mtg.
VA	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
FHA	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
FHA 203(k)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Conforming	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Jumbo	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
USDA	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Reverse	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

SECTION 4 – AGENCIES AND MORTGAGE INSURANCE COMPANIES

Agencies	Lender ID/Seller/Service #	Date Approved
HUD		
FHA (Non-Supervised)		
VA (Automatic)		
USDA/GNMA		
FNMA		
FHLMC		

**If do not have agency approvals please provide the most recent copy of your Quality Control Plan and most recent Management Report.

Loans held in Portfolio: _____ **Number of Loans:** _____ **Portfolio Dollar Volume:** _____
 Servicing Portfolio _____
 List Servicer(s) if you sub-service _____

Mortgage Insurance Companies:

Contact: _____ **Phone #** _____ **Policy #** _____

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SECTION 5 – WAREHOUSE FACILITIES
(including off balance sheet facilities)

Warehouse Lines of Credit Info:

Company: _____ Email: _____

Contact Person: _____ Phone #: _____

Line Amount:\$ _____ Date Approved: _____ Maturity Date: _____

Company: _____ Email: _____

Contact Person: _____ Phone #: _____

Line Amount:\$ _____ Date Approved: _____ Maturity Date: _____

Check here if loans are funded internally with affiliated bank or credit union and external Warehouse Facility is Not Applicable

Do you use a third party pricing system? If yes, which company? _____

What vendor do you use for 4506 transcripts ? _____

What vendor do you order flood certs through? _____

SECTION 6 – BONDING AND INSURANCE

(Must have a minimum of \$500,000 for E&O and Fidelity Bond) (Attach copies of all insurance policies and bonds)

Bond Carrier: _____ Bond/Reference #: _____ Exp Date: _____

E & O Insurance Carrier: _____ Policy #: _____ Exp Date: _____

Surety Bond Carrier: _____ Bond/Reference #: _____ Exp Date: _____

SECTION 7– INVESTOR REFERENCES

(List all investors you are currently selling to. Attach supplemental pages as necessary)

Investor:	Type of Relationship: (Wholesale/Correspondent)	Delegated: (Y or N)	Contact:	Phone #:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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SECTION 8– DISCLOSURE
(Attach a separate sheet to explain in detail any “Yes” responses)

Yes	No	
		1. Has the applicant or any other existing or former organization (an “Affiliate”) owned or controlled by any owners or senior officers (collectively or individually, “Principals”) of the Applicant ever been suspended from selling or servicing mortgages by an investor?
		2. Has the Applicant, any Affiliate, any Principals or Directors ever been named as a defendant in a lawsuit for alleged fraud or misrepresentation in connection with any mortgage, loan or real estate related activity?
		3. Has the Applicant, any Affiliate, any Principals or Directors filed for protection from creditors under any provision of the bankruptcy laws within the past seven (7) years?
		4. Has the Applicant, any Affiliate, any Principals or Directors ever had a real estate or other professional license suspended or revoked or received any other disciplinary action from a regulatory agency?
		5. Has any investor, lender or warehouse facility buyer enforced or attempted to enforce the warehouse or indemnification clauses of their agreements with the Applicant, any Affiliate, any Principals or Director?
		6. Has the Applicant, any Affiliate, any Principals or Director ever had insurance or bonding privileges, once granted, suspended or terminated?
		7. Has the Applicant, any Affiliate, any Principals or Director ever been convicted of a felony or crime involving moral turpitude?
		8. Are there any present lawsuits in which the Applicant, any Affiliate, any Principals or Directors are involved as a defendant?
		9. Has the Applicant, any Affiliate, any Principals or Directors had any substantial adverse findings with regard to mortgage originations or servicing in any audit or examination conducted by FHLBB, FHLMC, GNMA, FNMA, HUD or any other federal or state agency in the past three years?
		10. Has the Applicant experienced any significant operating losses in the last twelve months?
		11. Does the Applicant have any affiliated businesses that offer settlement services? If yes, please provide information below:
Affiliated Business Name		Address
		Phone

SECTION 9- CERTIFICATION AND ACKNOWLEDGMENT

The undersigned Applicant acknowledge that the information contained herein is true and correct and may be disclosed by Plaza Home Mortgage, Inc. to third parties without the Applicant's prior permission. The Applicant acknowledges that Plaza Home Mortgage, Inc. and others, including federally-insured financial institutions that may fund or purchase the requested facility, will rely on the Applicant's representations in this application, all of which are material. Any inaccuracy or misrepresentation in this application may subject the Applicant or those signing this application to criminal and civil liability under both state and federal law, including Title 18 U.S.C. Section 1001 et seq. The Applicant authorizes Plaza Home Mortgage, Inc. and its agents to verify the information and to conduct business credit and public information source inquiries regarding Applicant. The Applicant agrees that Plaza Home Mortgage, Inc. may disclose any information developed in its quality control review investigations to third parties. The Applicant waives any and all claims for errors, omissions or inaccuracies in information developed or disclosed by Plaza Home Mortgage, Inc. Applicant agrees to indemnify, defend and hold Plaza Home Mortgage, Inc. (and its affiliates, employees, officers, shareholders and agents) harmless for any injuries, claims or damages brought against Plaza Home Mortgage, Inc. which are caused by disclosure of information by Plaza Home Mortgage, Inc. to others. Each individual executing this application on behalf of the Applicant warrants that he/she/they are authorized to execute this application on behalf of such Applicant or entity and the application is binding on the Applicant.

AUTHORIZED SIGNER

_____ Signature	_____ Date
_____ Print Name	_____ Title

**SECTION 10- AUTHORIZATION FOR APPLICANT CREDIT CERTIFICATION
(If Applicable)**

To: Any person or firm having knowledge of activities, past or present, any credit bureau, retail merchant association, bank, financial institution, credit extending organization, law enforcement agency, any licensing or regulatory authority of any local, county, state or federal government:

I, _____, on behalf of _____ ("Applicant"), hereby authorize Plaza Home Mortgage, Inc. through its agents to conduct an appropriate background investigation of the Applicant including, but not limited to, personal interviews for determination of its eligibility and acceptability to enter a credit relationship with Plaza Home Mortgage, Inc. I authorize all persons who may have information relevant to this investigation to disclose it to Plaza Home Mortgage, Inc. or its agents from time to time and on behalf of the Applicant, I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original. I further certify that I am authorized by the Applicant to execute this release.

Signature Date

Print Name: _____

Title: _____

For identification purposes:

Applicant Name: _____

DBA/Trade Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Federal Tax ID#: _____ D & B #: _____

SECTION 11- AUTHORIZATION FOR INDIVIDUAL CREDIT CERTIFICATION

(If Applicable)

(Provide authorization for each Principal/Guarantor and Broker of record. Attach supplemental pages as necessary)

To: Any person having knowledge of my conduct, activities, or any past or present employer, credit bureau, retail merchant association, bank, financial institution, credit extending organization, law enforcement agency, any licensing or regulatory authority of any local, county, state or federal government:

I, _____, authorize Plaza Home Mortgage, Inc. and their respective agents to conduct a background investigation of me. I authorize all persons who may have information relevant to this investigation to disclose such information to Plaza Home Mortgage, Inc. or its agents from time to time. I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original. I understand the investigation may include one or more consumer credit reports on me. Without limiting the foregoing, Plaza Home Mortgage, Inc. is authorized to obtain one or more investigative consumer reports ("Investigative Reports") on me from time to time. Investigative Reports may include information regarding my credit, employment status, character, general reputation, personal characteristics and mode of living or other information about me.

I understand that I have the right to make a written request for (1) the nature and scope of any investigation Plaza Home Mortgage, Inc. has requested and (2) a written summary of my rights as a consumer, prepared under Section 609 (c) of the Federal Fair Credit Reporting Act. I may make this request within a reasonable period of time following receipt of this notice. If I do, then Plaza Home Mortgage, Inc. will mail or provide me with a complete and accurate disclosure of the nature and scope of the investigation(s) no later than five days after it receives my request or (if later) after the date that Plaza Home Mortgage, Inc. requests the Investigative Report. In addition, I will then be entitled to a written summary from the investigative agency of the rights of a consumer under Section 609(c). I understand that any information obtained by Plaza Home Mortgage, Inc. pursuant to this Authorization may be communicated among Plaza Home Mortgage, Inc. and its affiliates for the purpose of making a credit decision. I understand that I have the right to direct that such information not be communicated among such persons and I hereby acknowledge that I waive this right.

Signature

Date

Print Name: _____

For Identification Purposes:

Date of Birth: _____ Social Security Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Previous address (if less than 5-years at the above):

Address: _____

City: _____ State: _____ Zip: _____

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SECTION 12-RESOLUTION OF BOARD OF DIRECTORS

OF _____
(Seller Name)

RESOLVED FIRST, that

_____ the _____ and
 (Name of Officer) (title)

_____ the _____ and
 (Name of Officer) (title)

_____ the _____ and
 (Name of Officer) (title)

_____ the _____
 (Name of Officer) (title)

of this corporation, or any one or more of them or their duly elected or appointed successors in the office, be and each of them is hereby authorized and empowered in the name of and on behalf of this corporation and under its corporate seal, from time to time while these resolutions are in effect to execute any and all agreements, contracts, assignments, endorsements and issuance of checks or drafts, reports, mortgage documents and other papers in connection with documents and other papers in connection with documents, and furnish any information required or deemed necessary or proper by Plaza Home Mortgage, Inc. in connection with any of the foregoing.

CERTIFICATION

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution presented to and adopted by the Board of Directors of _____ at a meeting duly called and held at _____ on the _____ day of _____, _____, at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this corporation; the officers named in said resolution have been duly elected or appointed to, and are the present incumbents of, the respective offices set after their respective names.

{Corporate Seal}

(If no corporate seal, please so specify)

(Secretary)

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SECTION 13 – REQUIRED ITEMS FOR APPLICATION

Yes No

Yes	No	
		1. Completed Seller Application – signed and dated*.
		2. Signed Correspondent Loan Purchase Agreement.
		3. Last two years audited financial statements, if not publicly available.
		4. Current interim financial statements signed and dated by the CFO or President, if not publicly Available.
		5. E & O Insurance and Fidelity Bond (complete copy of policy).
		6. W-9.
		7. NMLS Company ID.
		8. Copies of all agency approvals and investor approvals or recent report cards, if available.
		9. Copy of Quality Control procedures or the executed contract with outside Quality Control Firm (only required if applicant does not have any agency approvals) required from Non-Supervised entities.
		10. Results of the last Quality Control Audit with Management’s response to the audit (only required if applicant does not have any agency approvals) required from Non-Supervised entities.
		11. Resumes of Principals, Partners, Directors, Controller, Operations and Underwriting, Managers (reflecting current responsibilities and length of time in the industry).
		12. Resolution of Board of Directors, if applicable – signed and dated *.
		13. Articles of Incorporation or Formation/Partnership or LLC Agreement, if applicable.
		14. DBA filings/amendments to the Articles of Incorporation, if applicable.
		15. Affiliated Business Disclosure(s), if applicable
		16. Appraisal Independence Requirements (AIR) policy and procedures.

***These documents are enclosed in your Seller Application Package**