

Correspondent Seller Application Checklist

This checklist provides a list of all of the documentation Correspondent One needs to review for Seller approval. The completion of all items and documents listed below will be done in Comergence.

Should you have any questions, please feel free to email SellerApproval@CorrespondentOne.com

1	Completed Correspondent Application via www.Comergence.com
2	Executed Correspondent Agreement
3	Executed Delegated Underwriting Addendum
4	Articles of Company Formation
5	Company Organization Chart
6	IRS W-9
7	Resumes of Key Staff and Personnel
8	Resumes of Owners, Principals, Officers
9	Corporate Resolution
10	Evidence of Errors & Omissions Insurance
11	Evidence of Fidelity Bond Insurance
12	Evidence of Surety Bond Insurance
13	Financial Statements – Most Recent Interim Current Interim financial statements, if recent audited are more than 6 months old the Interim Financials must be certified by an Officer
14	Financials – Audited Last two years independently audited financial statements
15	FHA Approval Letter (If applicable)
16	FHLMC Approval Letter (If applicable)
17	FNMA Approval Letter (If applicable)
18	USDA Approval Letter (If applicable)
19	VA Approval Letter (if applicable)
20	Investor Scorecards Most recent Investor Scorecards/Performance Reports from three investors and at least two scorecards where you are the authorized for Delegated Underwriting
23	Fair Lending, AIR (Appraisal Independence Requirements), and QC Policy Please include a certification for each Policy stating that the Policy complies with all regulatory requirements.
24	Quality Control Policies and Procedures
25	Quality Control Report and Results

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