



Broker Checklist

Company Name _____

Please use this checklist to assist you in the completion of the Mortgage Broker Application Kit

Application completed and signed by all Principals, Partners and/or Broker of record - Broker must have been established for at least one year or have 2 years mortgage industry experience

Social Security Numbers required for all principal owners

Signed Rate Sheet Request/Marketing Consent Form

Completed Resolution of Board of Directors (*required on all Corporations*)

Original Signed Broker Agreement

- **Sole proprietorship** - Owner is to execute the agreement
- **Corporation** - Principal owners must execute the agreement and Corporate Resolution supporting the signature of each principal of the corporation.
- **Partnership** - Principal partners are to execute the agreement unless a resolution or partnership agreement has been provided authorizing the signer to bind the partnership

A copy of valid licenses for all states broker is doing business

Resumes for all principal owners and department managers to indicate acceptable mortgage industry experience

Last two years tax returns and last two years audited financial statements

Current unaudited financial statements including P & L and balance sheet

Articles of Incorporation or Articles of Organization (*if applicable*)

Federal Tax ID (W-9) completed and signed

- **Sole Proprietorship or Partnership** may use Social Security Number (*If used to report the IRS*)
- **Corporation** must use an assigned tax I.D. number

Any questions concerning the broker approval process should be directed to your Interbank Mortgage representative or call (847) 239-7272



Broker Application

(This is for corporate or main office. Please use the **Branch** checklist and application for additional locations)

Company Information

Broker Company Legal Name		
Broker DBA or also known as		
Street Address		
City	State	Zip
Location License #	Tax ID #	
FHA #	VA#	
Telephone #	Fax #	
# of Loan Officers	# of Processors	
Years in Business	Email	

Officers of the Company This information is required
(If additional please provide a separate sheet indicating the information)

Primary Officer/Owner Name (1)		
% of Ownership	Social Security #	
Home Address		
Primary Officer/Owner Name (2)		
% of Ownership	Social Security #	
Home Address		
Primary Officer/Owner Name (3)		
% of Ownership	Social Security #	
Home Address		



Broker Application

List all states in which your company is licensed and provide the corresponding license numbers.

Provide additional information on another sheet.

State					
License #					
State					
License #					
State					
License #					

Broker Production

Please list loan volume production in (\$\$\$)

Time Period	Conventional	Government	Jumbo	Other	Totals
Current YTD					
Last Year					
Previous Year					

Broker Lender References

Furnish three (2) names, addresses and telephone numbers of Lenders/MI Companies with whom you do business:

Company (1)	Contact
Address	Phone #
Company (2)	Contact Name
Address	Phone #
Company (3)	Contact Name
Address	Phone #

For Branches or other locations you wish to submit for approval, please see the Broker Branch Checklist and Application forms.



Broker Application

DECLARATIONS

If "Yes" to any of the following questions please provide an attached explanation.

1. Does the firm or any person employed hold ownership or have any interest in other real estate related businesses, such as insurance, escrow, realty, builder, contractor, or appraisal? NO YES

If yes, please list entities: _____

2. Has the firm/licensee had any formal complaints filed with the state in the last five (5) years? NO YES

If yes, please provide explanation: _____

3. Have any of the Principals in the Company been convicted of a felony? NO YES

If yes, please provide explanation: _____

4. Is there any pending litigation with this Company or any of its Principals? NO YES

If yes, please provide explanation: _____

5. Has this Company or any of its Principals ever been investigated or disciplined for misconduct? NO YES

If yes, please provide explanation: _____

Interbank Mortgage Company Credit and Fraud Check Authorization

I certify that, to the best of my knowledge, all information being submitted is true and correct. It is further understood that Interbank Mortgage Company is not bound in any matter, or under any obligation to the applicant(s) until the application is approved in writing and the Broker Agreement is fully executed.

The undersigned, by signing this application, hereby authorizes Interbank Mortgage Company to obtain verification of information from any source (including character and credit references) and obtain personal credit report, including credit score, in connection with this Broker Application. Interbank Mortgage Company is further authorized to update my/our credit report annually and maintain a history for review.

Company Name _____

Signature of Principal Owner (1): _____

Print Name Here: _____ Date: _____

Signature of Principal Owner (2): _____

Print Name Here: _____ Date: _____

Signature of Principal Owner (3): _____

Print Name Here: _____ Date: _____



Marketing Consent Form

In compliance with the FTC regulations on the Telephone and Consumer Protection Act (TCPA) and the Controlling the Assault of Non-Solicited Pornography and Marketing Act (CAN-SPAM Act), Interbank Mortgage Company is requesting written consent from all of our business partners to send advertising and marketing materials via facsimile and email to all new and existing business partners.

Please inform Interbank Mortgage Company in WRITING Immediately of ALL changes to the list below.
(Including addition, deletions, etc.)

Interbank Mortgage Company Account Executive Name
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Company Information

Company Name	
Contact Person	
Telephone #	Fax #
Email	

- Please add my company to the e-mail daily rate sheet distribution list.
- My company currently receives the rate sheet.

Here is a list of **additional branch offices**, contacts and fax numbers to add to the Interbank Mortgage Company distribution list. *(Any additional branches can be supplied to your Interbank Mortgage Company Account Executive in an Excel spreadsheet.)*

Branch Office (1)	Contact Person
Fax #	Email
Branch Office (2)	Contact Person
Fax #	Email

Authorization: (This form must be signed for us to email rates on a regular basis)

Signature	Print Name Here
Title	



Corporate Resolution

Name of Corporation

Resolved That (List name and title of all Officers and Directors)

	The President
	The Secretary
	The Treasurer
	The Vice President

Of this corporation or any one or more of them or their duly elected or appointed successors in office, 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 this resolution is in effect, to execute and approve all agreements, contracts, assignments, endorsements, and issuance of checks or drafts, reports, mortgage documents, and other papers in connection with documents, and furnish any information required or deemed necessary or proper.

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 _____, 20____ at which a quorum was present and voted, and that such resolution is duly recorded in the minute book of this corporation; that the Officers named in said resolution have been duly elected or appointed to, and we the present incumbents of, the respective officers set after their respective names.

(CORPORATE SEAL)

Secretary (signature)



Broker Branch Application

Use only for branch locations - make copies of this page for multiple locations

Branch Location Information

Broker Company Interbank Approval Code		
Name		
Branch Street Address		
City	State	Zip Code
Telephone #	Fax #	
Email		

Branch Manager(s) Information and Resume

Any management with an ownership interest must provide their Social Security Number and percent of ownership.

Branch Manager	
% of Ownership	Social Security #

Branch Manager	
% of Ownership	Social Security #

Number of states branch approved to do Business in: _____.

List all states in which your company is licensed and provide the corresponding license numbers.
Provide additional information on another sheet.

State					
License #					
State					
License #					