




New Client Application

Correspondent Delegated Channel

When you are ready to submit this form to AFR, please email the completed application to clientservices@afrwholesale.com

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1 Client Details

Please provide the following company details

Company Legal Name

Business Entity

Company NMLS ID

State of Incorporation

Fiscal Year End

Date Formed

Corporate Tax ID

LEI

EIN for FHA Connection

MERS ID

Is the Company a Credit Union? If so, please provide the information below:

FDIC / NCUA Certificate

Are you federally Regulated?

Yes

No

If you answered yes to the above question, please select your Primary Federal Regulator:

Office of the Comptroller of the Currency (OCC)

Department of Housing and Urban Development (HUD)

Federal Deposit Insurance Corporation (FDIC)

National Credit Union Administration (NCUA)

Other:

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2 Headquarters Branch

Please provide the details of your corporate headquarters location.

Branch NMLS ID


Branch Address

Branch City

Branch State

Branch ZIP Code

Branch Phone

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3 DBA Names

Please list your company DBA names

DBA Names

Use as Company Display Name on
AFR Loan Center

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4 Owners

Please list the corporate contacts that AFR should have on file for your organization

Owner	Phone	Email	Title	Contact Identifier	Ownership (%)	Contact Entity
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5 Administrators

List the team members who will require admin access to AFR Loan Center

Administrator

Phone

Email

Branch Address

Authorized Corporate Signers are allowed to manage compensation and approve relationship modifications, provide below the individuals who are listed on the Corporate Resolution

Authorized Corp. Signer

Phone

Email

Branch Address

Remember to provide your Corporate Resolution in addition to this completed application

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6 Affiliates

List any affiliated companies you do business with, as well as their owners

Affiliate Name	Street Address	City	State	Zip	Business Type	Start Date	End Date
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Owner Name

Affiliate Name

Ownership Percentage

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7 Insurance and Bonds

List carrier information below

Type	Carrier Name	Amount	Expiration Date
Fidelity Bond			
State Surety Bond			
Errors and Omissions			
Mortgage Insurance			
Other:			
Fidelity Bond			
State Surety Bond			
Errors and Omissions			
Mortgage Insurance			
Other:			
Fidelity Bond			
State Surety Bond			
Errors and Omissions			
Mortgage Insurance			
Other:			
Fidelity Bond			
State Surety Bond			
Errors and Omissions			
Mortgage Insurance			
Other:			
Fidelity Bond			
State Surety Bond			
Errors and Omissions			
Mortgage Insurance			
Other:			
Fidelity Bond			
State Surety Bond			
Errors and Omissions			
Mortgage Insurance			
Other:			

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8 Investors

List investor information below

Investor	Phone	Production Percentage	Relationship Start Date	Relationship End Date	Contact Name	Email
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9 Loan Production Details

Provide the requested loan production information

What % of your company's loan production is brokered or sold on a flow basis?

What % of your company's loan production is sold on a bulk basis?

What % of your company's loan production is sold on a best-efforts basis?

What % of your company's loan production on a mandatory trade basis?

What % of your company's loan production on an assignment of trade basis?

Has your company been suspended or terminated by an investor for cause?

Yes	No
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What is your total volume for the previous 12 months?

Channel	Production Percentage
Retail	
Direct to Consumer	
Brokered (Wholesale)	
Correspondent Non-Delegated	
Correspondent Delegated	

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10 Warehouse Banks

Supply necessary warehouse information

Bank Name	Contact Name	Contact Phone	Contact Email	Approved Line Limit	Relationship Start Date	Relationship End Date
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Do you sell loans to any of the companies listed above?

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11 Agency

Provide agency approval information

Approved by FHA

ID Number	Approval Date
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Approved for FHA Direct Endorsement

ID Number	Approval Date
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Approved by VA

ID Number	Approval Date
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Approved through VA Automatic Approval

ID Number	Approval Date
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Approved by USDA

ID Number	Approval Date
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Approved by Fannie Mae

ID Number	Approval Date
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Approved by Freddie Mac

ID Number	Approval Date
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Approved by Ginnie Mae

ID Number	Approval Date
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12 Underwriting

Provide contract processing & underwriting services information

Contract Underwriting Services

Company Name	Contact Name	Contact Phone	Contact Email	Relationship Start Date	Relationship End Date
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Contract Processing Services

Company Name	Contact Name	Contact Phone	Contact Email	Relationship Start Date	Relationship End Date
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13 Questionnaire

Please answer the following questions

Has there been a material change in company ownership, board of directors, officers, or senior management in the past seven years?

Yes

No

If you answered yes, please explain:

Does your employee hiring procedure include a check for all employees, including management, who are involved in the origination of mortgage loans against the U.S. General Services Administration (GSA) excluded Parties List, the HUD Limited Denial of Participation List (LDP List), and the Federal Housing Finance Agency (FHFA) Suspended Counterparty Program (SCP) List?

Yes

No

If you answered no, please explain:


Has your company charter changed in the past seven years?

Yes

No

If you answered yes, please explain:

Remember to provide your Company Charter in addition to this completed application

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Has your federal tax ID changed in the past seven years?

Yes

No

If you answered yes, please explain:

Have there been any Mergers, Sales, Transfers, or other disposition of material assets in the past seven years?

Yes

No

If you answered yes, please explain:

Have you added or terminated any affiliated business arrangements in the past seven years?

Yes

No

If you answered yes, please explain:

Have there been any material changes in warehouse lines, new or closed, in the past seven years?

Yes

No

If you answered yes, please explain:

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Has your approval with any Agency or Investor been cancelled, revoked, or suspended in the past seven years?

Yes

No

If you answered yes, please explain:

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

Yes

No

If you answered yes, please explain:

Has your company been suspended from selling or servicing mortgages by any investors in the past seven years?

Yes

No


If you answered yes, please explain:

Has your company or owners/principals/corporate officers been involved in any litigation in the past seven years?

Yes

No

If you answered yes, please explain:

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

Yes

No

If you answered yes, please explain:

Have any principals or corporate officers been convicted of a crime in the past seven years?

Yes

No

If you answered yes, please explain:

Has your company or owners/principals/corporate officers, or employees been sanctioned, or disciplined by any state or regulatory agency in the past seven years?

Yes

No

If you answered yes, please explain:

Have you had any information security incidents in the past seven years?

Yes

No

If you answered yes, please explain:

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Have you conducted AML (Anti- Money Laundering) training in the past seven years?

Yes

No

If you answered no, please provide an estimated date for this to be completed (Anti-Money Laundering training will be required for approval):

Do you maintain a comprehensive and up-to-date set of governing policies and procedures for all areas of your company, including compliance with applicable consumer protection regulations?

Yes

No

If you answered no, please explain:

Has any investor/agency requested the repurchase of mortgages or requested an indemnity in the past seven years?

Yes

No

If you answered yes, **please provide a full report of repurchases and indemnifications from the last seven years in addition to this completed application:**

I acknowledge and will provide a full report of repurchases and indemnifications

Has any lending partner 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 seven years?

Yes

No

If you answered yes, please explain:



Have you had any consumer complaints in the past seven years?

Yes

No

If you answered yes, please explain:

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

Yes

No

If you answered yes, please explain:

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

Yes

No


If you answered yes, please explain:

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?

Yes

No

If you answered yes, please explain:

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Does the applicant have a process in place to ensure compliance with high-cost and anti-predatory lending statutes for all applicable federal, state and if necessary local laws?

Yes

No

If you answered no, please explain:

Does your company use contract processing services?

Yes

No

If you answered yes, please explain:

Does your company follow the recommended quality control guidelines for responsible lending of either Fannie Mae or Freddie Mac?

Yes

No

If you answered no, please explain:



15 Documents

Please ensure that the following required documents are provided in addition to this completed application

List of Authorized Corporate Signers

Corporate Resolution, if applicable, and/or a list of corporate officers authorized to sign on behalf of the company.

AFR's Industry Compliance Disclosure ([Click Here](#))

Confirmation that the company is compliant with AML, FACTA, RESPA, CFPB, AFR's policy on Loan Fraud, and Federal & State Regulations

Interim Financials

Most current Income Statement and Balance Sheet

IRS Form W9

A copy of your most current, executed, IRS Form W-9

Corporate Formation Documents

Articles of Incorporation, Articles of Organization, Certification of Formation, Partnership Agreement, Corporate Charter, etc.

Resumes

Owners / Principals / Officers with >2yrs. mortgage experience

AFR's Correspondent Agreement ([Click Here](#))

If you would like to DocuSign the agreement, please send an email request to clientservices@afrwholesale.com

Quality Control Policy (Includes Pre-Funding and Post-Closing Reviews)

Documentation of your QC policies and procedures throughout the loan process

Evidence of Errors and Omissions Insurance

Copy of your most recent Errors and Omissions Insurance

Evidence of Fidelity Bond Insurance

Copy of your most recent Fidelity Bond Insurance

Full Audited Financials

Please provide your most recent year end audited financial statement

Agency Approval Letters

FHA Approval Letter, VA Approval Letter, USDA Approval Letter

AFR's CDE Addendum ([Click Here](#))

If you would like to DocuSign the agreement, please send an email request to clientservices@afrwholesale.com

16 Attestation

Only an authorized signer should attest to the accuracy of this form

I attest that the information on this form is accurate, and I authorize AFR to process it.

Sign Here

When you are ready to submit this form to AFR, please email the completed application to clientservices@afrwhoelsale.com

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