



DOCUMENTATION CHECKLIST

File Name	Description
01_Financials	Audited, consolidated financial statements for the last three years. Plus, current interim financial statements certified by the CFO or above.
02_Insurance	Evidence of fidelity bond and errors and omissions insurance. Coverage amounts, deductibles and expiration date must be on the document. Binders are not acceptable.
03_Approval Letters	Approval letters from Freddie Mac, Ginnie Mae, other secondary market investors and FHA/VA if applicable.
04_Resumes	Current resumes for each of the following: <ul style="list-style-type: none">• Senior Officers• Owners (principals, partners, members, etc.) if not an Officer• Key management personnel
	Managers in charge of the following areas: <ul style="list-style-type: none">• Secondary Marketing• Underwriting• Quality Control (QC)• Loan Servicing• Investor Reporting• Default Management• Sub-Servicer Monitoring• Third-Party QC Vendor Monitoring
05_Organizational Charts	Organizational charts, overall including Senior Management as well as by department.
06_Warehouse	Two warehouse lines (at minimum) are required for unregulated lenders. Please provide a copy of the most recent fully executed amendment to the original warehouse agreement documenting that the warehouse line has not expired. Collateral that is pledged for the funding must be included in the documentation.
07_Narrative	Brief narrative describing the history and scope of the company's operations.



<p>08_Servicing In-House</p> <p>NOTE: N/A for Seller Only approval</p>	<p>Policies and detailed written procedures on each function of the mortgage loan servicing process. Procedures need to be lender specific and address at a minimum:</p> <ul style="list-style-type: none"> • Escrow Management • Loan Boarding/New Loan Setup • Payment Processing • Investor Reporting • Custodial Funds • Default Management <p>Third party vendor procedures can be used as a guide but they must be customized to your specific servicing process.</p>
<p>09_Servicing Subserviced</p> <p>NOTE: N/A for Seller Only approval</p>	<p>Quality Control Plan and procedures that ensure mortgages are serviced in accordance with our guidelines.</p> <p>If utilizing a subservicer:</p> <ul style="list-style-type: none"> • Copy of fully executed subservicing contract signed by both parties with a Fannie Mae approved servicer. • Detailed and customized procedures for monitoring the subservicer. Procedures need to be lender specific and address at a minimum: Escrow Management, Loan Boarding/New Loan Setup, Payment Processing, Investor Reporting, Custodial Funds, and Default Management. <p>Resumes of individuals monitoring the subservicer. Please provide documentation that at least one staff member possess at a minimum two years of investor servicing (and/or experience monitoring a subservicer) in the following functional areas: Escrow Management, General Servicing, Investor Reporting, Custodial Funds, Default Management, and Quality Control.</p>
<p>10_Servicing Released</p> <p>NOTE: N/A for Seller Only approval</p>	<p>Copy of agreement with an approved Fannie Mae servicer who will purchase the servicing rights on loans sold to FannieMae or utilize Fannie Mae’s SET (Servicing Execution Tool) to deliver loans servicing released.</p>
<p>11_Delegated Underwriting</p>	<p>Approval letters from secondary market investors granting delegated underwriting authority.</p>
<p>12_Appraisers Policy & Procedures & Roster</p>	<p>Policy and detailed written procedures for approving and monitoring the performance and results of appraisers and/or appraisal management companies (AMC).</p> <p>Procedures for formally monitoring compliance with the Appraiser Independence Requirements (AIR).</p> <p>Roster of approved appraisers and appraisal management companies.</p>
<p>13_Closing Agents Policy & Procedures</p>	<p>Policy and detailed written procedures for approving and monitoring the performance and results of closing agents.</p>



14_Third Party Originators Policy & Procedures	Policy and detailed written procedures for approving and monitoring the performance and results of third party originators, if applicable.
	Roster of approved third party originators, if applicable.
15_QC Organizational Chart	Copy of the current organizational chart for the Quality Control department. The organizational chart provided must reflect the manner in which the Quality Control department reports to Senior Management.
16_QC Pre-Funding Policy & Procedures	Copy of the Pre-Funding Quality Control Plan and detailed written procedures that direct the overall Pre-Funding Quality Control functions within the organization.
	Copy of the Pre-Funding Review Checklist or list of questions used to conduct loan level reviews.
	<p>Copy of the most current Pre-Funding QC Report which includes at a minimum:</p> <ul style="list-style-type: none"> • a description of the sample selection • defect trending information • summary of all Pre-Funding QC findings
	<p>If Applicable:</p> <ul style="list-style-type: none"> • Copies of the QC Vendor's written policies and procedures detailing the review methodologies, including selections, identification of defects and trends, and the reporting of those results to the lender • Copies of the QC Vendor's contract of services with the Lender • Copies of the QC Vendor's minimum job qualifications for the skill set and expertise of the staff performing the QC file reviews • Copy of the Lender's most recent report reviewing the QC Vendor's work
17_QC Post-Closing Policy & Procedures	Copy of the Post-Closing QC Plan establishing the standards for quality and incorporating systems and processes for achieving those standards. The Post-Closing QC Plans should include all required elements detailed in the Selling Guide, Chapter D, Ensuring Quality Control.
	Copy of the detailed procedures that direct the overall Post-Closing Quality Control functions within the organization.
	Copy of the Post-Closing Review Checklist or list of questions used to conduct loan level reviews.
	Copy of the current Post-Closing QC Severity Levels and their definitions (may be documented in QC Plan).
	Copy of the current Post-Closing QC Target Defect Rate(s). Please identify the Target Defect Rate assigned for each severity level, as applicable (may be documented in QC Plan).
	Provide a copy of the current QC statistical sampling methodology - if applicable (may be documented in QC Plan).



	<p>Copies of the minimum job qualifications for the skill set and expertise of the QC Staff (i.e. File Reviews, Vendor Management, etc.)</p> <p>If Applicable:</p> <ul style="list-style-type: none"> • Copies of the QC Vendor's written policies and procedures detailing the review methodologies, including selections, identification of defects and trends, and the reporting of those results to the lender. • Copies of the QC Vendor's contract of services with the Lender. • Copies of the QC Vendor's minimum job qualifications for the skill set and expertise of the staff performing the QC file reviews. • Copy of the Lender's most recent report reviewing the QC Vendor's work.
<p>18_Quality Control Reports</p>	<p>Provide copies of the most recent 3 months of reports used by the QC Department for managing the process, final resolution of findings within the department and among any branches, and reporting to senior management. The reports provided must:</p> <ul style="list-style-type: none"> • reflect the final defect rate(s) for the results of the current review period • include trending information (issues and top defects); • distinguish between defects related to compliance with federal, state, or local laws and regulations and underwriting and eligibility defects; • report on each type of review (random and discretionary) and provide results at loan level using consistent methodology and terminology across review types; • include intended corrective actions; and • summarize the results of each individual review type into a comprehensive, summary report of all QC findings.
<p>19_Closed Loan Report</p>	<p>Provide a list of the most recent 3 months of closed loans. This must include loans that were included in the most recent 3 month's QC reviews that have been completed and reported on so that a sample of representative QC files can be made.</p> <p>The following must be included on the Loan List:</p> <ol style="list-style-type: none"> 1) Loan Number 2) Loan Type – Conventional, FHA, VA, USDA 3) Purpose – Purchase, CO Refinance, NCO Refinance, Streamline Refinance 4) Occupancy – Primary, Second, Investment 5) Property Type – SF, 2-4 Unit 6) City/State 7) LTV/CLTV 8) Origination Channel – Retail, Correspondent, Broker 9) Underwriting – Delegated or Non-Delegated 10) Underwriting Decision – Manual or AUS 11) Underwriter Name (First & Last) 12) Loan Officer Name (First & Last) 13) Date Originated 14) Date Approved 15) Date Closed 16) Date Selected for Post-Closing QC (if applicable) 17) If a Field Review was completed in Post-Closing QC (if applicable)



20_Internal Audit Policy & Procedures	Provide your internal audit plan and procedures or operational review plan/procedures for the operational areas reviewed including timeframes for review and results of the most recent reviews/audit along with remediation/action plan for findings.
21_Disaster Recovery Plan Policy & Procedures	Provide your current Disaster Recovery Plan.
22_Business Continuity Plan Policy & Procedures	Provide your current Business Continuity Plan.
23_NPI - Internal Policy & Procedures	<p>Provide copies of your internal company policies, procedures or standards that govern the protection of Nonpublic Personal Information (NPI) and Confidential Information. The documents that you provide should address the following requirements:</p> <ul style="list-style-type: none"> • Definition of Nonpublic Personal Information (NPI) or its equivalent (e.g., personal information (PII), personally identifiable information (PII), confidential information, customer sensitive information, etc.). Alternatively, if a separate data classification policy exists, that can be provided as well; • Access to NPI is granted and managed on a need-to-know basis; • Required safeguards, such as encryption, to prevent unauthorized access to, loss of, or theft of laptops and/or other portable media devices (e.g., USB Thumb Drives, portable hard drives, etc.); • Procedures for securely transmitting/sharing NPI (internally and externally); • Procedures for securely storing NPI (both hard copy and electronically); • Procedures for retaining NPI; and • Procedures for securely disposing of NPI (both hard copy and electronic).
24_MBFRR	<p>All unregulated entities (mortgage bankers) are required to submit their financial data at the Mortgage Bankers' Financial Reporting Website. To process your application, we need the most up-to-date financial information throughout the application process.</p> <ul style="list-style-type: none"> • Visit www.mbfrr.org to access the Mortgage Bankers' Financial Reporting Form ("MBFRR" or Form 1002). • If you don't have an account, click on the "Request New Account" link on the left side of the screen. • Please enter the most recent financial information available <i>in thousands</i>. • Call the number for technical support at the bottom of the screen if you need help.



Before uploading the following documents to the FT Portal, you must execute them and then scan to a PDF copy.

Certification	Fannie Mae – Statement of Certification (See page one for instructions). Must be signed by an officer of the company who is listed on Form 1001.
Form 1001	Fannie Mae – Form 1001 Version February 2017 (Authorization for Verification of Credit and Business References) Required for all institution types and stock structures. Senior management must be on this form regardless of ownership percentage. Detailed instructions are included on the Form 1001. Please submit the Form 1001 at the FT Portal.
Articles of Incorporation / Organization	Copy of the documents filed with a government body to legally document the creation of a corporation. If regulated, copy of most current state and/or federal charter.
W-9	IRS Form W-9



Statement of Certification

Purpose

This form is used to certify the accuracy and completeness of the information provided in the Application for Fannie Mae Approval.

Instructions

Before printing this form, enter the name and title of the person who will sign the form, your company name, and the date.

Who may sign this form: The Statement of Certification must be signed by an officer of your company who is authorized to sign on your company's behalf, as identified on the Authorization for Verification of Credit and Business References (Form 1001), also included in your application packet.

Print the form, and have the authorized individual sign it. Include the signed original of this form in your application packet, and retain a copy in your corporate records.



Statement of Certification

The undersigned entity hereby represents and warrants that: (1) all information contained in the Application for Fannie Mae Approval is complete and accurate, and (2) Fannie Mae will be notified of any material change in the information provided in this Application during the time after submission of this Application and prior to approval. The undersigned entity understands that Fannie Mae will rely upon the information contained in this Application and that any misrepresentation or omission may constitute a civil or criminal violation and may be cause for suspension or termination as a Fannie Mae seller/servicer.

The individual executing this document below represents that he or she is duly authorized to sign this statement on behalf of the Applicant.

Name:	Title:
Signature:	
Company:	Date:

Instructions

Authorization for Verification of Credit and Business References (Form 1001)

A Lender includes this Form in its application for approval as a Fannie Mae seller or servicer to authorize Fannie Mae to verify information or to obtain credit reports, business reference reports, or other information to assist Fannie Mae in evaluating the application.

Please provide the following information on the form:

- List the name, social security number, position, date of birth, state of residence for each principal officer (regardless of ownership interest: “C-Suite” employees) and others who are the decision makers for the company and have them execute the form by signing where indicated;
- List the name, social security number, position, date of birth, state of residence and ownership interest for each partner and have them execute the form by signing where indicated;
- List the name, social security number, position, date of birth, state of residence and ownership interest for any [other] person(s) who directly or indirectly own a 5% or more interest in the company and have them execute the form by affixing their signatures.

An approved Lender must also submit this Form when it submits its annual *Lender Record Information* (Form 582), if it has any new principal officers, partners, or owners who directly or indirectly have a 5% or more interest in the company (showing only the names of the new parties).

Fannie Mae will accept an original signed hard-copy or a PDF copy of this form.

Send the original signed form to:

Fannie Mae
Attn: Lender Eligibility and Compliance
One South Wacker Drive, Suite 1400
Chicago, IL 60606-4667

OR

Email the executed PDF to:

audited_financial@fanniemae.com



Authorization for Verification of Credit and Business References (Form 1001)

(Please provide the information requested for: 1) each of the Lender's principal officers who are the decision makers for the company (regardless of ownership percentage), 2) each of the Lender's partners and 3) each person who, directly or indirectly, owns a 5% or more interest, and have each person execute where indicated below.

By executing this Form, the Lender and each of the undersigned persons hereby authorize Fannie Mae, at its discretion, to obtain positive identification of information the Lender provided in the *Application for Lender Approval* (Form 1010) and *Lender Record Information* (Form 582), and to obtain credit reports, business reference reports, and other information that is of concern to Fannie Mae. Fannie Mae acknowledges that such reports and information (and any other such reports and information that Fannie Mae may obtain concerning other persons who are partners, owners, or principals, of the Lender) will be obtained and used only in connection with Fannie Mae's approval of the Lender and evaluation of the Lender's application and continued eligibility to do business with Fannie Mae, and not for any consumer credit or other purposes. If the signature below is an electronic (including scanned) signature, the signer intends it to be as effective as an ink signature on paper.

Lender:

Address:

By: [Authorized signer]

Type Name and Title:

Date:

Officers, Partners, and Owners:

Name (First, Initial, Last)	Social Security Number	Date of Birth	State of Residence	Position	Ownership Percentage	Signature
Principle Officers and Decision Makers						
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Partners						
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Equity Owners						
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