

Annual Recertification

General Information

Corporation
 Limited Liability Company
 Partnership (LTD or General)
 Other:

Applicant's Legal Name:

DBA (if applicable):

Corporate Address:

Company Website Address: _____ Phone Number: () -

Federal Tax ID Number: _____ NMLS ID: _____ Fiscal Year end (month/day)

Date Company Founded: _____ Number of Branch Locations: _____

Name of Parent Company:

Ownership / Management Information

Owners/ Principals	Email	Phone	% Owner

*For all owners over 10%, please provide a credit report dated within the last 60 days or provide your SSN through secure e-mail for MK Lending to run credit

Senior Management/Contact	Name	Phone	E-Mail
CEO/President			
CFO			
Compliance Officer			
Production Sales			
Processor			
Loan Defects/Repurchase			

*Please provide resumes for all owners/senior management (if applicable)

Loan Production Information

What origination methods are used by your company?

Retail – Traditional LO's in brick-and-mortar offices in the areas of its borrowers
 Retail – Call Center/Online

Volume by Origination Type:

Origination Type	% of Monthly Volume	Additional Information	Count
Traditional Retail:		Number of LOs	
Call Center/Online Retail:		Number of LOs	

Annual Recertification		
Reference		
Lender Name	Contact Name	Phone Number
Company Information		
Total Number of Employees:		Number of Admin/Ops(non-sales) Staff:
Are your operations groups centralized? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please explain:		
Tax Transcript Information		
Does your company maintain procedures in place requiring tax transcript verification on files, including escalation and exception protocols?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Repurchase Information		
Please provide the following information regarding repurchase requests:		
Open		
# of Loans:	UPB:	Estimated Loss (\$):
Settled in last quarter		
# of Loans:	UPB:	Estimated Loss (\$):
Please attach the following documents		
<ul style="list-style-type: none"> - Financial for most recent period including Balance Sheet and Income Statement including YTD and MTD information (FDIC Insured Banks & Credit Unions Exempt) - Current Year's Production totals by product by month & previous year's production. - Copy of current E&O insurance - Resumes for new management since last certification 		
<p>Any electronic signature of a party to this Agreement shall be valid as an original signature and shall be effective and binding. Any such electronic signature (including the signature(s) to this Agreement) shall be deemed (i) to be "written" or "in writing," (ii) to have been signed, and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files.</p>		
_____ Signature	_____ Date	
_____ Name	_____ Company Name	
_____ Title (Approved Signee from Corporate Resolution)		