



Modified Correspondent Annual Recertification Instructions

Revised 8/23/17

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Recertification for Calendar Year: 2017 - 2018

Contents of the Recertification Package	
The following documents are included in this Recertification Package.	
<ul style="list-style-type: none"> ✓ Instructions ✓ Modified Correspondent Recertification Form ✓ LO Compensation Compliance Certification ✓ E-Sign Approval Form ✓ W9 Click Here for W9 Form 	<ul style="list-style-type: none"> ✓ You must fully complete the Recertification Form and include all applicable documentation. ✓ All information must be received by MSI <ul style="list-style-type: none"> • 2017 Recertification: No later than 10/31/17 ✓ Failure to return your Recertification <u>by the due date</u> may result in termination of your selling privileges.

Additional Information Required
<p>Check all included items and attach them with your return package.</p> <p><u>Provide the following:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Current year's audited Financial Statements <input type="checkbox"/> Copy of current Board-Approved QC Policy <input type="checkbox"/> Copy of current Board-Approved BSA/AML Policy <input type="checkbox"/> Copy of current Board-Approved Appraisal Policy <input type="checkbox"/> Copy of All Current Mortgage Lending Licenses, as applicable. <input type="checkbox"/> Copy of All Loan Officer's State License, as applicable. <input type="checkbox"/> All supporting letters of explanation as required. <p><u>Provide the updated information ONLY if changed in the past year:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Resumes of Key Personnel <input type="checkbox"/> For Companies Owned by Banks: <ul style="list-style-type: none"> ○ Documentation of personal identification for each new Principal noted in the "Key Personnel" section of the Application. ○ Copy of current driver's license. <input type="checkbox"/> Proof of Fidelity Bond and Errors & Omissions Insurance <i>and/or</i> Surety Bond as required by the state(s) in which you conduct business. <input type="checkbox"/> Articles of Incorporation, Articles of Organization, Partnership Agreement <input type="checkbox"/> Copy of Master Bailment Letter for <u>each</u> Warehouse Bank used. <input type="checkbox"/> Copy of Resolution Board of Directors <input type="checkbox"/> Copy of all Agency Approval Letters <input type="checkbox"/> W9 <input type="checkbox"/> E-Sign Approval Form, if applicable

Submission Instructions
<ul style="list-style-type: none"> ✓ Complete the Recertification Form. ✓ Execute the Compliance Certification. ✓ Collect the supporting information listed in the section above. ✓ Package all information, include this Instruction Sheet, and return to the address below no later than the posted due date: <p style="text-align: center;"> Mortgage Services III, L.L.C. 502 North Hershey Road Bloomington, IL 61704 Attn: Ketra Hay (khay@msiloans.biz) </p>



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Modified Correspondent Recertification Form

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Company Information

Company Name: _____ DBA: _____

Address: _____

City: _____ State: _____

Zip: _____

Business Tax ID #: _____

Company NMLS#: _____ FDIC/NCUA: _____

Company Main Contact: _____ Title: _____

Phone: _____ Email: _____

Company Secondary Contact: _____ Title: _____

Phone: _____ Email: _____

Company Web Site Address: _____

Company Main Phone: _____ Company Fax: _____

Toll Free Phone #: _____ Time Zone: _____

Company Structure:

✓ Are you a Financial Institution? YES NO IF YES, What is your Institution Type (i.e. Commercial Bank, Community Bank, Savings Bank)? _____

✓ Is your Company publically traded? YES NO IF YES, please provide stock symbol: _____

✓ Do you have a Parent Company? YES NO IF YES, please complete the following Parent Information:

• Parent Company Name: _____

• Parent Company Address: _____

• If the Parent Company is a Financial Institution, what is their Institution Type (i.e. Commercial Bank, Community Bank, Savings Bank, Credit Union)? _____

and Banking Number (i.e. FDIC, Charter Docket)? _____

• Is your Parent Company a Series LLC? YES NO

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Modified Correspondent Recertification Form

Company Information, Continued

Key Personnel:

Department	Name	Email	Phone	Fax
If there have been any changes to the following in the past 12 months, please provide Resumes.				
<input type="checkbox"/> Business Owner				
<input type="checkbox"/> President Date of Birth: _____				
<input type="checkbox"/> Chief Financial Officer Date of Birth: _____				
<input type="checkbox"/> Controller				
<input type="checkbox"/> Production				
<input type="checkbox"/> Secondary Market*				
<input type="checkbox"/> Operations				
<input type="checkbox"/> Underwriting				
<input type="checkbox"/> Funding				
<input type="checkbox"/> Post-Closing				
<input type="checkbox"/> Final Docs				
<input type="checkbox"/> Warehouse				
<input type="checkbox"/> Compliance				
<input checked="" type="checkbox"/> Please designate the contact person for interest rates, Announcements, and other materials.				

Wire Instructions: Please check if this is a new bank. Please check if there are NO changes: (No info required.)

Destination Bank:

Destination ABA: _____

Acct. Name to be credited: _____

Acct. # to be credited: _____

Bank Phone: _____

Bank Fax: _____

City: _____

State: _____

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Investor Information

Agency Approvals: Submit agency approval letters as applicable.

Agency	Date Approved:	Identification Number
<input type="checkbox"/> FHA/HUD		
<input type="checkbox"/> VA		
<input type="checkbox"/> GNMA		
<input type="checkbox"/> Fannie Mae		
<input type="checkbox"/> Freddie Mac		

Investor References:

Investor Name: _____ **Contact Name:** _____
Phone: _____ **Last 12 month's volume:** _____
Relationship (Years) _____ **% of Production sold:** _____

Investor Name: _____ **Contact Name:** _____
Phone: _____ **Last 12 month's volume:** _____
Relationship (Years) _____ **% of Production sold:** _____

Investor Name: _____ **Contact Name:** _____
Phone: _____ **Last 12 month's volume:** _____
Relationship (Years) _____ **% of Production sold:** _____

General Investor Questions:	Answers:
What % of your company's loan production is 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 is sold on a mandatory trade basis?	
What % of your company's loan production is sold on an assignment of trade basis?	

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**Your Easiest Path
to Mortgage Lending™**

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Production Information

States:

- ✓ Please list the states in which you are licensed or exempt from licensing requirements to do business **and** attach copies of each applicable current/active state licenses to the Recertification Form.

Historical Loan Production:

Please provide the following information on your production. Provide production numbers separately for each product loan type.

Loan Type	Volume in Dollars	Number of Loans
Current Year to Date: _____		
Conventional		
Jumbo		
FHA		
VA		
Other		
Purchase		
Refinance		
<i>Please "break down" the above product into origination channels:</i>		
Retail Origination		
Wholesale Channel		
Correspondent Channel		

Most Recent Fiscal Year Ended: _____		
Conventional		
Jumbo		
FHA		
VA		
Other		
Purchase		
Refinance		
<i>Please "break down" the above product into origination channels:</i>		
Retail Origination		
Wholesale Channel		
Correspondent Channel		



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Production Information, Continued

Repurchase / Indemnification Information

Repurchase / Indemnification paid in the past 12 months:

Total # of Loans: _____ UPB \$ _____ Settlement \$ _____

Outstanding Repurchase Balance as of this Recertification Date:

Total # of Loans: _____ UPB \$ _____ Settlement \$ _____

Age of the oldest outstanding Repurchase: _____

MSI Production: Please tell us your preference for selling your loans to MSI.

Conventional:

- Wholesale Transactions** – MSI underwrites and all loans are closed in MSI's name.
- Mod Corr Transactions** – MSI underwrites and the loans close in the Seller's name (with the Seller's funds); the Seller is responsible for returning a complete closing package to MSI.

Important Note: Certain conventional products require the Seller to close as a Wholesale Transaction.

FHA:

- Sponsored Originator (SO)** – all loans **must close as Wholesale Transactions**. MSI underwrites/closes and insures the loans.
- Authorized Agent – Wholesale Transactions:** MSI underwrites and insures; loans close in MSI's name.
- Authorized Agent – Correspondent Transactions:** Seller must have "full eagle" from HUD Title II Approval – MSI underwrites and insures, but Seller closes the loan. Seller must pay the Upfront MIP.

VA:

- Authorized Agent – Wholesale Transactions:** Loans are closed in MSI's name with MSI funds; MSI underwrites and guarantees.
- Authorized Agent – Mod Corr Transactions:** MSI underwrites and guarantees, but Seller closes the loan. Seller must pay the VA Funding Fee within 10 calendar days of loan closing.

Rural Development / USDA:

- Wholesale Transactions:** All loans must be closed as Wholesale Transactions; MSI underwrites and insures; loan closes in MSI's name.
- Mod Corr Transactions:** All loans must be underwritten and guaranteed by MSI. The Seller closes the loan; the USDA 1980-18 must be in MSI's name and the Seller must return a complete closing package to MSI. MSI pays the Funding Fee.

Modified Correspondent Recertification Form

Disclosure Questionnaire

Questions:	YES	NO
<ul style="list-style-type: none"> ✓ All questions pertain to the last 12 months. ✓ Any of the following questions with a "Yes" answer require a letter of explanation (LOX) acceptable to MSI. Please include in your Recertification Package. 		
1. Have there been any material changes to the structure of your company this past year? If yes, please attach a full explanation.		
2. Has your company ever been named as a defendant in a lawsuit, been involved in any criminal proceedings or litigation in the past 7 years?		
3. Has any Principal or Officer ever been named as a defendant in a lawsuit, been involved in any criminal proceedings or litigation in the past 7 years?		
4. Has any Principal or Corporate Officer ever been convicted of a crime?		
5. Has there been a material change in company ownership, board of directors or senior management in the past 12 months?		
6. Have you initiated or terminated any affiliate relationships in the past 12 months?		
7. Has your company ever entered into a supervisory agreement with any regulatory agency?		
8. Has there been any material change in the way the company originates loans in the past 12 months?		
9. Has your company undergone any federal, state or agency regulatory review in the past 12 months?		
10. Have you received any customer complaints within the past 12 months regarding false/deceptive advertising, fraud, and/or misunderstanding of product terms?		
11. Has your company been suspended from selling or servicing mortgages by any investor?		

Questions:	YES	NO
<ul style="list-style-type: none"> ✓ All questions pertain to the last 12 months. 		
12. Are loan audits performed internally?		
13. Have there been any material changes in warehouse lines, new or closed, within the past 18 months.		
14. Does your company follow the recommended quality control guidelines for responsible lending published by Fannie Mae or Freddie Mac?		
15. Is your company currently approved or sponsored to submit VA loans?		
16. Does your company have documented policies and procedures to approve and monitor appraisal vendors?		
17. Does your company maintain compliance with FHA Appraisal Independence requirements?		
18. Does your company have a process to insure compliance with high cost and anti-predatory lending statutes for all applicable federal, state and if necessary, local laws?		
19. Does your company perform background checks for employees involved in the origination of mortgage loans?		
20. Does your company have written hiring policies and procedures for checking all employees, including management, involved in the origination of mortgage loans (including application through closing) against the HUD Limited Denial of Participation List (LDP) and the U.S. General Services Administration (GSA) Excluded Party List (GSA)?		
21. Does your company use contract processing services?		
22. Does your company have an Anti-Money Laundering program in place?		
23. Are you prepared for the new 2015 HMDA Rule including the ULI Date Field and LEI Number?		
24. Will your company begin using our Affinity Processing Program within the next 12 months?		
25. Does your company adhere to the TRID Requirements, including the CD being delivered at least 3 days before closing?		
26. Does your company comply with the E-sign Act and with all local, state, federal, and agency requirements?		

Disclosure Questionnaire, Continued

Certifications:	YES	NO
✓ All questions pertain to the last 12 months.		
27. Do you certify that your company has implemented written policies and procedures to ensure compliance with Pricing/Safe Harbor regulations and that it would be available upon request?		
28. Do you certify that your company has implemented written policies and procedures to ensure compliance with the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 (SAFE Act, 12 CFR 3654, FDIC) and any applicable state or federal laws, regulations, rules or order enacted or promulgated pursuant thereto?		
29. Do you certify that your company has implemented written policies and procedures to ensure compliance with the Appraisal Independence Requirement (AIR) in conjunction with the previous Home Valuation Code Conduct (HVCC) and ECOA appraisal delivery to customers for all loan products?		
30. Do you certify that you have implemented written policies and procedures to ensure compliance with Vendor Management and that it would be available upon request?		
31. Does your company have an approved compliance management system in place?		
32. Do you certify your company complies with all applicable Fair Lending laws, rule and regulations including, but not limited to, The Equal Credit Opportunity Act (ECOA); the Home Mortgage Disclosure Act (HMDA); the Fair Credit Reporting Act (FCRA); the Fair and Accurate Credit Transaction Act (FACT ACT); and the Community Reinvestment Act (CRA)?		

Affiliated Agent Questionnaire

For the purposes of answering the following questions, a "Principal" is any person or entity that has:

- ✓ Control, or power to vote 5% or more of the outstanding shares of any class of voting securities of the company, directly or indirectly or acting through one or more persons; or
- ✓ Control in any manner over the election of a majority of the directors trustee, or general partners (or individuals exercising similar functions of the company); or
- ✓ The power to exercise directly or indirectly, a controlling influence of the management or policies of the company;
- ✓ The power to exercise directly or indirectly, the selection of title companies, title agents, escrow companies, law firms, and other settlement agents used by the company.

The "1st Degree of Relationship" includes children and parents. A husband and wife are related in the first degree by marriage. For other relationships by marriage, the degree of the relationship is the same as the degree of the underlying relationship by blood.

Affiliate Relation:	YES	NO
Any of the following questions with a "Yes" answer require a letter of explanation (LOX) acceptable to MSI.		
1. Do any controlling persons, owners, directors, or officers have a direct or indirect ownership interest in a Real Estate Sales Company?		
2. Do any controlling persons, owners, directors, or officers have a direct or indirect ownership interest in an Appraisal Company?		
3. Do any controlling persons, owners, directors, or officers have a direct or indirect ownership interest in a Title Company?		
4. Do any controlling persons, owners, directors, or officers have a direct or indirect ownership interest in a Construction or Home Improvement Company?		
5. Do any controlling persons, owners, directors, or officers have a direct or indirect ownership interest in a Credit Repair Company?		
6. Do any controlling persons, owners, directors, or officers have a direct or indirect ownership interest in any other general affiliate?		

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Modified Correspondent Recertification Form

Signature, Authorization and Acknowledgments

Failure to return this executed form and requested documentation will result in suspension of the Seller's MSI approval.

- By signing below you certify the accuracy of the information provided in this form you certify, represent and warrant to MSI that the company referenced herein: (i) is properly licensed and registered in the states where the licensure and registration is required in order to conduct business as is presently being conducted and is contemplated under the terms of any agreement with MSI; (ii) maintains a formal Quality Control Plan that complies with MSI requirements and adheres to those procedures; (iii) currently maintains Errors and Omissions and Fidelity Bond Insurance coverage based on state minimum requirements. You further certify that you will immediately advise MSI in writing of any material change to the information or certifications herein.
- You consent and authorize MSI to send you via facsimile, email, or other similar transmission method, notices, including but not limited to, rate sheets, policy, or procedure notices, announcements or bulletins, and business advertisements.
- I hereby agree that the original signed Mod Corr Agreement remains in effect as modified by any related Mod Corr Announcements and Seller Guide updates which supersede and modify the original signed Mod Corr Agreement.
- It is understood that all information provided to MSI and contained in this application/recertification may be used by MSI to review and maintain the Seller in Good Standing to participate in the MSI Mod Correspondent program. The Seller hereby authorized such use and certifies that by signing the recertification the Seller is granting permission for Strategic Report and/or credit reports, financial background to be ordered on your company and/or personnel in your company.

Authorized Signer:

Signed: _____	Title: _____
Print Name: _____	Date: _____

MSI Use Only:

Received By: _____ Approved By: _____

Date: _____ Date: _____



LO Compensation Compliance Certification

Revised 9/08/14

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Compliance Attestation /Certification

Compliance Attestation /Certification

In compliance with the federal Truth in Lending Act, including implementing Regulation Z and the Official Staff Commentary, _____ attests, on behalf of itself that for Loans which will be delivered to Mortgage Services III, LLC for purchase: (1) This Seller has not paid compensation to any loan originator in an amount that is based on a prohibited term or condition, and (2) no consumer has been steered to a product or program on the basis of increased loan compensation for any loan originator.

Seller acknowledges and certifies that it is in compliance with MSI's Representations and Warranties, as outlined in the Seller Guide (updated 4/01/11) regarding Compensation Arrangements.

Seller affirms that Mortgage Services III, LLC is entitled to rely, and is relying on the Seller to be in full compliance with the current regulations. Seller authorizes Mortgage Services III, LLC, at its discretion, to verify the information with any other sources, and Seller waives any cause of action or claim Seller may have against such sources with respect to any information they may provide.

By: _____
(Authorized Officer Signature)

Print Name: _____

Title: _____ Date: _____

NMLS Loan Origination Company ID: _____

Note: May only be signed by the authorized agent on file with Mortgage Services III, LLC.



Correspondent Lending E-Sign / E-Delivery Approval Request Form

Posted 04-22-2016

Revised 04-21-2016

Please take a moment to complete this request and return it as soon as possible to Ketra Hay: khay@msiloans.biz

Correspondent Information

Correspondent Name: _____ Date: _____

Requested Approval(s): E-Sign E-Delivery

Please check vendor(s) that will be used for the E-Sign Program (acceptable vendors are listed below)

- | | | |
|---|---|---|
| <input type="checkbox"/> Accenture Mortgage | <input type="checkbox"/> Docutech™ | <input type="checkbox"/> MRG Document Technologies |
| <input type="checkbox"/> Adobe® EchoSign® | <input type="checkbox"/> DocVelocity® | <input type="checkbox"/> National Credit-Reporting System, Inc. (NCS) |
| <input type="checkbox"/> a la mode, inc® | <input type="checkbox"/> eLynx, Usign, Swiftview, or INBOX | <input type="checkbox"/> SigniaDocs |
| <input type="checkbox"/> CIC® | <input type="checkbox"/> eOriginal® | <input type="checkbox"/> Silanis'Approvelt® |
| <input type="checkbox"/> CSI | <input type="checkbox"/> Encomia | <input type="checkbox"/> Sutisoft® |
| <input type="checkbox"/> Cogent Road | <input type="checkbox"/> Elle Mae® Encompass | <input type="checkbox"/> Wave eSignSystems |
| <input type="checkbox"/> Date-Vision, Inc. (Remote Docs®) | <input type="checkbox"/> First American Loan Production Solutions | <input type="checkbox"/> Wolters Kluwer |
| <input type="checkbox"/> Digital Delivery, Inc. | <input type="checkbox"/> Fiserv | <input type="checkbox"/> Xerox Blitzdocs® |
| <input type="checkbox"/> DocMagic Inc. | <input type="checkbox"/> Integrated Media Management (IMM) | |
| <input type="checkbox"/> Document Express, Inc. | <input type="checkbox"/> International Document Services (IDS) | If you have a vendor you would like to add please list below: |
| <input type="checkbox"/> DocuPrep | <input type="checkbox"/> Mortgagebot, LLC | NOTE: MSI is under no obligation to accept the listed vendor |
| <input type="checkbox"/> DocuSign® | <input type="checkbox"/> Mortgage Builder | <input type="checkbox"/> Other: _____ |
| | | <input type="checkbox"/> Other: _____ |

How long has your company utilized the above selected vendor along with the E-Sign vendor's contact name, email, and phone number?

Does your Business Continuation Plan have a backup in the event that a record needs to be obtained at a later date? YES NO

What types of controls are used to make sure E-Sign documents are sent out to consumers and returned in a timely manner?

Who completes the Quality Control reviews of E-Signed loans? _____

Is there a sample size of E-Signed loans to be included in the Quality Control review? YES NO

Please list the individual to contact in the event that transaction logs for electronically signed documents are needed.

Name: _____ Title: _____
Phone Number: _____ Email: _____

Authorized Signor _____ Date _____

By signing and submitting this form for approval, the Correspondent represents and warrants that all Agency requirements and local, state and federal legal requirements have been met, including, but not limited to, the Electronic Signatures in Global and National Commerce Act ("E-Sign") and the Uniform Electron Transactions Act ("UETA"). You also agree to comply with MSI's E signature policies and procedures as specified within Correspondent manual.

Each loan file submitted to MSI is required to contain the Consumers consent to receive disclosures electronically and audit trail document evidencing the receipt.

Eligible Electronic Documents

Only upfront discourses are eligible to be delivered and signed electronically such as:

- Initial application (1003)
- Initial & Re-issued LEs
- Initial & Re-issued CDs
- Initial 4506T in the initial loan application package
- Any product specific disclosures required at application such as ARM, LPMI
- Any state specific disclosures required at application or other disclosures required at application

Ineligible Electronic Documents:

- Electronic signatures are not allowed on any Power of Attorney or any documents signed with a POA
- 4506T signed at Closing
- Signed collateral (closing) documents at this time

Important Notes:

- ✓ Please provide a copy of your signed Vendor Agreement showing compliance with UETA and ESIGN
- ✓ If you have any questions or concerns, please contact your assigned AE.