



## **APPROVAL CHECKLIST**

### **PRELIMINARY (FOR BASIC REVIEW)**

- △ Completed and signed Seller Application
- △ Signed Authorization to Release Information
- △ Two-years **audited** financial statements (\$1M – minimum tangible net worth)
- △ Interim unaudited financial statements if the yearly financials older than 6 months

### **REQUIRED FOR APPROVAL**

- △ Proof / reference from warehouse lender and warehouse bailee letter
- △ Executed W-9
- △ Proof of E&O and Fidelity Bond insurance policy (Amount/Deductible/Expiration) – minimum of \$500K each
- △ Certified copy of corporate resolutions listing authorized parties/signatories by function
- △ Previous three (3) months of loan performance servicer report cards from three (3) investors
- △ Copy of quality control (QC) plan
- △ Articles of incorporation
- △ Resumes of key officers
- △ Copy of Compliance Manual or procedures
- △ Copy of all licenses and approvals

### **TO BE SIGNED AFTER ELIGIBILITY FOR APPROVAL**

- △ Seller Loan Purchase Agreement
- △ Service Agreement
- △ Assignment Assumption & Recognition Agreement