

## TPO ELIGIBILITY GUIDELINE

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### INTRODUCTION

To be eligible for TPO at WEI Mortgage Corporation, broker and each loan originator must be duly organized, have valid license(s), and be qualified to transact business in each state where property securing a loan is located. Broker and each loan originator at all time should be in compliance with all federal, state and local laws and regulations applicable to the operation of its business including, but not limited to, RESPA, the Home Ownership and Equity Protection Act of 1974, the Fair Credit Reporting Act, the Fair Housing Act, the Equal Credit Opportunity Act, the Truth in Lending Act, the Home Mortgage Disclosure Act and all regulations published under such laws. Each Broker must have a net worth of \$15,000 or must meet state requirements for such broker status, whichever is the greater. Each Broker will be subject to an in-depth search of fraud by cross referencing the broker, the broker's company, loan officers and all involved parties to a database provided by GE Mortgage Insurance Corporation.

### DOCUMENTS

To be an approved broker or a loan originator, please provide followings:

- ❑ Completed and signed WEI Mortgage Corporation's TPO Application Package
    - Signed Broker Origination Agreement
    - Signed Authorization & Release Agreement
    - Signed Credit Authorization
    - Signed Certificate of Authority and Specimen Signatures
    - Signed Limited Power of Attorney
    - Signed Consent Form for Sending and Receiving Faxes and Emails
  - ❑ Financial Statements
    - Most recent two years (Audited -or- CPA Compiled)
    - Current Interim statement
  - ❑ Copy of active Broker License(s) and effective E&O / Fidelity Bond insurance policies (if required by state licensing) for all office locations in all states in which broker(s) or loan originator(s) operate its business.
  - ❑ Articles of Incorporation (If broker is a corporation) -or- Articles of Organization (if broker is a LLC)
  - ❑ Resumes of executives & key management officers, and their contacts (Full legal name, Business Address, Phone, Fax, Email Address)
  - ❑ Complete list of all loan originators and loan processors, and their contacts (Full legal name, Business Address, Phone, Fax, Email Address)
  - ❑ Complete list of branches and affiliated companies, and their contacts (Licensed name, Address, Phone, Fax)
- Completed and signed W-9 Request for Taxpayer ID Number