



## **Broker Package Submission Checklist**

Please complete and sign your Broker Application and Agreement. For each item that applies to your business, please provide the documentation or information requested. A complete application and supporting documentation will assure a faster turn around time. If you have any questions, please contact your Account Executive.

- Broker Application** - Complete and sign the application. Include the documentation outlined in this checklist. Failure to provide all the necessary information can result in a delay and/or declination.
- Broker of Record/Owner/Principal must have at least 2 years of mortgage experience.** (Exceptions will be considered on a case-by-case basis.)
- Rate Sheet Authorization** - Check applicable boxes as needed. Please send under separate cover to FPF Wholesale at address listed below
- Company Resolution** – This documentation is required if your company entity is one of the following: partnership, LLP, LLC, or corporation.
- W-9 Request for Taxpayer Identification Number and Certification**
- Broker License(s)** – Attach the broker license(s) in the state(s) you would like to do business with FPF Wholesale.
- Government Approvals** – To be sponsored by FPF Wholesale, please contact your Account Executive. **If your company is already approved and sponsored, please provide the following information:**  
**FHA:** Title II Approval Letter  
**VA:** VA Agent ID Number
- Resumes for Key Personnel**
- Current Financials-** Including, but not limited to Balance Sheet and Income Statement. All financial information provided will be held in strictest confidence and will not be released to any outside party.
- Articles of Incorporation or Organization**
- Broker Agreement** – Complete and execute the Agreement. **(Note: any modifications to agreement provisions may result in delays or a denial.)**

**NOTE: FPF WHOLESale IS UNABLE TO FUND YOUR LOANS UNTIL YOUR BROKER APPLICATION IS APPROVED.**

Please return or fax the completed broker package to:

**FPF Wholesale**  
**Attention: Broker Approval Dept.**  
**4 Hutton Centre Drive, #500**  
**Santa Ana, CA 92707**  
**Fax: (714) 424-8467**

**FPF Wholesale Account Executive:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Broker Application

### Company/Broker Information:

Legal Company Name: \_\_\_\_\_

DBA or Trade Name: \_\_\_\_\_

Former Co. Name (if Applicable): \_\_\_\_\_

Actual Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### Company Filing Information:

Please Check One:

Sole Proprietorship  
  Partnership  
  Limited Liability Company  
  Corporation  
  Other \_\_\_\_\_

Filing Date: \_\_\_\_\_ Filing State: \_\_\_\_\_ Federal Tax ID No: \_\_\_\_\_ -

### Licensing Information:

Broker of Record Name: \_\_\_\_\_

License Number

Expiration Date

Additional States: \_\_\_\_\_

Please attached copy of state license(s)

### Principals:

Principals/Owners	Title	Phone Number/Ext	SSN Number	% of Ownership

1. Has your company ever been suspended from selling or servicing mortgages by an investor? If yes, please provide an explanation. Yes  No

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2. Has your company, or any officer of the company, been named as a defendant in a lawsuit for alleged fraud or misrepresentation in connection with any real estate/mortgage related activity? If yes, please provide an explanation. Yes  No

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3. Has your company, or any officer of the company ever had a mortgage or other professional license suspended, revoked or received any other disciplinary action from a regulatory agency? If yes, please provide an explanation. Yes  No

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4. Are you currently originating government loans? Yes  No  If Other, please specify:
 

FHA Title II Approval No:		Other:	
VA Agent ID Number:		Other:	

## Broker Application (cont.)

5. Does your company or any of the principals own or control a real estate company, real estate development company, construction company or financial services company such as: title company, escrow company, tax preparation, or credit counseling. If yes, please list all affiliated companies. Yes  No

\_\_\_\_\_

6. How did you hear about FPF Wholesale?

\_\_\_\_\_

7. How many Loan Originators do you have on staff? \_\_\_\_\_

Volume History	# of Units Funded	Total \$ Amt Funded	% Conventional	% Government
Current YTD: ____/____/____				
Previous Year: _____				

### Branch Offices (attach a separate list if necessary):

Address	Telephone	Fax	Contact Name

### Lender References:

Lender Name	Telephone	Contact Person	Email Address

The undersigned declare(s) that the statements set forth herein are true and accurate. FPF Wholesale is hereby authorized to obtain verification from any source named herein, including pulling personal credit, and conduct any background inquiries deemed necessary in connection with the approval of this application.

Broker Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Officer/Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## ***RATE SHEET AUTHORIZATION***

**Please check the appropriate box and send under separate cover to the address listed on the Broker Package Submission Checklist.**

Company Name: \_\_\_\_\_

Account Executive: \_\_\_\_\_

- Please e-mail the Daily Rates.  
**Email Address:** \_\_\_\_\_
- My company currently receives the rate sheet.
- My company will call when we wish to receive a faxed copy of the rate sheet.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative



**COMPANY RESOLUTION  
(Execution of Broker Agreement)**

The undersigned hereby certifies that the following was adopted by the \_\_\_\_\_  
\_\_\_\_\_(Board of Directors/Members/Partners) of  
\_\_\_\_\_(Company Name) a  
\_\_\_\_\_(Corporation/Limited Liability Company/Partnership)  
("Broker") on \_\_\_\_\_.  
(Date)

1. Broker is authorized to enter into the Broker Agreement ("Agreement") with FPF Wholesale. ("Lender"), and has the power and authority to comply with and be bound by the terms and conditions of the Agreement;
2. Lender can rely upon Broker's authority, as described above, as of the date hereof and as of the date of any subsequent transactions under the Agreement;
3. As of the date hereof, any one of the officers, members or partners of Broker, as applicable, expressly noted below, are authorized to make, execute, and deliver on behalf of Broker, this Agreement, the Broker Application in connection herewith, and any and all assignments, conveyance instruments, documents and forms required to be executed in order for Broker to comply with and by bound by the terms and conditions of the Agreement:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_

IN WITNESS WHEREOF, I have hereunto affixed my hand this \_\_\_\_ day of \_\_\_\_\_ of 200\_\_.

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

(Corporate Seal, as applicable)