



Mortgage Broker Recertification Documentation Required Checklist

Please email the following to your Account Executive and copy brokerapp@pacbaylending.com

RECERTIFICATION DOCUMENTATION REQUIRED

1. Completed **Mortgage Broker Annual Recertification Form**
2. **Authorization Form**, signed and dated
(SoftQual credit report only, no impact to credit score and no credit bureau inquiry)
3. **IRS Form W-9**, signed
(Required only if your corporate address has changed)
4. **Current Profit & Loss Statement**, signed and dated
5. **Current Balance Sheet**, signed and dated, reflecting a **minimum of \$25,000 in assets**

Important Notice

If your original broker application was completed **more than five (5) years ago**, please **do not** complete the recertification. Our policy requires submission of a **new, updated Mortgage Broker Application** every five years. Annual recertification is required in all other cases.

Broker Application

The most recent Mortgage Broker Application can be downloaded from our website:
https://pacbaylending.com/pac2/form_list.php

> Broker Application

Please complete all sections and submit the required documentation as outlined in the checklist.

If you have any questions or need assistance, please contact your Account Executive and copy the Broker Desk.

Thank you.



MORTGAGE BROKER RECERTIFICATION

COMPANY NAME	
OTHER DBA NAME	

NMLS ID	COPORATE ADDRESS	PHONE

BROKER OF RECORD		
NAME	NMLS ID	EMAIL ADDRESS

CONTACTS			
NAME	TITLE	PHONE NO	EMAIL ADDRESS

REFERNCES			
COMPANY	CONTACT PERSON	YRS APPROVED	EMAIL ADDRESS

DECLARATIONS	
1. Has your company, and/or principals or corporate officers, been named as a defendant in a lawsuit for alleged fraud or misrepresentation in connection with any real estate-related activity in the past 12 months?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. Has any principals or corporate officers been convicted of a crime or named in pending criminal proceedings (excluding traffic violations and other minor offenses) in the past 12 months?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. Has your company, and/or principals or corporate officers, ever had a real estate or other professional license suspended, revoked, or received any other disciplinary action from creditors under any provision of the bankruptcy laws in the past 12 months?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Has your company, and/or principals or corporate officers, ever had a real estate or other professional license suspended, revoked, or received any other disciplinary action from a regulatory agency in the past 12 months?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. Has any lender enforced, or attempted to enforce, the Hold Harless or Repurchase clause of their correspondent or broker agreement with your company and/or any principals or officers in the past 12 months?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. Has your company ever had unfavorable findings with regard to mortgage operations, including any audit examination or report by FHA, VA, FNMA, FHLMC, or any regulatory, supervisory, or investigating agency in the past 12 months?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. Has there been a material change in company ownership (greater than 10%), board of directors, or senior management in the past 12 months? If Yes, please provide a Certificate of Amendment/New Broker Agreement and Policy Statement.	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. Has your company moved within the past 12 months? If Yes, please provide an updated W-9.	YES <input type="checkbox"/> NO <input type="checkbox"/>



COMPANY NAME	
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AUTHORIZATION TO RELEASE INFORMATION

I certify that I am duly authorized to complete this recertification and grant consent on behalf of the firm named herein for the purpose of applying to become an approved Mortgage Wholesale-Broker with Bay-Valley Mortgage Group. The undersigned certifies to Bay-Valley Mortgage Group and its successors and assigns that the foregoing information and all accompanying documents are true and complete. The undersigned hereby authorizes Bay-Valley Mortgage Group to obtain verification of any information or documentation provided in connection with this application from any source (including but not limited to both business and personal character or credit references provided by the applicant or any owner, principal, officer, employee, member, partner, or representative of applicant). Bay-Valley Mortgage Group is also authorized to submit the name of the company and all employees of the company for screening through any and all mortgage industry background databases. Applicant hereby releases and hold harmless Bay-Valley Mortgage Group, and third-party vendor assisting with the verification of information or documentation provided (including, without limitation, and background search) from and against all liability claims, damages, losses, costs, and expenses of any kind whatsoever that may arise from such verification efforts or the use or reporting of any information obtained in the course of such verification efforts.

AFFILIATE DISCLOSURE

Affiliation is defined as having ownership in, partnership interest with, family or close personal relationship. Please indicate if you have an affiliate relationship with companies: Realty company, Escrow Company, Building Contractor or Developer, Appraisal Company, Property Management Company, Accounting or Tax Preparation Company, Credit Bureau service, or Title Company. If Yes, provide details. Bay-Valley Mortgage Group will not accept appraisals from appraisers who are affiliated with the broke.	YES <input type="checkbox"/> NO <input type="checkbox"/>
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QUALITY CONTROL (QC) POLICIES

I/We hereby certify that Mortgage Brokerage continues to maintain comprehensive Quality Control (QC) policies to ensure compliance with:

- 1. State and Federal Regulations:**
Truth in Lending Act (TILA), Real Estate Settlement Procedures Act (RESPA), Home Mortgage Disclosure Act (HMDA), Anti-Money Laundering (AML) Compliance, Fair Lending Practices Equal Credit Opportunity Act (ECOA) and the Fair Housing Act to prevent discriminatory practices.
- 2. Agency-Specific Requirements:**
Fannie Mae and Freddie Mac, FHA, and VA Programs
- 3. Data Security and Privacy:**
Compliance with the Gramm-Leach-Bliley Act (GLBA) regarding the protection of consumer financial information.
- 4. Fraud Detection and Prevention:**
Applicant's fraud prevention policy, Federal Law Compliance Standards Information Security/FACTA Red Flag Plan SAFE Act, Dodd-Frank compensation, and Anti-Steering.
Red Flag Identification, Fraud Reporting.
- 5. Record Retention:**
Maintain records for the required period as stipulated by state and federal regulations, typically 2-3 years for most documents. Ensure that electronic records are securely stored and easily retrievable for audits or reviews.
- 6. Consumer Complaint Resolution:**
A clear and efficient process for handling consumer complaints in compliance with state and federal regulations. Keep detailed records of complaints and resolutions as part of your QC process.
- 7. Current employment policy:**
Hiring procedure for checking all employees, including management, involved in the origination of mortgage loans against the U.S. General Services Administration Excluded Parties List, the HUD Limited Denial of Participation List, and the Federal Housing Finance Agency Suspended Counterparty Program list.
- 8. Regular Reporting and Oversight:**
Schedule regular audits of loan files to ensure ongoing compliance and identify any areas of concern and implement changes to policies and procedures as needed.



COMPANY NAME	
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IF you answered YES to any of the questions in the Declarations 1-8 section, please attach explanation, reason for occurrence and action taken to prevent recurrence of similar claim or action. If applicable, provide supporting documentation which includes resolution and case numbers.

CERTIFICATION
I/We hereby certify that Mortgage Brokerage is in good standing with any all-applicable regulatory agencies. I/We further certify that said Mortgage Brokerage is not a defendant in any litigation alleging fraud, misrepresentation, or dishonest acts. For the purpose of inducing Bay-Valley Mortgage Group to provide financing for clients of the undersigned, I/We certify that all information contained in this Mortgage Brokerage application is true and correct.

NAME	_____
	(Principal/Officer/Broker)

SIGNATURE	_____
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DATE	_____
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AUTHORIZATION TO RELEASE INFORMATION

Company Name: _____

I/We hereby authorize you to release to Pacific Bay Lending Group (hereinafter referred to as "LENDER") any and all documentation and any other information LENDER may require for the purpose of conditional Mortgage Broker approval and periodic reviews of approved status.

Name: _____

Broker (Principal/Officer/Broker)

Social Security Number: _____

Date of Birth: _____

Home Address: _____

Signature

Date

Name: _____

Broker (Managing Officer or Broker)

Social Security Number: _____

Date of Birth: _____

Home Address: _____

Signature

Date