



CHECKLIST OF DOCUMENTS REQUIRED

Thank you for inquiring about wholesale and correspondent lending opportunities with Exchange Financial Mortgage Corporation. We are locally owned and operated and have been successfully serving clients for over 25 years. Our commitment to you is to provide exceptional customer service which includes program training and education.

The following documents must be provided along with a completed application to our program. Please be aware that incomplete packages will delay the approval process.

- 1.) Annual Audited Financial Statements for the last 2 years.
- 2.) Interim Financial Statements (Year to Date). If prepared by someone other than a CPA, they must be signed by an officer of the company stating that the financials are true and correct to the best of his/ her knowledge.
- 3.) Current resumes of key employees showing adequate administration, processing, and closing capabilities.
- 4.) Copy of quality control procedures.
- 5.) Copy of current Broker/Lender license(s)
- 6.) Certificate of Secretary Form completed showing each authorized signatory for future purposes of Note and Assignment Endorsements to Exchange Financial Corporation.
- 7.) Two executed copies of the Correspondent Agreement. Exchange Financial will return one completed to you upon approval.
- 8.) IRS W-9 Form

When your application package is complete or should you have any questions, please contact Rob Clark at 800.968.4234 or 616.957.3480