

Texas Department of Savings and Mortgage Lending

Mortgage Broker Questionnaire

Date:

4/14/2009

Examiner:

Mortgage Broker:

License #:

Company:

Street Address:

City, State, Zip:

Primary Office

- 1 Office type?
- 2 Accessible to public?
- 3 Hours posted?
- 4 Recovery Fund Notice posted?

Branches / Sponsored Loan Officers

- 5 Number of Branch Locations?
- 6 Number of Sponsored Loan Officers?
Branch / Sponsored Loan Officer List Attached?
All Verification of Licensure Correctly Displayed?
- 7 Broker operates under an entity structure?
Entity Name:
Entity Type: (Corporation, LLC, LP, LLP)
- 8 Entity properly licensed with SML? (effective 1/08)
- 9 Is the broker being examined the designated representative for the entity?
- 10 Does Broker and/or Entity operate under any DBA or assumed names?

DBA / Assumed Names

#1

#2

Other States Licensed

- 11 Broker licensed in other states?
State, Broker or Banker, License#
State, Broker or Banker, License#
- 12 Disciplinary action taken by other states?

Required Booklets

- 13 HUD Settlement-Supply on hand?
When to borrower?
- 14 CHARM - Supply on hand?
When to borrower?

Reverse Mortgages

15 Do you offer and originate reverse mortgages?

Credit Life Insurance

16 Do you offer any type of credit life insurance?

Appraisal Procedures

17 Routine Delivery?

File Maintenance Procedures

18 Final HUD-1s maintained in file?

19 Where are conversation logs retained?

What are disposal procedures for files older than 36

20 months?

Business/License #/Arrangement/ Comments

Affiliated Businesses

21 Title Insurance

Real Estate

Hazard or Property/Casualty Insurance

Attorney

Real Estate Appraisals

Real Estate Survey

Home Builder / Home Repair Co.

Mortgage Processing

Credit Counseling

Other

Compliance Program

22 Written program?

Copy provided?

23 Compliance Officer?

24 Compliance procedures?

25 Aware of Identity Theft Red Flag Rules (effective 11/08)?

If so, have you implemented written procedures?

26 If not, what type of corrective actions will be implemented?

In what time frame?

2nd Liens

27 Do you originate 2nd lien loans?

Types

Purchase Money 80/20 piggyback

Home Equity

Home Equity Lines of Credit (HELOC)

Home Improvement

28 Is your company licensed with the OCCC?

Advertising

**Details/In compliance/Copy
provided**

29 Broker advertises?

- Internet
- Newspaper
- Flyers
- Real estate book
- Other

Lender Capabilities

30 Warehouse line?
 What institution?
 Percentage closed through warehouse?

Processing Software

31 Type?

Transaction Log

32 Log kept?
 In compliance?

Records

33 Have you or any of your Loan Officers
 had files or records subpoenaed by a law
 enforcement agency?

Acknowledgment

The undersigned acknowledges that this Mortgage Broker Questionnaire has been received and reviewed by the Mortgage Broker and it accurately reflects the Broker's responses.

Mortgage Broker Signature

Date Signed

Examiner Signature

Date Signed