

## Annual Client Recertification

Each year, The Money Source Inc. (hereinafter "The Money Source" or "TMS") is required by various agencies and regulators to recertify our correspondent clients. Please complete the attached questionnaire and return along with all supporting documents via email to [Recertification@TheMoneySource.com](mailto:Recertification@TheMoneySource.com). Please direct all questions to your Account Representative.

### The following items are REQUIRED FOR RECERTIFICATION:

- Annual Recertification Form – all pages and items must be completed. Should any section not apply, enter N/A.
- Authorization to Release Information – the updated Authorization to Release Information must be completed by each principal owning 10% or more of the company.
- Current Balance Sheet – dated within 90 days of this recertification, signed by an officer of the company.
- Current Profit & Loss Statement (also known as an Income Statement) – dated within 90 days of this recertification, signed by an officer of the company.
- Most recent year-end audited financials
- Aged Warehouse Report (current within two weeks of recertification)
- Wire instructions for each warehouse line (not required for banks or credit unions)
- Uninsured Loan Report from FHA Connection
- Copy of Current E&O and Fidelity or Surety Coverage Insurance (Declaration Page)
- Current Organization Chart
- Current Quality Control Plan and most recent 3 months QC reports with management responses
- Most recent Investor Scorecards
- Appraisal Independence Requirement (AIR) Plan

### Attachments to be executed:

- Affiliate Relationship Form
- KISS Contact Sheet
- TMS Fair Lending Form
- Zero Tolerance Fraud Policy

### For clients with Third Party Origination approval, please provide the following in addition to your recertification package for review:

- TPO (Third Party Originator) Approval Policy & Procedure (including Monitoring)
- TPO Client List (including full legal name and NMLS number)

\*If you are seeking TPO approval, and are not currently setup, please provide the above-mentioned documents to [Clients@TheMoneySource.com](mailto:Clients@TheMoneySource.com) for consideration.

Failure to provide all documentation will result in the termination of your approval with our company. Once terminated, should you desire to reapply in the future you will be required to submit a new complete Correspondent Application Package.

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### General Business Information:

Sales Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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

Main Office Address: \_\_\_\_\_

Phone: \_\_\_\_\_ TAX ID: \_\_\_\_\_

Email: \_\_\_\_\_ NMLS #: \_\_\_\_\_

Business Entity Type: \_\_\_\_\_

HUD Approval #: \_\_\_\_\_ FNMA Approval #: \_\_\_\_\_

VA Approval #: \_\_\_\_\_ FHLMC Approval #: \_\_\_\_\_

USDA Approval (Yes/No): \_\_\_\_\_ GNMA Approval #: \_\_\_\_\_

FDIC Approval #: \_\_\_\_\_

To ensure timely resolution for all post purchase issues, please identify specific points of contacts for these areas.

### POST-CLOSING:

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ACCOUNTING:

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## Ownership:

Has there been a change in ownership in the past 12 months?  Yes  No

If yes, please provide resumes for the new owners.

Please provide information for all owners with an ownership interest of 10% or more of the company. Minor stakeholders should be listed, but are not required to provide the below personal information. The company's ownership must be represented 100%. All owners with an ownership interest of 10% or more must provide ALL information and execute this package, specifically the Authorization to Release Information.

### PRINCIPAL #1:

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

Home Address: \_\_\_\_\_

% of Ownership: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

### PRINCIPAL #2:

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

Home Address: \_\_\_\_\_

% of Ownership: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

### PRINCIPAL #3:

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

Home Address: \_\_\_\_\_

% of Ownership: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

### PRINCIPAL #4:

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

Home Address: \_\_\_\_\_

% of Ownership: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

### Minor stakeholders (owning less than 10% of the company):

Name: \_\_\_\_\_ % Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ % Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ % Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ % Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ % Ownership: \_\_\_\_\_

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If more room is needed, please attach a separate form including all information required herein.

## Product Information:

Loan Production:						
	FHA	VA	USDA	CONV.	OTHER	TOTAL
<b>Prior 12 Months</b>						
Units						
Dollars	\$	\$	\$	\$	\$	\$
% Refinance	%	%	%	%	%	%
<b>Total YTD</b>						
Units						
Dollars	\$	\$	\$	\$	\$	\$
Total Non-QM	%	Total Jumbo	%	MTD Production	\$	#
<b>12-Month Projection</b>						
Dollars	\$	\$	\$	\$	\$	\$

Monthly Origination:							
Serv. Released	%	Serv. Released	%	Best Effort	%	Mandatory	%
Fixed	%	ARM	%	Retail	%	TPO	%
BE Conv	%	BE Gov	%	BE Jumbo	%	BE Other	%
Other							%

Investor Approvals:			
Total of how many investors are you approved with:			
How many investors did you sell to in the prior month?			
Total conventional business:	Best Effort:	%	Mandatory: %
Total government business:	Best Effort:	%	Mandatory: %
Top three conventional investors and the breakdown (%) of volume delivered to for each:	Investor:	%	
	Investor:	%	
	Investor:	%	
Top three government investors and the breakdown (%) of volume delivered to for each:	Investor:	%	
	Investor:	%	
	Investor:	%	
Top three Non-QM investors and the breakdown (%) of volume delivered to for each:	Investor:	%	
	Investor:	%	
	Investor:	%	



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Insurance Information:				
Policy #:		Coverage Amount:	Deductible:	Policy Expiration:
E&O:				
Fidelity Bond:				
Operating and Processing Methods:				
Origination Method:				
<input type="checkbox"/> Internet <input type="checkbox"/> TPO <input type="checkbox"/> Retail <input type="checkbox"/> Other (specify):				
Processing Method:				
<input type="checkbox"/> In-House <input type="checkbox"/> Outsourced (specify):				
What LOS do you currently use?				
Does the organization use a 3rd party QC provider?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the entity's name:		
Does the organization use a 3rd party documentation preparation vendor?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the entity's name:		
Do you retain servicing?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide portfolio volume (in \$MM):		Conventional:
				Government:
Who is your subservicer?				
Do you finance MSR's?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, MSR's are sold to (name of organization):		
What pricing engine does the organization use?				
Do you use a hedging firm?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If a hedging firm is used, are they allowed to execute trades on your behalf?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide top 3 broker dealers:		
What is your primary delivery method? (Check boxes for each)				
<input type="checkbox"/> Best Efforts <input type="checkbox"/> Single Loan Mandatory <input type="checkbox"/> Bulk Bid <input type="checkbox"/> AOT/DT				
Is the organization applying for TPO (Third Party Originator) approval? <input type="checkbox"/> Yes <input type="checkbox"/> No				
*If yes, provide a copy of the organization's TPO policies and procedures and current TPO client list.				
Are you currently purchasing TPO loans?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide total YTD volume:		
If no, do you plan on rolling out TPO purchasing?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you plan on hiring more operations staff in the next 6 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, approximately how many?		



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Declarations:	
<b>If more room is needed, please attach a separate form including all information required herein.</b>	
1. Within the last three (3) years, has your organization, its owners, or any of its employees (i) had any formal complaints filed against it/them with a federal or state mortgage banking/broker regulatory authority; (ii) been found in violation of any mortgage banking/broker federal or state regulatory authority's statutes or regulations; or (iii) had an order entered against it/them by a federal or state mortgage banking/broker regulatory authority; or (iv) had a registration or license denied, suspended, or revoked by a federal or state mortgage banking/broker regulatory authority? If yes, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the company in compliance with all Agency approval requirements? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the company in compliance with all Investor approval requirements? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does your company have a TPO hiring policy and procedure for checking all employees, including management, involved in mortgage loan originations (including application through closing) against the U.S. General Services Administration (GSA) Excluded Parties List, the HUD Limited Denial of Participation List (LDP), and the Federal Housing Finance Agency (FHFA) Suspended Counterparty Program (SCP) list? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do the policy and procedures ensure these checks are completed prior to hiring as well as ongoing periodic checks to ensure compliance? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Has the company been inactivated, suspended, or terminated from an Investor or Agency in the last 12 months? If yes, please explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is there any pending litigation against the Owners of the Organization or the Organization itself? If yes, please explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Within the last 12 months, has your Organization been asked to indemnify and/or repurchase any loan obligation? If yes, please explain below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Has the company had any additional warehouse lines added? If yes, please identify the additional warehouse lines below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does your company maintain and regularly test a disaster recovery and business continuity policy and procedure to ensure the ability to regain critical business operations if there is a disruption or disaster? If no, please explain.	<input type="checkbox"/> Yes <input type="checkbox"/> No



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### Correspondent's Certification of Acknowledgement:

We, as the correspondent lender applicant, are providing the information set forth in this Application for purposes of ascertaining formal approval to sell closed residential mortgage loans to The Money Source Inc. ("TMS"). We represent, warrant, and certify that the information set forth in this Application is true, correct and complete.

By executing this Application, we authorize TMS, both before and after you approve our application, to obtain all information and make all disclosures you deem necessary or advisable to verify the accuracy of the information and representations contained in this Application. We authorize TMS to perform all due diligence, such as evaluations of credit standing (with the exception of federally chartered banks/institutions), general reputation, personal characteristics, job performance, consumer reports, business references, criminal background checks, banking information and other reports concerning such topics related to mortgage lending activities as deemed necessary or advisable.

In addition, we authorize you to answer questions about your experience with us and to release to others any information that we provide to you or that you separately obtain in connection with approved activities. As long as a duly executed Loan Purchase Agreement ("LPA") remains in force between us and TMS, we further authorize TMS to fax and/or email updated rate sheets and/or solicitations to the email address provided during the course of our engagement.

For the purpose of becoming an approved Correspondent with The Money Source Inc., I (we) certify the above information to be true and correct. The undersigned declares that the foregoing information and all accompanying information are true to the best of his/her knowledge and belief. The Money Source Inc. is hereby authorized to obtain verification of information from any source (including character and credit references, if applicable). The undersigned hereby transfers and grants the right to use all information herein and all accompanying information to The Money Source Inc. All pages of this application, including supplements and other information that is provided to the Money Source Inc. are considered a part of this application, and therefore subject to this agreement.

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

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

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

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

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### Authorization to Release Information:

By executing this Authorization, the Correspondent and each of the undersigned persons hereby authorize The Money Source Inc. ("TMS"), its assignees, and their authorized agents, at their discretion, to obtain positive identification of all information Correspondent provided in the Correspondent Application, and further, to obtain items including, but not limited to, credit report, business references, reports, and other pertinent information relative to the Correspondent and its authorized signatories, control parties, owners, officers, and the like. TMS acknowledges that such reports and information will be obtained, used and held in confidence, in connection with TMS's approval of the Correspondent and evaluation of the Correspondent's continued eligibility to do business with TMS, and not for any other consumer credit or alternative purpose.

Please note that TMS does not run personal credit reports for depository institution personnel and management.

Kindly have all principals, officers, and any other authorized individual signing on behalf of Correspondent, execute this Authorization below, or in counterpart signature on additional Authorization forms, when needed.

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

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

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

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

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

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

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



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### Statement of Affiliate Relationship:

As part of the Ability to Repay and Qualified Mortgage rules implemented by the Consumer Financial Protection Bureau, fees paid to Affiliate Companies must be disclosed and included in the 3% fees test calculations.

As a result of this rule, we are asking whether or not you have an Affiliate relationship with any company having any involvement with your mortgage loan. Examples of Affiliate Companies are: a Title Company, Notary, Settlement Agent, Appraiser, Appraisal Management Company, Termite Inspection, HUD Consultant, Real Estate Company, Insurance Company, or any company where the applicant pays a fee for any part of a real estate or mortgage transaction.

### Please select one of the following:

- NO, I do not have an Affiliate relationship with one or more companies.
- YES, I do have an Affiliate relationship with one or more companies.

If yes, please answer the following (use additional sheets if necessary):

Name of Affiliate Company: \_\_\_\_\_  
Type of Affiliate (e.g. title): \_\_\_\_\_  
Charges to Applicant: \_\_\_\_\_

I certify that the statements issued above are true and complete to the best of my knowledge and belief. I also certify that on any transaction delivered to The Money Source Inc. for purchase consideration, we will disclose any Affiliate fee paid towards the subject transaction.

This notice must be signed by an authorized signing officer and owner of the company/bank.

Company Name: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## Fair Lending Policy for Correspondent Lenders

It is the policy of The Money Source Inc. (TMS) to provide all applicants for mortgage loans with equal access to credit. TMS is committed to taking applications, reviewing and underwriting those applications, and closing and servicing its loans in accordance with the requirements of the Fair Housing Act, the Equal Credit Opportunity Act, and other similar fair lending laws and their implementing regulations, including any applicable state fair lending laws such as New York Executive Law Section 296-a. Regardless of business channel, TMS prohibits differential or discriminatory treatment of applicants based on protected classes or statuses.

### Treatment of Applicant – Prohibited Conduct:

**It is the policy of The Money Source Inc. (TMS) to adhere to all applicable fair lending and equal opportunity laws and regulations in conjunction with the mortgage loan application process and to offer mortgage loans in a consistent manner by evaluating each applicant's credit profile without discriminating on any basis prohibited by law. This policy extends to TMS's servicing operations, including loss mitigation options, loan modifications, assumptions, collection activities, and foreclosure proceedings.**

TMS team members and correspondent lenders may not engage in the following types of discriminatory behavior, **based on a prohibited basis**.

A **prohibited basis** includes discrimination based on any of the following: race or color, national origin, religion or creed, sex (including sexual orientation or gender identity), marital status, familial status, age, handicap or disability, or the fact that all or any part of the applicant's income is derived from any public assistance program, or the fact that the applicant has in good faith exercised any right under the federal Consumer Credit Protection Act (or for any similar state law for which the Federal Reserve Board has granted an exemption). Persons who have one or more of the factors listed above often are referred to as members of a protected class. In New York, a prohibited basis also includes discrimination based on sexual orientation, gender identity or expression, or military status.

### Examples of Prohibited Conduct:

- Refusing to deal with individuals who inquire about credit.
- Discouraging inquires by delays, discourtesy, or other means, or selectively encouraging applicants.
- Providing different, incomplete, or misleading information to applicants.
- Failing to provide information or services regarding any aspect of the lending process (including credit availability, types of loan products, application procedures, or lending standards).
- Discussing or considering only certain types of loan products (such as only FHA loans).
- Encouraging or providing more assistance to only certain inquiries or applicants.
- Referring certain customers to other lenders.
- Waving or granting certain exceptions to procedures or credit standards for certain applicants and not others.
- Using different procedures or standards to evaluate applications.

## Fair Lending Policy for Correspondent Lenders

- Using different procedures or standards to obtain or evaluate appraisals.
- Providing certain applicants and not others, the opportunity to explain and/or correct adverse information or to provide additional information.
- Requiring co-signers for certain applicants and not others.
- Varying the terms of credit offered, including the amount, interest rate, term, or type of loan.
- Offering less favorable credit terms to certain applicants.
- Stating the willingness to negotiate.

Regardless of business channel, TMS prohibits differential treatment of applicants based on a prohibited basis. Any suspicions or indications of violations of this Policy should immediately be reported to TMS senior management. Correspondent lenders may report such suspicions or violations by emailing [compliance@themoneysource.com](mailto:compliance@themoneysource.com).

### **Loan Products:**

TMS purchases first lien residential mortgage loans from its correspondent lenders. Loans may be for the purpose of home purchase, refinance (including cash-out refinance), home improvement, or debt consolidation. TMS participates in affordable housing programs throughout the country, including government loan programs administered by the Department of Housing and Urban Development/Federal Housing Administration (HUD/FHA), the Department of Veterans Affairs (VA) and the Department of Agriculture's Rural Housing Service (USDA/RHS). This Fair Lending Policy applies to all loan products purchased by TMS. TMS currently purchases the following loan products through its Correspondent Channel:

- FHA-Insured Mortgage Loans
- VA Guaranteed Mortgage Loans
- USDA Guaranteed Mortgage Loans
- Conventional Mortgage Loans (Fannie Mae and Freddie Mac)

### **Loan Product Anti-Discrimination Policy:**

TMS prohibits discrimination in the offering of loan products based on a prohibited basis. This includes a prohibition on providing different, incomplete, or inaccurate information to applicants regarding available loan products; failing to provide information or services with respect to certain loan products; and discussing or considering only certain types of loan products for certain applicants.

### **Steering of Consumers to Product Lines:**

Steering can occur when a loan originator directs or pressures a consumer into a certain loan product that is not in the best interest of the consumer. Consumers are free to select the type of loan they wish to obtain, provided they meet the applicable requirements for the program they select. Loan originators assist mortgagors in making decisions about the type of loan that is appropriate for them, based upon their income, debts, assets, credit standing, and financial needs.

## Fair Lending Policy for Correspondent Lenders

Loan originators must:

- (a) provide sufficient information to applicants to enable them to make an informed decision as to the type of loan they would like to receive, and/or qualify for;
- (b) explain to consumers the requirements of the various types of loans and explain why an applicant may qualify for a certain type of loan, and not another; and
- (c) attempt to determine the consumer's needs, both short-term and long term, and explain how different products may affect their goals, or be suitable or unsuitable for their ultimate finance and mortgage needs.

### **Anti-Steering Policy:**

TMS prohibits loan originators from steering consumers into risky or high cost loans or any other loan that is not in the best interest of the consumer. Loan originators are prohibited from directing or steering a consumer to apply for or consummate a transaction based on the fact that the originator will receive greater compensation that transaction than in other transactions the originator offered or could have offered to the consumer, unless the consummated transaction is in the consumer's interest. Directing or steering a consumer to consummate a particular credit transaction means advising, counseling, or otherwise influencing a consumer to accept that transaction. In line with the CFPB's Loan Originator Compensation Rule, TMS prohibits the use of loan originator compensation that varies with the terms of a loan in order to prohibit incentives for possible steering.

### **Redlining:**

Redlining is the practice of denying a creditworthy applicant a loan for housing in a certain neighborhood even though the applicant may otherwise be eligible for the loan. The term refers to the presumed illegal practice of certain mortgage lenders of drawing red lines around portions of a map to indicate areas or neighborhoods in which they do not want to make loans.

Redlining on a racial basis has been held to be an illegal practice. It is unlawful under the Fair Housing Act when done on a prohibited basis. Redlining an area on the basis of such considerations as the fact that the area lies on a fault line or a flood plain is not prohibited.

The prohibition against redlining does not mean that a lending institution is expected to approve all housing loan applications or to make all loans on identical terms. Denying loans or granting loans on more-stringent terms and conditions, however, must be justified on the basis of economic factors and without regard to the race, color, religion, national origin, sex, or marital status of the prospective borrowers or the residents of the neighborhood in which the property is located.

### **Anti-Redlining Policy:**

It is the policy of TMS that its correspondent lenders provide all applicants for mortgage loans with equal access to credit, without regard to the area in which the applicant resides or in which area the mortgage property will be located, provided that the correspondent lender and its loan originators are appropriately licensed to make a loan in the geographic area where the property is located, and the correspondent lender offers the type of loan the applicant is seeking. All mortgage loan applications should be accepted by the correspondent lender for consideration. TMS prohibits its correspondent lenders from discouraging applications or refusing to take a loan application based upon the location of the mortgaged property or the applicant's current residence.

## Fair Lending Policy for Correspondent Lenders

### **Fair Lending Targeted Advertising and Marketing Policy:**

TMS prohibits its correspondent lenders from targeting marketing and advertising efforts in certain neighborhoods based on a prohibited basis. TMS prohibits the use of any words, phrases, symbols, or forms that might convey discriminatory preferences or limits when advertising consumer or residential property loans. This includes overt or tacit discrimination based on a prohibited basis.

The following practices are considered discriminatory and may not be used in advertising loans that will be sold to TMS:

- Limiting marketing and advertising to a specific neighborhood, or purposefully deciding not to market or advertise in a specific neighborhood, based on a prohibited basis.
- Using language selectivity (such as using only English in an area where the majority of the members or potential members are non-English-speaking).
- Purposefully excluding specific types of human models in advertising for residential property loans.

### **Pricing and Underwriting Disparities:**

TMS prohibits discrimination in the pricing or underwriting of loan products based on a prohibited basis. This includes a prohibition on using any prohibited basis as a factor to be used in determining loan amounts, interest rates, the duration, extensions, or any other circumstances regarding the extension of consumer and real estate-related loans.

TMS explicitly prohibits discrimination based on any prohibited basis to:

- Refuse to extend credit or use different standards in determining whether to extend credit.
- Vary the terms of credit offered, including the amount, interest rate, duration, or type of loan.
- Use different standards to evaluate collateral or fulfillment of company underwriting guidelines.

### **Complaints:**

Any complaints received with respect to fair lending or alleged discrimination will be dealt with in accordance with TMS's Complaint Management Program. Any complaints received will be timely investigated by the appropriate business channel and a prompt response will be provided to the borrower, as well as to any other organization involved that may have facilitated receipt of the complaint (e.g., CFPB, BBB, state regulatory agency, etc.). All complaints received, and responses pending or delivered, will be reviewed by senior management.

### **Fair Lending Training:**

TMS requires fair lending training for all TMS team members and encourages its lending partners to do the same. All team members must have a working knowledge of applicable fair lending laws and regulations, including the Fair Housing Act, the Equal Credit Opportunity Act, and for those team members who work with mortgage loans secured by properties in New York state, New York Executive Law Section 296-a. All team members are required to complete annual fair lending training and to attest they fully understand the requirements of the law and are committed to upholding its principles of fair lending and prohibitions on unlawful discriminatory practices and TMS's Fair Lending Policy.

## Fair Lending Policy for Correspondent Lenders

### **Fair Lending Across Business Channels:**

In conducting business through its Correspondent Channel, TMS purchases closed loans from our correspondent lender partners. TMS also has a Servicing Channel where we service those loans in-house, as well as subservice for various clients. TMS is committed to monitoring and enforcing its Fair Lending Policy across all business channels. TMS requires all of its business partners, including TMS team members and correspondent lenders, to conform to all federal, state, and agency requirements and guidelines.

### **Correspondent Lenders:**

As part of its initial application package, and on an annual basis during its recertification process, TMS requires all correspondent lenders who do business with TMS to sign our Fair Lending Policy. By signing the TMS Fair Lending Policy, correspondents represent and warrant to TMS that they originate loans in compliance with the requirements of the Fair Housing Act, the Equal Credit Opportunity Act, FHA's Tiered Pricing Rule, and other applicable federal and state fair lending laws such as New York Executive Law Section 296-a. By signing the TMS Fair Lending Policy, correspondents further represent and warrant to TMS that they agree to abide by the Policy, as is applicable to their operations, in conjunction with the business they do with TMS.

I have read the foregoing and understand and agree to abide by TMS's Fair Lending Policy.

\_\_\_\_\_  
Correspondent Signature:

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

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

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

## Zero Tolerance Fraud Policy For Correspondent Lenders

The Money Source Inc. ("TMS") maintains a zero-tolerance stance against any form of fraud perpetrated in the origination, processing, or closing of mortgage loans. This includes, but is not limited to, the fraudulent submission of loan applications, falsification of loan documentation purporting to substantiate employment, income, assets, credit and/or deposits, and misrepresentation of identity, ownership and/or non-ownership of real property.

TMS has zero tolerance for any type of fraud or misrepresentation perpetrated by any party involved in a transaction. All Correspondent Lenders should be advised that the Correspondent Lender bears full responsibility for all actions performed in the course of business by their employees, agents, or licensees. The undersigned Correspondent Lender understands and agrees they will be held fully responsible for the actions of their employees, agents, and licensees with respect to the content, quality, and accuracy of each loan sold to TMS.

### Common Types of Loan Fraud:

1. Submission of inaccurate information including, but not limited to: false statements on loan applications and falsification of documents purporting to substantiate credit, collateral, employment, income, deposit and asset information; misrepresentation of personal information including identity, ownership and/or non-ownership of real property, etc. The submission of a loan application containing false information is a crime.
2. Forgery of information.
3. Incorrect statements regarding current occupancy or intent to maintain minimum continuing occupancy as stated in the security instrument or occupancy affidavit.
4. Lack of due diligence by the Correspondent Lender/Loan Officer/Interviewer/Processor or other Correspondent Lender Employee, including failure to obtain all information required by the application and failure to request information as dictated by Borrower's response to other questions.
5. Unquestioned acceptance of information or documentation which is known, should have been known, or should be suspected to be inaccurate.
6. Simultaneous or consecutive processing of multiple owner-occupied loans from one applicant supplying different information on each application.
7. Allowing an applicant or interested third-party to assist with the processing of the loan.
8. Non-disclosure of relevant information by the Correspondent Lender, Loan Officer, or other Correspondent Lender Employee.

### Consequences:

The effect of Loan Fraud is costly to all parties involved. TMS upholds the quality of our loan production and our solid reputation with investors and the regulatory community. Fraudulent loans cannot be sold into the secondary market and, if sold, are subject to repurchase. The price paid by those who choose to participate in Loan Fraud is even more costly. The following is a non-exhaustive list of potential consequences that may be incurred:

## Zero Tolerance Fraud Policy For Correspondent Lenders

### **Consequences to the Correspondent Lender and their Agent(s):**

1. Criminal prosecution under federal and/or state law, which may include incarceration, monetary penalties and/or disgorgement.
2. Loss of Mortgage Banker/Real Estate/Professional license(s).
3. Loss of Lender/Investor access due to exchange of information between lenders, investors, mortgage insurance companies, and other industry participants, including submission of information to investors (FHLMC/FNMA), local/state/federal law enforcement agencies, and fraud tracking databases including the Department of Housing and Urban Development (HUD/FHA).
4. Civil action by TMS.
5. Civil action by Applicant/Borrower or other parties to the transaction.
6. Loss of approval status with TMS and requirement to repurchase a loan or indemnify TMS for loss.

By signing below, you acknowledge receipt and understanding of TMS's Zero Tolerance Fraud Policy, the ramifications of non-compliance, and agree to comply with the Policy.

\_\_\_\_\_  
Authorized Signature:

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

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

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



# KISS Contact Sheet

<b>Company Name:</b>		<b>Seller ID:</b>	
<p>Our KISS online portal can send notifications to different contacts at your company throughout the loan cycle as the loan stages change. Please list the individuals, along with their email addresses, and indicate which notifications you would like them to receive.</p> <p><b>NOTE: The contact assigned as your Admin will be authorized to create, edit, and manage all KISS user login</b></p> <p><b>Admin Contact: This contact will receive our daily rate sheets.</b></p>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>			
<b>Recertification Contact:</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>			
<b>Notification Contact 1:</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>			
<b>Notify for:</b>	<input type="checkbox"/> Invoices <input type="checkbox"/> Uninsured	<input type="checkbox"/> Conditions/Suspense Items <input type="checkbox"/> Trailing Docs	<input type="checkbox"/> Secondary/Lock Info <input type="checkbox"/> Repurchases <input type="checkbox"/> Purchase Advice <input type="checkbox"/> Approved <input type="checkbox"/> All
<b>Notification Contact 2:</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>			
<b>Notify for:</b>	<input type="checkbox"/> Invoices <input type="checkbox"/> Uninsured	<input type="checkbox"/> Conditions/Suspense Items <input type="checkbox"/> Trailing Docs	<input type="checkbox"/> Secondary/Lock Info <input type="checkbox"/> Repurchases <input type="checkbox"/> Purchase Advice <input type="checkbox"/> Approved <input type="checkbox"/> All
<b>Notification Contact 3:</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>			
<b>Notify for:</b>	<input type="checkbox"/> Invoices <input type="checkbox"/> Uninsured	<input type="checkbox"/> Conditions/Suspense Items <input type="checkbox"/> Trailing Docs	<input type="checkbox"/> Secondary/Lock Info <input type="checkbox"/> Repurchases <input type="checkbox"/> Purchase Advice <input type="checkbox"/> Approved <input type="checkbox"/> All
<b>Notification Contact 4:</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>			
<b>Notify for:</b>	<input type="checkbox"/> Invoices <input type="checkbox"/> Uninsured	<input type="checkbox"/> Conditions/Suspense Items <input type="checkbox"/> Trailing Docs	<input type="checkbox"/> Secondary/Lock Info <input type="checkbox"/> Repurchases <input type="checkbox"/> Purchase Advice <input type="checkbox"/> Approved <input type="checkbox"/> All
<b>Notification Contact 5:</b>			
<b>Name</b>		<b>Title</b>	
<b>Email</b>			
<b>Notify for:</b>	<input type="checkbox"/> Invoices <input type="checkbox"/> Uninsured	<input type="checkbox"/> Conditions/Suspense Items <input type="checkbox"/> Trailing Docs	<input type="checkbox"/> Secondary/Lock Info <input type="checkbox"/> Repurchases <input type="checkbox"/> Purchase Advice <input type="checkbox"/> Approved <input type="checkbox"/> All

