

**Texas Department of Savings and Mortgage Lending
Mortgage Company Assessment**

Date: 4/24/2014
Examiner: Last

Mortgage Company Name:
Mortgage Company NMLS ID #:
Qualifying Individual Name:
Qualifying Individual NMLS ID #:
Street Address:
City, State, Zip:

Primary Office

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

Branches / Sponsored RMLOs

- 5 Number of Texas Branch Locations?
- 6 Number of Sponsored RMLOs conducting business in Texas?
- 7 Does Company operate under any DBA or trade / assumed names?
If yes, list names:

Mortgage Call Reports

- 8 Did Company file quarterly Mortgage Call Reports?

Transaction Log

- 9 In compliance?

Required Booklets

Maintained / Format / When delivered

- 10 HUD Settlement Cost Booklet
- 11 CHARM Booklet

File Maintenance Procedures

- 12 What are the disposal procedures for files older than 36 months?

Processing

- 13 Processor name(s)?
Independent contractor (1099) or employee (W-2)?
If independent contractor, licensed? NMLS ID #?

- 14 Software Type?

Lender Capabilities

- 15 Does Company have lender capabilities?
Warehouse / Correspondent line?
If yes, list institution(s)?
Seller Financing / Hard money?

If yes, provided policies for considering the Ability-to-Repay underwriting factors?

- 16 Underwriter name(s)?
Independent contractor (1099) or employee (W-2)?
If independent contractor, licensed? NMLS ID #?

Reverse Mortgages

17 Offer and originate reverse mortgages?

18 Affiliated Businesses

Business Name / License # / Arrangement

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

19 Advertising

Copy provided / In compliance

Business Cards

Internet

Social Media

Flyers

Real Estate Book

Newspaper

Other

20 Compliance / Quality Control Program

Date last updated?

Adequate for size and complexity of company?

21 Red Flags Rule Program

Tailored appropriately to size and complexity of company?

Identifies relevant patterns, practices and forms of red flags?

Incorporates business practices to detect red flags?

Details responses to red flags to prevent and mitigate identify theft?

Provides for periodic updating to reflect changes in risks?

22 Bank Secrecy Act / Anti-Money Laundering Program

Details policies, procedures & internal controls?

Designates compliance officer?

Provides for appropriate ongoing training of personnel?

Provides for independent testing to confirm adequacy & compliance?

Includes procedures for filing electronic SARs when required?

23 Compensation Agreements

Individual Compensation Plans

Branch Compensation Plans

Company / Lender Compensation Plans

24 Personnel Administration

Adequate for size and complexity of company?

Policies and procedures for hiring and terminations?

Written employment agreements?

Written or formalized training program?

25 Email Verification

Email address listed in NMLS:

The Qualifying Individual (QI) acknowledges that the email address listed above and provided on their NMLS Company MU1 Filing is accurate. If not, the email address must be updated in NMLS by the QI and documented by the examiner.

Acknowledgment

The undersigned acknowledges that this Mortgage Company Assessment has been received and reviewed by the Qualifying Individual.

Qualifying Individual Signature

Date Signed

Examiner Signature

Date Signed