

**Department of Savings and Mortgage Lending
Application Compliance Worksheet**

Date:
Examiner: Last Name

Mortgage Company: Entity Name
RMLO: First Name Last Name
Borrower: First Name Last Name
Co-Borrower:
Subject Property:

License #: 123456
License #:
Loan Number:
Loan Status:
Lien Position:

- 1 **Is an initial signed & dated Loan Application in file?**
- 2 Loan Type
- 3 Loan Purpose
- 4 Amortization Type
- 5 Loan Originator name/NMLS ID and Entity name/NMLS ID displayed on application?
- 6 Was the Loan Originator properly licensed / sponsored?
- 7 If face-to-face interview, required Government Monitoring Section Completed?
- 8 Date of Application
- 9 **Is initial Loan Estimate in file?**
- 10 Initial Loan Estimate issued by:
- 11 All transactions: If fees were collected prior to documented Intent to Proceed, were the fees permitted?
- If the Loan Estimate was issued by the entity subject to this examination, questions 12-20 apply:**
- 12 Evidence of delivery within 3 days?
- 13 General Information section properly completed?
- 14 Additional Information section properly completed?
- 15 Other Considerations section properly completed?
- 16 Did the Loan Estimate include either the Confirm Receipt or Loan Acceptance statement?
- 17 Initial APR within tolerance?
- 18 All other sections of the Loan Estimate complete & accurate?
- 19 If permitted to shop for services, was the Written List of Service Providers in file and properly completed?
- 20 Is documentation of Intent to Proceed in file?
- 21 **If the entity subject to this examination issued a revised LE, was revised LE in file?**
- 22 If a revised LE was issued, was changed circumstance documentation in file?
- 23 Did revised LE only include revisions related to the changed circumstance?
- 24 **Texas Mortgage Company Disclosure in File?**
- 25 Properly Completed / Evidence of timely delivery / Current Version?
- 26 If Conditional Qualification letter issued to applicant, contained all required information?
- 27 If Conditional Approval letter issued to applicant, contained all required information?
- 28 If Loan Originator performed Multiple Roles, was Disclosure in file?
- 29 If any Affiliated Businesses involved in transaction, was Disclosure in file?
- 30 **Credit Score Information Disclosure in file?**
- 31 Evidence of delivery & completed correctly?
- 32 **Is an Initial Privacy Notice in file?**
- 33 Evidence of delivery & completed correctly?
- 34 If lender file, Homeownership Counseling Organizations List delivered within 3 days of application?
- 35 If lender file, was the borrower's Ability to Repay verified and documented?
- 36 If ARM, and lender file, was ARM Program Disclosure in file?
- 37 If denied, was Adverse Action Notice in file?
- 38 If denied, was Adverse Action Notice fully completed?
- 39 If denied *based on credit report*, Adverse Action Notice reflected credit info?
- 40 If lender 50(f)(2) loan, Disclosure delivered within 3 business days of determination & 12 days prior to closing?
- 41 If lender equity refi, TX Home Equity Disclosure delivered at least 12 days prior to closing? *(update 1/2018)*
- 42 If lender refi or home improvement, Right of Rescission Disclosure in file?
- 43 If High-Cost Mortgage, were requirements met?
- 44 If Higher-Priced Mortgage Loan, were requirements met?
- 45 Fraud Disclosure - *signed by borrower at closing* - in file?
- 46 **Is a final Closing Disclosure in file?**
- 47 Date Issued
- 48 Closing Date
- 49 Lender
- 50 **If the entity subject to this examination is identified as the Lender, questions 51-55 apply:**
- Method of Delivery
- 51 Did the Closing Disclosure include either the Confirm Receipt or Loan Acceptance statement?
- 52 Was borrower's receipt of Closing Disclosure at least 3 business days prior to closing documented?
- 53 Closing Disclosure fees compared to Loan Estimate within tolerances or cured?
- 54 All sections of Closing Disclosure complete & accurate?
- 55 If charges paid outside of closing, were charges disclosed on Closing Disclosure?
- 56 If the loan was brokered, no dual compensation?
- 57 If upcharges on third party fees, were upcharges rebated?
- 58 If equity refi, were fees less than 2%, net of credits? *(2% as of January 2018, 3% through December 2017)*
- 59 If equity refi or 50(f)(2) loan, CLTV less than or equal to 80% of prop value?