



Date

Contact Name
Mortgage Banker Name
Street address / Suite
City, State, Zip

Re: Examination Notification – Banker Name & NMLS ID

Dear Contact:

The Texas Department of Savings and Mortgage Lending will be conducting an examination of residential mortgage loan originators sponsored by Banker Name, pursuant to Section 157.021 of the Texas Finance Code. The Examiner-in-Charge, *****, has been assigned as your primary contact for all examination-related issues.

The off-site examination is scheduled to begin *****. The examination-related materials will be transmitted through the Department's Citrix ShareFile portal. You will receive an e-mail with a link to your ShareFile exam folder.

The attached Initial Information Request is intended to provide the Department with an overview of the company's general origination activities. Please upload the Mortgage Transaction Log (question 1) to the ShareFile exam folder, on or before *****. After reviewing the Log, the Examiner-in-Charge will provide the file selection, so you can prepare electronic copies of the requested loan files. All remaining requested information, and the files selected for review, must be uploaded to the ShareFile exam folder before the scheduled examination date. You can begin uploading the information as early as desired. Any questions regarding the Initial Information Request, or the examination process in general, should be directed to ***** at ***** or via telephone at ***-***-****. You may also visit the Mortgage Banker Examination Resources page accessed via our website, www.sml.texas.gov.

Thank you for your cooperation.

Respectfully,

Attachment