

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

**Date:
Examiner:**

**Mortgage Banker:
RMLO:**

**Registration #:
License #:**

**Borrower:
Co-Borrower:
Subject Property:**

**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, Processor, and/or Wrap Lender properly licensed?	
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	If fees were imposed or collected prior to receipt of LE and documented Intent to Proceed, were the fees permitted?	
12	If applicable, were invoices or proof of payment in file? (e.g. credit report, appraisal, 3rd party processor, other)	
	<u>If the Loan Estimate was issued by the entity subject to this examination, questions 13-20 apply:</u>	
13	Evidence of delivery within 3 business days?	
14	General Information section properly completed?	
15	Additional Information section properly completed?	
16	Other Considerations section properly completed?	
17	All other sections of the Loan Estimate complete & accurate?	
18	Initial APR within tolerance?	
19	If permitted to shop for services, was the Written List of Service Providers in file and properly completed?	
20	If revised LE issued, was it delivered within 3 business days and was it due to a valid changed circumstance?	
21	Texas Mortgage Banker Disclosure delivered with application, properly completed and current version?	
22	If Conditional Pre-Qualification Letter issued to applicant, contained all required information?	
23	If Conditional Approval Letter issued to applicant, contained all required information?	
24	If Loan Originator performed Multiple Roles, was Disclosure in file?	
25	If any Affiliated Businesses involved in transaction, was Disclosure in file?	
26	Credit Score Disclosure & Notice to Home Applicant in file and properly completed?	
27	Initial Privacy Notice delivered timely & properly completed?	
28	If lender file, Homeownership Counseling Organizations List delivered within 3 business days of application?	
29	If lender file, was the borrower's Ability to Repay verified and documented?	
30	If ARM, and lender file, was ARM Program Disclosure in file?	
31	If denied, was Adverse Action Notice in file and properly completed?	
32	If denied <i>based on credit report</i> , Adverse Action Notice reflected credit info?	
33	If lender 50(f)(2) loan, Disclosure delivered within 3 business days of determination & 12 days before closing?	
34	If lender Home Equity Loan, TX Home Equity Disclosure delivered at least 12 days before to closing?	
35	If lender refinance or home improvement, Right of Rescission Disclosure in file?	
36	If High-Cost Mortgage, were requirements met?	
37	If Higher-Priced Mortgage Loan, were requirements met?	
38	If Wrap Loan, Disclosure Statement signed by borrower 7 days before signed Promissory Note and contained all required information?	
39	If Wrap Loan, Disclosure Statement or Tex. Prop. Code required information provided to pre-existing lienholders 7 days before signed Deed?	
40	If Wrap Loan, closed by an attorney or title company?	
41	If 2nd lien, late charge permissible?	
42	If 2nd lien with interest rate above 10%, fees permissible?	
43	Notice of Penalties for Making False or Misleading Written Statement - signed by borrower at closing - in file?	
44	Is a final Closing Disclosure in file?	
45	Date Issued	
46	Closing Date	
47	Lender	
	<u>If the entity subject to this examination is identified as the Lender, questions 48-51 apply:</u>	
48	Method of Delivery	
49	Was borrower's receipt of Closing Disclosure at least 3 business days prior to closing documented?	
50	Closing Disclosure fees compared to Loan Estimate within tolerances or cured?	
51	All sections of Closing Disclosure complete & accurate?	
52	If fees paid outside of closing, were fees disclosed on Closing Disclosure?	
53	If the loan was brokered, no dual compensation?	
54	If upcharges on third-party fees, were upcharges rebated?	
55	If Home Equity Loan, were fees less than 2%, net of credits?	
56	If Home Equity Loan or 50(f)(2) loan, CLTV less than or equal to 80% of prop value?	