



Date

Delivered via email to:
XXX@XXXX

Qualifying Individual Name
Mortgage Company Name
Street address / Suite
City, State, Zip

Re: Examination Notification – Company Name & NMLS ID

Dear QI Name:

The Texas Department of Savings and Mortgage Lending (“Department”) has initiated an examination of Company Name and its sponsored residential mortgage loan originators, pursuant to Section 156.301 of the Texas Finance Code. The Examiner-in-Charge (EIC), ***** , has been assigned as your primary contact for all examination-related issues.

All examination-related materials will be transmitted through the Department’s Citrix ShareFile portal. As the designated Qualifying Individual, you will receive an email with a link to the ShareFile folder for uploading and receiving documents relating to the examination.

Initial Information Request

The attached Initial Information Request is intended to provide the Department with an overview of the Company’s general origination activities.

The Mortgage Transaction Log (question 1) must be uploaded to the ShareFile exam folder, on or before *****.

Loan File Delivery

After reviewing the Mortgage Transaction Log, the EIC will provide the loan file selection so that electronic copies of the requested files can be prepared and uploaded into the ShareFile exam folder. Complete loan files, an adequate response to the Initial Information Request, and any corresponding attachments must be uploaded to the ShareFile exam folder on or before, *****.

DEPARTMENT OF
SAVINGS AND MORTGAGE LENDING

Please review the Loan File List in the attached [Mortgage Compliance Guide](#) to ensure complete loan files are delivered. The information may be uploaded to the ShareFile exam folder any time before the scheduled deadline shown above. Please ensure that the loan file documentation uploaded to the ShareFile folder is the complete loan file for each selected loan as missing or inaccurate documentation may result in an examination finding and impact the examination rating.

Off-Site Examination

During the review of the records, the EIC may request additional information or contact you with any questions that may arise.

Exit Meeting

Upon completion of the examination, the EIC will contact you to schedule an exit meeting to discuss the findings of the examination.

Any questions regarding the examination process should be directed to ***** or via telephone at *****. You may also visit the Department's Examination Resources page for Mortgage Companies at www.sml.texas.gov/mortgage-origination/examination/ for more information.

As a reminder, licensees are obligated to cooperate and respond to the Commissioner or the Commissioner's designee. Failure of a mortgage company or a sponsored originator to cooperate with the examination or failure to grant the examiners access to books, records, documents, operations, and facilities may result in disciplinary action including, but not limited to, imposition of an administrative penalty. See Regulation 7 Texas Administrative Code §80.300(g). Furthermore, all required records must be maintained in good order and produced for the Commissioner or the Commissioner's designee upon request. Failure to produce records upon request after a reasonable time for compliance may result in disciplinary action against the mortgage company, including, but not limited to, suspension or revocation of the mortgage company's license. See Regulation 7 Texas Administrative Code §80.204(a)(3).

Thank you for your cooperation.

Attachment