



Date

Delivered via email to:
XXX@XXXX

Qualifying Individual Name
Mortgage Company Name
Street address
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 ***** 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. **The examination review period is *****.**

The examination will be conducted through the State Examination System (SES). This means that you will receive the complete list of Information Requests (IRs) through the system, and you will respond to the IRs through the system. You will also receive and respond to the Report of Examination (ROE) through SES. More information regarding SES is detailed below.

SES notifications will be exchanged between the Department and the company by email. The links below provide examples of initial notification emails and a list of URLs and email addresses associated to SES that companies should mark as safe to avoid having these notifications and URLs blocked by internal security systems.

- [Initial Notification Emails](#)
- [SES URLs, Emails & Requirements](#)

For additional resources, review the following link: [SES Examinations and Investigations Resources for Companies](#). This webpage provides videos and other training resources on how to use the system. Training and resource material is updated regularly, so please visit this webpage often.

DEPARTMENT OF
SAVINGS AND MORTGAGE LENDING

Information Requests

The Information Requests are intended to provide the Department with an overview of the company's general origination activities. The Mortgage Transaction Log will be the first Information Request item due on or before *****.

Loan File Delivery

After reviewing the Mortgage Transaction Log, the EIC will send the loan file requests through SES so that electronic copies of the requested files can be prepared and uploaded to SES. Complete loan files, adequate responses to the Information Requests, and any corresponding attachments must be uploaded to SES on or before, *****.

Please review the Loan File List referenced in the [Mortgage Compliance Guide](#) to ensure complete loan files are delivered. The information may be uploaded any time before the scheduled deadline shown above. Please ensure that the loan file documentation uploaded is the complete loan file for each loan request 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. Information request notifications will be sent through SES and you will receive notification emails from SES with a link to the request.

Exit Meeting

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

Any questions regarding the examination process should be directed to ***** at *****@sml.texas.gov 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

DEPARTMENT OF
SAVINGS AND MORTGAGE LENDING

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.