

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

**Date:**  
**Examiner:**

Last Name

**Mortgage Company:** Company 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, Processor, and/or Wrap Lender properly licensed?
- 7 If face-to-face interview, required Government Monitoring Section Completed?
- 8 Date of Application
- 9 **Is the final signed & dated Loan Application in file?**
- 10 **Is the initial Loan Estimate in file?**
- 11 Initial Loan Estimate issued by:
- 12 If fees were paid or payment information collected prior to receipt of LE and Intent to Proceed, were the fees permitted? (credit report permitted)
- 13 If applicable, were invoices or proof of payment in file? (e.g. credit report, appraisal, 3rd party processor, other)
- 14 If applicable, was supporting documentation in file? (e.g. credit report, appraisal, survey, correspondence, contracts, other)
- If the Loan Estimate was issued by the entity being examined, answer questions 15-19:**
- 15 Loan Estimate: evidence of delivery within 3 business days and properly completed?
- 16 Initial APR within tolerance?
- 17 If permitted to shop for services (LE - Section C), was the Written List of Service Providers in file and properly completed?
- 18 If revised LE included increased tolerance fees, was changed circumstance valid and documented?
- 19 If revised LE was issued due to valid changed circumstance, was LE delivered within 3 business days of receiving sufficient information?
- 20 Company Disclosure delivered timely, properly completed, current version, and signed (before 1/1/25) or evidence of delivery (after 1/1/25)?
- 21 If Conditional Pre-Qualification Letter issued to applicant, contained all required information and signed by RMLO (after 1/1/25)?
- 22 If Conditional Approval Letter issued to applicant, contained all required information and signed by RMLO (after 1/1/25)?
- 23 If Loan Originator performed Multiple Roles (real estate agent or attorney), was Disclosure properly completed and signed by borrower?
- 24 If any Affiliated Businesses of the entity subject to this examination were involved in the transaction, was Disclosure completed and signed?
- 25 Credit Score Disclosure & Notice to Home Applicant in file and properly completed?
- 26 Initial Privacy Notice delivered timely & properly completed?
- 27 If lender file, Homeownership Counseling Organizations List delivered within 3 business days of application?
- 28 If lender file, was the borrower's Ability to Repay verified and documented?
- 29 If ARM, and lender file, was ARM Program Disclosure in file?
- 30 If denied, was Adverse Action Notice in file and properly completed?
- 31 If denied *based on credit report*, Adverse Action Notice reflected credit info?
- 32 If lender 50(f)(2) loan, Disclosure delivered within 3 business days of determination & 12 days before closing?
- 33 If lender Home Equity Loan, TX Home Equity Disclosure delivered at least 12 days before to closing?
- 34 If lender Home Equity Loan, Acknowledgement of Fair Market Value in file and signed by lender and owner(s) on or before closing?
- 35 If lender Home Equity Loan and discount points charged, were the discount points bona fide?
- 36 If lender Home Equity Loan, other provisions met?
- 37 If lender HELOC, Early Disclosure Statement in file and delivered within 3 business days of application?
- 38 If lender refinance or home improvement, Right of Rescission Disclosure in file?
- 39 If High-Cost Mortgage, were requirements met?
- 40 If Higher-Priced Mortgage Loan, were requirements met?
- 41 If Wrap Loan, Disclosure Statement signed by borrower 7 days before signed Promissory Note and contained all required information?
- 42 If Wrap Loan, Disclosure Statement or Tex. Prop. Code required information provided to pre-existing lienholders 7 days before signed Deed?
- 43 If Wrap Loan, closed by an attorney or title company?
- 44 If 2nd lien, late charge permissible?
- 45 If 2nd lien with interest rate above 10%, fees permissible?
- 46 Notice of Penalties for Making False or Misleading Written Statement - signed by borrower at closing - in file?
- 47 **Is the final Closing Disclosure in file?**
- 48 Date Issued
- 49 Closing Date
- 50 Lender
- If the entity subject to this examination is identified as the Lender, questions 51-54 apply:**
- 51 Closing Disclosure evidence of receipt by borrower at least 3 business days before closing?
- 52 Closing Disclosure fees compared to Loan Estimate within tolerances or cured?
- 53 All sections of Closing Disclosure complete & accurate?
- 54 If fees paid outside of closing, were fees disclosed on Closing Disclosure?
- 55 No dual compensation? (MLO/Company can not be paid by both the lender AND borrower e.g. origination fee and/or processing fee)
- 56 Were third-party fees accurately disclosed on Closing Disclosure? (e.g. appraisal fee on CD matches invoice amount)
- 57 If third-party fee charged to the borrower exceeded the invoice amount, was a refund issued timely? (upcharge or duplicate charge)
- 58 If Home Equity Loan, were fees less than 2%, net of credits?
- 59 If Home Equity Loan or 50(f)(2) loan, CLTV less than or equal to 80% of property value?
- 60 If lender HELOC and any fees charged, were the fees collected at closing?
- 61 If lender HELOC, TX HELOC Line of Credit Agreement in file and signed by borrower(s)?