

Department of Savings and Mortgage Lending
Application Compliance Worksheet

Date:
Examiner:

Mortgage Company:
RMLO:

License #:
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 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, rate lock agreement, correspondence, contracts, other)	
	<u>If the Loan Estimate was issued by the entity being examined, answer questions 15-19:</u>	
15	Loan Estimate: evidence of delivery within 3 business days (and at least 7 business days before consummation) 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 <i>based on credit report</i> , 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	
	<u>If the entity subject to this examination is identified as the Lender, questions 51-54 apply:</u>	
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)?	