



BROKER RECERTIFICATION CHECKLIST

- Broker Annual Recertification Form
- Authorization to Release Information
- Affiliate Disclosure
- Current Financials including Balance Sheet and Income Statement
- Resumes of Key Personnel (if changed within last 12 months)
- QC Plan (if changed within last 12 months)



COMPANY INFORMATION			
Legal Name of Entity			
Doing Business As			
Business Address			
City	State	Zip Code	
Company Email	Phone	Fax	
Contact Person		Contact Email	
Contacts			
Name	Title	Phone Number	Email Address
REFERENCES			
Company Name	Contact Person	Email Address	Years Approved

DECLARATIONS		
1. Has your company, and/or principals or corporate officers, been names as a defendant in a lawsuit for alleged fraud or misrepresentation in connection with any real estate-related activity in the past 12 months?	Yes	No
2. Has any principals or corporate officers, been convicted of a crime or named in pending criminal proceedings (excluding traffic violations and other minor offenses) in the past 12 months?	Yes	No
3. Has your company, and/or principals or corporate officers, ever had a real estate or other professional license suspended, revoked, or received any other disciplinary action from creditors under any provision of the bankruptcy laws in the past 12 months?	Yes	No
4. Has your company, and/or principals or corporate officers, ever had a real estate or other professional license suspended, revoked, or received any other disciplinary action from a regulatory agency in the past 12 months?	Yes	No
5. Has any lender enforced, or attempted to enforce, the Hold Harless or Repurchase clause of their correspondent or broker agreement with your company and/or any principals or officers in the past 12 months?	Yes	No
6. Has your company ever had unfavorable findings with regard to mortgage operations, including any audit examination or report by FHA, VA, FNMA, FHLMC, or any regulatory, supervisory or investigating agency in the past 12 months?	Yes	No
7. Has there been a material change in company ownership (greater than 10%), board of directors, or senior management in the past 12 months? If Yes, please provide a Certificate of Amendment/New Broker Agreement and Policy Statement.	Yes	No
8. Has your company moved within the past 12 months? If Yes, please provide an updated W-9	Yes	No
Please note if answered YES to any of the above questions, please attach explanation, reason for occurrence and action taken to prevent recurrence of similar claim or action. If applicable, provide supporting documentation which includes resolution and case number.		



AUTHORIZATION TO RELEASE INFORMATION	
<p>I certify that I am duly authorized to complete this recertification and grant consent on behalf of the firm named herein for the purposes of applying to become an approved Mortgage Wholesale-Broker with Bay-Valley Mortgage Group. The undersigned certifies to Bay-Valley Mortgage Group and its successors and assigns that the foregoing information and all accompanying documents are true and complete. The undersigned hereby authorizes Bay-Valley Mortgage Group to obtain verification of any information or documentation provided in connection with this application from any source (including, but not limited to both business and personal character or credit references provided by the applicant or any owner, principal, officer, employee, member, partner, or representative of applicant). Bay-Valley Mortgage Group is also authorized to submit the name of the company and all employees of the company for screening through any and all mortgage industry background databases. Applicant hereby releases and hold harmless Bay-Valley Mortgage Group, and third party vendor assisting with the verification of information or documentation provided (including, without limitation, and background search) from and against all liability claims, damages, losses, costs, and expenses of any kind whatsoever that may arise from such verification efforts or the use or reporting of any information obtained in the course of such verification efforts.</p>	
Legal Name of Company	
Broker of Record Signature	Date
Print Name	
Print Officer Signature	Date
Print name	Title

AFFILIATE DISCLOSURE	
<p>Affiliation is defined as having ownership in, partnership interest with, family or close personal relationship. Please indicate if you have an affiliate relationship with companies: Realty company, Escrow Company, Building Contractor or Developer, Appraisal Company, Property Management Company, Accounting or Tax Preparation Company, Credit Bureau service, or Title Company. If Yes, provide details. Bay-Valley Mortgage will not accept appraisals from appraisers who are affiliated with the broke.</p>	<p>Yes No</p>

CERTIFICAITONS	
<p>I/We hereby certify that Mortgage Brokerage is in good standing with any all applicable regulatory agencies. I/We further certify that said Mortgage Brokerage is not a defendant in any litigation alleging fraud, misrepresentation, or dishonest acts. For the purpose of inducing Bay-Valley Mortgage Group to provide financing for clients of the undersigned, I/We certify that all information contained in this Mortgage Brokerage application is true and correct.</p>	
Legal Name of Company	
Broker of Record Signature	Date
Print Name	
Print Officer Signature	Date
Print name	Title



LOAN ORIGINATOR COMPENSATION ADDENDUM

Broker Name: _____ **AE Name (if applicable):** _____

Date _____ **On a loan by loan basis the Mortgage Broker is allowed to choose Lender**

Paid or Consumer Paid compensation subject to the following:

Lender Paid Compensation:

- Compensation range: .5000% - 2.5000% in increments of 1/8 (.125) Subject to high cost limits.
- The initial compensation will apply to all loans received by Bay-Valley Mortgage Group (LENDER) as of the date of execution above.
- The compensation selected shall remain in effect until a subsequent Loan Originator Compensation Addendum is executed and approved by LENDER. Approvals will be granted based upon valid reason(s) for such change in accordance with the current Regulatory guidance provided at that time.
- Changes to the compensation selection will take effect on the first or fifteenth day of the following month. The Loan Originator Compensation Addendum must be received by the Broker Approval Department for review on the 1st or 16th of the month, if no new comp plan is provided by the Mortgage Broker the last plan on file will remain in effect for a maximum of 180 days, at which time a new comp plan will be required.

E-mail to brokers@qualitybanc.com
or Fax 714-367-5130

Enter the compensation percentage you agree to be paid on each loan transaction: _____%.
If you wish to be paid a flat fee in addition to the comp plan indicated above, indicate amount: \$_____.
Any loan that does not comply with PBLG's Fair and Responsible Lending Principles will be declined under Lender Paid Compensation.

Consumer Paid Compensation:

- There are no minimums; however, the compensation maximum amount will be required to comply with LENDER's Fair and Responsible Lending Principles.

Mortgage Broker Authorization:

Mortgage Broker authorizes the following additional individual(s) to make compensation changes on behalf of the Mortgage Broker. The Mortgage Broker acknowledges that these individuals understand and will comply with all compensation change requirements.

Name: _____

Email Address: _____

Name: _____

Email Address: _____

Mortgage Broker Acknowledgement:

The person signing below acknowledges that: (a) he or she is authorized to sign this Loan Originator Compensation Addendum on Mortgage Broker's behalf; (b) this Loan Originator Compensation Addendum becomes part of the Wholesale Lending Agreement upon execution by Mortgage Broker; and (c) Mortgage Broker is not requesting compensation based on the terms or conditions of any loans delivered or expected to be delivered by Mortgage Broker to Bay-Valley Mortgage Group.

(Broker Name)

By: _____

Email Address: _____

Name: _____

Title: _____



ADDENDUM TO:

MORTGAGE BROKER AGREEMENT

This Addendum “A” is incorporated into all Mortgage Broker Agreements (the “Agreements”) by and between Bay-Valley Mortgage Group, a California corporation, dba Valley View Home Loans (the “Company”) and all Mortgage Brokers, collectively referred to as the “Parties.”

WHEREAS, the Company is unable to sell mortgage loans on the secondary market if borrowers fail to make initial monthly payments prior to transfer of the loan to the applicable Investor,

NOW THEREFORE, in consideration of the promises and mutual covenants set forth herein, the consideration, for which receipt and sufficiency the Parties hereby acknowledge, the Parties agree as follows:

The Mortgage Broker named below agrees to repay the Company any premium capture compensation as well as any compensation for lender credits received by the Mortgage Broker, if the Company is unable to sell the Mortgage Broker’s loans on the secondary market due to any borrower failing to make the initial monthly payments prior to transfer of the loans to any applicable Investor.

ACKNOWLEDGEMENT

I have read, fully understand, accept, and agree to be bound by the terms and conditions of this Addendum. I have consulted with counsel of my choosing before executing this Addendum.

MORTGAGE BROKER

Printed Name

Signature

Date

BAY-VALLEY MORTGAGE GROUP, A CALIFORNIA CORPORATION

Printed Name

Signature

Date



ADDENDUM "1" TO:

MORTGAGE BROKER AGREEMENT

This Addendum is incorporated into all Mortgage Broker Agreements by and between Bay-Valley Mortgage Group, a California corporation, dba Bay-Valley Mortgage Group and dba Valley View Home Loans (the "Company") and Mortgage Brokers ("Brokers"), collectively referred to as the "Parties."

WHEREAS the Federal National Mortgage Association ("Fannie Mae") requires all Brokers to agree to comply with Fannie Mae's Desktop Underwriter Schedule (Seller/Service Version),

WHEREAS Fannie Mae prohibits Brokers from extending the use of Desktop Underwriting to any third party, and

WHEREAS, Fannie Mae requires Brokers to obtain permission from a mortgage loan applicant before using Desktop Underwriting in connection with a mortgage loan application,

NOW THEREFORE, in consideration of the promises and mutual covenants set forth herein, the consideration, for which receipt and sufficiency the Parties hereby acknowledge the following addition to the Mortgage Broker Agreement:

Mortgage Broker is considered an affiliate of Lender and agrees to comply with the Desktop Underwriter Schedule (Seller/Service Version) found on Federal National Mortgage Association (Fannie Mae) website at <https://singlefamily.fanniemae.com/media/4651/display>. Mortgage Broker may not extend the use of Desktop Underwriting to any third party. Mortgage Broker agrees to obtain written permission from a mortgage loan applicant before using Desktop Underwriting in connection with a mortgage loan application.

ACKNOWLEDGEMENT

I have read, fully understand, accept, and agree to be bound by the terms and conditions of this Addendum "1" to the Mortgage Broker Agreement. I have consulted with counsel of my choosing before executing this Addendum "1."

MORTGAGE BROKER

Printed Name

Signature

Date

BAY-VALLEY MORTGAGE GROUP, A CALIFORNIA CORPORATION

Printed Name

Signature

Date