

Reverse it!

a division of Urban Financial Group

APPLICATION CHECKLIST for Upload to Comergence™

All documents must be uploaded through the Comergence portal. Do not send your documents to us. Missing documentation may result in substantial delays in the processing of your broker approval request.

- Upload all completed and signed agreements that apply
 - Mortgage Broker Agreement
 - FHA Principal & Authorized Agent Agreement
 - Reverse Mortgage Loan Purchase & Sale Agreement
- Upload Company Formation documentation – Must be state Filed/approved copy
 - Articles of Incorporation
 - LLC Operating Agreement/Articles of Organization
 - Partnership Agreement
 - Fictitious Business Agreement
- Upload Corporate Resolution if applicable (Must be notarized if using our provided form)
- Upload most recent audited financial statements for all Correspondent applicants.
Balance sheet/P&L statement for TPO's Must be dated within 90 days
- Upload Background Authorization (Must be completed on all Principal Officers of the company.)
- Upload Resumé copies for all Principal Officers.
- Upload your company's Quality Control Policy.
- Upload IRS form W-9
- Upload Fact Act Compliance (Red Flags) identity theft plan. Guidelines for this can be found here: www.ftc.gov/redflagsrule
- Upload completed and executed Fraud Policy.
- Upload Interior & exterior photos of the office Building and interior of office space as well as signage for the company. This is for NON FHA Approved Applicants ONLY.
- Upload Resume's and print out of DE # for All DE underwriters. (Closed Loan Sellers Correspondent only.)
- Upload Resume for all Senior Management and Operations Management. (Closed Loan Sellers Correspondent only.)

****A minimum net worth of \$63k is required for all TPO/Brokers.****

**** Residential Offices must be reviewed and approved****

If you have questions, please email us

newapps@reverseit.com

Principal Officer is all officers with 10% or more ownership in the company