

## Broker Application Checklist

The following items are required to be **approved** as a **Broker/Correspondent** with **PRMG**:

- 1. PRMG Broker Agreement signed by the President/CEO/Owner/Broker of Record - *eSign*
- 2. Certified Copy of Corporate Resolution (if applicable) signed by President, Corporate Secretary and all authorized signers
- 3. Resumes for principals, directors and broker of record
- 4. Authorization to Release Information Form (Credit Consent)
- 5. Fax/E-mail Authorization Form - *eSign*
- 6. Zero Loan Fraud Agreement - *eSign*
- 7. IRS Form W-9
- 8. (Un)audited Balance Sheet and Profit & Loss Statement - current within the last 90 days
- 9. Copy of Quality Control Procedures (QC Plan) - Optional

### **FHA Correspondents:**

- 10. PRMG FHA Addendum - *eSign*
- 11. Resumes for qualified Processor(s), with a minimum of 12 months FHA experience
- 12. Copy of original FHA Title II approval letter from HUD (if applicable)

### **VA Correspondents:**

- 13. Signed PRMG VA Addendum - *eSign*
- 14. Complete VA Admin Info form
- 15. \$100 VA fee, made payable to VA or Veterans Affairs

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**Please Note:** Based upon prior FHA experience, originators and processors may require additional FHA Certification and Training.