



ANNUAL RECERTIFICATION

For renewals through March, 2020

REQUIRED INFORMATION	
Please provide company information below.	
Company Legal Name:	NMLS ID:
DBA(s):	Fax Number:
Street Address (Main Office):	Federal Tax ID or EIN:
City, State, Zip:	Email Address:
Affiliated Companies:	Website Address:
In past 12 months, has there been an order, agreement or adjudication of unpaid debt greater than \$25,000?	Yes No
In the past 12 months, has there been any voluntary or involuntary bankruptcy, assignment for benefit of creditors, filing for protection of creditors, or Consent Order entered or agreed against Company or any Principal?	Yes No
Does any settlement, closing, escrow service or other similar service currently share any company employees or office space with Company? If yes, attach letter of explanation.	Yes No
In the past 12 months, has Company or any Principal or employee been the subject of any arrest, indictment, charges, or civil or criminal investigation, proceeding, lawsuit or action involving mortgage-related fraud, UDAAP, unlicensed activity, unethical conduct, unfair dealing, theft or similar matter? Attach letter of explanation.	Yes No
In the past 12 months, has Company, any Principal, or any employee (1) had any license or authority to conduct business revoked, suspended or limited, or (2) been placed on the HUD Limited Denial of Participation List, the U.S. General Services Administration Excluded Parties List, the Federal Housing Finance Agency Suspended Counterparty List, or been placed under any exclusion or limitation of authority by any state, federal or local entity?	Yes No
If your company has made any changes to any formal written policies and procedures, please indicate below and attach the changed/revised programs, policies or procedures:	
Policy/Program/Procedure	Changes Made?
Regulatory Compliance / Compliance Management System	
Consumer Complaint Response, Tracking and Reporting	
Anti-Money Laundering Rules of the Bank Secrecy Act	
Loan Originator Compensation	
Secure and Fair Enforcement of Mortgage Licensing Act (S.A.F.E. Act)	
Fair and Responsible Lending / Equal Housing	
Third Party Vendor Management	
Compliance Training Program	
Quality Control Program	
If any regulator determined that any of your company's compliance policies or procedures were inadequate, insufficient, or required amendment, please provide Letter of Explanation.	
REQUIRED ATTACHMENTS	
Please provide the following documents with this completed Annual Recertification	
2018 financial statements, signed by principal. Include 2018 Year End Profit & Loss Statement and 2018 Year End Balance Sheet.	
____ Sign and return BSA Addendum, Fair Lending Addendum, Corporate Resolution	
____ ONLY IF APPLICABLE, sign and return New York Addendum and/or Correspondent Addendum.	

ANNUAL RECERTIFICATION

For renewals through March, 2019

REQUIRED SIGNATURE

Please sign with an electronic or wet signature

CERTIFICATION OF APPLICANT’S AUTHORIZED REPRESENTATIVE

The undersigned company (“We” or “Us”) hereby represent and warrant that the information provided is complete and accurate in all respects. We understand that this renewal certification is made for the purpose of inducing Sierra Pacific Mortgage Co., Inc. (“SPM”) to approve our request to be re-certified as an approved Broker or Correspondent and/or to extend credit to us or on our behalf. We authorize SPM to file a financing statement describing the collateral which will be subject to a security interest in favor of SPM if SPM approves our request. We understand that SPM will continuously rely on the information provided herein as being fully, complete, accurate, and free from error or omission, until such time as we provide SPM notice of any changes, inaccuracies or omissions. We agree to notify SPM immediately of any adverse change affecting our company or our ability to fully perform all of our obligations owed to SPM, whether under this recertification questionnaire or any other agreement or arrangement between SPM and our company. We certify that the company’s state charter has not lapsed, been revoked, been suspended, or otherwise been ineffective at any time during the past 12 months.

We agree to notify SPM immediately of any material adverse change affecting our company, any change in the information provided herein, and/or any change in our ability to fully perform all of our obligations owed to SPM, whether under this recertification questionnaire or any other agreement or arrangement between SPM and our company. If We are an FHA-approved broker or lender, We also agree that SPM assumes full responsibility to ensure that sponsored Third Party Originators adhere to FHA’s loan origination and processing requirements, and we will notify SPM immediately notify SPM of any negative reporting on CAIVRS

We understand and agree that our company shall follow the principles of the Federal Equal Credit Opportunity Act, which requires that all creditors, including banks, Savings and Loans, small loan companies, retail stores, and others, make credit available to all creditworthy customers without regard to sex, marital status, race color, religion, national origin, age, the fact that all or part of an applicant’s income is derived from a public assistance program, or the fact that the applicant has in good faith exercised any right under the Consumer Credit Protection Act or applicable state law. We agree to follow principals of fair lending as announced by the U.S. Department of Housing and Urban Development and/or the Consumer Financial Protection Bureau and/or the U.S. Department of Justice, and/or any state or local agency having jurisdiction over our company. We understand that this application shall remain the sole property of SPM.

COMPANY LEGAL NAME: _____

SIGNED BY: _____
(Signature)

MY TITLE: _____ DATE: _____

RESOLUTION

We, the undersigned, do hereby certify that:

COMPANY IDENTITY

The complete and correct name of the Company is: _____ (“Company”).
The Company is a (select one) _____ Corporation for profit or _____ Limited Liability Company, which is, and at all times shall be, duly organized, validly existing, and in good standing under the laws of the State/Commonwealth of _____. The Company has the full power and authority to transact business in which it is presently engaged or presently proposes to engage with Sierra Pacific Mortgage Company, Inc. (“Sierra Pacific”).

RESOLUTION -Officers

On _____ (date) a meeting of the Directors of the Company was duly called and held, or if the Company has no Board of Directors, then a meeting of the Company’s of the shareholders, owners, or managing members, was duly called and held. At such meeting, a quorum was present, voted upon and passed the following resolutions:

The officers of the Company have not changed since the last Resolution provided to Sierra Pacific.

The officers of the Company have changed since the last resolution provided to Sierra Pacific, and the current officers of the Company are (attach additional pages if necessary):

Printed Name	Title	Authorized Signature
Printed Name	Title	Authorized Signature
Printed Name	Title	Authorized Signature

RESOLUTION – Actions Authorized

Company acknowledges and agrees that the individuals employed by Company have the authority to transact business with the offices of the Company inclusive but not limited to the brokering and/or selling of residential real estate transactions, conduct negotiations related to a transaction inclusive of rate and fee negotiations, collateral issues, discussions related to credit, employment, asset verifications, tax information, title information and any discussion necessary to conduct business relative to all transactions under the terms of the existing agreements between Sierra Pacific and the Company.

RESOLUTION – Corporate Responsibilities

The Company will promptly notify Sierra Pacific in writing of any changes to the Company’s address, legal name, assumed name, license status, legal status, principals or managers, and/or other substantial changes related

to the Company or its principals that (1) materially affect the Company's ability to carry on its business as it is currently being conducted, or (2) have an adverse affect the Company's ability to fully perform all obligations owe, due or to become due under any agreement between Company and Sierra Pacific.

CERTIFICATION

The individuals named herein are duly elected, appointed or employed by or for the Company, as the case may be, and occupy the positions set opposite their respective names. These Resolutions now stand of record on the books of the Company, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

CONTINUING VALIDATY

Any and all acts authorized pursuant to the Resolutions and performed prior to the passage of the Resolutions are hereby ratified and approved. The Resolutions shall be continuing, shall remain in full force and effect and Sierra Pacific may rely on it until written notice of its revocation shall have been delivered to and received by Sierra Pacific at Company's corporate headquarters or the office Company primarily conducts business with. Any such notice shall not affect any of the Company's agreements or commitments in effect at the time notice is given.

CERTIFIED AND ATTESTED BY:

Signature

Date

Signature

Date

Signature

Date

Signature

Date



**BANK Secrecy Act/Anti-Money Laundering (BSA/AML)
Addendum to the Loan Purchase and Sale Agreement**

Company Name ("Applicant") _____

Street Address _____

This addendum is incorporated in to and will be made a part of the Loan Purchase and Sale Agreement between Applicant and Sierra Pacific Mortgage Company, Inc.

Applicant hereby certifies that it has adopted and implemented a BSA/AML program in accordance with FinCEN's requirements of said program:

- The applicant has developed written policies and procedures outlining the program,
- The program provides for a system of internal control to assure ongoing compliance with the law,
- The program provides for the independent testing of the program for compliance with the law,
- The applicant has designated an individual as the responsible individual for the coordination and day-today monitoring of the program.
- The program contains procedures for filing Suspicious Activity Reports (SAR's).
- The applicant has conducted training as required by the law and will conduct annual training on or before the anniversary date of the implementation of the applicant's BSA/AML program every year.

Sierra Pacific Mortgage Company, Inc., reserves the right to request evidence of compliance with the requirements of the BSA/AML program requirements including policies and procedures, evidence of training, etc. and Applicant agrees to provide evidence of compliance when requested.

Signature below acknowledges and represents that Applicant has read the foregoing, understands it and is signing this addendum voluntarily. No oral representations, statement or inducements apart from the foregoing written agreement, have been made. The signature below is an authorized signer for the applicant as per the appropriate resolution, licensing or current LPSA on file with Sierra Pacific Mortgage.

AUTHORIZED SIGNER FOR APPLICANT

Signature _____

Title _____

Printed Name _____

Date _____

BANK Secrecy Act/Anti-Money Laundering (BSA/AML)



Third Party Fair and Responsible Lending Policy

Mortgage Correspondents (“Correspondent”) doing business with Sierra Pacific Mortgage Company, Inc., (“Sierra”) are required to comply with all federal and state fair lending laws and regulations. To ensure that Correspondents doing business with Sierra have a clear understanding of these laws and commit to fair and responsible lending practices, Sierra has adopted this policy and expects Correspondents to comply with this policy.

FAIR LENDING LAWS AND REGULATIONS

Fair lending laws and regulations include, but are not limited to, the Equal Credit Opportunity Act (“ECOA”) the Fair Housing Act (“FHA”) and the Civil Rights Act (“CRA”) as well as individual rules issued by the U.S. Department of Housing and Urban Development (“HUD”) and the individual states.

Sierra and its Correspondent partners are committed to treating all applicants and customers in a fair and consistent manner, to promoting the availability of credit in a fair and consistent manner and to promoting the availability of credit without regard to any of the prohibited basis including, but not limited to, the following:

- Race
- Color
- National Origin
- Age (provided applicant is of legal age to enter into a contract)
- Familial Status
- Sexual Orientation
- Disability
- The exercise in good faith of any right under the Consumer Credit Protection Act
- Ethnicity
- Religion
- Sex
- Marital Status
- Military or Veteran Status
- Gender Identity
- Receipt of public Assistance

Correspondents doing business with Sierra shall comply with all applicable fair lending laws and regulations and shall not:

- Discourage an applicant from applying for a loan or credit product on a prohibited basis.
- Fail to provide information or services or provide different information or services on a Prohibited basis, including credit availability, application procedures or lending standards.
- Either orally or in writing, express a preference or indicate that applicants will be treated differently on a prohibited basis.
- Vary the pricing or other terms of a loan on a prohibited basis, including, but not limited to, the loan amount, fees, fee waiver, APR, rebate/discount, compensation, period or type of loan, minimum loan amount.
- Exercise discretion in a manner that discriminates on a prohibited basis when discretion is authorized under the Seller Agreement or Sierra’s published program guides and rates, including individual judgment or decision-making in setting the pricing or terms offered to the applicant customer.
- Make credit decisions, including the denial of a loan, on a prohibited basis, including the use of different standards to evaluate income or collateral.
- Evaluate an applicant on a prohibited basis and require that applicant to purchase ancillary or supplemental products or services as a condition of the loan.
- Treat similarly situated applicants differently on a prohibited basis, including the amount of assistance, encouragement or information given the applicant during the application process.
- Discriminate on a prohibited basis because of the characteristics of an applicant, including a joint applicant, spouse, or household member.
- Refuse to do business in or provide unequal access to credit or unequal terms of credit because of the characteristics of the residents of the area in which the applicant is seeking credit or because of the area in which the applicant resides (“redlining”).
- Assist an applicant in the selection of a loan product or interest rate with higher prices or unfavorable credit terms than which they are qualified for.
- Require the co-mortgagor be the spouse of the applicant.

Third Party Fair and Responsible Lending Policy



Third Party Fair and Responsible Lending Policy

RESPONSIBLE LENDING LAWS

Responsible lending laws prohibit lenders from engaging in practices that misrepresent or omit information that misleads customer as to the true nature of a product or service or causes substantial harm or injury to a customer. These laws are known as unfair, deceptive, abusive acts or practices. Responsible lending laws are further designed to protect potentially vulnerable customers such as military personnel and veterans, students, the elderly and limited English proficiency customers. Correspondents doing business with Sierra are expected to share a similar commitment to responsible lending and must ensure that information provided to customers is complete and accurate and that all material product and service features of a loan transaction are clearly and accurately disclosed. Sierra expects all Correspondents that do business with Sierra to maintain high standards when marketing to and serving vulnerable customer segments and to demonstrate those standards through employee training and awareness, marketing practices, policies and procedures and other controls.

CORRESPONDENT OBLIGATIONS

- **Policies and Procedures:** Correspondent must maintain policies and procedures to ensure compliance with Fair and Responsible Lending Laws and with this Policy. Correspondents must establish policies, procedures, train employees and implement controls to ensure that discretion is exercised consistently, based upon clear objective standards and ensure that the reasons for discretionary decisions are documented in each instance. Correspondent acknowledges that Correspondent must make its policies, procedures and training records available for review by Sierra.
- **Complaints:** Correspondent acknowledges that it is required to implement a program to investigate consumer complaints and that Correspondent is required to notify Sierra of its receipt of complaints or inquiries that relate to the business conducted with Sierra that allege discrimination on a Prohibited basis, unfair or deceptive practices, or violation(s) of Fair and Responsible Lending laws, regardless if they originate directly from a consumer, a federal agency, state agency, Better Business Bureau, legal counsel or lawsuit, consumer advocacy group, internet posting via social media or a specific website, another lender or GSE. Correspondent is required to assist, as needed, in the investigation of such complaints, the resolution of the complaints, including taking corrective action for the complaining customer and similarly situated customers
- **Training:** Correspondent acknowledges that it has trained all employees on the requirements of Fair and Responsible Lending Laws and this Policy. Correspondent acknowledges that Correspondent must make its training policies, standards, schedules, records of completion and training materials available for review by Sierra at any time when requested by Sierra.
- **Monitoring:** Correspondent must fully cooperate with Sierra's efforts to meet its regulatory obligations and must comply in a timely manner with Sierra's requests for documentation and information, including electronic data. Correspondent must also fully cooperate with a Sierra initiated Fair and Responsible Lending performance review, risk assessment, analysis, and/or audit including requests for data to conduct testing and monitoring and take subsequent remedial action as appropriate including corrective action directed by Sierra.
- **Self-Assessment:** It is expected that Correspondent will monitor and analyze its own compliance with Fair and Responsible Lending Laws and will notify Sierra of any issues identified and remedial action taken. Correspondent may be required to implement additional corrective or remedial actions as directed by Sierra. At the request of Sierra, Correspondent will provide periodic reports on fair and responsible lending performance.

PLEASE PRINT

Company Name _____

Company NMLS Number _____

Owner/Principal Name _____

Title _____

Signature of Owner/Principal _____

Date _____

Third Party Fair and Responsible Lending Policy

ANNUAL RECERTIFICATION

For renewals through March, 2019

<u>FOR CORRESPONDENT LENDERS ONLY</u>				
REQUIRED INFORMATION				
Please complete all information in this section.				
Insurance Information	<i>Type</i>	<i>Carrier</i>	<i>Amount</i>	<i>Expiration Date</i>
	Errors & Omissions			
	Fidelity – Blanket			
	Fidelity – Individual			
	Other:			
Active Warehouse Lines of Credit	<i>Warehouse Bank Name</i>	<i>Max Line Amount</i>	<i>Expiration Date</i>	<i>Wet Submit</i>
	1.			
	2.			
	3.			
REQUIRED ATTACHMENTS				
Please provide the following documents with this completed Annual Recertification				
_____ Declaration Page(s) for all applicable insurance policies				
_____ Most recent Approval Letters from warehouse lenders				
OPTIONAL INFORMATION				
Please complete, sign and return this form only if information has changed in the past 12 months.				
License Changes	Jurisdictions Where Licensed:			
Underwriter Changes	Total Number of Underwriters:	Number of DE Underwriters And CHUMS No's:		
Repurchase/ Indemnity Demands	Total Amount Agreed/Ordered (last 12 month only):	Current Aggregate Total Outstanding Balance:	Total Loans Affected:	
COMPANY NAME: _____				
SIGNED BY: _____ (Signature)				
MY TITLE:		DATE:		



ADDENDUM – NEW YORK
TO BE COMPLETED BY NEW YORK LICENSEES ONLY

<u>FOR NEW YORK LICENSEES ONLY</u>	
Legal Name	NMLS ID
<p>If any information has changed in the past 12 months, please indicate below:</p> <p>1. Is funding of any mortgage loan contingent upon the availability of funds from a third party source? <input type="checkbox"/> Yes <input type="checkbox"/> No o If yes, does your company disclose this fact to all applicants? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Does your company have a BSA/AML Policy that is specific to New York requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Has your company’s website been approved by the NY State Department of Financial Services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Does your company keep a separate file for correspondence with the Dept. Financial Services? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Does your company submit New York applications to more than three lenders ? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Does your company utilize contract processors? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. Does your company intend to submit applications for CEMA transactions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>8. Does your company offer second mortgages in New York State? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. Does your company deliver disclosures to consumers electronically? <input type="checkbox"/> Yes <input type="checkbox"/> No o If yes, does your company comply with New York regulations concerning delivery of disclosures to applicants who do indicate they do not have capacity to download and view documents? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. In the past 12 months, has the NY State Dept. of Fin. Services determined that any of your company’s compliance policies and procedures were inadequate or required amendment? <input type="checkbox"/> Yes <input type="checkbox"/> No o If Yes, please provide Letter of Explanation.</p> <p>11. Is your company affiliated with any real estate brokerage or agency? <input type="checkbox"/> Yes <input type="checkbox"/> No o If yes, please identify name, address, and contact person:</p>	
<p>The undersigned company (“We”) hereby represent and warrant that the information provided is complete and accurate in all respects. We understand that this certification is made for the purpose of inducing Sierra Pacific Mortgage Co., Inc. (“SPM”) to approve our request to be certified as an approved Seller, Broker or Correspondent for New York transactions and/or to extend credit to us or on our behalf. Approval or denial of this application will not result in a chance of status in any existing approvals with SPM, which must be completed separately.</p>	
<p>_____</p> <p>(Company Name)</p> <p>By: _____</p> <p>Title: _____ Date: _____</p>	