



## Broker Application Required Docs Checklist

As noted on our Defy TPO Broker Application Package, your broker application with Defy TPO requires the submission of additional documentation to finalize the approval process. Please submit all associated documents outlined in your application to expedite your onboarding. Once your application package is complete, we can get to work processing some of those loans! To ensure prompt processing, please submit all required documentation at your earliest convenience. Questions? Let us know.

### Broker Application Requirements As Noted On Application Package

**1. Please complete all required forms and submit the required information to be considered for approval. To submit information, email all requirements to [ops@defytpo.com](mailto:ops@defytpo.com).**

- ☐ Completed [Defy TPO Broker Application Questionnaire w/Loan Officer Comp Attestation](#)
- ☐ Background Release Form Disclosure and Consent (Company and Principals Owners of 10% or more) – pdf link to [Fair Credit Reporting Act](#) must be reviewed by each signor.
- ☐ Fraud Certification
- ☐ Completed [Defy Broker Agreement](#) (bottom on broker application pg 11-34)

**2. The following documentation is required to support your Broker Application:**

- ☐ Licenses (for each state in which the company is licensed to conduct business)
- ☐ Resumes for all principal owners (with 10% ownership or more), branch managers, and broker of record;
- ☐ Current Financials – Balance Sheet and Profit and Loss Statement (dated within 4 months of the date of the application);
- ☐ Financials for the 2 prior fiscal years (24 months – Balance Sheet and Profit and Loss Statement);
- ☐ Entity Documents filed and stamped by the State, such as Articles of Incorporation/Certificate of Formation Partnership Agreement, LLC Agreement, etc. (as applicable);
- ☐ Corporate Resolution/Unanimous Consent, as applicable;
  - o Be specific to Defy TPO
  - o Approve the terms of Defy TPO's Broker Agreement
  - o Designate all authorized officers able to sign documents and act on behalf of the entity
  - o Designate authorized officers to execute documents on behalf of the entity
- ☐ Copy of your company's Loan Quality Control Program;
- ☐ W-9 Form – pdf link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>;
- ☐ Copy of Errors & Omission Insurance, minimum amount of \$1,000,000, and fidelity bond of \$75,000, if applicable or required in your state;
- ☐ Organization chart including names of persons in key roles;
- ☐ Good Standing Letters;
- ☐ Staff Roster with NMLS, State License Numbers, and contact numbers.

**Please send all of the completed forms and supporting documents to the following email:**

**[ops@defytpo.com](mailto:ops@defytpo.com)**

If we have any questions along the way, a Defy TPO representative will reach out to you for clarification and/or documents to support open items. *\*\*Please note that broker applications will be terminated after 60 days from submission if not complete in full.*