

Broker Application Checklist

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

- 1. PRMG Broker Agreement signed by the President/CEO/Owner/Broker of Record (rev. dated 01/14)
- 2. Company Formation – Articles of Incorporation or Articles of Organization (LLC) (if applicable)
- 3. Certified Copy of Corporate Resolution (if applicable) signed by President, Corporate Secretary and all authorized signers
- 4. Resumes for principals, directors and broker of record
- 5. Authorization to Release Information Form (Credit Consent)
- 6. Broker's Personal Credit Report (Minimum 2 bureaus with scores, min. 620, dated within the last 90 days)
- 7. Fax/Email Authorization Form- *eSign*
- 8. Zero Loan Fraud Agreement- *eSign*
- 9. IRS Form W-9
- 10. Balance Sheet and Profit & Loss Statement- current within the last 90 days
- 11. PRMG Broker Compensation Plan - fully executed with appropriate compensation selection marked
- 12. Copy of Quality Control Procedures (QC Plan)
- 13. AML Certification in Comerence

FHA Correspondents (Optional for FHA Approval):

- 12. PRMG FHA Addendum (rev. dated 01/14)
- 13. Resumes for qualified Processor(s), with a minimum of 12 months FHA experience specified

VA Correspondents (Optional for VA Approval):

- 14. Signed PRMG VA Addendum (rev. dated 8/24)
- 15. Complete VA Admin Info form (if applicable)
- 16. \$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.

Please Note: Please be sure all required items are fully completed and executed before uploading to the Comerence broker site. Please also send a completed copy via e-mail to PRMG at brokerservices@prmg.net.