

## **Correspondent Package**

**The following three documents are included in the Correspondent Package:**

- **Approval Checklist- Correspondent**  
This lists the items that are needed for approval.
- **Lender Profile- Correspondent**  
This form will need to be completed to apply to Liberty Savings Bank, FSB to be an accepted Correspondent.
- **Mortgage Loan Correspondent Agreement**  
These documents are the agreement between Liberty Savings Bank, FSB and the Correspondent.

**NOTE: GUIDELINES ARE SUBJECT TO CHANGE WITHOUT NOTICE**



## **APPROVAL CHECKLIST- Correspondent**

Please submit the following:

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1. Signed Agreement Contract .....\_\_\_\_\_
2. Completed Lender Profile- Correspondent.....\_\_\_\_\_
3. Liberty Savings Bank Wire Authorization form ..... \_\_\_\_\_
4. MARI- Authorization/Release for Businesses and Professionals.....\_\_\_\_\_
5. Financial Statements  
Current Balance Sheet and Profit & Loss Statement  
No older than 90 days.....\_\_\_\_\_
6. Proof of Licensing for each state you wish to be approved to submit  
loans.....\_\_\_\_\_
- Company NMLS \_\_\_\_\_
7. Surety Bond or E&O for each state you wish to be approved to submit  
loans.....\_\_\_\_\_
8. Resumes of Principal Officers.....\_\_\_\_\_
9. Quality Control Plan.....\_\_\_\_\_
- (QC procedures to determine if Correspondent and it's originations comply  
with the Liberty Savings Bank's standards for quality)

Please return all information to your Account Executive.