

APPLICATION DOCUMENT CHECKLIST

Become a Freddie Mac Single-Family Seller/Servicer

This checklist will help you collect the documents you'll need to submit through the online "Become a Freddie Mac Single-Family Seller/Servicer" [application](#).

Background

| ATTACHMENT TYPE | REQUIREMENTS | COLLECTED? |
|--|---|------------|
| Operational information | <ul style="list-style-type: none"> Organization chart Business plan | |
| Resumes for Principal Owners (> 5% ownership interest), Managing Executives and Key Contacts | <p>Upload resumes for principal owners, managing executives and key contacts</p> <p>Required for all applications:</p> <ul style="list-style-type: none"> CEO CFO COO Information Security Contact Executive and Primary (System) Administrators Primary Freddie Mac Business Contact <p>Required for Seller or Seller/Servicer applications:</p> <ul style="list-style-type: none"> Loan Origination Department Head Quality Control Department Head and Key Staff Member Underwriting Department Head and Key Staff Member <p>Required for Servicer or Seller/Servicer applications:</p> <ul style="list-style-type: none"> Servicing Department Head and Key Staff Member <p>If there are resources assigned to other key contact roles in your organization, resumes will be required</p> | |

Financials

Note: All Mortgage bankers must submit the attachments marked with an asterisk (*).

| ATTACHMENT TYPE | REQUIREMENTS | COLLECTED? |
|---|--|------------|
| Interim Financial Statements* | Provide the last six quarters' interim financials (Balance Sheet, Income Statement, Statement of Equity, and Cash Flow) in Excel format with all data in a single worksheet. | |
| Audited Financial Statements* | Provide audited Financial Statements for the past two fiscal years | |
| Parent Financial Statements | Provide Parent Company's Audited Financial Statements for the past two fiscal years (if applicable). | |
| Consolidating Worksheet | Provide Consolidating Worksheet (if applicable). | |
| Warehouse Agreements | Provide current Warehouse Agreements including all addenda, if applicable | |
| Investor Report Cards* | Provide current investor report cards, including delinquency statistics. | |
| Loan Origination Volume | <p>Provide the last six quarters loan origination volume stratified by:</p> <ul style="list-style-type: none"> "Purchase," "Refinance" "Retail," "Wholesale," "Correspondent" "Government," "Conventional Conforming," "Servicing Retained," "Servicing Released" <p>Required for Seller and Seller/Servicer applications</p> | |
| Aggregate UPB and Delinquency of Servicing Portfolio | <p>UPB of the servicing portfolio for the past six quarters with the amount of delinquent loans (if applicable) stratified by 0-30 days, 31-60 days, 61-90 days, and 90+ days.</p> <p>Required for Servicer and Seller/Servicer applications</p> | |
| Pro-forma Financial Statements | <p>Pro-forma financial statements (Balance Sheet, Income Statement, Statement of Equity, and Cash Flow) for four quarters in a single worksheet.</p> <p>Required for all applications</p> | |
| Balance Sheet Item Details | Related party accounts receivable balance, goodwill and other intangible assets for the past six quarters, if not specified in financial statements. | |

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Origination

| REQUIRED DOCUMENTS | COLLECTED? |
|---|------------|
| Attach a functional organization chart for the mortgage origination process | |

Quality Control

| REQUIRED DOCUMENTS | COLLECTED? |
|---|------------|
| <ul style="list-style-type: none">If in-house QC: Attach a resume of your QC review lead Or: <ul style="list-style-type: none">Third-party QC: Attach a resume of the individual responsible for monitoring QC | |

Third Party (Wholesale Origination)

(if applicable).

| REQUIRED DOCUMENTS | COLLECTED? |
|--|------------|
| <ul style="list-style-type: none">Monitoring Procedures and controls.Report of aggregate UPB wholesale production for the most recent 12 months | |

Servicing

(if applicable).

| REQUIRED DOCUMENTS | COLLECTED? |
|---|------------|
| <ul style="list-style-type: none">Servicing Agent Executed Servicing AgreementServicing Agent Monitoring ProceduresResumes of Servicing Executives and Managers or the individual(s) Responsible for oversight of the Servicing Agent | |

Insurance

| REQUIRED DOCUMENTS | COLLECTED? |
|--|------------|
| <ul style="list-style-type: none">Fidelity Bond Declaration Page(s)Errors & Omissions Declaration Page(s) | |