

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)	