

# Third Party Processing Registration

October 2018

By signing below I certify that I have personal knowledge the following statements are factual and accurate. I also certify I am duly authorized to execute this agreement on behalf of the third party processing company named below.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

NMLS#: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

1. The third party processing company named above is not affiliated with any mortgage broker in any way. For the purposes of this agreement the definition of affiliate is the same as is in the Real Estate Settlement Procedure Act.
2. No employees of the Broker are employed by or retained by Third Party Processing Company in any capacity, or receive or share fees, costs and/or expenses from, without regard to form or structure, whether by salary, commission, consultant, joint venture, independent contractor and/or other professional relationship.
3. The third party processing company is duly and actively licensed and is in good standing to perform processing services in the state where the subject property is located.
4. The third party processing company is duly and actively registered with, has filed all required annual reports with, and has remitted timely all annual fees to the appropriate state agency in all states where processing is conducted.
5. No license or registration mentioned in 3 and 4 above is subject of a pending or anticipated investigation and/or disciplinary proceeding.
6. All processing fees are bona fide and reasonable.
7. Third party processing company will perform only processing related services.
8. I agree to provide written invoices for each transaction that include, at a minimum:
  - a. Processing company name
  - b. Processing company address
  - c. Borrower name
  - d. Loan number
  - e. Detailed list of services provided
  - f. Amount of processing fee

Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_