



NET Branch Addition Checklist

In addition to the checklist items below, please note that USA Direct Funding has the following requirements for brokers to be approved:

- 🇺🇸 The firm must have a minimum of two (2) years experience in the Mortgage brokering industry.
- 🇺🇸 The firm must have an active mortgage broker license and (where required) a business license.
- 🇺🇸 The firm must be in good standing with at least three (3) lending institutions.
- 🇺🇸 The broker of record that signs this agreement must own the majority of interest in the company.

If you are approved for access to the Freedom Program, user IDs and passwords will automatically be issued to the authorized parties on the broker application.

Checklist:

- USA Direct Funding Instant Broker Application. *(see attached)*
 - USA NET Branch Approval Application. *(see attached)*
 - Completed W-9 Form
 - Copies Of Current Business license(s) in states you wish do to business
 - Branch roster and/or list of current employees; Loan officers & Loan processors
 - Copy of Credit Bureau dated within 3 months for Branch Manager
 - Loan Fraud Zero Tolerance Policy. *(see attached)*
 - Copy of NET Branch Agreement from Corporate.
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- 🇺🇸 Please assemble all of your documentation, sign and return this documentation to USA Direct Funding, **attn: Broker Approval Department** via email brokerapproval@usadirectfunding.com or eFax: 503.210.6314. You may also mail or drop off this completed package to your nearest USA Direct Funding branch. Thank you