



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
 - Completed W-9 Form
 - Broker's license or other document as required by your state
 - Copies Of Current Business license
 - Branch roster and/or list of current employees; Loan officers & Loan processors
 - Loan Fraud Zero Tolerance Policy
 - Letter of Affiliation from Corporate
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- 🇺🇸 Please assemble all of your documentation in a mailing envelope marked **BROKER APPROVAL REQUEST**. Mail or drop off this completed package to your nearest USA Direct Funding branch. Your branch may have questions, and may need to contact you to review the items with you directly. Upon receipt of completed package, you will be notified within a few days regarding your approval.

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