

## **BROKER APPROVAL AND RENEWAL POLICY**

### **Broker Approval**

Deephaven Mortgage LLC (“Deephaven”) requires the following documentation from the Broker applying to become an approved Broker:

- Completed Broker Application Package (template in Comerence)
  - Broker Compensation Agreement
  - Broker Responsibility and Regulatory Compliance
  - Affiliated Business Arrangements
  - Wholesale Broker Agreement
  - Broker Application
- W-9 Request for Taxpayer ID Number
- Resumes for Owners and Senior Management/Key Employees
- Financial Statements – Copies of your most recent financial statements (P&L and Balance Sheet) covering the last two years
- Quality Control Plan
- LO/Broker Compensation Plan or Policy
- Company Resolution (template in Comerence)
- Broker Production for the previous twelve months (template in Comerence)

Brokers are required to apply and submit documentation through Comerence. Deephaven will run a check of the Broker in Comerence and an additional check in MARI. Any findings in documentation provided by the Broker, Comerence, and/or MARI will be addressed with the Broker and are subject to judgment by Deephaven to determine acceptance or denial of the Broker’s application.

Brokers that have not been in business for a minimum of one year will be required to provide a copy of the business plan for the Broker Firm and a proven track record of history as a Mortgage Loan Officer covering the prior four years. Brokers with findings in documentation, Comerence, and/or MARI will be required to provide Letters of Explanation and/or additional documentation as needed (determined by Deephaven) to be considered further for approval.

### **Broker Renewal**

All approved Brokers are subject to renewal on an annual basis. Brokers will be required to submit the following documentation annually at the twelve-month renewal date:

- Updated financial statements (P&L and Balance Sheet) for the previous twelve months
- Broker Production for the previous twelve months (template in Comerence)

The renewal process will include Comerence and MARI checks run by Deephaven to ensure the Broker remains in good standing. Brokers that do not supply the required documentation within thirty days of their renewal period will be temporarily suspended from submitting new loan applications until updated documentation is received and reviewed. Brokers that do not meet all requirements for renewal will not be allowed to continue submitting loans to Deephaven.