

Application Overview

Application Package

As part of the Application, please include the following documentation for review.

1. Resumes / Bios: Each applicant must submit resumes of the following individuals:

- Principals (stockholders with holdings of 10 percent or more)
- Managing Executives and Key Personnel, defined as Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Servicing Officer (if servicing), Chief Architect/Engineer (if applying for TAH), Chief Underwriter, Chief Investor Reporting Officer (if servicing), Corporate Insurance Contact (if servicing), Credit Risk Officer(s), Head of Servicing, Head of Production and/or the equivalent of each of these positions.
- Key operating personnel (division/operating unit heads) in the areas of Origination, Underwriting, Loan Servicing, Asset Management, Investor Accounting / Reporting, Default Management (delinquency and foreclosure), and REO servicing,

Each resume or bio should include an employment history, with titles and a description of the individual's responsibilities in each functional area for each position, years of experience in each area, educational background, and related formal industry training.

2. Financial Statements: Each applicant must submit an audited annual report (financial statement), including a detailed explanation if the audit opinion is other than unqualified, for its most recent fiscal year-end and audited financial statements for the preceding two fiscal years (total of three years) and financial statements from the past 5 quarters. Please provide quarterly financials in Quarter-to-Date format in Excel. Note: If the most recent audited annual report is more than six months old, a supplemental financial statement (no more than 90 days old) certified by the applicant's chief financial officer is required. The financial statements submitted should specifically tie the applicant's financial statements to the parent's audited financial statements.

3. Organizational Charts:

- Provide an entity organizational chart including the applicant's direct and ultimate parents, ownership percentages, and controlling interests.
- Provide detailed organizational chart(s) showing all mortgage operations personnel, including (as applicable to the requested approval) Production, Underwriting, Asset Management, Loan Servicing, Construction Monitoring and Conversion Management functional areas and the names and titles of all related personnel.

4. Business Strategy:

- Provide the applicant's business plan as it relates to the requested Freddie Mac approval.
- Provide a description of the products the applicant intends to offer to their customers if approved.

5. Policies & Procedures:

- Provide all internal written multifamily policies & procedures relevant to the requested approval. These should include underwriting, origination, servicing, and asset management policies and procedures. Freddie Mac Subject Matter Experts (SMEs) will review relevant procedures to assess the adequacy of each applicable area. Please refer to the supplemental Policies and Procedures document provided for a sample list of expected procedures.
- Provide all corporate written policies & procedures in the areas of information security, privacy, identity and access management, financial crimes, business resiliency, and vendor management.

6. Sample Documentation: Provide one sample of each of the following:

- Typical payment history report
- Escrow analysis
- Collection letter
- Inspection reports
- Borrower KYC due diligence report
- Construction monitoring report (if applying for TAH approval)

7. Organizational Control Reports and Test Results: If available, provide the most recent control and testing reports such as:

- System and Organization Control I or II
- SAS 70
- Penetration Testing

- Controls testing results to prevent, detect and resolve/minimize impact of IT/information security incidents.
- Other applicable relevant reports or test results.

- 8. Business Continuity Plan:** Provide the applicant's Business Continuity Plan and any results from resiliency / disaster recovery testing.
- 9. Corporate Insurance:** Provide a copy of the declaration page of the binder or other acceptable written evidence of corporate insurance. The documentation should specify which entity is covered, type of coverage, coverage amounts, loss payee, deductible, and policy duration.
- 10. Warehouse Line:** If applicable, provide a copy of the applicant's warehouse line of compliance certification.
- 11. Vendor:** Please complete and submit the provided vendor inventory

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