



- ☐ NMLS: It is extremely important to keep your NMLS information up-to-date.
  - Keep in mind, certain changes to NMLS information such as location, control persons, company structure, etc. require advance notice. Consult NMLS requirements before making changes.
- ☐ Your NMLS # should be on all contact, communication, emails, flyers, etc.
- ☐ Equal Housing Logos should be on all Marketing Flyers distributed.
- ☐ Always have your loan files and borrowers' personal information in a locked cabinet or other secure means. The only documentation out on your desk should be the borrower's file you are working on at that time.
- ☐ Comply with applicable record retention requirements and limit access to sensitive information to only those with a business need. Securely destroy documents containing sensitive information once it is no longer needed.
- ☐ Place company sign with your NMLS # on the door or window entrance.
- ☐ Post your Federal/State posters and licenses in your office, perhaps in a waiting area or lobby if you have one.
- ☐ Monitor loan officer's social media posts to ensure they comply with applicable advertising requirements.
- ☐ Review policies and procedures periodically to confirm written documentation accurately reflects current practices, modifying as needed while still retaining historical versions.
- ☐ When utilizing third-party vendors, conduct due diligence and ensure you have proper oversight and monitoring procedures in place.
- ☐ Train all applicable team members to ensure they are familiar with loan file documentation requirements for the states in which you conduct business.

### **ADDITIONAL BEST PRACTICES** FOR CORRESPONDENT COMPANIES

- ☐ Formalize your QC Plan and update it periodically.  
Audit a minimum of 10% of your closed loans monthly

*\*PLEASE NOTE: These general practices listed above are suggestions only and do not represent legal advice.\**