

Broker Application with Carrington

It's easy to submit a Broker Application to work with Carrington. Follow these steps to upload documents and submit an Application.

OPEN REGISTRATION EMAIL MESSAGE

- 1 Click **Get Started Here**
- 2 Enter **Applicant Information**
- 3 Click **Resources** for access to rate sheets, products, and printable forms (located at the bottom of the page)
- 4 Click **Save & Continue**

- 5 Review **Policy Overview**
- 6 Click **Accept & Continue**

- 7 Enter **Broker Company Details**
- 8 Enter **Additional Branches**
- 9 Click **+Add Branch** if needed
- 10 Click **Save & Continue**

Broker Application with Carrington

Broker Approval Application

Application | Review | Confirmation

Applicant Information | Policies & Disclosures | Company & Branches | **Ownership & Management** | NMLS & Non-NMLS Roster | References, Lines & Affiliates | Declarations | Supporting Documentation

Broker of Record 11
Provide relevant Broker of Record information for your application.

BROKER NAME* James Dean TITLE* CEO PHONE* 503-555-4715

EMAIL ADDRESS* James.dean@gmail.com NMLS #* 12345 SSN/ITIN* *****

Ownership & Management 12
20% or more ownership must be disclosed, and the total must equal 100%. 13 + Add Owner

Total Ownership Percentage: 20

State Licenses 15 + Add License
If applicable, please provide state licensing information.

STATE TYPE LICENSE # STATE TYPE LICENSE #

OR FHA 12345 CA 67890 67890

* Letters only

Go Back 16 Save & Continue

- 11 Enter **Broker of Record**
- 12 Enter **Ownership & Management**
- 13 Click **+Add Owner** if needed
- 14 Enter **State Licenses**
- 15 Click **+Add License** if needed
- 16 Click **Save & Continue**

ERROR WILL OCCUR IF REQUIRED CRITERIA NOT MET

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NMLS Registered Employees 17
Provide any NMLS employees you wish to include on your roster. 18 + Add NMLS Employee

Non-NMLS Registered Employees 20
Provide any Non-NMLS employees you wish to include on your roster. 19 + Add Non-NMLS Employee

Non-NMLS Employee 19

FIRST NAME* LAST NAME* ROLE

Chris Evert VP of Sales

PHONE* 503-555-8796 E-MAIL ADDRESS* ChrisE@notnmls.com

Go Back 21 Save & Continue

- 17 Enter **NMLS Registered Employees**
- 18 Click **+Add NMLS Employee** if needed
- 19 Enter **Non-NMLS Registered Employees**
- 20 Click **+Add Non-NMLS Employee** if needed
- 21 Click **Save & Continue**

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References & Company Volume 22
List the five largest volume lenders to whom you broker loans. 23 + Add Reference

Warehouse Lines (If Applicable) 24
If you currently use any warehouse lines to fund a portion of your loans, please list them here. 25 + Add Warehouse Line

Affiliated Business Relationships 26
If your company has an affiliated business arrangement with another company, you are required to disclose that relationship below. 27 + Add Affiliate Relationship

CMIS generally does not permit real estate related fees to be paid to affiliates of mortgage brokerage companies at or before settlement of a loan. If your company has an affiliated business arrangement with another company, you are required to disclose that relationship below. CMIS must provide written approval prior to using the services of any entity disclosed below for a CMIS mortgage transaction. Failure to disclose affiliated businesses is a breach of the Broker Agreement.

Affiliate 28

COMPANY NAME SERVICES PROVIDED

Ramen Real Estate Real Estate Sales

% OWNERSHIP % LOANS SERVICED

80 0

Go Back 28 Save & Continue

- 22 Enter **References & Company Volume**
- 23 Click **+Add Reference** if needed
- 24 Enter **Warehouse Lines** (if applicable)
- 25 Click **+Add Warehouse Line** if needed
- 26 Enter **Affiliated Business Relationships**
- 27 Click **+Add Affiliate Relationship** if needed
- 28 Click **Save & Continue**

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- 29 Answer **Background Information Disclosure** questions
- 30 Add **Explanations** for #11 & #12 if nothing in place
- 31 Click **Save & Continue**

- 32 Click **Documentation Requirements** tab
- 33 Review **Approval Requirements**
- 34 Click **Document Upload** tab
- 35 Select **Documents** in the upload file
- 36 **Browse** or **Drag & Drop** files
- 37 Click **Upload**
- 38 Click **Save & Review Application**

- 39 Review completed **Application**
- 40 Click **Submit Application for Approval**

- ✓ ENSURE APPLICATION STATUS IS **SUBMITTED**
- 41 Click **Application Details** tab to review Company and Account details
- 42 Click **Documentation Center** to access uploaded documents

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