



Application for VA Lender/Agent Relationship

Agent: Per VA, the agent is defined as a person or entity that performs any portion of the work involved in originating and closing a VA-guaranteed loan on behalf of, or in the name of, a sponsoring lender.

Step One: Each agent must contact the VA office with jurisdiction over its home office to obtain a VA lender ID number if it does not already have one. This number is used as the agent’s identifier on all VA lending transactions, whether the agent is acting as an agent, or on its own behalf as a lender. The VA toll free number for Home Loan Guaranty is 1-800-827-1000. The link to the regional loan centers is: https://www.benefits.va.gov/homeloans/contact_rlc_info.asp.

Step Two: Complete the below information.

Agent: _____
Indicate complete legal name of broker

VA ID number: _____

Tax ID number: _____

Agent address: _____

City: _____ State: _____ Zip code: _____

Geographical area(s) in which Agent will be originating and/or closing VA loans:

FUNCTIONS AND RESPONSIBILITIES OF THE AGENT:

1. Agent will take complete loan application with all appropriate state and federal disclosures as well as required VA forms, including but not limited to:
 - FORM 26-1802A: VA Addendum to Application
 - Agent Information Section must be completed in the name of: _____, Agent.
 - Lender Information Section must be completed in the name of NewRez LLC.
 - FORM 26-0592: Counseling Checklist for Military Buyers
 - FORM 26-1880: Determination of Eligibility and Certificate of Eligibility
 - FORM 26-8937: Verification of VA Benefit and elated indebttness
 - Interest Rate and Discount Disclosure Statement
 - General VA disclosure requirements covering: Assumability Federal Collection Policy, VA Funding Fee Acknowledgement, Debt Questionnaire and Child Care Expense.
 - Other forms and documents necessary to complete the VA loan origination/closing process and procedures.
2. Agent will order credit report.
3. Agent will process loan including:
 - Ordering verifications
 - Gathering pay stubs, W-2s, bank statements, and tax returns

4. Agent is responsible for gathering any other information necessary for a loan determination and closing.
5. Agent is responsible for ordering the appraisals and disclosing its sponsor as NewRez.
6. Agent is required to follow up on any post-closing issues as requested by NewRez.
7. Agent is required to obtain a VA lender ID number if it does not already have one. This number must be used as the Agent's identifier in all VA lending transactions, whether the Agent is acting as an "agent" or on its own behalf as a "lender."
8. *Agent is required to initiate/order termite inspections.
9. *Agent is required to order flood certifications.
10. *Agent is required to complete VA FORM 26-1820 and shall be done in accord with VA Pamphlet 26-7(f) and more specifically:
 - VA Form 26-1820 shall be completed as follows: Agent's VA ID number is placed in item 2B along with the name and function of the Agent in item 24 and the Agent's name, followed by the words "agent for NewRez LLC" and the Agent's address in 25A.

*These functions apply to Correspondents only.

Print name and title of authorized Agent: _____

Authorized signature of Agent: _____

Phone number: _____ Email: _____

Step Three: Remit a \$100.00 check payable to NewRez LLC. Mail your application and check to:

NewRez LLC
Attn: Client Administration/Wholesale VA Approval
4000 Chemical Road, Suite 200
Plymouth Meeting, PA 19462