



**Federal Home Loan Bank of Indianapolis
Mortgage Purchase Program
Application Checklist**

Member Name _____
Contact _____

The following items must be sent to FHLBI for application to the Mortgage Purchase Program. Please include this form as a cover sheet for your application.

	SENT	NOT APPLICABLE*
1. Application	<input type="checkbox"/>	
2. Servicing questionnaire (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3. Quality control procedures (including anti-predatory lending and/or responsible lending policy and procedures)	<input type="checkbox"/>	
4. Organization chart	<input type="checkbox"/>	
5. Resumes of key personnel	<input type="checkbox"/>	
6. Certificates of insurance (for both the fidelity bond and errors and omissions policy)	<input type="checkbox"/>	
7. Electronic file of a sample loan portfolio	<input type="checkbox"/>	<input type="checkbox"/>

** If an item is marked as not applicable, please provide a detailed explanation below.*



Federal Home Loan Bank of Indianapolis Mortgage Purchase Program Application

Date _____

Applicant Information

Member Name _____ Parent Company _____

Address _____

City _____ State _____ ZIP Code _____

Year founded _____ under laws of _____ (state)

Agency Approvals

	ID#	Date Approved		ID#	Date Approved
FDIC Insured	_____	_____	FHA	_____	_____
Fannie Mae	_____	_____	VA	_____	_____
Freddie Mac	_____	_____	Ginnie Mae	_____	_____

Contact Information

Secondary Marketing _____
Name _____ Title _____ Date Employed _____

Street Address (if different from main address above) _____

City _____ State _____ ZIP Code _____

Telephone Number _____ Fax Number _____ Email Address _____

Production

_____ Name _____ Title _____ Date Employed _____

Street Address (if different from main address above) _____

City _____ State _____ ZIP Code _____

Telephone Number _____ Fax Number _____ Email Address _____



**Federal Home Loan Bank of Indianapolis
Mortgage Purchase Program
Servicing Questionnaire**

If you are applying to service loans for the FHLBI Mortgage Purchase Program, please complete the information on this questionnaire.

Servicing Contact Information

Mortgage Administration _____
Name Title Date Employed

Telephone Number Fax Number Email Address

Default Management _____
Name Title Date Employed

Telephone Number Fax Number Email Address

REO Servicing _____
Name Title Date Employed

Telephone Number Fax Number Email Address

Investor Accounting _____
Name Title Date Employed

Telephone Number Fax Number Email Address

General Information

1. How many people do you employ on your servicing staff? (Include all full-time collection, foreclosure, and real estate owned staff, as well as support staff including payoff, escrow, and vault/note maintenance personnel.) _____
2. What types of internal and external training are offered to servicing staff to ensure that the staff is familiar with internal, regulatory, and/or investor requirements?

3. Please describe the servicing quality control system.

4. What type of software or service bureau do you use (e.g., Alltel (CPI), NCR, MISER, Lomas & Nettleton, FISERV)? If this system has been used for less than one year, what system did you convert from?

5. What type of hardware do you use to perform your servicing operations?

Remittance Types

1. Which remittance types do you support for your investors? (Please check all that apply)

Scheduled/Scheduled

Scheduled/Actual

Actual/Actual

Sub-servicing Relationships

1. Do you act as a servicing agent for any other investors?

Yes No

2. If yes, do you maintain the original mortgage files?

Yes No

3. Do you use any servicing agents or subservicers to service all or any portion of your portfolio?

Yes No

If yes, list names.

If yes, does the servicing agent maintain the original mortgage files?

Yes No

Please describe the quality control or monitoring system that you use to ensure that the servicing agent is in compliance with your servicing requirements.

Collections Staff

1. How many full-time collectors do you employ?

2. What is the average collector experience in years?

3. **What is the average number of delinquent accounts assigned per collector?**

4. **Do your collectors have delinquency goals?**
 Yes No
If yes, describe their delinquency goals.

5. **Please provide a breakdown as to how your collectors are assigned to their work loads (e.g., 30, 60, 90+ delinquent; alphabetically; per investor).**

Collections Operations for Conventional Mortgages

1. **When do you send late notices (e.g., 30, 60, 90 days delinquent)?**

2. **When do you first attempt personal contact?**

3. **When do you order inspections?**

4. **Please describe the tracking or monitoring system that you use for following up on promise dates.**

5. **Are partial payments accepted?**
 Yes No
If yes, how are they posted?

6. **For delinquent mortgages, are repayment plans that are greater than six months put in writing?**
 Yes No
7. **In what order are customer's payments applied (e.g., escrow, interest, principal, other)?**

8. **Do you have any mortgages with due dates other than the first of the month?**
 Yes No
9. **What types of alternatives to foreclosure, if any, do you make available to customers (e.g., modification, assumption)?**

Foreclosure and Bankruptcies

1. Do you maintain a separate staff for processing foreclosures?

Yes No

If yes, how many full-time employees are on your foreclosure staff? _____

2. Do you maintain a separate staff for processing bankruptcies?

Yes No

If yes, how many full-time employees are on your bankruptcy staff? _____

3. Describe your monitoring system for tracking foreclosures and bankruptcies.

Escrows

1. Describe the type of monitoring system that you use to identify and pay escrow items before they are due.

2. Do you conduct yearly escrow analyses on each account that has an escrow?

Yes No

3. Give a brief description of your mortgage insurance (MI) claims procedures.

Bank Reconciliation

1. Give a brief description of how you reconcile custodial accounts.

Delinquency Rates

1. Provide the current delinquency rates for your conventional mortgage portfolio by number of loans and UPB.

Information as of: _____ (last month end)

	Loan Count	Dollar Amount	Percent of Total
Current	_____	_____	_____
30 days past due	_____	_____	_____
60 days past due	_____	_____	_____
90 + day past due	_____	_____	_____