



CLOSING AGENT QUESTIONNAIRE

REQUIREMENTS

Mortgage Network, Inc. (MNI) is held responsible for the actions of the closing agents who conduct business on behalf of the company. As required by the Consumer Financial Protection Bureau, state and federal regulators, in addition to investor requirements, and consistent with the recommendations of ALTA's Best Practices, MNI has established standards to evaluate and monitor our closing agents. If you would like to do business with MNI, please send this completed Questionnaire and supporting documents to VendorManagement@MortgageNetwork.com.

CONTACT INFORMATION

Closing Agent/Attorney Name:	
Primary Contact:	
Address (please provide a list of all locations):	
Telephone number:	
Fax number:	
Email Address:	
Website:	
Date business started:	
State of Incorporation:	
Bank contact name and number to verify account name and status:	
Office handles bi-lingual signings:	<input type="checkbox"/> Yes or <input type="checkbox"/> No If yes, please list language(s):

CHECKLIST OF REQUIRED DOCUMENTS

<input type="checkbox"/>	Policies, Procedures, Internal controls, training materials which may include: <ul style="list-style-type: none"> • Best Practices Manual • Settlement Policies and Procedures
<input type="checkbox"/>	Summary of fees
<input type="checkbox"/>	Professional resume or curriculum vitae (see page 4)
<input type="checkbox"/>	Sample of all closing protection letters (CPL) (can be transaction specific with confidential information omitted)

<input type="checkbox"/>	Sample of wire instructions on letterhead for all locations
<input type="checkbox"/>	Copy of E&O Insurance (minimum coverage limits: \$1MM aggregate and \$1MM per claim)
<input type="checkbox"/>	Copy of Fidelity Bond (required for NY)
<input type="checkbox"/>	W-9 (see attached)

GENERAL QUESTIONS – PLEASE PROVIDE EXPLANATIONS FOR ANY “YES” ANSWERS

Please list all of the Title Insurance Companies you are approved with.	
Please list the states and counties you cover.	
How many real estate closings does your firm handle each month?	
Has your company/firm or any employee ever been disciplined before a bar association or committee for any reason?	
Has your company/firm or any employee had a professional license suspended or revoked?	
Has your company/firm or any employees ever been under investigation or subject to any enforcement action from a state or federal regulatory agency?	
Has your company/firm or any employee ever compromised liabilities with creditors, been insolvent or adjudged a bankrupt?	
Has your company/firm or any employee ever been involved in a dispute with reference to client funds or had an escrow account closed?	
Has your company/firm or any employee ever been convicted of any crime other than an infraction of the motor vehicle laws?	
Has your company/firm ever been removed or suspended as an authorized title insurance agent?	

SECURITY QUESTIONS

Does your company/firm manage its own IT environment or do you outsource to a third-party? If it is managed internally by an employee, what is their title at your company/firm?	
Which anti-virus and anti-malware software do you use?	
How do you communicate securely and/or exchange documents securely? What software or third-party company do you use?	
In the past 12 months, what cyber security initiatives has your company/firm implemented to support your business?	

I hereby certify that the information submitted is true and accurate to the best of my knowledge and I have authority to act on behalf of the Company.

Signature

Date

Name:

Title:

PLEASE NOTE

- Usually time is of the essence so, if you are not able to provide a complete package within five days, we will reach out to the customer to confirm their preference and desires if there is an impact on scheduling
- The entity listed on the CPL, wire instructions and E&O Insurance must match on all documents
- Mortgage Network, Inc.'s mortgagee clause on CPLs:
Mortgage Network, Inc.
ISAOA/ATIMA
99 Conifer Hill Drive

Closing Agent Questionnaire - Resume

Information on company and management for due diligence review. Please answer the below questions or attach a professional resume or curriculum vitae:

Please provide employment and experience in the industry on the owners, management, and partners.	
Are any owners, management, or partners licensed Real Estate Brokers or Agents?	
Please list any DBAs (doing business as) the firm or company uses.	
Please list parent company information and/or provide ownership structure (if applicable).	
Does the company or firm have any affiliated businesses? If so, please provide name(s) of the affiliated companies, nature of business, and list of owners.	
How many employees does the firm or company have? What is their experience?	
Do you provide any other services outside of real estate closings?	

Signature

Date

Name:

Title: