



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 • The results of your Best Practices Self-Assessment or Third-Party Certification • Settlement Policies and Procedures
<input type="checkbox"/>	Summary of fees
<input type="checkbox"/>	Professional resume or curriculum vitae (firm resume and/or all attorneys that supervise closing loans)

<input type="checkbox"/>	Sample of all closing protection letters (CPL)
<input type="checkbox"/>	Sample of wire instructions on letterhead for all locations
<input type="checkbox"/>	Copy of E&O Insurance
<input type="checkbox"/>	Copy of Fidelity Bond (required for NY)
<input type="checkbox"/>	W9 (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.	
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?	
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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 CPL's:
Mortgage Network, Inc.
ISAOA/ATIMA
99 Conifer Hill Drive
Danvers, MA 01923
- Copy of wire instructions:
 - Page 1 requires bank contact information to verify account name and status
 - Wire instructions must be on the Closing Agent's letterhead
 - Wire instructions are required for each account
- Copy of E&O Insurance: Minimum coverage limits:
 - \$1,000,000 per claim and \$1,000,000 aggregate

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 of the company/firm.	
Are any owners, management, or partners licensed Real Estate Brokers or Agents?	
Please list any DBA's (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 the affiliated company, nature of business, and list of owners.	
How many employees does the firm or company have? What is their experience?	
How many real estate closings do you handle each month?	
Do you provide any other services outside of real estate closings?	

Signature

Date

Name:

Title: