

## BROKER REQUEST FORM TO BECOME AN AUTHORIZED 'VA AGENT' FOR CHMW

When a Commerce Home Mortgage Wholesale (CHMW) approved broker (main office) requests to be recognized as a CHMW "VA AUTHORIZED AGENT" to take loan applications, request credit reports, appraisals, verify employment and deposits, and conduct settlement on behalf of CHMW, the broker must provide the following information and fee in their request:

### CONTACT INFORMATION

Company Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Main Office Address: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

VA ID Number: \_\_\_\_\_ (If VA has ever issued a number to you. Please send us your VA approval letter if you have one.)

**PLEASE MAKE CHECK (\$100.00) PAYABLE TO: 'DEPARTMENT OF VETERANS AFFAIRS'**

SEND THIS FORM AND THE \$100 CHECK TO: Commerce Home Mortgage Wholesale  
2030 Main Street, Suite 500  
Irvine, CA 92614

The fee of \$100 payable to "Department of Veteran Affairs" is required at the time of initial application. After receiving the above information and fee, CHMW will forward your request to the VA. It takes approximately 3-4 weeks to receive your approved VA Identification Number. You will need to renew based on the schedule below and submit the \$100.00 check Payable to "Department of Veteran Affairs" as follows:

#### IF INITIALLY APPROVED...

- Jan 1st - Sept 30th 2016 | renewal is due April 30th 2017
- Nov 1st - Dec 31st 2016 | renewal is due April 30th 2018

It is the broker's responsibility to notify the VA office if your address changes.

Under current VA guidelines, CHMW - who has Automatic Authority - can underwrite VA loans in any State that both the Broker and CHMW is licensed. CHMW can certainly underwrite your VA loans while awaiting your VA ID number but will not fund the loan till we have confirmation of your VA ID number.

If you have questions, call Broker Relations at 949-423-3026 or brokerdesk@chmwholesale.com.