



Victoria Funding Services

Operations Center: 20 S. Santa Cruz Ave., #101, Los Gatos, CA 95030, Attn: Broker Approval Dept.

Office: (408) 399-0103

Fax: (866) 573-4227

BROKER SUBMISSION CHECKLIST

Dear Broker:

Thank you for your interest in becoming an approved Wholesale Loan Broker for Victoria Funding Services. Broker approval is required before funding any approved loans. In order to become an approved broker, please submit the following:

- Broker Information Request (signed)**
- Broker Consent To Receive Information (signed)**
- Wholesale Brokerage Agreement (signed)**
- Tax Form W-9(signed)**
- Broker Loan Fraud Policy Acknowledgement (signed by broker of record and principal/officer)**
- Articles of Incorporation (if applicable)**
- Corporate Resolution outlining officer's authority (if applicable)**
- Copy of Current Business License**
- Copy of Broker License (if corporation, please include both the broker and corporate license)**
- Copy of Department of Corporation License (if applicable)**
- Copy of last years financials**
- Current Balance Sheet (within last 3 months)**
- Current Profit and Loss Statement (within 3 months)**
- Current list of all employees in corporate and branch offices**
- Resumes of Broker, Owner(s)/Principal(s), Officers and Senior Loan Processor**

Your application will be reviewed and processed in a timely manner after receipt of your complete package. Please note that extra time may be involved if your package is incomplete.

We look forward to your joining our family of Victoria Funding approved brokers. Our goal is to establish a lasting and mutually profitable relationship with your firm. Please do not hesitate to call if you have any question.

Thank you.