

Declaration of Earned Commission

Agent: _____

Borrower: _____

Subject Property: _____

The undersigned agent declares that the services provided, as outlined below, are not duplicative of any other compensated broker's services.

Specific duties performed by agent:

- 1) (_____) Evaluated subject property as to having sufficient equity to qualify for refinance
 - a. (_____) Ordered, reviewed and delivered appraisal
- 2) (_____) Analyzed credit to determine loan program suitable for borrower
 - a. (_____) Ordered, reviewed and delivered credit report
 - b. (_____) Operation of an automated underwriting system (AUS)
 - c. (_____) Assisting the borrower in understanding and clearing credit problems
- 3) (_____) Completed and delivered supporting documentation including but not limited to:
 - a. (_____) Loan Application
 - b. (_____) Statement of Information
 - c. (_____) Certification of Authority to Receive Customer-Borrower Information
 - d. (_____) General Credit Authorization
 - e. (_____) Borrower's explanation as to current financial situation
 - f. (_____) Borrower's explanation as to benefits new loan will provide
 - g. (_____) Most recent monthly statement on existing loan(s)
 - h. (_____) Fire insurance policy (declarations page only) + agent's name & phone #
 - i. (_____) Pay stubs covering most recent 30-day period
 - j. (_____) Other related documents that are part of the application process
- 4) (_____) Participated in the loan closing

Additional duties performed by agent:

Agent: _____

Dated: _____
