



## 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: \_\_\_\_\_

\_\_\_\_\_