

**Oregon Department of Consumer & Business Services
Division of Financial Regulation**

350 Winter St. NE, Rm. 410, Salem, Oregon 97301-3881
Mailing address: P.O. Box 14480, Salem, OR 97309-0405
(503) 378-4140 ♦ Fax: (503) 947-7862 ♦ TTY: (503) 378-4100
<http://dfcs.oregon.gov>



MORTGAGE BROKER EXAMINATION — LOAN WORKSHEET

Name: _____

Date of loan application: _____ Original amount requested: _____

Account number: _____ Original interest rate: _____ Original term: _____

Table funded if checked Private money: _____ Secondary market: _____

Purpose of loan: Purchase Refinance Construction Construction — Permanent

Other _____

Property will be: Primary residence Secondary residence Investment

Credit score profile date: _____ Transunion: _____ TRW: _____ Equifax: _____

Does the rate match the advertisement and lender's credit-score guidelines? Yes No

Explain: _____

Loan file review

A. Executed loan application? Yes No NA

B. Loan officer listed on application listed with the company in state records? Yes No NA

Name: _____

C. Fee agreement if used? Yes No NA

D. Acknowledgement that loan interest rate will lock or float? Yes No NA

1) Dated? Yes No NA

2) File identification and property address? Yes No NA

3) Lock in rate? Yes No NA

4) Lock expiration date? Yes No NA

5) Statement that rate may change if the loan factors change? Yes No NA

6) Type of loan? Yes No NA

7) Statement that if lock expires the rate and points are subject to change? Yes No NA

8) Term of the loan? Yes No NA

9) Does lock agreement have the loan fee and discount? Yes No NA

10) If the rate is locked does the file contain confirmation from the lender of the locked rate? Yes No NA

E. Copy of the good faith estimate? Yes No NA

F. Copy of an executed release of credit information form? Yes No NA

G. Copy of a credit report? Yes No NA

H. Copy of truth in lending disclosure form? Yes No NA

I. Copy of Privacy Act Notice for applications taken after July 1, 2001? Yes No NA

- J. Does the file contain any blank documents signed by the client? Yes No NA
- K. For closed loans, a copy of the HUD/HUD-1 Settlement Statement? Yes No NA
- L. For loans closed in licensee’s name, a copy of the Right of Rescission if it is a refinance? Yes No NA
- M. For home equity and refinance loans, a copy of Section 32 disclosures for high-cost/high-rate loans? Yes No NA
- N. For loans closed in licensee’s name, notice to borrower of penalty for repayment prior to date for repayment in the loan agreement? Yes No NA

Comparison of estimated and actual closing costs and loan terms

Item	GFE 1	GFE 2	GFE 3	HUD 1	Difference
Date					
Loan amount					
Interest rate					
Points					
Broker fees					
Total other fees					
Total costs					
YSP					

Truth in Lending Disclosure

Date:		
Item	Amount	OCC APR
Calculated APR		
Finance charge		
Amount financed		
Total of payments		
Number of payments	Amount of payment	When due