



## Application for VA Lender/Agent Relationship

**Agent:** Per VA, the agent is defined as a person or entity that performs any portion of the work involved in originating and closing a VA-guaranteed loan on behalf of, or in the name of, a sponsoring lender.

**Step One:** Complete the below information. If you don't already have a VA ID number, one will be assigned to you upon confirmation of sponsorship.

Agent: \_\_\_\_\_  
Indicate complete legal name of company

VA ID number: \_\_\_\_\_

Tax ID number: \_\_\_\_\_

Agent address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Geographical area(s) in which Agent will be originating and/or closing VA loans:

\_\_\_\_\_

### FUNCTIONS AND RESPONSIBILITIES OF THE AGENT:

1. Agent will take complete loan application with all appropriate state and federal disclosures as well as required VA forms, including but not limited to:
  - FORM 26-1802A: VA Addendum to Application
    - Agent Information Section must be completed in the name of: \_\_\_\_\_, Agent.
    - Lender Information Section must be completed in the name of NewRez LLC.
  - FORM 26-0592: Counseling Checklist for Military Buyers
  - FORM 26-1880: Determination of Eligibility and Certificate of Eligibility
  - FORM 26-8937: Verification of VA Benefit and elated indebttness
  - Interest Rate and Discount Disclosure Statement
    - General VA disclosure requirements covering: Assumability Federal Collection Policy, VA Funding Fee Acknowledgement, Debt Questionnaire and Child Care Expense.
  - Other forms and documents necessary to complete the VA loan origination/closing process and procedures.
2. Agent will order credit report.
3. Agent will process loan including:
  - Ordering verifications
  - Gathering pay stubs, W-2s, bank statements, and tax returns
4. Agent is responsible for gathering any other information necessary for a loan determination and closing.
5. Agent is responsible for ordering the appraisals and disclosing its sponsor as NewRez.
6. Agent is required to follow up on any post-closing issues as requested by NewRez.

7. \*Agent is required to initiate/order termite inspections.
8. \*Agent is required to order flood certifications.
9. \*Agent is required to complete VA FORM 26-1820 and shall be done in accord with VA Pamphlet 26-7(f) and more specifically:
  - VA Form 26-1820 shall be completed as follows: Agent's VA ID number is placed in item 2B along with the name and function of the Agent in item 24 and the Agent's name, followed by the words "agent for NewRez LLC" and the Agent's address in 25A.

\*Functions with an asterisk apply to Correspondents only.

Print name and title of company representative: \_\_\_\_\_

Signature of representative: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Step Two:** Email a copy of your application and check to [ClientAdministration@NewRez.com](mailto:ClientAdministration@NewRez.com).

**Step Three:** Remit a \$100.00 check payable to **NewRez LLC**. Mail both your application and check to:

NewRez LLC

Attn: Client Administration/VA Approval

1100 Virginia Drive, Suite 125

Fort Washington, PA 19034