

## DOCUMENT NAME

## DOCUMENT LINK

### GENERAL SMC INFO

ORIENTATION BOOK 9/11/15:	<a href="https://files.acrobat.com/a/preview/dd445639-b06f-4c1b-ba00-a4d4f131d885">https://files.acrobat.com/a/preview/dd445639-b06f-4c1b-ba00-a4d4f131d885</a>
SMC GENERAL OFFICE INFO:	<a href="https://files.acrobat.com/a/preview/898b6dd6-6ae4-43d6-bdcc-c073188ddb2c">https://files.acrobat.com/a/preview/898b6dd6-6ae4-43d6-bdcc-c073188ddb2c</a>
EMAIL SET UP (OUTLOOK) :	<a href="https://files.acrobat.com/a/preview/3fd5f9f7-20cc-47e4-b302-8f162658967e">https://files.acrobat.com/a/preview/3fd5f9f7-20cc-47e4-b302-8f162658967e</a>
EMAIL SET UP (I-PHONE):	<a href="https://files.acrobat.com/a/preview/d375c945-c306-475d-9271-c7c5845e7fc8">https://files.acrobat.com/a/preview/d375c945-c306-475d-9271-c7c5845e7fc8</a>
LENDERS LIST:	<a href="https://files.acrobat.com/a/preview/36bcf30b-9e1a-4a63-9f00-87988349cd10">https://files.acrobat.com/a/preview/36bcf30b-9e1a-4a63-9f00-87988349cd10</a>

### SERVICER HANDBOOKS & GUIDES

FHA HANDBOOK:	<a href="https://files.acrobat.com/a/preview/5423b28f-d037-4d1e-91f2-b95111bd1e1e">https://files.acrobat.com/a/preview/5423b28f-d037-4d1e-91f2-b95111bd1e1e</a>
VA HANDBOOK:	<a href="https://files.acrobat.com/a/preview/2f74f41a-e7b3-4c51-8f00-da3be4f7c458">https://files.acrobat.com/a/preview/2f74f41a-e7b3-4c51-8f00-da3be4f7c458</a>
FNMA HANDBOOK:	<a href="https://files.acrobat.com/a/preview/fe496d1a-092e-4cd5-9783-885c1a85aec4">https://files.acrobat.com/a/preview/fe496d1a-092e-4cd5-9783-885c1a85aec4</a>
FHLMC HANDBOOK:	<a href="https://files.acrobat.com/a/preview/0bdc8876-948b-4a25-8879-c1511cc46fcd">https://files.acrobat.com/a/preview/0bdc8876-948b-4a25-8879-c1511cc46fcd</a>

### SMC COMPANY POLICIES

ADDRESS DISCREPENCY POLICY:	<a href="https://files.acrobat.com/a/preview/17291281-a41f-45b8-95f6-f16b26f356a4">https://files.acrobat.com/a/preview/17291281-a41f-45b8-95f6-f16b26f356a4</a>
ANTI-MONEY LAUNDERING POLICY (AML):	<a href="https://files.acrobat.com/a/preview/50e4aa06-886d-4b86-b9fc-c356ef52ca2c">https://files.acrobat.com/a/preview/50e4aa06-886d-4b86-b9fc-c356ef52ca2c</a>
COMPLIANCE MANUAL:	<a href="https://files.acrobat.com/a/preview/9e8034db-f1a4-4be3-b0d0-dce72573ae0a">https://files.acrobat.com/a/preview/9e8034db-f1a4-4be3-b0d0-dce72573ae0a</a>
EMPLOYEE CERTIFICATION:	<a href="https://files.acrobat.com/a/preview/6be02a4d-9c57-4b4d-aff8-bcbd498e3130">https://files.acrobat.com/a/preview/6be02a4d-9c57-4b4d-aff8-bcbd498e3130</a>
INFORMATION SECURITY POLICY:	<a href="https://files.acrobat.com/a/preview/d0bb08ff-239f-4336-9fba-771eeb81795c">https://files.acrobat.com/a/preview/d0bb08ff-239f-4336-9fba-771eeb81795c</a>
RED FLAG SAFEGUARD IDENTITY THEFT PLAN:	<a href="https://files.acrobat.com/a/preview/ef9b7d6b-f0d8-47bc-b1af-6628360de195">https://files.acrobat.com/a/preview/ef9b7d6b-f0d8-47bc-b1af-6628360de195</a>
SOCIAL MEDIA POLICY:	<a href="https://files.acrobat.com/a/preview/1ea78fb1-9cc3-411c-b417-003a7681a6c5">https://files.acrobat.com/a/preview/1ea78fb1-9cc3-411c-b417-003a7681a6c5</a>
REQUIRED DISCLOSURES:	<a href="https://files.acrobat.com/a/preview/2cb3e0db-639c-4406-9628-1decabe4d494">https://files.acrobat.com/a/preview/2cb3e0db-639c-4406-9628-1decabe4d494</a>
APPRAISAL POLICY:	<a href="https://files.acrobat.com/a/preview/63af4478-3543-4f9b-96af-d8c0f6113abb">https://files.acrobat.com/a/preview/63af4478-3543-4f9b-96af-d8c0f6113abb</a>
INTERNAL POLICIES:	<a href="https://files.acrobat.com/a/preview/9368821d-bf43-426a-a591-6c2e691f4503">https://files.acrobat.com/a/preview/9368821d-bf43-426a-a591-6c2e691f4503</a>
LOAN FRAUD PREVENTION:	<a href="https://files.acrobat.com/a/preview/39eece7b-5a4d-48ea-a49a-fd802109875d">https://files.acrobat.com/a/preview/39eece7b-5a4d-48ea-a49a-fd802109875d</a>
AIR POLICY:	<a href="https://files.acrobat.com/a/preview/2fd668bf-71fc-46f5-b3f1-af5e6370060b">https://files.acrobat.com/a/preview/2fd668bf-71fc-46f5-b3f1-af5e6370060b</a>
FAIR LENDING STATEMENT:	<a href="https://files.acrobat.com/a/preview/5384a583-7852-4cb1-90c0-bf217958b8a3">https://files.acrobat.com/a/preview/5384a583-7852-4cb1-90c0-bf217958b8a3</a>

### **CLOSING DOCUMENTS & FORMS**

FUNDING SHEET (EXCEL) :

<https://files.acrobat.com/a/preview/dc63a440-d513-4077-98c4-aa4f2103926a>

FUNDING DOC CHECKLIST:

<https://files.acrobat.com/a/preview/375c527d-0ac5-4fcb-bce4-bca472d63771>

### **SMC EMPLOYMENT APPLICATION FORMS**

SMC EMPLOYMENT APPLICATION PACKAGE:

<https://files.acrobat.com/a/preview/9dbac191-bedf-429e-924e-193c708e492c>

4506-T:

<https://files.acrobat.com/a/preview/deebb0a7-98cd-4c35-9a95-b8ff5ef48894>

Branch Agreement (Branch Managers Only):

<https://files.acrobat.com/a/preview/350a7eb0-0925-40b0-ae6b-e8f3ef499dad>

Branch Manager Questionnaire (Branch Managers Only):

<https://files.acrobat.com/a/preview/1ef778f0-13c5-470a-b8a8-c375df9a348f>

CREDIT PLUS INFORMATION:

<https://files.acrobat.com/a/preview/3c0784da-87ea-4a86-abab-bd93597cbf5c>

Employment Addendum for Loan Officers:

<https://files.acrobat.com/a/preview/e0a05027-6133-4a3b-b39d-babb5457cba4>

Employment Addendum for Branch Managers:

<https://files.acrobat.com/a/preview/bf03c6b3-c4aa-45b4-a85b-6982b792354b>

Employment Application:

<https://files.acrobat.com/a/preview/a41072bd-0930-4f96-884a-1f85088cc6f4>

Employment Status Cert:

<https://files.acrobat.com/a/preview/72f3ac1a-a6f4-427e-96d7-e524c2e82c27>

General Information Sheet:

<https://files.acrobat.com/a/preview/0c7881ce-38ee-454b-a11e-d071184e1259>

I-9 Form:

<https://files.acrobat.com/a/preview/5ca43213-3abe-4b30-ae99-d3a44e0af753>

Loan Fraud Disclosure:

<https://files.acrobat.com/a/preview/ee4d9666-7075-4262-8567-f7b5905ea7e7>

NMLS – How to Grant Access:

<https://files.acrobat.com/a/preview/3582fd17-a4d0-417d-8b65-5da3b529a0e6>

NMLS How to change/update Employer:

<https://files.acrobat.com/a/preview/e4b5de43-ec9c-4529-8ba6-c49423dded87>

Outside Sales Duties & Responsibilities:

<https://files.acrobat.com/a/preview/f5530e8a-636b-448c-b79a-c31caf9c19c8>

Pg#1 of the Orientation Book:

<https://files.acrobat.com/a/preview/400d9308-d653-4bd1-919a-82123f278af2>

W-4 Form:

<https://files.acrobat.com/a/preview/5804888f-225c-4545-a153-e9aea2c2883c>

### **LICENSING & BONDS**

LICENSING & CON ED REQUIREMENTS (MI):

<https://files.acrobat.com/a/preview/7e70b2a8-5850-466d-bb83-86e6093d69e5>

LICENSING & CON ED REQUIREMENTS (FL):

<https://files.acrobat.com/a/preview/dfca6dac-d36e-4249-bc44-8a56a985e53c>

SURETY BOND INFO:

<https://files.acrobat.com/a/preview/5197b0eb-1e5a-4fb6-a30a-084d4c16bdc8>

### **SMC DISCLOSURES& FORMS**

SMC DISCLOSURES: <https://files.acrobat.com/a/preview/85656ff6-9c8b-4590-832f-f5e2bd994596>  
CREDIT COUNSEL (FL): <https://files.acrobat.com/a/preview/e1bdf761-577b-43c8-ae9d-5460d51d077e>  
CREDIT COUNSEL (MI): <https://files.acrobat.com/a/preview/d71d9785-2687-4857-8888-83e29b34f0fc>  
SPECIAL INFORMATION BOOK: <https://files.acrobat.com/a/preview/000ba573-1807-408b-9281-9f3e68d5ab96>  
PRE-APPROVAL LETTER: <https://files.acrobat.com/a/preview/5c1aca61-eccb-4aa2-bcb1-3aaff8f7dcd1>  
CREDIT CARD AUTHORIZATION: <https://files.acrobat.com/a/preview/cafd3b14-d0a4-4755-9aa5-3f4b68950272>  
VVOE FORM: <https://files.acrobat.com/a/preview/c58752e1-16c6-4bb3-a9d5-4493e1c467fe>  
EXPENSE REPORT FORM: <https://files.acrobat.com/a/preview/c2ad8fa4-f54e-4bfc-beeb-a590399f84e7>  
QUARTERLY PIPELINE LOG: <https://files.acrobat.com/a/preview/16e54ab8-1e86-4d29-bc51-b8e718ff376d>

**WAREHOUSE LINES**

ABILITY TO REPAY: <https://files.acrobat.com/a/preview/77a85796-e149-47ea-83e4-ea3f072f9f46>