COVEY FINANCIAL, LLC

8626 Tesoro Drive, Suite 701 • San Antonio, TX 78217 • NMLS ID #1775323

LENDER / CLIENT INTAKE & ONBOARDING FORM

Complete every section. Sections that do not apply should be marked "N/A" rather than left blank. Covey Financial cannot begin boarding, data mapping, or transfer work until this form is returned complete, all required attachments in Section 10 are received, and Know-Your-Customer and OFAC screening are cleared. Questions: onboarding@coveyfinancial.com.

Date Submitted	
Completed By (name & title)	
Referred By / Source	
Requested Service Type	*☐ Full-service subservicing ☐ Interim / construction ☐ Seller-Finance Servicing ☐ Special servicing ☐ Wrap-loan Servicing ☐ Other: _______*

SECTION 1 — ENTITY INFORMATION

Full Legal Entity Name	
DBA / Trade Name(s)	
Entity Type	*☐ LLC ☐ Corporation ☐ LP / LLP ☐ 501(c)(3) Nonprofit ☐ Trust ☐ Sole Proprietor / Individual ☐ Other: _______*
State of Formation	
Date of Formation	
Federal EIN / TIN	
NMLS Unique ID (if any)	
Entity Website (if any)	
Main Telephone	
Principal Office Address	
Mailing Address (if different)	
Registered Agent (name & address)	
Fiscal Year End	

Parent / Affiliate Structure

Is the entity owned or controlled by a parent or holding company? ☐ **Yes** ☐ **No**

If yes please complete below

Parent / Holding Company	
Affiliated Entities (list)	

If yes, attach an organizational chart showing all entities and ownership percentages up to the ultimate beneficial owners (Attachment E).

SECTION 2 — LICENSING & AUTHORITY TO LEND

List every state in which the entity originates, holds, or acquires loans, and the license or exemption relied upon.

State	License Type	License / NMLS Number	Expiration	Exempt? Basis for Exemption

If more space is needed, let Covey Financial know or simply send an email with licensing information.

Has any license or registration held by the entity or any principal ever been denied, suspended, revoked, surrendered, or conditioned? ☐ **Yes** ☐ **No**

Is the entity currently subject to any regulatory examination, enforcement action, consent order, or investigation?

☐ **Yes** ☐ **No**

Has the entity or any principal been party to litigation involving lending, servicing, or consumer-protection claims in the last five (5) years? ☐ **Yes** ☐ **No**

If "Yes" to any of the above, attach a written explanation and copies of relevant orders or pleadings.

SECTION 3 — CONTACTS

Covey Financial will direct all routine and escalated communications to the individuals named below. Notify us in writing within ten (10) business days of any change.

3.1 Primary Relationship Contact

Primary Relationship Contact — Name	
Title	
Direct Phone / Mobile	
Email	

3.2 Accounting / Remittance Contact – *if same as above write "SAME AS ABOVE"*

Accounting / Remittance Contact — Name	
Title	
Direct Phone / Mobile	
Email	

3.3 Loan Operations / Servicing Contact *if same as above write "SAME AS ABOVE"*

Loan Operations Contact — Name	
Title	
Direct Phone / Mobile	
Email	

3.4 Borrower Escalation & Complaint Contact *if same as above write "SAME AS ABOVE"*

Escalation Contact — Name	
Title	
Direct Phone / Mobile	
Email	

3.5 Legal / Compliance Contact *if same as above write "SAME AS ABOVE"*

Legal / Compliance Contact — Name	
Title	
Direct Phone / Mobile	
Email	

3.6 IT / Data Transfer Contact *if same as above write "SAME AS ABOVE"*

IT / Data Contact — Name	
Title	
Direct Phone / Mobile	
Email	

3.7 Authorized Signers & Instruction Authority

Individuals authorized to issue binding servicing instructions (releases, modifications, foreclosure referrals, disbursement authorizations, and default decisions) on behalf of the entity.

Name	Title	Email	Phone	Authority Limit / Scope

After-Hours / Emergency Contact	
Preferred Communication Method	☐ *Email* ☐ *Phone* ☐ *Secure portal* ☐ *Other: ________*

SECTION 4 — OWNERSHIP — BENEFICIAL OWNERS

List every individual who, directly or indirectly, owns or controls twenty-five percent (25%) or more of the equity interests of the entity. Trace ownership through all intermediate entities to the natural persons at the top of the chain. If no individual meets the 25% threshold, state "None" and complete Section 5 only.

Full Legal Name	Title / Role	Ownership %	Direct or Indirect	Date of Birth	Last 4 of SSN / ITIN

Beneficial Owner — Detail (complete one block per owner listed above; copy as needed)

Owner Name	
Residential Address	*No P.O. boxes*
Email / Phone	
Country of Citizenship	
U.S. Person for Tax Purposes?	*☐ Yes ☐ No*
ID Type	*☐ Driver License ☐ U.S. Passport ☐ Foreign Passport ☐ State ID*
ID Number / Issuing State or Country	
ID Expiration Date	

We need a copy of the government issued ID for each owner.

Ownership Exemptions

Is the entity publicly traded on a U.S. exchange? ☐ **Yes** ☐ **No**

Exchange & Ticker Symbol	

Is the entity a registered 501(c)(3) nonprofit with no equity owners? ☐ **Yes** ☐ **No**

Nonprofit applicants: in place of beneficial owners, attach a current roster of board officers and directors, together with the IRS determination letter (Attachment F).

SECTION 5 — CONTROL PERSON & MANAGEMENT

Identify one (1) individual with significant responsibility for managing the entity — for example, a chief executive officer, managing member, general partner, president, treasurer, or executive director. A control person must be identified regardless of ownership percentage.

Control Person Name	
Title	
Residential Address	
Date of Birth	
Country of Citizenship	
ID Type / Number / Issuer	
ID Expiration Date	
Email / Direct Phone	
Years with Entity	

Other Officers, Directors, Managers, or General Partners

Full Legal Name	Title / Role	Ownership % (if any)	Email

SECTION 6 — BACKGROUND & DISCLOSURE QUESTIONS

The following questions apply to the entity and to each beneficial owner, control person, and officer identified above.

Has any such person or entity been convicted of, or pled guilty or no contest to, any felony or any misdemeanor involving fraud, dishonesty, breach of trust, or money laundering? ☐ **Yes** ☐ **No**

Has any such person or entity been the subject of an order, judgment, or decree of any court, regulator, or self-regulatory organization relating to lending, servicing, securities, or financial services? ☐ **Yes** ☐ **No**

Has any such person or entity filed for bankruptcy, or been an officer or 25%+ owner of an entity that filed for bankruptcy, within the last ten (10) years? ☐ **Yes** ☐ **No**

Is any beneficial owner, control person, or immediate family member thereof a senior foreign political figure, or a close associate of one (a "politically exposed person")? ☐ **Yes** ☐ **No**

Does the entity, or any owner, maintain assets in or conduct business with any country subject to U.S. sanctions? ☐ **Yes** ☐ **No**

Are there any outstanding tax liens, judgments, or unsatisfied consent orders against the entity or any principal? ☐ **Yes** ☐ **No**

Attach a signed written explanation for every "Yes" response (Attachment K). A "Yes" answer is not automatically disqualifying; failure to disclose is.

SECTION 7 — PORTFOLIO & SERVICING PROFILE

Number of Loans to Board	
Aggregate Unpaid Principal Balance	*$*
Average Loan Balance	*$*
Loan Types	*☐ 1st lien residential ☐ 2nd lien / subordinate ☐ Construction ☐ Land ☐ Wrap ☐ Commercial ☐ Consumer / unsecured ☐ Business Loan/ unsecured*
States Where Collateral Located	
Occupancy	*☐ Owner-occupied ☐ Non-owner / investor ☐ Mixed*
Interest Rate Type	*☐ Fixed ☐ Adjustable ☐ 0% / interest-free ☐ Mixed*
Escrow Administration Required?	*☐ Yes — taxes ☐ Yes — insurance ☐ Yes — both ☐ No*
Loans Currently Delinquent (count / %)	
# Loans in Bankruptcy	
# Loans in Foreclosure	
# Loans in Active Loss Mitigation	
# Loans with Active Litigation	
Borrowers with SCRA / Military Status	
Target Transfer / Boarding Date	

Prior / Current Servicer

Current Servicer Name	
Servicer Contact (name / email / phone)	
Are Documents Imaged?	*☐ Yes ☐ No ☐ Partially*
Who is the Custodian of Original Notes/Loan Docs	
Are Notes Endorsed / Assigned to Entity?	*☐ Yes ☐ No ☐ Some*

SECTION 8 — LENDER INSURANCE, VENDORS & PROFESSIONALS

Errors & Omissions Carrier / Limits	
Fidelity Bond / Crime Carrier / Limits	
General Liability Carrier / Limits	
Cyber Liability Carrier / Limits	

SECTION 9 — REQUIRED ATTACHMENTS

Ref.	Document	Enclosed
A	Certificate of Formation / Articles of Incorporation	☐
B	Operating Agreement, Bylaws, or Partnership Agreement	☐
C	IRS EIN Assignment Letter (CP-575) and completed Form W-9	☐
D	If applicable, Nonprofit only: IRS 501(c)(3) determination letter and board roster	☐
E	Government-issued photo ID for each beneficial owner and the control person	☐
F	Voided check or bank account verification letter	☐
G	Copies of all state lending licenses or exemption documentation	☐
H	Certificates of insurance (E&O, fidelity bond, cyber)	☐
I	Written explanations for any "Yes" response in Section 6	☐
J	Loan tape / data file for the portfolio to be boarded	☐
K	Sample executed loan file (note, deed of trust, disclosures)	☐

SECTION 11 — CERTIFICATION, CONSENT & AUTHORIZED SIGNATURE

By signing below, the undersigned, on behalf of the applicant entity, certifies and agrees as follows:

1. The information provided in this form and in all attachments is true, complete, and accurate in all material respects as of the date signed.

2. The undersigned is duly authorized to execute this form and to bind the entity, and to disclose the beneficial ownership and personal information contained herein.

3. The entity will notify Covey Financial, LLC in writing within thirty (30) days of any change in ownership of twenty-five percent (25%) or more, any change in the control person, any change in licensing status, and within ten (10) business days of any change in the contacts identified in Section 3.

4. The entity authorizes Covey Financial, LLC and its agents to verify the information provided, including obtaining credit reports, background reports, and license verifications on the entity and on each beneficial owner, control person, and officer identified in this form, and to screen all such parties against the U.S. Treasury Department Office of Foreign Assets Control (OFAC) Specially Designated Nationals list and other applicable government watch lists, at onboarding and on a continuing basis thereafter.

5. The entity acknowledges that Covey Financial, LLC collects the personal information in Sections 4 and 5 to satisfy customer identification and anti-money-laundering obligations, and will safeguard that information in accordance with the Gramm-Leach-Bliley Act and its published privacy policy.

6. This form does not create a servicing relationship. No loans will be boarded and no servicing obligations arise until a written Loan Servicing Agreement is executed by both parties.

7. The entity understands that a material misrepresentation or omission in this form is grounds for immediate declination or termination of the servicing relationship.

Signature	Date

Printed Name	Title

Entity Name

SECTION 12 — COVEY FINANCIAL INTERNAL USE ONLY

Date Received	
Received / Reviewed By	
Entity Documents Verified	*☐ Yes ☐ No Date: __________ By: __________*
OFAC / SDN Screening Cleared	*☐ Yes ☐ No Date: __________ By: __________*
Beneficial Ownership Verified (CIP)	*☐ Yes ☐ No Date: __________ By: __________*
Licensing Verified via NMLS	*☐ Yes ☐ No Date: __________ By: __________*
Bank Instructions Callback Verified	*☐ Yes ☐ No Date: __________ By: __________*
Risk Rating Assigned	*☐ Low ☐ Moderate ☐ Elevated (enhanced due diligence required)*
Exceptions / Conditions	
Approval Decision	*☐ Approved ☐ Approved with conditions ☐ Declined*
Approved By (name / title / date)	
Client ID Assigned	
Servicing Agreement Executed Date	
Scheduled Boarding Date	