

Required Documentation Checklist

In support of the MERS® System Membership Application of your organization, you are required to submit supplemental documents, which vary primarily based upon your organization type.

Use this checklist to ensure you have the appropriate documentation available prior to completing your application. Examples of acceptable documents for each requirement are indicated by a green check. Only one document per category is required.

To ensure documents are able to be uploaded to the MERS® eApplication website, save each document individually as a PDF, DOC, or DOCX file.

PRIVATE COMPANY

Verification of organization's legal name

- ✓ Articles of Incorporation/Organization Name
- ✓ Certificate of Formation
- ✓ Certificate of Good standing from the state

- ✓ Lender's license
- ✓ Company Charter / Bylaws / Operating Agreement

Evidence of Insurance

- ✓ Declaration Page from your organization's Errors and Omissions (E&O) Policy
- ✓ Fully bound Errors & Omissions Insurance Policy
- ✓ Copy of the [Surety Bond](#)

- ✗ An Insurance Binder is not acceptable

Verification of Good Standing for organization's Lending License

- ✓ Screenshot from Nationwide Mortgage Licensing System & Registry (NMLS)

Primary Lending License for the Principal

- The principal is an individual who has an ownership stake in the company (e.g., Managing Partner, President, CEO, Owner, etc.)*
- ✓ Copy of lending license for the principal of your organization.

PUBLICLY TRADED ORGANIZATION (INCLUDES GOVERNMENT ENTITIES)

Verification of organization's legal name

- ✓ Articles of Incorporation / Organization Name
- ✓ Company Charter / Bylaws / Operating Agreement
- ✓ Lender's license

- ✓ Certificate of Formation
- ✓ 10-K

BANK OR CREDIT UNION

Verification of organization's legal name

- ✓ Articles of Incorporation / Organization Name
- ✓ Certificate of Formation

- ✓ Lender's license
- ✓ Company Charter / Bylaws / Operating Agreement

Certification from

- ✓ Federal Deposit Insurance Corporation (FDIC)
- ✓ State Banking Authority

- ✓ National Credit Union Administration (NCUA)

VENDOR

For purposes of MERS® System membership, a Vendor is any organization that intends to perform MERS® System transactions on MERS-related services on behalf of another Member.

Verification of organization's legal name

- ✓ Articles of Incorporation / Organization Name
- ✓ Certificate of Formation

- ✓ Lender's license
- ✓ Company Charter / Bylaws / Operating Agreement

ADDITIONAL DOCUMENTS, IF APPLICABLE

Warehouse Lender Approval - Required for organizations using a warehouse line to fund the MERS Loans they originate

- ✓ Warehouse line approval
- ✓ Conditional approval

Official Documentation of Trade, Assumed, or Fictitious Name or DBA

- ✓ Certificate of Assumed Name
- ✓ Fictitious Business Name Statement

Are You Ready to Apply?

Once you've gathered the documents required for your organization go to <https://www.mersinc.org/products-services/mers-system> and click *Apply for Membership!*