



# TEXAS

## DEPARTMENT OF SAVINGS AND MORTGAGE LENDING

Caroline C. Jones  
Commissioner

September 24, 2014

QI Name  
Company Name  
Address  
City, TX, Zip

Re: Notice of Examination

Dear Licensee:

On **October 1, 2014 at 9:00 a.m.** examiner, \*\*\*\*\*, from the Texas Department of Savings & Mortgage Lending will arrive at your office at \*\*\*\*\*, Texas, to conduct an examination of your mortgage company and sponsored Residential Mortgage Loan Originators, pursuant to section 156.301 of the Texas Finance Code. To enable the examination to begin on time, please have the following records available at the time and location specified above:

- Mortgage Transaction Log (log may be requested prior to examination date)
- Full and complete mortgage application files
- List of all sponsored Residential Mortgage Loan Originators
- List of all locations where you are conducting mortgage activities
- Advertising Samples, if applicable
- Access to complete accounting records upon request
- Internet access

You should be available to meet with the examiner when **he/she** arrives. All records required to be maintained (see 7 TAC Section 80.204) should be available and retrievable upon the examiner's request. We will need access to your copying machine, fax, internet and telephone during the examination.

You are further notified that the Department may conduct on-site visitations of one or more of your branch locations. You will not be advised as to the specific locations or times of these visits, but you should anticipate their occurrence prior to or during the examination period.

If for any reason you are unable to have the records listed above at \*\*\*\*\*, Texas, you will need to inform this office immediately of the location where they will be available. I have attached a document that describes the examination process in general terms.

Your immediate attention to this matter is appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read "Tony Florence".

Tony Florence  
Chief Examiner