



# COMPLIANCE – BOOKS & RECORDS

## EXAMPLES OF BUSINESS CARDS– MLO and Broker/Lender Licensees:

John Smith  
 Senior Loan Officer NMLS # 567123  
 123 Mortgage, Inc.  
 567 Easy Street, Suite 100  
 Atlanta, GA 30300  
 404-555-6789 Office  
 770-555-3333 Cell  
 NMLS# 123456  
 Georgia Residential Mortgage Licensee # 5555

123 Mortgage, Inc.  
 567 Easy Street, Suite 100  
 Atlanta, GA 30300  
 404-555-6789  
  
 NMLS # 123456  
 Georgia Residential Mortgage Licensee # 5555

## EXAMPLE OF ORIGINATING CO'S MORTGAGE LOAN TRANSACTION JOURNAL

Application Date	Borrower Name	Co-Borrower Name	Borrower SS# (last 4 or all)	Co-Borrower SS#	MLO Name (first & last)	NMLS# of MLO	Disposition (closed, w/d, denied)	Disposition Date
04/01/2010	Jones, John	Jones, Sue	1234	5678	John Smith	567123	Closed	05/01/2010

## EXAMPLE OF MLO'S MORTGAGE LOAN TRANSACTION JOURNAL

Application Date	Borrower Name	Co-Borrower Name	Company Name	NMLS# of Company	Disposition (closed, w/d, denied)	Disposition Date
04/01/2010	Jones, John	Jones, Sue	123 Mortgage	123456	Closed	05/01/2010