

Matt Martin Real Estate Management is constantly searching for the best providers and adds vendors when there is a need in a certain region of the country.

If we have the need for additional services we will begin the steps necessary to register vendors in our systems.

**THERE ARE NUMEROUS TYPES OF MMREM VENDOR SERVICES, EXAMPLES INCLUDE:**

Appraisers  
Real Estate Brokers/Listing Agents  
Lender Partners  
Closing Agent Partners  
P&P (Property and Preservation)  
Auction Services

Becoming a vendor for MMREM does not guarantee work, but gives you the opportunity to receive work if services are needed.

While we are constantly looking to add vendors when services are needed, completing this application in no way guarantees that you will become a MMREM vendor, nor does being a MMREM vendor guarantee work.

**THIS APPLICATION FOR POTENTIAL MMREM VENDORS:**

- Provides us with your information, which allows us to easily contact you when we have a need in your coverage area.
- If contacted, we already have most of the information we need to begin the process to add you into our systems as a vendor. The final set-up steps will be fast and easy.

**BELOW ARE THE STEPS TO COMPLETE THE APPLICATION PROCESS:**

1. Complete MMREM application and email as an attachment to: [vendor@mmrem.com](mailto:vendor@mmrem.com)
2. Your information will be loaded and saved into our database.
3. An MMREM representative can search the database when services are needed in one of our management regions.
4. If you are selected, a representative will contact you and provide additional instructions as needed.

There is no need to follow up with MMREM unless your contact information changes. If contact information has changed, please submit the changes to: [vendor@mmrem.com](mailto:vendor@mmrem.com) explaining these modifications so we may edit our database.

**E-mail the completed application to: [vendor@mmrem.com](mailto:vendor@mmrem.com)**

To apply to become a MMREM partner, carefully complete the following application. Completing the application in no way guarantees that you will become an MMREM Vendor, additionally being an MMREM Vendor does not guarantee any assignment of work.

**CONTACT INFORMATION**

(the name of the person or entity whose tax number you would enter on the W9). **Example:** The broker of a real estate agency, owner of an appraisal service, company president, etc.

Name (First and Last):

Title:

Telephone:  Work Telephone:

Mobile:  Fax:

Email:

**PRIMARY CONTACT INFORMATION**

(the main contact person working with MMREM and handling assignments). If Same, Enter "Same" Name (First and Last)

Title:

Telephone:  Work Telephone:

Mobile:  Fax:

Email:

Company Name:

Company Address 1:

Company Address 2:

City:  County:  State:  Zip (5-digit):

**COMPANY MAILING ADDRESS**

Company Name:

Company Address 1:

Company Address 2:

City:  County:  State:  Zip (5-digit):

**PAYMENT/BILLING ADDRESS (WHERE PAYMENT WILL BE SENT)**

Billing Contact Person:

Title:

Phone:  Fax:

**If Same, Enter "same"**

Billing Address 1:

Billing Address 2:

City:  State:  Zip (5-digit):

**ADDITIONAL QUESTIONNAIRE INFO**

Answer the following questions about your Business

- 1. How many years of REO experience do you have?
- 2. Are you state licensed or certified? If you have a reciprocal license from another state, please disclose.
- 3. Have you performed services for HUD or other REO clients? Y  N
- 4. What % of your work over the last 2 years is REO?
- 5. **For Appraisers:** Have you been removed from the HUD or VA panel? Y  N
- 6. Were you previously ever an MMREM Vendor? If so, what was the Vendor ID or company name? Y  N
- 7. In what state do you complete 70% of your work?
- 8. Are you a managed company? Y  N
- 9. Please provide information regarding your company's management team. Include Names, Titles, Years of Experience, and Years with the current company.

- 10. Have you ever been debarred from Federal, State, or Local contracting? Y  N
- 11. Have you ever filed bankruptcy? Y  N
- 12. Do you have a history of defalcation? Y  N
- 13. Please discuss any pending litigation with your firm or the principles of your firm:

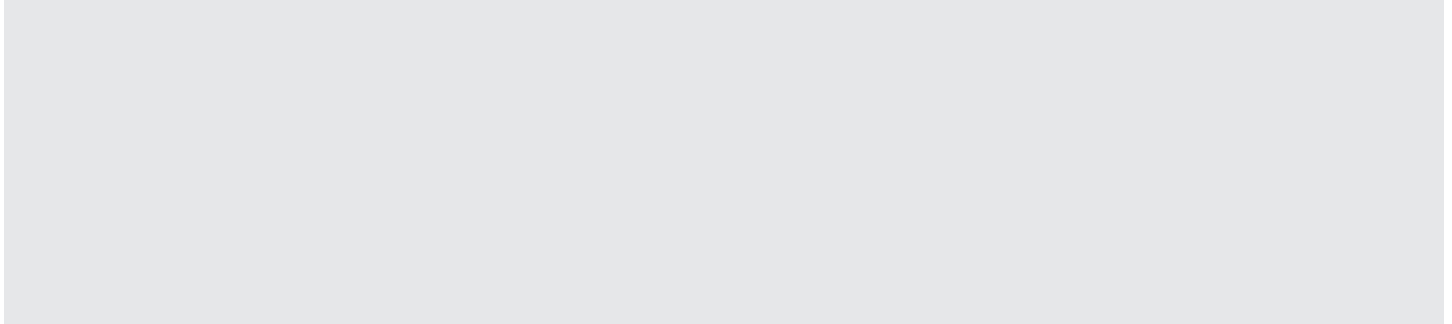
- 14. Have you ever been cited for fraud, misuse of funds, or like violations? Y  N
- 15. Discuss any kind of regulatory interaction whether it be from a licensing authority or other regulatory body:

- 16. Please list all pertinent insurances you currently hold in regard to coverage of services you are willing to provide.

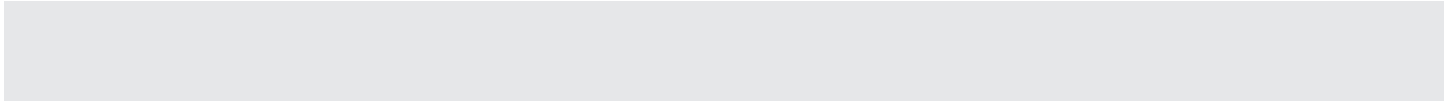
Please include any company specific processes, best practices and similar past performance. If available, please attach your company resume to this package.

A large, solid gray rectangular area that occupies most of the page, intended for the vendor to provide company-specific processes, best practices, and past performance information, as well as attach a company resume.

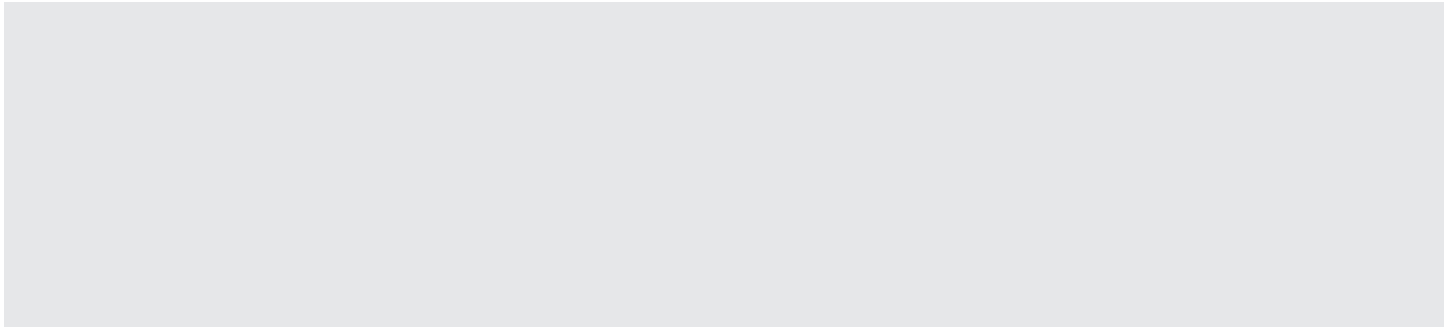
Describe the commitment/involvement from senior management regarding Information Security.



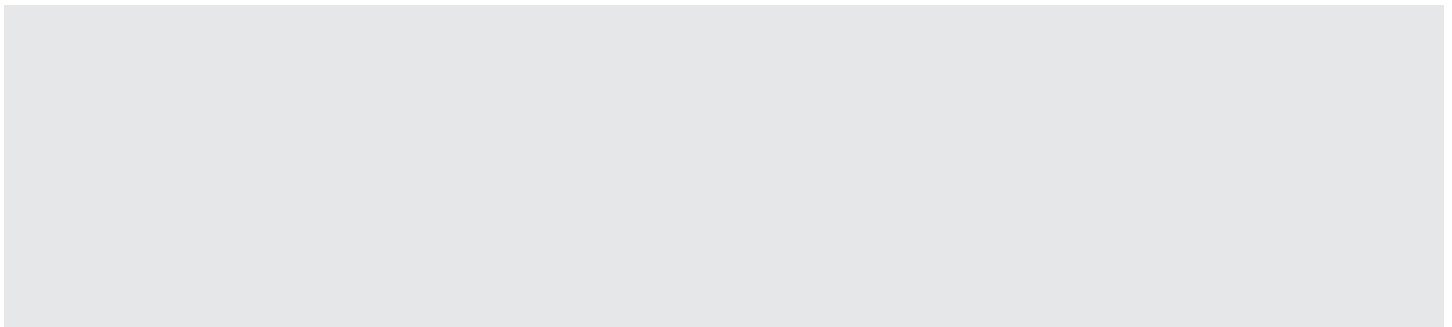
Has your organization formally appointed a central point of contact for security and privacy coordination? What is the title of the security and privacy point of contact?



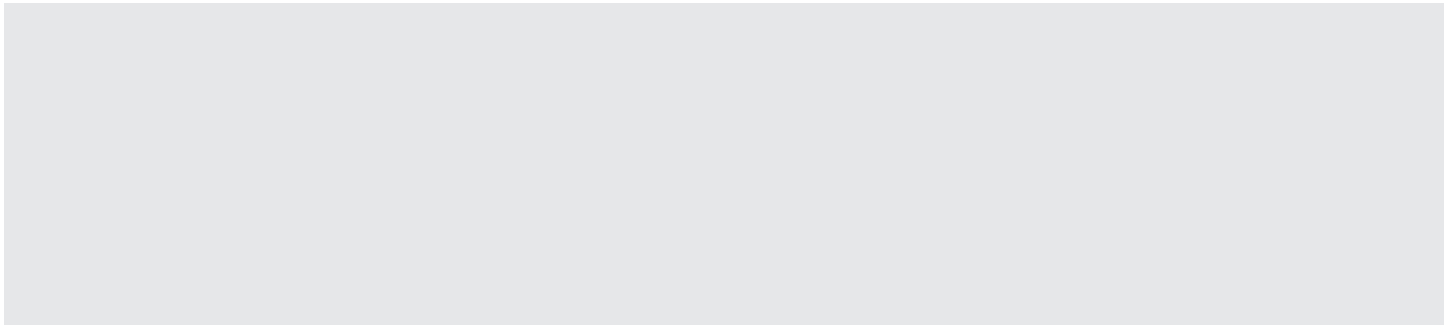
Describe how you strategically plan, monitor, and maintain your security and privacy program.



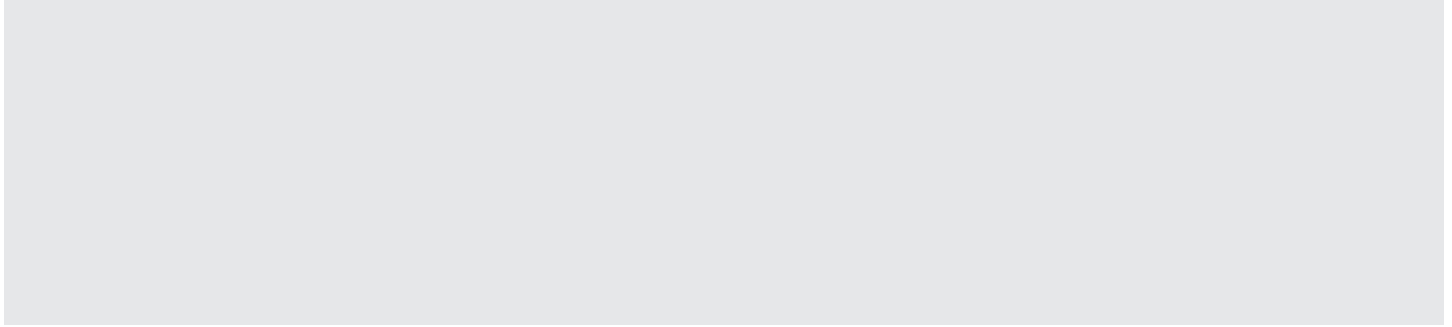
Explain how you have established and documented security and privacy roles and responsibilities.



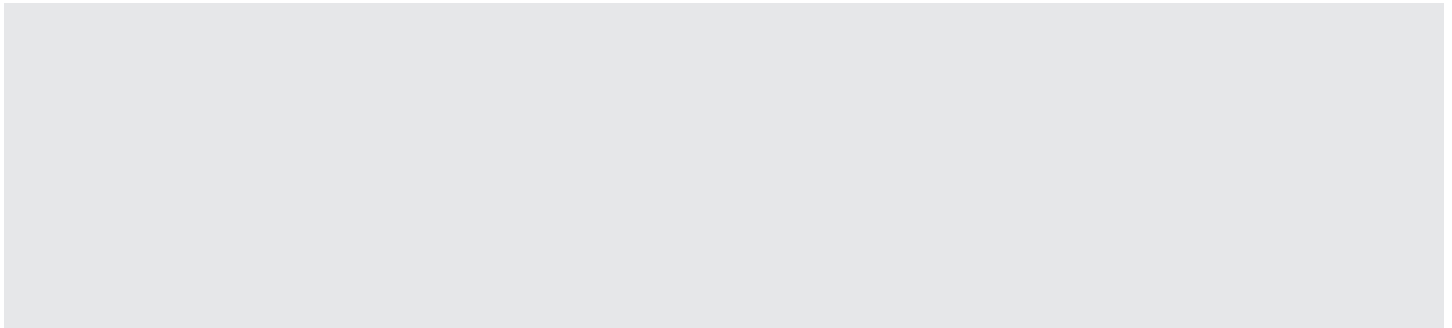
What metrics do you use to evaluate your security program?



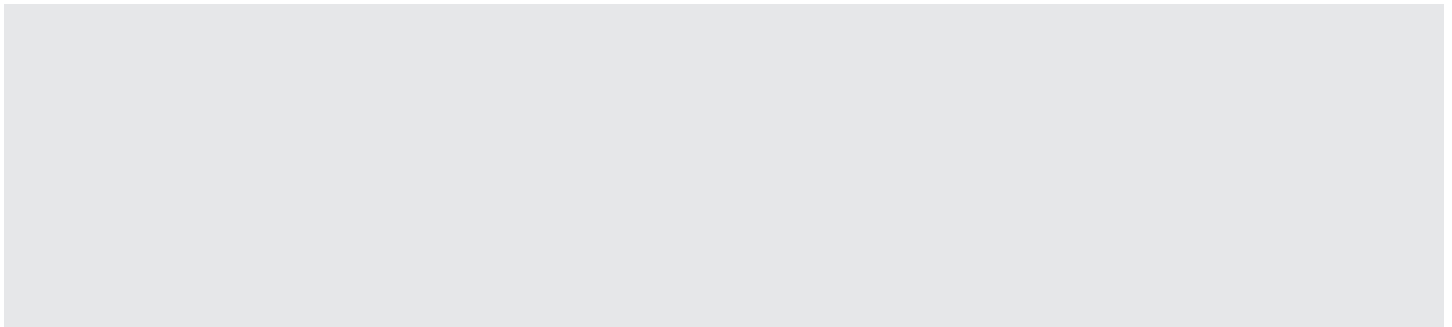
Do you perform due diligence and monitor third parties on an ongoing basis to ensure compliance with contractual provisions and regulatory obligations? If so, describe your process.



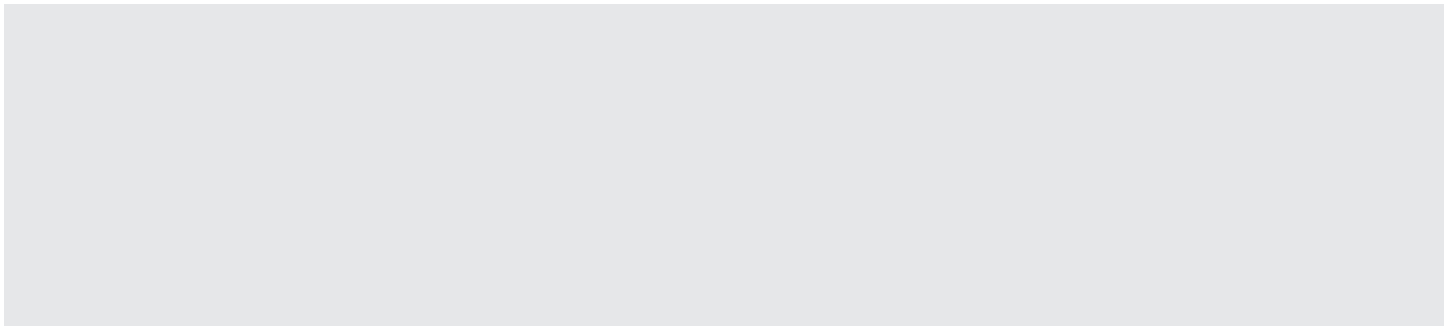
Describe the pre-employment screening you perform of potential employees and third party service providers. In particular, describe whether you perform criminal and financial background checks.



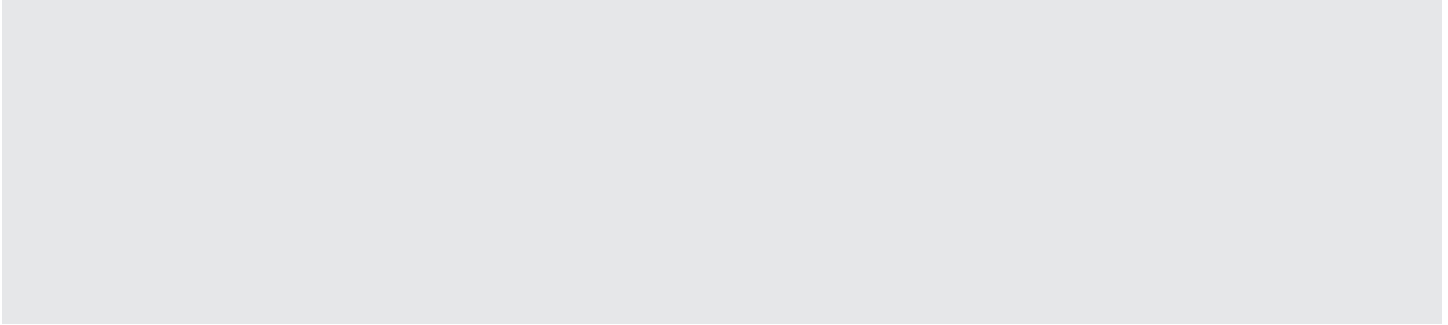
Do you have a formal, documented transfer and termination process that includes the removal of physical and electronic access of departing employees, contractors, etc.? If so, describe it.



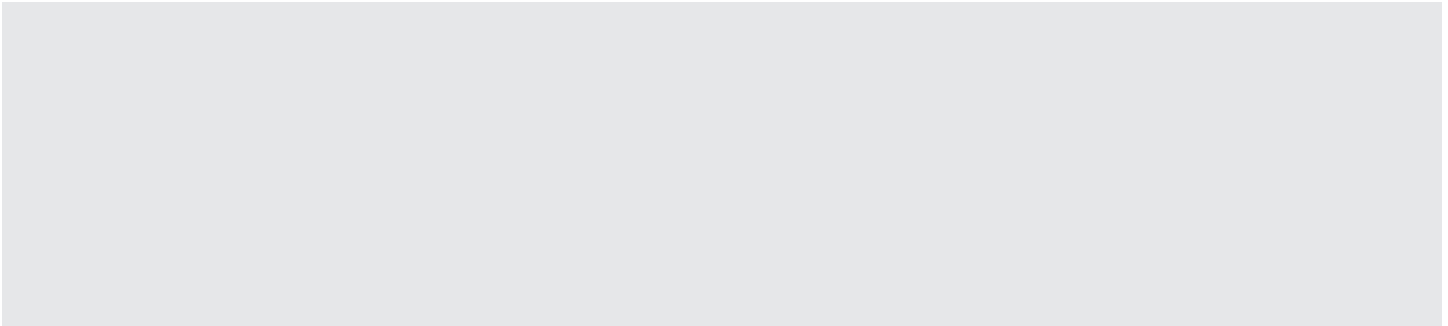
Do you have documented processes for securing sensitive data stored on If so, describe it.



Do you deploy virus protection measures to all of your computer systems (desktops, servers and gateways?) If so, describe the process.



Do you encrypt information transmitted over untrusted networks (e.g., the Internet) and sensitive information internally including backups?



Have you had a SAS70 Type II or other form of external audit or certification of your security and privacy program? If so, attach a copy or describe generally the results.

