

Branch Office Inspection

Customer Info

FHA ID: 4842

Company Name: Jean Sellnau

Contact Name: Primary Residential Mortgage

Address: 222 3rd Ave SE 4th Fl, Ste #6,
Cedar Rapids, IA 52401, USA

Job Order Info

Job Order ID: 10100099

Date Assigned: 11/29/2023

Date Completed: 12/15/2023

BRANCH INFORMATION

Branch Employee Names & Titles 1

Jean Sellnau, Branch Manager

Branch Employee Names & Titles 2

Kirstin Derosia, Loan Coordinator

Branch Employee Names & Titles 3

Connor Imming, MLO

The branch is located in (please select one)

☒ Executive Suite

EXTERIOR INSPECTION

1. Is the contact's office located at the exact address (including suite # if applicable) stated on the Inspection Form?

☒ Yes

2. Take a photo of the exterior of the building.

☒ Yes, I took a photo

3. Is there a sign on the EXTERIOR of the location that identifies the company?

☒ No

If "No", provide explanation

Signage is inside the building for the office locations

4. Take a photo of the signage on the EXTERIOR of the building.

☒ No

If "No", provide explanation

We don't have any signage on the outside of the building it isn't in the lease.

5. Are parking facilities well-lit to provide a secure and safe environment for employees coming and going in the dark?

☒ Yes, parking facilities are well lighted

6. Are walkways and entries kept free of debris and other material such as snow, ice, and water that would present a hazard to customers or employees? (PRMI Requirement)

☒ Yes

7. Does the branch have access to a meeting room accessible to people with disabilities, including those with mobility impairments? (PRMI Requirement)

☒ Yes, the branch is accessible to people with disabilities, including those with mobility impairments

INTERIOR INFORMATION

1. Take photos of the employee work areas.

☒ Yes, I took photos

2. Is the office space shared with another business?

☒ No

3. If the office space is shared with another business, is the office equipment (printer, fax machine) located in branch office space?

☒ No, the office equipment is located in a shared space.

4. Is there is a private area for conducting interviews? If so ask the contact to show you the area.

☒ Yes, there is a private area

5. Does the office seem to have appropriate / adequate space?

☒ Yes, the Mortgagee office seems to have appropriate/ adequate space and office equipment

6. Office equipment observed Check all that apply

☒ File Cabinet

☒ Printer

☒ Computer

☒ Copier

7. Is access to the equipment restricted or is a code required to access information stored on equipment?

- ☐ Yes, access to equipment is restricted

If "Yes", provide the number

319-774-5159

10. Are the PCs password protected?

- ☐ Yes, PC are password protected

12. If there is a sign on the interior, what name is displayed on the sign?

- ☐ Yes, there is a name on the sign

13. Take a photo of any additional interior signage on the INTERIOR of the building

- ☐ Yes, I took a photo

15. Is the FHC (Federal Housing Commission) Approved Lending Institution visible? This poster took place of the FHA poster.

- ☐ Yes, and I took photo

17. Ask the contact how borrower files are secured? Check all that apply

- ☒ In a lockable file cabinet

19. Take a photo depicting how files are secured (cabinets or lockable door, computer etc.).

- ☐ Yes, and I took photo

8. Is the office phone number operational and active?

- ☐ Yes

9. Call the office telephone number

- ☐ An answering machine picked up and I was able to leave a message.

11. Is there a sign on the INTERIOR of the location that identifies the company?

- ☐ Yes, there is a sign that identifies the company

If "Yes, there is a name on the sign", provide the name

PRMI - logo
Primary Residential Mortgage, Inc

14. Does the branch have both English & Spanish versions of the 11x14 Equal Housing Opportunity notice posted in the lobby or area visible to the Public?

- ☐ Yes, notices are posted in both English & Spanish

16. Does the location of the Mortgagee office seem to be conducive to mortgage lending?

- ☐ Yes, the Mortgagee office location seems to be conducive to mortgage lending

18. Ask the Branch Manager how employee files are secured? Check all that apply

- ☒ There are NO employee files

20. Ask the contact if the office is always staffed by at least one PRMI employee during business hours?

- ☐ Yes

21. STATE OF VIRGINIA

Display the phone number and website address for State Corporation Commission (attachment is in the Consumer Postings zip file)

☒ No

BREAK ROOM OR OTHER VISIBLE AREAS TO EMPLOYEES

1. Is a Federal Labor Law poster prominently displayed? (Polygraph Act, OSHA, Medical Leave Act, Employment Eligibility, USERRA)

☒ Yes, poster is prominently displayed

2. Is a State Labor Law poster prominently displayed?

☒ Yes, poster is prominently displayed

3. Is the E-Verify poster in English prominently displayed?

☒ Yes, the E-verify poster in English is prominently displayed

4. Is the E-Verify poster in Spanish prominently displayed?

☒ Yes, the E-verify poster in Spanish is prominently displayed

5. Is the Critical Communication Protocol poster prominently displayed?

☒ Yes, poster is prominently displayed

6. Is the Anonymous Tip Line poster prominently displayed?

☒ Yes, poster is prominently displayed

7. Is the PRMI Drug Free Workplace poster prominently displayed?

☒ Yes, poster is prominently displayed

8. Is the Sexual Harassment poster displayed?

☒ Yes, poster is prominently displayed

STATE SPECIFIC

1. For the following states, is the business license displayed? Alabama, Arizona, California, Florida, Illinois, Mississippi, Missouri, New Jersey, Nevada, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Virginia, Washington, Wyoming

☒ N/A, Branch is not located in a state that requires business license be posted

2. Hawaii, Illinois, Indiana, Michigan, Ohio, Texas – Business hours posted: HI: 8:30 am – 4:30 pm
OH: 9:00 am – 5:00 pm

☒ No, business hours are not posted

3. California – The Fair Lending Notice

☒ N/A, branch is not located in state that requires the Fair Lending Notice

5. Texas – The Complaint and Recovery Fund Notice

☒ N/A, branch is not located in state that requires Complaint /Recovery Fund Notice(s)

7. Michigan – Notice to Inquirers and Loan Applicants. Mortgage Lending Practices Public Act 135 of 1977 MCL 445.1605 Sec. 5.

☒ N/A, branch is not located in state that requires Complaint /Recovery Fund Notice(s)

9. Virginia – PRMI Notice, You May Verify This Lenders License by Contacting the State Corporation Commission

☒ No

4. California – California Consumer Privacy Act of 2018 (CCPA)

☒ N/A, branch is not located in state that requires Complaint / Recovery Fund Notice(s)

6. Texas – Notice to Borrowers Loan Agreements in Writing

☒ N/A, branch is not located in state that requires Complaint /Recovery Fund Notice(s)

8. Massachusetts – PRMI Notice document requiring the production of specific documentation as required by the Commonwealth of MA

☒ N/A, branch is not located in state that requires Complaint /Recovery Fund Notice(s)

If "No", provide explanation

N/A

LINKS TO POSTER INFORMATION FOR THE BRANCH

MyPRMI > Branch Setup > Branch Office Requirements > References

Sexual Harassment Poster: <https://www.laborlawcc.com/sexual-harassment-bilingual-p205.html>

Other place to order posters: <https://www.postercompliance.com/> <https://www.posterguard.com/>

The only ones that cannot be found on MyPRMI will be the state and federal postings. You can get these from Ashlee Judd in Human Resources.

Order from PRMI Human Resource: 1. PRMI Committed to a Drug-Free Workplace, 2. Anonymous Tip Line Poster, 3. Critical Communications.

INSPECTOR'S INFORMATION

Company Name

Nationwide Management Services

Name

Nicole Simons

Phone Number

760-685-3541

Signature

Nicole Simons

Signed on

12/15/2023



Additional Comments

Inspection complete. Interior signage is on the Directory but the directory wasn't working at time of inspection.



Cover Photo - Front View

Location: 41.977383, -91.666273

Date: Dec 15, 2023 01:53:27 PM CST

Address: 222 3rd Ave SE 4th Fl, Ste #6 Cedar Rapids, IA 52401

Inspection completed by Nationwide Management Services, Inc.
For any additional information feel free to call 888.503.0281 ext. 101
or email info@virtualsiteinspections.com

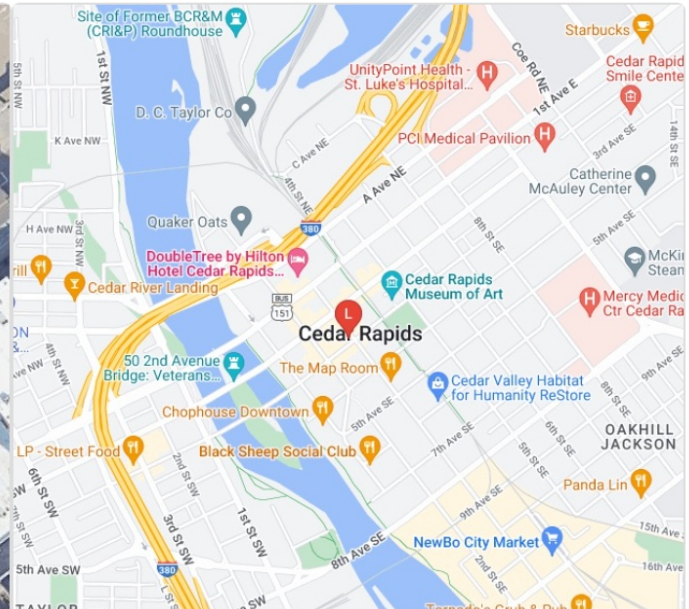


Aerial View

Location: 41.977716, -91.666106

Date: Dec 15, 2023 01:45:50 PM CST

Aerial View



Map View

Location: 41.977716, -91.666106

Date: Dec 15, 2023 01:45:50 PM CST

Map View



Branch address

Location: 41.977442, -91.666371

Date: Dec 15, 2023 01:52:49 PM CST

Branch address

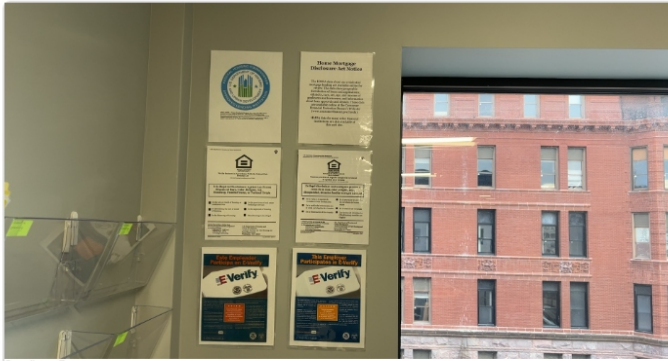


Business Card

Location: 41.977940, -91.665960

Date: Dec 15, 2023 01:48:10 PM CST

Business Card



Compliance Forms
Location: 41.977940, -91.665960
Date: Dec 15, 2023 01:47:19 PM CST

Compliance Forms



Compliance Forms
Location: 41.977940, -91.665960
Date: Dec 15, 2023 01:47:40 PM CST

Compliance Forms



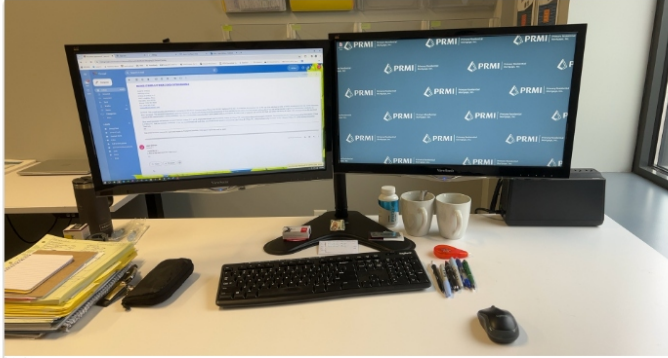
Conference room
Location: 41.977566, -91.666681
Date: Dec 15, 2023 01:49:49 PM CST

Conference room



Copier
Location: 41.977850, -91.666023
Date: Dec 15, 2023 01:46:38 PM CST

Copier



Interior
Location: 41.977842, -91.666053
Date: Dec 15, 2023 01:46:13 PM CST

Interior



Interior
Location: 41.977940, -91.665960
Date: Dec 15, 2023 01:47:06 PM CST

Interior



Lock file cabinets
Location: 41.977850, -91.666023
Date: Dec 15, 2023 01:46:28 PM CST

Lock file cabinets



Directory- Off today
Location: 41.977566, -91.666681
Date: Dec 15, 2023 01:48:30 PM CST



Locked Door
Location: 41.977566, -91.666681
Date: Dec 15, 2023 01:50:48 PM CST



Parking Lot
Location: 41.977460, -91.665823
Date: Dec 15, 2023 01:56:17 PM CST

Parking Lot



Reception-Lobby
Location: 41.977940, -91.665960
Date: Dec 15, 2023 01:48:49 PM CST

Reception-Lobby



Shredder
Location: 41.977850, -91.666023
Date: Dec 15, 2023 01:46:49 PM CST

Shredder



Suite Number
Location: 41.977566, -91.666681
Date: Dec 15, 2023 01:50:33 PM CST

Suite Number