



APPLICATION PACKAGES

Items needed for approval

Please submit Broker/Correspondent application and all supporting documents at:
<https://ghmc.com/partner>

BROKER:

****Closes in GHMC's name, GHMC prepares initial and closing docs, GHMC U/Ws, \$1,095 fee**

1. Broker Contract
2. Most recent financial statements, tax returns or bank statements (Bank and Credit Union financials will be obtained by GHMC).
3. QC plan
4. Resume for all principals (if a Bank or Credit Union, only need Mortgage Department Manager's Resume)

NON-DELEGATED CORRESPONDENT Level 1:

****Closes in client's name, GHMC prepares closing docs, GHMC U/Ws, \$995 fee**

****Minimum net worth: \$25,000**

1. Correspondent Agreement, AIR Addendum and Resolution (if brokering any products, LO Compensation Agreement required).
2. Most recent financial statements, tax returns or bank statements showing minimum net worth requirement. (Bank and Credit Union financials will be obtained by GHMC)
3. QC plan
4. Resume for all principals (if a Bank or Credit Union, only need Mortgage Department Manager's Resume)
5. POA (original) mailed to GHMC / Support Dept, 3200 West End Avenue, Suite 110, Nashville TN, 37203
6. Warehouse Line Agreement (N/A on Banks or Credit Unions)
7. Sample Bailee Letter (N/A on Banks or Credit Unions)
8. Wiring Instructions (on company letterhead)
9. MERS Org ID# - Proof of MERS Lite Membership (GHMC will handle all MERS transactions)

NON-DELEGATED CORRESPONDENT Level 2 and 3:

****Closes in client's name, client prepares closing docs, GHMC U/Ws, \$795 fee**

****NON-DELEGATED Level 2:** Minimum net worth: \$75,000 (using fulfillment company to prepare closing docs) OR \$250,000 (preparing own closing docs)

****NON-DELEGATED Level 3:** Minimum Net worth: \$2,000,000 / Compliance review performed once loan is submitted for purchase

1. Correspondent Agreement, AIR Addendum and Resolution (if brokering any products, LO Compensation Agreement required).
2. Most recent financial statements, tax returns or bank statements showing minimum net worth requirement. (Bank and Credit Union financials will be obtained by GHMC)
3. QC plan
4. Resume for all principals (if a Bank or Credit Union, only need Mortgage Department Manager's Resume)
5. Resume of the closer (N/A if using Fulfillment Company)
6. POA (original) mailed to GHMC / Support Dept, 3200 West End Avenue, Suite 110, Nashville TN, 37203
7. Warehouse Line Agreement (N/A on Banks or Credit Unions)
8. Sample Bailee Letter (N/A on Banks or Credit Unions)
9. Wiring Instructions (on company letterhead)
10. MERS Org ID # - Proof of MERS Lite Membership (Correspondent is responsible for all MERS transactions)
11. E&O Policy of at least \$300,000 (N/A if using Fulfillment Company)

GHMC Contracts can be located at <https://ghmc.com/becomeapartner/> Please contact GHMCTPO@ghmc.com with any questions.



3200 Park Drive, Suite 110 | Nashville, TN 37203

800.467.3032 | ghmc.com   

