



IMPORTANT UPDATE

BULLETIN 28 06242021

Issued to: NDL1 Correspondent Channel
Date: 6-24-2021
Subject: NDL1 Correspondent Post-Closing Process Update
Effective: July 1, 2021

Great news! GHMC's NDL1 Correspondent post-closing process has been revised to provide you with a more efficient closed loan purchase experience.

Key process points are as follows:

- Settlement Provider is no longer required to overnight the closed loan package to GHMC.
- **NDL1 Correspondent to upload the closed loan package to GHMC's secure OpenClose website.**
 - Select "***Non-Delegated Correspondent Closed Loan Package***" for upload document type.
- **Original Endorsed Note must be delivered to:**
Guaranty Home Mortgage Corporation
Attn: Note Delivery
316 Robert Rose Drive
Murfreesboro, TN 37129
- **GHMC's Post-Closing Department will review the submitted closed loan package and notify Correspondent of any Prior to Funding (PTF) Conditions within 72 hours.**
 - PTF Conditions will be listed on the Lender Loan Response Document posted in e-Doc Manager's Findings Folder.
 - Upload PTF conditions under document type "***Non-Delegated Correspondent Funding Conditions***".
- **Once all conditions are cleared, including receipt of the Original Endorsed Note, loan will be sent for purchase.**

The Loan Process Guide, GHMC OC Quick Guide – Broker & NDL1 CORR, and NDL1 CORR: Process Basics documents have been updated to reflect these process changes. They are posted in the Resource Center in the Correspondent Procedures/Guides folder.

Please contact GHMC's Post-Closing Department at NDL1prepurchase@ghmc.com or your Account Executive should you need additional assistance.

We appreciate your business!