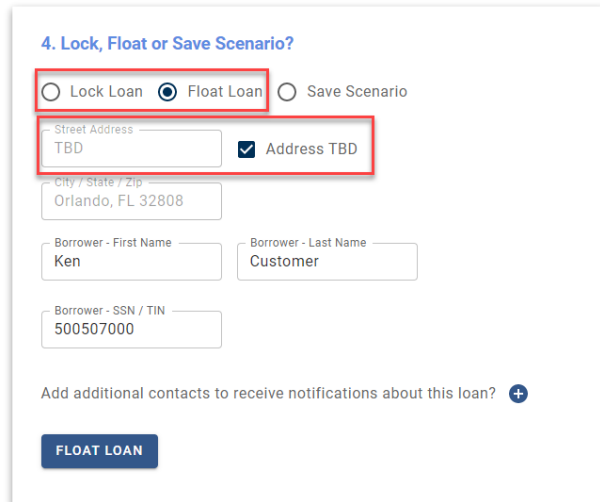


## TBD Loan Submission Steps

GHMC will accept a TBD loan submission once the below items have been met:

1. When pricing the loan, **Float** or **Lock** the loan.  
*Note: If locking, please see page 3 for Lock and Shop details.*
  - a. On the Price a Loan page, complete the following fields:
    - **Address TBD:** Check this box
    - **Street Address:** TBD defaults as the Street Address once the TBD box is selected



**4. Lock, Float or Save Scenario?**

Lock Loan  Float Loan  Save Scenario

Street Address  
TBD  Address TBD

City / State / Zip  
Orlando, FL 32808

Borrower - First Name  
Ken

Borrower - Last Name  
Customer

Borrower - SSN / TIN  
500507000

Add additional contacts to receive notifications about this loan? [+](#)

**FLOAT LOAN**

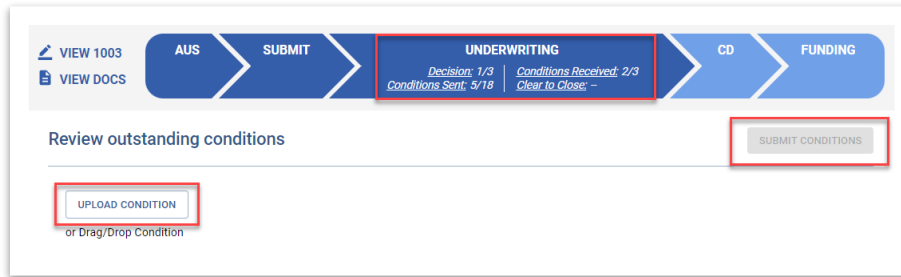
2. Brokers can skip the Initial Disclosures request. This will be done once there is a Sales Contract. \*
3. Automated Underwriting should be run as TBD.
4. The Loan Submission Package Upload should include:
  - a. The **Voluntary Submission of Verification Documents (TBD)**.
    - *This form can be found in the Resource Center under the Miscellaneous Disclosures folder.*
  - b. The **Credit Package**.



- c. Please include the printed **1003** with the address listed as: TBD, with your anticipated City, State, and Zip. The 1003 must be dated with the date the borrower first sought TBD approval.

**When a Sales Contract has been executed the following are required:**

- a. The Sales Contract is to be uploaded into G Connect as a **Condition** on the **Underwriting** tab of the tracker.



- b. Initial Disclosures:
  - **Brokers** are to request the **Initial Disclosures** through the website: <https://ghmc.com/le/>
  - **Non - Delegated Correspondents** must prepare, send to borrower(s), and upload Initial Disclosures as **Conditions**.

*Note: Disclosures must be dated within 3 business days from the date the Sales Contract was disclosed to the borrower, either verbally or in writing.*

- c. Contact the Lock Desk at [rates@ghmc.com](mailto:rates@ghmc.com) to change the TBD address to a physical address.

**Locking the Loan:**

If the loan was floated, once the above steps have been completed, go to the Loan from the Pipeline in G Connect, and click on the Lock button.

LOCK	513740	Ken Customer	\$300,000	Conv 3
LOCK	513695	Ken Customer	\$300,000	Conv 3
●	513678	Ken Customer	\$255,000	Conv 3





## Lock and Shop / TBD FAQ:

- All Products are eligible with the exception of Jumbo Prime and Jumbo Expanded
- Program allows only one property update
  - Once property has been established from TBD, no other property changes are allowed
  - Property address will need to be emailed to [rates@ghmc.com](mailto:rates@ghmc.com)
- TBD Locks are allowed on all lock terms
  - Up-Front Fee will be applicable for loans with locks 120 days or longer
    - Up-Front fee is credited back to borrower at time of closing if disclosed on LE
    - For any reason the file does not close with GHMC the fee will not be refunded
    - Up-Front fee is non-transferrable
    - \* Fee must be collected and submitted AFTER client receives their Loan Estimate AND client provides their Notice of Intent to Proceed
    - Fee is due to GHMC within 10 business days from time of lock
      - Check can be mailed to: 10 Lea Avenue Suite 800, Nashville, TN 37210 – Attn: Lock Desk
      - Include Borrower Last Name and GHMC Loan Number on the check
      - If fee is not received within 10 business days from lock, GHMC may cancel lock and lock would be subject to relock procedures
        - Business day would be any day which is not a federal holiday or a Saturday/Sunday
      - Wholesale Clients – check needs to come from borrower on personal check
      - Correspondent Clients – check needs to come from Correspondent on company check
  - All applicable relock, lock extension, and renegotiation policies will apply



10 Lea Avenue, Suite 800 | Nashville, TN 37210  
800.467.3032 | [ghmc.com](http://ghmc.com)

