



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**.



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NMLS #3112



- 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 GConnect as a **Condition** on the **Underwriting** tab of the tracker.

- b. Initial Disclosures:

- **Brokers** are to request the **Initial Disclosures** through the **Loan Estimate** tab in GConnect.
- **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 Support Desk at Support@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.

<input type="button" value="LOCK"/>	513740	Ken Customer	\$300,000	Conv 3
<input type="button" value="LOCK"/>	513695	Ken Customer	\$300,000	Conv 3
<input checked="" type="radio"/>	513678	Ken Customer	\$255,000	Conv 3



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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 Support@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 made payable to First Colony Mortgage Corporation can be mailed to: 508 W 800 N, Orem, UT 84057 – 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



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