

### CONTACT INFORMATION

**Guaranty Home Mortgage Corporation**  
**Main Line:** 615-895-5101  
**Toll Free:** 800-467-3032  
**Web Address:** [ghmc.com](http://ghmc.com)

**Lock Desk:** [rates@ghmc.com](mailto:rates@ghmc.com)  
**Underwriting**  
**Scenarios:** [scenarios@ghmc.com](mailto:scenarios@ghmc.com)  
**Help Desk:** [correspondenthelp@ghmc.com](mailto:correspondenthelp@ghmc.com)

### PRICING & LOAN REGISTRATION

Rate sheets are distributed daily via email to registered contacts, or can be obtained on GHMC website at [ghmc.com](http://ghmc.com) via GConnect

### BORROWER/PAYMENT INFORMATION

**Borrower Payment Remittance Address ONLY**  
 Guaranty Home Mortgage Corporation  
 525 Tribble Gap Road #1339 • Cumming, GA 30028

**Lock Desk**  
**Hours:** Monday - Friday  
 8am to 6pm CST  
**Phone:** 615-907-2615  
**Email:** [rates@ghmc.com](mailto:rates@ghmc.com)

**Customer Service**  
**Hours:** Monday - Friday  
 8am to 5pm CST  
**Phone:** 855-335-4977

**Correspondence / Written Requests**  
 Guaranty Home Mortgage Corporation  
 10 Lea Avenue • Nashville, TN 37210

### ID NUMBERS

**MERS:** Guaranty Home Mortgage Corporation #1003949  
**FHA Lender ID Number:** 4954009991  
**VA Lender ID Number:** 8752130000

### STANDARD FEES

**Administrative Fee** \$795.00  
**Life of Loan Flood Cert Fee** \$14.50  
 (Applies only if NDL2/NDL3 Correspondent flood cert is not a CoreLogic Life of Loan Flood Cert.)

### LOAN FILE AND NOTE DELIVERY INSTRUCTIONS

(Imaged Files: [ghmc.com](http://ghmc.com) website – Contact your Account Executive for assistance if needed)

#### FUNDING PACKAGE

**CLOSED LOAN PACKAGE:** Go to Funding tab, click **SELECT CONDITIONS** button or DRAG/DROP FILE, then click **SUBMIT CONDITIONS** to upload Closed Loan Package.

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#### COLLATERAL PACKAGE

**Original Note** must be delivered to:  
**Guaranty Home Mortgage Corporation**  
 Attn: Note Delivery  
 10 Lea Avenue, Suite 800 • Nashville, TN 37210

### GENERAL INFORMATION

#### \*GOODBYE LETTER AND NOTICE OF TRANSFER AND ASSIGNMENT ADDRESS

Guaranty Home Mortgage Corporation  
 525 Tribble Gap Road #1339 • Cumming, GA 30028  
 855-335-4977

*\*TO BE SENT TO BORROWER ONLY AFTER LOAN HAS BEEN PURCHASED BY GHMC.*

#### PRIVATE MORTGAGE INSURANCE

Guaranty Home Mortgage Corporation  
 525 Tribble Gap Road #1339 • Cumming, GA 30028

#### CORPORATE OFFICE

10 Lea Avenue, Suite 800  
 Nashville, TN 37210

#### FINAL DOCUMENTS

Guaranty Home Mortgage Corporation  
**Attn:** Post Closing – Final Docs  
 10 Lea Avenue, Suite 800 • Nashville, TN 37210

#### HAZARD INSURANCE MORTGAGEE CLAUSE

Guaranty Home Mortgage Corporation, ISAOA  
**Loan Number** \_\_\_\_\_  
 525 Tribble Gap Road #1339 • Cumming, GA 30028

#### CLIENT ADMINISTRATION

**Approvals, Certifications and Organization changes:**  
 Guaranty Home Mortgage Corporation  
 10 Lea Avenue, Suite 800 • Nashville, TN 37210  
**Attn:** Client Support  
 615-907-2664 [support@ghmc.com](mailto:support@ghmc.com)

### MISCELLANEOUS

#### Interest Credits at Closing

GHMC will allow interest credits at closing through the 5th calendar day of the month in which the mortgage loan is closed.

#### NOTE ENDORSEMENT

The original Note must bear the following endorsement:  
**PAY TO THE ORDER OF GUARANTY HOME MORTGAGE CORPORATION WITHOUT RECOURSE**