



# NDL2/NDL3 Correspondent Quick Reference Guide

## CONTACT INFORMATION

### GHMC

Main Line.....800-467-3032  
Toll Free.....800-467-3032  
Web Address.....ghmc.com

Lock Desk.....rates@ghmc.com  
Underwriting Scenarios....scenarios@ghmc.com  
Help Desk.....correspondenthelp@ghmc.com

Correspondence / Written Requests  
**First Colony Mortgage Corporation**  
508 W 800 N | Orem, UT 84057

## 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

**Lock Desk**  
Hours: Monday - Friday  
8am to 6pm CST  
Phone: 615-907-2615

**Customer Service**  
Hours: Monday - Friday  
8am to 5pm CST  
Phone: 866-200-1110

## ID NUMBERS

**MERS:** First Colony Mortgage Corporation #1001382  
**FHA Lender ID Number:** 5222209998  
**VA Lender ID Number:** 9750740000

## 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: [gconnect.ghmc.com](http://gconnect.ghmc.com) website – Contact your account representative 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:  
**First Colony Mortgage Corporation**  
**Attn:** Note Delivery  
508 W 800 N | Orem, UT 84057

## GENERAL INFORMATION

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

First Colony Mortgage Corporation  
508 W 800 N | Orem, UT 84057  
866-200-1110

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

### HAZARD INSURANCE MORTGAGEE CLAUSE

First Colony Mortgage Corporation  
**Loan Number** \_\_\_\_\_  
508 W 800 N | Orem, UT 84057

### NOTE ENDORSEMENT

The original Note must bear the following endorsement:

**PAY TO THE ORDER OF FIRST COLONY MORTGAGE CORPORATION WITHOUT RECOURSE**

### CLIENT ADMINISTRATION

**Approvals, Certifications and Organization changes:**  
First Colony Mortgage Corporation  
508 W 800 N | Orem, UT 84057  
**Attn:** TPO Client Support  
877-449-1827 | [support@ghmc.com](mailto:support@ghmc.com)

### FINAL DOCUMENTS

First Colony Mortgage Corporation  
**Attn:** Post Purchase Docs  
508 W 800 N | Orem, UT 84057

## MISCELLANEOUS

### Interest Credits at Closing

GHMC will allow interest credits at closing through the 7th calendar day of the month in which the mortgage loan is closed.

### CORPORATE OFFICE

508 W 800 N | Orem, UT 84057