



NDL2/NDL3 Correspondent

Quick Reference Guide

CONTACT INFORMATION

Guaranty Home Mortgage Corporation**Main Line:** 615-895-5101**Toll Free:** 800-467-3032**Web Address:** ghmc.com**Lock Desk:** rates@ghmc.com**Underwriting****Scenarios:** scenarios@ghmc.com**Help Desk:** 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 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

Customer Service

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

Correspondence / Written Requests

Guaranty Home Mortgage Corporation
3200 West End Avenue, Suite 110 • Nashville, TN 37203

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: 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:

Guaranty Home Mortgage Corporation

Attn: Note Delivery

3200 West End Avenue, Suite 110 • Nashville, TN 37203

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

3200 West End Avenue, Suite 110
Nashville, TN 37203

FINAL DOCUMENTS

Guaranty Home Mortgage Corporation

Attn: Post Closing – Final Docs

3200 West End Avenue, Suite 110 • Nashville, TN 37203

HAZARD INSURANCE MORTGAGEE CLAUSE

Guaranty Home Mortgage Corporation

Loan Number _____

525 Tribble Gap Road, #1339 • Cumming, GA 30028

CLIENT ADMINISTRATION

Approvals, Certifications and Organization changes:

Guaranty Home Mortgage Corporation

3200 West End Avenue, Suite 110 • Nashville, TN 37203

Attn: Client Support

615-907-2664 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