

APPLICATION PACKAGES Items needed for approval

Please submit Broker/Correspondent application and all supporting documents at: https://ghmc.com/partner

BROKER:

**Closes in GHMC's name, GHMC prepares initial and closing docs, GHMC U/Ws, \$1,095 fee

- 1. Broker Contract
- 2. Most recent financial statements, tax returns or bank statements (Bank and Credit Union financials will be obtained by GHMC)
- 3. QC plan
- 4. Resume for all principals (if a Bank or Credit Union, only
- need Mortgage Department Manager's Resume)

NON-DELEGATED CORRESPONDENT LEVEL 1:

**Closes in client's name, GHMC prepares closing docs, GHMC U/Ws, \$995 fee **Minimum net worth: \$25,000

- Correspondent Agreement, AIR Addendum and Resolution (if brokering any products, LO Compensation Agreement required)
- 2. Most recent financial statements, tax returns or bank statements showing minimum net worth requirement (Bank and Credit Union financials will be obtained by GHMC)
- 3. QC plan
- 4. Resume for all principals (if a Bank or Credit Union, only need Mortgage Department Manager's Resume)
- POA (original) mailed to GHMC / Support Dept, 10 Lea Ave Suite 800 Nashville TN, 37210
- 6. Warehouse Line Agreement (N/A on Banks or Credit Unions)
- 7. Sample Bailee Letter (N/A on Banks or Credit Unions)
- 8. Wiring Instructions (on company letterhead)
- 9. MERS Org ID# Proof of MERS Lite Membership (GHMC will handle all MERS transactions)

NON-DELEGATED CORRESPONDENT LEVEL 2 / LEVEL 3:

**Closes in client's name, client prepares closing docs, GHMC U/Ws, \$795 fee

**NON-DELEGATED Level 2: Minimum net worth: \$75,000 (using fulfillment company to prepare closing docs) OR \$250,000 (preparing own closing docs)

****NON-DELEGATED Level 3:** Minimum Net worth: \$2,000,000 / Compliance review performed once loan is submitted for purchase

- 1. Correspondent Agreement, AIR Addendum and Resolution (if brokering any products, LO Compensation Agreement required)
- Most recent financial statements, tax returns or bank statements showing minimum net worth requirement (Bank and Credit Union financials will be obtained by GHMC)
- 3. QC plan
- 4. Resume for all principals (if a Bank or Credit Union, only need Mortgage Department Manager's Resume)
- 5. Resume of the Closer (N/A if using Fulfillment Company)
- POA (original) mailed to GHMC / Support Dept, 10 Lea Ave Suite 800 Nashville TN, 37210
- 7. Warehouse Line Agreement (N/A on Banks or Credit Unions)
- 8. Sample Bailee Letter (N/A on Banks or Credit Unions)
- 9. Wiring Instructions (on company letterhead)
- MERS Org ID # Proof of MERS Lite Membership (Correspondent is responsible for all MERS transactions)
- 11. E&O Policy of at least \$300,000 (N/A if using Fulfillment Company)

GHMC Contracts can be located at https://ghmc.com/becomeapartner/ Please contact GHMCTPO@ghmc.com with any questions.



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