



## IMPORTANT UPDATE

### BULLETIN 09-01252023

**Issued to:** All Channels  
**Date:** January 25, 2023  
**Subject:** GHMC Office Address Update – CORRECTION  
**Effective:** February 1, 2023

Last week a bulletin was sent communicating that the GHMC Headquarters is moving. The city just notified GHMC that the street address will differ from the mailing address.

Please note the **updated** mailing address below.

Effective February 1, 2023, all mailed and overnighted correspondence including the following items will need to be sent to **Guaranty Home Mortgage Corporation** at **3200 West End Avenue, Suite 110, Nashville, TN 37203**:

- Original Note
- Closing Packages sent by Settlement Agents (Broker Loans Only)
- Final Documents
- Check for Annual VA Sponsorship and Renewal
- Correspondence/Written Requests

Closing Protection Letters (CPL) must also contain this updated address on Brokered transactions.

Non Delegated Correspondent customers will continue to upload their signed closing packages within GConnect.

Please contact your Account Executive with any questions.

We appreciate your business!