

BROKER PACKAGE:

****Closes in GHMC's name, GHMC prepares docs, GHMC U/Ws, \$995 fee**

1. Must have Broker contract
2. Must have most recent financials statements, tax returns or bank statements dated within the last 12 months to support business continuity
3. Must have a full QC plan
4. Must have résumé for all principals (if a bank, only need mortgage person's résumé)
5. If they wish to send us VA loans, we will need a check for \$100 made payable to the VA
6. Privacy Policy

NON-DELEGATED CORRESPONDENT LEVEL 1 PACKAGE:

****Closes in client's name, GHMC prepares docs, GHMC U/Ws, \$895 fee**

****Minimum net worth of \$25,000**

1. Must have financial statement or liquid assets showing minimum net worth requirement.
Bank financials will be pulled from FFIEC
2. Must have a full QC plan
3. Must have résumé for all principals (if a bank, only need mortgage person's résumé)
4. Correspondent Agreement
5. Warehouse Line Agreement (N/A on Banks)
6. Executed AIR Addendum
7. Sample Bailee Letter (N/A on banks)
8. MERS Org ID # - Proof of MERS Lite Membership (GHMC will handle all MERS transactions)
9. FHA, VA & RD approval letters (as applicable)
10. Wiring Instructions
11. POA (original)
12. Resolution
13. If they wish to send us VA loans, we will need a check for \$100 made payable to the VA
14. Privacy Policy (if Broking any products)

NON-DELEGATED CORRESPONDENT LEVEL 2 PACKAGE:

****Non-Delegated Level 2: Closes in clients name, client prepares docs, GHMC U/Ws, \$695 fee**

****Minimum net worth:**

• \$75,000 (using fulfillment company to prepare closing docs) • \$250,000 (preparing own closing docs)

1. Must have financial statement or liquid assets showing minimum net worth requirement.
Bank financials will be pulled from FFIEC
2. Must have a full QC plan
3. Must have résumé for all principals (if a bank, only need mortgage person's résumé)
4. Correspondent Agreement
5. Warehouse Line Agreement (N/A on Banks)
6. Executed AIR Addendum
7. Sample Bailee Letter (N/A on banks)
8. Résumé of the closer
9. E&O Policy of at least \$300,000 (N/A if using fulfillment company)
10. MERS Org ID # -Proof of MERS Lite Membership (Correspondent is responsible for all MERS transactions)
11. FHA, VA & RD approval letters (as applicable)
12. Confirmation of ability to remit VA Funding Fee
13. Wiring Instructions
14. POA (original)
15. Resolution
16. If they wish to send us VA loans, we will need a check for \$100 made payable to the VA
17. Privacy Policy (if Broking any products)