CORRESPONDENT SELLING GUIDE

Correspondent Selling Guide

Wholesale & Correspondent Reference · A quick-reference guide for GMFS Partners clients

Version 9 Published March 2026

NMLS #64997

Let's Make Home Happen.

Announcements & Updates

GMFS updated our Correspondent Selling Guide on 9/8/2025. Changes/updates/clarifications from the previous version include, but are not limited to, the following:

- Fee data for Non-QM / Jumbo – see Section 7: Purchasing / Funding
- Other minor corrections and enhancements were made throughout the guide that were not material to the standard course of business.

Any announcements or updates that have been posted after the date of this guide supersede any information in this guide, as they will be included in the next update.

The topics included provide a general overview of GMFS' policies, procedures, rules and guidelines, as well as forms and other helpful resources. Please contact your District Director or Account Executive if you have any questions with respect to specific policies. Thank you for choosing GMFS LLC.

The GMFS LLC Correspondent Selling Guide is superseded by any subsequent Bulletins or Overlay Matrices posted after the noted version and published date until a revised Client Guide version is published.

Table of Contents

SECTION 1

Overview

Definitions, GMFS roles, online tools, and your GMFS contacts.

These definitions will help clients understand the various client roles as they relate to GMFS' products and services, and learn the requirements and process to apply to sell loans to GMFS LLC.

Helpful Resources

› Product Eligibility Matrix — gmfspartners.com › Correspondent › Product Eligibility Matrix

› GMFS TPO Product Guide — gmfspartners.com › Correspondent › TPO Product Guide

› Other helpful links

Definitions

GMFS — As it appears in this document, the term "GMFS" refers to GMFS LLC, dba GMFS LLC ("GMFS").

Guide — This GMFS Seller Guide, which provides an overview of general information, policies and procedures, terms and conditions and loan program requirements applicable to all loan purchase transactions between GMFS and its approved clients.

Loan — A mortgage loan that is made to a natural person for primarily consumer, family or household purposes and which is secured by a one- to four-family residential dwelling.

USD — United States dollars; all dollar amounts are in USD.

Qualified Mortgage (QM) — A home loan that meets certain standards set forth by the federal government. Lenders that generate such loans will be presumed to have also met the Ability-to-Repay rule mandated by the Dodd-Frank Act. The QM rule, as defined by CFPB, is designed to create safer loans by prohibiting or limiting certain high-risk products and features.

Correspondent / Seller / Correspondent Seller — The seller of a closed mortgage loan to GMFS, referred to as a "Client." In general terms, lenders within the correspondent channel.

GMFS Correspondent Types

GMFS Closing — (1) Loan is underwritten and approved by GMFS; (2) loan is closed with a closing package issued by GMFS; (3) loan closes and funds in the name of the correspondent lender; (4) correspondent client has their own funds to fund the loan; (5) GMFS purchases the loan after the closing and funding by the correspondent client. All FHA and Jumbo loans are closed in GMFS' name.

Correspondent Closing (excludes FHA) — (1) Loan is underwritten and approved by GMFS; (2) loan is closed with a correspondent closing package and funded by the correspondent client. Client must be approved to close on their own documents; (3) GMFS purchases the loan after reviewing and approving the closed loan package received from the correspondent client. All FHA and Jumbo loans are closed in GMFS' name.

Correspondent Closing (includes FHA) — (1) All Conventional, FHA, VA, and USDA loans are underwritten and approved by GMFS; (2) loan is closed with a correspondent closing package and funded by the correspondent client, including FHA loans. The correspondent client has full eagle designation to close and fund their own FHA loans. (3) After receiving the closed loan package, GMFS purchases the loan after reviewing and approving the package for compliance.

GMFS Roles

GMFS Roles

Role	Description
Front Line Support	
District Director (DD) or Account Executive (AE)	The sales liaison between the production channel and divisional office responsible for outside sales, generation of leads and new opportunities for expanding the Correspondent division. The DD or AE sets expectations for business procedures according to correspondent designation and reviews product availability prior to on-boarding.
Customer Relationship Representative (CRR)	Responsible for setting up and maintaining the ongoing client relationship through the entire onboarding and start-up process. Acts as the internal contact and liaison, and assists as needed in obtaining requirements for clearing conditions through the process to Clear to Close and/or Clear to Purchase.
Behind the Scenes Support	
Processor	Performs timely processing of the uploaded mortgage loan packages to ensure they meet initial loan submission requirements for the GMFS Underwriting department, submits the file to Underwriting for the initial underwrite, identifies submitted documents with the proper mortgage labels in the GMFS paperless database, and keys in all missing and updated information to ensure complete data integrity.
Underwriter	Responsible for reviewing the file for completeness and ensuring all underwriting guidelines have been met according to the product and appropriate GSE and/or investor. Reviews and clears required conditions and indicates when the file is ready for close and/or purchase.
Post-Closing Auditor or Purchase Reviewer	Performs a Post-Closing Audit file review to make sure it meets all requirements for loan sales, assists the underwriter in verifying and clearing certain documentation conditions, may indicate when the file is ready for close and/or purchase, generates the Purchase Advice, and works with Shipping for warehousing of the original note.

GMFS Partners Online Tools

Client Portal (GMFSPartners.com) — Used to register a loan by uploading the Uniform Residential Loan Application to generate a GMFS loan number via Client Portal home page › Add New Loan.

Optimal Blue — A pricing tool for rate locking via Client Portal › Product and Pricing (loan level).

Operating Hours

Normal business hours are 8:00 a.m. – 5:00 p.m. (CST), Monday through Friday.

Holiday Schedule

GMFS is closed the following holidays:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Contacts

Corporate Headquarters:
GMFS LLC, NMLS #64997
Attn: Correspondent
7389 Florida Blvd., Suite 200A
Baton Rouge, LA 70806
Telephone: 855.476.8441

District Directors and CRRs

After reviewing this Guide, clients should contact their dedicated District Director or Customer Relationship Representative for program questions. These clients are managed out of our Corporate Office.

District Directors & Customer Relationship Representatives

Region / District Director	CRR	CRR
Louisiana		
Billy Maxwell – Sr. District Director, Wholesale Sales Manager · 225.214.5002 · bmaxwell@gmfslending.com	Tammy Milano · 225.214.5087 · tmilano@gmfslending.com	Shana Patterson · 225.214.5056
Dawnyail Faldetta · 225.490.6625 · dfaldetta@gmfslending.com	Wanda Roussel · 225.214.5158 · wroussel@gmfslending.com	Tammy Milano · 225.214.5087 · tmilano@gmfslending.com
Alabama, Mississippi and North Florida		
Hugh Edwards – Sr. District Director · 205.253.1477 · hedwards@gmfslending.com	Cindy Savage · 225.214.5118 · csavage@gmfslending.com	Shanna Patterson · 225.214.5014 · spatterson@gmfslending.com
Arkansas, North Louisiana and Mississippi		
K. Whitey Boyd – Sr. District Director · 318.355.4784 · kboyd@gmfslending.com	Tammy Milano · 225.214.5087 · tmilano@gmfslending.com	
Tennessee & Kentucky		
Charlton Bargeron – District Director · 205.937.4908 · cbargeron@gmfslending.com		
Illinois		
Michelle Steele – District Director · 847.217.4448 · msteele@gmfslending.com	Wanda Russel · 225.214.5158 · wrussel@gmfslending.com	Tammy Milano · 225.214.5087 · tmilano@gmfslending.com
Texas		
Crissi Stanfield – District Director · 469.786.8674 · cstanfield@gmfslending.com	Wanda Russel · 225.214.5158 · wrussel@gmfslending.com	

Support Team

Support Team — Contacts

Support Team / Role	Name	Email	Phone
Processor			
Processor	Jackie Noflin	jnoflin@gmfslending.com	225.214.5114
Processor	Crystal McKneely	cmckneely@gmfslending.com	225.490.6645
Processor	Melissa DiVincenti	mdivincenti@gmfslending.com	225.490.6676
FHA Case Assignment Request	—	fhacaseassign@gmfslending.com	—
CRR			
CRR	Alexis Hay	ahay@gmfslending.com	225.490.6618
CRR	Cindy Savage	csavage@gmfslending.com	225.214.5118
CRR	Cee Cee Picou	cpicou@gmfslending.com	225.214.5056
CRR	Tammy Milano	tmilano@gmfslending.com	225.214.5087
CRR	Lauren Wallace	lwallace@gmfslending.com	225.490.6692
CRR	Wanda Roussel	wroussel@gmfslending.com	225.214.5158
CRR	Shanna Patterson	spatterson@gmfslending.com	225.214.5014
COYOD Correspondent Loan Analyst			
Correspondent Analyst	Jennifer Bradley	jbradley@gmfslending.com	225.490.6639
Correspondent Analyst	Karen Drez	kdrez@gmfslending.com	225.490.6644

Support Team / Role	Name	Email	Phone
Closer			
Closer	Christian DeBlanc	cdeblanc@gmfslending.com	225.214.5128
Closer	Shelly Lively	slively@gmfslending.com	225.214.5084
Closer	Debbie Mckowen	dmckowen@gmfslending.com	225.214.5097
Team Lead	Lois Ritchie	lritchie@gmfslending.com	225.214.5108
Closer	Dawn Sorapuru	dsorapuru@gmfslending.com	225.214.5065
Closing Manager	Chanita Daniel	cdaniel@gmfslending.com	225.490.6628
Post Closer			
Post Closer	Andrea Hicks	ahicks@gmfslending.com	225.214.5057
Post Closer	Rebecca Fields	rfields@gmfslending.com	225.214.6641
Post Closer	Ciera Prejean	cprejean@gmfslending.com	225.490.6617
Post Closer	Rhonda Robinson	rrobinson@gmfslending.com	225.214.5034
Post Closer	Debbie Daniels	ddaniels@gmfslending.com	225.490.6632
Post-Closing Mgr	Brandon Genre	bgenre@gmfslending.com	225.490.6621
Other Support			
Ops Manager	Mike Sorrells	msorrells@gmfslending.com	225.214.5043
Quality Control	Tony Moore	tmoore@gmfslending.com	225.214.5032
Secondary / Locks	Kyle Levert	lockdesk@gmfslending.com	225.214.5061
Servicing	—	servicing@gmfslending.com	—
Trailing Documents	Alyson Brandt	abrandt@gmfslending.com	225.208.8134
Trailing Documents	Phyllis Callahan	pcallahan@gmfslending.com	225.214.5038
Web Support	—	support@gmfslending.com	—

SECTION 2

Client Requirements

Becoming and staying an approved GMFS correspondent client.

GMFS' goal is to establish and maintain a productive and profitable long-term relationship with every client. GMFS has established criteria for new and existing clients to help fulfill our commitment to helping change lives one mortgage at a time.

Qualities of the GMFS Correspondent Client

- Be properly licensed and authorized to originate and sell loans that meet the GMFS product line and underwriting requirements.
- Have been in business for at least two (2) years. In cases of newer firms, principals should have at least five (5) years' experience in mortgage lending.
- Have a good reputation in the industry with proven references, and a high level of professionalism and strong ethical standards.
- Maintain at all times a minimum tangible net worth required based on client approval level unless state requirements are greater. Net worth must be determined in accordance with Generally Accepted Accounting Principles (GAAP).
- Have a "good standing" rating with all governmental licensing and revenue collection agencies and a public record clear of any civil or criminal judgments. A client whose firm has been suspended, is currently under investigation by any agency, or has an open judgment in excess of $5,000 may not be approved or renewed to do business with GMFS.
- In the case of corporations, GMFS may request personal credit reports from the corporate officers if the corporation's credit is not satisfactory. Past credit difficulties or loan performance issues (per the Neighborhood Watch report) will be reviewed case-by-case; a letter explaining any derogatory item will be required.
- Satisfactory third-party background check.
- GMFS requires that all clients are MERS members in good standing and have complied with the rules and procedures of MERS on all loans sold to GMFS. All clients must have the status of Lite or General Members with MERS. A TPO membership must be updated to a Lite or General membership.

Application Procedures

- Prospective clients must complete the GMFS LLC Correspondent Application located on www.gmfspartners.com.
- Lenders must execute the Correspondent Purchase Agreement (on www.gmfspartners.com). If the client is brokering a single product such as Jumbo or FHA, one of the compensation options offered must be selected for brokered transactions utilizing lender-paid compensation. The maximum option offered is 2.75%. Lenders must also disclose any and all affiliate business arrangements on this form and disclose on loan-level submissions all fees related to such affiliated business arrangements.
- In addition to the application, prospective clients must provide copies of applicable lending license, year-end financial statements, quality control plan, and other required documentation.

Approval Requirements

- Upon receipt of a completed application with all required documentation, GMFS will render a decision, on average, in five (5) business days.
- Once GMFS approves an applicant, a copy of the fully executed Mortgage Correspondent Loan Purchase Agreement will be forwarded to the client for its permanent records.

- The assigned GMFS District Director or Account Executive is typically required to conduct a site review within 60 days of approval.
- The assigned GMFS District Director or Account Executive is typically required to conduct a client orientation call with GMFS Operations before submission of new applications.

Loan Submission Compliance Review

- Typically, the first five (5) loan files submitted by a newly approved client will be reviewed to determine the integrity of the loan files submitted (both approved and declined). GMFS will make a determination of “Satisfactory” or “Unsatisfactory.” If the relationship continues, GMFS will review the client’s submissions in accordance with the Correspondent Approval Policies and Procedures for newly approved clients.
- If an “Unsatisfactory” determination is made in accordance with the re-review procedures, GMFS will terminate its relationship with the client.

Maintaining Eligibility

GMFS reviews clients’ performance routinely and as part of an annual recertification process, with a focus on:

- Pull-through
- Effective Pipeline Management
- Quality of Loan Submissions
- Quality Control (QC) Results

Annual Recertification

The annual recertification consists of verifying or obtaining the following:

- Copy of all current Correspondent/Lending Licenses, including HUD exemption, if applicable.
- Most recent quality control plan.
- Most recent Neighborhood Watch report ensuring the compare ratio is in accordance with the standards set forth for approval.
- Current Errors and Omissions Insurance or Surety Bond, where applicable.
- Financial statement within 90 days of fiscal year end verifying the minimum required net worth is maintained.
- Updated ownership information and organization contacts (unless no changes).
- Payment of agency sponsor renewal fees and renewal of LO licenses updated on the NMLS website.
- If a client does not provide the necessary information in a timely manner, GMFS reserves the right to suspend all locks until complete information is received.

Annual MERS Renewal

In order to maintain eligible delivery status to GMFS as a correspondent client, clients must submit proof of annual Mortgage Electronic Registration System (MERS) Lite or General membership renewal within 30 days of renewal date.

Veteran’s Administration (VA) Approval Process

To get initially approved as an agent of GMFS to close VA loans, clients need to complete and submit the VA sponsor request form (Appendix A) and submit a check for $100 to GMFS, payable to “GMFS,” at the following address:

GMFS, LLC, Attention: Mike Sorrells
7389 Florida Blvd Ste 200-A

Baton Rouge, LA 70806

Veteran's Administration (VA) Annual Renewal

Each year, clients must renew their VA agent status with GMFS. GMFS will pay the $100 renewal fee and automatically renew VA-approved clients that have funded at least 1 VA loan with GMFS within the past 2 years. If a client has not funded a VA loan with GMFS within the 2-year timeframe but wishes to remain a VA agent of GMFS, the client may pay the $100 fee on their own and GMFS will renew them as well.

> **NOTE** As part of the VA annual renewal, GMFS will require clients to show proof of all VA certification requirements.

Appraisal Management Companies (AMC)

GMFS leverages AMCs with rigorous screening processes to help ensure clients are working with only the best and most professional appraisers in the industry. Correspondent clients may request approval to use their own AMC(s) if submitted at time of application; the AMC must be Equal Credit Opportunity Act (ECOA) and Appraisal Independence Regulation (AIR) compliant.

On conventional loans, GMFS allows organizations to order appraisals through its Encompass Third Party Originator Connect ("TPOC") system. GMFS uses the Reggora AMC management platform for brokered loans, where all conventional loan appraisal orders are required to be submitted; other program types (other than VA loans) may use Reggora as well. Reggora selects the most appropriate AMC based on multiple factors, including coverage in the subject property city and state, turn time, appraisal quality, and cost. For specialty products that are brokered conventional loans, such as one-time close (OTC) or expanded criteria products, the use of Reggora is mandatory.

> **NOTE** GMFS requires all pages of a successful Uniform Collateral Data Portal (UCDP) Submission Summary Report (SSR), from both Fannie Mae and Freddie Mac. If there are subsequent revisions to the appraisal report, the final version utilized in making the underwriting decision must be submitted through the UCDP and receive a "Successful" status prior to delivery of the loan.

Approved AMC List

Approved AMCs	
Accurate Group	Equity Valuation Partners
ACT Appraisal	Market Valuation Services
Appraisal Management Resources	Momentum Appraisals
Applied Valuation Services	

Correspondent Client Set-Up Summary

Correspondent Client Set-Up Summary

Client Type	Net Worth Required ($)	Warehouse Funding	Closing Docs Preparation	Underwriting
Correspondent	75,000	Correspondent Warehouse Line	Correspondent, Third Party Vendor or GMFS	GMFS

Warehouse Approved Vendors

GMFS is an approved investor with the following warehouse vendors:

Approved Warehouse Banks with GMFS

Warehouse Bank	
Amerisbank	Guaranty Trust
Bank of Abbeville & Trust Co.	Independent Bank
Benchmark Bank	Independent Correspondent Bankers Bank Inc
Coastal State Bank	JPMorgan Chase Bank N.A.
Federal Home Loan Bank of Dallas	Merchants Bank of Indiana
First Bank	NattyMac Warehouse
First Funding	NexBank
First National Bankers Bank	Plains Capital Bank
First Tennessee Bank Mortgage Warehouse Lending	Primis
Flagstar	Simmons Bank
Florida Capital	The First, ANBA
GBC Funding	Trustmark National Bank
Goldome	Warehouse Lending Group

If a preferred warehouse bank is not listed above, please provide contact information to your designated District Director or Account Executive and GMFS will apply for investor approval status.

SECTION 3

Quality and Compliance

Fair lending, regulatory compliance, CFPB, TRID, GSE and NMLS requirements.

Organizations with a commitment to quality control recognize that quality begins before an application is taken and continues throughout the entire mortgage origination process. The purpose of a quality control program is to monitor and evaluate the integrity of the origination process and to provide feedback to clients about loan originations.

GMFS Fair Lending Statement

It is the policy of GMFS to comply with all applicable fair lending laws and regulations and ensure that all operating policies and procedures make access to credit equal and available to all creditworthy consumers, without regard to any prohibited basis, such as race, sex, ethnicity, sexual orientation, national origin, religion, disability, age, and/or familial status. GMFS requires its third-party originators to conduct business in alignment with this policy.

Regulatory Compliance

Clients must operate in compliance with all federal, state and local laws and regulations. This Guide is provided as information only and is not to be interpreted as legal advice. It is each client's responsibility to comply with legal and regulatory requirements promulgated by all federal, state and other government entities and to be and remain current with those standards.

In general, the procedures, eligibility requirements, loan application and related forms and all other aspects of processing loans will be those required by Fannie Mae or Freddie Mac. However, GMFS LLC may insist upon the use of alternative or additional forms and procedures. All applicable State, Local, Municipal and Federal laws and regulations will be observed as they relate to the client's activities under the Purchase Agreement, and all necessary disclosures shall be made by the Correspondent Client.

CFPB Overview

Refer to all of the final rules issued by the Consumer Financial Protection Bureau (CFPB) to become familiar with the regulatory requirements. The website covers:

- TRID – Truth in Lending RESPA Integrated Disclosure Rule
- The Ability to Repay / Qualified Mortgage Rule
- HUD-Approved Housing Counselor disclosure requirements
- TILA HPML Appraisals
- 2013 HOEPA Rule
- Loan Originators Rule
- ECOA Valuations
- Escrows

› CFPB Regulatory Implementation

> **NOTE** These QM rules are effective for all loan applications dated on or after January 10, 2014, with the exception of FHA loans (effective for all case assignments dated on or after January 10, 2014).

Required QM Disclosures

GMFS Ability-to-Repay Disclosure — Texas Division Correspondent Lenders will be required to provide credit refresh reports pulled prior to closing (encouraged no earlier than 24 hours prior to loan closing) as evidence that no new debts have been opened. All other Correspondent clients are encouraged to incorporate this disclosure into their initial disclosure doc sets. It summarizes the lender's responsibility for ensuring the borrower has met the ability-to-repay test and puts the applicant on notice that GMFS will monitor credit, income, and employment during the loan approval process.

Disclosure on Housing Agencies — The CFPB requires lenders to provide borrowers with a list of the Housing Agencies in the borrower's immediate area on all loans originated. GMFS requires evidence that the disclosure was provided and signed as part of the initial upfront disclosures.

TRID

For all applications dated on or after October 3, 2015, GMFS requires the origination lender to disclose the Loan Estimate (LE) within three business days of obtaining a complete application. A complete application includes: Name, Income, SSN, Address, Estimated Property Value, and Loan Amount.

Evidence of how the LE was sent to the borrower must be listed on the submission cover sheet. Where GMFS prepares the closing package, GMFS will issue the Closing Disclosure and send it directly to the parties required to receive it. If the correspondent client is issuing the closing package, the client is responsible for sending the Closing Disclosure to be executed.

Compliance by Correspondent Seller

Any information and guidance in this Guide regarding policies and procedures should in no way be construed as GMFS providing the Correspondent with legal advice. For legal determination, the Correspondent should seek independent legal opinions from qualified sources. GMFS' Correspondent Lending Division provides helpful tools, policies, procedures and requirements that the Correspondent should follow when seeking the purchase of a closed loan:

- Correspondent must report HMDA LAR data as required by federal HMDA/Regulation C.
- For loans to be eligible for purchase, Correspondent must abide by RESPA/Regulation X, including properly disclosed Loan Estimate, re-disclosure (when necessary and applicable), and correct association of LE to COC and final Settlement Statement.
- Correspondent is required to close loans in compliance with their own specific licensing regulations.
- Correspondent must adhere to current requirements mandated by all Federal, State, Municipal Agencies, as well as appropriate transaction requirements of Fannie Mae, Freddie Mac, FHA, and/or VA.
- Correspondent must keep GMFS abreast of any company licensing changes that may affect the purchase of a particular closed loan prior to GMFS purchasing.

> **NOTE** GMFS requires "higher risk" loan files to undergo a secondary review by GMFS' Head Underwriter or the Director of Compliance for final approval.

GSE Requirements

UCDP

Client must adhere to Fannie Mae's or Freddie Mac's Uniform Collateral Data Portal (UCDP) requirements. Once an appraisal is performed and a value is rendered, that becomes the effective value for that transaction. GMFS ensures a copy of the completed Appraisal Summary Form is uploaded in Client Portal.

> **NOTE** If a client opts to take advantage of reduced appraisal findings in DU, the client must not order an appraisal or multiple appraisals after the fact and still rely on the initial findings. After an appraisal has been rendered, clients must not attempt to get a waiver using a higher stated value. Non-compliance will result in the client repurchasing the loan.

DO/DU or LPA

All loans should be run through AUS and, if applicable, released to GMFS prior to loan submission. For DO/DU, this includes Conventional, FHA purchases and rate/term refinances, and VA purchases and rate/term refinances. For LPA, GMFS allows Conventional only and a separate client approval is required. For FHA streamline refinances, VA IRRRLs and USDA loans, the 1003 information must be imported into the Client Portal in a 3.2 Fannie Mae format.

Social Security Validation

A direct SSN validation is often used in conjunction with the credit report and borrower documentation. The SSN validation may also show on the electronic QC run provided by the Correspondent.

NMLS Requirements

- The 1003 must have the Loan Officer name listed exactly as shown by the NMLS database.
- The Loan Officer license must be renewed through the current year.
- At time of closing, Loan Officers must currently be employed with the submitting client and it must match the NMLS database. If the originating Loan Officer is no longer employed at closing, a current employee with a valid NMLS number tied to the submitting client must sign the final application and input their valid NMLS name & number.
- The NMLS number for the submitting mortgage company must be valid as well.
- Loan Officers may use the name listed at the top of the NMLS consumer access page, or a name variation listed under "Other Names." Loan Officers may NOT use a name variation listed under "Prior Legal Names."

Required Notification

Clients must notify GMFS in writing within 30 days of any change in:

- Ownership (or percentage of ownership)
- Financial condition
- Warehouse bank or warehouse line
- Company ownership, Board of Directors composition, and Executive/Senior Management
- Opening/closing of licensed locations doing business with GMFS
- Contact information (address, phone numbers, fax numbers and email addresses)
- Underwriter resumes at time of application and when subsequent changes are made

Clients must immediately notify GMFS in writing if the company or any owner, employee, agent or officer: fails to maintain any applicable license or registration; becomes subject to any enforcement and/or investigative proceeding by any licensing or regulatory authority; is named as a party or becomes involved in any material litigation; or is placed on Fannie Mae's or Freddie Mac's exclusionary list, HUD's limited denial of participation, or any other agency or private investor's exclusionary list.

Clients must also immediately notify GMFS in writing of a merger or divestiture affecting financial condition; any bankruptcy or material adverse change in financial condition; investigative actions, proceedings or lawsuits related to the client's agreement with GMFS; any event which, if resolved adversely, could materially affect the client's ability to originate loans; and any change in authorized signatures (submit a revised Certificate of Signatures form as soon as possible to avoid purchase delays).

GMFS Appraisal Fairness Policy

State and Federal regulators, along with the GSEs, have communicated their focus on ensuring fair and equitable practices in the appraisal process. GMFS applies its Fair Lending Statement to the appraisal process and will review and validate that appraisals are free from any indication of unfair practices, including but not limited to:

- Photographs within the appraisal report that may contain images of people;
- Biased or adverse language, based on any prohibited basis, used by the appraiser; or
- Values that unreasonably or unjustifiably fall below the assessed value for recent comparable sales.

GMFS requires its third-party originators to ensure that all appraisals submitted to GMFS for underwriting or purchase adhere to this policy.

Expectations

GMFS has a strong commitment to customer service and would like to hear from clients if expectations are not met. Concerns or suggestions can be communicated to the assigned GMFS District Director or Account Executive.

SECTION 4

Representations and Warranties

Reps and warrants, early payoff, and repurchase obligations.

Representations and Warranties (aka Reps and Warrants) are indemnifications and covenants written into the purchase and sale agreement that provide important factual information necessary to protect a buyer from incidents in the future.

Early Payment Default (EPD)

> **NOTE** Refer to the Correspondent Purchase Agreement for the complete Early Payment Default (EPD) terms.

Early Payoff (EPO)

An early payoff is defined as any loan, whether a first or second lien loan, that pays off in full — or when a curtailment in excess of 30% of the original principal balance occurs — within one hundred and eighty (180) days after the purchase date of the loan by GMFS. When an early payoff occurs, if the payoff proceeds were sent to the client, the client is obligated to forward the payoff proceeds to GMFS. Further, the client is obligated to refund the servicing release premium and/or other premium pricing paid to the client by GMFS for the early payoff loan.

GMFS will send the client a bill for the refund of the service release premium and/or premium pricing for all early payoff loans. If the loan has been sold by GMFS to an investor, the bill may also include an assessment for interest due in the month of payoff.

Repurchase and Indemnification Obligations

In the event a client's representation or warranty relating to a mortgage loan purchased by GMFS is determined by GMFS to have been inaccurate as of the date made, the client must immediately repurchase the loan, should GMFS or the then holder of the mortgage loan so request, at a repurchase price payable in cash.

The client agrees to indemnify and hold GMFS and its related corporations, LLCs, other entities, officers, directors, shareholders, employees and agents harmless from any and all loss, injury, damage, expense and/or liability resulting, or claimed to have resulted, from any breach of the client's covenants, responsibilities, representations or warranties under the Correspondent Purchase Agreement, or otherwise arising from or relating to any acts or omissions of the client or its employees or agents. Refer to the Correspondent Purchase Agreement for complete details.

SECTION 5

Registration and Locking

Rate sheets, registration, lock terms, changes, relocks, extensions, and fallout.

GMFS' online loan submission process is designed to allow clients to stop any time and pick up where they left off. Clients may check their loan submission status at any time after the initial submission.

Rate Sheets and Pricing

Interest rates and purchase prices are quoted on GMFS' Daily Rate Sheet Indicator. Purchase prices are quoted net of lender-paid compensation when applicable. The net price shown includes the servicing release premium (SRP). All prices are quoted as a percentage of Par. Individual loan price quotes can be obtained in GMFS' online pricing system located on TPO Connect.

The GMFS pricing system is available until 8:30 CST. You can make extensions or changes at any time. If a loan expires on that day it must be extended before 4:30 CST when the physical lock desk closes. Some products may expire prior to 8:30 p.m. CST. GMFS is currently not offering overnight price protection. Loan Programs will reflect "expired" in the pricing system and the system will not permit clients to lock until pricing is made available either after a price change or the following business day morning.

> **NOTE** No rate quotes or "rate-locks" will be binding upon GMFS unless agreed to in writing by a designated authorized employee of GMFS LLC. Clients are encouraged to contact the Lock Desk at lockdesk@gmfslending.com to be included on the routine Daily Rate Sheet email distribution.

Registration

GMFS has partnered with Optimal Blue for the purposes of pricing and locking loans. Clients can access the GMFS pricing engine through TPO Connect. Optimal Blue will provide Eligible Products and Price with minimal data.

Locking

General Lock-in Terms

- Loan must be registered first before it can be locked.
- Lock Desk hours: GMFS' lock desk can be reached during operating hours 8:00 a.m. – 4:30 p.m. CST. The GMFS on-line pricing and locking system (OB) is available until 8:30 p.m. CST for most programs. Custom programs (e.g., Jumbo) can only be locked up to 4:30 when the lock desk closes.
- Changes or extensions can be done 24 hours a day, although if a lock is expiring on that day the extension MUST be done prior to the lock desk closing (4:30 CST) that day.
- Clients will receive a lock acceptance email before close of business if the request was submitted properly within standard hours. Locks submitted during extended hours will receive notification the following business day morning.
- GMFS may have to adjust Lock Desk hours in the event of an unforeseen closure (e.g., inclement weather).
- Extension costs and lock periods vary by product. Please refer to the Rate Sheet or Optimal Blue (OB).
- When using Optimal Blue, the client must review the notes generated under each pricing indication before locking the loan.
- "Best efforts" delivery is expected on all locked loans. Clients must make every effort to close a loan according to the terms of the lock.

- At times, market conditions may dictate an intra-day rate/price change. Locks will be suspended and no grace period will be provided to any loan not submitted to GMFS prior to the effective time of change.
- In the event that a duplicate lock is created, the loan will become subject to worst-case pricing.
- All loans must be delivered as they are locked. If loan characteristics change, it is the client's responsibility to notify the GMFS Lock Desk by submitting a change request in the pricing engine.
- If clients select the "Fees In" option, the underwriting and doc review fee will be priced into the loan (clearly indicated on the lock confirmation).

Existing GMFS Customer Program

GMFS offers incentives (Lender Credit) for certain loans that meet the below criteria:

- Borrower must have an active mortgage with GMFS.
- If purchase, it must be paying off an existing GMFS loan at time of new purchase.
- Both purchases and refinances must have a previous loan that has matured past 6 payment dates with no delinquencies in the past 6 months.
- Second Home and Investment properties are eligible for the Existing Customer lender credit — borrower must have an active primary home loan with GMFS that has 6 matured payment dates with zero delinquencies.
- GMFS can finance up to four loans for a single borrower.

Changes / Relocking / Expiring Locks

Changes to client locks must be made through the GMFS pricing engine. Any changes to the following fields on a locked loan may result in re-pricing the loan due to changes in loan-level price adjustments:

- Loan Amount / Sales Price / Appraised Value
- Loan Purpose / Property Type
- LTV / CLTV
- Occupancy
- Credit Scores
- Other liens or Secondary Financing
- Escrows
- A change in Property Address is considered a new lock and goes to current market.
- Any change in Loan Program or Loan Term can be requested in Optimal Blue through a Profile Change. Original day pricing will be used except when going from a Correspondent loan to a Broker loan — in that case a new lock is required.
- Any changes in interest rate refer back to the original lock-day price. Lock must stay with the same original lock period.
- If the new loan amount varies more than 10% from the locked loan amount, worst-case pricing may apply.
- Any incorrect borrower or loan information may require a client to provide additional documentation and may impact the base price.

Expiration Considerations

- Expiration dates automatically roll on a weekend or federal holiday. Clients must extend a lock prior to close of business on the last business day prior to expiration.
- Loans must close and fund prior to the lock expiration date.
- Loans must be ready for purchase by GMFS within 7 calendar days of the lock expiration or an automatic extension fee of 2 bps/day will be applied at the time of purchase.

Relocks to Expired Locks

- In most cases, relocks can be made through the pricing engine, Optimal Blue (Profile Change Request feature). Relocks are available any day after the lock expiration date.
- If assistance is needed, contact the Lock Desk at lockdesk@gmfslending.com.
- Worst-case pricing is applicable at the time of relock, calculated by comparing the current pricing on the same product, rate, and lock period as originally locked. The worse of current base pricing compared to original base pricing is then applicable.
- Worst-case pricing uses the original lock period pricing vs. current pricing of the same lock period. If the original lock was 60-day pricing, the calculation uses the current 60-day price.
- Once the base price is determined, the recommitment is based on the new time period needed for the lock. The new price is worst-case plus a fee dependent on the length of the new lock (e.g., use the 30-day price for worst-case comparison but only deduct .125 for an additional 15-day lock versus .375 for a 30-day lock).
- For standard programs, after 30 days from the lock expiration or cancel date, current market is applicable. Non-Conforming, Expanded and other specialty programs are up to 60 days after lock expiration or cancel date.

Extensions

- Extensions are only available prior to the lock expiring and must be requested prior to 4:30 p.m. CST through the pricing engine, Optimal Blue.
- GMFS does not allow lock extensions during GMFS expanded hours. If an extension is not applied prior to expiration, the only option is to relock at worst-case pricing less a recommitment fee.
- The available days for extensions and fees are published on the Rate Sheet and available through Optimal Blue. Fees may vary by product.
- A loan may be extended up to two times but for no more than 30 days without an exception from the Lock Desk.
- Extensions should be requested through the Change Request feature in Optimal Blue.

Cancellations and Fallout

GMFS' ability to offer competitive pricing is directly affected by a client's ability to manage their fallout ratios. Fallout occurs when a loan is not delivered according to the lock-in terms. A loan is considered a fallout loan if:

- The lock-in expires prior to the loan delivery
- The loan is denied
- The loan is withdrawn, or
- For any reason the loan does not close according to the lock-in terms.
- Clients are responsible for notifying the Lock Desk within one (1) business day if a loan falls out because of denial or withdrawal.
- Letting locks expire as opposed to actively canceling them is closely monitored by GMFS.
- Although there is no penalty charged on an individual loan if it does not close, GMFS closely monitors pull-through ratios. Unacceptably low pull-through levels may impair a client's ability to sell loans to GMFS or maintain normal business relationships.

Lock Policy for Third Party Document Preparation

The following pricing policies apply to any locks where documents are not drawn internally by GMFS:

- In order to secure a lock, GMFS must receive the closed loan package prior to the lock expiration date via TPO Connect (refer to Section 7 for procedures and email notification requirements).

- If delivering the imaged file on the last day of the lock, the package and email notification must be received prior to 3:30 p.m. CST. Loans with a lock expiration on a weekend must be delivered by 3:30 p.m. CST on Friday.

Original Note must be shipped to the following address:

GMFS LLC
Attn: Correspondent
7389 Florida Blvd., Suite 200A
Baton Rouge, LA 70806

- To honor the existing rate lock, two steps are required. Step one: the closed loan package must be uploaded and received by GMFS on or before your lock expiration date. Step two: all suspense conditions must be cleared and the loan funded for purchase within 10 calendar days from the date of the GMFS initial suspense notification.
- If a client is unable to meet the time frames outlined above, the loan will be subject to worst-case pricing and a lock extension fee of .375%.
- If all conditions are not cleared within 30 days of initial suspense notification, the note will be returned to the correspondent and the file will be closed for incompleteness. The Seller may reactivate the loan file for reconsideration at a later date; re-activated loans are subject to Documentation Age restrictions located in the TPO Product Guide.

NOTE Any loan that closes or disburses after the expiration of the lock will be subject to a relock at worst-case pricing. Make sure the loan is disbursed prior to the expiration date. This includes the three (3) day right of rescission required on refinance transactions.

SECTION 6

Underwriting Submission

Submission flowcharts and underwriting status terms.

Correspondent clients follow the appropriate process based on whether GMFS or the client prepares or outsources the closing docs. Refer to the two flowcharts and the submission status terms that follow.

Underwriting Flowchart — GMFS Prepared Closing Docs (not applicable for Texas clients)

1. **Client uploads loan package docs with a submission cover sheet via Client Portal**
2. **Application Taken**
3. **Processor validates docs**
   ↳ *If incomplete, GMFS notifies client; client uploads corrected/missing docs via Client Portal and emails Processor when uploaded.*
4. **Submitted to Underwriting**
5. **Received in Underwriting**
6. **Approved with Conditions**
   ↳ *GMFS notifies client of conditions; client uploads file conditions via Client Portal and emails CRR when uploaded.*
7. **Approval**
8. **Client uploads Pre-Closing docs**
9. **CRR validates docs**
   ↳ *If incomplete, GMFS notifies client; client uploads corrected/missing docs via Client Portal and emails CRR when uploaded.*
10. **GMFS issues Clear to Close and sends CD for execution**
11. **File moves to Purchasing (see Section 7)**

Underwriting Flowchart — Client Prepared or Outsourced Closing Docs

1. **Client uploads loan package docs with a submission cover sheet via Client Portal**
2. **Application Taken**
3. **Processor validates docs**
   ↳ *If incomplete, GMFS notifies client; client uploads corrected/missing docs via Client Portal and emails CRR or Loan Setup Specialist when uploaded.*

4. **Submitted to Underwriting**

5. **Received in Underwriting**

6. **Approved with Conditions**
   ↳ *GMFS notifies client of conditions; client uploads file conditions via Client Portal and emails CRR or Loan Setup Specialist when uploaded.*

7. **Approval**

8. **Client sends CD for execution**

9. **File moves to Purchasing (see Section 7)**

Underwriting Submission Status Terms

Application Taken — A client must first register a loan into the Client Portal prior to submitting a loan package (see Section 5). To begin the underwriting submission process, the client uploads loan package documents with a submission cover sheet via Client Portal as “Full Package-Initial (Portal).” The client must submit all required disclosures as GMFS does not re-disclose; the client is responsible for re-disclosure in the event of a change of circumstance. GMFS performs an initial QM review and Loan Estimate review.

Incomplete — If the loan package has not met the minimum submission requirements, GMFS notifies the client via email outlining which documents are incomplete/missing. The client must upload corrected/missing documents via Client Portal and email GMFS when uploaded.

Submitted to Underwriting — The file has met the minimum submission requirements and is submitted to the Underwriting department. Reference Appendix A for a list of documents required prior to initial submission.

Received in Underwriting — An underwriter pulls the file for review. Underwriting works on a first-in, first-out system by product type. Turn times are posted on the GMFS Daily Rate Sheet.

Approved with Conditions — The underwriter approves the loan package with conditions and GMFS notifies the client via email. The client uploads the UW conditions via Client Portal as “File Conditions (Portal)” and emails CRR when uploaded; all conditions should be numbered to match the condition number on the GMFS loan approval memo. Once conditional approval is received, the client may request a Preliminary Closing Disclosure via the electronic CD request form in the GMFS Portal.

Approval — The underwriter approves the loan package. There may be additional small-item conditions (e.g., obtaining signatures) that the CRR or Loan Specialist must clear prior to the loan moving to the Closing department. The CRR or Loan Specialist advises the client of any final documentation requirements, including the GMFS closing fee sheet. GMFS performs an additional QM review.

Declined — GMFS has declined the loan file. The issued Notice of Action Taken will indicate further detail as to the reasoning.

Withdrawn — The client withdraws the submitted loan file.

Clear to Close — The loan file has met all requirements to go to the Closing department to have closing documents drawn. Only applies when GMFS prepares the closing docs. Reference Appendix A for a list of documents required prior to issuing the closing package.

SECTION 7

Purchasing / Funding

Original note delivery, purchasing flowcharts, closing docs, fees, and POA.

Once a fully processed loan is ready to close for GMFS' purchase consideration, clients take the appropriate steps to ensure loans submitted may be properly purchased and funded. Clients follow the appropriate process based on whether GMFS prepared the closing docs or the client prepared or outsourced them.

Original Note Delivery

Original Note must be shipped within 48 hours of loan delivery to the following address:

GMFS LLC
Attn: Correspondent
7389 Florida Blvd, Suite 200A
Baton Rouge, LA 70806

Purchasing / Funding Flowchart — GMFS Prepared Closing Docs (not applicable for Texas clients)

1. **GMFS UW Submission status: Clear to Close**
   ↳ *On Correspondent loans, a minimum of 72 hours from loan funding is required before the loan is eligible for purchase by GMFS.*
2. **GMFS sends closing disclosure to the borrower(s) and the other party on the title**
3. **GMFS sends executed CD to the client**
4. **Client controls Settlement company funding**
5. **Client coordinates with warehouse/bank to ship closing package with required original docs to GMFS**
6. **GMFS purchases loan**
7. **Package moves to Post Closing**
8. **GMFS sends purchasing wire and emails client Purchase Advice**
9. **GMFS Post Closing Auditor validates loan package**
   ↳ *Post Closing Auditor notifies clients of any conditions; client clears conditions and uploads corrected/missing docs via Client Portal and emails Post Closing Auditor when uploaded. For purchasing status questions, email postclosing@gmfslending.com.*

Purchasing / Funding Flowchart — Correspondent / COYOD (Client Prepared or Outsourced)

1. **GMFS UW Submission status: Approval**
2. **Client manages closing process and prepares and gets Closing Disclosure executed**

3. Client Prepared: delivers closing package via Client Portal and emails Account Manager (Texas) or nondelegatedcorrespondent@gmfslending.com (Corporate); client overnights original note to GMFS. Outsourced: vendor uploads closing package and emails Account Manager (Texas) or nondelegatedcorrespondent@gmfslending.com (Corporate); vendor overnights original note to GMFS.

4. Package moves to Post Closing

5. GMFS purchases loan

6. GMFS sends purchasing wire and emails client Purchase Advice

7. GMFS COYOD Analyst validates loan package
↳ *COYOD Analyst notifies clients of any conditions; client clears conditions by uploading corrected/missing docs via Client Portal and emails Analyst when uploaded. A minimum of 72 hours from loan funding is required before the loan is eligible for purchase.*

Closing Documents and Appraisals

Correspondent Originated Loans — In Whose Name

Requirement	FHA	CONV	USDA	VA
Loan must close in the name of	GMFS*	Corresp	Corresp	Corresp
Appraisal must be in the name of	EITHER	Corresp	GMFS*	VA
Title must be in the name of	GMFS*	Corresp	Corresp	Corresp
Insurance must be in the name of	GMFS	GMFS	GMFS	GMFS

**Correspondent clients that have been previously approved may close in their own name.*

1098 Reporting

You must file the 1098 if you are engaged in a trade or business and, in the course of that trade or business, you receive from an individual more than $600.00 of mortgage interest (or points and mortgage interest combined exceed $600.00) on a single mortgage loan during a calendar year.

The lender of record must file Form 1098 to report all points paid by the payer of record in connection with the purchase of a principal residence. A lender of record is the entity who, at the time the loan is made, is named as the lender on the loan documents. Even if the lender of record intends to sell or transfer the loan, that intention does not change who is the lender of record; the lender stated on the Note is responsible for reporting interest and points.

Purchasing Guidance

APR Fees — Refer to Client Portal › Forms for additional information on APR fees.

Construction to Perm — Requires rescission if the borrower has occupied the property.

Escrow Rules — Hazard and Flood Insurance may not expire within 60 days of closing. GMFS requires 2 months cushion on reserves or state law. Taxes due within 60 days of closing must be collected on the CD and paid by the title company. Flood insurance must be escrowed if the property is located in a special flood hazard area. Loans eligible to close as a Section 35 must have an escrow account. Named insured for property and flood: all persons on title to the subject property are named insureds on property and flood insurance policies.

First Payment Date — The maximum amount of time permitted to occur between the final disbursement date and the first payment date is two months in order to be eligible for purchase.

Interest Charged — Per diem interest is based on a 365-day year for Government and 360-day year for Conventional. The per diem interest collected at closing is charged from the disbursement date to the first day of the following month.

Interest Credit — GMFS will permit an interest credit to the borrower(s) at closing on loans. Each program's funding must occur on or before the date shown below.

Interest Credit — Funding Date by Program

Program	Funding Date
Conventional	10th
FHA / VA	8th
USDA	6th
Jumbo	5th

Lien Payoffs — Lien payoffs for refinances must indicate who is the payee; affects cash-to-close. Payoff valid for 30 days.

Mortgage Insurance Premium (MIP) — Refer to the TPO Product Guide for more information.

Note Endorsement — GMFS LLC without Recourse.

Prelim CD — Must be submitted at pre-closing for preparation of the closing package.

Title / Taxes — Refer to the TPO Product Guide for more information.

MERS

- Each correspondent that GMFS allows to close loans using their own closing documents or outsourcing to a third-party vendor is required to be registered with MERS. GMFS requires that all loans are closed on MERS documents with their MERS MIN number. MERS requires that all loans be registered in the MERS system within 6 days of the Note Date, with the correspondent Org ID entered as the Originating Lender. Correspondent should also identify themselves as the Servicer and Investor until the loan has been funded (purchased) by GMFS. Failure to register within 6 days of Note Date may result in a monetary penalty imposed by MERS up to discontinuance of MERS Membership.
- After the loan has been audited and post-closing conditions met, the loan will be submitted for funding. As part of the post-funding conditions, GMFS will require the correspondent client to provide proof of the MERS TOS/TOB batch transfer to GMFS' Org ID (1002480).

GMFS Fee Structure for Correspondent Loans

Underwriting Fees

Client Type	Closing Docs	Underwriting Fee
Broker	—	$1,199
Correspondent	GMFS Prepares Docs	$1,049
Correspondent	Client Prepares Docs	$899
Jumbo	—	$1,399

Any loan sold as a broker transaction (for example, FHA where the client is not eligible to close as a Correspondent) — refer to the wholesale guides for fees for agency loans and Jumbo/Expanded products. VA Refinances do not have a fee as they are built into the price.

Mortgagee Clause Addresses

All Products (including Jumbo / Non-QM):

GMFS, LLC
ISAOA, ATIMA

7389 Florida Blvd., Suite 200A
Baton Rouge, LA 70806-4657

> **NOTE** Specialty programs (e.g., DPA programs, grant, or seconds loans) may have their own mortgagee clauses. See related guides for specifics.

Power of Attorney (POA)

- GMFS prior approval required. Please send an email to poaapproval@gmfslending.com for consideration and approval. Every use of a POA requires an explanation and approval.
- Must be specific to the loan transaction, including: subject property address and legal description; Lender Name; maximum loan amount; names on POA should match the names on the loan documents.
- For Conventional loans, POA is only allowed on loans locked with a Fannie Mae program and must follow Fannie Mae POA guidelines (not allowed on Freddie Mac programs):
    - Not allowed on Cash-Out refinance.
    - Except as otherwise required by applicable law, or unless they are the borrower's relative, none of the following persons connected to the transaction shall sign the security instrument or note as the attorney-in-fact: the lender; any affiliate of the lender; any employee of the lender or affiliate; the loan originator; the employer of the loan originator; any employee of the employer of the loan originator; the title insurance company (or affiliate/agency closing the loan) or its employees; or any real estate agent with a financial interest in the transaction or any person affiliated with such agent.
- For FHA, follow FHA guidelines. For USDA, use Fannie guidelines.

VA POA must meet the following

Entitlement — A clear intention to use all or a specified amount of entitlement.

Purpose — A clear intention to obtain a loan for purchase, construction, repair, alteration, improvement, or refinancing.

Property Identification — Identification of the specific property.

Price and Terms — The sales price, if applicable, and other relevant terms of the transaction.

Occupancy — The veteran's intention to use the property as a home to be occupied by the veteran (or other applicable VA occupancy requirement).

Veteran — Client must verify that the veteran is alive, and, if on active military duty, not missing in action, and make the required certification that written evidence affirmatively indicates the veteran was alive and not in a missing-in-action status on a date subsequent to the date the note and security instruments were executed on the veteran's behalf by the attorney-in-fact.

SECTION 8

Post Purchasing Client Responsibilities

Goodbye letter, final documents, and servicing addresses.

After GMFS purchases a loan, the correspondent client must fulfill the GMFS Correspondent Lending Purchase Agreement terms along with the following.

Goodbye Letter

Correspondent clients must inform the applicable borrowers and vendors of the sale of the mortgage loan after the loan has funded with GMFS. Loans not purchased by the 15th of the month prior to the first payment due date must be purchased at an amortized balance. GMFS does not accept checks for prepaid items; GMFS' policy is to net fund all loans. Clients must comply with current federal, state, and local laws and regulations specific to the transfer of servicing.

The lender is required to notify the borrower in writing at least 15 days before the servicing of the loan is transferred to GMFS. The notice must include:

- The effective date of the transfer, the date the lender/servicer will stop accepting payments, and the date GMFS will begin accepting them.
- The name, address, and toll-free telephone number for GMFS.
- Whether the borrower can continue any optional insurance (such as mortgage life or disability insurance) and what action, if any, the borrower must take to maintain coverage.
- A statement that the transfer of servicing does not affect any term or condition of the mortgage documents other than terms directly related to the servicing of the loan.

> **NOTE** For a sample Goodbye Letter, reference Client Portal › Correspondent › Correspondent Servicing Transfer (Goodbye) Letter Example.

Final Documents

Once the loan is purchased, it is the correspondent client's responsibility to follow up on and submit Trailing Docs (aka Final Docs) to GMFS LLC. Required Trailing Docs include:

- Recorded Security Instrument (Deed of Trust, Mortgage and any applicable riders). Must be original or clerk-certified true copy from the courthouse.
- Final Title Policy.
- Recorded warranty deed/cash sale (must be original or clerk-certified true copy from the courthouse).
- Clerk-certified copy of recorded Power of Attorney (POA), if applicable.
- Copy of any assignments, if applicable.

All final post-closing documents shall be reviewed by the correspondent client for accuracy and delivered to GMFS LLC within 180 days from the date of purchase. Documents not received within 180 days shall be billed to the client monthly at current market price for procurement. For documents outstanding 270 days or more from the purchase date, GMFS reserves the right to mandate repurchase. Include the GMFS LLC loan number on the upper right corner of each document. For clients that close using their own documents, include the appropriate cover sheet (Client Portal › Correspondent › Final Document Submission Checklist Form).

Final Documents Mailing Address:
GMFS LLC
Attn: Correspondent

7389 Florida Blvd., Suite 200A
Baton Rouge, LA 70806

Important Addresses

Important Addresses

Notice of Assignment	Tax Notices
GMFS LLC 7389 Florida Blvd Ste 200A Baton Rouge, LA 70806 225-214-5000 888.883.5698	GMFS LLC 7389 Florida Blvd Ste 200A Baton Rouge, LA 70806 225-214-5000 888.883.5698

Borrower Payment Information

If a borrower has loan servicing questions, the client should direct them to the GMFS servicing website, or call 1.866.392.1860 Monday through Friday.

› GMFS Loan Servicing

If a borrower still needs assistance regarding payment information, the client should refer the borrower to the GMFS Customer Service team at 888.883.5698. The team can help borrowers determine the correct servicer and provide the new loan and telephone numbers along with the servicer's address.

For Payment Letters and Transfer of Servicing Disclosures (after GMFS purchases the loan)

All Products, excluding Jumbo/Non-QM Products:
GMFS, LLC
7389 Florida Blvd Ste 200A
Baton Rouge, LA 70806
888.883.5698

Jumbo/Non-QM Products only:
GMFS, LLC
7389 Florida Blvd, Suite 200A
Baton Rouge, LA 70806
888.883.5698 Customer Service

NOTE Borrowers should contact customer service if making any payments other than the regular payment amount, as the address will be different. List provided is not all-inclusive.

SECTION 9

Appendix A – Disclosure Information

Disclosures required for submission and prior to the closing package.

Disclosures Required for Submission

Required by Processing Prior to Initial Underwriting

- Compliant Loan Estimate — reviewed by the GMFS Disclosure desk
- Service Provider List
- E-Delivery Consent form signed
- Privacy Notice
- Mortgage Loan Origination Agreement (on brokered files)
- Borrower's authorization
- Intent to proceed
- Credit score disclosure (with credit report)
- List of Housing Agencies disclosure
- GMFS Ability-to-Repay Disclosure
- Borrower information document

NOTE In the state of Illinois, broker clients are required to submit these 3 additional disclosures: Loan brokerage agreement; Illinois loan brokerage disclosure statement; Illinois borrower information document.

Additional Disclosures Needed by GMFS Prior to Closing Package Being Issued

These documents are generally obtained by the CRR if necessary but are not required prior to initial underwriting:

- Flood Disclosure
- Anti-Steering disclosure (if locked lender-paid compensation)
- Patriot Act Disclosure
- PMI Disclosure (if necessary)
- Alabama loans – Right to Choose Insurance disclosure
- Georgia loans – Attorney Preference Disclosure
- Mississippi loans – Mississippi Mortgage Origination Agreement
- Encompass E-Consent accepted prior to CD being issued — GMFS sends this to the borrower so we are allowed to send the CD electronically.
- ECOA disclosure and "Your Home Loan Toolkit" disclosure are part of the Closing fee sheet. Client acknowledges giving the borrower those disclosures by signing the fee sheet.

Important Disclaimer

Equal Housing Lender