



Agent Referral Program Agreement

_____ (Agent Referral Partner) has chosen to participate in the Agent Referral Program with GMFS, LLC (GMFS) as a partner. Under this agreement, the Agent Referral Partner (ARP) will provide the necessary application information and perform a minimum of five (5) of thirteen (13) required services that must be performed by the referring institution to be eligible for compensation on a closed loan. Under the Agent Referral Program, the loan will be originated, disclosed, underwritten, closed, and funded by GMFS. The ARP may receive a fee for services actually performed, up to an amount not exceeding 1% of the loan amount, to be paid at funding and disclosed on the Closing Disclosure.

The list below represents the thirteen (13) services that are considered compensable services for which the ARP may earn a fee. The ARP must perform a minimum of five (5) of these services, keeping in mind that some of these services are performed by GMFS. It is the responsibility of the ARP to maintain evidence of these services in its records for the required retention period.

1. Collect financial information (i.e., tax returns, bank statements, income documents) and other related documents
2. Initiate and order verifications of employment and deposit, when applicable
3. Initiate and order requests for mortgage and other loan verifications
4. Initiate the appraisal ordering process
5. Maintain regular contact with the borrower, realtors, and lender between the time of application and closing, and gather any additional information as needed, or as requested by GMFS.
6. Attend the loan closing in a non-originator capacity
7. Educate the borrowers in the home buying and financing process, advise him or her about several types of available loan products, and demonstrate how closing costs and monthly payments differ for assorted products.
8. Determine whether the property is located in a special flood hazard zone, or order such service
9. Order legal documents
10. Analyze the borrower's income and debt and prequalify the borrower to determine the maximum allowable mortgage loan amount.
11. Assist the borrower in understanding and clearing credit problems
12. Initiate and order inspections or engineering reports
13. Provide disclosures to the borrower

AGENT REFERRAL PARTNER NAME: _____

NAME OF PERSON AUTHORIZING: _____

SIGNATURE OF PERSON AUTHORIZING: _____

DATE: _____

