



first community mortgage

NON-DELEGATED CORRESPONDENT PROFILE



Contact Information:

Legal Name: _____

(All documents and security instruments must reflect the legal name above)

Physical Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____

Mailing Address (If different than physical address): _____

City: _____ **State:** _____ **Zip Code:** _____

Name and email for Purchase Suspense Notice: _____

Name and email for Purchase Advice: _____

Company Information:

MERS ORG ID/TPO#: _____ (Required to close in your name. Minimum of Lite Membership required)

Do you use FCM's appraisal ordering portal? Yes _____ No _____ If no, please attach your AIRS Policy.

Are you a non-supervised full eagle with FHA? Yes _____ No _____ FHA files will be closed in FCM's name.

If yes, please attach your approval letter.

FHA ID#: _____ **Will you underwrite any FHA loans?** Yes _____ No _____

Trustee Information:

Trustee not required, only close in Mortgage States.

- Trustee Name for Deed of Trust: _____
- Trustee Address for Deed of Trust: _____

Shipping Instructions/Requirements:

Note to be mailed to: _____

Do you have any shipping special instructions/requirements that need to be noted on the closing instructions?

Note Endorsements:

Acknowledgement that original endorsed Notes must be provided to FCM for loan purchase.

Wire Instructions / Bailee Information:

Are you a Self-Funding Bank or Credit Union? YES _____ NO _____

Name of Warehouse Bank: _____

If Self-Funding, Bank Name/Credit Union Name: _____

Bank Address: _____

Corporate Contact Name: _____

Corporate Email: _____ Phone: _____

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Additional Required Items:

Please attach the following required Documents:

Executed Bailee Letter

Warehouse Bank Wiring Instruction or Self- Funding Bank/Credit Union Wiring Instructions

List any fees charged and retained by your Company on a typical loan

(Example: Admin Fee, Application Fee, In-house Processing Fee)

NAME OF FEE:	AMOUNT OF FEE:	NAME OF FEE:	AMOUNT OF FEE:

Paying Mortgage Insurance (FHA UFMIP/VAFF/RD GUARANTEE FEE/CONVENTIONAL PMI):

We have the capability, agree to pay all mortgage insurance in a timely manner and provide a paid receipt to FCM.

We do not have the capability/prefer not to pay mortgage insurance and want them deducted from the purchase advice.

TIER 1 NON-DELEGATED CORRESPONDENT CLIENTS ONLY

If FCM will be drawing closing documents on your behalf, you will be an approved **Tier 1 NDC** client.

Please acknowledge that all mortgage insurance fees will be paid by FCM and deducted from our purchase advice by initialing here: _____.

You may skip the required questions for Tier 2 and sign at the bottom.

TIER 2 NON-DELEGATED CORRESPONDENT CLIENTS ONLY

If your company is responsible for drawing closing documents, you will be an approved **Tier 2 NDC** client.

I understand my company will be responsible for all Closing functions. I will be contacted by FCM's Non-Delegated Correspondent team to discuss policies and procedures prior to drawing closing documents. Initial: _____

Number of years Non-Delegated Correspondent has been drawing docs: _____

Current Document Provider: _____

Contact name to receive clear to close: _____

Contact Email Address: _____ Secondary Email: _____

ACKNOWLEDGEMENT SIGNATURE:

Signature: _____ Date: _____

Print Name: _____ Title: _____