



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.

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## **TIER 1 NON-DELEGATED CORRESPONDENT CLIENTS ONLY**

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**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.**

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## **TIER 2 NON-DELEGATED CORRESPONDENT CLIENTS ONLY**

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**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: \_\_\_\_\_

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## **ACKNOWLEDGEMENT SIGNATURE:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_