

LOAN PROCESSING AGREEMENT is made on \_\_\_\_\_ (date) between \_\_\_\_\_ (Company Name) hereinafter referred as “Client” and The Processing Branch LLC dba and referred hereinafter as “NH Loan Processing Center”. Client is a legal mortgage lender or broker under \_\_\_\_\_ (states) law. NH Loan Processing Center is experienced in processing residential mortgage loan applications and agrees to assist in the processing of applications generated by Client as outlined below:

**Processing:** Loan applications, at the discretion of Client, will be submitted to NH Loan Processing Center for processing. NH Loan Processing Center in compliance with state and federal laws agrees to promptly and diligently process and make every reasonable effort to ensure that all loan applications are fully processed to the extent that the Client’s chosen lenders’ requirements are satisfied.

**Fees:** See attached Loan Submission Sheet and Fee Structure.

Client agrees that fees due NH Loan Processing Center are to be paid directly through the closing agent at settlement. The Client pledges complete support for this method of payment in all cases possible. If payment at settlement is not possible, Client will either direct the closing agent to withhold all fees due and forward them directly to NH Loan Processing Center or, upon funding, immediately forward a check payable to NH Loan Processing Center for fees due.

Miscellaneous third party fees such as charges for courier, VOD, VOE, HOA/PUD Questionnaire, credit reporting, DU/LP fee, etc. may be incurred by NH Loan Processing Center on behalf of Client and will be paid by Client on Client’s account with specific vendors.

**Disclosures:** Omissions or errors by Client, lenders or third parties on any closing or other loan documents are not the responsibility of NH Loan Processing Center. Client assumes all responsibility in regards to verifying all figures and documents and insuring all state and federal requirements are met. In addition, Client will be responsible for selecting the lender and locking the interest rate. NH Loan Processing Center may perform such tasks upon request as a courtesy to the Client only with the explicit understanding that NH Loan Processing Center is not responsible for missed lock opportunities.

**Confidentiality:** All information supplied to and/or collected by NH Loan Processing Center in the processing of all mortgage applications submitted by Client to NH Loan Processing Center will be held in strict confidence. NH Loan Processing Center further agrees not to solicit, transfer, or convey any loan application information or Client’s business practice information to any other companies, individuals or third parties.

**Termination:** This agreement may be terminated at any time by either party. At the time of termination, all files currently in process or closed will be returned upon receipt of any fees due NH Loan Processing Center for services rendered.

**Independent Contractor:** The Client acknowledges and agrees that NH Loan Processing Center is an independent contractor and not an employee of the Client. NH Loan Processing Center may, from time to time, fill out order forms on behalf of the Client in order to secure appraisals, credit reports, title insurance, surveys, and other documents necessary to perform its processing obligations. It is understood that NH Loan Processing Center orders these documents as a courtesy to the Client, and the Client agrees to accept financial responsibility for any and all documents ordered in connection with the processing of their loan applications.

Company Name: _____	NH Loan Processing Center
Representative: _____	Representative: <u>Paul Cooper</u>
Signature: _____	Signature: _____
Title: _____	Title: <u>Processor</u>

NH LOAN PROCESSING CENTER - LOAN SUBMISSION SHEET

Submission Date: \_\_\_\_\_ Borrower's Name: \_\_\_\_\_  
Your Name: \_\_\_\_\_ Your Company: \_\_\_\_\_

Please provide the following details for each file to ensure clarity and avoid confusion:

**Included Documents:**

- \* Complete 1003 & 1008 \* Purchase Agreement (if applicable)
- \* Good Faith Estimate (GFE) \* Respa doc's/disclosures/authorizations
- \* Rate Lock (if applicable)

DO/DU / LP Findings included? Y / N

Do you wish NH Loan Processing Center to directly contact borrower? Y / N

Which borrower is contact person? \_\_\_\_\_

Best number to use? \_\_\_\_\_

Best time of day to contact? \_\_\_\_\_

How would you like to be updated? Phone / Fax / Email \_\_\_\_\_

Anticipated YSP: \_\_\_\_\_ Front End Points: \_\_\_\_\_

Additional Fees: \_\_\_\_\_

Rate \_\_\_\_\_ Locked? Y / N

**Type of Loan:**

FHA VA Conventional Sub-prime Construction 2nd Mortgage/Heloc

**Purpose of Loan:**

Purchase Streamline Limited/No C/O refinance Cash-Out Refinance

**Documentation:**

Full Doc Stated Doc Other: \_\_\_\_\_

**Property Type:** \_\_\_\_\_ **Association:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Homeowners Insurance Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**EXPECTED CLOSING DATE:** \_\_\_\_\_ **Escrows Y / N**

**Submit Loan To The Following Lender:**

Lender Name \_\_\_\_\_ Program \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

**Title Insurance Company: ORDERED? Y / N**

Title Company Name: \_\_\_\_\_ Contact Email or Phone \_\_\_\_\_

**Appraisal Company: ORDERED? Y / N**

Appraisal Co. Name: \_\_\_\_\_ Contact Email or phone: \_\_\_\_\_

Payment for appraisal will be assumed to be paid at the door by the borrower unless otherwise specified. Please forward completed appraisals to paul@processingbranch.com

**Listing agent:** \_\_\_\_\_ **Listing Co.:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Selling agent:** \_\_\_\_\_ **Selling Co.:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Fee Structure:** \$495.00 for FHA/Conventional 1<sup>st</sup> liens.

Additional: Discounts require discussion before submission.

**SPECIAL INSTRUCTIONS/COMMENTS AND ORIGINATOR SIGNATURE:**