



Date: _____

TO: (name of closing agent)

RE: Closing Agent Approval Procedures and Exhibits Required

Dear (name of closing agent),

Thank you for your interest in becoming an approved closing agent for First Mortgage Group, LLC (FMG). In order to add your company to our list for approved closing agents, FMG requires the following information for submission:

- 1) Copy of current E& O policy;
- 2) Copy of Closing Protection letter from any title company you use;
- 3) Copy of resume and reference list, with at least 3 references;
- 4) Copy of current price list;
- 5) List of geographic areas you service;
- 6) Full name, address, telephone #, fax #, and e-mail address;
- 7) Copy of wiring instructions; and
- 8) Your fee structure and costs.

FMG will perform an internal quality control check, and then add you as a closing agent choice for our company. **Each year, FMG requires that you provide a copy of your updated, unexpired E&O and Closing Protection letter for our records.**

Also, as a condition of being an approved FMG closing agent, you agree to adhere to any, and all, closing instructions and guarantee cooperation to obtain corrections on any document post-closing to make the loan saleable to the secondary market. Please sign, and return, a copy of this letter acknowledging same and it will become a permanent part of your file.

If these terms and conditions are acceptable to you, please sign a copy of this memo, and return it, with the above noted exhibits. If these terms are not acceptable, please return the signed memo with a notation that you are not interested in doing appraisals for FMG.

Thank you for your interest in becoming an approved FMG closing agent. Should you have any questions, please do not hesitate to contact Anna J. Buzzie, at 770.578.1500, ext. 614.

Sincerely,

Anna J. Buzzie
Vice President Operations
First Mortgage Group LLC

I, _____ wish to be added to FMG's approved closing agent list. I am submitting the above requested information and agree to the payment terms specified herein.

Signature & Date

I, _____ do not wish to submit these exhibits and/or am not willing to accept these payment terms and do not wish to be included on FMG's approved closing agent list at this time.

Signature & Date