



# NDC2/NDC3 CORRESPONDENT

## QUICK REFERENCE GUIDE

### CONTACT INFORMATION

**Phone:** 855-463-2630  
**Web Address:** fcmtpo.com

**Lock Desk:** lockdesk@fcmtpo.com  
**Underwriting Scenarios:** scenarios@fcmtpo.com  
**Help Desk:** correspondenthelp@fcmtpo.com

**Correspondence / Written Requests**  
**First Colony Mortgage Corporation**  
2100 W Pleasant Grove Blvd, Suite 100  
Pleasant Grove, UT 84062

### PRICING & LOAN REGISTRATION

Rate sheets are distributed daily via email to registered contacts, or can be obtained on FCM TPO website at fcmtpo.com via FCM FUEL

**Lock Desk:**  
Hours: Monday - Friday 8am to 6pm CST  
Phone: 801-854-1122

**Customer Service:**  
Hours: Monday - Friday 8am to 5pm CST  
Phone: 866-200-1110

### ID NUMBERS

**MERS:** First Colony Mortgage Corporation #1001382  
**FHA Lender ID Number:** 5222209998  
**VA Lender ID Number:** 9750740000

### STANDARD FEES

**NDC2 Purchase Fee:** \$895  
**NDC3 Purchase Fee:** \$795  
**Streamline Purchase Fee:** \$695  
**Tax Service Fee:** \$70  
**Life of Loan Flood Cert Fee** \$7  
(Applies only if NDC2 / NDC3 Correspondent floodcert is not a CoreLogic Life of Loan Flood Cert.)

### LOAN FILE AND NOTE DELIVERY INSTRUCTIONS

(Imaged Files: fuel.fcmtpo.com website - Contact your account representative for assistance if needed)

#### FUNDING PACKAGE

**CLOSED LOAN PACKAGE:** Go to NDC Review Tab, click **SELECT CONDITIONS** button or **DRAG/DROP FILE**, then click **SUBMIT CONDITIONS** to upload Closed Loan Package.

**FUNDING CONDITIONS:** Go to NDC Review Tab, click **SELECT CONDITIONS** button or **DRAG/DROP FILE**, then click **SUBMIT CONDITIONS** to upload Funding Conditions.

#### COLLATERAL PACKAGE

**Original Note** must be delivered to:  
**First Colony Mortgage Corporation**  
**Attn:** Note Delivery  
2100 W Pleasant Grove Blvd, Suite 100  
Pleasant Grove, UT 84062

### GENERAL INFORMATION

#### \*GOODBYE LETTER AND NOTICE OF TRANSFER AND ASSIGNMENT ADDRESS

First Colony Mortgage Corporation  
2100 W Pleasant Grove Blvd, Suite 100  
Pleasant Grove, UT 84062  
877-419-5454

\*TO BE SENT TO BORROWER ONLY AFTER LOAN HAS BEEN PURCHASED BY FCM.

#### HAZARD INSURANCE MORTGAGEE CLAUSE

First Colony Mortgage Corporation  
**Loan Number** \_\_\_\_\_  
2100 W Pleasant Grove Blvd, Suite 100  
Pleasant Grove, UT 84062

#### NOTE ENDORSEMENT

The original Note must bear the following endorsement:  
**PAY TO THE ORDER OF FIRST COLONY MORTGAGE CORPORATION WITHOUT RECOURSE**

#### CLIENT ADMINISTRATION

**Approvals, Certifications and Organization changes:**  
First Colony Mortgage Corporation  
2100 W Pleasant Grove Blvd, Suite 100  
Pleasant Grove, UT 84062  
**Attn:** TPO Client Support  
877-449-1827 | support@fcmtpo.com

#### FINAL DOCUMENTS

First Colony Mortgage Corporation  
**Attn:** Post Purchase Docs  
2100 W Pleasant Grove Blvd, Suite 100  
Pleasant Grove, UT 84062

### MISCELLANEOUS

#### INTEREST CREDITS AT CLOSING

FCM will allow interest credits at closing through the 7th calendar day of the month in which the mortgage loan is closed.

#### CORPORATE OFFICE

2100 W Pleasant Grove Blvd, Suite 100  
Pleasant Grove, UT 84062 | 800.476.3032



**2100 W PLEASANT GROVE BLVD, SUITE 100**  
**PLEASANT GROVE, UT 84062**  
**855-463-2630 | fcmtpo.com**  **NMLS#3112**