



CORRESPONDENT DELIVERY GUIDE

effective 04.08.2026

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1. Contact Information

AD Mortgage Hotlines			
Partner Support	855-510-5100 ext 3 partnersupport@admortgage.com	8:00 AM to 9:00 PM, EST	Support, training, how-to guidance
Lock Desk	855-510-5100 ext 5 lock@admortgage.com	9:00 AM to 8:00 PM, EST	Lock Change Requests
Servicing Department	305-760-9090 servicingtransfer@admortgage.com	9:00 AM to 6:00 PM, EST	Servicing Transfers
Trailing Documents Department	trailingdocuments@admortgage.com	9:00 AM to 6:00 PM, EST	Trailing Documents
Post-Closing Department	admpostclosing@admortgage.com	9:00 AM to 6:00 PM, EST	Post-Closing review and conditions

Holiday Schedule

A&D Mortgage LLC will observe the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth (operating but not processing PAs)
- Independence Day
- Labor Day
- Columbus Day (operating but not processing PAs)
- Veteran's Day (operating but not processing PAs)
- Thanksgiving Day
- Christmas Day

2. Application Processing/Required Documentation

Applicants interested in obtaining approval to become AD Mortgage Correspondent Partner should follow the process below:

1. Access AD Mortgage website located at <https://admortgage.com/correspondent>
2. Go to Guidelines > Application Package Tab > open AD Mortgage Correspondent Package [Correspondent Package | AD Mortgage](#)
3. Submit the requested contact information

Applicants will be contacted by an account executive to discuss our requirements and expectations. If there is a mutual understanding that the requirements and expectations can be met, correspondent partner should complete “Correspondent Package”. The completed application along with the requested supporting documents should be returned via e-mail to the account executive directly for their review.

Applications for approval as Correspondent Partner must provide the documentation below for review:

	MERS approval and corresponding MIN number.
	Most Recent W-9
	One year of Audited Financials, min net worth \$100,000 is required.
	E&O Policy and Fidelity Bond
	Completed and notarized Limited Power of Attorney (sent out separately by AD Partner Approval once the docs above are complete)

3. Seller Responsibility

MAINTAINING ELIGIBILITY

Once approved to be a Seller to AD Mortgage, Sellers must continue to meet the eligibility requirements herein to maintain its eligibility and approval to participate.

All mortgage loan originators (MLOs) and their employing entities must hold valid and active NMLS licenses at the time of loan origination and loan closing. AD Mortgage reserves the right to verify the licensing status of both the loan officer and the originating company prior to loan purchase.

NOTIFICATION OF SIGNIFICANT CHANGES

Seller must provide written notice of any contemplated change in its organization, including copies of any filings with, or approvals from its regulators. AD Mortgage requires written notice immediately but no later than seven (7) calendar days after the finalization of significant changes relating to the Seller that include, but is not limited to:

- Any mergers, consolidations or reorganizations;
- Any direct or indirect material change in ownership; an indirect change in ownership includes any change in the ownership of the Seller's parent, any owner of the parent, or any beneficial owner of the Seller that does not own a direct interest in the Seller;
- Any change in corporate name;
- Any change from a federal charter to a state charter (or vice versa) if the Seller is a Savings and Loans Association or a Bank;
- Material adverse change in financial condition;
- Any change in authority evidenced by the Corporate Resolution or in banking relationships including warehouse lines of credit/wire instructions;
- Any change in Agency approval;
- Any change in fiscal year end date;
- Any change in management or key personnel or persons who oversee key Seller departments;
- Addition or closure of a branch;
- Use of a new or different fictitious name;
- Any change regarding registration or licensure of a fictitious name.

GOOD STANDING

All approved Sellers must remain in "Good Standing" with AD Mortgage to maintain eligibility to sell loans. Failure to remain in Good Standing could result in AD Mortgage's termination of the Agreement with cause. To remain an approved Seller in Good Standing the Seller must:

- Actively participate in the products and programs described in the Seller Guide;
- Be in full compliance with all terms of the Agreements and this Seller Guide,

which is a contractual document by reference in the Agreements;

- Complete and submit within required timeframes all requested documents as part of the Annual Recertification process.

Failure to provide the updated information is cause for termination. Updated information requirements include, but are not limited to:

- Most current updated financial statements;
- Copies of renewed/updated Fidelity Bond and E&O Insurance;
- Completion of the state licensing list with copies of the applicable current/updated state licenses.

ANNUAL RECERTIFICATION

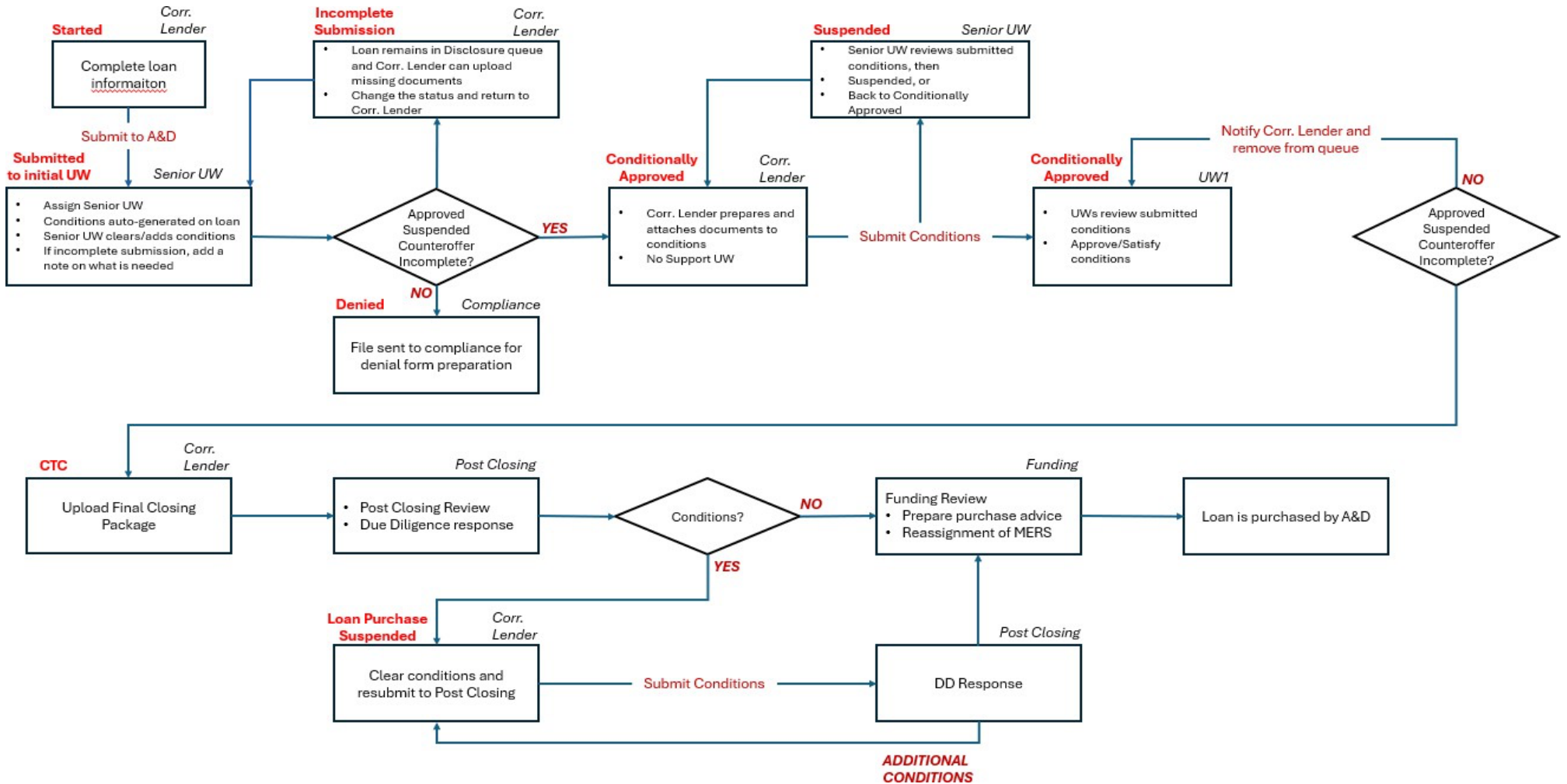
AD Mortgage constantly monitors the performance of each Seller. In addition to performance monitoring, AD Mortgage will perform a comprehensive review of each Seller's financial, industry, credit and overall performance on an annual basis.

Within 60-days of request for Annual Renewal information, Seller must submit to AD Mortgage the following documentation:

- Audited Financial Statements with all appropriate Schedules and Attachments;
- Current unaudited financial statements no older than four (4) months;
- Updated/Current organization Chart.
- Resumes on any new management position changes since last approval.
- Copy of two most recent QC reports.
- Copy of renewal of Mortgage's Bond and E&O Insurance.
- Copy of any Investor scorecards.
- Any other additional certifications or information requested by AD Mortgage.

4. Process workflow

CORRESPONDENT





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5. Lock Policy

A detailed Lock Policy can be found within our Guidelines and in the Learning Center.

[AD-Lock-Policy-Correspondent](#)

[AD-Learning-Center: Lock Policy](#)

Correspondents are required to deliver a complete closed loan package before the expiration of the rate lock. This must include the three day right of rescission required on refinance transactions. All loans must close AND disburse by the lock expiration date. Any loan that closes or disburses after the expiration date may be subject to a relock at worse-case pricing. Once a Correspondent locks a loan with AD Mortgage, they are obligated to make the best professional effort to close the loan. Once a loan is closed under AD Mortgage best efforts lock program, delivery becomes mandatory.

Our Lock Policy has a full list of fees associated to fee-based lock extensions, relock and renegotiations.

A pair-off fee will be assessed for commitments where the fallout event is due to a failure, for any reason, to deliver the closed and committed loan, including when a lender (or a third-party originator who originates in the lender's name) has solicited new pricing and committed or sold the loan to AD Mortgage or another investor.

AD Mortgage reserves the right to charge pair-off fees on both mandatory and best-efforts commitments.

Price Adjustment = Maximum of 0 or [Current Price - (Price at Lock + Extension Fees + Roll Fees + Delayed Purchase Fees)]

Pair-off Fee = Price Adjustment * Loan Amount

6. Pre-Close Process/Post-Close Review

Seller is responsible for uploading a fully underwritten loan package to AD Mortgage portal. After submission Seller will receive communication identifying any core documents that are missing or program variances. Note: Sellers must be certain the file is fully processed and documented before submitting the file for pre-close eligibility review. A separate (new) loan package and tape is required to be delivered for Post Close review if the Pre-close review was utilized. A full package includes the following imaged documents (preferably in the order provided):

- Copy of Loan Estimate
- Rate Lock Disclosure
- 1003
- 1008 and/or Seller U/W approval worksheet
- Credit Report and any explanations
- Mortgage &/or rental verification with payment history if not on credit report
- Employment/Income Documents
- Income Calculation Worksheet
- Asset Documents
- Purchase contracts and any applicable addendums, if applicable
- Preliminary Title
- Disclosures
- Occupancy Certification
- Appraisal
- Appraisal Desk Review
- Evidence Loan is not Agency Eligible (to the extent required by applicable program guidelines)
- Loan Guaranty
- Compliance report
- TRID documents, if applicable
- COCs, if applicable
- EMD
- UCD Findings Report for CONV DU files
- LCA (Loan Closing Advisor) Report for CONV LP files.
- Final Signed closing package
- Amortization Schedule (the part of the signed closing package)
- Evidence of MERS registration
- SSR forms
- All applicable borrower's identification documents (DL / SSC / EAD / I-797 / Passport/ Green card)
- Current Insurance policy
- Property Tax Certificate
- Guaranty requirements on business purpose loans closed under LLC name.



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Please note: additional items may be requested, and the checklist is subject to updates or revisions. Requirements may vary by product and loan type, and document packages may differ accordingly. All documents must be fully completed, accurately prepared, and properly executed to ensure timely review and processing. Please consult your compliance team regarding specific documentation requirements based on the applicable state and loan program.

Once a full package has been received and reviewed, the Seller will receive communication of either missing items or that the file is consistent with AD Mortgage underwriting guidelines.

Credit Package review might take up to 3 business days from the moment it was uploaded to the system. The same loan status will be retained until occurred conditions posted.

All correspondent loans (correspondent, correspondent plus) are subject to mandatory collateral desk review.

All correspondent loans (correspondent, correspondent plus) are subject to mandatory internal value review and may be rejected by AD Mortgage in a case AD's collateral desk & Credit Committee find the appraised value to be invalid.

Properties for loans originated 90+ days before the lock date in AIM Partner Portal re subject to a mandatory exterior BPO, results of which may affect loan-level pricing, or lead to a decision for AD not to purchase the loan.

AD Mortgage requires review of the closed loan file prior to purchase of any loans. All loans must close AND disburse by the lock expiration date.

7. Closing and Post-Closing Requirements

AD Mortgage requires a review of the closed loan file prior to purchasing any loan. The review consists of two parts: the credit package is reviewed by a second level review provider, and the collateral is reviewed by a document custodian. Loan purchase occurs after the following:

- The credit package has been reviewed, and any conditions have been cleared,
- All collateral documents have been reviewed and cleared,
- A review of escrow/impounds has been performed by AD Mortgage and the current unpaid principal balance has been provided by the seller.

Upon completion of these three steps, a purchase advice will be generated and delivered to the seller.

Correspondent loans that deliver the closing package prior to expiration will receive a no-cost, 5-business day extension added to lock expiration date for condition submission and review of final loan package. If additional time is needed, the fee is 2.5 bps per calendar day. Correspondent delivery lock extensions are calculated at the time of funding.

If the closing package is delivered after lock expiration the lock will need to be relocked. If the loan is not relocked at time of funding, the 2.5 bps cost per day will apply and the lock will not qualify for the 5-day grace period.

7.1 Initial Collateral Document Delivery

Credit package submission to AD Mortgage is a pre-requisite prior to shipping the original Note, Allonge, and supporting collateral file documents to the custodian. Collateral delivery to the custodian is due the next business day following credit package submission to AD Mortgage, but no later than 5 days following lock expiration. Sellers who use a warehouse line for funding must arrange for prompt delivery of the original Note and Bailee Letter to the Custodian. Stacking Order for Initial Collateral Delivery:

- Bailee Letter (if applicable). If not, attach the wiring instructions.
- Original Note with an original signature (Facsimile signature not allowed)
- Original Addendum to Note (if applicable)
- Original Allonge from seller to A&D Mortgage LLC (see example: EXHIBIT A
- The Allonge to Note should contain at least the Note Date, Loan #, Borrower Name, Loan Amount, Property Address, and to be endorsed to without recourse from Seller (as shown on 1st page of Note) to A&D Mortgage, LLC
- Executed Power of Attorney (if applicable)
- Any Other Documents as May be Applicable, such as the Personal Guarantee



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Custodian – A&D Mortgage LLC
Custodian Name & Physical Address A&D Mortgage LLC Attn: Trailing Documents Department 899 W Cypress Creek Rd Ft Lauderdale, FL 33309

7.2 Final Pre-Purchase audit and PA release

To avoid any delay with releasing PA, please make sure that all documents required in section 6, 7 and 7.1 were properly submitted. The funding department will audit the following documents:

1. Signed Final Closing Package to Include – Note, Prepayment Addendum (if applicable), Mortgage, signed Final CD, Final 1003, Amortization schedule. Note! The seller needs to separate the "Final Docs" from the "Credit Package".
2. Collateral package
3. MERS registration

7.3 Trailing Document Delivery

Sellers are responsible for providing final original recorded documents and title policies, free of exceptions, to Custodian after the loan has been purchased. AD Mortgage requires the submission of these documents in a timely manner, but no later than 90 days after purchase date. Monthly trailing document status reports will be provided to Sellers to aid in trailing document management and exception resolution. The following documents are required on all loans to be submitted as Trailing documents:

1. Original or County Certified Copy recorded Security Instrument and all applicable riders.
2. Title Policy, with all endorsements
3. Other recorded documents as may be applicable, examples:
4. Recorded Power of Attorney
5. Recorded Intervening Assignment

Above mentioned original documents must be shipped by secured mail to: A&D Mortgage LLC. Attn: Trailing Documents Department 899 W Cypress Creek Rd Fort Lauderdale, FL 33309

AD Mortgage reserves the right to assess fees for documents not delivered to custodian, or document exceptions not resolved, within 90 days of the purchase date or within 90 days of exception date, per the Agreement. AD Mortgage reserves the right to demand repurchase of the loan per the terms of the Purchase and Sale



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Agreement.

7.4 Post Purchase Adjustments

It is the Seller's responsibility to review the Purchase Advice as soon as possible to ensure the purchase is correct. Following the sale of a loan to AD Mortgage, if there is a discrepancy between the loan data in the system and your loan records, a post-purchase adjustment may be required. To initiate a post-purchase adjustment for a whole loan, take these steps:

Step	Action
1	Research the discrepancy and request a post-purchase adjustment via e-mail to the AD Mortgage Lock Desk. Requests exceeding 90 days will not be considered for post-purchase pricing adjustments.
2	Assemble documentation to support the post-purchase adjustment. Documentation should include: <ul style="list-style-type: none"><li data-bbox="305 821 1451 852">• Detailed explanation of the discrepancy and the corrective action requested<li data-bbox="305 852 1089 884">• Copy of the funding notification ('purchase advice')<li data-bbox="305 884 1451 947">• Additional documentation supporting your request, as applicable (i.e., HUD-1, etc.)
3	Securely submit the request form and supporting documentation to secondary@admortgage.com . AD Mortgage will research the request and provide a response within one business week of receipt.



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8. Servicing transfer responsibilities – work in progress

8.1 Interim Servicing Responsibilities

Loans sold to A&D Mortgage LLC (Purchaser), require that the Seller sub-service the loans for an interim period prior to the Servicing Transfer. The Seller shall service and administer the Mortgage Loans on behalf of the Purchaser from the purchase date until the designated Servicing Transfer Date, as specified by AD Mortgage. The interim servicing obligations of the Seller shall include payment collection and escrow disbursements as well as responding to servicing related inquiries from the borrower during the interim servicing period.

8.2 Servicing Transfer Timeline

If the Seller is the servicer of record at closing, all loans must be transferred to AD Mortgage according to the following schedule as defined below:

- Loan purchased on or before the 10th of the current month 1st of the next month
- Loan purchased after the 10th of the current month – 1st of the month following next month

8.3 Notification of Transfer of Servicing

A Goodbye Letter must be mailed to the borrower(s) no later than 15 days prior to the Servicing Transfer Date in compliance with RESPA guidelines. Sellers should use the CFPB endorsed Notice of Servicing Transfer format. AD Mortgage will prepare and send a Welcome Letter. A sample is available upon request. The Welcome Letter will be mailed to the borrower(s) no later than 15 days after the Servicing Transfer Date in compliance with RESPA guidelines.

New Servicer Information

Customer Service	A&D Mortgage LLC, Servicing Department 899 W Cypress Creek Rd Fort Lauderdale, FL 33309 Toll-Free: 1-855-ADLOANS www.admortgage.com Monday-Friday: 9:00 AM to 6:00 PM (EST)
Borrower Payments	servicing@admortgage.com
Pay Off Requests	payoff@admortgage.com



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Loss Mitigation	lossmitigation@admortgage.com
Insurance Contact Info	insurance@admortgage.com
Mortgagee Clause	<p>Mortgagee Clause for All Title Documentation:</p> <p>A&D MORTGAGE LLC ISAOA/ATIMA 899 W Cypress Creek Rd, Fort Lauderdale, FL 33309</p> <p>Mortgagee Clause for All Property Insurance Documentation (Hazard, Flood, Windstorm, Fire, Liability etc):</p> <p>A&D MORTGAGE LLC ISAOA/ATIMA PO Box 2807, Daytona Beach, FL 32120-2807</p>
MERS ORG ID	1007430
Wiring Instructions	<p>Name on Account: A&D Mortgage LLC Bank: Texas Capital Bank</p> <p>Account #:1211116742 Routing#:111017979</p> <p>Ref: Your company name, loan number, borrower name</p>

8.4 Payments

The Seller is responsible to collect any payments due to them in the interim servicing period. Sellers must self-report to AD Mortgage if they did not collect any payments due to them prior to the Servicing Transfer Date. Sellers must notify the AD Mortgage Servicing Team at servicing@admortgage.com no later than 5 days after the transfer date.

Sellers that receive a payment due to them after the transfer date must forward the payment on to AD Mortgage within 48 hours. AD Mortgage will reimburse the Seller for any forwarded payments that were due to the Seller prior to the transfer date via a funding adjustment.

8.5 Escrow Funds and Escrow Disbursement Requirements

Escrow funds will be netted by AD at the time of purchase. The Seller is responsible to pay all taxes and insurance due prior to the transfer as well as those due during a period of thirty (30) days following the transfer date. Seller will be responsible to take



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advantage of any early payment discounts. Failure to take advantage of an available discount may result in a reimbursement due to the new Servicer.

AD recommends that the Seller pay at closing any tax or insurance due within 60 days of the closing date to insure no lapse in payment. If a tax bill or hazard renewal is not available at closing, but is due within 60 days of closing, the Seller should insure adequate escrow deposit is collected at closing. If any tax or insurance disbursements are due within sixty (60) days of the closing date, the Seller will provide an escrow open items report to AD Mortgage.

The Seller will be responsible for the payment of any and all penalty and/or interest assessed as a result of delinquent payment of tax or insurance items due and payable prior to and including thirty (30) days post transfer date. The Seller will also be responsible for the payment of any and all penalty and/or interest assessed as a result of the Seller's failure to forward tax or insurance bills to AD Mortgage as required below. Tax or insurance penalties incurred by AD Mortgage due to the Seller not paying within 30 days of the transfer date may be billed back to the Seller.

If Force Placed Insurance is in effect, Seller will provide an electronic report of Force Placed Insurance including the amount and date of the last disbursement. Seller will confirm it will be cancelled on the transfer date. Seller will provide the date of the anticipated refund and advise how it will be provided to AD Mortgage.

8.6 Mortgagee Change Requirement

The Seller will prepare and mail a Change of Mortgagee Notice to each of the following:

- Hazard insurance payee
- Flood insurance payee
- Taxing authority, or the Seller's tax service vendor Mortgagee Clause information:

A&D MORTGAGE LLC ISAOA/ATIMA

899 W CYPRESS CREEK RD, FORT LAUDERDALE, FL 33309



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9. MERS Registration and Transfer

The Seller must properly register the loan on the MERS system at least 24 hours prior to AD Mortgage purchase and provide a copy of the mortgage loan registration screen in the closed loan package. Seller is responsible for initiating the MERS® Transfer of Rights, within 5 calendar days of Transfer date (aka purchase settlement), as follows:

- Investor: 1007430
- Servicer: 1007430

Only loans closed on MERS as Original Mortgagee MOM security instruments are eligible for purchase by AD Mortgage.

10. Compliance

10.1 Quality control

AD Mortgage applies its Quality Control Policy and Procedures to loans originated by Sellers, and reports findings as appropriate to Sellers for their use in prevention of similar occurrences. AD Mortgage requires that Sellers have in place and utilize Quality Control Policies and Procedures and perform regular reviews to ensure the quality of loans submitted to AD Mortgage for underwriting and purchase.

If any irregularities or discrepancies are discovered during AD Mortgage routine review, AD Mortgage expands the scope of the quality control reviews on Seller's loans to ensure all problem areas are identified.

AD Mortgage provides monthly reports to Sellers. Sellers are required to respond to any findings of moderate risk or greater or to any indications of trends toward risk findings. Sellers must investigate and respond with their results and what actions are taken to correct the situations. Serious issues with quality and/or material findings trends or failure to respond to the report findings can result in termination of the Seller's approval with AD Mortgage.

10.2 Repurchases

Repurchase Price: With respect to any Mortgage Loan to be repurchased, (i) a price equal to the product of the unpaid principal balance multiplied by the Purchase Price Percentage, plus (ii) interest on such unpaid principal balance at the Mortgage Interest Rate from the last date through which interest has been paid by or on behalf of the Mortgagor to the date of such repurchase occurs, plus (iii) the amount of any outstanding Servicing Advances owed to any Successor Servicer, plus (iv) all costs and expenses incurred by the Purchaser or any Successor Servicer based upon a breach of a representation or warranty, including without limitation, costs and expenses, including reasonable legal fees, incurred in the enforcement of the Seller's repurchase obligation hereunder.

11. Bid pricing and general fees**Correspondent Loans***Admin Fee:*

Non-QM, Prime Jumbo - \$1,195

Non-QM Second Lien - \$995

Conventional/FHA/VA - \$795

FHA Streamline, VA IRRRL - \$495

Underwriting fee for Banks & Credit Unions:

Conventional, FHA - \$595

Non-QM, Jumbo - \$695

Tax-Related Service Fee - \$80

Flood Certification Fee - \$6.95

Correspondent Plus*Underwriting Fee:*

Non-QM, Prime Jumbo - \$1,595

Non-QM Second Lien - \$1,195

Conventional - \$1,195

FHA, VA - \$1,195

FHA Streamline, VA IRRRL - \$595

Underwriting Fee for Banks & Credit Unions:

Conventional, FHA - \$795

Non-QM, Prime Jumbo - \$1,195

Tax-Related Service Fee - \$80

Flood Certification Fee - \$6.95

Final Inspection Fee: \$300 if the property is New Construction

Above-mentioned fees are applied to bulk trades with a total unpaid principal balance less than 10,000,000 USD. For trades higher than 10,000,000 USD these fees may be reduced.

Bid is considered committed, and price is fixed as soon as LOI is signed by both parties. Signed LOI must be returned before 4PM, otherwise loans are subject for reprice. LOI requests made before 3 PM will be processed the same day, requests made after 3 PM are subject to roll to the next day, and are subject for a reprice in case of market movement.

Please note - MERS Fee - \$24.95 - applies only if the loan has not been registered with MERS by the seller.

Exhibit – A **ALLONGE TO THE PROMISSORY NOTE**

NOTE DATE:

LOAN NUMBER:

LOAN AMOUNT:

BORROWER(s):

SUBJECT PROPERTY

ADDRESS:

WITHOUT RECOURSE, PAY TO THE ORDER OF:

A&D Mortgage LLC

FROM:

BY: NAME:

TITLE:

Allonge to Note