CARRINGTON
MORTGAGE SERVICES

BRANCH OFFICE
ADDITION REQUEST

TO: Wholesale Broker of Record

Please complete the below requested information to add an additional branch of your company to Carrington Mortgage Services LLC's ("CMS") loan submission website, **BrokerIQ** located at http://carringtonwholesale.com/origination/brokeriq/. If multiple branches are requested, please complete a separate form for each branch or attach a list of branches with the below information along with this completed request. The completed form should be sent to CMS' Client Administration department at **Client.Administration@carringtonms.com**. Please allow up to twenty-four (24) hours from receipt by CMS for the branch addition to appear in **BrokerIQ**.

We request that you appoint at least one staff member at the branch level or at the corporate level to act as an Administrator to manage your BrokerIQ account including adding employee users and managing their access. If your Administrator(s) need assistance or training on how to use the website, please feel free to contact your Account Executive or the BrokerIQ department by phone at (866) 453-2400 or online via Live Chat (https://brokeriq.carringtonwholesale.com/login/login.php).

1) Please add or update the following branch information to CMS' records:

Company Name: _____

Company NMLS ID No.: _____   Branch NMLS ID No.: _____

Branch dba Name (if applicable): _____

Branch Street Address: _____

City: _____   State/Zip: _____

Carrington Account Executive: _____

2) Please provide us the name, NMLS ID number (if applicable), e-mail address and phone number of the Branch Manager and indicate if that manager will also be an Administrator:

Name	E-mail Address	NMLS ID #	Phone Number	BrokerIQ Administrator? Y/N

3) Please attach Branch Manager's resume along with this completed request.

4) If applicable, please provide the below information for additional Administrator(s) who will be responsible for maintaining branch user access to *BrokerIQ*:

Name	E-mail Address	NMLS ID #	Phone Number

Unless directed otherwise, the above branch will be assigned the Lender Paid loan compensation plan in effect for the Company.

As the undersigned Broker of Record for the company, I request Carrington Mortgage Services LLC ("CMS") to amend our company records by enabling the above company branch to submit loan applications to CMS.

_____   _____
Broker of Record's Signature   Date Signed

_____
Broker of Record's Name (Please Print)