

**Services Agreements**

**Key Points and Terms**

1. **Marketing Agreement.**
   1. **Pay business associate to market the mortgage company.**
   2. **Flat monthly fee for routine marketing services.**
   3. **Typically 6-12 month term.**
   4. **30 day out with or without cause.**
   5. **Checklist of specific services to be performed.**
   6. **Independent marketing valuation as the basis for setting fees**
   7. **Monthly report from business associate regarding services performed.**
   8. **Periodic fee adjustment possible based upon change in number and scope of marketing services performed.**
   9. **Applicable for any mortgage business associate.**
   10. **Does not require mortgage licensing.**
   11. **Builders, real estate brokers, community banks, credit unions, CPA firms and financial planners are business associate candidates for this Agreement.**
2. **Office Lease Services Agreement.**
   1. **Pay business associate for space, furniture, fixtures, equipment, and related services.**
   2. **Flat monthly fee.**
   3. **Typically 12 month term.**
   4. **30 day notice.**
   5. **Independent valuation of space and amenities as the basis for setting fees.**
   6. **Applicable for any mortgage loan business associate where it makes sense to have a presence in their office facility.**
   7. **May require mortgage branch licensing, depending upon State Regulations.**
   8. **Builders and real estate brokers are primary business associate candidates for this Agreement.**
3. **Mortgage Origination Agreement.**
   1. **Pay business associate for mortgage origination services.**
   2. **Flat fee or basis points per funded loan.**
   3. **Business associate must be authorized to operate as a mortgage broker or preempted from state licensing to do so.**
   4. **Business associate performs loan application plus five additional settlement services (not all counseling-related).**
   5. **Community banks and credit unions are particularly good business associate candidates for this Agreement.**