

# Branch Addition Form

This form should be used when adding new branch locations. Use one form per branch.

<b>Company Name</b>	
<b>Branch NMLS ID</b>	
<b>Branch Street Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Branch Manager Name</b>	
<b>Office Phone</b>	
<b>Email Address</b>	

## 1. Lender Paid Compensation Election:

- Select here to **default** this branch to the main company Lender Paid Compensation. If this box is checked, you may skip Section 2.
- Select here to Change Compensation for all branches in the State** and proceed to Section 2. Note, if this box is checked, this form must be signed by an authorized representative of the Company and not by a branch manager:
- Select here to choose **other** Lender Paid Compensation for this branch. If this selection is chosen, Section 2 must be completed and this form must be signed by an authorized signer. NOTE: Fair Lending Laws require all branches within the same state to be compensated in the same manner. In the event this box is checked and there are pre-existing branches within the state, the selections in Section 2 will be ignored and the branch will be assigned the pre-existing compensation, which you expressly agree to.

## 2. Other Lender Paid Compensation Election

- A. Broker must set a Lender Paid Compensation amount no greater than 2.75% of the loan amount and must be in .125 increments.

Set the Lender Paid Compensation plan at \_\_\_\_\_% (percent) of the note loan amount.

- B. Minimum and Maximum Compensation Elections\*: In addition to the fixed percentage chosen above, Broker has the option to place a minimum and maximum compensation limitation:

- I accept the default minimum limitation of \$1,000 and maximum limitation of \$30,000
- I want to place a different minimum/maximum limitation on compensation (indicated below)

<b>MINIMUM</b> Compensation Dollar Amount: Cannot be lower than \$1,000.00	<b>MAXIMUM</b> Compensation Dollar Amount: Compensation Dollar Amount: Cannot be higher than \$30,000.00. Any amount over \$30,000.00 will default to \$30,000.00 unless approved by Cardinal Financial Company, Limited Partnership Wholesale Management.
_____ If left blank, \$1,000 will be used	_____ If left blank, \$30,000 will be used

*\*Consider QM, HOEPA, and HPML thresholds when selecting Minimum Compensation*

\_\_\_\_\_  
 Authorized Name (printed)

\_\_\_\_\_  
 Branch/Company

\_\_\_\_\_  
 Branch/Company Authorized Signature

\_\_\_\_\_  
 Title