**Lend Home Loans Office Agreement**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Loan Officer) agrees they are responsible for the costs for their personal office space, associated costs, any contracts and/or lease agreements. A loan officer is not allowed to sign office leases in the name of Lend Home Loans. The corporate office address is to be used on all mortgage applications and document following HUD guidelines.

This contract is for a loan officer that has a compensation plan 150 basis points or higher. If, Lend Home Loans provides office space for a loan officer that has a compensation plan below 150 basis points, they will pay for their office space costs.

Lend Home Loans is not required to provide or pay for any office space for a Loan Officer. Lend Home Loans provides a $90 per funded file office bonus only for a loan officer that has a compensation plan of 150 basis points. Lend Home Loans is not require to pay the individual loan officer $90 per funded file office bonus and once a loan office employment is terminated Lend Home Loans will not pay for any office expenses for that Loan Officer. Loan Officer agrees that Lend Home Loans is able to subtract from their compensation the office costs associated using company office space.

Conference room usage is only allowed to be used to meet with a borrower(s). Loan Officer agrees to schedule the conference room in advance to reserve a day and time. If, a loan officer borrower(s) cancels an appointment they must cancel that day and time so someone else may use the room. If, a loan officer is not respectful with the usage of the conference room, Lend Home Loans will charge them $35 to $100 per hourly fee for their usage of the conference room.

We provide three office options for a loan officer (1) corporate office space (2) loan officer personal office space (3) loan officer home office. Please, initial which of the three options you would like to participate in as office space.

**Lend Home Loans Office Space:**

**Lend Home Loans charges a loan officer the following monthly costs for office space.**

\* A loan officer has to fund a minimum of three transactions monthly to retain an office from Lend Home Loans.

**Initial of Loan Officer (Select Office) Monthly Cost Type of Office Space**

\_\_\_\_\_\_\_ Free Conference Rooms  
\_\_\_\_\_\_\_ $720.00 Personal Office or 8 Monthly Loans  
\_\_\_\_\_\_\_ $360.00 Shared Office / Cubicle or 4 Monthly Loans

Lend Home Loans has the option to apply $90.00 per funded transaction towards monthly office expenses, up to $720.00 per month.

**Loan Officer Personal Office Space:**

**A loan officer is required to provide a copy of their office lease to Lend Home Loans.**

**Initial of Loan Officer (Select Office) Monthly Cost Type of Office Space**

\_\_\_\_\_\_\_$ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lend Home Loans has the option to apply $90.00 per funded transaction towards monthly office expenses, up to $720.00 per month.

**Loan Officer Home Office Space:**

Lend Home Loans will not pay an additional $90 per funded transaction towards monthly home office expenses.

We require a loan office home office to have the following items: Desk, Chair, Lap Top, Fax Machine, Internet, and File Cabinet to Lock Borrower Files. With a home office all borrower(s) files are to be kept at the office.

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| Name of Loan Officer (Non-Cursive) |  | Initial of Loan Officer |  |

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| --- | --- | --- | --- |
|  |  |  |  |
| Loan Officer Signature |  | Date |  |

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| PLM Lend Home Loans Signature |  | Date |  |