

**PLM LOAN PROCESSING CENTER, INC.**  
**46 N. Second Street, Campbell, CA 95008**  
**Phone 408-370-4030; Fax 408-370-5484**

Scan orders to: [ellen@plmweb.com](mailto:ellen@plmweb.com), [amber@plmweb.com](mailto:amber@plmweb.com); [liz@plmweb.com](mailto:liz@plmweb.com)  
CaIBRE #01858761 NMLS #945371

**MASTER DOCUMENT DRAWING AGREEMENT**  
**Copies of licenses must be attached together with endorsements**

\_\_\_\_\_ REAL ESTATE/MORTGAGE BROKER WITH NMLS ENDORSEMENT  
(PLM MUST HAVE ON FILE)

\_\_\_\_\_ REAL ESTATE/MORTGAGE BROKER WITHOUT NMLS ENDORSEMENT

\_\_\_\_\_ CALIFORNIA FINANCE LENDER WITH NMLS ENDORSEMENT  
(PLM MUST HAVE ON FILE)

\_\_\_\_\_ CALIFORNIA FINANCE LENDER WITHOUT NMLS ENDORSEMENT

Company – NAME MUST MATCH DRE/CFL INFORMATION EXACTLY:

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

DRE OR CFL License Number \_\_\_\_\_

County in which Broker office is located \_\_\_\_\_

IS THE COMPANY A REPORTING THRESHOLD BROKER? YES \_\_\_ NO \_\_\_

Names of parties from whom PLM is authorized to receive instruction and process loan documents:

NAME	BROKER/AGENT/PROCESSOR	DRE #	ENDORSEMENT	
_____	_____	_____	Yes _____	No _____
_____	_____	_____	Yes _____	No _____
_____	_____	_____	Yes _____	No _____
_____	_____	_____	Yes _____	No _____
_____	_____	_____	Yes _____	No _____

The undersigned Broker ("Broker") has requested document drawing services from PLM Loan Processing Center Inc./PLM Lender Services, Inc. ("PLM") The Broker requests that PLM accept all document orders from the parties named above and acknowledges review of all orders. Further, it is understood that should an order be requested by any other party on behalf of the Company, PLM may deny the request without the written approval of the undersigned Broker.

The Broker hereby warrants to PLM he/she is, has, and will act in accordance with federal and state law and city/county ordinances. The Broker warrants that the loan transaction is in compliance with all of the foregoing law and ordinances. The Broker agrees to personally review or be sure the requesting Agent/Processor review the loan documents prior to the signing of said documents. The Broker understands that PLM does not have a "guarantee" on delivery times and makes best effort to deliver documents quickly. Broker holds PLM harmless for any delay in delivery of documents. Broker understands that documents shall not be prepared unless the Document Drawing Worksheet is completed and all applicable attachments have been given to PLM. PLM to commence work on documents after receipt of all required information.

Broker hereby agrees to indemnify, defend, and hold harmless PLM from any and all claims, actions, causes of actions, or liability of any kind or nature naming PLM as a defendant, which might arise during the course of or subsequent to PLM's loan processing, preparation of the loan documents, related notices and disclosures of rights, and in the preparation of any escrow instructions. PLM is a service agency only and does not guarantee the accuracy of documents/disclosures/notices of rights/instructions. The foregoing are each prepared with the understanding that the client proofreads for accuracy of spelling, calculations, content, compliance, etc.

PLM reserves the right to refuse service on any order submitted on a 1 -4 unit in which the Broker/Agent does not have a valid DRE license with a NMLS endorsement or a CFL license with a NMLS endorsement. PLM reserves the right to refuse service to any Broker in which there is a license restriction, past or present revocation, etc. PLM reserves the right to refuse service to anyone with whom PLM feels a working relationship is not cohesive. PLM reserves the right to refuse service from anyone who has outstanding fees due PLM for any reason.

All fees billed by PLM are to be paid within 10 days of billing. Should any billing be outstanding for more than 30 days, PLM has the right to charge 1.5% per month on any amounts outstanding. PLM's fee is due upon production of documents, not on delivery. This includes re-draws. Should Broker request PLM to send documents to title, broker warrants that he/she will review documents prior to signing by borrower.

Broker agrees to send updated licenses and endorsements to PLM upon receipt so that they will not experience any delay in receipt of documents due to PLM not having copies of existing licenses. Broker agrees to immediately notify PLM of the termination of any employment with a named agent or processor. The Broker agrees to notify PLM is they, themselves, experience any change in their license which would affect the production of documents.

The below Broker hereby acknowledges that this is an master agreement for the production of documents and agrees to the terms as described above.

\_\_\_\_\_  
BROKER SIGNATURE

Date: \_\_\_\_\_

\_\_\_\_\_  
BROKER PRINTED NAME

\_\_\_\_\_  
CELL NUMBER