

## Branch Office Addition Request

Please complete the below requested information to add an additional branch of your company to Emporium TPO LLC (Emporium). If multiple branches are requested, please complete a separate form for each branch. The completed form should be sent to Emporium’s Broker Approval department at [brokerapplications@emporiumtpo.com](mailto:brokerapplications@emporiumtpo.com). It must be executed by an authorized signer that is on file with Emporium. Please allow up to twenty-four (24) hours from receipt by Emporium for the branch addition to be processed by the Broker Approval department.

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 branch 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 Broker Approval department at [brokerapplications@emporiumtpo.com](mailto:brokerapplications@emporiumtpo.com).

BROKER INFORMATION			
Account Executive:			
Company Name:			
Company NMLS:		Branch NMLS:	
Branch DBA if Applicable:			
Branch Street Address:		Suite #:	
City:		State/Zip:	
BRANCH MANAGER			
Branch Manager Name:		NMLS:	
Email:		Phone #:	
ADMINISTRATOR(S)			
Branch Manager:	YES	NO	
Other:			
Name:		NMLS:	
Email:		Phone:	
Name:		NMLS:	
Email:		Phone:	

**Unless directed otherwise, the above branch will be assigned the Lender Paid loan compensation plan in effect for the company. If a different plan is to be implemented, a separate compensation agreement will need to be executed.**

As the undersigned Broker of Record for the company, I request Emporium TPO LLC to amend our company records by enabling the above company branch to submit loan applications to Emporium.

\_\_\_\_\_  
 Broker of Record Signature Date:

\_\_\_\_\_  
 Broker of Record Name (printed)