



CORRESPONDENT REGISTRATION GUIDE

Step by Step Instructions for Registering a Lock with SMC for LHC,
SMAP, and MHC Programs



Standard Mortgage Corporation
701 Poydras St, 300 Plaza
New Orleans, LA 70139

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SECTION 1: CONTACT INFORMATION



CORRESPONDENT Registration Guide

Standard Mortgage Team

Name	Title	Phone Number	Email
Jack Kitchen	VP, Director of Operations	504-569-3762	jkitchen@stanmor.com
Rosa St. Clair	Operations Supervisor	504-569-3774	rstclair@stanmor.com
Tacey Schilling Carlton	Lock Desk	504-569-3702	tschilling@stanmor.com
Tennille Stewart	Lock Desk	504-569-3786	tstewart@stanmor.com
Bill Nelson	EVP, Secondary & Operations	504-569-3761	bottomline@stanmor.com

*Lock requests and lock modifications should go to lockdesk@stanmor.com

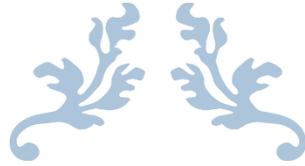
*General underwriting questions to underwriting@stanmor.com

*General funding questions to funding@stanmor.com

*For all other inquiries please contact Jack Kitchen jkitchen@stanmor.com

Housing Finance Authorities

Housing Finance Authority	Email
Louisiana Housing Corporation (LHC)	SingleFamily@lhc.la.gov
Jefferson Parish Finance Authority (SMAP/LAP)	financeauthority@jeffparish.net
Mississippi Housing Corporation (MHC)	betty.temple@mshc.com



SECTION 2:
LOGGING INTO SMC
WEBSITE (B2B)



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[Logging into SMC Website \(B2B\)](#)

Each company will be provided one username and password for everyone to use.

*For password assistance, please contact Lockdesk@stanmor.com

Link to the website is:

https://secure.approvedfast.com/standard/Wholesale_pe595/index

Input login credentials here:

January 30, 2019

Username Password Sign In

Forgot Your Password? Login Help

Home Logoff

Standard Mortgage was incorporated in 1925 and acquired by the Bright family in 1964. Since then, Standard Mortgage has grown from a single office in New Orleans to a company with multiple offices located throughout the South.

We have established relationships with credible investors including Fannie Mae, Freddie Mac, Ginnie Mae, and other secondary market investors. These investors provide us with strong, reliable capital sources to finance all property types and deal structures.

Standard Mortgage has built a solid organization with over a century of real estate experience. Our in-house staff includes mortgage bankers, accountants, underwriters and loan servicing specialists. Our real estate experience, combined with our various capital sources, gives us the ability to tailor financing to meet our client's financial needs.

701 Poydras Street, 300 Plaza
New Orleans, LA 70139
(504) 569-3777



SECTION 3: IMPORTING A LOAN



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****IMPORTANT**** - For all LHC and MHC loans, you MUST register the loan with the HFA first, before attempting to lock it with Standard Mortgage. Your loan will NOT be locked until we receive the reservation confirmation. Please lock the loan IMMEDIATELY after completing your reservation with MHC or LHC.

Importing a Loan

Once you have logged in, you need to “Upload a Loan” by selecting said button.

The screenshot shows a navigation bar with the following items: Home, User Information, Loan Assistance, Other Information, Help, Contact Us, and Logoff. Below the navigation bar is a table with the following data:

Status	# Loans	\$ Volume
Application	311	66,363,024
Approved	3	514,685
Banked	64	8,277,635
Closed	81	15,179,745
Closed File Received	26	3,166,967

To the right of the table is a yellow button labeled "Upload A Loan".

Fill in all of these fields

The "Upload A Loan" form contains the following fields:

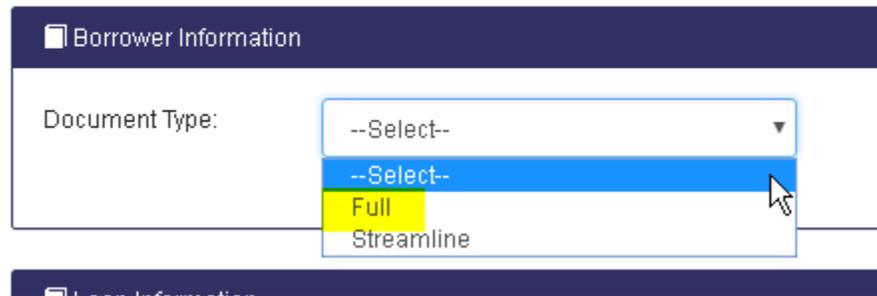
- Document Type: --Select--
- Property Type: --Select--
- FICO: [Text Input]
- Housing Authority Loan Number: [Text Input]
- Loan Originator Email Address: [Text Input]
- Loan Program: [Text Input]
- Application Date: MM/DD/YYYY

For Document Type – always select “Full”

- **IMPORTANT****** for all programs (LHC, MHC, and SMAP there is a minimum FICO score of 640 allowed)
- We also do not allow manual underwriting for any of these programs.
- Max DTI 50% or AUS Finding; whichever is lower
- For all LHC, MHC, SMAP/LAP conventional loans, the total borrower income **MUST** be at or below 80% AMI

CORRESPONDENT Registration Guide

Upload A Loan

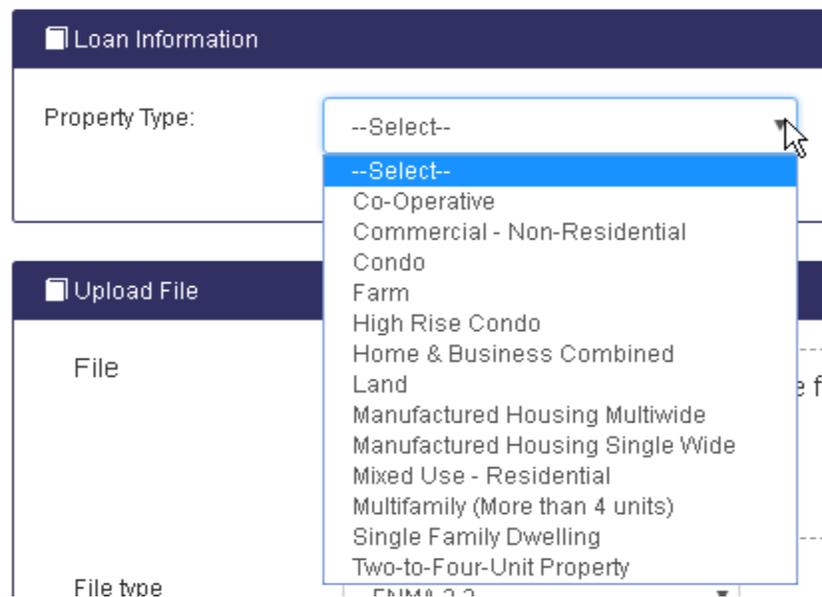


Borrower Information

Document Type:

- Select--
- Full
- Streamline

Select the applicable Property Type:



Loan Information

Property Type:

- Select--
- Co-Operative
- Commercial - Non-Residential
- Condo
- Farm
- High Rise Condo
- Home & Business Combined
- Land
- Manufactured Housing Multiwide
- Manufactured Housing Single Wide
- Mixed Use - Residential
- Multifamily (More than 4 units)
- Single Family Dwelling
- Two-to-Four-Unit Property

Upload File

File

File type

Select the applicable Loan Program:

All LHC Programs begin with LHC & Lock cutoff is 6 PM

All JPFA Programs begin with SMAP & Lock cutoff is 4 PM

All MHC Programs begin with MHC

*****Selecting the correct program here is important because it auto-populates the information into the pricing engine to show you the list of qualified products.**

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Loan Program: --Select--

- LHC VA 2% MRP 30Yr
- LHC RHS 2% MRP 30Yr
- LHC FHA 3% MRP 30Yr
- LHC VA 3% MRP 30Yr
- LHC RHS 3% MRP 30Yr
- LHC FHA 4% MRP 30Yr
- LHC VA 4% MRP 30Yr
- LHC RHS 4% MRP 30Yr
- LHC Freddie HFA Choice 0%DPA w/50% AMI
- LHC Freddie HFA Choice 4%DPA w/50% AMI
- LHC Freddie HFA Choice 0%DPA w/80% AMI
- LHC Freddie HFA Choice 3%DPA w/50% AMI
- LHC Freddie HFA Choice 0%DPA
- LHC Freddie HFA Choice 4%DPA w/80% AMI
- LHC Freddie HFA Choice 3%DPA w/80% AMI
- LHC Freddie HFA Choice 3%DPA
- LHC Freddie HFA Choice 4%DPA
- LHC Conv 0% MRP 30Yr
- LHC Conv 3% MRP 30Yr
- LHC Conv 4% MRP 30Yr

Search and select the FNMA 3.2 (.fnm) file for the lock you are requesting and select “Upload Loan”:

Upload File

File

Drag the file here or click here to browse the file

File Name: **Scenario Test.fnm**

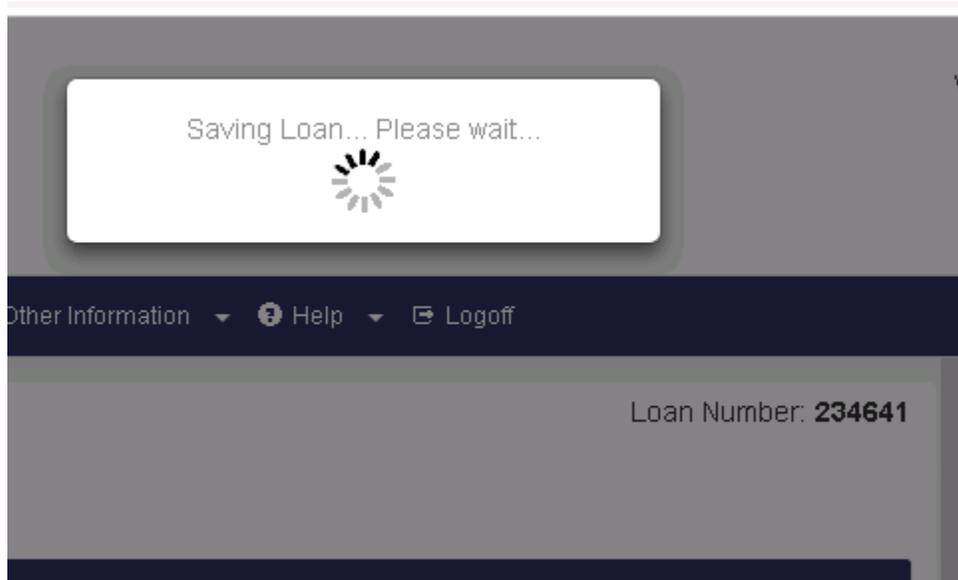
File type

FNMA 3.2

Upload Loan

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You will receive the message below as the loan is being created and saved:



Once the information has imported, you will follow the next steps for locking in the rate.



SECTION 4: LOCKING THE RATE



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Locking the Rate

Once the file is imported, the Loan Details screen is displayed and shows the loan's information. Select the "Compass Analytics" tab, which will launch you out to the Compass Product and Pricing Engine (CPPE).

Loan Number 235302, Scenario Test Floating

✓ Lead 01/30/2019	Application Received	Locked	Closed File Received	In Review	Suspended for Conditions
----------------------	----------------------	--------	----------------------	-----------	--------------------------

◀ [Loan Details](#) **Compass Analytics** [Conditions](#) [Conversation Log](#) [Lock Request](#) [Email](#) [Messages](#) ▶

Loan Details Next ▶

👤 Borrower			
Name:	Scenario Test	Citizenship:	U.S. Citizen
Occupancy:	Owner	Marital Status:	Single

🏠 Subject Property			
Street:	1234 America Drive	Property Type:	Single Family Dwelling
City, St Zip:	New Orleans LA 70139	Units:	1

📄 Loan Information			
Loan Program:	LHC FHA 4% MRP 30Yr	Rate:	3.875%
Loan Purpose:	Purchase	Lock Status:	Floating
Loan Amount:	\$101,750.00	Ratios:	29.60% / 32.60%
Base Loan:	\$100,000.00	Haz Impounds:	Yes
LTV/CLTV:	80.00% / 80.00%	Tax Impounds:	Yes
MI Coverage:	0.00%		

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Once the CPPE window loads the loan information, you will see your Loan Scenario, Borrower and Property Information, and the Product Terms in which you can scan over to verify the information is correct.

*You can toggle between the Standard view (full loan details) and the compact view (condensed loan details) by clicking the arrow next to New Search and selecting the view type. PLEASE USE THE STANDARD VIEW.

All fields that contain the colored bar to the left are required.

The screenshot shows the 'NEW SEARCH' interface. At the top, there is a 'NEW SEARCH' button with a dropdown arrow, and a 'Lock Desk Open' link. Below this is a view toggle with 'Standard' selected and 'Compact' highlighted with a red box and a mouse cursor. A green 'RUN SEARCH' button is located to the right. The main section is titled 'LOAN SCENARIO' and contains several input fields:

- Loan Purpose:** Purchase (dropdown)
- Doc Type:** Full Doc (dropdown)
- Purchase Price:** \$297,000.00
- UW Decision:** DU Approve/Eligible (dropdown)
- Property Value:** \$297,000.00
- Escrows:** Taxes & Insurance (dropdown)
- LTV:** 90.00% (with a colored bar on the left)
- Sub Financing:** ENTER (button)
- Cashout Amount:** \$0.00
- 1st Loan Amount:** \$267,300.00 (with a colored bar on the left)

A circular arrow icon is located at the bottom right of the form area.

For all loans, you will have to verify or change your UW Decision based on the loan you are trying to lock.

For HFA loans, scroll down to the First Time Homebuyer field and change it to YES.

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***For HFA loans, the product terms below should correspond with your initial program selection when you imported the loan.**

***For market rate loans -In this last section, you are able to select multiple product types and terms in order to see a wider range of products. Click on each line that you would like included in the search. A check mark will appear next to each selection. Then, click on “Run Search”.**

PRODUCT TERMS

Product Type Select All	Product Term Select All														
<table><tr><td>Conv</td><td></td></tr><tr><td>FHA</td><td>✓</td></tr><tr><td>VA</td><td></td></tr><tr><td>USDA</td><td></td></tr></table>	Conv		FHA	✓	VA		USDA		<table><tr><td>30</td><td>✓</td></tr><tr><td>20</td><td></td></tr><tr><td>15</td><td></td></tr></table>	30	✓	20		15	
Conv															
FHA	✓														
VA															
USDA															
30	✓														
20															
15															
Amortization Type Select All	Target Price														
<table><tr><td>Fixed</td><td>✓</td></tr><tr><td>ARM</td><td></td></tr></table>	Fixed	✓	ARM		<input type="text" value="100"/>										
Fixed	✓														
ARM															
	Target Rate														
	<input type="text" value=""/>														
	Target Lock Term														
	<input type="text" value=""/>														

MORTGAGE INSURANCE

Upfront MI Financed

No	▼
----	---



RUN SEARCH

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Your search results will appear in two categories, **Qualified or Disqualified**. Select the product you want by clicking on the arrow next to the product. This will pull up the available rates and pricing.

****You can toggle between the two tabs to see which products were disqualified and the reason.**

LOAN SCENARIO SEARCH

STANDARD MORTGAGE CORPORATION FU

QUALIFIED DISQUALIFIED

FHA 30yr Fixed >	30 Day	3.500	100.098	0.000
LHC 2018A MRB Home FHA >	85 Day	3.250	102.000	1.902
LHC 0% FHA >	45 Day	4.750	102.000	1.902
LHC 2018A MRB Assisted FHA >	85 Day	5.250	102.000	1.902
LHC 2% FHA >	45 Day	5.875	102.000	1.902

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Once you see the rate/ price/ lock term you need, you will click on the price, which will be highlighted in green.

LHC 2% FHA ▾

03/16/2019

Rate	P&I	45 Day
5.875	\$591.54	102.000

ADJUSTMENTS +

After selecting your rate and price, you can verify the breakdown on this screen before clicking on “Submit Lock Request”.

Status: Prospect **Loan #:** 235302 **Borrower:** Test **Originator:** Fidelity Bank User

LHC 2% FHA

Jan 30

Rate	45 Day	P&I
5.875	102.000	\$591.54

BREAKDOWN

	Rate	Price
Base:	5.875	102.000
Total:	5.875	102.000

ALERTS

LOCK REQUEST

Borrower First Name	Property Address
Scenario	1234 America Drive
Borrower Last Name	Property City
Test	New Orleans
Borrower SSN	Borrower Email
123-45-6789	
Borrower Phone #	Notes
(123)456-7890	

SUBMIT LOCK REQUEST

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After submitting your request, your screen will show a status of “Lock Requested”, as well as your Lock Scenario.

✔ LOCK REQUESTED Loan History 🔄

Status: Lock Requested	Loan #: 235302	Borrower: Test	Originator: Fidelity Bank User
-------------------------------	-----------------------	-----------------------	---------------------------------------

Scenario Test	Requested 1/30/2019
LHC 2% FHA	Expires 3/18/2019
View Loan History	Lock Period 45 Days

Jan 30			LOCK SCENARIO	✔ Lock Requested						
Rate	45 Day	P&I	Loan Purpose Purchase	Cashout Amount \$0						
🔒 5.875	102.000	\$591.54	Property Value \$125,000	Doc Type Full Doc						
BREAKDOWN <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Rate</th> <th style="width: 30%;">Price</th> </tr> </thead> <tbody> <tr> <td>Base:</td> <td style="text-align: center;">5.875</td> <td style="text-align: center;">102.000</td> </tr> </tbody> </table>				Rate	Price	Base:	5.875	102.000	Purchase Price \$125,000	UW Decision DU Approve/Eligible
	Rate	Price								
Base:	5.875	102.000								
			LTV 80.00 %	Escrows Taxes & Insurance						
			2nd Loan Amount \$0	Comp. Borrower Paid						
			CLTV 80.00 %	Financed Prob 0						

After your lock request is completed, you will need to also complete the following steps:

1. Upload LHC or MHC reservation confirmation (not needed for SMAP)
2. Email the contact email to Lockdesk@stanmor.com for where the lock confirmation should be sent

In the next section, we will explain how to upload documents into the loan.



**SECTION 5:
UPLOADING
DOCUMENTS**



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Uploading the Reservation Confirmation (for LHC and MHC loans only)

After you have completed the lock request, go over to the Conditions tab and select Upload next to the applicable program reservation form.

Loan Number 235302, Scenario Test Floating

✓ Lead 01/30/2019 Application Received Locked Closed File Received In Review Suspended for Conditions

← Loan Details Compass Analytics **Conditions** Conversation Log Email Messages Lock Request →

Conditions Filter By: All ← Back Next →

Code #	Received	Status	Reviewed By	Condition
▼ A	Upload		Funder	FUNDING CRITICAL-- Need Exhibit A - LHC Registration Form
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit C - LHC Lender Certification
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit E - LHC Requisition for DPA
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit D - LHC Market Rate Extension Request or Exhibit M - Mortgage Revenue Bond Program Extension Request (if applicable),
▼	Upload		Processor	Exhibits - LHC Mortgage Credit Certificate Program
▼ F	Upload		Funder	Complete Closed Loan File

Click “Select File” to search for the document and then “Start Upload”.

Loan Number: 235302 ×

Document: Upload files to a specific condition
FUNDING CRITICAL-- Need Exhibit A - LHC Registration Form

*Note: File size limit is 100mb
Password protected files are not supported
A large file will take a longer time to upload to LOS*

1. 2.

Select File Start Upload Close

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Uploading a Complete Closed Loan File

Go to the Conditions Tab and click on Upload next to “Complete Closed Loan File”. Select your File and click Start Upload.

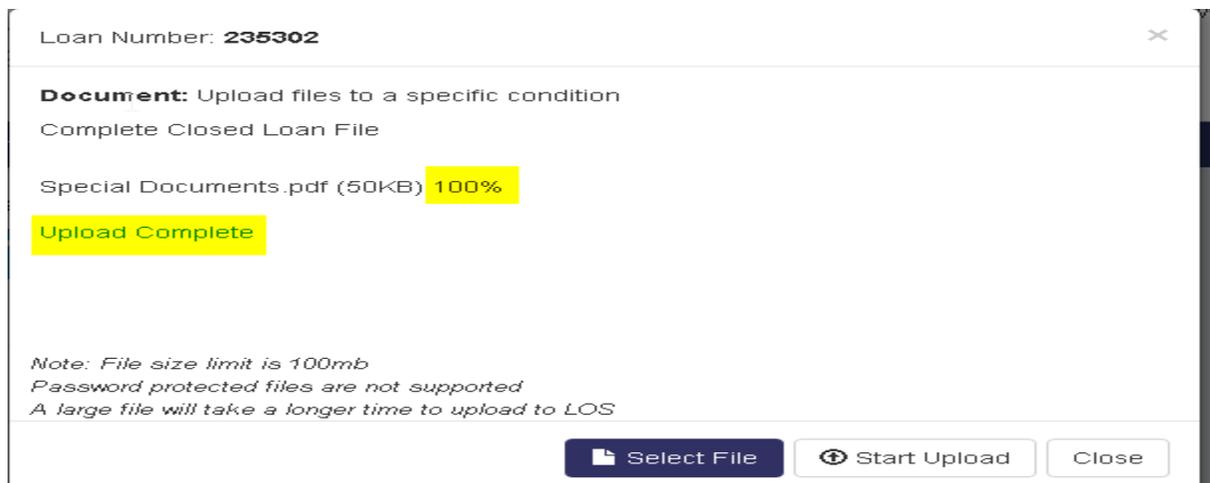
Code #	Received	Status	Reviewed By	Condition
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit C - LHC Lender Certification
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit E - LHC Requisition for DPA
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit D - LHC Market Rate Extension Request or Exhibit M - Mortgage Revenue Bond Program Extension Request (if applicable),
▼	Upload		Processor	Exhibits - LHC Mortgage Credit Certificate Program
▼ F	Upload		Funder	Complete Closed Loan File
▼ [icon] A	Upload	Received	Funder	FUNDING CRITICAL-- Need Exhibit A - LHC Registration Form

Once the file is uploaded, the next step is to click the Closed File Uploaded button as shown below. This enters your file into a queue for review by our Funding Department.



Follow the steps below to ensure your file uploaded successfully.

1. You will have a 100% completion and Upload Complete status right after upload



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2. A “Received” Status will appear on the document line. If you click on the magnifying glass, you will see the upload timestamp and will be able to view the images you have uploaded. Depending on the size of the closed file, it could take a few minutes for the entire document to upload.

Image Status			
Date	Image Status	View Images	Image Notes
01/31/2019	Received	View 4 Image(s)	

[In Progress](#)

If you do not see this timestamp or a “Received” status, the file likely did not upload. Select the highlighted button below to view the upload logs.



The upload log will pop up in a new window and show the information below. If the file did not upload, it will give you the reason why. If you continue to have trouble, please contact Lockdesk@stanmor.com.

Complete Closed Loan File

Status	File Name	Date Time	Last Msg
✓ Success	Special Documents.pdf	2019-01-31 11:49:58	Successfully Uploaded

[Clear Logs](#) [Close](#)

CORRESPONDENT Registration Guide

Refresh the page to see the status bar change with the date the file was uploaded.

✓ Lead 02/01/2019	✓ Application Received 01/16/2019	✓ Locked 01/31/2019	✓ Closed File Received 02/01/2019
----------------------	--------------------------------------	------------------------	--------------------------------------

At this point your file is moving to the review stage prior to funding. Once the Funder on your file reviews and assigns conditions, you will receive an email that your file is conditionally approved. The follow up conditions can be found on the website. Please see Section 6 on Clearing Funding Conditions.



**SECTION 6:
CLEARING FUNDING
CONDITIONS**



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The details of conditions being requested are shown in the conditions column and can be seen in further detail by selecting the arrow to the far left column. Once you have the item(s) requested, click upload next to the corresponding item and proceed as you did with the Closed File Received in the beginning.

Code #	Received	Status	Reviewed By	Condition
A	Upload		Funder	FUNDING CRITICAL--Need Exhibit C - LHC Lender Certification
A	Upload		Funder	FUNDING CRITICAL--Need Exhibit E - LHC Requisition for DPA
A	Upload		Funder	FUNDING CRITICAL--Need Exhibit D - LHC Market Rate Extension Request or Exhibit M - Mortgage Revenue Bond Program Extension Request (if applicable),

How to Clear Funding Conditions

Once you have uploaded your conditions, please send an email from within the website, by hitting the 'Email' button, to your Funder to acknowledge the items have been uploaded. (See emailing instructions further in this guide.) Once SMC receives the acceptable conditions, the Funder will enter a date to show it is completed and acceptable. You can review these by clicking the arrow to the far left column. It will expand and show 'Completion Date', if applicable:

Code #	Received	Image	Image(s)	By	Condition
21	Upload			Processor	Evidence of Hazard Insurance for subject property in amounts required by agency guidelines.
-	Cleared	Received	View	Funder	FUNDING CRITICAL--Final GFE

Item Details

Document Tracking

Date Ordered

Expecting Date

Date Received 02/18/2016

Completion Date 02/18/2016 By TS

Remarks

Needs to be dated correctly and completed

After all conditions are sent and approved, you will be sent your purchase advice.

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Example of Purchase Advice:

Subject: Purchase Advice: ABC Mortgage #123456 – Smith

ABC Mortgage

Loan Program:

Funder: Sheila Hunter
 shunter@stanmor.com

Below you will find the purchase details for your loan:

Purchase Date:	2/6/2015
Loan Number:	123456
Borrower:	Smith, Joe
Rate:	4.375%
Last Pay Date:	1/1/2015
Funded Balance:	\$206,196.00
SRP:	\$4,123.92
Bond Extension Fee:	
<u>LLPA's:</u>	0.000%
<u>TaxService:</u>	\$85.00
Underwriting:	\$0.00
Doc Review:	\$175.00
Wire Fee :	\$20.00
Escrow Balance:	\$610.20
<u>PerDiem:</u>	\$24.72
Days:	36
Total Interest:	\$889.92
Purchase Price:	\$210,319.64

***All trailing documents should be sent to:

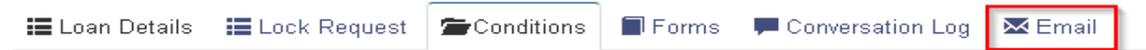
Standard Mortgage Corporation
Attn: Trailing Docs
701 Poydras St, 300 Plaza
New Orleans, LA 70139

If you have any questions, please email funding@stanmor.com

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How to communicate with SMC via the secure email system

We now have an email function within the system which is a preferable means of communication as it is associated at the loan level by date and time for future reference.



Once the email button is selected, the email window pops up with a standard email template. From here if you click on the envelope icon, another window opens to allow you to select the persons working your file within SMC. This will populate the person the email is intended for. This function will record emails within the system for future reference.

Send Email ← Back

To: 

CC: 

BCC: 

Subject:

Dear ,

Sincerely,
Loan Submission
locks@notalending.com

This e-mail is for the use of the intended recipient(s) only. If you have received this e-mail in error, please notify the sender immediately and then delete it. If you are not the intended recipient, you must not use, disclose or distribute this e-mail without the author's prior permission. We have taken precautions to minimize the risk of transmitting software viruses, but we advise you to carry out your own virus checks on any attachment to this message. We cannot accept liability for any loss or damage caused by software viruses.

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Please make your best effort to use this system to the fullest, as it will save time and effort to all involved in the life of the loan process.

All questions and concerns should be directed to lockdesk@stanmor.com



**SECTION 7:
ADDITIONAL
INFORMATION**



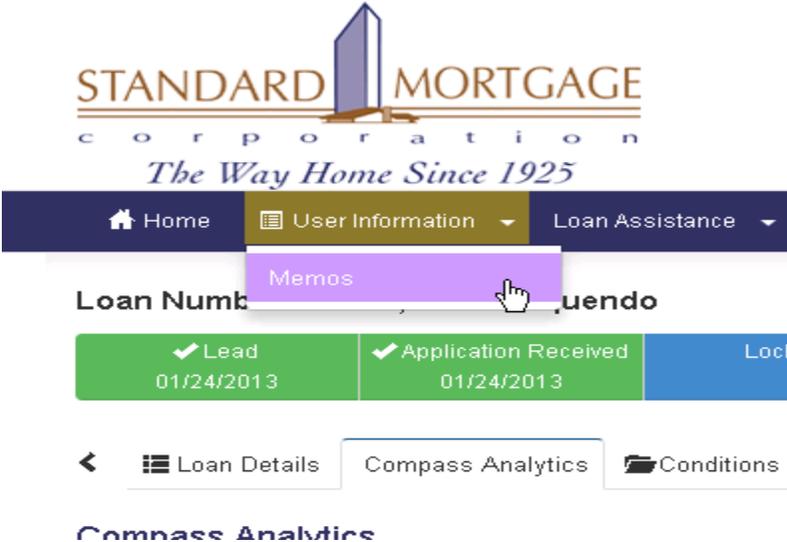
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Top 10 Funding Issues

- 1) **Mortgage -Act of Correction needed due to omission of Title Insurance Identifier or the witness' name not being typed or printed**
- 2) **Title Policy -Missing the complete Mortgagee Clause (ISAOA/ATIMA) and the policy date must be the recording date or include "or the date of recording of insured mortgage, whichever is later"**
- 3) **4506-T -Line 5 must be blank**
- 4) **Income and Assets worksheet missing**
- 5) **Verification of previous employment missing, if applicable**
- 6) **Evidence of Hazard/Flood Ins transferred to SMC**
- 7) **Suspense items are often submitted without checking the accuracy of the document. Many times info is incorrect causing multiple requests for documents.**
- 8) **Many suspense items aren't submitted until a follow-up notice has been sent.**
- 9) **Shippers are sometimes waiting for conditions to be received from branch offices and title companies, which delays the funding process greatly**
- 10) **Due to all of the above circumstances, loans sometimes need to be extended 2-3 times before the loan is cleared for purchase.**

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Please utilize the 'User Information' tab. This tab contains all necessary SMC announcements and memos.



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There is a plethora of documents that should be of great help. Below are some of the documents that are listed.

Memos

Section memos are saved for TPO



Title Policy

SMC Loan Submission Checklist

Loan Submission Checklist

IRS Tax Transcripts

Funding Critical Items Review Guide

Correspondent Upload

Correspondent New Items

Please review attached memo



Income Asset Worksheet



GFE Requirements

Requirements for all Good Faith Estimates submitted by correspondents.



Exhibit F SMAP 30 Day Extension



TRID Announcement



**SECTION 8:
LOAN DELIVERY
CHECKLIST**



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SMC LOAN DELIVERY CHECKLIST

Lender Name:

—

Lender Contact:

Lender Contact Phone Number:

Lender Contact Email:

BORROWER'S NAME: _____ **LOAN#:** _____

- _____ Act of Correction - (if applicable) Follow-up with Recorded AOC
- _____ Affiliated Business Disclosure
- _____ Allonge to Note (if applicable) - **Endorsed to Standard Mortgage Corporation**
- _____ Appraisal & Appraiser's License (must upload electronic appraisal (**colored copy**) to SMC)
- _____ Assignment - assigned to SMC – Original (unless MERS – provide evidence transferred to SMC)
- _____ Borrower's Certification and Authorization Form
- _____ CFPB's Your Home Loan Toolkit (purchases only) provided to borrower(s)
- _____ Compliance Agreement/ Errors & Omissions
- _____ (CD) Acknowledgement of Closing Disclosure (CD) - evidence of borrower's receipt of the Initial CD
- _____ (CD) APR on Final CD not to change more than .125% of % disclosed (on regular loans)
- _____ (CD) Final Closing Disclosure (signed and dated)
- _____ (CD) Initial Closing Disclosure
- _____ (CD) All fees on the CD must show the name of the person receiving the fee
- _____ (CD) Real estate commissions, if applicable, must appear on the CD
- _____ Credit Report
- _____ Desktop Underwriting Finding (**DU**) / Loan Prospector (**LP**) / Guaranteed Underwriting System (**GUS**)
- _____ Documents to support a Transfer of Appraisal (if applicable)
- _____ Fraud Review results including: LDP (Limited Denial of Participant) and GSA (General Service Admin.) Compliance
- _____ Driver's License / Picture ID / Perm. Resident Card
- _____ E-Delivery Consent
- _____ ECOA Notice – Federal Equal Credit Opportunity Act (signed & dated)

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- _____ Elevation Certificate (if prop. is in Flood Zones A or V, Flood Ins. is required & house was built after 1976)
- _____ Evidence Flood Zone Certification is transferred to Standard Mortgage Corporation
- _____ Evidence Hazard, Flood and/or Wind/Hail is transferred to Standard Mortgage Corporation
- _____ Final Inspection Report/Re-cert of Value (if applicable) (Required if over the 100 day mark for lock extension)
- _____ Final Loan Application w/ **NMLS #** & Demographic Information Addendum & HUD 92900-A Addendums (for FHA and VA loans) (signed & dated)
- _____ First Payment Letter
- _____ Flood Hazard Determination Form (borrower(s) sign/date pg. 2 if **not** in flood zone) - **Life of Loan Type**
- _____ Flood Insurance Dec page or application with proof of payment, including wind and hail (if applicable)
- _____ Freddie Exclusionary List Check
- _____ Hazard Ins. Dec page including proof of payment (must meet req. of FNMA/FHLMC/GNMA/FHA/VA/RHS)
- _____ Higher-Priced Mortgage Loan Disclosure (**HPML**) - if applicable
- _____ Homeownership Counseling Organizations List (must include at least 10 approved agencies)
- _____ Income Calculation Worksheet / Assets Worksheet
- _____ Income Documents
- _____ Initial Escrow Disclosure Statement or Waiver - (Waiver if applicable for Conv. Loans Only!)
- _____ Initial Loan Application & Demographic Information Addendum & HUD 92900-A Addendums (for FHA and VA loans) (signed & dated)
- _____ Insurance Policy Mortgagee Clause must read: **SMC - ISAOA/ATIMA- P.O. Box 792107, San Antonio, TX 78279**
- _____ Intent to Proceed with Application
- _____ IRS Tax Returns - 4506 Tax Verification and Current Check Stubs or IRS Transcripts (2 Years – if the Underwriter Specifically requests the tax returns in their conditions and in the DU)
- _____ IRS W-9 Tax Form for each borr. & 4506/4506T (**Line item# 5 must be blank**) Self Employed borrowers - IRS Form 8821)
- _____ (LE) Initial Loan Estimate (LE) - update LE if loan is re-disclosed; all issued LE's must include a "Provider List" & "Change of Circumstance" (if applicable)
- _____ (LE) Final LE must be issued at least 4 days prior to closing; cannot issue any LEs after CD is issued
- _____ Mortgage...w/ Riders (if applicable) & must include "**Title Insurance Identifier**" & "**NMLS#**" (Follow-up w/ Orig. Rec. Mtg.)
- _____ Name Affidavit
- _____ Notice of Right to Cancel and Rescission Confirmation (if applicable)
- _____ Notice Regarding Furnishing of Negative Information
- _____ Occupancy Affidavit
- _____ Original Note ... Must include "**Notary ID#**" and "**NMLS#**" (**Endorsed to Standard Mortgage Corporation**)
- _____ Patriot ACT Disclosure

CORRESPONDENT Registration Guide

_____ Payment History showing the current “Principal” & “Escrow” balances

LOAN DELIVERY CHECKLIST - CONTINUED

_____ PMI Certificate / Disclosures (if applicable) & Evidence PMI was activated & transferred to SMC

_____ Power of Attorney – if applicable (Follow up with Recorded POA)

_____ Privacy Policy & Practices Form

_____ Purchase Agreement/Addendums & Ext. (copy of check/money order...req. by borrower at closing (if applicable))

_____ QM Findings (Qualified Mortgage)

_____ Rate Lock Confirmation Sheet

_____ Servicing intention statement shown correctly on the LE

_____ Servicer Provider’s List

_____ Signed Flood Ins. Waiver (if property is located in Flood Zone B, C or X and has no flood insurance)

_____ Social Security Admin. (SSA) Authorization to Release SSN Verification (Form# 06-2013 – must have orig. signature)

_____ SS Admin. (SSA) doc. must contain: Business trans. explanation & reasons checked off as to why CBSV applies

_____ Survey or Survey Waiver

_____ Tax Information Sheet (**must include Parcel#**)

_____ Termite Cert. (If not required need signed Termite Waiver—Active/Major damage need evidence of treatment)

_____ Title Commitment / Title Policy: Insured name must include: ISAOA/ATIMA & written exactly as on Note

_____ Title Commitment or Short Form Title Policy (**Follow up w/ Original Short Form Policy**)

_____ Underwriter’s Approval / Closing Conditions (signed/dated)

_____ Uniform Coll. Data Portal (UCDP) / Appraisal Summary Submission Report (**Conv. Loans Only**)

_____ Uniform Closing Dataset (UCD) with PDF of latest CD Date Issued (**Conv. Loans and HFA Loans**) & transferred to SMC

_____ Uniform Underwriting & Transmittal Summary (signed/dated) (**Form# 1008 Conventional Loans!**)

_____ Verification of Deposit Form and Current Bank Statements

_____ Verification of Employment (VOE) within 10 days of closing - if self employed YTD Profit & Loss Statement

(Previous VOE is required if employment on current job is less than 2 yrs.)

_____ Wiring or ACH Instructions

NEW CONSTRUCTION DOCUMENTS

_____ Builder’s Certification (HUD– 92541)

_____ Builder’s Permit (**signed**)

_____ Builder’s Warranty of Completion (HUD–92544)

_____ Certification of Occupancy or 10 Year Warranty

_____ Final Compliance Inspection (HUD-92051)

_____ Subterranean Termite Soil Guarantee Treatment (HUD-NPCA-99-A)

_____ Subterranean Termite Soil Treatment Record (HUD-NPCA-99-B)

CORRESPONDENT Registration Guide

FHA LOAN DELIVERY DOCUMENTS

- _____ FHA – Case # Assignment / CAIVRS Authorization# (FHA Connection)
- _____ FHA – Case # Transfer of Appraisal (if applicable)
- _____ FHA - Conditional Commitment (HUD-92800.5B)
- _____ FHA - Direct Endorsement Approval – Addendums pages 1 – 4 (HUD-92900-A)
- _____ FHA - For Your Protection – Get Home Inspection Notice
- _____ FHA - Important Notice to Homebuyer – Assumption of HUD/FHA Insured Mortgage Release of Personal Liability
- _____ FHA - Informed Consumer Choice Disclosure Notice
- _____ FHA - Loan Uniform Underwriting and Transmittal Summary (Form# 92900-LT – signed/dated)
- _____ FHA - Notice to Homeowner
- _____ FHA - Real Estate Certification and Amendatory Clause
- _____ FHA - UFMIP – Evidence of MIP payment

VA LOAN DELIVERY DOCUMENTS

- _____ Certificate of Commitment (If underwritten by VA)
- _____ Certification of Eligibility (VA26-8320)
- _____ Certification of Reasonable Value (VA26-1843)
- _____ Indebtedness Letter (VA26-8937) – (only if borrower is exempt from VAFF)
- _____ Loan Analysis (VA26-6393)
- _____ Report and Certification of Loan Disbursement (VA26-1820)
- _____ VA Counseling Checklist (VA26-0592)
- _____ VA Federal Collection Policy (VA26-0503)
- _____ VA Funding Fee Transmittal Form – Evidence of payment

Effective January 1, 2015, VA will require the use of the current National Pest Management Association (NPMA) Department of Housing and Urban Development (HUD) forms NPMA-99A, Subterranean Termite Protection Builder’s Guaranty and NPMA-99-B, New Construction Subterranean Termite Service Record, for new and proposed construction properties in areas where wood-destroying insect information is required. Prior forms NPCA-99-A and NPCA-99-B will be obsolete and should no longer be used.

USDA/RD LOAN DELIVERY DOCUMENTS

- _____ Comp. of Homeownership Counseling (1st time borrower if req. by the RD issuing Cond. Commit.)
- _____ Conditional Commitment for Single Family Housing Loan Guarantee (RD1980-18)
- _____ Evidence RD Fee has been sent
- _____ Guaranteed Loan Closing Report (RD1980-19)
- _____ USDA – Privacy Act (RD410-9)
- _____ Rural Development Occupancy Rider to the Mortgage

CORRESPONDENT Registration Guide

***LOUISIANA HOUSING CORP. (LHC)** **BOND MARKET RATE DOCUMENTS**

- _____ (Exhibit A) Program Loan Confirmation Form
- _____ (Exhibit D) Rate Lock 30 Day Extension Request - **\$375 non-refundable fee for 30 day Lock Extension** (Updated
Appraisal is required if the loan is over the 100 day mark for lock extension)
- _____ (Exhibit E) Req. for “Down Pymt Assist. /Wiring Instr.” **Must email to LHC 24 hours prior to day of closing w/Final CD**
- _____ LHC Gift Letter w/ Evidence funds were received by closing attorney or borrower **(signed/dated)**

***Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**

LHC HFA PREFERRED PROGRAM

- _____ (Exhibit A) Program Loan Confirmation Form
- _____ (Exhibit D) Rate Lock 30 Day Extension Request - **\$375 non-refundable fee for 30 day Lock Extension** (Updated
Appraisal is required if the loan is over the 100 day mark for lock extension)
- _____ (Exhibit E) Program Requisition Form/Wiring Instructions **Must fax to LHC by 2:00 PM for Next Day Funding with Final CD**

***Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**

LOUISIANA HOUSING CORPORATION (LHC) **MORTGAGE REVENUE BOND PROGRAM 2018**

- _____ (Exhibit A) Mortgage Revenue Bond Program Compliance Review Checklist
- _____ (Exhibit B) Mortgage Revenue Bond Program Loan Confirmation
- _____ (Exhibit C) Mortgage Revenue Bond Program Commitment Letter
- _____ (Exhibit D) Mortgage Revenue Bond Program Borrower’s Affidavit and Notice of Potential Recapture Tax
- _____ (Exhibit D1) Mortgage Revenue Bond Program Acquisition Cost Worksheet
- _____ (Exhibit D2) Mortgage Revenue Bond Program Mortgagor Income Eligibility Worksheet
- _____ (Exhibit E1) HOME/Mortgage Revenue Bond Program Homeownership Summary
- _____ (Exhibit E1) Attachment I Eligibility Requirements
- _____ (Exhibit E1) Attachment II Household Income Certification Worksheet
- _____ (Exhibit E1) Attachment III HOME Project Summary – Application Certification
- _____ (Exhibit E2) HOME/Mortgage Revenue Bond Program Homeownership Regulatory Agreement (The Executed and Recorded Exhibit E2 HOME/Mortgage Revenue Bond Program Homeownership Regulatory Agreement with recorder’s receipt must be delivered via Certified or Express Mail with return receipt to Louisiana Housing Corporation and Standard Mortgage Corporation)

CORRESPONDENT Registration Guide

- _____ **(Exhibit A to the Exhibit E2)** Complete Legal Description of Property
 - _____ **(Exhibit F)** Mortgage Revenue Bond Program Closing Review Checklist
 - _____ **(Exhibit G)** Mortgage Revenue Bond Program Closing Certification
 - _____ **(Exhibit H)** Mortgage Revenue Bond Program Tax-Exempt Program Rider
 - _____ **(Exhibit I)** Mortgage Revenue Bond Program Notice to FHA/VA Buyers
 - _____ **(Exhibit J)** Mortgage Revenue Bond Program Affidavit of Seller
 - _____ **(Exhibit K)** Mortgage Revenue Bond Program Reservation Request
 - _____ **(Exhibit L)** Mortgage Credit Certificate Program Underwriter Certification Form (Backup Document – Contact Single Family before Submission)
 - _____ **(Exhibit M)** Mortgage Revenue Bond Program Extension Request (if applicable)
 - _____ **(Exhibit N1)** Mortgage Revenue Bond Program Maximum Permissible Family Income Limits per Parish for 2017
 - _____ **(Exhibit N2)** HOME/Mortgage Revenue Bond Program Maximum Permissible Family Income Limits per Parish for 2017
 - _____ **(Exhibit O)** Mortgage Revenue Bond Program Maximum Permissible Acquisition Cost For Residential Housing Units – 2018 State of Louisiana
 - _____ **(Exhibit P)** Mortgage Revenue Bond Program Qualified Targeted Census Tract Codes for Louisiana, 2018
 - _____ **(Exhibit Q)** Mortgage Revenue Bond Program Requisition Form – Wiring Instructions
 - _____ **(Exhibit R)** Mortgage Revenue Bond Program Request for Over Income Exception or Federally Declared Disaster Targeted Area Request Form (if applicable)
 - _____ **(Exhibit X)** Mortgage Revenue Bond Program Notice of Denial (if applicable)
 - _____ Louisiana Housing Corporation Mortgage Revenue Bond Program Second Mortgage Instrument (The Fully Executed and Recorded Second Mortgage with Recorder’s Receipt or stamped Certified must be delivered via Certified or Express Mail with return receipt to Louisiana Housing Corporation and Standard Mortgage Corporation)
 - _____ Louisiana Housing Corporation Mortgage Revenue Bond Program Second Mortgage Promissory Note (The Fully Executed Original Promissory Note must be delivered via Certified or Express Mail with return receipt to Louisiana Housing Corporation and a copy to Standard Mortgage Corporation)
- *Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**
A **\$75.00** Compliance Fee for **LHC MRB Assisted or Home and LHC Soft Second Program!**

LOUISIANA HOUSING CORPORATION (LHC) **SOFT SECOND PROGRAM**

- _____ **(Exhibit A)** LHC Soft Second Program Confirmation Report
- _____ **(Exhibit E)** Requisition Form Soft Second
- _____ **(Exhibit G)** LHC Soft Second Program Compliance Package Submission Checklist
- _____ **(Exhibit H)** Borrower Affidavit

CORRESPONDENT Registration Guide

- ____ (Exhibit I) Project Summary
- ____ (Exhibit J) Duplication of Benefits Certification
- ____ (Exhibit N) Consent & Release Form, Nonpublic Personal Information Form
- ____ (Exhibit P) Post Closing Review Checklist
- ____ (Exhibit Q) Affidavit of Seller
- ____ (Exhibit R) Flood Insurance Acknowledgment
- ____ Second Mortgage Instrument
- ____ Second Mortgage Promissory Note
- ____ Closing Cost Note
- ____ Insurance Policies need to equal the 1st & 2 mortgages and list LHC on policy

***Note:** A **\$20.00** Wire Fee will be charged on the Purchase Advice for all **LHC Bond Loans with Assistance!**

A **\$75.00** Compliance Fee for **LHC MRB Assisted or Home and LHC Soft Second Program!**

LOUISIANA HOUSING CORPORATION (LHC) **MORTGAGE CREDIT CERTIFICATE PROGRAM**

- ____ (Exhibit A) Mortgage Credit Certificate Program Compliance File Checklist
- ____ (Exhibit B) Mortgage Credit Certificate Program Household Income Calculation Worksheet
- ____ (Exhibit C) Mortgage Credit Certificate Program Conditional Commitment Letter (if applicable)
- ____ (Exhibit D) Mortgage Credit Certificate Program Confirmation Report
- ____ (Exhibit E) Mortgage Credit Certificate Program Notice to Eligible Borrower Regarding Potential Recapture Tax
and Mortgagor Affidavit
- ____ (Exhibit F) Mortgage Credit Certificate Program Underwriter Certification Form (Backup Document – Contact
Single Family before Submission)
- ____ (Exhibit G) Mortgage Credit Certificate Program Owner Occupancy Certification
- ____ (Exhibit I) Mortgage Credit Certificate Program Military Veteran’s Eligibility Affidavit
- ____ (Exhibit J) Mortgage Credit Certificate Program Seller Affidavit
- ____ (Exhibit K) Mortgage Credit Certificate Program Closing Affidavit
- ____ (Exhibit L) Mortgage Credit Certificate Program Certificate of Lender
- ____ (Exhibit N) Mortgage Credit Certificate Program Tax Return Affidavit
- ____ (Exhibit O) Mortgage Credit Certificate Program Extension Request (if applicable)
- ____ (Exhibit P) Mortgage Credit Certificate Program Reservation Request (Backup Document – Contact
Single Family before Submission)
- ____ (Exhibit Q) Mortgage Credit Certificate Program Reissuance Checklist (if applicable)
- ____ (Exhibit R) Mortgage Credit Certificate Program Request for Reissuance (if applicable)
- ____ (Exhibit S) Mortgage Credit Certificate Program Resubmission Request (if applicable)
- ____ (Exhibit T) Mortgage Credit Certificate Program Maximum Permissible Acquisition Cost For Residential Housing
Units – 2016 State of Louisiana
- ____ (Exhibit U) Mortgage Credit Certificate Program Maximum Permissible Family Income Limits per Parish for 2017

CORRESPONDENT Registration Guide

- _____ (Exhibit V) Mortgage Credit Certificate Program Monthly Savings Worksheet
- _____ (Exhibit W) Mortgage Credit Certificate Program Schedule of Fees
- _____ (Exhibit X) Mortgage Credit Certificate Program Notice of Denial (if applicable)
- _____ (Exhibit Y) Mortgage Credit Certificate Program Qualified Targeted Census Tract Codes For Louisiana, 2015
- _____ (Exhibit Z) Mortgage Credit Certificate Program Form of Certificate
- _____ (Exhibit AA) Mortgage Credit Certificate Program Request for Assumption (if applicable)

SOUTHERN MORTGAGE ASSISTANCE PROGRAM (SMAP)

- _____ (Exhibit A) Lender Information Form
- _____ (Exhibit B) Term Sheet
- _____ (Exhibit C) Lender Certificate– **Must be signed 20 calendar days from the Initial Mtg. Reservation Date!!**
- _____ (Exhibit D) Down Payment/Closing Cost Assistance Grant
- _____ (Exhibit E) Down Payment Assist. /Reservation - **Must fax to JPFA 24 hours prior to day of closing w/ Final CD**
- _____ (Exhibit F) Rate Lock 30 Day Extension Form - **\$375 non-refundable fee for 30 day Lock Extension**
(Updated
Appraisal is required if the loan is over the 100 day mark for lock extension)

MISSISSIPPI HOME CORPORATION (MHC) **MORTGAGE REVENUE 007 BOND PROGRAM (MRB007)**

- _____ (MRB001) - Reservation Form
- _____ (MRB002) - Mortgage Revenue Bond Checklist
- _____ (MRB003) - Executed Borrower Certification
- _____ (MRB007) - Executed Borrower Affidavit
- _____ (MRB010) - Attorney Information Form and Wiring Instruction
- _____ (MRB016) - Notice to Borrower
- _____ Executed Potential Recapture Tax Form
- _____ Copy of Second Mortgage Note
- _____ Copy of Second Mortgage Deed of Trust
- _____ Mississippi Home Corporation Mortgage Addendum (MRB 008) – **This addendum is specifically for FHA Insured Loans and must be a part of the 1st Lien Mortgage.**
- _____ Mississippi Home Corporation Mortgage Addendum (MRB 013) - **This addendum is specifically for Fannie Mae or Freddie Mac Conventional Insured Loans and must be a part of the 1st Lien Mortgage.**
- _____ Mississippi Home Corporation Mortgage Addendum (MRB 009) - **This addendum is specifically for VA or
USDA/RD Guaranteed Loans and must be a part of the 1st Lien Mortgage**

CORRESPONDENT Registration Guide

Transfer Information

Hazard/Flood/Windstorm Insurance Transfer to:

Standard Mortgage Corporation, ISAOA, ATIMA
P.O. Box 792107
San Antonio, TX 78279

IF A LOAN HAS A 2nd Mortgage/Deed of Trust; it will need to show the 2nd Mortgagee on the Insurance (Agency)

Louisiana Housing Corporations
2415 Quail Drive
Baton Rouge, LA 70808

or

Mississippi Home Corporation
735 Riverside Drive
Jackson, MS 39202

Flood Certificate Transfer to:

Standard Mortgage Corporation
701 Poydras St., 300 Plaza
New Orleans, LA 70139

CoreLogic Flood Services Servicer ID# 17158

Notice of Servicing Transfer to:

Standard Mortgage Corporation
P.O. Box 650561
Dallas, TX 75265-0561

1-800-448-4190 Monday thru Friday between 8:30 AM to 5 PM

MERs ID# Transfer to: 1000219

FHA ID # Transfer to: 17158-09993

Closing Packages sent to Address below:

Standard Mortgage Corporation
Trailing Documents
701 Poydras St, 300 Plaza
New Orleans, LA 70139
ATTN: Funding Department



SECTION 9:

CORRESPONDENT PROGRAM FEES & CREDIT OVERLAYS



CORRESPONDENT Registration Guide

Correspondent Program Fees & Credit Overlays

SMC Conventional & Government Loan Programs Only

- Underwriting Fee - \$350.00
- Document Review Fee - \$500
- Escrow Waiver Fee - .25 points in price
- Lock Extension Fees:
 - First 5 Days Free
 - Days (6-30) .04 points in price per day (30 Day Max, then Worse Case)

Credit Overlays all SMC & Bond Loan Programs

- Min FICO 640
- Max DTI 50% or AUS Finding; whichever is lower.
- No Manual Underwrites

MS Home Corp MRB7 Program Serviced by SMC

- Doc Review Fee - \$500.00
- Tax Service Fee - \$91.00
- Normal and Customary Lender Fees
- Please monitor MS Home Corp for any changes to their Fees

JPFA SMAP/LAP Programs Serviced by SMC

- Doc Review Fee - \$500.00
- Tax Service Fee - \$91.00
- 30 Day Lock Extension Fee - \$375
- Normal and Customary Lender Fees
- Please monitor JPFA for any changes to their Fees

LHC Non-MRB Programs Serviced by SMC

- Doc Review Fee - \$500.00
- Tax Service Fee - \$91.00
- 30 Day Lock Extension Fee - \$375
- Wire Fee (Due LHC) - \$20.00
- Wire Fee for Resilience Second Program Only (Due LHC) - \$40.00
- Resilience Second Compliance Fee (Due LHC) - \$75.00
- Normal and Customary Lender Fees
- Please monitor LHC for any changes to their Fees

LHC Mortgage Revenue Bond (MRB) Program

- Doc Review Fee - \$500.00
- Tax Service Fee - \$91.00
- Wire Fee (Due LHC) - \$40.00
- Compliance Fee (Due LHC) - \$75.00
- Normal and Customary Lender Fees (Origination Fee not acceptable)
- Please monitor LHC for any changes to their Fees