



CORRESPONDENT REGISTRATION GUIDE

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



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

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SECTION 1: CONTACT INFORMATION



Standard Mortgage Team

*Lock requests and lock

Name	Title	Phone Number	Email
Rosa St. Clair	VP 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
Tierney R. Hinrichs	VP Production Operations	504.569.3709	thinrichs@stanmor.com

modifications should go to lockdesk@stanmor.com

*General funding questions to funding@stanmor.com

Housing Finance Authority	Email
Louisiana Housing Corporation (LHC)	SingleFamily@lhc.la.gov
Jefferson Parish Finance Authority	financeauthority@jpfinanceauthority.com
Mississippi Housing Corporation (MHC)	nedra.patton@mshc.com



SECTION 2: LOGGING INTO SMC WEBSITE (B2B)



Logging into SMC Website (B2B)

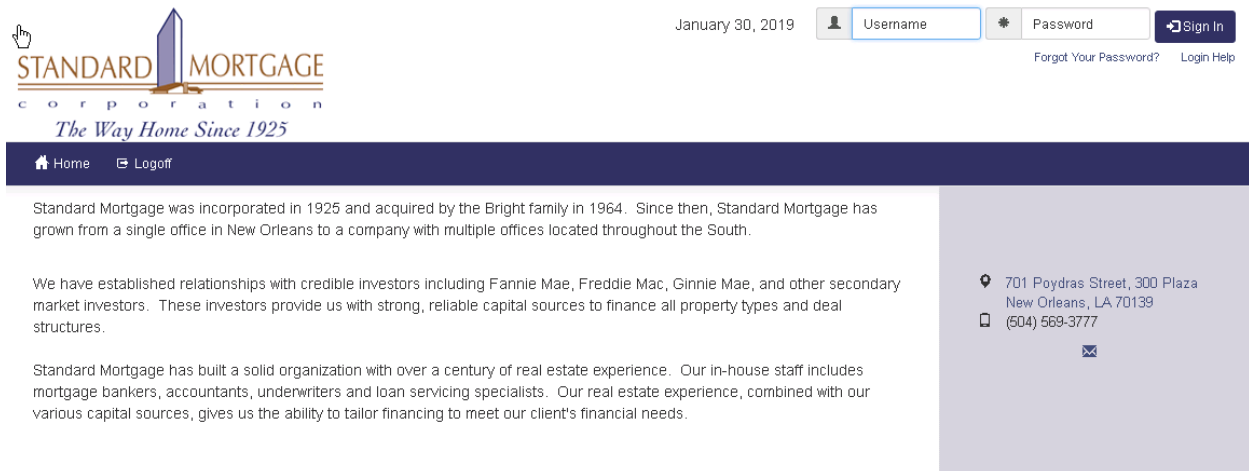
Each company will be provided a master set of login credentials and individual credentials upon request.

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

Link to the website is:

www.stanmor.com/correspondent

Input login credentials here:



The screenshot displays the Standard Mortgage Corporation website. At the top left is the logo with the text "STANDARD MORTGAGE CORPORATION" and the tagline "The Way Home Since 1925". To the right of the logo is the date "January 30, 2019" and a login form with fields for "Username" and "Password", a "Sign In" button, and links for "Forgot Your Password?" and "Login Help". Below the logo is a dark blue navigation bar with "Home" and "Logoff" links. The main content area contains three paragraphs of text describing the company's history, investor relationships, and organizational structure. On the right side, there is a contact information box with the address "701 Poydras Street, 300 Plaza, New Orleans, LA 70139", the phone number "(504) 569-3777", and an email icon.



SECTION 3: IMPORTING A LOAN

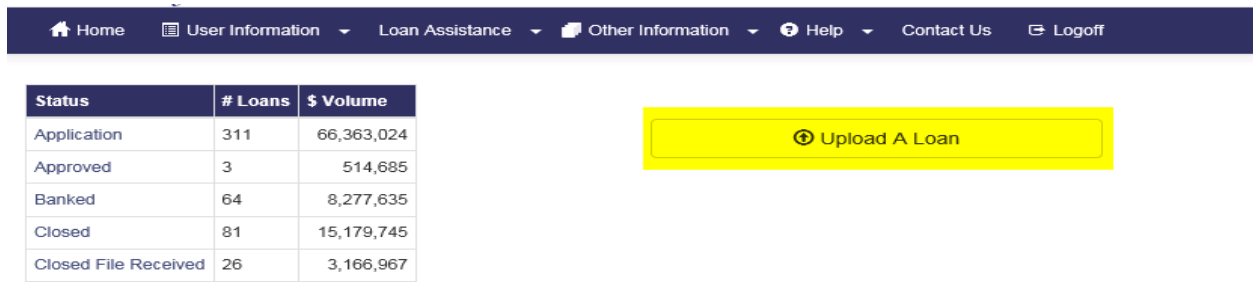


IMPORTANT

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 will need to import the loan into our portal by selecting the “Upload a Loan” button.

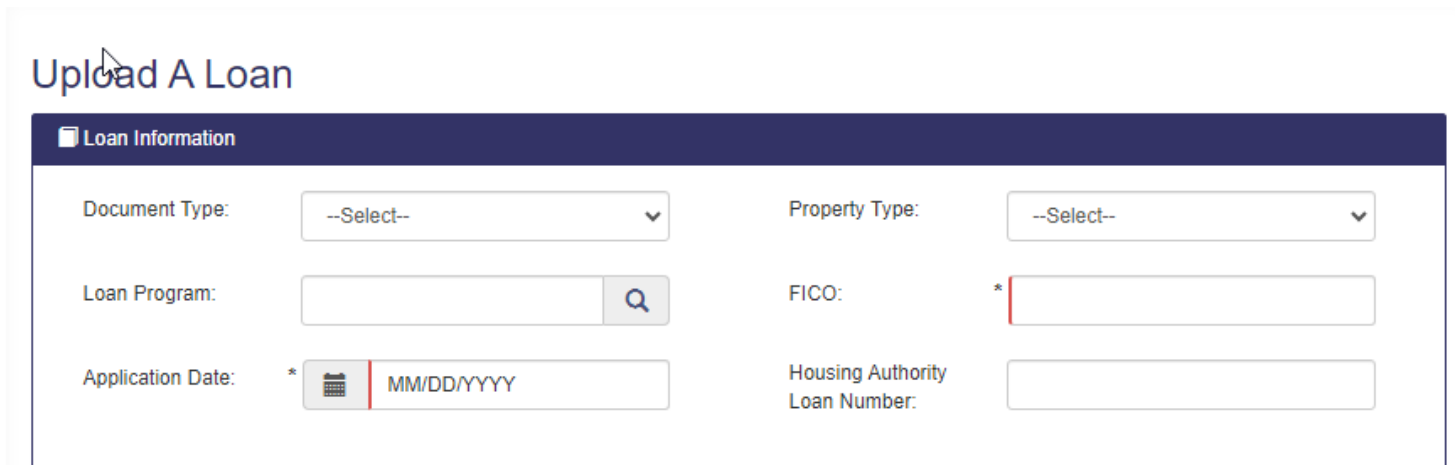


The screenshot shows a navigation bar with the following items: Home, User Information, Loan Assistance, Other Information, Help, Contact Us, and Logoff. Below the navigation bar is a table with the following data:

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--
- Loan Program: [Search icon]
- FICO: *
- Application Date: * MM/DD/YYYY
- Housing Authority Loan Number: [Empty field]

For Document Type – always select “Full”

- ****IMPORTANT for all programs****: There is a minimum FICO score of 640 allowed
- We also do not allow manual underwriting for any programs
- Max DTI 50%

Upload A Loan

Borrower Information

Document Type: --Select--
--Select--
Full
Streamline

Select the applicable Property Type–

Loan Information

Property Type: --Select--
--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

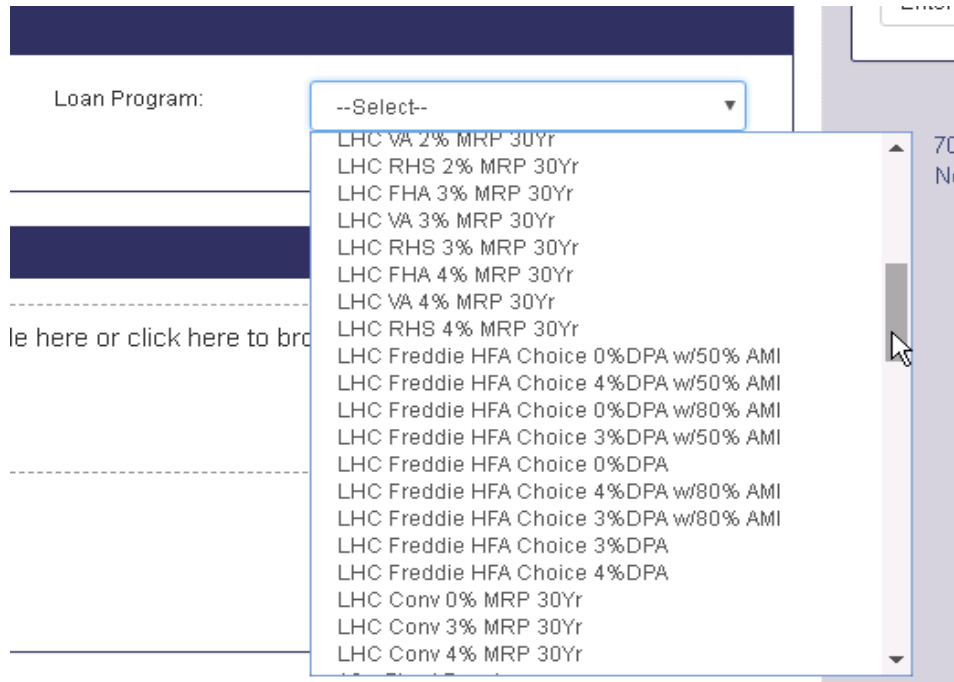
Select the applicable Loan Program-

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

All JPFA Programs begin with JPFA

All MHC Programs begin with MHC

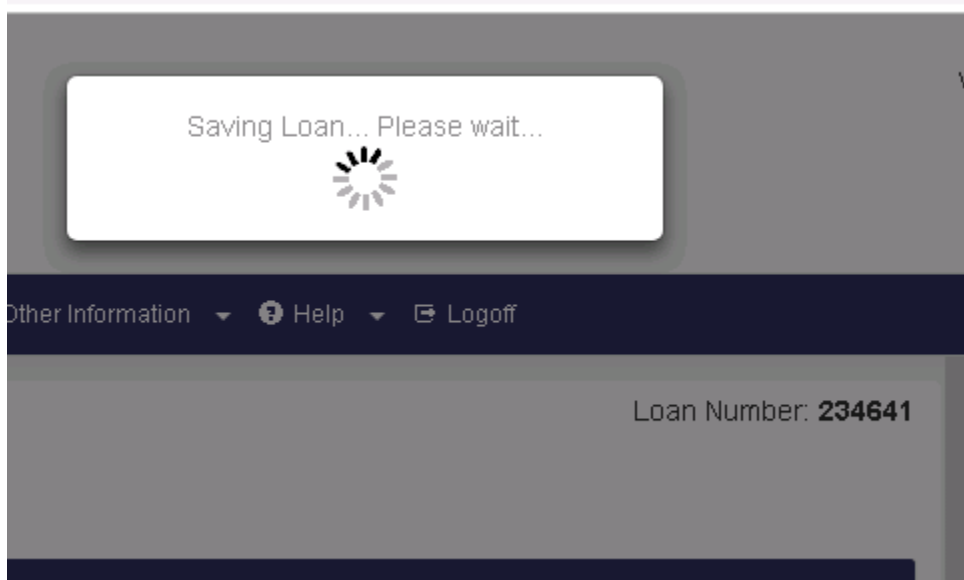
****Selecting the correct program here is important because it auto-populates the information into the pricing engine to show you the list of qualified products****



Search and select the URLA MISMO v3.4(iLAD) file for the lock you are requesting and select "Upload Loan":



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



Locking the Rate

Once the file is imported, the “PollyEx” tab is displayed and will launch you out to the PollyEx Product and Pricing Engine (PPPE).

The screenshot displays the PollyEx interface for a loan with the number 69000685, owned by Ken Customer. The interface is titled "PollyEx" and includes a navigation bar with options like "Loan Details", "Conditions", "Forms", "Conversation Log", and "Email". The main content area is divided into several sections:

- LOAN SCENARIO:** Includes fields for Loan ID (69000685), Property (733 Lang St), Borrower (Customer), Purchase price (\$720000), LTV% (80.0/80.0/80), and DTI (117.895).
- SEARCH CRITERIA:** Shows the search date (Nov 16, 2023) and a "Sort By Par Rate" dropdown. A message states: "There are no eligible products that match your search criteria."
- Lock Period:** Set to "30 Day L...".
- Loan Type:** Includes checkboxes for Conventional (checked), Jumbo, NonQM, FHA, and VA.
- Fixed Programs:** Includes checkboxes for 30 Yr (checked), 25 Yr, 20 Yr, 15 Yr, 10 Yr, and Other.
- ARM Programs:** Includes checkboxes for 10 Yr and 7 Yr.
- Ineligible Product(s):** A list of products that do not match the search criteria, including FN 30yr, FR 30yr, and various SMAP programs.

Once the PollyEX window loads the loan information, you will see your Loan Scenario followed by the Search Criteria.

***For LHC bond loans, please be sure that your lock period is 45 days. For JPFA bond loans, please choose the 60 day lock period.**

Choose the Loan type and term and then click on the highlighted arrow shown below to expand your Loan Scenario portion of the screen.

LOAN SCENARIO ▼

Loan ID: 69000685 **Property:** 733 Lang St **Borrower:** Customer

Purchase \$220000 LTV% (55/55/55) LA - Jefferson Parish Single Family Primary 700 FICO 41 DTI Ratio -- Mo. of Reserves

SEARCH CRITERIA

Lock Period

45 Day L... ▼

Expires Tuesday, Jan 2nd, 2024

Interest Only

Loan Type

Eligible Product(s)

Nov 16, 2023 12:27 PM PST Sort By Par Rate ▼

Product	Term	Par Rate	Final Price
LHC MRB Home <80%AMI FN 30yr	30 Yrs	5.410%	102.000
FN 30yr	30 Yrs	6.500%	100.234
FN 30yr - HomeReady	30 Yrs	6.500%	100.185
LHC MRB Assist	Term	Par Rate	Final Price

Please ensure all highlighted fields are correctly filled in.

LOAN SCENARIO ^

Loan ID: 259646 **Property:** 6232 N Inwood Rd **Borrower:** Collins

Purchase \$115800 LTV% (96.5/96.5/96.5) LA - Caddo Parish Single Family Primary 655 FICO 45 DTI Ratio -- Mo. of Reserves

Loan Purpose **Loan Amount** **Purchase Price**

Pur... \$115,8 \$120,0

State **County**

Louis... Caddo Parish

Property Type **Occupancy**

Single Fa... Primary

Units **Stories**

1 0

Non-Occupancy Borrower **Non-Occupancy Coborrower**

No No

Inspection Waiver

No

Non-Warrantable **Condotel**

No No

Monthly FICO **Monthly Income** **DTI Ratio** **Mo. Reserves**

655 \$3,403 45

Self Employed **Properties Owned**

No

Multiple Applicants **First Time Home Buyer**

No Yes

HELOC Draw Amount

Waive Escrow **Roll Lender Fee**

No

AUS

DU

Application Date

02/

Most of these fields will be pre-filled, however there are a few fields you will have to fill in each time, such as FICO, First Time Homebuyer (selected "yes" for bond loans), and AUS Decision.

Once all Loan Scenario info is completed, select Refresh Pricing

PollyEx

Loan ID: 69000685	Property: 733 Lang St	Borrower: Customer
Purchase \$220,000 LTV% (55/55/55)	LA - Jefferson Parish Single Family Primary	700 FICO 41 DTI Ratio -- Mo. of Reserves
Loan Purpose Pur... <input type="text"/>	Loan Amount \$220,000	Purchase Price \$400,000
Property Value \$400,000	State Louisiana	County Jefferson Parish
Down Payment \$180,000	LTV 55	CLTV 55
Closed End Second \$0	HELOC Line Amount \$0	HELOC Draw Amount \$0
Waive Escrow No	Roll Lender Fee No	Units 1
AUS DU	Non-Occupancy Borrower No	Stories 0
Application Date 11/11	Non-Occupancy Coborrower No	Inspection Waiver No
	Non-Warrantable No	Condo/Hotel No
		Monthly FICO 700
		Monthly Income \$4,500
		DTI Ratio 41
		Mo. Reserves --
		Self Employed No
		Properties Owned 0
		Multiple Applicants No
		First Time Home Buyer Yes
		Refresh Pricing

Your search results will show Eligible products at the top of the list, followed by Ineligible products below. Select the product you want by clicking on the product to show rate/price.

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

Loan ID: 69000685 **Property:** 733 Lang St **Borrower:** Customer
 Purchase \$220000 LTV% (55/55/55) LA - Jefferson Parish Single Family Primary 700 FICO 41 DTI Ratio -- Mo. of Reserves

SEARCH CRITERIA

Eligible Product(s)

Nov 16, 2023 12:36 PM PST

Sort By Par Rate

Lock Period

45 Day L...

Expires Tuesday, Jan 2nd, 2024

Interest Only

Loan Type

- Conventional
- Jumbo
- NonQM
- FHA
- VA

Fixed Programs

- 30 Yr
- 25 Yr
- 20 Yr
- 15 Yr
- 10 Yr
- Other

ARM Programs

- 10 Yr
- 7 Yr
- 5 Yr

Product Name	Term	Par Rate	Final Price
LHC MRB Home <80%AMI FN 30yr	30 Yrs	5.410%	102.000
FN 30yr	30 Yrs	6.500%	100.234
FN 30yr - HomeReady	30 Yrs	6.500%	100.185
LHC MRB Assist <80%AMI FN 30yr	30 Yrs	6.530%	102.000
LHC 0% SS <80% AMI FN 30yr - Pathways	30 Yrs	7.375%	102.000
LHC KeyforService FN <80% 30yr	30 Yrs	7.670%	102.000

Ineligible Product(s)

FR 30yr
FR 30yr - HomePossible
FR 30yr - HomeOne
SMAP 3% <80% AMI FR 30yr
SMAP 4% <80% AMI FR 30yr

Check the box to the left of the rate and then scroll all the way down the page and click the "Request Lock" button.

2024

Interest Only

Loan Type

Conventional

Jumbo

NonQM

FHA

VA

USDA

Fixed Programs

30 Yr

25 Yr

Refresh Price

Rate	APR	Price	P&I	P&I+MI	Credit / Cost	Lock Period
6.500	6.500	102.000	\$744	-	-2.000 (-\$2,357)	45

Product	Term	Par Rate	Final Price
LHC MRB Assist <80%AMI FN 30yr	30 Yrs	6.680%	102.000
LHC KeyforService FHA 30yr	30 Yrs	6.870%	102.000
FN 30yr	30 Yrs	6.875%	100.314
LHC KeyforService FN <80% 30yr	30 Yrs	6.970%	102.000

Ineligible Product(s)

FR 30yr

Selected: LHC MRB Assist FHA 30yr at 6.500%

Request Lock

After selecting “Request Lock”, a screen showing the terms you’ve selected will appear for you to review. Once you review, you’ll have to select “Request” once more to complete the process.



Lock Request

Product: LHC MRB Assist <80%AMI FN 30yr
Loan Term: 30 years
Amortization Term: 30 years
Note Rate: 6.530
Initial Lock Period: 45 Days
Lock Expiration: Tuesday, Jan 2nd, 2024
Final Price: 102.000
Credit/Cost: -2.000 (-\$4,400)

Are you sure you want to initiate this lock request?

Cancel Lock Request



A lock request was initiated on Thursday, Nov 16th, 2023 at 03:00 pm, and is awaiting approval from your lock desk.

Lock Request



Product:	LHC MRB Assist <80%AMI FN 30yr
Note Rate:	6.530
Initial Lock Period:	45 Days
Lock Expiration:	Tuesday, Jan 2nd, 2024
Final Price:	102.000
Credit/Cost:	-2.000 (-\$4,400)

Lock Status

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

Upload LHC or MHC reservation confirmation (not needed for JPFA) into the conditions tab. If you are unable to find the appropriate place to upload, you can email the reservation to lockdesk@stanmor.com

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



SECTION 5: UPLOADING DOCUMENTS



Uploading the Reservation Confirmation (For LHC & 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

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.

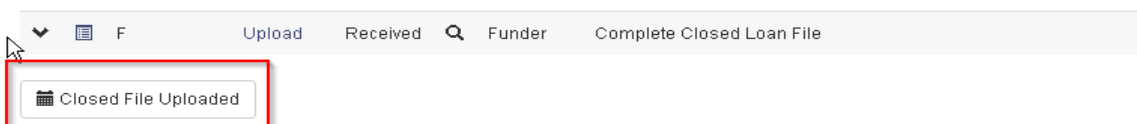
Conditions

Filter By: All

[Back](#)
[Next](#)

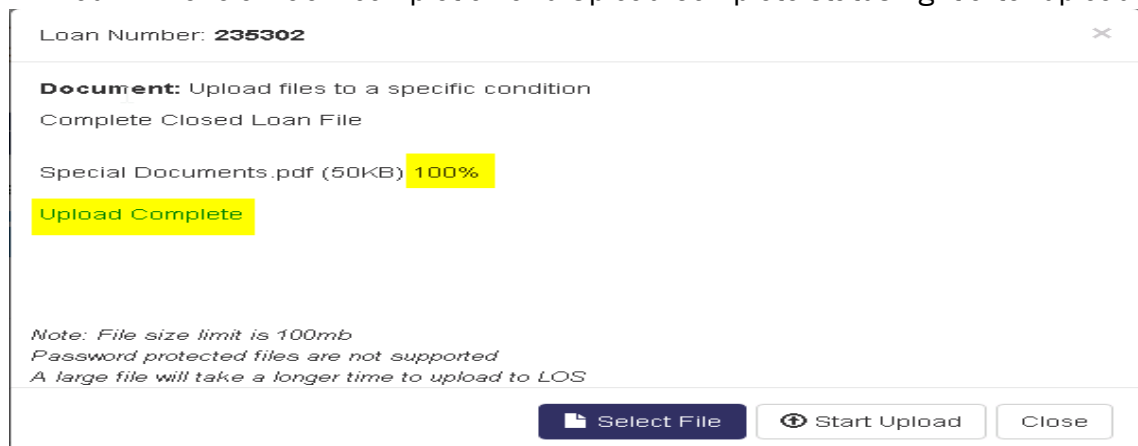
Code #	Received	Status	Reviewed By	Condition
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit C - LHC Lender Certification
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit E - LHC Requisition for DPA
▼ A	Upload		Funder	FUNDING CRITICAL--Need Exhibit D - LHC Market Rate Extension Request or Exhibit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



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.

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

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

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



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 Completion Date 02/18/2016 By TS Remarks Needs to be dated correctly and completed						
+		Upload		Funder	FUNDING CRITICAL--Final TIL	

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

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:	
LLPA's:	0.000%
TaxService:	\$85.00
Underwriting:	\$0.00
Doc Review:	\$175.00
Wire Fee :	\$20.00
Escrow Balance:	\$610.20
PerDiem:	\$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


How to communicate with SMC via the secure e-mail 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: @ Enter or select email address 

CC: @ Enter or select email address 

BCC: @ Enter or select email address 

Subject: Mortgage, Loan Number: 223558

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.

Send Email Attach File

Select Email Address ×

<input type="checkbox"/>	Tennille Stewart	Loan Closer	tstewart@stanmor.com
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Close Select

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



Top 10 Funding Issues

- 1) A Full Closed Loan File is not initially provided as outlined by the Loan Delivery Checklist
 - a. #1 missing doc from file is Underwriter's Approval Conditions/ Conditional Approval
- 2) Required Riders and/or Exhibits not executed and/or recorded with the 1st Mortgage/ Deed of Trust resulting in an Act of Correction or Re-Recording. Notably:
 - a. LHC MRB- Exhibit H Tax Exempt Rider
 - b. MHC Easy 8, Trusty 10 – Mortgage Addendum for Loan Type
 - i. MHC Smart 6 DOES NOT have a Mortgage Addendum c. Planned Unit Development Rider
- 3) Mortgage/Deed of Trust not signed by correct signers, missing signatures, and /or witnesses not printing name resulting in an Act of Correction or Re-Recording
- 4) Title Policy missing the complete Mortgagee Clause-ISAOA/ATIMA; Missing required endorsements, notably:
 - a. PUD Endorsement
- 5) Not including Evidence of Hazard/ Flood/ Wind Ins transferred to SMC with full Mortgagee Clause, and if/when applicable- LHC or MHC as the 2nd Mortgagee
- 6) Requested Funding Critical documents overdue from Correspondent
- 7) Private Mortgage Insurance not activated in timely manner or missing evidence of activation
- 8) Requested Documents are often submitted without checking the accuracy of information. Many times info is incorrect causing multiple requests for corrections
- 9) FHA Type loans- Waiting for proof of Mortgage Insurance Monthly payments pulled from FHA Connection when applicable.
- 10) 2nd Lien Mortgage not being filled out correctly resulting in delays due to Re-Recording, Scrivener's Affidavit or Act of Correction
 - a. Missing or Incorrect addresses, signatures, maturity dates

Due to all of the above circumstances, loans sometimes need to be extended 2-3 times before the loan is cleared for purchase.






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



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

-  **Top 10 Funding Issues**
Top 10 Funding Issues
-  **SMC Training Guide v3.10.23**
Complete guide for utilizing the website
-  **SMC Program Fees and Credit Overlays v1.26.23**
List of updated program fees and credit overlays for HFA and Market Rate programs
-  **SMC Loan Submission Checklist**
Loan Submission Checklist
-  **SMC Contact List v5223**
Complete contact list



SECTION 8: LOAN DELIVERY CHECKLIST



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 or signed Letter stating No Affiliates
- _____ Allonge to Note (if applicable) - **Endorsed to Standard Mortgage Corporation by authorized signer**
- _____ Appraisal & Appraiser's License (must upload electronic appraisal (colored copy) to SMC)
- _____ Appraisal - Reconsideration of Value Disclosure
- _____ Appraisal Acknowledgement
- _____ Appraisal Invoice
- _____ Appraisal Transfer Documents (if applicable)
- _____ Assignment - assigned to SMC – Original (if applicable, if not MERS loan)
- _____ Borrower's Certification and Authorization Form
- _____ Cash Sale/ Warranty Deed
- _____ CFPB's Your Home Loan Toolkit (purchases only) provided to borrower(s)
- _____ Compliance Agreement/ Errors & Omissions
- _____ (CD) Initial Closing Disclosure
- _____ (CD) Acknowledgement of Closing Disclosure (CD) - evidence of borrower's receipt of the Initial CD
- _____ (CD) Final Closing Disclosure (signed and dated)
- _____ (CD) APR on Final CD not to change more than .125% of % disclosed (on regular loans)
- _____ (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**)
- _____ Fraud Review results including: LDP (Limited Denial of Participant) and GSA (General Service Admin.)
Compliance
- _____ Driver's License / Picture ID / Perm. Resident Card
- _____ Earnest Money Deposit Evidence (if applicable)
- _____ E-Delivery Consent
- _____ ECOA Notice – Federal Equal Credit Opportunity Act (signed & dated)
- _____ Evidence Flood Zone Certificate is transferred to Standard Mortgage (instructions under 'Transfer Information')
- _____ Evidence Hazard, Flood and/or Wind/Hail is transferred to Standard Mortgage (instructions under 'Transfer Information'; Letter requesting transfer is acceptable)
- _____ 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) (signed & dated)
- _____ First Payment Letter
- _____ Flood Certificate (if prop. is in Flood Zones A or V, Flood Ins. is required & house was built after 1976)
- _____ 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 Insurance Dec page or Binder + Application together, including proof of payment (must meet req. of FNMA/FHLMC/GNMA/FHA/VA/RHS/LHC/MHC)
- _____ 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) (signed & dated)
- _____ 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. & 4506C (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) Servicing intention statement marked correctly
- _____ (LE) Final LE must be issued at least 4 days prior to closing; cannot issue any LEs after CD is issued
- _____ Louisiana Application Fee Disclosure (if applicable)
- _____ MERS Online Screen shot of MIN Summary
- _____ Mortgage/ Deed of Trust with applicable Riders & if Louisiana must include "**Title Insurance Identifier**" & "**NMLS#**" (Follow-up w/ Orig. Rec. Mtg.)
- _____ Name Affidavit
- _____ Notice Concerning the Furnishing of Negative Information
- _____ Notice of Right to Cancel and Rescission Confirmation (if applicable)
- _____ Occupancy Affidavit (notarized if applicable)
- _____ Original Note ... Must include "**Notary ID#**" and "**NMLS#**" (**Endorsed to Standard Mortgage Corporation by Authorized Signor**)
- _____ Patriot ACT Disclosure borrower signed
- _____ Patriot ACT Customer Information Form
- _____ Payment History showing the current "Principal" & "Escrow" balances (**any FHA MIPs payable must be paid prior to purchase**)
- _____ PMI Certificate / Disclosures (if applicable) & Evidence PMI was activated & transferred to SMC (instructions under 'Transfer Information')
- _____ 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
- _____ 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# 12-2020 – must have orig. signature)
- _____ SS Admin. (SSA) must contain: Business trans. explanation & reasons checked off as to why CBSV applies
- _____ Supplemental Consumer Information Form (Required for Purchase loans originated 3/1/2023 and after)
- _____ Tax Information Sheet (**must include Parcel#**)
- _____ Termite Cert. (If not required- need signed Termite Waiver & Hold Harmless; 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 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 OR 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.*)
- _____ Lender 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)

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 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

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

- _____ **(Exhibit A)** Mortgage Revenue Bond Program Compliance File Checklist
- _____ **(Exhibit B)** Mortgage Revenue Bond Program Confirmation Report
- _____ **(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 F)** Mortgage Revenue Bond Program Post-Closing File Checklist
- _____ **(Exhibit G)** Mortgage Revenue Bond Program Post-Closing Certification
- _____ **(Exhibit H)** Mortgage Revenue Bond Program Tax-Exempt Program Rider (attached to 1st Mortgage-not required for MRB Keys for Service Program)
- _____ **(Exhibit I)** Mortgage Revenue Bond Program Notice to FHA/VA Buyers
- _____ **(Exhibit J)** Mortgage Revenue Bond Program Seller Affidavit
- _____ **(Exhibit Q)** Mortgage Revenue Bond Program Requisition Form
- _____ Copy of Second Mortgage Instrument
- _____ Copy of Second Mortgage Promissory Note

***Note:** A \$20.00 Wire Fee for LHC MRB/ HOME MRB / MRB KEYS
A \$75.00 Compliance Fee for LHC MRB Assisted or Home and LHC Soft Second Program!

MRB Keys for Service Additional Items

_____ (Exhibit V) Mortgage Revenue Bond Program Lender Mortgage Loan Closing Certificate

Home/MRB Additional Items

_____ (Exhibit E1) HOME/Mortgage Revenue Bond Program Home 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 Home Regulatory Agreement- Copy
_____ Copy of Closing Cost Gift Letter

CDBG Assisted Additional Items

_____ (Exhibit E1 w/attachments I, II, III) Mortgage Revenue Bond/ CDBG Assisted Program Project Summary
_____ (Exhibit O) Mortgage Revenue Bond/ CDBG Assisted Program Consent & Release Form, nonpublic Personal Information Form
_____ (Exhibit R) Mortgage Revenue Bond/ CDBG Assisted Program Flood Insurance Acknowledgement
_____ (Exhibit S) Mortgage Revenue Bond/ CDBG Assisted Program Duplication of Benefits Certification
_____ Copy of COMPLETE STAND-ALONE Second Mortgage Title Policy
_____ Copy of Closing Cost Gift Letter
_____ Homeownership Education Certificate

***Note:** Insurance Policies must equal the 1st & 2nd mortgages combined and list LHC on policy as 2nd Mortgagee

A \$40.00 Wire Fee for CDBG Assisted

All eligible homebuyers MUST complete Homeownership Education and furnish a copy of their certificate

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
_____ (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
_____ 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 a copy to 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)

_____ Closing Cost Gift Letter

***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!**

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

_____ **Bond Program 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

_____ Reservation Confirmation

_____ Copy of Second Mortgage Promissory 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**

MISSISSIPPI HOME CORPORATION (MHC)
SMART 6 BOND PROGRAM (SMART6)

_____ **Bond Program Checklist**

_____ Reservation Confirmation

_____ Notice to Borrower – Second Mortgage

_____ MHC Income Calculation Worksheet

_____ Occupancy Statement

_____ Executed Non-Borrower Statement (If applicable)

_____ Child Support Statement (If applicable)

_____ Notification of Change (If applicable)

_____ MHC Letter of Explanation (If applicable)

_____ Executed Borrower Affidavit with MHC Res #

_____ Attorney Information Form

_____ Copy of Second Mortgage Promissory Note

_____ Copy of Second Mortgage Deed of Trust

MISSISSIPPI HOME CORPORATION (MHC)
Easy 8 Bond Program (EASY8)

_____ **Bond Program Checklist**

- _____ Reservation Confirmation
- _____ Executed Potential Recapture Tax Form
- _____ Notice to Borrower – Second Mortgage
- _____ MHC Income Calculation Worksheet
- _____ Executed Borrower Certification
- _____ Executed Non-Borrower Statement (If applicable)
- _____ Child Support Statement (If applicable)
- _____ Notification of Change (If applicable)
- _____ MHC Letter of Explanation (If applicable)
- _____ Executed Borrower Affidavit with MHC Res #
- _____ Attorney Information Form
- _____ Copy of Second Mortgage Promissory Note
- _____ Copy of Second Mortgage Deed of Trust

***Note:** Mortgage Addendum for Loan Type must be recorded with 1st Mortgage Deed of Trust

MISSISSIPPI HOME CORPORATION (MHC)
Trusty 10 Bond Program (TRUSTY10)

_____ **Bond Program Checklist**

- _____ Reservation Confirmation
- _____ Executed Potential Recapture Tax Form
- _____ Notice to Borrower – Second Mortgage
- _____ MHC Income Calculation Worksheet
- _____ Executed Borrower Certification
- _____ Executed Non-Borrower Statement (If applicable)
- _____ Child Support Statement (If applicable)
- _____ Notification of Change (If applicable)
- _____ MHC Letter of Explanation (If applicable)
- _____ Executed Borrower Affidavit with MHC Res #
- _____ Attorney Information Form
- _____ ACH Authorization Agreement
- _____ Copy of Second Mortgage Promissory Note
- _____ Copy of Second Mortgage Deed of Trust

***Note:** Mortgage Addendum for Loan Type must be recorded with 1st Mortgage Deed of Trust

Jefferson Parish Finance Authority (JPFA)

- _____ **(Exhibit A)** Compliance Checklist
- _____ **(Exhibit B)** First Mortgage Loan Origination Lender Information Form
- _____ **(Exhibit C)** Down Payment Assistance Funding Request
- _____ Certificate of Program Administrator As To Compliance
- _____ Mortgagor Affidavit
- _____ Notice to Buyer/ Notice of Potential Recapture
- _____ Affidavit of Cosigner or Guarantor (If applicable)
- _____ Affidavit of Mortgagor – Heroes To Homeowners Grant (If applicable)
- _____ Copy of Second Mortgage Promissory Note
- _____ Copy of Second Mortgage Deed of Trust

***Note:** Tax Exempt Rider must be attached and recorded with the 1st Lien Deed of Trust/Mortgage

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 as the 2nd Mortgagee on the Insurance

Louisiana Housing Corporations ISAOA/ATIMA or
2415 Quail Drive
Baton Rouge, LA 70808

Mississippi Home Corporation
735 Riverside Drive
Jackson, MS 39202

Jefferson Parish Finance Authority
1221 Elmwood Park BLVD, Ste 505
Jefferson, LA 70123

Flood Certificate Transfer to:

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

Box 3. Lender/Service ID #: Flood Services Service ID# 17158
Box 4. Loan Identifier: SMC Loan#

PMI Certificate Transfer to:

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

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

UCD Seller ID # Transfer to: 12233

1st Lien Original Notes sent to Address below:

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

Trailing Documents sent to Address below:

Standard Mortgage Corporation
ATTN: Post Closing Department
701 Poydras St, 300 Plaza
New Orleans, LA 70139



**SECTION 9:
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 (Conventional loans only)
- No Escrow Waivers on any HFA Bond Loan Program
- 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%
- No Manual Underwrites
- All borrowers need min of 2 credit scores.
- All Govt Loans should be run through Fannie Mae AUS with an Approved Accept Finding
 - Under **NO** Circumstance will we accept a Govt Loan Run through Freddie Mac LPA.
- No Buy Down Loans
- Manufactured Housing allowed under HUD|FHA/ USDA/ VA/Fannie Mae & Freddie Mac published guidelines.
- All HFA Bond should have a Note Date on or before the expiration date of the HFA Registration and be delivered to SMC within 15 days of the Note Date or Expiration date, **whichever is later**, in fundable condition.

Mississippi Home Corp – “MHC MRB7, MHC SMART 6, MHC EASY 8, and MHC TRUSTY 10” Programs Serviced by SMC

- Document Review Fee - \$500
- Tax Service Fee - \$91.00
- Normal and Customary Lender Fees
- Lock Extension Fee (Due MS Home Corp) - \$50
- Please monitor MS Home Corp for any changes to their Fees and Program Guidelines.
- Missing Critical Doc Fee - Once a loan is suspended by SMC a lender has 10 business days to clear those conditions. If all conditions aren't cleared by the **15th business day** the lender will owe SMC a \$250 missing critical doc fee. * Starting 2.1.24

Jefferson Parish Finance Authority MRB Programs Serviced by SMC

- Document Review Fee - \$500
- Tax Service Fee - \$91.00
- Normal and Customary Lender Fees
- Lock Extension Fee (Due JPFA) - \$375
- Please monitor JPFA for any changes to their Fees and Program Guidelines.
- Missing Critical Doc Fee - Once a loan is suspended by SMC a lender has 10 business days to clear those conditions. If all conditions aren't cleared by the **15th business day** the lender will owe SMC a \$250 missing critical doc fee. * Starting 2.1.24

Louisiana Housing Corporation MRB Programs Serviced by SMC

- Document Review Fee - \$500
- Tax Service Fee - \$91.00
- Wire Fee (Due LHC) - \$20.00
- Compliance Fee (Due LHC) - \$75.00
- Lock Extension Fee (Due LHC) - \$375
- Normal and Customary Lender Fees (Origination Fee not acceptable)
- Please monitor LHC for any changes to their Fees and Program Guidelines.
- Missing Critical Doc Fee - Once a loan is suspended by SMC a lender has 10 business days to clear those conditions. If all conditions aren't cleared by the **15th business day** the lender will owe SMC a \$250 missing critical doc fee. * Starting 2.1.24