



# MSF Delegated Correspondent Closed Loan Purchase Delivery Cheat Sheet

1. Closed Loan Package Delivery:
  - a. Log into Byte - [MSF Byte](#)
  - b. Select "C" Security Profile - **"Corr Delivery"**
  - c. Select the loan for delivery from "Pending" view
  - d. Merge FNM 3.4 File by selecting "Merge Fannie or MISMO" (Left hand menu) - **Failure to merge will delay review.**
  - e. Create two PDFs - **"Credit Package"** and **"Closed Loan Package"**
    - i. 75 MB max - **REMOVE ALL DUPLICATE & UNSIGNED DOCS**
  - f. Upload both files individually to - **"Stored Documents"** (Left hand menu)
  - g. Select "Document type"-**"Closing Package"**
  - h. **"Change Status" to "Closed Loan Package Received"** (Home Menu Button)
2. Initial Purchase Review: (4 business days to review - 12PM MST Daily Cutoff):
  - a. Assigned TPO Processor will email suspense notification to correspondent
3. Suspense Conditions / Review: (2 business day to review - 12pm MST Daily Cutoff):
  - a. Suspense Conditions are uploaded to [MSF Byte](#)
  - b. Upload Suspense Conditions to **"Investor Conditions"**
4. Purchase Status / Status Requests:
  - a. Purchase status can be found via [MSF Byte](#)
    - i. Select loan # from pipeline **"CorrPurchaseStatus"**
    - ii. Select STATUS from the home menu – Left side menu
  - b. [MSF Purchase Status Definition Guide](#)
5. Original Note Delivery / Collateral Delivery:
  - a. **Lock must be valid to purchase ( MSF Delivery Policies)**
  - b. **Executed Allonge / Note Endorsed to: Mortgage Solutions of Colorado, LLC**
  - c. Original collateral package to be mailed to:

Deutsche Bank National Trust Company  
 Attn: Team Mortgage Solutions Financial  
 1761 East Saint Andrew Place  
 Santa Ana, CA 92705

- d. Confirm Note Receipt: **TPO Corr. Note Received** Tab from [MSF Byte](#) Pipeline
6. Final Purchase / Purchase Advice: (Daily Cutoff 2:30 PM MST)
  - a. Confirm Purchase: **TPO Corr. Note Purchased** Tab from [MSF Byte](#) Pipeline
  - b. Please allow up to 48 hrs from CTP to issue Purchase Advice
  - c. MSF Correspondent Fee Schedule [Click Here](#)
  - d. Mortgage Solutions of Colorado, LLC MERS ID: 1003221
7. Important Links

<a href="#">MSF Correspondent Home Page</a>	<a href="#">MSF Seller Guide</a>
<a href="#">MSF Business Partner Policy &amp; Procedure Handbook</a>	<a href="#">Correspondent Guidelines</a>