



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
 - c. Select the loan for delivery from “Pending” view
 - d. Merge FNM 3.2 File by selecting “Merge Fannie Mae File” from left hand menu
 - e. Scan closed loan package into PDF format – 60 MB max / min 300x300 dpi
 - f. Complete Delegated Closed Loan Submission Checklist (Stack accordingly)
 - g. Upload Closed Loan Package to [MSF Byte](#)
 - h. Upload to **03- Correspondent Closing Package**
2. Initial Purchase Review:
 - a. Please allow up to 4 business days for initial purchase review
 - b. Assigned TPO Processor will email suspense notification to correspondent
3. Suspense Conditions / Review:
 - a. Suspense Packages are uploaded to [MSF Byte](#)
 - b. Upload Suspense Packages as **06- Correspondent Suspense Conditions**
4. Purchase Status / Status Requests:
 - a. Purchase status can be found via [MSF Byte](#)
 - i. Select loan # from pipeline “Corr Purchase Status”
 - 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
 - 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

MSF Correspondent Home Page	MSF Seller Guide
MSF Business Partner Policy & Procedure Handbook	Correspondent Guidelines