

## Submission of Closing Package

**Non-Delegated**: Mortgage Solutions Financial requires closed loans to be uploaded to the [MSF Byte Web Portal](#).

- All loans must be purchased by the lock expiration date.
- Same-day image delivery: Mortgage Solutions Financial must receive the imaged file by 3:00 pm MST (excluding weekends and observed holidays). Loans delivered after 3:00 pm MST are considered delivered the following business day.
- Original Notes must be delivered to:

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

Notes endorsed to Mortgage Solutions of Colorado LLC.

- [Correspondent Fees Schedule](#)
- Correspondent shall deliver to MSF all Loan documents required by MSF within the applicable time period determined by MSF and the commitment confirmation. MSF reserves the right to reject and not purchase any Loan which does not meet MSF's documentation requirements or is not in accordance with MSF instructions. MSF reserves the right to reject any Loan that is not purchased within ninety (90) calendar days from the Note Date. If the ninetieth (90<sup>th</sup>) calendar day falls on a weekend or holiday, MSF's expiration date will roll back to the immediately preceding weekday. Correspondent must provide the entire closed loan package to MSF within ten (10) calendar days from the Note Date. If the tenth (10<sup>th</sup>) calendar day falls on a weekend or holiday, MSF's expiration date will roll back to the immediately preceding weekday.
- [Non-Delegated Correspondent Closed Loan Purchase Delivery Guide](#)

## **Documentation Deficiencies (Suspended Loans)**

- Mortgage Solutions Financial will provide the seller with a notice of deficiency (or omission) according to posted turn times.
- Purchase Eligibility Expiration – The last day that Mortgage Solutions Financial will purchase a loan at the agreed upon lock price is 30 days from the later of the date of the suspense notification or the lock expiration date.
- Deficiencies (or omissions) not provided to and cleared by Mortgage Solutions Financial within 5 calendar days of the suspense notification date will be subject to the Mortgage Solutions Financial “Lock Extension Delivery or Correspondent Relock policies”
- An active lock is required for loan purchase

## **Lock Extension Delivery Policy**

Applicable to the following status types:

- Cleared to Close
- Closed Loan Package Received
- Pre-Purchase Review
- Pre-Purchase Suspense
- Pre-Purchase Conditions in Review
- Approved for Purchase
- Pending Purchase

Loans in status types listed above, can be extended by the seller, via accessing Optimal Blue ([How to Guide](#) – Pg 12). Extensions will be charged at 2.5 basis points per day and a maximum of 30 days extension is allowed.

Please note that loans in any one of the status types above, will accrue daily extension charges at 2.5 bps per day inside 30 days from lock expiration. Extension charges will be netted at purchase. Loan eligible to relock worse case after 30 days from expiration.

## **Relock Delivery Policy**