

1. Closed Loan Package Delivery:
 - a. Complete the Non-Delegated [Pre-Purchase Checklist](#)
 - b. Login to [MSF Byte](#) – [Click Here](#) Pg 3
 - c. Select “N” Security Profile - [Click Here](#) Pg 4
 - d. Select an active loan in your pipeline
 - e. Scan closed loan package into PDF – **60 MB max / min 300x300 dpi**
 - i. Follow our [Pre-Purchase Checklist](#) to stack and scan
 - f. Upload Closed Loan Package to [MSF Byte](#) – [Click Here](#) Pg 8
 - g. All documents uploaded to document label “*Document Upload*”
2. Initial Purchase Review:
 - a. Please allow up to 4 business days for initial purchase review
 - b. Your assigned Processor will deliver suspense notification via Email (Check with AE to confirm who to contact)
3. Suspense Conditions Delivery:
 - a. Please allow 2 business days to review suspense conditions
 - b. Questions about suspense conditions should be went to your assigned TPO Processor (Check with AE to confirm who to contact)
 - c. Suspense conditions are uploaded to “*Document Upload*” - [Click Here](#) Pg 8
4. Purchase Status / Status Requests:
 - a. Purchase status can be found via [MSF Byte](#)
 - i. Select loan # from pipeline
 - ii. Select STATUS from the home menu – Left side menu
 - b. If status dates are not clear and/or loan is outside turn times, email a status request to your assigned TPO Processor or AE (Loan # and last name in the subject line)
 - c. MSF [Purchase Status Guide](#)
5. Original Note Delivery / Collateral Delivery:
 - a. **Lock must be valid to purchase (MSF Delivery Policies)**
 - b. Request Lock Extension– [Click Here](#)
 - c. Executed Allonge / Note Endorsed to: **Mortgage Solutions of Colorado, LLC**
 - d. 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
 - e. 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 ATP to issue Purchase Advice
 - c. MSF Correspondent [Delivery Fee Schedule](#)
 - 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	NDC Best Practices