



Best Practices for Non-Del Correspondent loans

Gov't loans

1. Initial 9299a/26-1802a – Correspondent's FHA or VA lender # should be listed in box 13 and their company name and address in box 15

6. Property Address (including name of subdivision, lot & block no. & zip code)		7. Estimated Property Value		8. Estimated Loan-to-Value	
		\$		\$	
		/mo.		/mos.	
		13. Lender/Mortgagee I.D. Code		14. Sponsor/Agent I.D. Code	
15. Lender/Mortgagee Name & Address (include zip code)		16. Name & Address of Sponsor/Agent			
Type or Print all entries clearly		17. Lender/Mortgagee Telephone Number			

2. Final 92-900a/26-1802a: (Correspondent's info is to be listed in boxes 13 & 15 and MSF's info in boxes 14 & 16)

9. Property Address (including name of subdivision, lot & block no. & zip code)		10. Estimated Property Value		11. Estimated Loan-to-Value	
		\$ 8.00		\$	
		13. Lender/Mortgagee I.D. Code		14. Sponsor / Agent I.D. Code	
				180300008	
15. Lender/Mortgagee Name & Address (include zip code)		16. Name & Address of Sponsor / Agent			
Type or Print all entries clearly		MORTGAGE SOLUTIONS OF COLORADO LLC 5455 N UNION BLVD COLORADO SPRINGS, CO 80918			
		17. Lender/Mortgagee Telephone Number			
FHA Sponsored Originations		Name of Loan Origination Company		Tax ID of Loan Origination Company	
				NMLS ID of Loan Origination Company	

3. Correspondent mortgagee clause and loan # needs to be consistent on all docs
4. All LE's and CD's to be provided at time of disclosure – Important to avoid delays
5. Upload signed disclosures only; please do not upload unsigned disclosures unless it is not required to be signed
6. Correspondent will need to provide MSF Processor with the XML/MISMO version of the appraisal report (via email). MSF processor will complete the FHA appraisal logging once the SSR's and EAD have been uploaded by our Appraisal Desk
7. MSF processor will update the FHA Case# when needed – Must assign to MSF
8. Once the CTC has been issued, the MSF processor will forward the CTC approval along with PTF conditions to be signed at closing, our Final 1003 and our Final AUS, as well as any other applicable documents to the BP. This is so your closing package matches our CTC Approval.