



# Non-Delegated Quick Reference Guide

2024

As one of the fastest growing lenders and largest non-bank correspondent lenders, we are focused on building a best-in-class Non-Delegated program. This Non-Delegated Quick Reference Guide contains everything you need to know for selling mortgage loans with Non-Delegated underwriting to Pennymac.

Contact Information			
Group	Pricing Desk	Pipeline Account Manager	CORR.PENNYMAC.COM
Purpose for Contact	Loan pricing, BE locking,Portal/ Website support	Loan status, general issues, delivered loans, open conditions	<ul style="list-style-type: none"><li>- Access to P3</li><li>- “Search” option</li><li>- Product Guidelines: Agency, FHA, VA</li><li>- Announcements</li><li>- Resources &gt; Non-Delegated: Submission form, Overlays, Non-US Citizen Documentation requirements</li><li>- ND User Guides: Portal/Credit</li><li>- Submission/Closed Loan Delivery ppts</li></ul>
Phone	800-PENNY38 (800-736-6938) (option 1)	800-PENNY38 (800-736-6938) (option 2)	
Email	<a href="mailto:correspondentbest@pennymac.com">correspondentbest@pennymac.com</a>	<a href="mailto:nondelegatedpam@pennymac.com">nondelegatedpam@pennymac.com</a>	
Hours	Mon-Fri 7am PT - 5pm PT	Mon-Fri 5am PT - 5pm PT	

**Pennymac updates ratesheets daily by 7:00 a.m. Pacific Time (PT).**

Loan Pricing, BE Locking, Portal/Live Support: Mon-Fri 7:00am PT- 5:00pm PT

All the best efforts questions: [CorrespondentBest@pennymac.com](mailto:CorrespondentBest@pennymac.com)

Lock Time Mon-Fri Hours: 7:00 am PT- Midnight PT

Lock Time Weekend Hours: 6:00 am PT- Midnight PT

**To receive rate sheet notification emails, select the Seller Rate Sheet Only role in the P3 Portal.**

**P3 website support: [PCG.web.support@pennymac.com](mailto:PCG.web.support@pennymac.com)**

**Pipeline Account Manager (PAM)**

Contact your AE for your Credit Submission(PAM) Prior to registering/ locking a loan

Contact your AE for your Closed Loan Delivery (PAM) Prior to purchase

**Turn Times**

See page 3

**ID Numbers**

Pennymac Loan Services, LLC

MERS ID: #1007159

VA Sponsor ID: 902380-00-00

FHA Lender ID Number: 28095- 00006

Pennymac Loan Services, LLC

3043 Townsgate Rd.

STE 200 Westlake Village, CA 91361

## Submission & Turn Times

For FHA, VA, Conventional, and Jumbo  
[Click for Submission Checklist](#) and scroll down to  
Non-Delegated Forms and Tools

**Turn Times (Based On Complete File Submission  
or Documents Uploaded By 2pm PT/5pm ET).**  
Click [here](#) to view current Turn Times.

Contact your Pipeline Account Manager or Account  
Executive for questions

### Non-Delegated fees

Underwriting Fee: Conv, FHA, VA, Jumbo	<b>\$495</b>
Transfer Fee: Conv, FHA, VA, Jumbo	<b>\$295</b>
Tax Service	<b>\$75</b>
Life of Loan Flood Conversion Fee	<b>\$5</b>

## Important Information

### Condo Delivery Restrictions

No New Construction of Gut Rehabilitation Projects  
allowed. Conventional require Agency/ PERS Approval.  
Government requires HUD or VA approval (see Product  
Pro files for more details)

- FNMA/PERS: [https://www.fanniemae.com/  
singlefamily/ project-eligibility-review-service](https://www.fanniemae.com/singlefamily/project-eligibility-review-service)
- FHA: <https://entp.hud.gov/idapp/html/condlook.cfm>
- VA: <https://lgy.va.gov/lgyhub/condo-report>

### Mortgage Insurance

Contact your Account Executive to access our  
competitive MI rates with our best-x tool, OptiMize™ or  
order from your preferred MI provider.

### POA and Trust Review Available

Correspondents may submit executed or non executed  
Power of Attorney documents and/or Trust documentation  
for review and approval.

### Government Additional Requirements

FHA Connection: Reflected in the name of Pennymac Loan  
Services, LLC 3043 Townsgate Rd, Ste 200, Westlake Village,  
CA 91361

- FHA UFMIP: Case Query to evidence payment (see product  
profile)
- Correspondents must be set up to make UFMIP payments  
through HUD prior to submitting FHA loans. Click [here](#) to get  
started on submitting UFMIP payments.
- FHA XML Appraisal emailed to Credit Submission PAM.
- CAIVRs (FHA & VA) Authorization:
- The correspondent is responsible for evidencing a clear  
CAIVRs at the time of file delivery.

### VA Appraisal

The correspondent must initiate the Appraisal order via LGY Hub  
and and input the email address [VAAppraisal@pennymac.com](mailto:VAAppraisal@pennymac.com) into  
LGY Hub to ensure we are notified once the Appraisal has been  
completed.

### VA Cash-Out Transactions

Comparison Certification is required  
along with supporting documentation. See Loan Submission  
Form and product profiles for further details.

### VA Funding Fee

Pennymac will pay the VA Funding Fee and net the wire at  
Purchase.

# Collateral & Delivery Instructions

## Note and Allonge Endorsement

The original of the Note must bear the following endorsement:

PAY TO THE ORDER OF PENNYMAC LOAN SERVICES, LLC, WITHOUT RECOURSE

## Note, Allonge and Bailee-shipping label

Deutsche Bank National Trust Company

**Attn: Mail Center 4**

1761 E. Saint Andrew Place

Santa Ana, CA 92705

## Pre-Purchase Allonge-shipping label

(shipped to address below if shipped alone)

Deutsche Bank National Trust Company

**Attn: Team Pennymac/Funding**

1761 E. Saint Andrew Place

Santa Ana, CA 92705

# Seller Guide — Important to know

- Announcements <https://www.gopennymac.com/non-delegated-announcements>
- Loan Defect  
<https://gopennymac.com/tools/non-delegated-resources/loan-defects>
- Early Pay Off and Early Unpaid Principal Balance 30%—Announcement 19-44  
<https://gopennymac.com/announcements/19-44-announcement-8-2-2019>
- Pull-through— BE Commitment Cancellation and pair-off  
<https://gopennymac.com/tools/non-delegated-resources/commitment- cancellation-and-pair-off>
- Purchase Delivery Dwell Time Guidelines & Late Delivery Roll Fees Calendar Days  
<https://gopennymac.com/tools/non-delegated-resources/mortgage- loan- delivery-late-and-defective>
- Quarterly Requirements-unaudited financial statements
- Annual Requirement-audited financial statements or tax returns and year end unaudited statements.

## Delivery Notes & Interest Credits

### Interest Credits at Closing

Pennymac will allow interest credits at closing through the seventh calendar day of the month in which the mortgage loan is closed.

### Important Notes

- Original Note and Allonge/Endorsement should be shipped together within 24 hours of delivering loan for purchase.
- If the Original Note and Allonge/Endorsement are shipped separately, the Allonge should be shipped to:  
Attn:Team Pennymac/Funding at the same address.
- Request Original Notes/Allonges to be delivered to Deutsche Bank for AM delivery. Deutsche Bank dry time is 48 hours with a 10:00am PT delivery cutoff.
- Ensure Bailee Letter is part of shipment to Deutsche Bank.

## General Information

### Goodbye letter

Pennymac Loan Services, LLC  
P.O. Box 30597  
Los Angeles, CA 90030-0597

### Hazard & Flood Insurance Mortgagee Clause

Pennymac Loan Services, LLC Its  
successors and /or assigns  
P.O. Box 6618  
Springfield, OH 45501-6618

**Private Mortgage Insurance**  
Pennymac Loan Services, LLC  
6101 Condor Dr.  
Moorpark, CA 93021

### Vendor Notifications

#### Taxing Authorities

Pennymac Loan Services,  
LLC Its successors and/or  
assigns as their interest may  
appear  
Loan number  
3001 Hackberry Rd.  
Irving, TX 75063-0156

### Final Docs

Deutsche Bank National  
Trust Company  
ATTN: Team Pennymac/  
Correspondent Final Documents  
1761 E. Saint Andrew Pl.  
Santa Ana, CA 92705

### Invoice Payments - Wire Instructions

City National Bank  
ABA#: 122016066  
Account#: 555103662  
555 S.Flower St.  
Los Angeles, CA 90071

### Invoice Payments - Mail

Pennymac Corp.  
P.O. Box 669  
Moorpark, CA 93020-0669

### Corporate Office

Pennymac Corp.  
3043 Townsgate Rd. Ste. #300  
Westlake Village, CA 91361 866.695.4122

### Approvals, Certifications & Organization Changes

[TPOapproval@pennymac.com](mailto:TPOapproval@pennymac.com)

Pennymac Corp.  
ATTN: Client Approval Department  
112 Lakeview Canyon Rd. Ste. #130  
Thousand Oaks, CA 91362



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## Borrower/Payment Information

### Payment Remittance

Borrower Payments, Curtailments,  
Escrow Funds, etc.

### For the Following States:

AK, AR, AZ, CA, CO, HI, IA, ID, KS,  
LA, MN, MO, MT, ND, NE, NM, NV,  
OK, OR, SD, TX, UT, WA, WY

Pennymac Loan Services, LLC  
P.O. BOX 30597  
Los Angeles, CA 90030-0597

### For the Following States:

AL, CT, DC, DE, FL, GA, IL, IN, KY,  
MD, MA, ME, MI, MS, NC, NH, NJ,  
OH, PA, RI, SC, TN, VA, VT, WV, WI.

Pennymac Loan Services, LLC  
P.O. Box 660929  
Dallas, TX 75266-0929

Overnight Address:

ATTN: Lockbox Operations  
P.O. Box 30597  
20500 Belshaw Ave.  
Carson, CA 90746

### Correspondence

Pennymac Loan Services, LLC.  
ATTN: Correspondence Unit  
P.O. Box 514387  
Los Angeles, CA 90051-4387  
\*Notices of error or information requests must  
be mailed to this address

### Customer Service

Requests for loan payoff statements  
Phone: 800-777-4001  
Mon to Fri: 6:00am - 6:00pm PT  
Sat: 7:00am - 11:00am PT