



AUS Process Enhancements for Non-Delegated

Updates to AUS Control and Process for Pre & Post Final Approval

Pennymac Non-Delegated

OBJECTIVE

Non-Delegated AUS Process

The objective of this presentation is to provide you with best practices for Pennymac's AUS process. Additionally, you will gain an understanding of how to efficiently request and obtain updates to the AUS and Final Approval across all stages of the loan process.

General Reminders & Loan Submission

- AUS process enhancements apply to loans delivered on or after Monday, November 1st and is not retroactive.
- Run the Initial AUS and submit/deliver the AUS as part of your originated loan to underwriting.
- AUS (DU/LP) must be transferred to Pennymac TPO so we have editing abilities.
- If the AUS is not transferred, a condition will be placed on the loan requesting the transfer to occur*
- **Pennymac Loan Services** is the name to use within DO.
- Contact your Pipeline Account Manager for any questions or concerns related to your loans and the AUS process.

**Per Pennymac TPO AUS process, the transfer of AUS to Pennymac is required. Provide notification of transfer of AUS by Pennymac Change form or communication with your Pipeline Account Manager (PAM).*

Loans Eligibility Pended (No CTC Issued)

- AUS updates need the following uploaded into the “Docs for Pending Eligibility Conditions” folder to trigger a review:
 - **Conventional loans:** Change of Circumstance and 1003 forms
 - **FHA loans:** Change of Circumstance, 1003, and 92900 LT
 - **VA loans:** Change of Circumstance, 1003, and 1802 A
- Loans will be reviewed within the Condition turn times and changes implemented.
- The Final/Most Recent AUS will be uploaded into the “Confirmation of Eligibility- Clear to Close” folder (see example on slide 6).
- Don't forget to ALWAYS include a Change of Circumstance form.

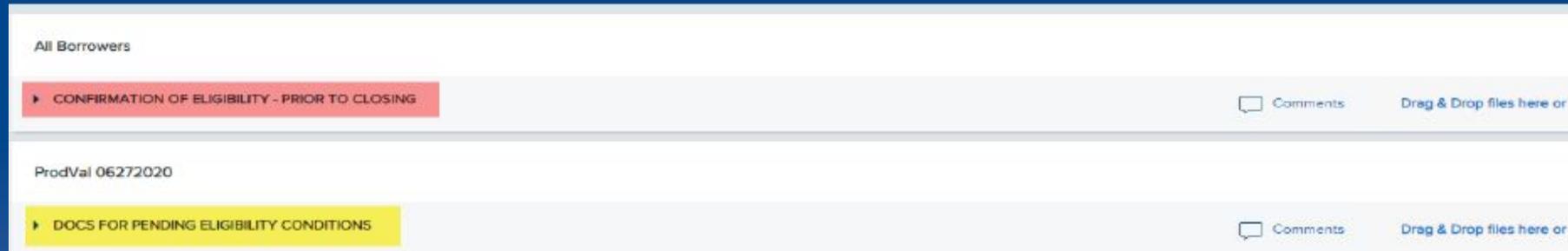
▼ Loans Eligibility Pended (No CTC Issued)- Continued

- Please DO NOT upload documentation into the “Prior to Closing” or “Clear to Close” folders. This WILL NOT trigger a review. Any documentation being uploaded should follow the normal procedure and be uploaded into the “Docs for Pending Eligibility Condition” folder (see next slide for example).

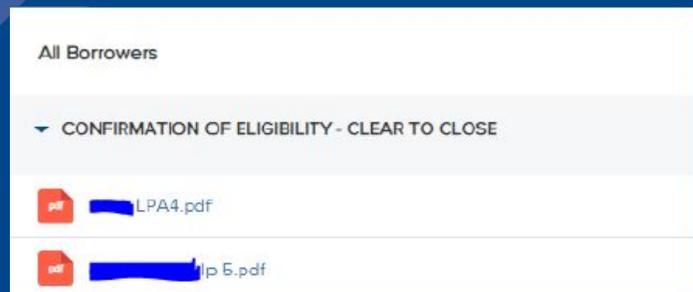
Change Request Form: <https://www.gopennymac.com/tools/non-delegated-resources>

Loans Eligibility Pended (No CTC Issued)

Always Upload Into the “Docs for Pending Eligibility Conditions” folder. Documents uploaded into another folder will not be seen.



Once the Change Request is completed, the updated most current AUS will be uploaded into the “Confirmation of Eligibility-Clear to Close” folder.



Updates to AUS & Final Approval (CTC)

- Submit using Smart Sheets
- Updated AUS and CTC uploaded
- Folder Location & Smart Sheets

CONFIRMATION OF ELIGIBILITY - CLEAR TO CLOSE				
	- LP 2.pdf	83 KB	12/02/2021 7:12 PM	MEDINI DESILVA
	<	155 KB	12/08/2021 12:53 PM	Genevieve Hughes
	LPA 3 12-20-2021.pdf	78 KB	12/20/2021 9:41 AM	Hunter Santana
	4 LP4.pdf	208 KB	01/21/2022 11:10 AM	DARIJA SEDLO
	Confirmation of Purchase Eligibility.pdf	138 KB	01/21/2022 12:02 PM	System Process

PNMAC Loan Number *

● This field is required

Client Name *

Requestor Name *

Requestor Email *

Pipeline Manager Name
Updates to AUS & Final Approv...

Other Interested Parties Email

Borrower Name *

Loan Program *

Select ▾

What loan parameter are you changing? *

What would you like it changed to? *

What is it now? *

▶ Additional Components

- AUS switch from DU to LP and vice versa will require a new underwrite.
 - Provide Change Form documenting the AUS change and reason,
 - Run the initial AUS for the investor change, transfer to Pennymac, and submit.
 - This will follow the Initial Underwriting turn times.
- For AUS Ineligible Decision, your Pipeline Account Manager (PAM) will work directly with you to solve, if possible.
- Pennymac can release the AUS back to your control as needed.



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