



# **PENNYMAC'S NON-DELEGATED FREQUENTLY ASKED QUESTIONS**

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# NON-DELEGATED FREQUENTLY ASKED QUESTIONS

In an ever-changing environment, your business requires partners with an established track record. The Pennymac Non-Delegated model will keep your business in motion, employees employed, and be your support in taking your business to the next level. Our model allows you the control from the point of loan origination to selling the loan to Pennymac. We will ensure each loan meets eligibility criteria for a salable loan. Pennymac Loan Services, LLC is your next step to Seller independence!

We invite you to join a conversation with a member of our experienced sales team. Please reach out to us soon and check out [CORR.PENNYMAC.COM](https://CORR.PENNYMAC.COM)

## General Information

### 1. What is the criteria to become a Pennymac Non-Delegated Seller?

Companies and financial institutions with an established warehouse line(s) or ability to self fund loans seeking a relationship to manage all functions except the credit and appraisal underwrite, which we refer to as "Eligibility Review".

### 2. What is the Pennymac Non-Delegated model?

Pennymac will underwrite the credit file and appraisal to Agency and our published overlays. Our model is streamlined for efficiency and turn time.

### 4. When will training on your process be provided to our support staff?

Your Account Executive will reach out to schedule your onboarding training once you have been approved.

### 5. Who does the Seller contact for assistance with loans in process?

The Seller is assigned two Pipeline Account Manager (PAM) points of contact. One PAM is for the upfront submission to clear to close and a second PAM for the closed loan file to purchase.

### 6. What products are available to the Non-Delegated client?

We offer Fannie Mae, Freddie Mac, HomeReady®, Home Possible®, HomeOne, Conventional SOFR ARMs, Jumbo, FHA, FHA Streamline, VA and VA IRRRL. Texas (a) (6) approval is available with product experience.

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## Eligibility Review

### 7. What does the term 'Eligibility Review' mean?

We are reviewing the credit file to meet the eligible Agency and overlay guidelines to issue a clear to close for a salable loan. A COPE, Confirmation of Purchase Eligibility, is issued at initial review.

### 8. Are the overlays published?

Yes. Agency, Government and Non-US Citizen Documentation requirements are published in [CORR.PENNYMAC.COM](https://CORR.PENNYMAC.COM). Non-Delegated resources.

### 9. Where is the Non-Delegated Seller Guide located?

The Seller Guide is located in [CORR.PENNYMAC.COM](https://CORR.PENNYMAC.COM), Non-Delegated Resources along with a Glossary with an alphabetized topic search.

### 10. Who is performing the compliance review?

The Seller is responsible for the compliance and ensuring regulatory compliance is met.

### 11. What third party services is the Seller required to obtain?

The Seller is responsible for obtaining all third party services with relationships. AIR compliant AMC, MERS, CAIVRS for FHA and VA, a fulfillment provider to perform closing and post-closing processes.

### 12. Does Pennymac have required proprietary forms?

Pennymac has two forms. A Submission checklist (located under forms & tools on our [resource page](#)) required with each credit file submission and a [Change Request form](#) to list change(s) to a loan after Eligibility Review. A processor cert may be used in place of a Change Request form.

### 13. What form is used for a condo questionnaire?

The Fannie Mae short and long form or other condo questionnaire that meets the review type conditioned by the AUS is acceptable as long as the required information is provided.

# NON-DELEGATED FREQUENTLY ASKED QUESTIONS

## Lock Availability and Pricing

14.

What are the hours to lock desk loans?

You can lock online 7 days a week, 7am PST - Midnight PST.
15.

How do we have your pricing sent to our vendor?

Send an email to your assigned Account Executive authorizing Pennymac to distribute our rates.
16.

Are there specific LLPA's and SRP's (Service Release Premium) for Non-Delegated loans?

The LLPA's and SRP schedules are shown on the rate sheets and in the Product Pricing & Lock screen within the P3 portal. An Account Executive will be able to review the schedules with you.
17.

What are the Non-Delegated fees?

Underwriting Fee Conv, FHA, & VA	\$495
Transfer Fee Conv, FHA & VA	\$295
Tax Service	\$75
Life of Loan Flood Conversion Fee	\$5

## Pre-Close

18.

Where are turn times posted?

Turn times are posted at the top of the page on <https://corr.pennymac.com/tools/non-delegated-resources>.
19.

Will Pennymac run a new or refreshed credit report during Eligibility Review?

No, this is not part of the Eligibility Review process.
20.

Will Pennymac run credit on delivered closed loan?

Yes, credit will be pulled within 24 hours of delivering the closed file.
21.

What is the appraisal delivery process?

Conventional loans require the Fannie Mae and Freddie Mac UCDP SSR's with the appraisal submission. VA appraisals input our email address [vaappraisal@pennymac.com](mailto:vaappraisal@pennymac.com) into the LGY Hub at time of order. FHA appraisals need to be emailed in XML format to your assigned Pipeline Account Manager (PAM). Click [here](#) for the VA appraisal order.

# NON-DELEGATED FREQUENTLY ASKED QUESTIONS

**22. At what point does the Seller release the Desktop Originator AUS to Pennymac?**

The AUS is released to Pennymac at initial loan submission. Findings will be assigned to Pennymac Loan Services, LLC.

**23. How do I request a change to the loan after the clear to close is issued?**

Complete the [Post CTC Change form](#) and upload all supporting documentation to the Clear to Close folder

## Closed Loan Purchase Review Process

**24. What is the closed loan review process?**

Once the complete closed package is submitted, the documentation will be reviewed to confirm the loan aligns with the Eligibility Review. The COPE-CTC 'Prior to Purchase' pends should be included with the complete closed package.

**25. When does the MERS transfer occur?**

The Seller must register the loan on MERS when the complete closed package is delivered to Pennymac. Within 24 hours of loan purchase, the Seller must initiate a MERS transfer of beneficial rights and servicing rights.

**26. When does the Seller change the mortgagee to Pennymac on insurance declaration, mortgage insurance?**

The mortgagee should remain in the name of the Seller until the loan is purchased.

**27. What is the late delivery fee schedule?**

The late delivery fee begins the later of the lock expiration date and after the purchase pend notice has been issued. Satisfying purchase pends is based on a calendar day count. Click [here](#) for late delivery fee schedule.

