

## **Non-Delegated Redelivery Guide**

**Understand how to efficiently and effectively facilitate the purchase of your closed loan file delivered for purchase**

### **Conventional:**

- ☐ Copy of Note, Deed & Riders needs to be dated by borrowers on or after doc date
- ☐ Power of Attorney (if applicable)
- ☐ Confirm loan amount on all docs match (Note, AUS, Deed, Initial Escrow Account Disclosure, Payment)
- ☐ Note Rate matches Closing Docs & AUS
- ☐ Address & Property Type Matches
  - ☐ Note/DOT & Riders
  - ☐ AUS
- ☐ Disclosure Tracking
- ☐ Compliance report- needs to be most recent passing report
- ☐ Rate lock
- ☐ Tax info sheet
- ☐ NORTC – Owner occupied refi only; check for const. to perm. If delivering the loan before disbursement we need an LOE confirming the borrower has not rescinded.
- ☐ 1003:
  - ☐ Update 1003 with closing figures
  - ☐ Remove extra 1003s (blank or signed)
  - ☐ Check HMDA demographic
  - ☐ Final 1003:LO signature
- ☐ Appraisal 1004D (if applicable)
- ☐ Closing disclosures
  - ☐ Submit every closing disclosure that was sent to the borrower(s)
- ☐ Anti-steering-make sure signed & dated by all borrowers/LO/Broker
- ☐ Loan estimates
  - ☐ Initial: \_\_\_\_\_ (3 days of the initial 1003)
  - ☐ Locked: \_\_\_\_\_
  - ☐ Final: \_\_\_\_\_
- ☐ Change in circumstance (provided in disclosure tracking)
- ☐ Flood certification- if in a flood zone, loan requires flood insurance
  - ☐ Flood Zone: \_\_\_\_\_
  - ☐ Hazard/ flood insurance (if applicable)
  - ☐ Policy Expiration date: \_\_\_\_ & Policy effective date is before or day of funding
  - ☐ If expiring in less than 60 days request renewal
- ☐ UCD -Casefile ID matches AUS Casefile ID-Need Fannie and Freddie

- ☐ MI Cert if applicable – if using Pennymac MI, pull the updated and exact quote from the “Get MI Quote” screen within P3. Make sure the latest MI figures are used at closing.
- ☐ VVOE to meet agency requirements
- ☐ Credit Report Invoice
- ☐ Payoff Demand to match the Final CD
- ☐ MERS Registration - evidence of registration
- ☐ Fully Executed 4506-C
- ☐ Review Final Approval - provide any prior to purchase conditions
- ☐ All closed loan documents should be delivered as part of the complete loan package

### VA Purchase:

- ☐ Copy of Note, Deed & Riders needs to be dated by borrowers on or after doc date
- ☐ Power of Attorney (if applicable)
- ☐ Confirm loan amount on all docs match (Note, AUS, Deed, Initial Escrow Account Disclosure, Payment)
- ☐ Note Rate matches Closing Docs & AUS
- ☐ 1003:
  - ☐ Update 1003 with closing figures
  - ☐ Remove extra 1003s (blank or signed)
  - ☐ Check HMDA demographic
  - ☐ Final 1003:LO signature
- ☐ Credit report invoice
- ☐ Purchase Agreement
- ☐ Amendatory/Escrow Clause
- ☐ Income Docs
- ☐ Assets
- ☐ NOV
- ☐ Closing disclosures
  - ☐ Submit every closing disclosure that was sent to the borrower(s)
- ☐ Anti-steering-make sure signed & dated by all borrowers/LO/Broker
- ☐ Appraisal 1004D (if applicable)
- ☐ Loan estimates
  - ☐ Initial: \_\_\_\_\_ (3 days of the initial 1003)
  - ☐ Locked: \_\_\_\_\_
  - ☐ Final: \_\_\_\_\_
- ☐ Change in circumstance (provided in disclosure tracking)
- ☐ 26-1849 Escrow Holdback
- ☐ Certificate of Eligibility
- ☐ 26-8937
- ☐ 26-6393 Loan Analysis
- ☐ 26-0286
- ☐ 26-0592 Counseling Checklist
- ☐ Loan Quality Certification
- ☐ 26-1820
- ☐ Flood certification- if in a flood zone, loan requires flood insurance
  - ☐ Flood Zone: \_\_\_\_\_
- ☐ Hazard/ flood insurance (if applicable)
  - ☐ Policy Expiration date: \_\_\_\_ & Policy effective date is before or day of funding
  - ☐ If expiring in less than 60 days request renewal
- ☐ Fully Executed 4506-C

- ☐ UCD/ULAD xml (converted to .txt format)
- ☐ Review Final Approval - provide any prior to purchase conditions
- ☐ All closed loan documents should be delivered as part of the complete loan package

**VA Cash-Out (additional items):**

- ☐ Payoff Statement
- ☐ Energy Efficiency Improvement Documentation
- ☐ Initial Loan Comparison
- ☐ Final Loan Comparison

**VA IRRRL (additional documents):**

- ☐ Payoff Statement
- ☐ 26-8923
- ☐ Initial Old vs New
- ☐ Final Old vs New
- ☐ Loan Quality Certification
- ☐ Loan Current Certification
- ☐ LIN
- ☐ Energy Efficiency Improvement Documentation

### **FHA Purchase:**

- ☐ Copy of Note, Deed & Riders needs to be dated by borrowers on or after doc date
- ☐ Power of Attorney (if applicable)
- ☐ Confirm loan amount on all docs match (Note, AUS, Deed, Initial Escrow Account Disclosure, Payment)
- ☐ Note Rate matches Closing Docs & AUS
- ☐ HUD 92800.5B Conditional Commitment Direct Endorsement Statement of Appraised Value
- ☐ HUD 92300: Mortgagee Assurance of Completion
- ☐ Form 442/1004D "Appraisal Update and/or Completion Report" or HUD 92051 "Compliance • Inspection Report" (Required if appraisal is "Subject To")
- ☐ Uniform Residential Appraisal Report
- ☐ Flood certification- if in a flood zone, loan requires flood insurance
  - ☐ Flood Zone: \_\_\_\_\_
- ☐ Hazard/ flood insurance (if applicable)
- ☐ Policy Expiration date: \_\_\_\_ & Policy effective date is before or day of funding
  - ☐ If expiring in less than 60 days request renewal
- ☐ NPMA-33: Wood Destroying Insect Infestation Report or state mandated report (if applicable)
- ☐ HUD 92561: Borrower's Contract with Respect to Hotel and Transient Use of Property(Required on investment properties and multi-family homes
- ☐ LOMR, LOMA, Elevation Certificate(If new construction/manufactured housing in a flood zone)
- ☐ FHA Certification for Individual Unit Financing (if applicable)
- ☐ Disaster Inspection (if applicable)
- ☐ Energy Efficient Documents & Home Energy Rating System (HERS) Report
- ☐ Purchase / Sales Contract
- ☐ FHA Amendatory Statement
- ☐ Real Estate Certification
- ☐ Preliminary Title Report
- ☐ HUD 92900LT: FHA Loan Underwriting and Transmittal Summary
- ☐ Settlement Certification
- ☐ Power of Attorney (if applicable)
- ☐ 1003:
  - ☐ Update 1003 with closing figures
  - ☐ Remove extra 1003s (blank or signed)
  - ☐ Check HMDA demographic
  - ☐ Final 1003:LO signature
- ☐ Initial 92900A
- ☐ Final 92900A

- ☐ Closing disclosures
  - ☐ Submit every closing disclosure that was sent to the borrower(s)
- ☐ Anti-steering-make sure signed & dated by all borrowers/LO/Broker
- ☐ Loan estimates
  - ☐ Initial: \_\_\_\_\_ (3 days of the initial 1003)
  - ☐ Locked: \_\_\_\_\_
  - ☐ Final: \_\_\_\_\_
- ☐ Change in circumstance (provided in disclosure tracking)
- ☐ Borrower's Certification and Authorization
- ☐ ID verification
- ☐ Social Security Number Validation and Legal Residency status documents for non-US citizens
- ☐ FHA Connection CAIVRS Authorization
- ☐ Verification of Mortgage or Rent
- ☐ Credit Related documentation and explanations
- ☐ Employment
- ☐ Evidence of Earnest Money Deposit
- ☐ Upfront MIP Payment (Case Query showing UFMIP was paid)
- ☐ Fully Executed 4506-C
- ☐ Review Final Approval - provide any prior to purchase conditions
- ☐ All closed loan documents should be delivered as part of the complete loan package

**FHA New Construction:**

- ☐ HUD 92541: Builder's Certification
- ☐ HUD 92544: Warranty Completion of Construction
- ☐ Certificate of Occupancy and building Permit
- ☐ 10 Year Warranty Plan Coverage and Final Inspection
- ☐ Early Start Letter & 3 FHA Inspections
- ☐ Local Health Authority Approval for individual Water and Sewer Systems
- ☐ NPMA 99A: Subterranean Termite Protection Builder's Guarantee
- ☐ NPMA 99B: New Construction Subterranean Termite Service Record

**FHA Cash-Out and Streamline (Additional Items):**

- ☐ Second lien note and subordination agreement (if applicable)
- ☐ FHA Refinance Authorization (Required for FHA-to-FHA refi)
- ☐ Payoff statement

## Commonly Missed Items

- All Prior-to Purchase items reflected on your Final Approval (Ask the PAM if request not clear)
- UCDs (Uniform Closing Data set) evidence of successful submission to both Fannie Mae and Freddie Mac. Closing disclosures must be embedded in the UCD data file.
- UCDP/SSRs for both Fannie Mae and Freddie Mac
- All Loan Estimates and Change of Circumstance to ensure tolerance calculations are performed correctly
- Initial and final Closing Disclosure, including evidence of borrower receipt within three (3) business days of closing
- Final Closing Disclosure, fully executed
- Compliance Cert, provide compliance certification from an approved vendor
- Ensure that the loan is registered with MERS prior to delivery
- Verification of employment to meet Guideline Requirements
- Final URLA match AUS
- Borrower Rate Lock Agreement (not lock agreement with Pennymac) We will accept the LE that evidences the lock event with the COC in lieu of a Borrower Rate Lock Agreement OR a screenshot of your system showing when the lock occurred.
- Appraisal 1004D (where applicable)
- Fully Executed 4506 C
- Non-Delegated clients are responsible for completing and executing all Government forms/disclosures
- VA Loans - Pennymac will pay the VA Funding Fee and net the wire at time of purchase
- FHA Loans - FHA Case Query is required to evidence full UFMIP has been applied
- CAIVRS required to validate no Federal Tax Liens - you must have access!
- Credit Document Expiration: You must manage these documents and ensure they are current through closing
- Ensure Final URLA matches the AUS and Final Approval. For FHA loans, make sure the 92900 LT matches the URLA/AUS

## **Collateral Delivery To Deutsche Bank**

To ensure the quickest and most efficient delivery, review and clearing of collateral, please ensure:

1. The Note & Allonge is endorsed to Pennymac Loan Services, LLC
2. Original Note and Allonge/Endorsement should be shipped together within 24 hours of delivering loan for purchase and include "Attn: Mail Center 4" on the shipping label
3. Package is set up for early delivery. Anything Deutsche Bank receives after 10am PST is considered next day received
4. Ensure Bailee Letter is part of the shipment to Deutsche Bank
5. If the Original Note and Allonge/Endorsement are shipped separately, the Allonge should be shipped "Attn: Team Pennymac/Funding" at the same address

### **Collateral & Delivery Instructions**

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



