

Policy

Correspondent Sellers, approved by CMS for Non-Delegated Loan Delivery, that are also Approved, FHA Mortgagees originating and closing loans in their own name, that have chosen to submit FHA Loans for Prior Approval Non-Delegated may deliver closed loans with FHA Case Assignments as follows:

- The Case Assignment must reflect **Carrington Mortgage Services, LLC** as the Authorized Agent
- The Case Assignment must reflect the Correspondent Seller as the Principal
- The Case Assignment is a Principal-Authorized Agent Case using the Correspondent Lender's FHA ID (origination will still be reflected in Neighborhood Watch)

NOTES:

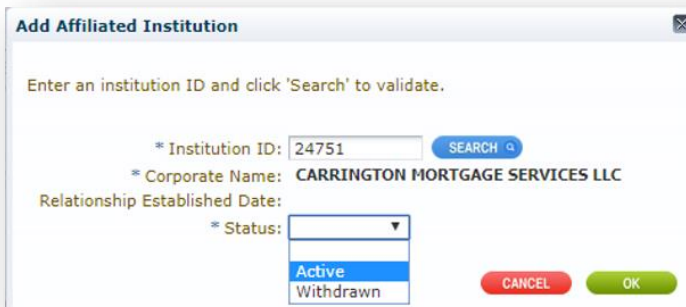
- Correspondent Seller is responsible for paying the UFMIP on the closed transactions
- CMS will obtain the Mortgage Insurance Certificate (MIC) after the loan is purchased

Setup

Add Affiliated Institution in Lender Electronic Assessment Portal (LEAP)

In order for CMS to add Correspondent Seller as a Principal Affiliation, Seller must complete the following to add Carrington Mortgage Services, LLC as an affiliated institution:

1. Open FHA Connection and go to Lender Functions.
2. Open the Lender Electronic Assessment Portal.
3. Select Institution > Affiliations > Agent Affiliations > +Add to open the popup shown below.
4. Enter 24751 into the Institution ID field and click Search to import **Carrington Mortgage Services, LLC**.
5. Select Status to "Active".
6. Select OK to add **Carrington Mortgage Services, LLC**.



Add Affiliated Institution

Enter an institution ID and click 'Search' to validate.

* Institution ID:

* Corporate Name: **CARRINGTON MORTGAGE SERVICES LLC**

Relationship Established Date:

* Status:

Setup, continued

Transfer an Existing Case Assignment to CMS

1. The case assignment must already have been ordered in the name of the Correspondent Lender.
2. The Correspondent Lender must be reflected on the Principal's List.
3. If not on the Principal's List, email ClientAdministration@carringtonms.com to be added.
4. Go to the Case Transfer Screen in FHA Connection (see Diagram A on next page).
5. Select "Sponsored Originator EIN" in the dropdown.
6. Enter your company (Correspondent Lender) Tax ID number.
7. Enter "New Sponsor/Agent ID" (Carrington Sponsor ID: 24751-0000-5).
8. Complete "Date of Assignment Letter" (input the Day of Request/Change).
9. Click Submit.

Diagram A:

An image of the Case Transfer Screen within FHA Connection that must be accessed to complete an FHA Case Assignment transfer as described above.

