

# Non-Delegated Correspondent Quick Reference Guide

| Contact Information   |  |
|---|--|
| <p><b>Hours of Operation:</b> Monday through Friday 6:00 AM to 5:00 PM Pacific Standard Time</p> <p>Toll Free: 844.873.7010    Select from the following:</p> <ul style="list-style-type: none"> <li>❖ Option 1 for Hours of Operation</li> <li>❖ Option 2 for assistance with CorriQ</li> <li>❖ Option 3 to speak with a Relationship Manager</li> <li>❖ Option 4 to become an approved Seller or obtain information on how to conduct business with CMS</li> </ul>  |  |
| Important Email Addresses, Tools and Resources  |  |
| <ul style="list-style-type: none"> <li>❖ Seller Approvals: <a href="mailto:ClientAdministration@carringtonms.com">ClientAdministration@carringtonms.com</a></li> <li>❖ Secondary Marketing – Locks: <a href="mailto:lockdesk@carringtonms.com">lockdesk@carringtonms.com</a></li> <li>❖ Relationship Managers: <a href="mailto:CorrespondentRM@carringtonms.com">CorrespondentRM@carringtonms.com</a></li> <li>❖ Seller Guide: <a href="http://www.CarringtonCorrespondent.com">www.CarringtonCorrespondent.com</a></li> <li>❖ Submission Form: <a href="http://www.CarringtonCorrespondent.com">www.CarringtonCorrespondent.com</a></li> </ul> |  |
| Seller Responsibilities   |  |
| <ul style="list-style-type: none"> <li>❖ MI Cert ordered directly with Mortgage Insurance Company</li> <li>❖ FHA Case Assignments</li> <li>❖ UFMIP to be paid directly to HUD prior to CMS purchasing file</li> <li>❖ VAFF to be paid directly to VA prior to CMS purchasing file</li> <li>❖ VA – if Exempt, Seller to register files directly through VA portal</li> </ul>   |  |
| Products  |  |
| <p><b>Available</b></p> <ul style="list-style-type: none"> <li>❖ Conventional – Fannie Mae and Freddie Mac</li> <li>❖ Government – FHA and VA</li> <li>❖ Non-QM</li> </ul>  | <p><b>Not Available</b></p> <ul style="list-style-type: none"> <li>❖ Government – USDA</li> <li>❖ Government – FHA 203(k) and 203(h)</li> <li>❖ New York CEMA</li> <li>❖ Jumbo</li> </ul>  |
| General Information   |  |
| <p>Lock Desk hours: 7:30 AM to 4:00 PM Pacific Time, Monday - Friday</p> <p><b>Lock online via website:</b><br/><a href="https://www.corriq.com">https://www.corriq.com</a></p> <p><b>Lock extensions* available through the website:</b><br/>7-Day @ .125, 10-Day @ .125, 15-Day @ .250</p> <p><small>*Fees for extensions are subject to change without notice.</small></p>   | <p><b>CorriQ:</b><br/><a href="https://www.corriq.com">https://www.corriq.com</a></p> <p>For Registration Locking of Loans, Pre/Post Close File &amp; Conditions Delivery</p> <p><b>Correspondent Forms/Guidelines/FAQS/Contacts:</b><br/>Comprehensive information for our Correspondents<br/><a href="https://www.carringtoncorrespondent.com">https://www.carringtoncorrespondent.com</a></p> |
| <p><b>Fees:</b></p> <p>Underwriting Fee:</p> <ul style="list-style-type: none"> <li>• \$600 (Conventional, Government Loans)</li> <li>• \$750 (Carrington Advantage Loans)</li> </ul> <p>Flood Fee: \$10.00</p> <p>Tax Service Fee: \$85.00</p>   | <p><b>Lender Sponsor Numbers:</b></p> <p>FHA ID Number: 24751-0000-5</p> <p>VA ID Number: 902324-00-00</p> <p>MERS ID: 1006037</p>   |

# Non-Delegated Correspondent Quick Reference Guide

## Post - Purchase

### Servicing Transfer Letter (aka Goodbye Letter) / First Payment:

**Carrington Mortgage Services, LLC**  
P.O. Box 660586  
Dallas, TX 75266-0586

Phone Number: (800) 561-4567

### FHA Transfer Date:

The transferor servicing mortgagee must report the Transfer Date and update the mortgage record in FHA Connection (FHAC) to the CMS FHA Sponsor ID #24751 within 15 Days of the Transfer Date.

### MERS:

Non-Delegated Correspondent Seller must be active MERS member, able to register and transfer loans through MERS. All loans must be registered with MERS at time of delivery to Carrington Mortgage Services and a MERS transfer of beneficial rights and transfer of servicing rights must be transferred to Carrington Mortgage Services within 48 hours of purchase using CMS Originator ID #1006037.

## Collateral Delivery Address

### Collateral Delivery Address:

Provide original Note, Bailee Letter and Allonge, complete Preliminary Title Report and Certified True Copy of Mortgage to:

Deutsche Bank National Trust Company  
Attn: Carrington Correspondent Team  
1761 East St. Andrew Place, Santa Ana, CA 92705

**Note:** Collateral Package must be delivered within 24 hours after delivery of the closed Mortgage Loan file to Carrington Mortgage Services, LLC

### Note Endorsement:

Carrington Mortgage Services, LLC  
Without Recourse (Seller)  
(Signature of Officer)  
(Officer's Name and Title)

## Trailing Documents

### Carrington Mortgage Services, LLC

ATTN: Records Management  
1600 South Douglass Road, Suites 110 & 200-A  
Anaheim, CA 92806

- ❖ Original recorded security instrument,
- ❖ Original recorded assignments to CMS,
- ❖ Original Final Title Policy, and
- ❖ Any additional documentation specified by CMS

## Helpful Hints

- ❖ The first payment date must be the 1st of the month no earlier than 30 days from the note date.
- ❖ The final 1003 signed at closing must match the final AUS, if applicable.
- ❖ Loans Purchased on the 10th business day the effective servicing transfer date will be the first day of the month following the month of purchase

### Examples:

- If a loan is purchased on 1/6, the effective servicing transfer date would be 2/1. Carrington will collect the 1st payment due.
- If a loan is purchased on 1/15, the effective servicing transfer date would be 3/1. Seller would collect the 1st payment due.
- ❖ Final CD missing and/or inaccurate. Please ensure the final CD and all other applicable disclosures are uploaded in corriQ at time of loan submission for purchase
- ❖ Missing UCDP summary report
- ❖ Missing Successful UCD Findings for both Fannie Mae and Freddie Mac
- ❖ Deed of Trust/Mortgage missing true and certified stamp
- ❖ Legal Description missing or incorrect on Deed of Trust/Mortgage
- ❖ Proof FHA Upfront MIP or VA Funding Fee has been paid missing