



TO: Correspondent Lenders

FROM: Angela Breidenbach, Operations Manager

DATE: October 14, 2011

RE: **UPDATED LOAN DELIVERY CHECKLIST  
SHIPPING BEST PRACTICES  
LOCK RENEGOTIATION FORM  
UCDP ATTESTATIONS**

### **UPDATED LOAN DELIVERY CHECKLIST**

Cornerstone Correspondent Lending Division has updated the Loan Delivery Checklist (attached). Please use this version, dated 10/14/2011, on all loan purchase submissions going forward. An interactive version of this form can be found in the Forms section of our web-site: [chlcorrespondent@houseloan.com](mailto:chlcorrespondent@houseloan.com).

### **SHIPPING BEST PRACTICES**

With the increase in refinance volume, we have noticed that the quality of shipped files has slipped in recent months. As a reminder, please follow these “best practices” when shipping your files to Cornerstone:

1. Follow the stacking order on the Loan Delivery Checklist, with particular attention to the following:
  - a. Flood Area Disclosure should go with the Flood Cert.
  - b. Intent to Proceed, Changed Circumstance (if applicable) and Settlement Service Providers List should go with GFE(s).
  - c. Appraisal Disclosures should go with the Appraisal Report.
  - d. Final Disclosures should go at the end of the Closing documentation.
  - e. Initial Disclosures should go at the end of the Credit documentation.
2. If you are sending your file electronically, please DO NOT send a compressed file. This makes it virtually impossible for the reviewer to read the documents, and could cause major issues in the event of an internal or investor audit!
3. Do not use the Loan Delivery Checklist if you are sending a credit only file for underwriting. There is a separate Underwriting Submission Checklist in the Forms section of our web-site: [chlcorrespondent@houseloan.com](mailto:chlcorrespondent@houseloan.com).

Our reviewers love “clean” files. We are able to review them more quickly, and with fewer conditions. There is also less possibility of imaging problems that can lead to audit exceptions later on!

### **LOCK RENEGOTIATION FORM**

In an effort to streamline our lock renegotiation process, we have developed a Lock Renegotiation Form (attached). You will find an interactive version of this form in the Forms section of our web-site: [chlcorrespondent@houseloan.com](mailto:chlcorrespondent@houseloan.com). For Renegotiation Policy, please see memo dated 8/26/2011.

### **UCDP ATTESTATIONS**

We are still missing UCDP Attestations from most of our Correspondent Lenders. Due to the importance of this issue, it is critical that we receive a signed attestation, no later than 10/31/11(attached). Failure to comply could result in purchase delays.

Don't hesitate to contact us if you have questions regarding these, or any other issues. We can be reached as follows: [abreidenbach@houseloan.com](mailto:abreidenbach@houseloan.com) or (505)814-7784, [jposen@houseloan.com](mailto:jposen@houseloan.com) or (505)814-7788, [ncorlett@houseloan.com](mailto:ncorlett@houseloan.com) or (214-780-0770).

As always, your business is greatly appreciated!