

## 12 – LOAN PURCHASE AND DELIVERY

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### ***IN GENERAL***

The entire closed Mortgage Loan package should be reviewed for completeness and accuracy before shipping to Lakeview Loan Servicing, LLC for purchase. The loan must close within 50 days of reservation and purchased by Lakeview Loan Servicing, LLC within 60 days of reservation.

### ***AMORTIZED LOAN BALANCE***

When Mortgage Loans are purchased, loan servicer will determine the principal balance and current escrow reserves, based on an amortized balance. Lakeview Loan Servicing, LLC will purchase loans on a non-delinquent, normal payment, normal escrow disbursement status.

### ***TIMING AND DELIVERY OF CLOSED LOANS***

The closed mortgage loan package is to be received by ServiSolutions within 10 days of loan closing.

1. Lenders must check the closed loan package to confirm all items listed on the Funding Checklist are included in the package. Loans will not be funded if any of the items on the checklist are missing or incorrect.
2. All First mortgage loans purchased by Lakeview Loan Servicing, LLC will require mandatory registration with MERS. No assignments will be accepted for first or second mortgages. Lender must transfer all applicable rights in MERS to Lakeview Loan Servicing, LLC immediately after purchase.
3. Utilize the provided Delivery Checklists Credit and Closing (Lakeview Loan Servicing) as found on the Commission's Website at <http://www.wshfc.org/sf/HKforms.html>.

Upon completion of the closed loan file compliance review, the mortgage loan(s) will be funded if the file is complete and is in compliance with all requirements. Closed loan packages will not be funded until all required fundable documentation has been received and all compliance issues cleared.

### ***PENALTIES WITHHELD FROM FUNDING.***

Lenders have 10 days from loan closing to deliver the complete closed loan package to Lakeview Loan Servicing, LLC. A loan is considered to be in a fundable condition when a complete closed loan package is delivered without errors or missing documents. Also, loans with delinquent payments will not be purchase.

Loans must not be aged more than 45 days from the loan closing date until the time the loan is delivered to Lakeview for purchase. This includes the date the credit and closing file is received and the loan is eligible for purchase. All loans must be purchased by Lakeview within 60 days of the note date. Original notes will be returned to the lender's warehouse bank as requested by the lender for loans that will not be purchased.

### ***DELIVERY ADDRESS***

Loan packages can be delivered electronically at [www.lakeviewcorrespondent.com](http://www.lakeviewcorrespondent.com), Seller Portal or mailed to:

Lakeview Loan Servicing, LLC  
501 Prudential Rd  
Mail Stop S142  
Horsham, PA 19044  
Attn: Lakeview Correspondent

### ***WIRE/ACH TRANSFER INSTRUCTIONS***

Lakeview Loan Servicing will wire to the lender's warehouse bank according to the instructions provided by the warehouse bank on the Bailee Letter received with the original note.

Wire instructions will be required in lieu of the Bailee Letter on the following approved exceptions:

- o Sellers with Tri-Party agreements
- o Sellers with a Master Bailee
- o Sellers with a Regulated Financial Institution parent
- o Warehouse Banks not issuing Bailee Letters

In these cases, Wire Instructions should be delivered with the Original Note.

Original Notes and either the Bailee Letter or Wire Instructions should be delivered to the following address by the delivery expiration date:

Lakeview Loan Servicing, LLC  
507 Prudential Rd  
Mail Stop S142  
Horsham, PA 19044  
Attn: Lakeview Correspondent

## ***LOAN PURCHASE SCHEDULE/FUNDING***

### **Lakeview Loan Servicing, LLC:**

Lakeview Loan Servicing, LLC will purchase loans every day except on federal holidays. A purchase advice is generated for each loan. Lenders can view the Purchase Advice at [www.lakeviewcorrespondent.com](http://www.lakeviewcorrespondent.com) on the day of funding. The Purchase Advice will itemize the payments in the funding wire. Any fees due to Lakeview Loan Servicing will be netted from the wired funds (i.e. Funding fee, Flood Transfer Fee, Tax Service Fee, or interest charges).

## ***PURCHASE PRICES***

<b>Borrower Points</b>	<b>Loan Sale by Lender to Servicer</b>	<b>Net Compensation to Lender</b>
1.00	101.25%	2.25%
0.00	102.25%	2.25%

Amounts to be deducted from funding will consist of:

1. \$65.00 Tax Service Fee
2. \$10.00 Flood Certification Transfer Fee
3. \$40.00 Electronic Upload Fee
4. \$40.00 Program Application Fee for second mortgage (as applicable)
5. Extension fees assessed (as applicable).

## ***LOAN SUSPENSIONS (CURATIVES)***

After a closed file review is done, suspense conditions are posted via Lakeview Loan Servicing Lender Portal. The suspense conditions will list any documents needed to complete the file or any corrections that need to be made to documents before the loan may be purchased.

Conditions required prior to loan purchase or separate follow up documentation must be clearly identified with Lakeview Loan Servicing loan number and the Mortgage Lender loan number.

The most common curatives occur for: a missing note; incorrect endorsement to the note; incomplete copy of the Mortgage/Deed of Trust; missing Riders to the Mortgage/Deed of Trust; missing final Closing Disclosures; missing or incomplete hazard policy/declaration page, tax, mortgage insurance, or flood information.

### ***FIRST PAYMENT/NOTICE OF ASSIGNMENT***

Lenders are responsible for servicing the loan until purchased by the loan servicer to include the payment of all required escrow disbursements for each loan during the period from closing to purchase.

The originating lender retains the loan servicing rights and benefits until the loan servicer purchases the loan. The originating lender will perform all servicing duties until that time.

Servicing and benefits rights transfers to the loan servicer at the time of loan purchase. Lender will be sent a reminder along with the purchase payment advice to send out their goodbye letter to the borrower. LoanCare, LLC will send the borrowers a Notice of Sale, Assignment or Transfer and two temporary payment coupons at the time of loan purchase.

Lakeview assumes Seller will collect scheduled payments that have already become due. For Loans purchased fewer than 15 days prior to the next payment due, Lakeview will amortize down one more payment so the scheduled purchase balance is lower than the current unpaid principal balance. A pay history is required after two payments.

For scheduled balance Loans funded between the 1st and 15th day of the month, the Effective Date of Transfer is the 1st day of the following month. For Loans funded after the 15th day of the month, the Effective Date of Transfer is the 1st day of the second month following the Sale Date. It is Seller's responsibility to continue servicing the loan and collecting payments up to the Effective Date of Transfer and to forward all curtailments received during this time.

### ***HAZARD INSURANCE PREMIUM***

A copy of the Declaration Page showing the first annual premium is paid in full should be included with the Loan Closing Package. Lakeview Loan Servicing, LLC will also accept a copy of the binder with the policy number and paid receipt.

### ***FLOOD INSURANCE***

Please see Section 2 for additional information.

### ***FHA MONTHLY INSURANCE PREMIUM***

Lakeview Loan Servicing requires the lender to be responsible for all monthly MIP payments for the months the lender is collecting the payment. Lakeview will be responsible for making the monthly insurance payment for loans purchased when the first payment due date on the Note is also the first payment due to Lakeview.

## ***CONVENTIONAL MORTGAGE INSURANCE PREMIUMS***

The first monthly mortgage insurance premium on a conventional loan is due at the time the loan closes. Mortgage Lenders are responsible for the initial monthly premium.

## ***POST CLOSING DETAILS OF ORIGINATION CHARGES – ITEMS PAYABLE IN CONNECTION WITH LOAN***

The Mortgage Lender must provide a breakout of all items payable by the buyer and seller as shown on the Post Closing Review Checklist (15.20.1-2) and in the Delivery File Credit and Closing Checklists to Lakeview Loan Servicing, LLC ***FINAL DOCUMENTS***

The lender is to submit the final mortgage loan documentation consisting of the original recorded mortgage, title policy, MIC, etc., to Lakeview Loan Servicing, LLC within 120 days of closing. The recorded Deed of Trust for the Down Payment Assistance Program is to be delivered to Lakeview Loan Servicing, LLC also within 120 days of closing of the second mortgage loan.

### **Lakeview Loan Servicing, LLC:**

#### **Send the Final Documents To:**

Indecomm Global Services  
FD-BV-9902  
1260 Energy Lane  
St Paul, MN 55108

## ***COMMON EXCEPTIONS THAT DELAY PURCHASE***

1. The Borrower's name must be typed under their signatures on the Note and Deed of Trust. This includes 2<sup>nd</sup> mortgages.
2. Incomplete packages are not acceptable. Lakeview Loan Servicing, LLC cannot purchase Mortgage Loans that are incomplete. Please review the applicable checklist and ship a complete file. Incomplete files slow up the purchase process.
3. When recorded documents require a correction, fax a letter of intent to re-record to Lakeview Loan Servicing, LLC that includes the correction being made and to which documents. Do not wait for the original document to be returned.
4. 1<sup>st</sup> Mortgage liens must be endorsed and assigned to Lakeview Loan Servicing, LLC.
5. 2<sup>nd</sup> Mortgages must be closed in the name of the Washington State Housing Finance Commission. Do not endorse the 2<sup>nd</sup> lien Notes to Lakeview Loan Servicing, LLC.
6. Marital status needs to be indicated on the Deed of Trust for both the 1<sup>st</sup> and 2<sup>nd</sup> mortgages.
7. Separate Closing Disclosures are required for the 1<sup>st</sup> and 2<sup>nd</sup> mortgages.