



*This guide contains the key information needed to submit loans for underwriting and deliver loans for purchase to the NPF Non-Delegated Correspondent Channel.*

## 1. Submit Loan Package for UW & Price at Later Time

- Log into the [LION Portal](#)
- Click on **Create Loan**
- Select **Non-Delegated Correspondent** from the dropdown
- Click on either **Submit Loan** to upload the loan package and price/lock your loan later:
  - Download the [Submission Form](#) from the website, complete and include with the loan package for upload
  - Click on the **Select File** button to browse for your DU 3.2 file
  - Select **Import File**
  - Enter and/or confirm all information on the **Loan Attribute Entry** screen and **Continue**
    - Enter Application Date
    - Select Loan Product
  - Choose **Select File** to browse for the loan package documents and click on **Import File** to upload
  - Once all required documentations listed on the [Submission Form](#) are uploaded, click on **Submit to NPF** button and then click **Finish**

OR

## 2. Import and Price Loan and Submit Loan Package Later

- Click on **Pre Lock and Submit** to submit the loan for pricing and lock, then submit your loan package at a later time:
  - Click on the **Select File** button to browse for your DU 3.2 file
  - Select **Import File**
  - Enter and/or confirm all information on the **Loan Attribute Entry** screen and **Continue**
    - Enter Application Date
    - Select Loan Product
  - Select the Loan Originator and Processor from the dropdown on the **Loan Contacts** screen and select **Continue**

## 2. Import and Price Loan and Submit Loan Package Later Continued...

- On Marksman screen select the **Product Category** confirm all loan criteria, Select **Lock-In Days** term of 30 days or greater and click **Get Rates**
  - Select the target Rate and Price
  - Click on **Export** to the left of the pricing grid
- On **Lock Summary** screen either select **Request Lock** to lock the loan or select exit to lock at a later time

## 3. Submit Loan Package to UW if Submitted under Option #2

- Download the [Submission Form](#) from the website, complete and include with the loan package documents for upload
- When in the loan, select **Upload Docs** from the **Tasks** menu on the right
  - Click on **Select File** and browse for loan documents and then **Import File**
  - Once all required documentations listed on the [Submission Form](#) are uploaded, click on **Submit to NPF** and then **Finish**

## 4. Lock a Floating Loan

- When in the loan, select **Products and Pricing** from the **Workflow** menu on the left
  - Select the **Product Category** confirm all loan criteria, Select **Lock-In Days** term of 30 days or greater and click **Get Rates**
    - Select the target Rate and Price
    - Click on **Export** to the left of the pricing grid
  - On **Lock Summary** screen select **Request Lock** to lock the loan
  - Select **Lock Confirm** to review and/or print the *Lock Confirmation*

## 5. Condition Review and Clearing

- Once the UW has rendered a decision, review and submit docs to satisfy on the **Conditions** screen



## 5. Condition Review and Clearing Continued...

- From the loan, locate the **Conditions** screen in the **Workflow** menu on the left
- Select the Category or Type of condition you would like to review
- Select the condition to satisfy by clicking on it
- Click on **Add Document** then **Choose File** to browse for the appropriate file to satisfy the condition, then click **Upload**
- Select **Display Conditions** to return
- Once all conditions are uploaded that the user would like to submit at that time, select **Submit Uploaded Conditions for Review**
- Enter any comments to NPF and select **Yes, Submit Now**. This allows individual or multiple conditions to be uploaded simultaneously

## 6. CTC and Loan Closing

- Once the loans is locked and all Prior to Closing conditions have been cleared, the loan will be submitted to the UW for CTC Request
- The Lender is responsible for the CD disclosure and closing process
- Once the loans has been disbursed by the Settlement Agent, the closed loan must be delivered for purchase by lock expiration, with collateral delivered to NPF custodian

## 7. Delivery of Closed Loan to NPF for Purchase

- Purchase by Date is calculated by the later of 5 calendar days from delivery or the lock expiration
- Download the [Delivery Checklist](#) complete and include with documents for delivery
- Log into the [LION Portal](#) and enter the loan
- From the Tasks menu on the right, click on **Upload Closing Docs** to browse for the closed loan package file(s)
- Click on **Import File** and repeat for each file to upload until all closed loan documents and those required per the [Delivery Checklist](#)
- Click on **Submit to NPF** once all documents have been imported

## 8. Collateral Delivery to NPF Custodian

- Download the [Collateral Delivery Checklist](#), complete and include with the collateral file for delivery to NPF Custodian
- Gather and deliver all required documentation per the [Collateral Delivery Checklist](#) to the NPF custodian at the following address:  
Wells Fargo Bank, NA.  
ATTN: Shellpoint Correspondent Funding  
751 Kasota Ave.  
Minneapolis, MN 55414
- Upload a copy of the bailee to NPF through the Conditions workflow in the [LION Portal](#). See Section #5 above for directions on how to upload conditions. This condition is a pre-purchase condition category.
- Collateral must be reviewed and cleared by the NPF custodial prior to the loan being eligible for purchase

## 9. Mortgagee Clause

- Prior to purchase, Lender must provide evidence the mortgagee clause for all applicable insurance has been requested to change to NPF  
Shellpoint Mortgage Servicing ISAOA/ATIMA  
P.O. Box 7050  
Troy, MI 48007-7050

## 10. Purchase Advice and Loan Purchase

- Any conditions resulting from loan delivery or loan level pre-purchase conditions will be posted to the loan and should be reviewed and satisfied following the same process as described in Section #5 above
- Once all conditions on the loan are satisfied and the collateral is clear and certified by the custodian the loan will be prepared for purchase by NPF
- Government Loans only - Lender will need to confirm if NPF to pay the UFMIP or Funding Fee
  - If NPF to pay the UFMIP or Funding Fee the amount will be withheld from the total wire amount on the PA
  - If loan cannot be purchased within 7 days of funding by lender, a 4% late fee will be assessed and withheld from the total wire amount on the PA



## 10. Purchase Advice and Loan Purchase

### Continued...

- An email will be delivered once the Purchase Advice (PA) has been posted
- The PA can be reviewed by logging into the loan in the [LION Portal](#) and entering the **View Loan Documents** selection from the Workflow menu
- Loans should be purchased 24 hours after the issuance of the PA

## 11. NPF Fees

- Non-Delegated Fee - \$650
- Tax Contract Fee:
  - \$47.00 for a tax contract with a UPB from 0-\$499k, for every additional \$100,000 in UPB, \$10.00 is added to the fee.
  - For example, \$500 - \$599k UPB would be \$57.00.
- Flood Life of Loan Contract - \$6 per loan
- Condo Review - \$150

## 12. MERS Transfer

- **MERS transfer** must be completed within five days of purchase by NPF
  - Assign NPF as the Investor and the Servicer using the NPF MERS Org ID's below:
    - MERS ID 1007544 – New Penn Financial as Investor
    - MERS ID 1007544 – New Penn Financial as Servicer

## 13. FHA Case Transfer

- **FHA Case transfer** must be initiated by the Lender to the following:
  - **NPF Lender ID: 2557400002**

## 14. Government Insuring

- NPF will insure all FHA loans
- NPF will issue the Loan Guarantee Certificate (LGC) on all VA loans
- Deficiencies discovered through the insuring process may result in additional post-purchase conditions

## 15. Private Mortgage insurance

- Correspondent is responsible to obtain the MI coverage certificate and properly transferring to NPF at time of purchase.
- For Lender Paid MI delivery must also include proof of payment
  - Statement from insurance agent showing paid
  - Zero balance on the Declarations page
  - Copy of seller's premium check if paid at closing along with itemization on CD

## 16. Final Document Delivery

- The original or certified copy of the recorded Mortgage/Deed of Trust, Final Title Policy and certified copy of the Power of Attorney (if applicable) must be delivered to NPF within 120 days of the Note Date to the address below:
 

Attn: Correspondent Document Processing  
P.O. Box 240120  
Milwaukee, WI 53224
- Correspondent will be charged \$100 per document not delivered within 120 days of the Note Date.

Find Job Aids, Forms, Checklists, Product Matrices, the Seller Guide and other resources at <http://www.gonewpenn.com/correspondent>

Please reach out to your Account Executive or Account Manager for details.

877-930-PENN  
[www.GoNewPenn.com/correspondent](http://www.GoNewPenn.com/correspondent)