

Correspondent Mortgage Bulletin

Information for Correspondent Lenders of SunTrust Mortgage, Inc.

September 12, 2014 • COR14-096



Alert

Update

Reminder

Clarification

Training
Information

Preview

Submission Checklists Improved

SunTrust Mortgage, Inc., announces revisions to Correspondent Underwriting Submission Checklist ([COR 0005](#)) and Emerging Banker Submission Checklist ([COR 0013a](#)).

Intended Audience

Origination Processing	Secondary Marketing	Underwriting	Closing Delivery Funding	Compliance Legal	Other
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Effective Dates

Friday, September 12, 2014
Effective with new and existing applications on or after this date.

Background Information

SunTrust Mortgage takes this opportunity to revise Correspondent Underwriting Submission Checklist ([COR 0005](#)) and Emerging Banker Submission Checklist ([COR 0013a](#)) in an effort to improve the loan submission process.

Bulletin Details

Correspondent Underwriting Submission Checklist (COR 0005)

The following represents changes to the Correspondent Underwriting Submission Checklist:

- Loan Officer and Company Nationwide Mortgage Licensing System (NMLS) number must be included with the submission of loan application.
- Appraisal documentation and revisions to appraisal documentation must be emailed to correspondentappraisals@suntrust.com in MISMO format (.xml file).
- Income and Asset documentation must now be included in submission.

Emerging Banker Submission Checklist (COR 0013a)

The following change has been made to the Emerging Banker Submission Checklist:

- Appraisal documentation and revisions to appraisal documentation must be emailed to correspondentappraisals@suntrust.com in MISMO format (.xml file).

Action Required

Origination, Processing, Underwriting, Closing, Delivery, and Funding.

Starting September 12, 2014
Apply this guidance.

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Bulletin Details, continued

Revised Materials

Click [Underwriting](#), Correspondent Underwriting Submission Checklist ([COR 0005](#)), and Emerging Banker Submission Checklist ([COR 0013a](#)) to view revised materials.

Former Guideline

Previously, income and asset documentation were not requested on the Correspondent Underwriting Submission Checklist, and loan officer and NMLS number requirements were not reflected on the form. Additionally, appraisal and appraisal revisions were not directed to correspondentappraisals@suntrust.com in MISMO format (.xml) for both checklists.

Other Resources

Support Group	Description and Contact Information:
Correspondent Relations Coordinator	Specific questions on applying this procedure to specific loan files. Direct contact information for each correspondent relations coordinator is located in General Section 1.01: The Correspondent Division
Emerging Banker Account Executive	Specific questions on applying this procedure to specific loan files. Direct contact information for each account executive is located in General Section 1.01: The Correspondent Division.
Resource Center	Provides phone and email support on products, policies, and procedures as well as new product rollout and existing product enhancement. Contact the Resource Center at 800.382.2111, Option 1, Option 2.

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