

# Final Docs & ViewPoint



**ViewPoint** Final Docs team will process your final documents and let your organization know any outstanding Final Doc status. The only way that you will receive information on trailing docs is by using ViewPoint. Please take advantage of this platform!

**Access:** Complete the ViewPoint Access Request Form that can be found in the Forms Library of our website.

Document Name	PDF Version	HTML Version
Condo Forms		<a href="#">HTML</a>
FHA Forms		<a href="#">HTML</a>
Fee Schedule		<a href="#">HTML</a>
General Forms		<a href="#">HTML</a>
Income Worksheet Forms		<a href="#">HTML</a>

- [Final Docs - ViewPoint Access Request Form](#)
- [Final Document Transmittal Template \(Indecomm\)](#)

Email completed form to: [NewRez.ViewPoint@indecmm.net](mailto:NewRez.ViewPoint@indecmm.net)

## ViewPoint Final Docs Team:

Ph: 651-766-2364

INDECOMM GLOBAL SERVICES

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ST. PAUL, MN 55108

<https://viewpoint.indecmm.net/login.aspx>

Tutorial videos are available on the website!

**Final Docs:** The Final Docs team processes only the mortgages after they are recorded, the final lender title policy, and any applicable mortgage assignment. Emailed copies of final docs can be sent to [NewRez.ViewPoint@indecmm.net](mailto:NewRez.ViewPoint@indecmm.net)

**Lender Title Policy:** All final title policies (including short form title policies) may be emailed. Include Schedule A and B. Ensure borrower/lender information is accurate. Notice of receipt will be sent within 24-72 hours.

## Mortgages/Deeds of Trust/Security Instruments:

**Conventional Loans** – Only original or certified copies of recorded mortgages are to be submitted.

**FHA & VA Loans** – MTG/DOT copies are acceptable and can be submitted via email. Keep acknowledgement receipt record.

**Assignments** – If the Lender on the mortgage is NOT NewRez, then the MIN number and MERS verbiage must be present on the executed document. If not, then a mortgage assignment is required.

**Final Docs** – Must be shipped under separate cover to Indecomm and should include: Recorded Security Instrument with applicable riders and legal description, Recorded Assignment to MERS, Recorded POA and Final Title Policy (Including Short Form Title Policy).

**Final Doc Transmittal** – This document allows NewRez/Indecomm to track the submission of your final documents. You may use a Final Doc Transmittal from your system or a NewRez version is available in the Forms Library of our website. Please make sure to include the transmittal when you submit your final docs. You will then receive a signed transmittal confirmation from Indecomm which you must keep for your records. This is an important document to retain to avoid possible penalties.

If final documents are not received within 120 days of the purchase date, then the Correspondent is charged \$125 for late final docs

## TOP 5 Final Doc Findings:

1. Recording Info not available/complete/visible
2. Missing Rider(s)
3. Missing Legal Description
4. Short Form Errors
5. Incorrect Borrower or Property

Contact your Client Manager with Questions 877-700-4622 – Follow the Prompts