



Delivery: Steps to submitting a file to NewRez for Purchase

newrezcorrespondent.com

Step One: Register and Lock Loan

NewRez Website [Pipeline Manager](#) then [Register or Lock Loan](#)

- Pricing/Lock Desk:**
1. Call in number for rate locks is 877-700-4622 Opt#3
 2. Lock Desk Email: registrations@newrez.com

Step Two: Submission, Image Central and Required Documents

- Select Image Central from the left-hand toolbar, input the borrower information and select that file.
- Simply select the Document Type that you are uploading, browse and find the file that you have scanned in and click on upload new File. There are no indexing or stacking requirements - please make sure the documents are uploaded in an orderly fashion.
- Delegated File – Select Credit and Closing File for the initial Credit and Closing File Upload. Ex Below
- Non-Delegated File – Select Closing File for the initial Closing File upload. Loan must be UW Cleared to Close (CTC) **before** uploading Closing File.

Select File Type

Document Type: Ex. Initial Closed Loan File Submission →

NewRez to UW

Select File to Upload: No file chosen

- The loan needs to be closed and disbursed by the lock expiration date. The loan is due on or before the delivery expiration date. NewRez does not purchase seasoned loans and all closed loan packages must be received no later than 60 days from the note date.

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

03/31/21

Step 3: Submitting Suspense Items or Conditions

- Upload any condition or suspense item by selecting Trailing and Suspense Documents as your Doc Type and select NewRez to Underwrite “No”. Example below

Select File Type

Document Type: Ex. Submission of Suspense Items or Conditions →

NewRez to UW

Select File to Upload:

- NewRez will not notify you if the loan has been suspended (unless you’re receiving daily reports). Follow the Turntimes to know when your conditions will be cleared or check the status of the file on our website.

Step 4: NewRez Website > Pipeline Manager > Reports

Information Center
Training Center
Job Aids
Pipeline Manager
Ratesheet
Reports
Loan Status
Get Quote >
Get Scenario
Register Loan >
Lock Loan

- Complete desired fields for customized reporting.
- Suspense Report – Will advise of any suspense items that need to be taken care of and you will have 5 business days to submit.
- It will be the clients responsibility to monitor suspense items independently.
- Purchase Advice Report – Funding dates, rate and loan specific information, bank information etc.

TOP 5 SUSPENSE ITEMS

1. Final CD missing. Please ensure the final CD and all other applicable disclosures are in the file at submission for purchase.
2. Missing UCDP summary report for loans submitted with an appraisal.
3. AUS Verification for PITIA other REO. Missing documentation to evidence full mortgage obligation on other REO or proof of escrow.
4. Missing complete asset statements and/or income documentation.
5. Source of Large Deposit – On purchase transactions, deposits > 50% of monthly qualifying income must be sourced.