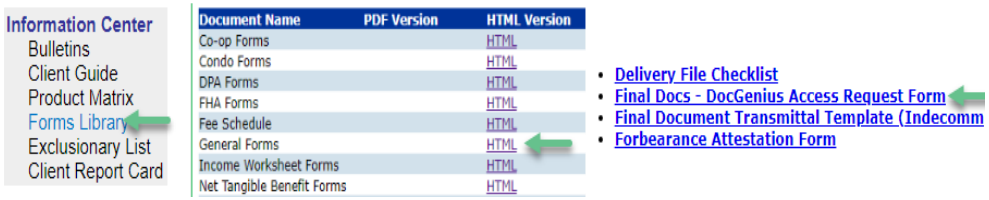
Final Docs & DocGenius

DocGenius™ 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 DocGenius. Please take advantage of this platform!

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



Email completed form to: DocGeniusAdmin@indecomm.net

DocGenius Final Docs Team:
Ph: 651-766-2364
INDECOMM GLOBAL SERVICES
1427 Energy Park Drive
ST. PAUL, MN 55108
Mail Stop Code NR - 9915

Tutorial videos available on the website!

https://dmg.indecomm.net/docgenius/login.aspx

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.DocGenius@indecomm.net

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

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

Lender Title Policy: All final title policies (including short form title policies) may be emailed newrez.DocGenius@indecomm.net or uploaded using the **DocGenius Upload** feature. Include Schedule A and B. Ensure borrower/lender information is accurate. Notice of receipt will be sent within 24-72 hours. Use **DocGenius Upload** to upload the final title policy.

Mortgages/Deeds of Trust/Security Instruments:

Conventional Loans – MTG/DOT copies are acceptable and can be submitted via email newrez.DocGenius@indecomm.net or uploaded using the DocGenius upload feature. Keep acknowledgement receipt record.

FHA, VA & USDA Loans – Original or certified copies of recorded mortgages are preferred to be submitted. If the original cannot be located GNMA will accept a copy.

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.

Post Funding – Newrez Post Funding is responsible for managing the insuring of delegated loans, however:

LNG are only to be uploaded by client to Image Central as a Trailing and Suspense Doc.

MIC and LGC are not sent to Newrez. Please include the receipt with the Closing File delivery to indicate the fees have been paid. We have an electronic process to verify insuring.

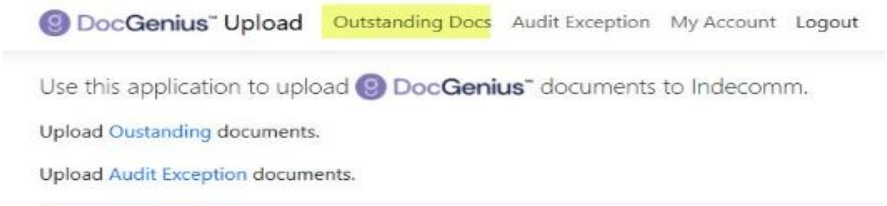
DocGenius Upload: https://dmg.indecomm.net/docgeniusupload/Identity/Account/Login

DocGenius Upload is a separate entity from DocGenius. Please register if this is your first time using DocGenius Upload. With this functionality you can upload Title Policies or recorded docs BUT only when recording jurisdiction has retained the original.

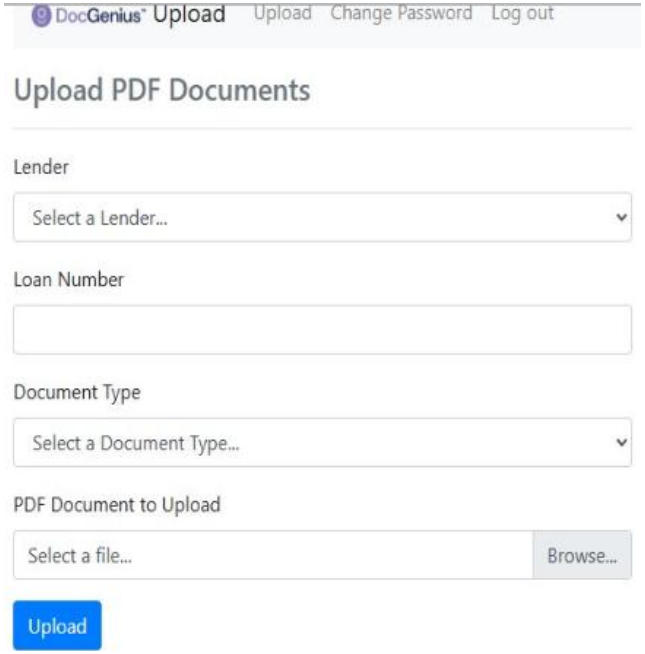
Clients will receive instructions on how to upload via outstanding document report email that goes out bi-weekly. In the outstanding document report email there will be two boxes for agents to click in the email: one to start uploading and one to submit questions:



Select Outstanding Doc:



Uploading:



You will have to complete 4 fields before uploading a document:

1. Lender - select the lender that the is being uploading for.
2. Loan Number – input the investor loan number (found on the Outstanding Document Report)
3. Document Type – Select the document type that is being uploaded
4. PDF Document to Upload – user selects a PDF file to upload.
   Note: the PDF file does not have to be named any specific way.

If the upload is successful, the document is dropped into an image repository on Indecomm's servers. From there it is uploaded directly into DocGenius. It will be considered checked-in and imaged.

If the document fails to upload there is an error message displayed ranging from "Document Already Uploaded" to "Incorrect Loan Number." If there are any errors that user does not understand they can reach out to: Newrez.DocGenius@Indecomm.net