



Job Aids

Designed to provide you with
simple Product Comparisons
and Process Explanations

Client Services:
877-700-4622 Option #9

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W-2 and 1099 Tax Transcripts

Requirements for providing W2/1099 tax transcripts based on application date and availability for borrowers whose income is not based on tax returns (borrower(s) not self-employed):

- salaried income
- overtime
- bonus
- other types of income not documented with tax returns (retirement, social security disability, etc.)

The Note date is based on all documentation in the loan file (paystub, bank statements, appraisal, etc.)

Application Date	W2/1099 ¹ Tax Transcript	Note date must be on or before
Up to 2/15/15	<ul style="list-style-type: none"> • 2013 W2 or 1099 and 2014 year-end paystub/pay statement • 2013 W2 or 1099 tax transcript 	4/14/2015
2/15/15 – 12/31/15 ²	<ul style="list-style-type: none"> • 2013 and 2014 W2 and/or 1099 • 2013 and 2014 W2 and/or 1099 tax transcript 	1/31/2016

See the applicable section of the Client Guide for complete income documentation requirements for non-self employed borrowers.

¹ If DU or LP only requires one year W2 or 1099, only the most recent year's W2 or 1099 tax transcript is required.

² If tax transcripts are not available for current year after June, should indicate No Record Found. If not available prior to June, not required.

Tax Return and Tax Return Transcripts

Requirements for providing tax return transcripts based on application date and availability for borrowers whose income is based on tax returns (borrower(s) self-employed and non-self employed):

- Self-employed income
- employment by a family member or an interested party to the purchase transaction;
- rental income from an investment property;
- temporary or sporadic income;
- other income sources as identified in the Client Guide.

The Note date is based on all documentation in the file (paystub, bank statements, appraisal, etc.)

If the Application date is	And the file contains tax returns and/or tax return transcripts	Note date must be on or before
Up to 1/31/15	<ul style="list-style-type: none"> • 2012 and 2013 tax return • 2012 and 2013 tax return transcript 	4/14/2015
2/1/15 – 4/14/15	2014 tax return filed <ul style="list-style-type: none"> • 2013 and 2014 tax return • 2013 tax return transcript 	6/30/2015
	2014 tax return not filed <ul style="list-style-type: none"> • 2012 and 2013 tax return • 2012 and 2013 tax return transcript 	6/30/2015
4/15/15 - 6/30/15	2014 tax return filed <ul style="list-style-type: none"> • 2013 and 2014 tax return • 2013 tax return transcript 	6/30/2015
	2014 tax return not filed or extension filed <ul style="list-style-type: none"> • 2012 and 2013 tax return and 2014 extension with evidence of tax payments made • 2013 tax return transcript and 2014 No Record Found 	10/15/2015
7/1/15 - 10/14/15	2014 tax return filed <ul style="list-style-type: none"> • 2013 and 2014 tax return • 2013 and 2014 tax transcript 	12/31/2015
	2014 tax return not filed <ul style="list-style-type: none"> • 2012 and 2013 tax return and 2014 extension with evidence of tax payments made • 2012 and 2013 tax return transcript and 2014 No Record Found 	10/15/2015
10/15/15 – 12/31/15	<ul style="list-style-type: none"> • 2013 and 2014 tax return • 2013 tax return transcript and 2014 No Record Found 	Lesser of 60 days from filed date or 12/15/2015
	<ul style="list-style-type: none"> • 2013 and 2014 tax return • 2013 and 2014 tax return transcript 	4/14/2016

See the applicable section of the Client Guide for complete income documentation requirements for self employed borrowers.



Condo Submissions

Condo Questionnaire:

- You may use your own questionnaire provided it address' all of the questions on ditech's questionnaire or you may use the ditech questionnaire from the forms library on our website

Submission Process:

- Projects can be uploaded to ditech's web-site using the "condo review" document type in Image Central

Select File Type

Document Type:

Submission of Condo Documents

Lender/Investor to UW:

Select File to Upload: No file chosen

Required Items: Located > <https://correspondent.ditech.com>

>Information Center > Forms Library

- Condo Warranty Form
- Condo Project Submission Checklist
- HOA Questionnaire or Limited Project Review Cert as required

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Monitoring Condo Status

- The conditions/suspense items will be available on the website under Pipeline Manager > Loan Status > the suspense tab (see ex below)
- A fax will be sent when the condo suspense items will be cleared
- The LDL/Approval will be updated if ditech is U/W the file

The screenshot shows a web interface with tabs for 'Status', 'Suspense', and 'U/W'. The 'Suspense' tab is active. It displays 'Data as of Jan 21, 2014 at 12:11 PM EST'. Below this, there are fields for 'Loan Number:', 'Seller Loan Number:', and 'Suspense Reasons:'. The 'Suspense Reasons' field contains the text 'Condo Full Legal Review Required'. To the right, there is a 'Suspense Date:' field with the value '01/10/2014'. A blue callout box with white text says 'Checking Condo Status on the Loan Status page'. Below the main fields, there is a 'Comments/Other:' section with the text: 'SUSPENDED: 1. Approved current annual budget for 2014 (2013 was provided in initial submission file). 2. Per appraisal, utilities are not separate. Appraiser to comment on comparability to others units in the neighborhood. I.e. Common to the area, impact on marketability, if any. 3. ...'. There are also links for 'Print Statement', 'Legal Notes', 'Keywords', and 'All Entries'.

Underwriting Status: Phone 877.700.4622 option 6

Email: uw.condos@ditech.com

Warranty Authority:

- You may warrant or you may send to ditech to warrant and ditech will warrant without U/W the file
- If ditech is U/W the file we will need to warrant as well
- ditech will warrant without a complete file
- This job aid outlines how to submit condos for ditech to warrant when YOU are U/W the credit file. If ditech is U/W the credit file, the condo docs should be included with the initial upload of the complete credit file

TOP 5 SUSPENSE ITEMS

1. Legal documents are not recorded
2. Missing pages of legal documents
3. Missing budget or budgets are outdated
4. Legal documents do not meet "amendment" requirements
5. Budget does not meet reserves requirement



DITECH MORTGAGE CORP - CORRESPONDENT LOAN TRANSITION INFORMATION
EFFECTIVE FOR LOANS DELIVERED PRIOR TO 08/31/15

	Conforming Fixed and Conforming ARM Loans	Jumbo BB	Government Loans (Delegated Correspondents Only)
Address of Website	Correspondent.Ditech.com	Correspondent.Ditech.com	Correspondent.Ditech.com
Appraisal Orders	Appraisals may be ordered through Mercury Network, Ditech's portal for appraisals. The site can be accessed by signing onto Correspondent.Ditech.com and using the link from our site. Follow onscreen directions. All previously issued credentials will remain the same	Jumbo appraisals can be ordered using your standard ordering process/AMC. CDA (Collateral Desktop Analysis) must be ordered though Clear Capital. Investment Properties: Jumbo BB: Interior BPO (Broker Price Opinion) and VRR (Value Reconciliation Report) must be ordered though Clear Capital. To become an approved client and obtain your user name and password, please contact: Jim Smith Clear Capital office: 530-550-2522 jim.smith@clearcapital.com www.ClearCapital.com	See Product Summaries for Complete Guidelines FHA: The appraisal form and attachments must be prepared by an FHA approved appraiser. The appraisal report must be on the current version of the appropriate appraisal form. VA: A new appraisal completed by a VA approved or VA fee panel Appraiser is required. Refer to VA Lender's Handbook for appraisal requirements.
Bailee Information	Ditech Mortgage Corp or its Custodian, Wells Fargo	Ditech Mortgage Corp or its Custodian, Wells Fargo	Ditech Mortgage Corp or its Custodian, Wells Fargo
Correspondent Client Service	877-700-4622	877-700-4622	877-700-4622
Customer Service (Consumers)	800-643-0202 www.gtsservicing.com	877-356-0982	800-643-0202 www.gtsservicing.com
FHA Lender ID Numbers	N/A	N/A	New Holding / Servicing Mortgagee: 22947 For ditech loans locked after 5/1/14
Final Doc Address	Indecomm Global Services Mail Stop FD-DT-7000 1260 Energy Lane St Paul MN 55108	Indecomm Global Services Mail Stop FD-DT-7000 1260 Energy Lane St Paul MN 55108	Indecomm Global Services Mail Stop FD-DT-7000 1260 Energy Lane St Paul MN 55108
Good-bye Letter	Good-bye to Green Tree Sample in Forms Library on website	Good-bye to Cenlar Sample in Forms Library on website	Good-bye to Green Tree Sample in Forms Library on website



DITECH MORTGAGE CORP - CORRESPONDENT LOAN TRANSITION INFORMATION
EFFECTIVE FOR LOANS DELIVERED PRIOR TO 08/31/15

	Conforming Fixed and Conforming ARM Loans	Jumbo BB	Government Loans (Delegated Correspondents Only)
Loan Servicing	Green Tree Servicing Attn: Customer Service PO Box 6172 Rapid City, SD 57709	Cenlar FSB 425 Phillips Boulevard Ewing, New Jersey 08618	Green Tree Servicing Attn: Customer Service PO Box 6172 Rapid City, SD 57709
MERS	SERVICER: 1012632 (Ditech Mortgage Corp) INVESTOR: 1012632 (Ditech Mortgage Corp)	SERVICER: 1012632 (Ditech Mortgage Corp) INVESTOR: 1012632 (Ditech Mortgage Corp)	SERVICER: 1012632 (Ditech Mortgage Corp) INVESTOR: 1012632 (Ditech Mortgage Corp)
Mortgagee Clause	Green Tree Servicing LLC Its Affiliates and/or Assigns PO Box 979282 Miami, FL 33197	Central Loan Administration & Reporting, ISAOA, ATIMA PO Box 202028 Florence, SC 29502-2028	Green Tree Servicing LLC Its Affiliates and/or Assigns PO Box 979282 Miami, FL 33197
Note Delivery Address	Wells Fargo Bank GTSL 1100 Virginia Drive Mail Code 190-FTW-W30 Fort Washington, PA 19034	Wells Fargo Bank GTSL 1100 Virginia Drive Mail Code 190-FTW-W30 Fort Washington, PA 19034	Wells Fargo Bank GTSL 1100 Virginia Drive Mail Code 190-FTW-W30 Fort Washington, PA 19034
Note Endorsement	Endorse to Ditech Mortgage Corp	Endorse to Ditech Mortgage Corp	Endorse to Ditech Mortgage Corp
Payment Address	Green Tree Servicing LLC PO Box 7169 Pasadena, CA 91109-7169	Payment Processing Center PO Box 1733 Newark, NJ 07184-4733	Green Tree Servicing LLC PO Box 7169 Pasadena, CA 91109-7169
Overnight Payment Address (Regular Payments Only, No Payoffs)	Green Tree Servicing LLC Green Tree Servicing – 7169 14005 Live Oak Avenue Irwindale, CA 91706	Cenlar FSB 425 Phillips Boulevard Ewing, NJ 08618 Attn: Payment Processing	Green Tree Servicing LLC Green Tree Servicing – 7169 14005 Live Oak Avenue Irwindale, CA 91706
Tax Service Fee	\$85.00	\$70.00	\$85.00



**DITECH MORTGAGE CORP - CORRESPONDENT LOAN TRANSITION INFORMATION
EFFECTIVE FOR LOANS DELIVERED PRIOR TO 08/31/15**

All Loans Types			
DO Sponsorship	<p><i>Existing DO Sponsorships under Green Tree will be transitioned over to Ditech Mortgage Corporation. You will only need to apply for sponsorship if not currently sponsored.</i></p> <p>To obtain DO Sponsorship, go to https://www.fanniemae.com/singlefamily/originating-underwriting and click on Desktop Originator. Select 'Ditech Mortgage Corp (Active)' and choose either 'Add New Sponsoring Lender Relationships' or 'DO Online Registration Tool for Brokers'.</p>		
HMDA Reporting Code	Type of Purchaser – Code 7, Life Insurance Company, Credit Union, Mortgage Bank, or Finance Company		
Life of Loan Flood Certification	Green Tree Servicing only accepts LOL certs; non-LOL flood certs cannot be accepted.		
Loan Number Sequence	Ditech loan numbers will begin with '198.....'		
Subordination Agreements	<table border="0"><tr><td>Green Tree-Serviced Subordination Requests: Green Tree Servicing LLC Mortgage Amendments Department 7360 South Kyrene Road T316 Tempe, AZ 85283 Refer to Forms Library for detailed information</td><td>Address for other lender-serviced liens being subordinated to a Green Tree first mortgage: Green Tree Servicing LLC 1100 Virginia Drive Ft. Washington, PA 19034</td></tr></table>	Green Tree-Serviced Subordination Requests: Green Tree Servicing LLC Mortgage Amendments Department 7360 South Kyrene Road T316 Tempe, AZ 85283 Refer to Forms Library for detailed information	Address for other lender-serviced liens being subordinated to a Green Tree first mortgage: Green Tree Servicing LLC 1100 Virginia Drive Ft. Washington, PA 19034
Green Tree-Serviced Subordination Requests: Green Tree Servicing LLC Mortgage Amendments Department 7360 South Kyrene Road T316 Tempe, AZ 85283 Refer to Forms Library for detailed information	Address for other lender-serviced liens being subordinated to a Green Tree first mortgage: Green Tree Servicing LLC 1100 Virginia Drive Ft. Washington, PA 19034		
Underwriting	Upload loan documentation through Image Central at Corrpondent.Ditech.com <ul style="list-style-type: none">Registered/Locked loans can be tracked on ditech's website		



**DITECH FINANCIAL LLC - CORRESPONDENT LOAN TRANSITION INFORMATION
EFFECTIVE FOR LOANS DELIVERED ON OR AFTER 08/31/15**

	Conforming Fixed and Conforming ARM Loans	Government Loans	Jumbo BB
Address of Website	Correspondent.ditech.com	Correspondent.ditech.com	Correspondent.ditech.com
Appraisal Orders	<p>Appraisals may be ordered through Mercury Network, Ditech's portal for appraisals. The site can be accessed by signing onto Correspondent.ditech.com and using the link from our site. Follow onscreen directions. All previously issued credentials will remain the same</p>	<p align="center"><u>See Product Summaries for Complete Guidelines</u></p> <p>FHA: The appraisal form and attachments must be prepared by an FHA approved appraiser. The appraisal report must be on the current version of the appropriate appraisal form.</p> <p>VA: A new appraisal completed by a VA approved or VA fee panel Appraiser is required. Refer to VA Lender's Handbook for appraisal requirements.</p>	<p>Jumbo appraisals can be ordered using your standard ordering process/AMC. CDA (Collateral Desktop Analysis) must be ordered though Clear Capital.</p> <p>Investment Properties: Jumbo BB: Interior BPO (Broker Price Opinion) and VRR (Value Reconciliation Report) must be ordered though Clear Capital.</p> <p>To become an approved client and obtain your user name and password, please contact:</p> <p align="right">Jim Smith Clear Capital office: 530-550-2522 jim.smith@clearcapital.com www.ClearCapital.com</p>
Bailee Information	Ditech Financial LLC or its Custodian, Wells Fargo		
Client Services	877-700-4622		
Customer Service (Consumers)	Ditech Financial LLC 800-643-0202 – phone 866-870-9919 – fax www.ditech.com		Cenlar 877-356-0982 www.cenlar.com
FHA Lender ID Numbers	N/A	New Holding / Servicing Mortgagee ID: 22947	N/A
Final Doc Address	Indecomm Global Services Mail Stop FD-DT-7000 1260 Energy Lane St Paul MN 55108		
Good-bye Letter	Good-bye to Ditech Financial LLC Sample in Forms Library on website		Good-bye to Cenlar Sample in Forms Library on website



DITECH FINANCIAL LLC - CORRESPONDENT LOAN TRANSITION INFORMATION
EFFECTIVE FOR LOANS DELIVERED ON OR AFTER 08/31/15

	Conforming Fixed and Conforming ARM Loans	Government Loans (Delegated Correspondents Only)	Jumbo BB	
Loan Servicing	Ditech Financial LLC Attn: Customer Service PO Box 6172 Rapid City, SD 57709		Cenlar FSB 425 Phillips Boulevard Ewing, New Jersey 08618	
MERS	SERVICER: 1006569 (Ditech Financial LLC) INVESTOR: 1006569 (Ditech Financial LLC)			
Mortgagee Clause	Ditech Financial LLC Its Affiliates and/or Assigns PO Box 979282 Miami, FL 33197-9282	Central Loan Administration & Reporting, ISAOA, ATIMA PO Box 202028 Florence, SC 29502-2028		
Note Delivery Address	Wells Fargo Bank GTSL 1100 Virginia Drive Mail Code 190-FTW-W30 Fort Washington, PA 19034			
Note Endorsement	Endorse to Ditech Financial LLC			
Payment Address	Ditech Financial LLC PO Box 7169 Pasadena, CA 91109-7169	Payment Processing Center PO Box 1733 Newark, NJ 07184-4733		
Overnight Payment Address (Regular Payments Only, No Payoffs)	Ditech Financial LLC Ditech Financial LLC – 7169 14005 Live Oak Avenue Irwindale, CA 91706	Cenlar FSB 425 Phillips Boulevard Ewing, NJ 08618 Attn: Payment Processing		
Tax Service Fee	\$85.00			\$70.00



**DITECH FINANCIAL LLC - CORRESPONDENT LOAN TRANSITION INFORMATION
EFFECTIVE FOR LOANS DELIVERED ON OR AFTER 08/31/15**

All Loans Types			
DO Sponsorship	<p align="center"><i>Existing DO Sponsorships under ditech-Business Lending will be transitioned over to Ditech Financial LLC. You will only need to apply for sponsorship if not currently sponsored.</i></p> <p>To obtain DO Sponsorship, go to https://www.fanniemae.com/singlefamily/originating-underwriting and click on Desktop Originator. Select 'Ditech Financial LLC' and choose either 'Add New Sponsoring Lender Relationships' or 'DO Online Registration Tool for Brokers'.</p>		
HMDA Reporting Code	Type of Purchaser – Code 7, Life Insurance Company, Credit Union, Mortgage Bank, or Finance Company		
Life of Loan Flood Certification	Ditech Financial LLC only accepts LOL certs; non-LOL flood certs cannot be accepted.		
Subordination Agreements	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Ditech Financial LLC - Serviced Subordination Requests:</p> <p>Ditech Financial LLC Mortgage Amendments Department 7360 South Kyrene Road T316 Tempe, AZ 85283</p> <p>Refer to Forms Library for detailed information</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Address for other lender-serviced liens being subordinated to a Ditech Financial LLC first mortgage:</p> <p>Ditech Financial LLC 1100 Virginia Drive Ft. Washington, PA 19034</p> </td> </tr> </table>	<p>Ditech Financial LLC - Serviced Subordination Requests:</p> <p>Ditech Financial LLC Mortgage Amendments Department 7360 South Kyrene Road T316 Tempe, AZ 85283</p> <p>Refer to Forms Library for detailed information</p>	<p>Address for other lender-serviced liens being subordinated to a Ditech Financial LLC first mortgage:</p> <p>Ditech Financial LLC 1100 Virginia Drive Ft. Washington, PA 19034</p>
<p>Ditech Financial LLC - Serviced Subordination Requests:</p> <p>Ditech Financial LLC Mortgage Amendments Department 7360 South Kyrene Road T316 Tempe, AZ 85283</p> <p>Refer to Forms Library for detailed information</p>	<p>Address for other lender-serviced liens being subordinated to a Ditech Financial LLC first mortgage:</p> <p>Ditech Financial LLC 1100 Virginia Drive Ft. Washington, PA 19034</p>		
Underwriting	<p>Upload loan documentation through Image Central at Corrpondent.ditech.com</p> <ul style="list-style-type: none"> Registered/Locked loans can be tracked on ditech's website 		

Direct Trade, AOT and Bulk

Registration Process

Option 1: ditech will register the loans for you

- Populate the CLI File Template and email to Bulkreg@ditech.com
 - The **CLI File Template** (.xls file) provides the minimum data requirement for loan registration
 - The **CLI Rules and Products** (.xls file) is a reference guide with brief explanations for the required data in the CLI File Template
 - The **CLI File Template** and **CLI Rules and Products** are located in the Forms Library on our website
 - ditech loan numbers are provided within one hour via return email

Option 2: Online Registration - more commonly utilized for single loan trades

- Register the loans online at <https://corrsepondent.ditech.com> in a "Float" status (**do not lock**)
 - 1003 Import available via FNMA 3.2 file
- Send an email to DirectTrade@ditech.com and Bulkreg@ditech.com to allocate/lock the loan(s) under their designated trade(s)
 - Include your new ditech loan number(s) and the designated commitment number
 - After the loans are locked, deliver/upload the loan files via Image Central

The hours of operation for the Bulkreg and DirectTrade mailboxes are 8:30AM to 5:00PM Eastern. For questions regarding the registration process email: Bulkreg@ditech.com



Prior Approval Underwriting Process

Submission Process

- Follow the standard Prior Approval process found in the Prior Underwrite job aid. Underwriting will review the file and clear all conditions
- Loan will need to be allocated to a trade in order to clear the lock condition and obtain your clear to close

Reminders:

- Changes to the loan terms requested initially will require underwriter review. For MI loans revised MI certificates may be necessary
- Any DU/LP that is ran after our underwriting approval is issued will require an upload to ditech as a trailing doc for review before the loan is allocated
- Loan should only close and/or be allocated to a trade after all of the prior to closing conditions have been satisfied with the exception of the interest rate being locked with ditech
- After a clear to close is issued please refrain from re-running AUS

Common Items that will delay your loan funding

1. Loans closed prior to conditions being cleared
2. Loans allocated to a trade prior to conditions being cleared
3. Client re-ran AUS after approval:
 - a. Some are not needed
 - b. New AUS is not sent in for review
 - c. Early check failures prevent the funding of the loan
4. Changes in terms need to be reviewed by underwriting: updated approval needed and new MI certs required when applicable

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Down Payment Assistance

Allowable DPA can be in the form of:

- Grant (Gift)
- Secondary Financing (any type of financing that creates a junior lien – including standard, silent or forgivable types)

Eligible Sources of DPA are:

- Charitable or HUD-approved non-profit
- Borrowers employer or labor union
- Government Agency

DPA programs must be approved by Credit Administration

DPA Submission Checklist must be completed with the required information, program description, guidelines and emailed to : dpa_program_approval_requests@ditech.com

The DPA Approval, Approval Fact Sheet, and supporting documentation must be included in the loan file for purchase

Forms and Information sheet can be found in the forms library <https://correspondent.ditech.com>

To view our interactive website for DPA Approvals:
<https://correspondent.ditech.com/documents/web/content/editordocs/dpa/dpas.htm>

Eligible Uses				
Type	Source	Down Payment (3.5%)	Borrower-paid closing costs/prepays	CLTV
Grant (Gift)	Government or Instrumentality of Government Entity	Yes	Yes	N/A
	Charitable Organization (approved IRS tax-exempt charity or organization)	Yes	Yes	N/A
	Relative	Yes	Yes	N/A
Secondary Financing	Government or Instrumentality of Government Entity	Yes	Yes	100% of acquisition costs
	Charitable Organization (approved IRS tax-exempt charity or organization)	No	Yes	Max CLTV = percentage of borrower-paid closing costs/prepays above 96.5% LTV
	Relative	Yes	Yes	100% of acquisition costs

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Fannie Mae 97% vs MyCommunity Mortgage

ditech now offers 97% LTV on Fannie Mae Conforming Fixed Rate and MyCommunity Mortgage Products

	MyCommunity Mortgage	Fannie Mae 97%
1 Unit	X	X
Minimum FICO	620	620
Max LTV/CLTV	97/105	97/105
MI Coverage	18%	35%
Non-Traditional Credit Considered	X	
Income Limits Apply	X	
Community Seconds	X	X
100% Gifts Allowed for Down Payment	X	X
One Borrower Must be a First-Time Homebuyer	X	X
Homebuyer Counselling Required	X	
DU Approve/Eligible Required	X	X

*When locking or registering the loan with ditech please note that borrower is a first time homebuyer in order to be eligible for 97% LTV

**For Fannie 97 an Out of Scope recommendation must be received in order to be eligible for Non Traditional Credit



Max LTV increased to 97% on Conforming and MyCommunity

First time buyers can take advantage of NO down payment with acceptable gift funds

Non-traditional credit is allowed**

Take advantage of reduced MI coverage on the MyCommunity program

Rate and term refi is available under Fannie Mae 97 when loan is serviced/owned by Fannie Mae

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Loan Prospector®
Freddie Mac's automated underwriting service

LP Signup Process

You will need LP access to be in compliance with ditech's Uniform Collateral Data Portal or "UCDP" policy. This policy states that all loans must be ran through the UCDP. You will also gain the ability to offer Freddie only products with benefits like:

Use of future income | Streamline Findings | 90% LTV Condos with Reduced Docs | Non-Occupant Co-Borrower Income | Follow findings which may allow reduced documentation

Step One: <http://www.loanprospector.com>

- Select the Sign Up for Loan Prospector link and answer the prompted questions
- Select whether you are going to be a direct seller or Third Party Originator (TPO). TPO – Even if you are not a direct seller you can still take advantage the Freddie Mac product line by originating through ditech
 - This requires a sponsoring lender and you will use ditech's Seller Servicer number for sponsorship #160397 and Tax ID# 20-8009003
 - This TPO # will also allow you to run the UCDP through Freddie

Step Two: All LP Sign up forms you will need to complete

Step Three: Contact Credit reporting agencies

- To access merged reports in LP, you must directly contact the credit reporting companies or their affiliates, provide them with your LP TPO number, and establish service agreements for use with LP with at least one of them

Step Four: Begin on-line sign up process

- Begin and complete the online informational request and make sure to include ditech as the lender that you have a relationship with. Help is



Freddie Mac UCDP

Step 1: Identify your Primary Freddie Mac Seller Servicer No. or TPO No.

- Freddie approved seller will need seller/servicer # and Correspondent TPO will need TPO # and sponsoring lender (only need to identify one)

Step 2: Identify your Primary Lender Administrator

- If your organization delivers to both Freddie and Fannie, the primary lender administrator must be the same individual for both GSE's

Step 3: Register the Primary Lender Administrator with Freddie Mac

- Use the Administrator identified in step 2 and your primary Seller/Servicer or TPO # and submit Freddie Mac's "Uniform Collateral Data Portal Authorization Request Form"

Step 4: Complete the UCDP Setup Form

- Joint GSE form that only needs to be submitted once
- UCDP Setup form at gsa.veros.com/onlineform/

Step 5: Receive your Freddie Mac UCDP Authorization Code

- Administrator will receive welcome email within 5 business days. If your organization did not previously have a TPO # you will receive that in welcome email also

Step 6: Register for the UCDP

- The administrator will receive an email from ucdp-noreply@veros.com that will contain a unique registration URL to begin the UCDP registration process. This email should be received within 1 to 2 business days of the welcome email.

PLEASE NOTE: The Uniform Appraisal Dataset (UAD) must be submitted to BOTH Fannie Mae and Freddie Mac for electronic review/approval prior to purchase

Client Services – 877-700-4622 Option #9

8/20/15

Fannie Mae UCDP

Step 1: Identify your Primary Lender Administrator

- If your organization delivers to both Freddie and Fannie, the primary lender administrator must be the same individual for both GSE's

Step 2: Register the Primary Lender Administrator with Fannie Mae

- Use the Administrator identified in step 2 and your primary Seller/Servicer or TPO #

Step 3: Complete the UCDP Setup Form

- Joint GSE form that only needs to be submitted once
- UCDP Setup form at gsa.veros.com/onlineform/

Step 4: Receive your Freddie Mac UCDP Authorization Code

- Administrator will receive welcome email within 5 business days. If your organization did not previously have a TPO # you will receive that in welcome email also

Step 5: Register for the UCDP

- The administrator will receive an email that will contain a unique registration URL to begin the UCDP registration process. This email should be received within 1 to 2 business days of the welcome email.

Step 6: Determine delivery method

- Web-based interface
- Vendor provided solution

PLEASE NOTE: The Uniform Appraisal Dataset (UAD) must be submitted to BOTH Fannie Mae and Freddie Mac for electronic review/approval prior to purchase

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DO Signup Process

You will need DO or DU access to be in compliance with ditech's Uniform Collateral Data Portal or "UCDP" policy. This policy states that all loans must be ran through the UCDP. You will also gain the ability to offer Fannie Mae products

Step One: <http://www.fanniemae.com>

- Electronically sign the Fannie Mae Software Subscription Agreement and Desktop Originator Schedule

Step Two: Identify Sponsoring Lender

- Identify ditech as your sponsoring lender: Seller Servicer ID # 26951

Step Three: Retrieve your DO Password

Step Four: Contact Credit reporting agencies

- Obtain a Fannie Mae account number and password from your credit information provider so that you can pull credit reports or associate already pulled credit reports in DO. This process is performed outside of the DO Online Registration tool.

Step Four: Begin Individual User Set Up Process

- Each DO user in your company or organization must have a unique user ID and password
- If you have multiple users, we recommend that you request all of the user IDs during the initial registration process



FHA Streamline Comparison

Credit Qualifying with appraisal
 Credit Qualifying w/out an appraisal
 Non-Credit Qualifying w/out an appraisal
 Which is best for your borrower?

Max LTV 97.75% or 99.5% with financed UFMIP and CLTV of 125%

No appraisal or income verification for Non-Credit Qualifying

Non-Owner Occupied or Second Homes allowed on Non-Credit Qualifying

FHA Streamline	Credit Qualifying w/ Appraisal	Credit Qualifying w/out an Appraisal	Non-Credit Qualifying w/out an Appraisal
Fixed Rate & ARM Loans	X	X	X
QM Safe Harbor	X	X	X
QM Rebuttable Presumption*	X	X	
6 full payments since 1st payment date and 210 days since orig note	X	X	X
Closing Costs and Prepays included in loan amount	X		
Income required	X	X	
Appraisal required	X		
Same borrowers Required**			X
NOO/Second home allowed			X
MaxLTV/CLTV***	97.75/125	125	125
Minimum FICO	580	580	0/580*

*QM Rebuttable Presumption not permitted on ARM Loans
 **All original borrowers required for Non-Credit Qualifying (except in cases of divorce or death) and only one original borrower is required for Credit Qualifying
 ***99.5% max LTV when financing UFMIP
 *For Non-Credit Qualifying loans that are serviced by Green Tree a credit report will be required however there is not an actual "score" requirement

**Client Services
 877-700-4622
 Option #9**



Final Docs & ViewPoint



ViewPoint Final Docs team will process your final documents and let your organization know any outstanding Final Doc status.

Access: Complete the ViewPoint Access Request Form that can be found in the forms library of our website. Once completed email to: Ditech.ViewPoint@indecomm.net

ViewPoint Final Docs Team:

Ph: 651-766-2364

INDECOMM GLOBAL SERVICES

FD-DT-7000

1260 ENERGY LANE

ST. PAUL, MN 55117

<https://viewpoint.indecomm.net/loji>

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

Lender Title Policy: All final title policies may be emailed but must include: Schedule A, B & accurate borrower/lender info. 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

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 Green Tree Loan Servicing, then the MIN number and MERS verbiage must be present on the executed document. If not, then a mortgage assignment is required

Trailing Docs – Any title deeds, subordinations, modifications, homeowner's insurance and all prior docs need to be delivered to ditech directly

Final Doc Transmittal - This document is how ditech tracks the submission of your final documents. Make sure to include it when you submit your final docs to avoid penalties

All loans need to be closed and disbursed by the lock expiration date. The loan is due on or before the delivery expiration date and you will have 60 days from the note date for ditech to receive your complete closed loan package.

There will be a \$125 fee associated with documents that are over 120 days old

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

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Option #9

08/20/2015

Jumbo Comparison

AA vs. BB Products



	AA Product					BB Product				
	Loan Amount	LTV	Credit Score	Reserves		Loan Amount	LTV	Credit Score	Reserves	
Purchase 1 unit Primary	1.5 mil	80	700	12		1.5 mil	85	740	24	
	1.5 mil	65	680	12		1.0 mil	75	700	12	
	2.0 mil	70	720	12		2.0 mil	85	760	36	
	2.0 mil	70	720	12		2.0 mil	75	720	12	
	2.5 mil	70	720	24		2.5 mil	70	700	36	
						3.0 mil	65	700	36	
Rate & Term 1 unit Primary	AA Product					BB Product				
	Loan Amount	LTV	Credit Score	Reserves		Loan Amount	LTV	Credit Score	Reserves	
	1.0 mil	80	700	12		1.0 mil	80	720	9	
	1.5 mil	65	680	12		1.0 mil	75	700	12	
	1.5 mil	65	680	12		1.5 mil	80	740	9	
	2.0 mil	70	720	12		1.5 mil	75	720	12	
	2.0 mil	70	720	12		2.0 mil	75	700	36	
	2.5 mil	70	720	24		2.5 mil	70	720	36	
					3.0 mil	65	700	36		
Rate & Term 1 unit Second Home	AA Product					BB Product				
	Loan Amount	LTV	Credit Score	Reserves		Loan Amount	LTV	Credit Score	Reserves	
	1.0 mil	75	700	12		1 mil	80	740	12	
	1.0 mil	60	680	12		1.5 mil	75	720	9	
	1.5 mil	70	700	12		2.0 mil	65	720	18	
	1.5 mil	60	680	12		2.5 mil	50	700	36	
					2.0 mil	65	720	12		
					3.0 mil	45	700	36		
Cash Out 1 unit Primary	AA Product					BB Product				
	Loan Amount	LTV	Credit Score	Cash Out	Reserves	Loan Amount	LTV	Credit Score	Cash Out	Reserves
	1.0 mil	75	700	325000	12	1.0 mil	75	740	250000	9
	1.5 mil	70	700	325000	12	1.5 mil	65	720	350000	12
	1.5 mil	70	700	325000	12	2.0 mil	60	720	400000	12
	2.0 mil	50	720	325000	12	2.0 mil	55	720	500000	18
					2.5 mil	50	720	1000000	18	
					3.0 mil	45	720	750000	36	

Highlights & Differences

	AA	BB
15 or 30 year fixed rate	X	X
5, 7 & 10/1 ARM's	X	
ARM's are Assumable	X	
First Time Home Buyers	X	X
FNMA Warrantable Condos	X	X
Gift Funds are acceptable**	X	X
Investment Properties		X
Max Acreage 20	X	
Max cash out \$1,000,000		X
Max cash out \$325,000	X	
Max DTI 43% (OO)	X	X
Max Loan amount \$3.0 mil		X
Max Loan amount \$2.5 mil	X	
No Liquid Reserves Req'd*		X
No Payment Shock	X	
Second Homes to 75% LTV	X	X
No MI above 80% LTV		X
One day off of the market	X	
Borrowers living Rent Free	X	

*Non Liquid Reserves allowed on Fixed Rate BB Product for Primary and Second Homes only

**Gift funds acceptable without occupancy restriction on BB and borrower must have 5% own funds

Client Services – 877-700-4622 Option #9

9/16/15

DITECH LOAN EXCEPTION REQUEST PROCESS

Loan Exception Requests for Prior Approvals

The [Loan Exception Request Form](#) must be completed in its entirety and uploaded as a 'CREDIT FILE' through Image Central along with the complete loan file. Please review ditech's [Underwriting Submission Checklist](#) for documentation when submitting a file for Prior Approval.

This applies both to delegated and non-delegated clients. The loan will go through the setup process before being assigned to an underwriter for review. The ditech underwriter will submit the exception request, once the loan is reviewed.

Loan Exception Requests for Closed Loans

The [Loan Exception Request Form](#) must be uploaded through Image Central as Document Type 'Exception Requests' along with the HUD-1 evidencing the loan has closed, along with any applicable documentation needed to review the request for exception.

Exception Requests for Condo Waivers, Escrow Waivers or Systems

The [System Exception Request Form](#) must be completed indicating the appropriate reason for the exception and uploaded through Image Central as Document Type 'Exception Requests'. See the [System Exception Request Form](#) for detailed requirements.

Click image for larger view

The screenshot displays the 'Image Central' web application interface. On the left is a sidebar with navigation links such as 'Information Center', 'Training Center', 'Pipeline Manager', 'Bulk Services', 'Automated Underwriting', 'Compliance', 'Image Central', 'Import Images', 'View Images/History', 'Additional Services', 'Site Administration', 'RFConnects', 'Print Content', and 'Logout'. The bottom of the sidebar features the 'DIGITAL SECURITY by Entrust' logo and the reference number 'CORRES-12.5-0016'. The top right corner contains links for 'Home', 'Email Us', 'Search', 'Change Password', and 'Logo'. The main content area is titled 'Upload Images' and includes fields for 'Loan Number:', 'MERS Number:', 'Borrower Last name:', 'Borrower First name:', and 'Address:'. To the right, it shows 'Loan Status: Suspended' and 'Commitment Type: (E) Individual Best Efforts'. Below these fields is a 'Select File Type' section with a 'Document Type:' dropdown menu. The dropdown is open, showing options: 'Appraisal File', 'Change of Circumstance', 'Exception Requests' (highlighted with a red arrow), 'FHA Case Number Request', 'Operations Conditions', 'Request for Settlement', and 'Underwriting Conditions'. There is also a 'Select File to Upload:' field with a file selection icon. At the bottom of the main content area is an 'Upload History:' section. A 'Return To Image Pipeline' link is located on the right side of the 'Select File Type' section.



3 Easy Steps

when choosing ditech to underwrite your file

Step One: 4506T Transcripts

- ditech requires transcripts on all files for all years required per AUS Findings. [Reference Tax Info job aid or updated guidelines](#)

Step Two: Submission, Image Central and Required Documents

- DO/DU or LP Submission need to be released to Ditech Business Lending (DO) Green Tree Servicing LLC (LP). [Reference finalizing DO or LP job aids](#)
- Register your loan with ditech
- Underwriting Submission Checklist: EVERYTHING on the checklist is required for a complete file
- Image Central: No indexing or stacking requirements. Simply select the Document Type that you are going to send, browse and find the file that you have scanned in and click on upload new File. Example below

Select File Type

Document Type:

Submission of Credit File

Lender/Investor to UW

Select File to Upload:



Step 3: Submitting Conditions

- Upload anything under the “Underwriter to Review” section by selecting Trailing and Suspense Documents as your Doc Type and select Lender/Investor to Underwrite “Yes”. Example below

Select File Type

Document Type:

Submission of Underwriting Conditions

Lender/Investor to UW

Select File to Upload:

- Follow the posted Turntimes to know when your conditions will be cleared or check the status of the file on our website
- ECOA clock begins as soon as we receive the initial upload of the file – it is very important the file is complete! **Don't jeopardize your rate lock!**

ditech Website – Pipeline Manager

- Reports – Underwriting Status to find underwriting status
- Loan Status – Loan detail for suspended and decided loan

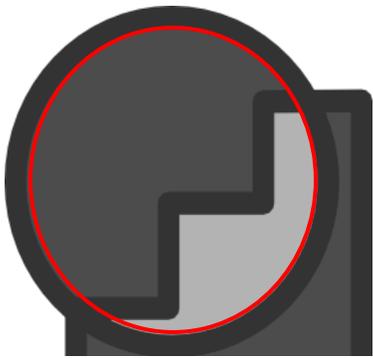
TOP SUSPENSE ITEMS

1. Underwriting Submission Checklist – contact information included or you will not receive your status notification emails.
2. Delegated Clients - Written explanation why you have elected to send the file to ditech to underwrite instead of underwriting yourself. Space provided on the UW Submission Checklist
3. Credit/Employment/Income Explanations
4. Finalize/Transfer your AUS findings
5. Missing UCDP summary report for loans submitted with appraisals

Reminder: Loan must be locked **BEFORE** a clear to close can be issued

Client Services – 877-700-4622 Option #9

8/20/15



Jumbo Submission

5 easy steps to submission when ditech underwrites your Jumbo Loans!

Step One: Initial Loan Qualification – Register and-or Lock Loan

- Manual underwrite to guidelines for LTV, DTI, documentation requirements, property type, payment shock, reserves, etc. Always refer to the product matrix/guidelines for complete information

Step Two: 4506T Transcripts

- 2 years are required for all loans. Order ASAP to avoid Suspense!

Step Three: Order Appraisal

- Appraisals may be ordered through your own AMC and once received, then upload the appraisal (pdf) to ClearCapital.com. Must notate 1st time buyer
- Place order in Clear Capital's website for CDA for primary & 2nd homes or BPO/VRR for investment properties
- Must have an account with Clear Capital to order. Obtain user and pwd: Jim Smith - 530.550.2522 - jim.smith@clearcapital.com
- Email notification will be sent once CDA, BPO/VRR is completed. Please order the supplemental product ASAP in order to keep the file moving!

Step Four: Submissions – Image Central

Select File Type

Document Type:

Submission of Credit File

Lender/Investor to UW

Select File to Upload:



- Always include UW Sub Checklist, your Explanation letter for why ditech is UW the file and the Mortgage File Stacking Order sheet to avoid suspense
- Delegated Correspondents may underwrite Jumbo Loans <\$1M or <\$1.2 total if combining a second from another lender
- All other loans will need to come to ditech for Underwriting through Image Central. Initial upload will be your Credit File

Step Five: Submitting Conditions

- Upload anything under the "Underwriter to Review" section by selecting Trailing and Suspense Documents as your Doc Type and select Lender/Investor to Underwrite "Yes". Example below

Select File Type

Document Type:

Submission of Underwriting Conditions

Lender/Investor to UW

Select File to Upload:

- Follow the posted Turntimes to know when your conditions will be cleared or check the status of the file on our website
- ECOA clock begins as soon as we receive the initial upload of the file – it is very important the file is complete! **Don't jeopardize your rate lock!**

Top 5 Suspense Items

- Written explanation why a Delegated Correspondent is submitting the file for ditech to underwrite
- Tax Transcripts required before the file can move forward into underwriting (need to be part of the initial Credit File)
- Provide proper documentation of Assets: 2 months of statements or one month accompanied by a VOD
- Credit/Employment/Income Explanations
- Underwriting Submission Checklist with contact information & Mortgage File Stacking Order worksheet

Delivery: Steps to submitting a file to ditech for Purchase

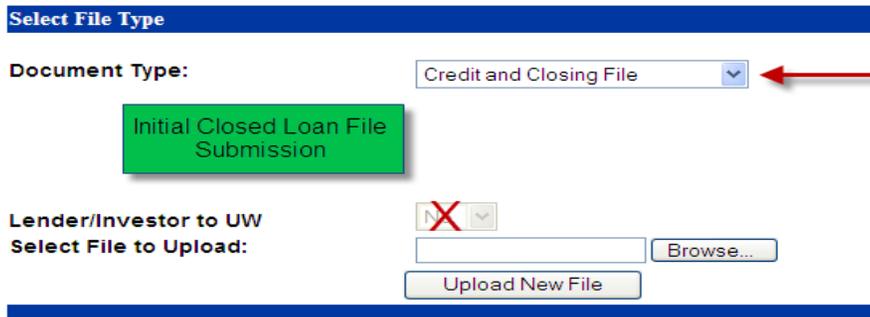
Step One: Register and Lock Loan

ditech Website [Pipeline Manager](#) then [Register or Lock Loan Pricing/Lock Desk:](#)

1. Call in number for rate locks is 877-700-4622
2. Fax in request to: 866-445-8476
3. Email lock request: nt_requests@ditech.com
4. Overnight lock protection is available from 5:00PM local time until 8:25AM EST

Step Two: Submission, Image Central and Required Documents

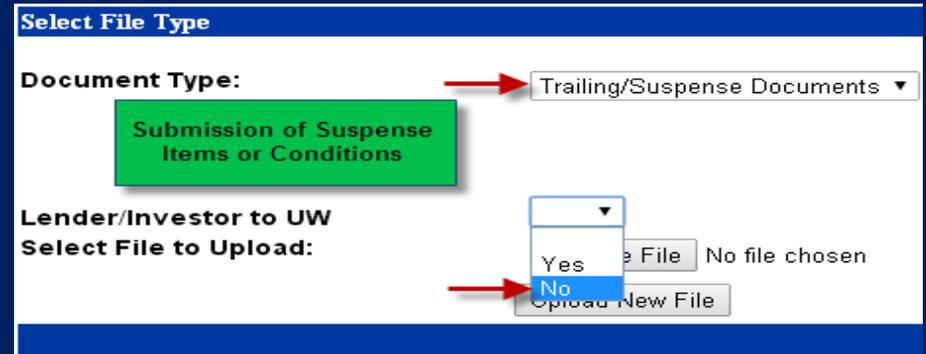
- Delivery File Checklist: EVERYTHING on the checklist is required for a complete file
- Image Central: No indexing or stacking requirements. Simply select the Document Type that you are going to send, browse and find the file that you have scanned in and click on upload new File. Example below



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

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 Lender/Investor to Underwrite “No”. Example below



- Ditech will not notify you if the loan has been suspended. Follow the Turntimes to know when your conditions will be cleared or check the status of the file on our website

Step 4: ditech Website > Pipeline Manager > Reports



- 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 HUD missing OR HUD Comparison section has incorrect fees. Please ensure the last disclosed GFE is included 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

Viewing Images in Image Central

Step One: Select Image Central and then View Images and History from the left hand tool bar:

Step Two: Search for the loan that you wish to view the imaged documents for by inputting the loan number:

Step Three: You will now be taken to the Global Imaging Center where you will have the ability to select the individual documents that you wish to view:

- To make sure that images are available to view you may call client services 877-700-4622 opt 9 for help. You will need to know this, especially if you are calling in for a rush as the images must be viewable



Step 4: Select the indexed category for the image that you wish to view and then select the paper icon to view that specific image



Helpful Tips

- The Web Admin for your organization will need to give each individual access to upload and view images. It is a separate check box under the profile access screen. This is not something that Ditech can do for you but you can call Client Services to see if you have been given access to view images by your Web Admin.
- When you upload the image you will see the confirmation that the image has been uploaded. This is different than the image actually being available for viewing. Please keep in mind there is a transition period between initial upload and viewing availability.
- You can also check the status of your images being uploaded for viewing by selecting Image Delivery Status. The SLA ID will tell you the TurnTime from receipt to Indexing Completed