

Correspondent



Responsibilities List

Process	Mega Capital	Correspondent 1	Correspondent 2
Loan # starts with		#1	#2
Initial Disclosures (LE and all initial disclosures)	X**	X	X
Appraisal Order - AIR Compliant		X	X
Underwrite (Non-Delegated)	X		
Condition Sign Off	X		
4506	X	X	X
Quality Control	X	X	X
Flood Cert		X	X
Mortgage Insurance	X		
Fraud Guard	X		
Lock Request Form			
Locked/Redisclosed Loan Estimate (LE)		X	X
Initial Closing Disclosure (CD)	X (for Corr 1)		X
Closing Disclosure Docs (CD)	X (for Corr 1)		X
Final/Post Closing Disclosure (CD)	X (for Corr 1)		X
QM / Section 32/Compliance	X (for Corr 1)		X
UCD / CD Upload to Fannie Freddie website	X (for Corr 1)		X
Document Preparation (Loan Documents)	X (for Corr 1)		X
Funding		X	X
UDM/Soft Pull	X	X	X
Verbal VOE	X	X	X
Purchase Loan from Correspondent	X		
MERS Transfer		X	X
Original Note and Allonge/Endorsement	X	X	

**** Mega to complete for certain non QM and jumbo program types**

Updated: 5/24/2023