



## Correspondent Quick Reference Guide

<https://openmortgage.com/partners/>

### UNDERWRITING STATUS, SCENARIOS & PRODUCT QUESTIONS

Lock Desk	Email: LockDesk@OpenMortgage.com	Phone: 512-492-3398
Customer Service / Servicing	Email: PCAccounting@OpenMortgage.com	Phone: 888-602-6626
Questions / Status Requests for Loans in House	Email: CorrOps@OpenMortgage.com	
UW / Scenarios Questions	Email: CorrUWScenarios@OpenMortgage.com	

### SELLER / SERVICER #s & IDs

FNMA Seller/Servicer # - 27727-000-5	FHA Servicer # - 2154800002	VA Lender ID# - 022604	MERS Org ID Open Mortgage - 1005986
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### FEES

Type of Fee	Fee Amount	Type of Fee	Fee Amount
Transfer Fee Conventional	\$295	Transfer Fee FHA, VA, USDA	\$295
Tax Service Fee	\$75	Life of Loan Flood Conversion Fee	\$5

### SHIPPING & NOTE ENDORSEMENTS

### RECORDED DOCUMENTS

Original Note / Allonge Shipment Address:	Allonge / Note Endorsement	Final Title / Recorded Security Documents Address:
SouthStar Bank 100 South Main St Calvert, TX 77837	Pay to The Order of Open Mortgage, LLC Without Recourse	Open Mortgage, LLC % DocProbe 1125 Ocean Avenue Lakewood, New Jersey 08701

### UNACCEPTABLE FILE DELIVERY

The following documents must be delivered in the package in order for the loan to move forward for review. If not, the loan will not be reviewed and your lock can potentially expire, due to missing documents.

1. AUS
2. Credit Report
3. 1003 / URLA



INSURANCE & SERVICING	
Mortgagee Clause	Transfer Letter
Open Mortgage, LLC ISAOA / ATIMA 14101 W Highway 290 BLDG #1300 Austin, TX 78737-9331	Open Mortgage, LLC 14101 W Highway 290 BLDG #1300 Austin, TX 78737-9331