

## Sales

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## Operations

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## Support Team

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**Scenario Desk**

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## Approved AMCs

### Karis Management Group

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### NAN (Nationwide Appraisal Network)

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### Class Valuation

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### Nationwide Property & Appraisals

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### Appraisal Nation, LLC

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### Appraisal Link

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## Additional Information

### Lender IDs

FHA ID: 0071100005  
VA Lender ID: 9017260000  
MERS Org ID: 1012471  
Corporate NMLS: 144760

### Mortgagee Clause

Keystone Funding, Inc.  
ISAOA/ATIMA  
519 S Red Haven Ln  
Dover, DE 19901

### New Loan Submission Procedure

1. Register Loan (Upload 3.4 File)
2. Run AUS in FLEX (FNMA Tab)
3. Upload Loan Docs (Docs Tab)
  - Credit Report
  - Fee Sheet
  - AOS (if applicable)
4. Request Disclosures (Docs Tab)

### Broker Responsibilities

1. Provide Credit Report & Fee Sheet
2. Settlement Agent Approval
3. Order Appraisal through Broker Portal
4. Obtain Loan Conditions
5. Submission & Resubmission to UW
6. Request Clear to Close
7. Title & HOI Ordering

### PMI Master Policies

Genworth: B22222CDHK  
MGIC: 0702040608X  
National: 01476-0001  
Radian: 87541000

### Settlement Agent Approvals

Completed Keystone Title Form  
E&O Policy & Wiring Instructions

### Power of Attorneys

POA subject to underwriting approval  
Cash Out Refinances  
Not Eligible for POA

### USDA GUS Sponsorship

User to create Level 2 user ID and submit  
to Kaleen Kennedy for sponsorship

### Standard Fees

Commitment Fee: Conv & Gov . . . . \$1,125  
Commitment Fee: Non-Agency . . . . \$1,595  
Tax Service Fee . . . . . \$90  
Flood Certificate . . . . . \$13.50