



Correspondent

Operational Updates

Final Documents Reminder

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Community Loan Servicing, LLC offers niche products.
Lakeview Loan Servicing, LLC offers traditional Agency, FHA, and VA products.

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This information is for lending institutions only, and not intended for use by individual consumers or
borrowers. CLS programs are offered to qualified residential lending institutions and are not applicable to the
general public or individual consumers. Equal Housing Lender.

Contact Us
(855) 253-8439

www.lakeviewcorrespondent.com



Final Documents Reminder

Channel:

- **Correspondent Delegated | Non-Delegated**

Products:

- **All Products**

Effective Date: Immediately

Lakeview is issuing this bulletin as a reminder to our correspondent lenders that all final documents are required to be provided within **120 days of the loan purchase date**. Final documents not received within 120 days of purchase will be assessed late fees. Correspondents will begin receiving invoices for missing final documents starting in December. Please refer to the Selling Guides for further details regarding the Lakeview final document policy.

Final Documents include, but are not limited to:

- Original Security Instrument and any required addendums or riders.
- Intervening Assignments, including any recorded assignments to MERS.
- Consolidation, Extension, and Modification Agreements, if applicable.
- Title Insurance Policy.

The Correspondent Seller is solely responsible for ensuring delivery of all Final Documents. Executed final paper documents are to be shipped to the below address:

Indecomm Global Services
Mail Stop: **FD-BV-9902**
1427 Energy Park Drive
St. Paul, MN. 55108
Attn: Final Docs

Final Title Policies may be accepted via e-mail at Bayview.DocGenius@indecomm.net or uploaded to the Indecomm DocGenius portal at <https://dmg.indecomm.net/ViewPointUpload/>. Once submitted, hard copies are not required to be shipped to Indecomm.

Mortgages and Deeds of Trust must be submitted as originals or certified copies to the address listed above.

Correspondent Lenders are encouraged to create an online account to access reporting, retrieve document status, or set up SFTP connections for delivery.

Please contact DocGeniusAdmin@indecomm.net for further information.

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