



## Correspondent

### Lakeview Loan Servicing

#### IMPORTANT - Final Document Management Process

Lakeview and Bayview partner with Indecomm to manage the submission, review, and processing of all Correspondent final documents. Sellers are required to create an online DocGenius account with Indecomm to access reporting, retrieve document statuses, update contact information, and establish SFTP connections.

Indecomm provides monthly reports to lenders who have at least one active contact listed in the DocGenius Portal. Lakeview and Bayview do not provide monthly reporting or manage lender contacts. Therefore, lenders must ensure at least one active contact is listed in DocGenius to receive reports. To request portal access and manage contacts, lenders should email Indecomm at [DocGeniusAdmin@indecomm.net](mailto:DocGeniusAdmin@indecomm.net). Sellers are solely responsible for ensuring timely delivery of final documents to avoid penalties.

Final documents not cleared by Indecomm within 120 days of purchase will incur late fees of \$50 per document, per month, with a maximum charge of \$200 per document.

To ensure all final documents are properly received with Indecomm, Lakeview recommends that lenders include a shipping manifest found in the Reference Library in LoanDock and [LakeviewCorrespondent.com](http://LakeviewCorrespondent.com) with each shipment.

#### Original Mortgages and Deeds of Trust must be sent to:

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

#### Final Title Policies can be:

Emailed to: [Bayview.DocGenius@indecomm.net](mailto:Bayview.DocGenius@indecomm.net) **OR**  
Uploaded at: <https://dmg.indecomm.net/ViewPointUpload/>

Should you have any questions or need further clarification, please reach out to your VP of Business Development.

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

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**Contact Us**  
(855) 253-8439

[www.lakeviewcorrespondent.com](http://www.lakeviewcorrespondent.com)