

## QUICK REFERENCE GUIDE

### Website and Helpful Links

Homepage

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

Registration/Delivery/Pricing/Locks/Lock Extensions:

Access KISS at

<https://Correspondent.TheMoneySource.com/>

### CORRESPONDENT FEES

Administrative Fee \$319

Tax Service Fee \$80

Fraud Prevention Tool \$20

(If not included with file submission)

Flood Life-of-Loan \$15

(If not ServiceLink or CoreLogic Flood Cert)

Fees are non-cumulative.

### FILE SUBMISSIONS

All loans must be delivered via [KISS](#). You may reference TMS's [How to Navigate](#) KISS tutorial for step-by-step instructions. Please note that full/complete packages are required for review. You may reference our Stacking Order for more details. Upload complete packages through KISS at

<https://Correspondent.TheMoneySource.com/>.

### UPLOADING CONDITIONS/SUSPENSE ITEMS

All suspense items should be uploaded through KISS at <https://Correspondent.TheMoneySource.com/>.

Select "Upload Conditions" under the "Options" field.

### ADDRESSES

#### Goodbye Letter/First Payment Letter:

Servbank, sb

3138 E Elwood Street

Phoenix, AZ 85034

#### Trailing Docs (Final Title Policy,

#### Recorded DOT/Mortgages):

Indecomm Global Services

Mail Stop Code: FD-MS-7200

1427 Energy Park Drive

St. Paul, MN 55108

#### Original Note Package\*:

The Money Source Inc.

Attn: Correspondent Lending

1800 Walt Whitman Road

Suite 130

Melville, NY 11747

#### Mortgagee Clause

Servbank

ISAOA / ATIMA

P.O. Box 2828

Daytona Beach, FL 32120-2828

**Note/Allonge Endorsement:** Pay to the order of The Money Source Inc.

**\*Please note:** The delivery instructions for the original second note for HFA programs are the same as the Original Note Package address provided above.

#### Questions on Files in Process:

[Support@TheMoneySource.com](mailto:Support@TheMoneySource.com)

#### Scenarios/UW Questions:

[Scenarios@TheMoneySource.com](mailto:Scenarios@TheMoneySource.com)

#### Secondary Desk:

[Secondary@TheMoneySource.com](mailto:Secondary@TheMoneySource.com)

[BidTapes@TheMoneySource.com](mailto:BidTapes@TheMoneySource.com)

#### Trailing Docs:

[RecordsRetention@TheMoneySource.com](mailto:RecordsRetention@TheMoneySource.com)

### Post-Purchase Adjustments

Correspondents may request Purchase Advice Reconciliation at any time within 30 calendar days of the loan purchase date. Questions pertaining to post-purchase adjustments should be directed to the assigned Liaison via email.