

Lender Best Practice: Lending Space Delivery Document Codes

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Comm18-011



This best practice serves as a refresher on which Lending Space document code/name and delivery type to select at each step of the loan process. Selecting the correct document name and delivery type allows the loan to be routed to the correct department in the most timely manner.

The document codes below are available in the Doc Center of Lending Space. To access the Doc Center, search for your loan on the pipeline screen and hover over the blue circle with the white arrow to the left of the SunTrust loan number and select Doc Center.

NOT REGISTERED (1)						
SUNTRUST Loan #	Last Name	State	Correspondent	Loan Amount	Note Rate	Product
Lock Request		VA	ND EXTERNAL PRICING CO II	95,000.00	0.0000	AGENCY FIXED 30 YEAR
FLO	Loan Status					
ALL	Stip Summary					
LOC	Doc Center					

PORTAL UPLOADS	
<input type="checkbox"/>	CLOSELOANPACK CLOSED LOAN PACKAGE
<input type="checkbox"/>	PURCHPENDS PURCHASE REVIEW PENDS
<input type="checkbox"/>	UWLOANPACK UW CREDIT PACKAGE
<input type="checkbox"/>	POSTPENDS POST PURCHASE PENDS
<input type="checkbox"/>	UWPENDS UW PENDS

1. **UWLOANPACK** - Choose this document code when uploading the underwriting credit package only.
2. **UWPENDS** - Choose this document code when uploading conditions once the credit package is reviewed and pended by an underwriter.
3. **CLOSELOANPACK** - Choose this to upload the closed loan package. If we are underwriting your file, you will choose this once the loan is Cleared to Close. If we are not underwriting the loan, you will choose this initially.
4. **PURCHPENDS** - Choose this once the closed loan package has been reviewed and pended.

Delivery Options

Delivery options are available on the right side of the Doc Center screen, with the exception of the Submit Conditions option which is located at the bottom of the Doc Center screen.

Edit Loan Details
Lock Request
Submit to Underwriting
Deliver Closed File
Full 1003
Update Loan
Loan Updates
Loan Status
Pend Conditions
Other Links
Doc Center

1. **Submit to Underwriting** - Choose this when delivering the U/W Credit Package **ONLY**
2. **Deliver Closed File** - Choose this when delivering the Closed Loan Package **ONLY**
3. **Submit Conditions** - Choose this when delivering both u/w pend conditions **AND** purchase review conditions

Please contact Heather Cosby with any questions regarding this Best Practice at Heather.Cosby@SunTrust.com. Thank you for your business!