

# Section 1.11 – Post Closing Documents

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## Related Bulletins

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### General

Related bulletins are provided below in PDF format. To view the list of published bulletins, select the applicable year below.

- [2018](#)
- [2017](#)
- [2016](#)

**Note:** There were no Related Bulletins published in 2017.

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## Transmittal of Post Closing Documents

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### General

- Within ninety (90) calendar days of loan closing, SunTrust must be in receipt of the post-closing documents.
  - An extension of thirty (30) calendar days may be granted on a case-by-case basis.
  - SunTrust reserves the right to charge late document delivery fees.
  - The lender agrees to correct any post-closing documents within fifteen (15) calendar days after being notified by SunTrust.
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## Required Post Closing Documents

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### General

The following post closing documents are required:

- Original recorded Mortgage or Deed of Trust and all applicable riders.
- Original recorded specific power of attorney. The document must be recorded if the product guidelines state or state law requires. Include the recorded power of attorney or copy of power of attorney with original recording receipt, if applicable.
- Original recorded Assignment of the Mortgage or Deed of Trust.
- Original or Copy of Final Title Policy (with cover) and all applicable endorsements
- Satisfactory completion certificate and mechanic's lien waiver, if funds are escrowed for completion of minor work. When available, the completion certificate and mechanic's lien waivers should be forwarded by the lender to the SunTrust Purchase Relations Specialist.

Reference: See [Section 1.12: Completion Escrow Policy](#) for further information.

- Any corrections and/or endorsements requested as a result of the document review.
  - Mortgage Insurance Certificates for all FHA loans and Loan Guaranty Certificates for all VA loans.
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## Documents Over Two Hundred Seventy (270) Days Old

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### General

- Delivery may be delayed no more than a total of two hundred seventy (270) calendar days.
  - A \$150.00 monthly fee will be charged for any loan that has documents over two hundred seventy (270) days from the date of purchase. SunTrust will continue to charge \$150.00 each month per loan until all outstanding documents over two hundred seventy (270) days are received.
  - A \$150.00 monthly fee will be charged for the following documents over two hundred seventy (270) days from the date of purchase:
    - Original recorded Mortgage (i.e., Deed of Trust or Security Instrument) and all applicable riders,
    - Original recorded Assignment of the Mortgage or Deed of Trust,
    - Original or Copy of Final Title Policy (with cover) and all applicable endorsements
    - Loan Guaranty Certificate (LGC) for all VA loans, and
    - Mortgage Insurance Certificate (MIC) for all FHA loans.
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## Correction to Post Closing Documents

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### General

- Any Post Closing document correction must be completed within **fifteen (15) days** of notification.
  - When an error is detected, the correspondent will receive notification.
  - Correspondent clients are required to note on the face of the document, when they are submitting an “amended” or “corrected” copy of the document in order to accurately update deficient document exceptions report.
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## Alternative Correction Methods

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### General

- When correction is needed to the recorded Security Instrument or recorded Assignment, alternative correction methods may be used. In certain limited circumstances, “validity language” may be an acceptable remedy for minor errors on recorded closing documents, primarily the Security Instrument. Situations where “validity language” is acceptable are limited to:
  - Misspellings in any area other than the legal descriptions or borrower’s/mortgagor’s names; and
  - Errors in the street address of the property.
- The “validity language” must confirm that the insured Mortgagee will not suffer any loss or damage due to the error.
- All other errors must be corrected either by:
  - Correcting the original document, having the mortgagor execute or initial the correction and re-recording the document with a title rundown; or
  - Properly completing and executing a Reformation Agreement, which corrects the error, and recording the Reformation Agreement with a title rundown.
- The recording of a Reformation Agreement or the re-recording of the Security Instrument requires that the effective date and time of the title policy be updated to reflect the recording. Alternative language may be acceptable in some cases where substantial cost is involved, or it is not common practice to update. This language reads as follows:

*“This policy affirmatively insures that the re-recording of the Deed of Trust does not change the priority of the insured Deed of Trust form as insured by this policy, notwithstanding the fact that the effective date of this policy has not been changed to the date of re-recording”.*

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## Delivery Address

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**Final  
Documents  
Department  
Address**

Final documents should be sent to the following address:

SunTrust  
Attn: Final Documents  
Mail Code: RVW 5033  
1001 Semmes Avenue  
Richmond, Virginia 23224

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