

Ralph M. Perrey, Executive Director



**ORIGINATING AGENTS GUIDE
REVISION 133**

April 5, 2018

Remove and discard:

Replace with enclosed:

Page 49 (Revised 02/21/18)Page 49 (Revised 04/05/18)

Forms

Disclosure of Loan Terms

HO-0574 (Revised 07/17).....HO-0574 (Revised 04/18)

Underwriting Submission Checklist

HO-0549 (Revised 11/17).....HO-0549 (Revised 04/18)

EFFECT OF CHANGE

Effective with loans purchased on April 30, 2018, the tax service fee will be increased to \$80 for all loans serviced by U.S. Bank and increased to \$75 for all loans serviced by VMLS.

Included with this revision are the forms below that contain minor changes.

- Disclosure of Loan Terms – revised second paragraph of form.
- Underwriting Submission Checklist – revised #27 of list.

B. Tax Service Fee

A \$75 tax service fee must be charged on all loans. It can be paid by the borrower or lender and must be reflected accurately on the Loan Estimate and Closing Disclosure. THDA deducts this amount from the SRP and remits the tax service fee to CoreLogic.

C. Changing Fees/Compensation

Compensation and fees may be changed or eliminated at the discretion of THDA.

D. Tax and Insurance Escrow

The initial Escrow Account Disclosure statement must be completed accurately to be sure sufficient funds are collected at closing. The initial escrow funds will be deducted from the purchase of the loan.

E. Volunteer Mortgage Loan Servicing Directory

VMLS staff is available to answer any question Monday-Friday, 8am-5pm CST.

VMLS Customer Service: 844-865-7378

ADDRESSES:

Physical Address:

Volunteer Mortgage Loan Servicing
404 James Robertson Pkwy, Suite 1450
Nashville, TN 37219-1536

Payment Address:

Volunteer Mortgage Loan Servicing
PO Box 305170
Nashville, TN 37230-5170

Email Address:

custserv@volservicing.com

Primary Escalation Contacts for VMLS

Servicing Managers: Trebia Johns, (615)649-3424
tjohns@volservicing.com

Heather Johnson, (615)649-3420
hjohnson@volservicing.com