

Correspondent Mortgage Bulletin

Information for Correspondent Lenders of SunTrust Mortgage, Inc.

February 21, 2014 • COR14-026



Alert

Update

Reminder

Clarification

Training
Information

Preview

New Address and Fax Number for the SunTrust Mortgage Condominium Department

SunTrust Mortgage, Inc. revises the *Correspondent Seller Guide* to reflect the new address and fax number of the SunTrust Mortgage Condominium Department. E-mail submissions remain the preferred method for submissions to the SunTrust Mortgage Condominium Department.

Intended Audience

Origination Processing	Secondary Marketing	Underwriting	Closing Delivery Funding	Compliance Legal	Other
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Effective Dates

Friday, February 21, 2014
Effective for new and existing conventional loans in the pipeline involving condominium or PUD project submissions to the SunTrust Mortgage Condominium Department.

Background Information

Due to the relocation of the SunTrust Mortgage Condominium Department, we updated our *Correspondent Seller Guide* to reflect a new address and fax number.

Bulletin Details

The new address and fax number of the SunTrust Mortgage Condominium Department are as follows:

SunTrust Mortgage Condominium Department
5600 Cox Rd.
VA-INSB-5035
Glen Allen, VA 23060
Fax# 804-319-1360

Note: The e-mail address and toll-free phone number of the SunTrust Mortgage Condominium Department remain the same.

Action Required

Correspondent Lenders Submitting Condominium and PUD Project Approval Requests Starting February 21, 2014
When submitting condominium and PUD project approval documentation by mail or fax to the SunTrust Mortgage Condominium Department, use the updated address or fax number referenced in this bulletin.

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Bulletin Details, continued

Reminders

As an alternative to submitting condominium and PUD project approval documentation by mail or fax to the SunTrust Mortgage Condominium Department, correspondent lenders may submit the SunTrust Condominium/PUD Approval Request (COR 0215) form and project documentation by e-mail to mortgage.condodesk@suntrust.com. This is the preferred method for submissions to the SunTrust Mortgage Condominium Department.

In order to review a condominium or PUD project for a conventional loan, the SunTrust Mortgage Condominium Department requires the loan to be registered with SunTrust Mortgage.

Revised Materials

Click [SunTrust Condominium and PUD Approval Requirements](#), [SunTrust Condominium/PUD Approval Request \(COR 0215\)](#), [SunTrust Condominium PERS Approval Request \(COR 1433\)](#), and [Project Eligibility Review Service \(PERS\) Builder/Developer Information Sheet \(COR 1435\)](#) to view the revised material.

Former Guideline

The *Correspondent Seller Guide* previously reflected the former address and fax number of the SunTrust Mortgage Condominium Department.

Other Resources

Support Group	Description and Contact Information:
Account Manager or Correspondent Relations Coordinator	Specific questions on applying this procedure to specific loan files. Direct contact information for each account manager or correspondent relations coordinator is located in General Section 1.01: The Correspondent Division
Resource Center	Provides phone and email support on products, policies, and procedures as well as new product rollout and existing product enhancement. Contact the Resource Center at 800.382.2111, Option 1, Option 2.
Condo Desk	For general questions or additional information please email the SunTrust Mortgage Condominium Department at mortgage.condodesk@suntrust.com .

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