

5.1.1. Seller Quick Reference Guide (Stand Alone)

April 30, 2019

See the *Seller Guide* for the official version of this guide section.

Topic	Section	7.0. Post-Purchase and Servicing
Servicing Department Contacts 9/28/2018	Section 7	<p>❖ About AmeriHome Servicing: The Servicing Group is the Seller's contact for all Seller activities related to servicing transfers, escrow accounts and other servicing related activities</p> <ul style="list-style-type: none"> Any servicing related funds should be sent directly to AmeriHome (e.g. forwarded borrower payments, additional escrow funds). Wire instructions are provided in the <i>Finance and Accounting Check Delivery and General Wire Instructions</i> section above. The servicer is the Borrower's contact for activities related to payment and servicing of the Borrower's loan. Borrowers are provided with contact information by the AmeriHome servicing provider (LoanCare or Cenlar). Cenlar provides private label servicing in AmeriHome's name. Borrowers can search for their servicing department at amerihome.com / Borrowers / Home Loan Lookup. AmeriHome Servicing Department will research and resolve any borrower payment issues. <p>Contact servicing@amerihome.com, or call the AmeriHome headquarters office Servicing Department at 747.800.4580 for:</p> <ul style="list-style-type: none"> Requests for escrow funds due to Seller Early payoffs made after Mortgage Loan Purchase Requests for Loan payments due to Seller <p>Borrowers should use the contact information provided in Exhibit 6 - Sample Goodbye Letter.</p>
Payments Received from Borrower by Seller 9/28/2018	7.8	<p>Sellers must forward any and all borrower payments received to the AmeriHome headquarters office address, endorsed to AmeriHome. Sellers may not forward borrower payments to the sub-servicer.</p> <ul style="list-style-type: none"> Forward endorsed checks to: AmeriHome Mortgage Company, LLC 1 Baxter Way, Suite 300 Thousand Oaks, CA 91362-3888 Attention Servicing (See Exhibit 6 – Sample Goodbye Letter for the payment address to be used by Borrowers) Endorsement: WITHOUT RECOURSE PAY TO THE ORDER OF AmeriHome Mortgage Company, LLC (Name of Seller) {Signature of Seller's Officer} (Seller's Officer Name and Title) <ul style="list-style-type: none"> ➢ Include the borrower name and AmeriHome Loan Number on all checks and correspondence sent to AmeriHome for processing. ➢ Wire instructions are provided in the: <i>Finance and Accounting Check Delivery and General Wire Instructions</i> section above.
Wiring Instructions for Payoffs of Purchased Loans	7.9	<p>To: Cenlar FSB Princeton, Trenton NJ Routing/ABA#: 231271365 Account No./Name: 0168002190 Bank Name: Cenlar FSB Reference "payoff loan number" and "borrower name"</p>
Tax Bills Received after Loan Purchase 2/28/2019	7.12.7.	<p>Forward property tax bills received after Loan Purchase to: AmeriHome Mortgage Company, LLC Tax Department P. O. Box 9220 Coppell, Texas 75019-9238 Fax: 817.826.1697</p>
Servicing Complaints 1/31/2017	7.14.	<p>Direct any borrower <i>servicing related</i> "Qualified Written Requests, Requests for Information or Notice of Error" to: AmeriHome Mortgage Company, LLC P. O. Box 77423 Ewing, NJ 08628</p> <p>Other consumer complaints and comments may be directed to consumersupport@amerihome.com.</p> <p>For requirements, specific to Texas (a)(6) related consumer complaints and notices, verbal or written, see 2.11.5. Consumer Complaints and Notices, Texas (a)(6).</p>
HMDA Reporting 1/31/2019	10.4.6.	<ul style="list-style-type: none"> Delegated: For purposes of reporting 2018 HMDA data in 2019, AmeriHome is identified as "Type of Purchaser: Code 71 - Credit union, mortgage company, or finance company." Non-Delegated: For requirements for loans underwritten through the Non-Delegated Underwriting Program, see 10.12.16.1. HMDA Compliance – Regulation C and 10.12.11. Underwriting Findings.

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GOODBYE LETTER Instructions		
<p>Goodbye Letters, Servicing Addresses 2/28/2019</p>	<p>Servicing Exhibits</p>	<p>❖ Providing Goodbye Letters:</p> <ul style="list-style-type: none"> • Provide Goodbye letters to Borrowers at least 15 days prior to the transfer date. • Prior to sending the first goodbye letter to a borrower, request content approval from the AmeriHome Servicing Group. <ul style="list-style-type: none"> ○ Forward sample letters to servicing@amerihome.com • Goodbye letters must be sent in accordance with RESPA requirements • Important Reminder: Do not deliver any notification of Mortgage Loan sale and change of servicer until after you have received the Loan Purchase wire transfer from AmeriHome. <p>Servicing Transfers</p> <ul style="list-style-type: none"> • The last day any Mortgage Loan is serviced by Seller is the last calendar day of the month, and the first day for AmeriHome to service any Mortgage Loan is the first calendar day of the month. <p>RESPA Servicing Transfer Disclosure (Goodbye Letters)</p> <p>Customer Service (Loan Administration): Phone 1.855.501.3035 Hours: 8:30 am – 8:00 pm, eastern time, Monday through Friday</p> <p>Payment Address (For Borrower use only. Sellers – see below*): AmeriHome Mortgage Company, LLC P. O. Box 11733 Newark, NJ 07101-4733</p> <p>Correspondence Address (For Borrower use only. Sellers – see below*): AmeriHome Mortgage Company, LLC P. O. Box 77404 Ewing, NJ 08628</p> <p>Borrower Request for Information, Notice of Error or Qualified Written Requests: AmeriHome Mortgage Company, LLC P. O. Box 77423 Ewing, NJ 08628</p> <p>Overnight Payment Address (For Borrower Use Only. Sellers - see below*): AmeriHome Mortgage Company, LLC 425 Phillips Blvd. Ewing, NJ 08618</p> <p>Future Real Estate Tax Bills: AmeriHome Mortgage Company, LLC Tax Department P. O. Box 9220 Coppell, Texas 75019-9238 Fax: 817.826.1697</p> <p>Future Insurance Bills: AmeriHome Mortgage Company, LLC P. O. Box 202028 Florence, SC 29502-2028</p> <p>Servicing Loan Number**: <i>Servicing Loan #</i> from the Purchase Advice</p> <p>See Exhibit 6 – Sample Good-Bye Letter.</p> <p>*Borrower Payments: Seller <i>must not</i> forward borrower payments received to the sub-servicer, and must instead forward any and all borrower payments received by the Seller (endorsed to AmeriHome Mortgage Company, LLC) to: AmeriHome Mortgage Company, LLC 1 Baxter Way, Suite 300 Thousand Oaks, CA 91362-3888 Attention: Servicing</p> <p>**If the Seller is able to include a loan number in the goodbye letter, the <i>Servicing Loan #</i> provided on the <i>Purchase Advice and Wire Details</i> should be used.</p>