

Correspondent Purchase Department Directory

<u>Staff Member</u>	<u>Department Function</u>	<u>Direct Number</u>	<u>Internal Ext.</u>	<u>Hours EST</u>
Kelly Maddox	Correspondent Purchase Manager	904-245-7022	1657	8:00-5:00
Allison Cross	Suspense Specialist/Auditor	904-894-5897	1007	8:00-5:00
Knikkia Traeye	Auditor	904-299-9469	1101	8:00-5:00
Judy Valdez	Pre-Auditor	843-306-8133	1658	7:30-4:00

Helpful Information

MERS ID# 1004117

WHO DO YOU EMAIL?

corrpurchase@flcb.com – any questions or requests

Where to send Original Notes?

Florida Capital Bank, N.A.
 10151 Deerwood Park Blvd., Bldg. 100 #200
 Jacksonville, Florida 32256
Attn: Correspondent Purchase Department

Where to send Final Docs?

Florida Capital Bank N.A.
 10151 Deerwood Park Blvd., Bldg. 100 #200
 Jacksonville, Florida 32256
Attn: Trailing Docs Department
Email: trailingdocs@flcb.com

Address for Good Bye Letter?

Florida Capital Bank N.A.
 10151 Deerwood Park Blvd., Bldg. 100 #200
 Jacksonville, Florida 32256

Where to send/contact regarding Payments?

Florida Capital Bank N.A.
 Attn: Payment Processing
 10151 Deerwood Park Blvd., Bldg. 100 #200
 Jacksonville, FL 32256
 866-295-0014
 HOURS: M-F 8:30AM – 5PM

If your status is...

- **Collateral Received** – the Original Note has been received, waiting on closed loan package.
- **Doc Back** – Executed Closed Loan Package received and in queue to be reviewed.
- **Closed** – Original Note and Closing Package received and in queue to be reviewed.
- **Docs Requested** – Loan has been reviewed and requested docs/suspense items will be reflected on UW Decision screen within MTGBOT
- **Purchase Suspense Cleared**– loan has been reviewed and cleared straight to queue for Purchase /all suspense items have been cleared, loan in queue for Purchase
- **Funded** – loan has been Purchased and Purchase Advice will be emailed by end of day

FRIENDLY REMINDERS:

1. Original Note must be overnighted to FCBM
2. All uploads received after 3:00 EST are considered as received next business day for Eastern/Central Regions or 3:00pm PST for Western Regions
3. All suspense items must be uploaded by no later than 3:00 EST to be reviewed same day
4. Lenders must always consider daily posted **TURN TIMES** to all time for review and Purchase
5. Be sure to upload all Prior To Funding Conditions (PTF's) with the Closed Loan Package