

Monday, November 16, 2020

Bulletin #2020-AC-058

## NOTICE TO ALL CUSTOMERS

### Uploading Conditions after Underwriting Approval

To improve our efficiencies and turn times, we are providing a training tool and refresher on where to upload documentation within our imaging site when uploading conditions. Our process has not changed.

When reviewing your underwriting approval, you will see different categories of conditions. The condition documentation should be uploaded to the specific doc type folder which corresponds to each category.

The chart below indicates the Doc Type Folder and the condition category reflected on the underwriting approval. For example, if the condition category falls under PTD-UW then you would upload your documentation to UW Condition doc type folder.

DOC TYPE FOLDER	UNDERWRITING CONDITION CATEGORY	Reviewed by
Setup Conditions	Setup Condition	Setup team
UW Conditions	PTD-UW	Underwriter
CD/Closing Conditions	PTD-CD PTD-Closing	Processor
Rediscovered LEs with COC	N/A	Redisclosure team

**Important:** If a document is uploaded to the incorrect doc type folder or if we receive multiple duplicates, this may delay the review and clearing of your conditions.

**Reminder:** When you provide closing or CD documentation in your initial submission, these documents will not be reviewed until after the loan has been initially approved. The turn time for reviewing those documents will be based on the initial approval date.

We appreciate your business and hope this provides clarity on our process.

Please contact your Account Executive with any questions.