

Original Notes must be overnighted to FCBM:

Florida Capital Bank, N.A.
Attention: Correspondent Purchase Dept.
10151 Deerwood Park Blvd. Building 100 Suite 200
Jacksonville, FL 32256

The Correspondent Lender will need to upload the fully executed closing package (including all PTF conditions i.e. signed tax returns, LOE's etc.)

Directions to upload the closing package:

1. Search for the loan in Mortgagebot by clicking on the Pipeline tab on the tool bar
2. Once you have located the loan
3. Click on the "Imaging " tab on the left hand side of menu
4. Select "Upload Document"
5. Select the "File to Upload" by browsing through your saved files
6. Select the "Document Type" **C_Closed Loan Package**
7. Press "submit"
8. Hit "Refresh" to ensure document was uploaded

Important: Refer to the Seller Guide Exhibit section for the proper stacking order based on loan type (Conventional, FHA or VA) for uploading documents to the Imaging section.

The closed loan file will then be placed in queue for review. All uploads received after 3:00pm EST are considered as received next business day for Eastern/Central Regions or 3:00pm PST for Western Region.

When a complete closed loan package has been uploaded, the average time from receipt to be reviewed for purchase is approximately 48-72 hours. **Tip:** Correspondent Lenders must always consider daily posted turn times to allow time for closed loan review.