

Upload Fannie Mae 3.4 or iLAD file/Register loan* (Refer Editing and Importing URLA/1003 document in the Resource Center under TRID How to Submit a Loan Section)

**If loan is not registered/locked, fee entry team is not able to prepare disclosures. Please make sure this is done before submitting.*

***Please ensure loan is registered or lock with the correct loan terms. If you need assistance, please contact your AE or CRR.*

The following information is required to process your request:

1. Complete FLCB LE Fee Entry Request Form – **Upload to both the 1st and 2nd (Type A and Retail)*****
2. SSPL (Settlement Services Provider List) dated within three days of application – **Upload to both the 1st and 2nd (Not needed on HELOC2)**
3. Initial Fee Worksheet or Fee Itemization – **Upload to both the 1st and 2nd - Must include all fees to be disclosed**

Upload the above documentation to ImageFlow and place in the LE Fee Entry Request doc type folder

Important: The above documentation must be uploaded no later than 1 day after the application date.

*****NDC Customer:** This form is only to be uploaded on the 2nd Lien loan as these second lien products are required to go through the Broker channel.

*****DO NOT** Prepare your own initial LE on the second lien of either product. Doing so will result in the loan not being accepted.

FLCB will prepare all disclosures on the second lien loans including state and federal disclosures.

❖ Failure to provide all of the above required information will result in an inability to process your request.

FLCB Loan Number	1 st Lien:	2 nd Lien:
Borrower Last Name		Borrower's Phone #

Does this loan have Conventional MI Yes No Will the borrower pay Transfer Taxes? Yes No

MI Factors: Years 1-10: _____ Years 11-Term: _____

Are escrow reserves being waived? Yes No *If 'Yes' please be sure the escrow waiver is present on the registration/lock

I have imported the borrower(s) correct Social Security Number, Birthdate, Phone Number and Current Home Address Yes No

Is the borrower paying for the credit report? Yes No Do you have an appraisal waiver? Yes No

Manufactured Home? * Yes No

**\$800 fee to Mobile Home Title Services will apply – Fee may be adjusted through change of circumstance after initial disclosures have been sent.*

Veteran Section

VA Funding Fee Exempt? Yes No

Branch of Service: _____	VA Refi Only:
Previous Loan Number: _____	Previous Loan Type: _____
Previous Loan Amount: _____	Existing Loan Balance: _____
Original Term: _____	Existing Loan Remaining Term: _____
Monthly Payment: _____	Existing Loan LTV: _____
Previous Interest Rate: _____	Existing Loan Home Equity Remaining: _____
	Existing Loan Total of Remaining Scheduled Payments: _____

Broker Contact Information: Contact Name: _____ Email Address: _____

Phone Number: _____

Name of 3rd Party Processing Company**(if applicable): _____

***3rd party processor requires prior approval for lender paid compensation loans*

Special Instructions: _____

Does your company have an Affiliated Business Arrangement with a provider on your SSPL or involved in this transaction? Yes No

If yes, please provide the Affiliated Business Arrangement disclosure Upload to the LE Fee Entry doc type folder

Is this transaction Lender Paid? Yes No If Yes, provide the completed, signed Anti-Steering disclosure. Upload to Initial Submission Documentation

Broker hereby acknowledges that FLCBank may not be able to provide all State Specific required disclosures due to certain information that is not readily known and/or not applicable for all Loan Originators. It is the broker's responsibility to provide the borrower(s) and FLCBank with these State Specific Disclosures. Refer to the Resource Center for the Broker Required State Disclosures List and sample disclosures. Broker to upload to Initial Submission Documentation if applicable.

Broker to check appropriate delivery method:

FLCB to release e-sign Borrower Email Address: _____

Broker to hand deliver Co-Borrower Email Address: _____

Note: The unsigned initial disclosure package will be uploaded to the "Initial Disclosure" doc type folder.

**** IF ANY LOAN TERMS CHANGE AFTER INITIAL DISCLOSURES HAVE BEEN RUN, YOU MUST NOTIFY FLCB TO RERUN YOUR LE. FAILURE TO SEND AN EMAIL NOTIFICATION OF ANY CHANGES TO REDISCLOSURE@FLCB.COM COULD RESULT IN SETTLEMENT DELAYS AND/OR LOCK EXTENSION COSTS. QUESTIONS REGARDING REDISCLOSURES AND/OR FEES SHOULD BE DIRECTED TO OUR REDISCLOSURE TEAM AT REDISCLOSURE@FLCB.COM.**