

Tuesday, March 15, 2022

Bulletin #2022-AC-007

NOTICE TO ALL CUSTOMERS

Helpful Process Tips

As a reminder, we would like to provide a few helpful tips on areas of our process that cause the most delays.

- Have you visited our Resource Center lately?? You can find information on Appraisal Ordering, Closing documentation guidelines, Condo requirements, UW Submission Checklists, How to Submit a Loan instructions and much more. Click [here](#) for the Resource Center.
- SSA-89 Verification Form – Please ensure you are submitting your requests using the [latest SSA-89](#) form dated 12-2020. To avoid delays, please be sure forms are wet/ink signed only. Using a stylus, open or e-sign is not acceptable.

Each form must contain the following information:

The name and address of the Company's Agent (if applicable):	
Agent's Name:	Automation Research, Inc. (d/b/a DataVerify)
Agent's Address:	250 E. Broad St., Suite 2100, Columbus, OH 43215 866-895-3282

- Uploading documents – Please note there are specific Doc Type Folders to upload your documentation to. Please place documents in the following *folders* for the quickest response.

DOC TYPE FOLDER	UNDERWRITING CONDITION CATEGORY	Reviewed by
LE Fee Entry	N/A	Fee Entry team
Initial Submission Documentation	N/A	Setup Team/Underwriter
Setup Condition	Setup Condition	Setup team
UW Condition	PTD-UW	Underwriter
CD/Closing Conditions	PTD-CD PTD-Closing	Processor
Rediscovered LE w/COC	N/A	LE Rediscovery team
Disclosed/Re-Disclosed CD	N/A	Closer/CD Team

Please note: if a document is uploaded to the incorrect doc type folder, this may delay the review and clearing of your conditions.

- Condo's – If your loan is conditioned for a Full Condo Review, please be sure to send the required documentation and any requested conditions to Condoreview@flcb.com. Please visit the Resource Center for the requirements for Full Condo Review. Any underwriting conditions should still be uploaded to our Imaging portal and follow the above instructions for placing the documents.

If you have any questions, please contact your Account Executive.

Please reference full product guidelines posted on the FLCBank website at www.flcbmtg.com. All products are subject to credit and property approval. Program terms and conditions are subject to change without notice. Not all products are available in all states for all dollar amounts. Other restrictions and limitations apply. FLCBank is a registered trademark of Florida Capital Bank, N.A. Member FDIC NMLS 790396 Equal Housing Lender. FLCBank 10151 Deerwood Park Blvd. Bldg. 100, Suite 200, Jacksonville, FL 32256 1.866.295.0014