

BULLETIN

BROKER / WAREHOUSE LINES / NON-DELEGATED CORRESPONDENT



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Friday, April 1, 2022

Bulletin #2022-AC-008

NOTICE TO 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 or service performed	Reviewed by
LE Fee Entry	Initial Disclosure package w/LE	Fee Entry Team
Setup Conditions	Setup Condition	Setup Team
UW Conditions	PTD-UW	Underwriter
CD/Closing Conditions	PTD-CD PTD-Closing	Processor
Rediscovered LEs with COC	Do not upload if CD has already been generated	Rediscovery Team
Disclosed/Rediscovered CD's	COC's for CD's issued by FLCBank and Disclosed CD's by NDC Customers	CD Prep 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. Also, if documents are uploaded to the incorrect doc type folder at Fee Entry it could possibly cause your loan to be out of compliance.

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 or CRR with any questions.