

Friday, April 22, 2022

Bulletin #2022-B-011

NOTICE TO BROKERS

Fee Entry Requests

In recent weeks, we have seen an increase in requests for Fee Entry to generate the initial disclosure package. To assist us in sending out disclosures timely, we ask that you send your request **within 24 hours of the application date** so that we have adequate time to prepare an accurate disclosure package. If we do not receive your request within 24 hours, you may be asked to start the loan file over.

Below are a few helpful tips to avoid delays

- Upload all required documentation within 24 hours of the application date
- Include a completed [fee worksheet](#) and [SSPL \(Settlement Services Provider List\)](#)
- Be sure all fee names are listed, and fees are correct
- We cannot accept the fee estimates provided by the title company as they do not list all the fees.
- SSPL should include a list of the services the borrower can shop for, typically for the title, survey, pest inspection, etc. Please include the contact information for these companies and the borrower's name. This document is to be dated within 3 days of the application date.

If you have any questions, please contact your Account Executive or Client Relations Representative.