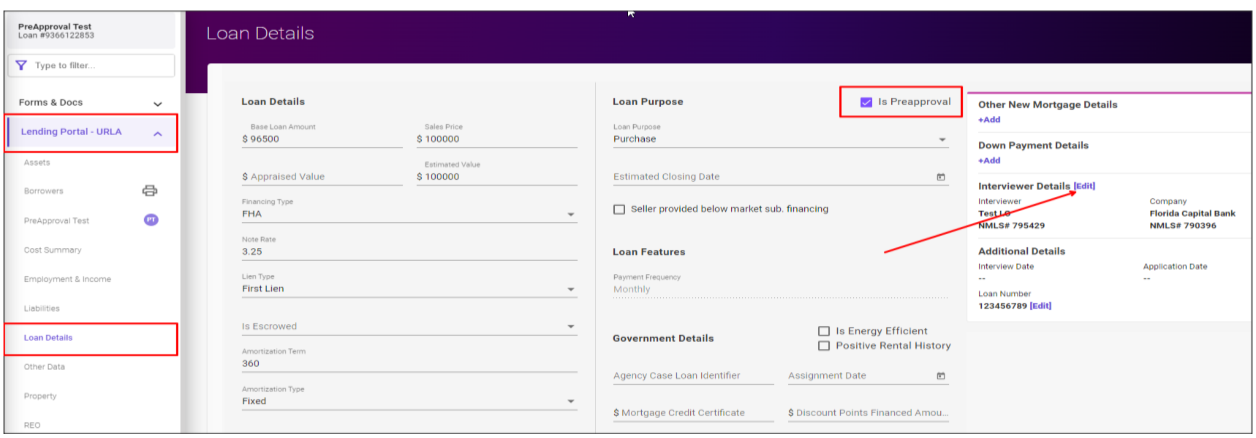
1. **A loan is eligible for review under the Pre-Approval Program if all of the below are met:**
   - Purchase transaction
   - Loan applicant(s) **has not selected a property**. **Important:** Do not add "TBD" or any characters in the property street address fields as you do not have a property address. Only the City, State, County and Zip Code will be entered.
   - Loan application has **not** been **taken/received** as defined by RESPA/Regulation X and TILA/Regulation Z.
   - The Initial Disclosures package, Loan Estimate, Intent to Proceed, State and Federal disclosures have **not** been generated. **Reminder:** DO NOT ENTER an application date in your LOS as you do not have a complete application.
   - Pre-Approval application has **not** been **locked;** only registered with FLCBank.
   - Full documentation to make a credit decision has been obtained.

   **Note:** If there is a property address and/or any characters in the property address fields on the URLA the loan will be **disqualified from the Pre-Approval loan process**.

2. **How to Upload/Submit a Pre-Approval Loan for Underwriting Review via the FLCBank LOS:**
   - You will import the Fannie Mae 3.4/iLAD file as per normal process. Refer to How To Section of Resource Center "Importing/Reimporting FNMA 3.4 Files and Editing MB Lending Portal - URLA Procedures" Procedures.
   - Access the imported loan from your pipeline; click on the Lending Portal- URLA folder in the left navigation menu
   - Click on the Loan Details Screen; ensure the "Preapproval" option on top right is selected
   - Click the 'Edit" icon on the Interviewer Details; the modal window will launch




   - Select the Requested Pre-Approval Requested option; click Save


   - Go through all the screens in the Lending Portal – URLA to ensure the all the data populated correctly

- When ready run the applicable AUS. Refer to How To Section of Resource Center "Merging DU Credit or Merging LP Credit" Procedures.

3. **Registering a "Pre-Approval" loan:**
   - Do **<u>not</u>** enter the application date when registering the loan. Refer to How To Section of Resource Center "OB Register/Update Registration and Lock" Procedures.
   - Do **<u>not</u>** lock the loan.

4. **Documents should be uploaded to Initial Submission Documentation folder in imaging.**
   Customers utilizing **FLCBank Pre-Approval** should submit **complete packages** for original underwriting review. This includes, but is not limited to:
   - Full credit documentation (Credit report, other REO documentation including taxes, insurance, and PITIA, Divorce Decree, Court-related documents, Bankruptcy documents, new debt documentation, etc.)
   - All available asset information (Asset Statements, VOD, Source of Large deposits, etc.)
   - Income documentation reflecting the highest possible qualifying income (YTD paystubs within 30 days of submission, 2 years ' W-2, WVOE required for Bonus, commissions, Overtime, or other income, SE 2 years personal and business, etc.)

5. **When ready to submit to FLCBank:**
   - Access the loan from the pipeline; click anywhere in the white space to launch the loan
   - The Loan Purpose will reflect as PreApproval in the pipeline view of the loan for easy reference

All Loans FILTER

| Loan Number | Loan Amount | Borrower(s) | AU Status | Loan Purpose | Street Address | City | State | Zip | Account Executive | Institut |
|---|---|---|---|---|---|---|---|---|---|---|
| 9366122853 | $98,188.00 | PreApproval Test | | PreApproval | | FORT WHITE | FL | 32038 | Keith Mclendon | Wholes (T1) |

   - Click "Actions" from the left navigation menu; click **Final.** The loan is now on the lender side and will appear on the applicable reports.

6. **The loan will have an UW Pre-Approval decision rendered based on current turn times:**
   - Once a decision has been rendered, the following will occur:
     - A Pre-Approval decision or denial will be posted within the FLCBank website.
     - If the loan decision was approved, the website will reflect the **status of "U/W Pre-Approved".**
     - The loan will be **<u>released back</u>** to the Loan Originator/Processor.

7. **To resubmit the pre-approved loan for condition review, upload documentation to UW Conditions folder, and "Final" the file back to FLCBank.**
   Resubmission as a condition may be allowed under the following circumstances:
   - Loan restructuring different from the currently approved decision
   - Additional income documentation not previously provided/known

   Note: Resubmissions will follow conditions posted turn times.

The loan will be **<u>released back</u>** to the Loan Originator/Processor after review.

8. **When a Property Address is Received by the Loan Originator**
   - **Reimport** the **updated** Fannie Mae 3.4 XML with the added property address and loan application date data to the existing UW Pre-Approved loan. Important: Follow the "Importing/Reimporting FNMA 3.4 Files and Editing MB Lending Portal – URLA" Procedures as well as "OB Register– Update Registration and Lock" procedures that are posted in the Resource Center.

**Or…**

- **Add** the property address (which will be the property address **receipt date**) to the existing UW Pre-Approved loan in the pipeline.

Follow these steps to add the property address after selecting the existing UW Pre-Approved loan.

- **Click** on the **Lending Portal URLA** in the left side navigation menu.
- **Click on the Loan Detail Screen:**
    - **Deselect** the "Is Preapproval" box,
    - **Add** the estimated closing date,
    - **Add** "is Escrowed" Yes or No from the drop down,
    - **Click** the "Edit" icon under **Interviewer Details section**, a popup window will appear, **deselect** PreApproval Requested on the bottom left and **Save,**
    - **Add** the interview date in **Additional Details section** and
    - **Click** on save and next.
- **Click** on the **Property Screen and add** the street address
    - A pop-up message will display indicating that adding the property address will meet all criteria for an application date, and disclosures must be released in 3 days. **Click** Save. **Note:** The application date is automatically added to the Loan Details Screen.

  Important: Follow the "Importing/Reimporting FNMA 3.4 Files and Editing MB Lending Portal – URLA" Procedures as well as "OB Register – Update Registration and Lock" procedures that are posted in the resource center.

**Timing Reminder:** The property address is one of the six pieces of information that trigger a TRID Application. The Initial Disclosures package, which includes the Loan Estimate, Intent to Proceed, and State and Federal disclosures, must be generated and provided to the applicant(s) within three business days of application. **Wholesale Channel (Broker) Process:** (the loan closes in the name of Florida Capital Bank, N.A.)

- **Follow the Fee Entry process** to have FLCBank release the Initial Disclosures package **within 3 days of the loan application date**. Refer to the "How to Section" in the Resource Center "Set up & Fee Entry" section for Fee Entry submission procedures.

**9. Property Address Received/ Initial Disclosures Released / Ready to Submit to Underwriting:**

- Upload all loan documentation (income, asset, credit, collateral, etc.) to FLCBank website via ImageFlow. Refer to the "How to Section" of the Resource Center "Importing and Registering" Section ImageFlow Instructions.
- Any changes to the loan amount, term, product, etc. **must be updated** on the applicable documentation and FLCBank LOS.
- The Loan Originator/Processor must "**Final"** the loan back to FLCBank via the current processes.
- Once the loan file has an **UW Submitted status** the loan will be re-underwritten based on the information received and **must follow current policies**, underwriting guidelines and procedures.