

# 7 SYSTEM CHANGES EFFECTIVE MONDAY APRIL 18 For Non Delegated Loans

**1 Submission Form no longer required on non-delegated submissions.**

It is now viewable directly in the portal, which means one less document to complete, and the file will no longer be held up at submission.

**2 UW Contact now designated at time of registration.**

Streamlines the process.

All system-generated emails will go out to that specific contact.

**3 All communication will be automated.**

Notifications are now customized to the specific contact on the loan file. This will lead to faster response times and updates. Once the system is updated, you will be made aware immediately.

**4 Condition documents must be uploaded to each condition individually (no more bulk pdfs)**

Title	Description	Prior To	Added On	Unloaded On	Reviewed	Rejected On	Type	Status
01 Critical Condition	[This condition may affect the loan approval and should be critical and reviewed as soon as possible. All other conditions should be submitted together in a 2nd batch as soon as they are obtained]	PTD	4/12/2016	4/12/2016			Underwriting	Review
02 Critical Condition	[This condition may affect the loan approval and should be critical and reviewed as soon as possible. All other conditions should be submitted together in a 2nd batch as soon as they are obtained]	PTD	4/12/2016	4/12/2016			Underwriting	Review
03 Critical Condition	[This condition may affect the loan approval and should be critical and reviewed as soon as possible. All other conditions should be submitted together in a 2nd batch as soon as they are obtained]	PTD	4/12/2016	4/12/2016			Underwriting	Review
ADN Funds to Close	Document borrower has sufficient funds to close and required reserves, if any (NOTE: borrower must indicate what account these funds will come from. Funds from irrevocable account must be verified)	PTD	4/12/2016				Underwriting	Review
111 2 Years W 2s	Provide W 2s for year(s)	PTD	4/12/2016				Underwriting	Review
500 Document 2nd TD	Inspect subject 2nd mortgage to close and record prior to concurrent 2nd step. Inspect to obtain 2nd lien position with secondary financing not to exceed 3...	PTD	4/12/2016				Underwriting	Review
708 Closing Protection Letter	Closing Protection Letter specific to the transaction from title including EOP Insurance	PTD	4/12/2016				Underwriting	Review

Improves visibility

Creates transparency

Eliminates confusion

Speeds response time

**5 If a document does not satisfy the condition, rejected conditions clearly marked in Open Conditions tab.**

Title	Description	Prior To	Added On	Unloaded On	Reviewed	Rejected On	Type	Status
VA Plan Fee	[Closing Agent to provide VA Loan: max origination fee 2% (if 3rd original loan amount is not charged to veteran, unallowable fees are acceptable, providing they do not exceed 3%)]	PTD	4/12/2016	4/12/2016		4/12/2016	Underwriting	Review

**6 203K package now has a separate upload section.**

The credit package and 203k package will automatically be routed to its respective group.

**7 Condo Review is now a separate upload section.**

Eliminates the need to send a separate email to the condo review desk.