

INCOME ANALYSIS REQUESTS

The Pre-Screen role in the File Assignments section of the Home Screen is used for both Full Income Doc reviews and 12 or 24 month bank statement reviews.



FULL DOC INCOME ANALYSIS

UW - JP Income Analysis Request

Task can be set by the UW to request PRE-SCREEN / INCOME CALCULATION for full doc loans (NP and JP)

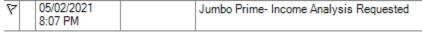
File Assignment on Home Screen should reflect:



Trigger the task from the ULA Screen by completing the "Income Analysis Requested" field



An auto note will identify that the request for income analysis has been submitted.



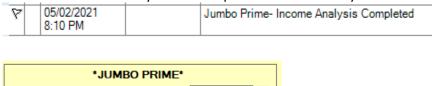
UP – JP Income Analysis Completed

Income Analysis Requested

Income Analysis Completed

The income analyst will complete the "Income Analysis Completed" date field on the ULA screen. A task will auto create for the UW as notification that the income has been reviewed.

An auto note will identify that the request for income analysis has been completed.



05/02/2021

05/02/2021

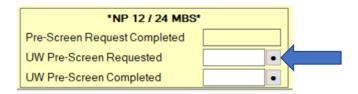
BANK STATEMENT ANALYSIS

The ULA screen will identify if the file has been through the Pre-Screen process. It is the UWs responsibility to review and validate the income calculated.

An UW should notify UW Management, Pre-Screen Desk, and Operations Management IF a pre-screen review was completed and the UW's income calculation varies significantly form the Pre-Screen review.

The UW should review the Pre-Screen notes and reference the Pre-Screen excel document for any additional overview on how the income was calculated on the front end.

To avoid a poor customer experience, it may be necessary for a file to be approved with a "subject to requal" condition added for items that support income calculations on files that have a Pre-Screen review completed in advance of submission.



UW - Pre-Screen Requested

IF the Pre-Screen Request Completed Date is BLANK, the UW can trigger the task from the ULA Screen by completing the date in the UW Pre-Screen Requested date field.

An auto note will identify that the request for income analysis has been submitted.

05/19/2021 7:06 AM	UW Dept request for Bank Statement Analysis prep pending
7.007111	

TASK: PS – Ocrolus Bank Statements Ready for Review

Task can be set by the UW to request PRE-SCREEN by using the UW Pre-Screen Requested

An auto note will identify that the request for pre-screen BSA analysis has been completed.

2.	05/19/2021 7:42 AM	BSA Analysis completed; ready for UW review	
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ADDITIONAL MANUAL TASKS TO BE USED BY THE PRE-SCREEN DESK SPECIALIST.

LSU – Upload Bank Statement to Ocrolus

Task set for LSU to upload bank statements to Ocrolus for processing.

PCS – BSA ready for data entry

Task set by PRE-SCREEN desk for clerk to complete Bank Statement Summary data entry for the Underwriter.