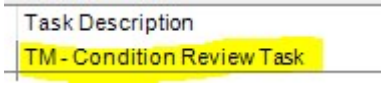
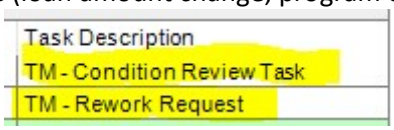
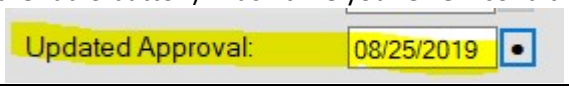
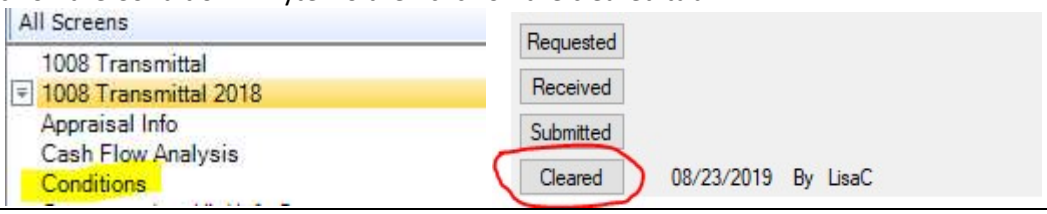
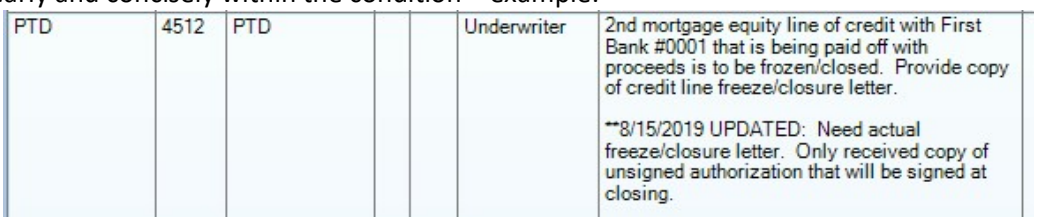
Condition Workflow Guide
(With Appraisal, Without Appraisal, Valuation Specialist Review Completed

✓	**IF CONDITIONS RECEIVED AND INCLUDE APPRAISAL**
1.	• When conditions are received, you will receive a task in your queue from the Transaction Manager (TM):  • You may also receive a request for Re-Work which means that the borrower is requesting a change to file (loan amount change, program change, etc.). 
2.	• Review conversation log for any additional information as may be pertinent to conditions you will be reviewing. • If appraisal received, verify that a task was set to the VS for Appraisal review (there are times when the VS review task is not set which causes a delay) – best practice is to check! If not, set task: •
3.	• Update date in Underwriter's Loan Analysis Screen (upper left hand corner as soon as you enter file (hit the radio button). Each time you review conditions after initial Approval, this date <u>MUST</u> be updated. 
4.	• Recently received conditions should show as <u>New Condition</u> in the Status field in Doc Velocity:
5.	• Carefully review conditions to ensure that what has been provided will clear what has been requested. • If what has been provided is sufficient to clear the condition, mark it as Approved in DV then double click on the Condition in BytePro then click on the cleared tab 
6.	• If the documentation provided is not sufficient to clear the condition, be sure to notate that briefly, clearly and concisely within the condition – example:  • Additional samples of updating conditions:

4501	PTD			Underwriter	BROKER to obtain Settlement Statement from closing agent *provide ALL pages, must reflect brokers fees, CSC fees, prepaid interest, IMPOUNDS, etc. **12/8/2018 UPDATED: Correction Required: Loan amount is $360000 not $385000.
4706	PTD			Underwriter	If after a review of the 1007 (Rent Market Survey) and fully-executed lease agreement it is determined that there is insufficient debt service coverage for subject property, loan subject to requalification to include pricing and/or sufficient verified reserves. **11/9/2018: Only received 1007 as of this date. Pending receipt of lease agreements. Noted that 6 month reserve requirement required/using cash proceeds.
4609	PTD			Underwriter	Statements for Wells Fargo #3086 after statement closing date 4/19/2018 through current. **9/17/2018 UPDATED: Received July and August 2018 statements. STILL NEED May and June 2018 statements for Wells Fargo #3086.

7. • Be consistent in how you update conditions throughout the file. Updates to conditions should be dated so that the reader can easily see the history of updates.

8. • As you review conditions, update income, taxes, insurance, debt/payoffs, etc.

9. • Reminder: **UW Insurance Checklist** is required to be completed on ALL files.

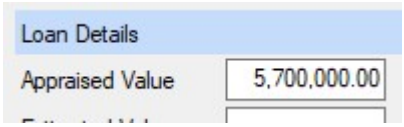
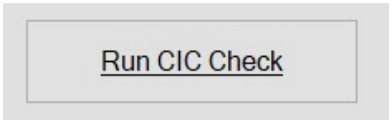
ULA Screen
ULDD
Underwriter Info Screen
Underwriting
Underwriting History
UW Appraisal Checklist
UW Insurance Checklist
UW Overview Summary Screen

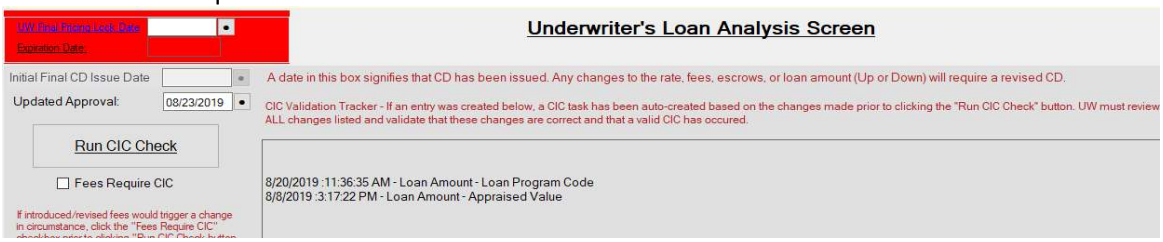
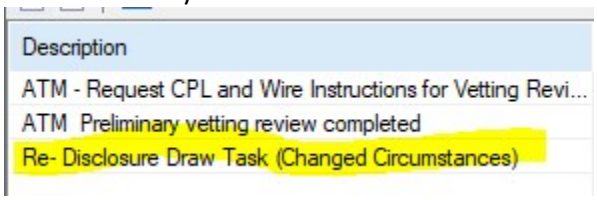
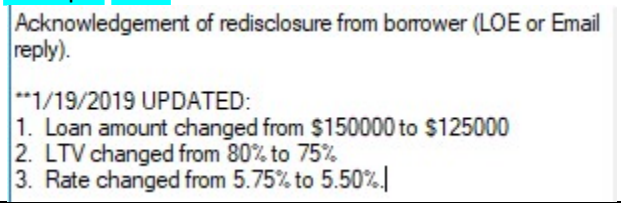
10. • Update Expiration dates on the ULA Screen as needed in the ULA Screen

Documents Expiration Date

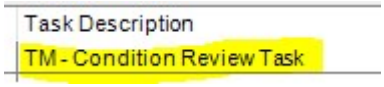
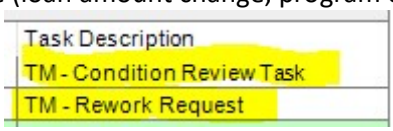
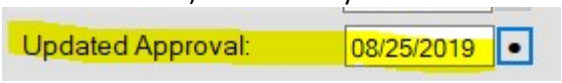
Credit Expiration Date	10/22/2019	☐ N/A
Mortgate Rating / VOR	09/30/2019	☐ N/A
Income Borr 1 Expiration Date	09/27/2019	☐ N/A
Income Borr 2 Expiration Date		☑ N/A
Asset Expiration Date		☑ N/A
Title Expiration Date	09/17/2019	☐ N/A
Appraisal Expiration Date	11/08/2019	☐ N/A
Vetting Expiration Date		☑ N/A
Insurance Effective Date		☐ N/A
Insurance Expiration Date Wet		☐ N/A
Condo Master Policy Expiration		☐ N/A
Lock Expiration Date	07/28/2019	
Rate Sheet Date	**08/06/2019**	

11. **Appraisal Review:**
- Any issues that are present (subject listed for sale, legal non-conforming use, no source of heat, appraisal not in name of borrower, subject to completion; tarps nailed on the roof with 2x4's, billboard for Best Burgers in front yard, scaffolding around home and it's not new construction) etc., **MUST** be called out and conditioned accordingly. It is the Valuation Specialist's responsibility to support value, not underwrite the appraisal.

	• Enter the Appraised Value (as estimated until the VS review is completed) either on the Home Screen or ULA. Both are identical screens and if you enter in one section will also automatically update the other screen Home Screen and ULA:  • Complete **UW Appraisal Checklist** in BytePro. Checklist is located in All Screens: • The **UW Appraisal Checklist** in BytePro **MUST** be completed on ALL files. Although we do not upload a copy of the UW Appraisal Checklist to DV, it's mandatory that the Appraisal be reviewed by the underwriter and the Appraisal Checklist used to make sure we check all pertinent items that are our department's responsibility. Although the Reconciled Value is determined by the Valuation Specialist, there are other items on the appraisal which the Valuation Specialists do not focus on and we need 2 sets of eyes on each appraisal (just like we have 2 sets of eyes during the underwriting and 2nd sign process). • Add any additional appraisal conditions required per your review of appraisal and completion of UW Appraisal Checklist. • Use appraisal conditions 4411-4416, 4419 and 4420 as they pertain to the condition (note: 4419 and 4420 are open for free-form). • Appraisal conditions 4417 and 4417 are reserved solely for the use by the Valuation Specialists.
12.	**Valuation Specialist (VS) Review**: • File will be tasked to the Valuation Specialist by the TM at same time file is tasked to the underwriter for condition review. Once the VS has completed review, you will receive a task from the VS which means that their review has been completed. ***See details below regarding receiving VS reviews and action that needs to be taken.*** • ***NOTE: DO NOT sign the appraisal off (condition #4400) until you receive an email from the Valuation Specialist with details of their appraisal review.***
13.	• Review and sign-off and/or update/amend conditions in BytePro as needed per documentation provided.
14.	• Once all updates have been entered into BytePro, RUN CIC CHECK (which will identify any changes made that require a redisclosure and a redisclosure task will be set), PRICING and VALIDATION on ULA Screen  • Note: CIC Check is not a validation of your underwriting/decision process and is not meant to catch underwriting errors. CIC Check is a means by which BytePro system logic will identify a change in circumstance that would require a Re-Disclosure task that we might otherwise miss.

	• Below is an example of file where there have been a couple of changes that were picked up in the RUN CIC Check that required redisclosure.  • Be sure to verify that the redisclosure task was set by going into the task screen:  • If you run across an error in the information returned in the CIC Validation Tracker, task has not generated or you feel a CIC was missed, send an email to businesssolutions@citadelservicing.com and copy standard Sr. Mgmt distribution.
15.	• If reunderwrite required due to value change, or conditions warrant update to file that constitute a change in circumstance once the RUN CIC Check is completed: • Add condition #4103 (included date/commentary showing changes made) • Notate conversation log • Example 4103: 
16.	Status conditions in DV: 1. **Approved:** Documentation provided completely satisfies condition 2. **Further Review Required**: If requires Team Lead and/or Sr. Mgmt review 3. **Rejected**: Documentation provided does not satisfy condition at all.
17.	• Hide **OLD** Approval, UW Worksheet (and Bank Statement Analysis, Income Analysis, Asset Summary as applies to file),
18.	• Upload **revised** Approval and UW Worksheet (and Bank Statement Analysis, Income Analysis, Asset Summary as needed) to DV. ***NOTE:*** *Each time you make an update BOTH the Approval AND Underwriting Worksheet are required to be uploaded to DV*.
19.	Notate Conversation Log in detail regarding action you took (conditions reviewed, redisclosure if required, etc.). Example: • Value came in low at $115000 vs. $120000. • Max LTV is 70%; loan amount reduced from $84000 to $80500. • No change to pricing. • Redisclosure required; redisclosure task set; added #4103 • New credit pulled due to age. No change to grade • Noted that this file is aged, 2nd credit report pulled and numerous conditions that were requested at time of approval have not been submitted. • Mortgage and rental rating expires 7/31, income and title are expired.

	• Appraisal received and is in line for CSC Valuation Specialist review. Update to follow. File has not been tasked back to TM as awaiting appraisal review. Approval should NOT be sent out to broker until VS review completed. • Updated Approval and UW Worksheet uploaded to DV.
20.	• Sign off your task:
21	• **Do not task the file back to TM until Valuation Specialist has completed their review of appraisal. Typically the VS is working same day on Appraisal Review at most may be a day or so until you receive Email from VS that appraisal review completed. Hang tight!**

✓	IF CONDITIONS RECEIVED AND DO NOT INCLUDE APPRAISAL
1.	• When conditions are received, you will receive a task in your queue from the Transaction Manager (TM):  • You may also receive a request for Re-Work which means that the borrower is requesting a change to file (loan amount change, program change, etc.). 
2.	• Review conversation log for any additional information as may be pertinent to conditions you will be reviewing.
3.	• Update date in Underwriter's Loan Analysis Screen (upper left hand corner as soon as you enter file (hit the radio button). Each time you review conditions after initial Approval, this date MUST be updated. 
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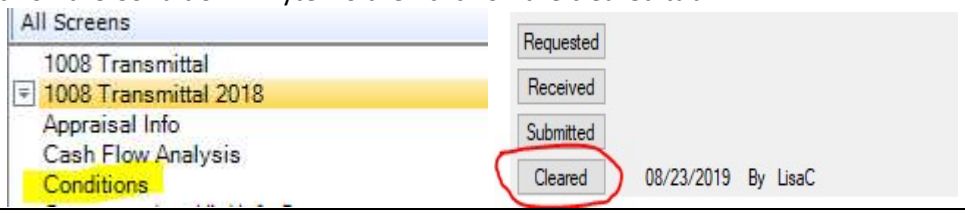
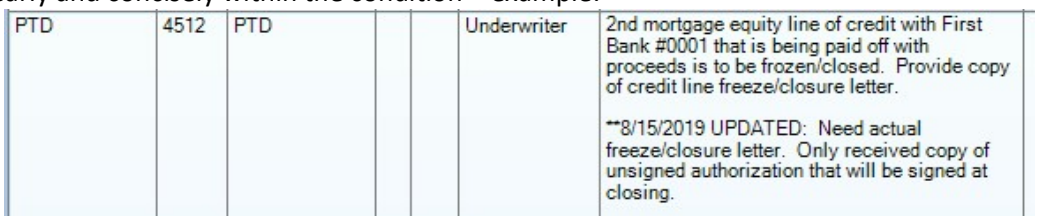
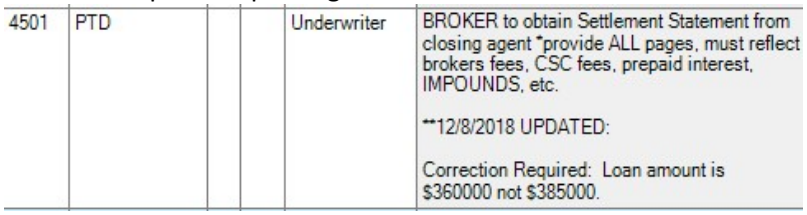
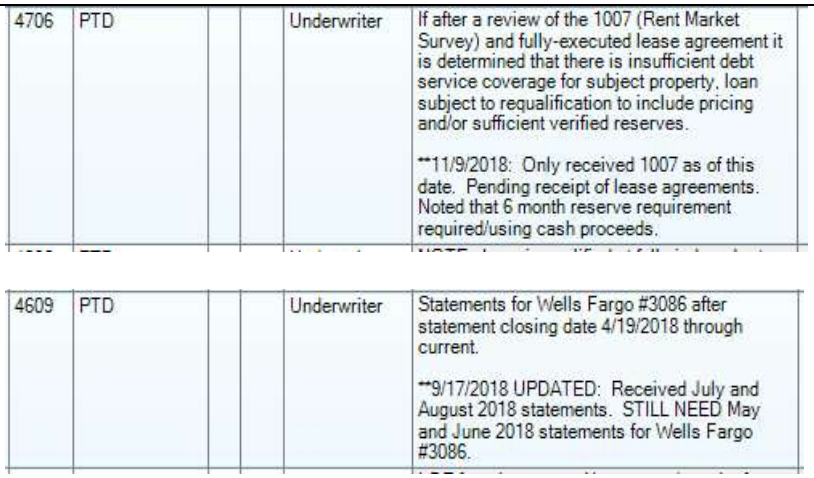
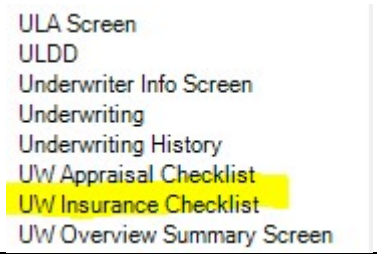
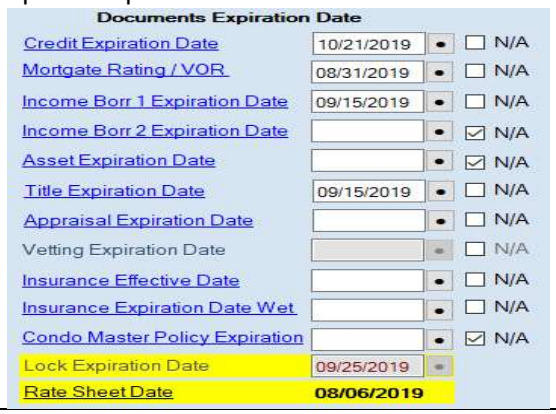
5.	• Carefully review conditions to ensure that what has been provided will clear what has been requested. • If what has been provided is sufficient to clear the condition, mark it as Approved in DV then double click on the Condition in BytePro then click on the cleared tab 
6.	• If the documentation provided is not sufficient to clear the condition, be sure to notate that briefly, clearly and concisely within the condition – example:  • Additional samples of updating conditions: 

	
7.	• Be consistent in how you update conditions throughout the file. Updates to conditions should be dated so that the reader can easily see the history of updates.	
8.	• As you review conditions, update income, taxes, insurance, debt/payoffs, etc.	
9.	• Reminder: **UW Insurance Checklist** is required to be completed on ALL files. 	
10.	• Update Expiration dates on the ULA Screen 	
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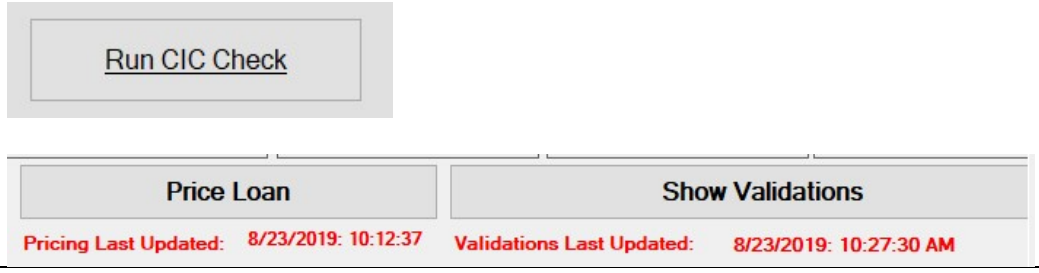
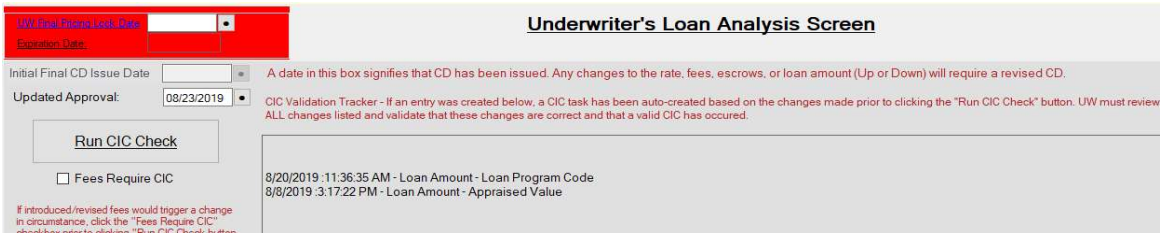
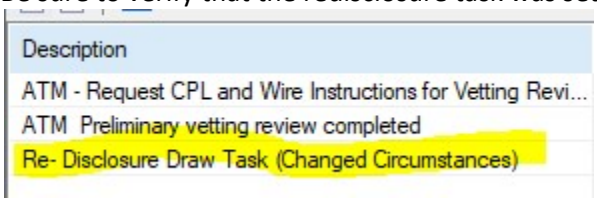
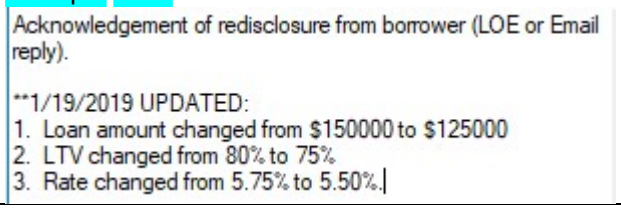
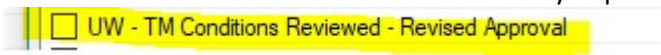
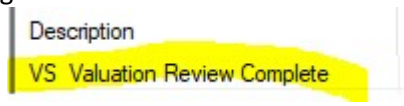
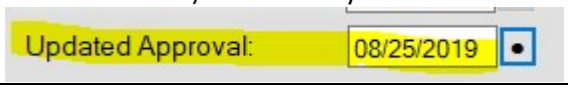
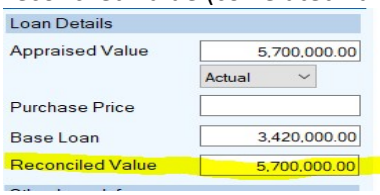
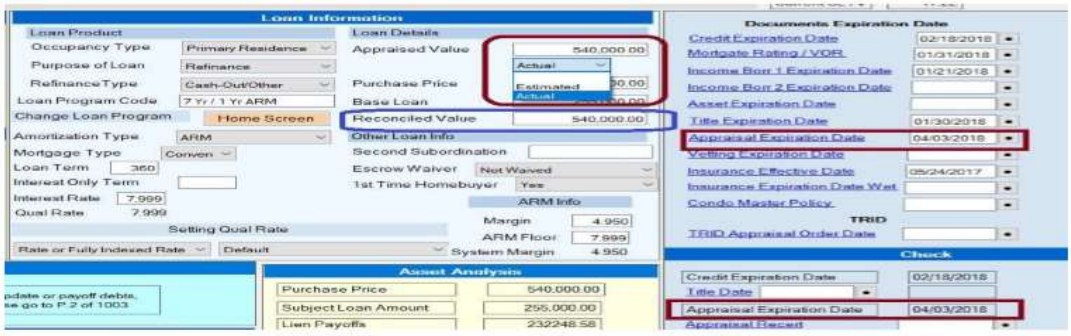
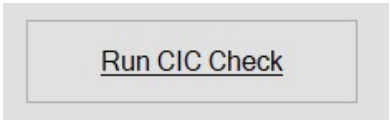
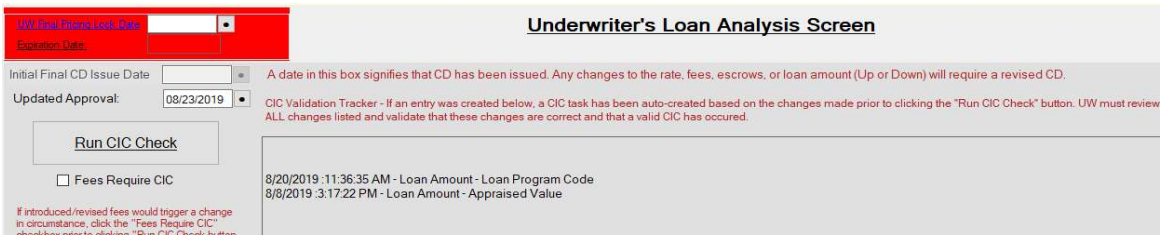
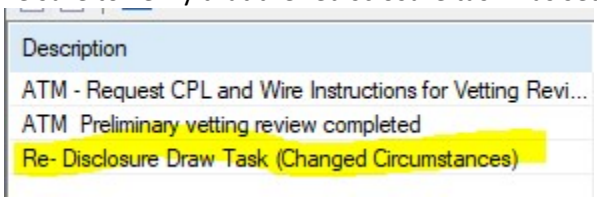
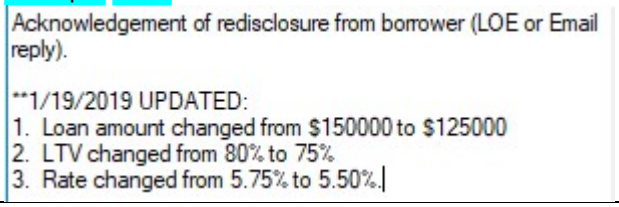
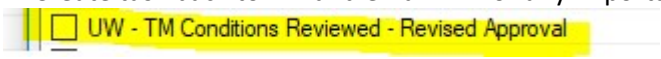
12.	• Once all updates have been entered into BytePro, RUN CIC CHECK (which will identify any changes made that require a redisclosure and a redisclosure task will be set), PRICING and VALIDATION on ULA Screen 	

	• Note: CIC Check is not a validation of your underwriting/decision process and is not meant to catch underwriting errors. CIC Check is a means by which BytePro system logic will identify a change in circumstance that would require a Re-Disclosure task that we might otherwise miss. • Below is an example of file where there have been a couple of changes that were picked up in the RUN CIC Check that required redisclosure.  • Be sure to verify that the redisclosure task was set by going into the task screen:  • If you run across an error in the information returned in the CIC Validation Tracker, task has not generated or you feel a CIC was missed, send an email to businesssolutions@citadelservicing.com and copy standard Sr. Mgmt distribution.
13.	If reunderwrite required due to value change, or conditions warrant update to file that constitute a change in circumstance once the RUN CIC Check is completed: • Add condition #4103 (included date/commentary showing changes made) • Notate conversation log Example 4103: 
14.	Status the conditions in DV: 1. **Approved:** Documentation provided completely satisfies condition 2. **Further Review Required**: If requires Team Lead and/or Sr. Mgmt review 3. **Rejected**: Documentation provided does not satisfy condition at all.
15.	• Hide **OLD** Approval, UW Worksheet (and Bank Statement Analysis, Income Analysis, Asset Summary as applies to file),
16.	• Upload **revised** Approval and UW Worksheet (and Bank Statement Analysis, Income Analysis, Asset Summary as needed) to DV. ***NOTE:*** *Each time you make an update BOTH the Approval AND Underwriting Worksheet are required to be uploaded to DV*.
17.	Notate Conversation Log in detail regarding action you took (conditions reviewed, redisclosure if required, etc.). Example: • Value came in low at $115000 vs. $120000. • Max LTV is 70%; loan amount reduced from $84000 to $80500. • No change to pricing. • Redisclosure required; redisclosure task set; added #4103 • New credit pulled due to age. No change to grade • Noted that this file is aged, 2nd credit report pulled and numerous conditions that were requested at time of approval have not been submitted.

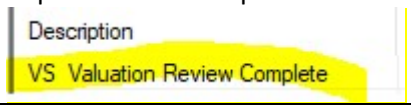
	• Mortgage and rental rating expires 7/31, income and title are expired. • Updated Approval and UW Worksheet uploaded to DV.
18.	• Sign off your task:
19.	• Create task back to TM and email TM for any important changes or noted. Below is the correct task.  **Sample of information included on task back email to TM:** • Conditions reviewed. • Payoffs for 2 collection accounts with Military Star removed as included in Bankruptcy. • Updated Approval and UW Worksheet uploaded to DV. • Tasked back to TM.

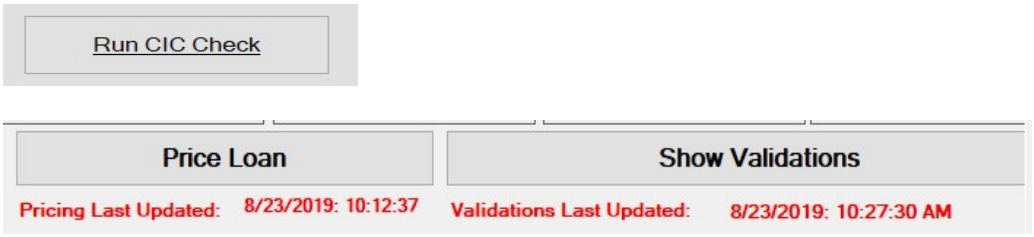
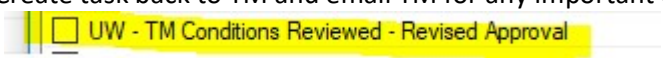
✓	VALUATION SPECIALIST REVIEW COMPLETED AND VALUE RECONCILED
1.	• Once Valuation Specialist has completed review of appraisal you will receive this task in your queue and you will have received a detailed email from the VS as well as a Condition Task from the Transaction Manager when the BPO is received. 
2.	• Review conversation log for any additional information as may be pertinent to conditions you will be reviewing.
3.	• Update date in Underwriter's Loan Analysis Screen (upper left hand corner as soon as you enter file (hit the radio button). Each time you review conditions after initial Approval, this date MUST be updated. 
4.	Example of email from Valuation Specialist when Value Reconciled (they may use term Value Correlated which means same thing). In the example below: • Value has been reconciled (correlated) to $875000. • VS advises cancel BPO order which for underwriters means delete condition #4402 (as VS has determined that BPO is not required). • VS included due diligence items which should be reviewed by the underwriter as the VS is pointing items out that may require further condition by the underwriter or may just be informational. Carefully review these items and add any conditions required as a result of these due diligence items). The VS will also include a list of items needed from the appraiser which need to be added at condition #4417 (or #4418) in BytePro – best to cut and paste these conditions directly. **Appraisal Review Completed:** Value correlated to $875,000 (Appraised Value) Please update system, if applicable, cancel BPO order. **Due Diligence:** • Refinance • Owner Occupied • Missing Co Borrower info • Appraiser has indicated Rural (it is on the edge of Suburban / Rural) (Subject is within 5 miles of all amenities – shopping, fast food, gas stations, schools) (Walmart Super Center 7 miles)(Starbucks 6 miles)(Hospital 7 miles) (spent 20 years appraising in the area, with the growth west of I-24, this area should be considered suburban) • Septic Sewer System **Appraisal Conditions:** 1) Appraiser to match Zoning: RM Medium Density Residential (http://planning.rutherfordcountytn.gov/documents/Zoning_2013_004.pdf) 2) Appraiser's comparable photos to be original photos taken by the appraiser. Comp photos appear to be MLS photos. Appraiser to provide original photos. 3) Appraiser to provide photos of interior of all out buildings (shop, storage bldg., and detached garage) 4) Appraiser to provide photo of interior of attached garage. 5) Appraiser to comment if ADU is permitted by current municipality and is allowed by zoning. 6) Appraiser to comment if any income producing / commercial activity was taking place on date of appraisal. A couple more examples from VS Appraisal review completed, final value is correlated to $1,169,000. Please update system. If applicable, cancel BPO order. Please see item below to be addressed: Conditions: 1: Obtain LOE with photos showing carbon monoxide detectors installed to code. Per the Appraiser: Subject does have a carbon monoxide detector installed on level two as required. FYI: -Plat Map Survey in DV (not in report). -Subject prior transfer within last 36 months. Transferred on 05/22/2019, $1,169,000. Subject had expired listing CRMLS#NP18216961, listed 09/16/2018 for $1,225,000, expired 02/15/2019, prior to selling on 05/22/2019.

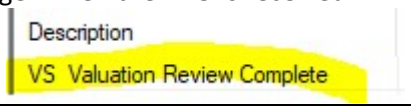
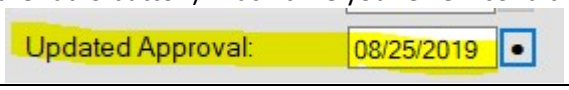
	***** Appraisal review completed, final value is correlated to $530,000. Please update system. If applicable, cancel BPO order. Conditions: 1: Appraiser to include a statement that the appraisal report was completed in accordance/compliance with Title XI of FIRREA. 2: Appraiser to provide a statement regarding the subject's Highest and Best Use.
5.	• Enter reconciled value (correlated value) on the ULA Screen in the Loan Information Section:  • If the appraised value has been finalized (correlated/reconciled) by the Valuation Specialist, set the appraisal status "Actual" (if the reconciled value is same as value on the report) or "Estimated" (if the reconciled value is different than the report). • Purchase Transactions: Reconciled value should always be the lower of the sales price or VS reconciled value. • Refinance Transactions: Reconciled value should always be the VS reconciled value. Additionally, if the VS reconciled value less than appraisal, you will need to change the appraised value to match the reconciled value and be sure to drop down "estimated"). • Enter the Appraisal Expiration Date on the ULA Screen  reen. • The VS will upload their Analysis of Appraisal in DocVelocity:
6.	**SIGN OFF APPRAISAL Condition 4400 (and/or Condition 4401 if 2nd full appraisal received) whether value has been reconciled (correlated) or not.**
7.	• Whether the reconciled value does or does not causes a change in circumstance (see Redisclosure FAQ), RUN CIC CHECK (which will identify any changes made that require a redisclosure and a redisclosure task will bet set), PRICING and VALIDATION on ULA Screen 

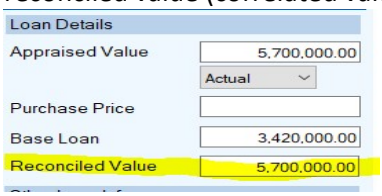
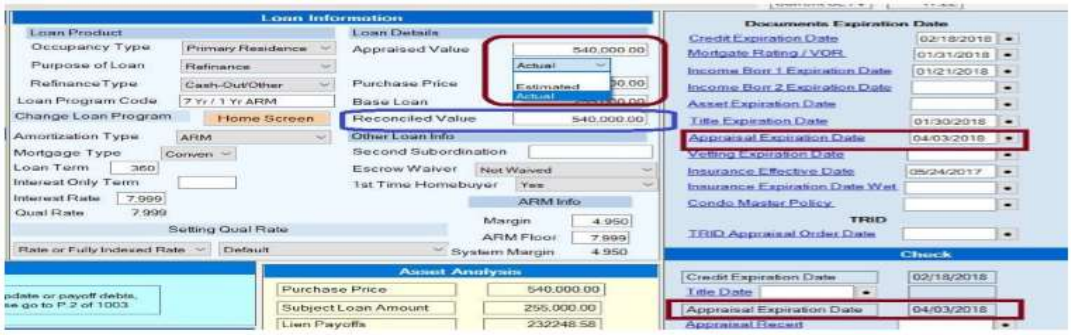
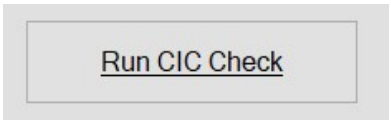
	 • Note: CIC Check is not a validation of your underwriting/decision process and is not meant to catch underwriting errors. CIC Check is a means by which BytePro system logic will identify a change in circumstance that would require a Re-Disclosure task that we might otherwise miss. • Below is an example where BytePro recognized that there was a change in circumstance and those items are displayed in the CIC Validation Tracker.  • Be sure to verify that the redisclosure task was set by going into the task screen:  • If you run across an error in the information returned in the CIC Validation Tracker, task has not generated or you feel a CIC was missed, send an email to businesssolutions@citadelservicing.com and copy standard Sr. Mgmt distribution.
8.	If reunderwrite required due to value change that constitutes a change in circumstance once the RUN CIC Check is completed: • Add condition #4103 (included date/commentary showing changes made) • Notate conversation log Example 4103: 
9.	Notate Conversation Log in detail regarding action you took (conditions reviewed, redisclosure if required, etc.). Example: • VS review completed, added conditions per VW review, deleted 4402/BPO as not required per VS. • VS review completed; added conditions per VS review and modified 4402 to show BPO IS required. • Updated Approval and UW Worksheet uploaded to DV. • Tasked back to TM.
10.	Sign off your task:
11.	• Create task back to TM and email TM for any important changes or noted. Below is the correct task.  Example of information included on task back email to TM (duplicate of conlog info): • VS review completed, added conditions per VW review, deleted 4402/BPO as not required per VS.

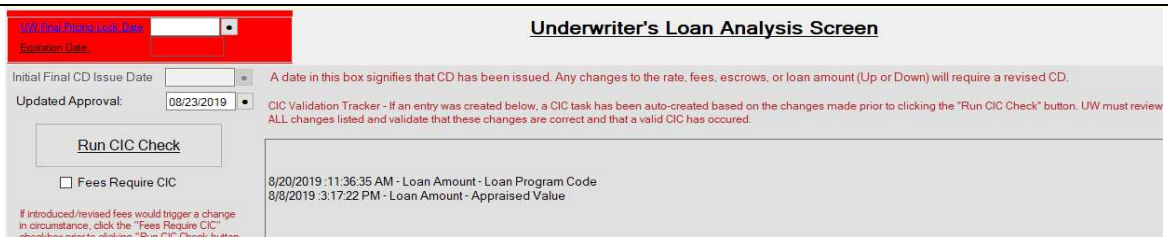
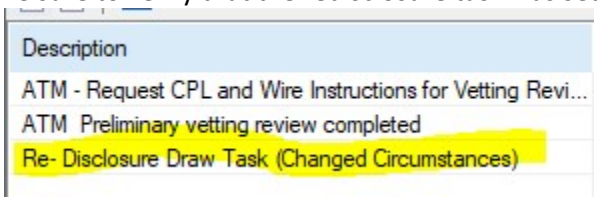
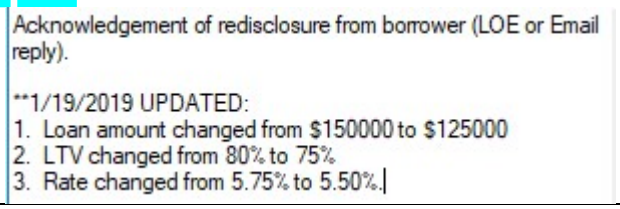
	• VS review completed; added conditions per VS review and modified 4402 to show BPO IS required. • Updated Approval and UW Worksheet uploaded to DV. • Tasked back to TM.

✓	**VALUATION SPECIALIST REVIEW COMPLETED AND VALUE NOT RECONCILED (NEED BPO OR ADDITIONAL CONDITIONS)**
1.	Once Valuation Specialist has completed review of appraisal you will receive this task in your queue. 
2.	• Review conversation log for any additional information as may be pertinent to conditions you will be reviewing.
3.	• Update date in Underwriter's Loan Analysis Screen (upper left hand corner as soon as you enter file (hit the radio button). Each time you review conditions after initial Approval, this date MUST be updated.
4.	**Sign off condition 4400** (appraisal is to be signed off whether value reconciled or not)
5.	Example of email from Valuation Specialist when collateral review is on hold. In the example below: • BPO required due to No AMC • VS included due diligence items (as FYI) which should be reviewed by the underwriter as the VS is pointing items out that may require further condition by the underwriter or may just be informational. Carefully review these items and add any conditions required as a result of these due diligence items). The VS will also include a list of items needed from the appraiser which need to be added at condition #4417 (or #4418) in BytePro – best to cut and paste these conditions directly. Appraisal Collateral Review on HOLD. UW to order interior and exterior BPO due to no AMC. Please see below: 1)Appraiser used large lot adjustments for comps 1 and 3 and condition adjustment for comp 7 all exceeding 10% of it's sold price. Appraiser to comment. 2)New appraisal report indicates no AMC. UW to order a BPO due to no AMC 3)Appraiser indicates shared driveway. Title to verify legal ingress / egress from property. 4)Appraiser indicates that he performed a new appraisal dated 2/6/19 however photos are identical to previous appraisal dated 12/21/18. Appraiser to provide new photos with newest appraisal. FYI- 1. "The site shares a driveway with the neighbor. The main house uses the shared driveway and the guest house is at street level" 2. Per appraisal "The subject's guest house has a full kitchen and bath/bedroom with a second bed/bath. It has its own address and meter. It is legal and typical of the market." 3. Previous sale 1/21/2019 Another email example from VS – each has their own style as we do as underwriters:

	Appraisal Collateral Review On hold pending contractor inspection results. Conditions: 1: 442 to show repairs completed, home free & clear of health / safety issues 2: Appraiser to provide Estimated Cost to Cure for basement dampness and driveway water pooling. 3: Appraiser to correct Location Map. Comp 3 (13250 S Redwood Rd) is missing on location Map. 4: Appraiser to include a statement if all utilities are on and functioning. 5: Appraiser to comment appraiser's opinion of reasonable exposure time for the subject property. 6: Appraiser to include copy of E & O Policy. 7: Appraiser to include a statement that the appraisal report was completed in accordance/compliance with Title XI of FIRREA. 8: Appraiser to provide Verification Source(s) in Grid. 9: Order a re-certification of value (442 with comps). Appraisal Report is 137 days old. If the appraisal date is greater than 120 days, an appraisal re-certification of value is required. UW to review with UW Management: Mold Inspection Report in DV sufficient? VS recommends UW obtain an inspection with bid(s) by a qualified contractor / inspector: Per the Appraiser there was dampness in basement and water pooling at front of house on driveway.
6.	• If VS requires BPO: Amend BPO condition 4402 to "is required" per VS review. **Example:** Interior / Exterior BPO IS REQUIRED and will be ordered by CSC once all PTD conditions have been satisfied. If the broker does not want to wait for PTD clearance, the BROKER can provide check for $150 payable to Citadel Servicing Corporation so that the BPO can be ordered.
7.	• As this example is around VS not being able to reconcile value, even though there would not be a change in circumstance due to valuation, still run CIC Check, PRICING and Validation on the ULA Screen. If there is a change that requires redisclosure, follow previous instructions above. 
8.	Notate Conversation Log in detail regarding action you took (conditions reviewed, redisclosure if required, etc.). Example: • VS review completed; value NOT reconciled; added conditions per VS review (added requirement for BPO, and conditions at 4417) • Updated Approval and UW Worksheet uploaded to DV. • Tasked back to TM.
9.	• Sign off your task:
10.	• Create task back to TM and email TM for any important changes or noted. Below is the correct task.  Example of information included on task back email to TM (duplicate of conlog info): • VS review completed; value NOT reconciled; added conditions per VS review (added requirement for BPO, and conditions at 4417) • Updated Approval and UW Worksheet uploaded to DV. • Tasked back to TM.

✓	IF BPO is received
1.	• Once Valuation Specialist has completed review of appraisal you will receive this task in your queue and you will have received a detailed email from the VS as well as a Condition Task from the Transaction Manager when the BPO is received. 
2.	• Review conversation log for any additional information as may be pertinent to conditions you will be reviewing.
3.	• Update date in Underwriter's Loan Analysis Screen (upper left hand corner as soon as you enter file (hit the radio button). Each time you review conditions after initial Approval, this date MUST be updated. 
4.	• Example of email from Valuation Specialist when Value Reconciled (they may use term Value Correlated which means same thing). Could be an email as simple as: Appraisal and BPO review completed, final value is correlated to **$ 690,000.** Please update system. Other example - Here is original email then email from VS when BPO received: I am in the process of reviewing the above captioned appraisal report. Here are my concerns and appraisal review conditions: Please order an interior/exterior BPO – due to Non-AMC appraisal. **Appraisal Review Conditions Noted Below:** **Due Diligence:** Refinance Subject is located in a flood zone Subject is on Septic Sewer System Non – AMC appraisal BPO Required **Appraisal Conditions:** 1) Appraiser to discuss subject's proximity to N Flamingo Rd and if any adverse conditions exist. 2) Appraiser to blur out personal photos in all appraisal photos. 3) Appraiser to blur out people in photos in appraisal photos. 4) Appraiser to update Site Photo with correct property (currently pointing to a different property) 5) Appraiser's comparable photos to be original photos taken by the appraiser. Comp photos appear to be MLS photos. Appraiser to provide original photos and/or provide commentary. 6) Appraiser to add a FIRREA Title XI Comment to report. (example: The appraiser certifies and agrees that this appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions, Reform, Recovery, and Enforcement Act (FIRREA) of 1989, as amended (12 U.S.C. 3331 et seq.), and any applicable implementing regulations in effect at the time the appraiser signs the appraisal certification. Appraisal Review Completed: Value correlated to $700,000 (Appraised Value) Please update system. Due Diligence: 1. Refinance 2. Subject is located in a flood zone 3. Subject is on Septic Sewer System 4. UW BPO photos show less furniture than Appraisal (may indicate owner is moving out) (unsure reason may check with lead on how to proceed) (Primary Residential Refinance) Appraisal Conditions: 1)Appraiser to discuss subjects proximity to N Flamingo Rd and if any adverse conditions exist. 2)Appraiser to blur out personal photos in all appraisal photos. 3)Appraiser to blur out people in photos in appraisal photos. 4)Appraiser to update Site Photo with correct property (currently pointing to a different property) 5)Appraisers comparable photos to be original photos taken by the appraiser. Comp photos appear to be MLS photos. Appraiser to provide original photos and/or provide commentary. 6)Appraiser to add a FIRREA Title XI Comment to report. (example: The appraiser certifies and agrees that this appraisal was prepared in accordance with the requirements of Title XI of the Financial Institutions, Reform, Recovery, and Enforcement Act (FIRREA) of 1989, as amended (12 U.S.C. 3331 et seq.), and any applicable implementing regulations in effect at the time the appraiser signs the appraisal certification. BPO Conditions: None Noted
5.	• As the appraisal was signed off at time the VS sent original email after their review, now sign off BPO condition #4402.

6.	• Enter reconciled value (correlated value) on the ULA Screen in the Loan Information Section:  • If the appraised value has been finalized (correlated/reconciled) by the Valuation Specialist, set the appraisal status "Actual" (if the reconciled value is same as value on the report) or "Estimated" (if the reconciled value is different than the report). • Purchase Transactions: Reconciled value should always be the lower of the sales price or VS reconciled value. • Refinance Transactions: Reconciled value should always be the VS reconciled value. Additionally, if the VS reconciled value less than appraisal, you will need to change the appraised value to match the reconciled value and be sure to drop down "estimated"). • Enter the Appraisal Expiration Date on the ULA Screen  • The VS will upload their Analysis of Appraisal in DocVelocity:
7.	• Whether the reconciled value does or does not causes a change in circumstance (see Redisclosure FAQ), RUN CIC CHECK (which will identify any changes made that require a redisclosure and a redisclosure task will bet set), PRICING and VALIDATION on ULA Screen  • Note: CIC Check is not a validation of your underwriting/decision process and is not meant to catch underwriting errors. CIC Check is a means by which BytePro system logic will identify a change in circumstance that would require a Re-Disclosure task that we might otherwise miss. • Below is an example where BytePro recognized that there was a change in circumstance and those items are displayed in the CIC Validation Tracker.

	 • Be sure to verify that the redisclosure task was set by going into the task screen:  • If you run across an error in the information returned in the CIC Validation Tracker, task has not generated or you feel a CIC was missed, send an email to businesssolutions@citadelservicing.com and copy standard Sr. Mgmt distribution.
8.	If reunderwrite required due to value change that constitutes a change in circumstance once the RUN CIC Check is completed: • Add condition #4103 (included date/commentary showing changes made) • Notate conversation log Example 4103: 
9.	Notate Conversation Log in detail regarding action you took (conditions reviewed, redisclosure if required, etc.). Example: • VS review completed, BPO signed off • VS review completed; added reconciled value • Updated Approval and UW Worksheet uploaded to DV. • Tasked back to TM.
10.	Sign off your task:
11.	• Create task back to TM and email TM for any important changes or noted. Below is the correct task. Example of information included on task back email to TM (duplicate of conlog info): • VS review completed, BPO signed off • VS review completed; added reconciled value • Updated Approval and UW Worksheet uploaded to DV. • Tasked back to TM.

The following attachments will be helpful in your condition review.

Redisclosure/Change in Circumstance Process	Change in Circumstance - Byte
Redisclosure FAQ (7/2019)	Re-Disclosure_FAQ_ July_2019_GA-007-0(
TRID Compliance	TRID Compliance Update.pdf
Appraisal TRID Compliance (1/22/2019)	TRID Appraisal Compliance 012220(
Redisclosure Guide (8/2019)	Redisclosure Guide 08262019 rev.pdf
Appraisal Review - Underwriter's Responsibility (8/26/2019)	Appraisal Review – Underwriter's Respc
Expiration Dates (1/9/2019)	Expiration Dates 01092019.pdf

**Updated 8/26/2019