

## FINAL 1003 SIGNED BY ALL PARTIES

(Revised 09/27/19)

The “Closer – Final 1003 Signed by All Parties” field has been added to the CSC Funding Screen in Byte Pro. Prior to funding, the Closer must review DV to verify that the Final 1003 is uploaded and that we have the BORROWER SIGNED 1003 and the LO SIGNED 1003, if they were not executed on the same application. Complete this date ONLY if you have the 1003 signed by all parties. If there is an exception to fund without the LO signed 1003, the Closer must mark the box to indicate that there is a “Broker Check HOLD for the Signed LO 1003”. Once the LO signed 1003 is received, the closer must upload to DV as FINAL 1003 and input the date received in the “Broker Check Released – LO Signed 1003 Received”. The PTF condition for the signed Final 1003 cannot be signed off unless the Closer is in receipt of the Final 1003 signed by all parties. A report will be created to monitor the exceptions for the LO signed 1003.

Final 1003	
Closer - Final 1003 Signed by All Parties	<input type="text"/> <input checked="" type="radio"/>
Broker Check HOLD for LO Signed 1003	<input type="checkbox"/>
Broker Check Released - LO Signed 1003 Received	<input type="text"/> <input checked="" type="radio"/>

## OVERVIEW OF THE FINAL 1003 SIGNED BY LO PROCESS

The TM is required to forward the broker the Final 1003 provided by the FUNDER at the time that docs are drawn. Once the TM receives the Final 1003 signed by LO and uploaded to DV, the TM will update the “TM – Final 1003 Signed by LO in DV” field into the Transaction Management Screen in Byte Pro. The system will automatically add a note to the conversation log which will read:

TM received FINAL 1003 signed by LO; Uploaded to DV for closer review/clearance.

The TM Final 1003 Signed by LO pipeline report has been created to better monitor files that require this item from the broker. This report will identify files in Docs Out- Wet/Dry status with a blank TM – Final 1003 Signed by LO date. Loans will be excluded from this report once the loan has been changed to a FUNDED status. Holding the broker check for this item is considered an EXCEPTION and the TM is required to assist with obtaining the Final 1003 Signed by LO in the event the exception is granted.

## Doc Velocity (DV) Upload

Upload Date: Wednesday (1)

### New Condition

Final 1003

Signed by the LO

**Byte Pro conversation log – note is AUTO ADDED:**

09/24/2019 10:39 AM	TM received FINAL 1003 signed by LO; Uploaded to DV for closer review/clearance
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## NEW REPORT – PIPELINE VIEW

TM Final 1003 Signed by LO

**SAMPLE Pipeline Report view:**

Transaction Manager: Tom Esposito - 4 Item(s)														
Ti	Funder	Closer	WL	File Name	Borrower	Base Loan	Wet/Dry	State	Occupancy	Loan Purpose	Docs Out-DRY	Docs Out- WET	Final 1003 Signed by LO	Docs Back- DRY
T	Mary Artin	Sarah Whyte	06	7024236	Ou	370,500.00	Dry	CA	Investment Property	Refinance	09/20/2019			
T	Yama Samadi	Jason Parker	06	7024485	Nguyen	416,000.00	Dry	CA	Primary Residence	Purchase	09/20/2019			
T	Nicole Betha	Sarah Whyte	06	7024395	Buero	679,250.00	Wet	GA	Primary Residence	Refinance	09/16/2019		09/24/2019	
T	Yama Samadi	Jason Parker	01	7024203	Gallegos	221,000.00	Dry	CA	Primary Residence	Refinance	09/23/2019			
						1,686,750.00								
						4.00								