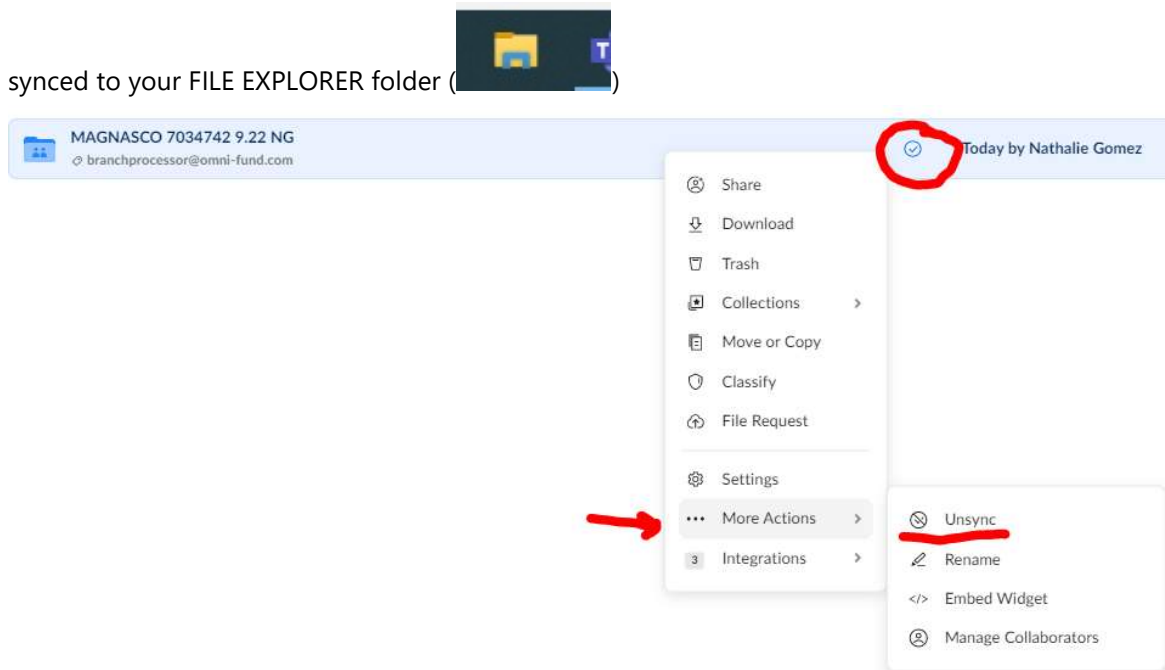


How To Do Uploads

1. Go to BOX website – go to **TM-Files in Process folder** > **TM Personal folder** > **TM DROP folder** and input your initials and date of the file you are working on *(click the pencil to edit)*



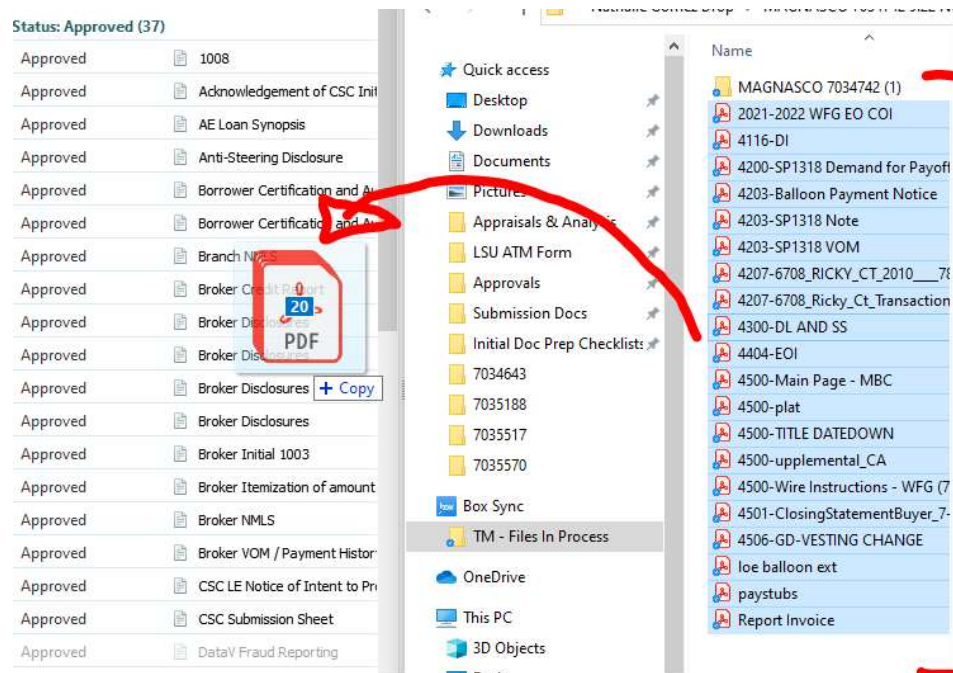
2. Right click on the folder to SYNC, when you see the blue check mark, it means folder has been



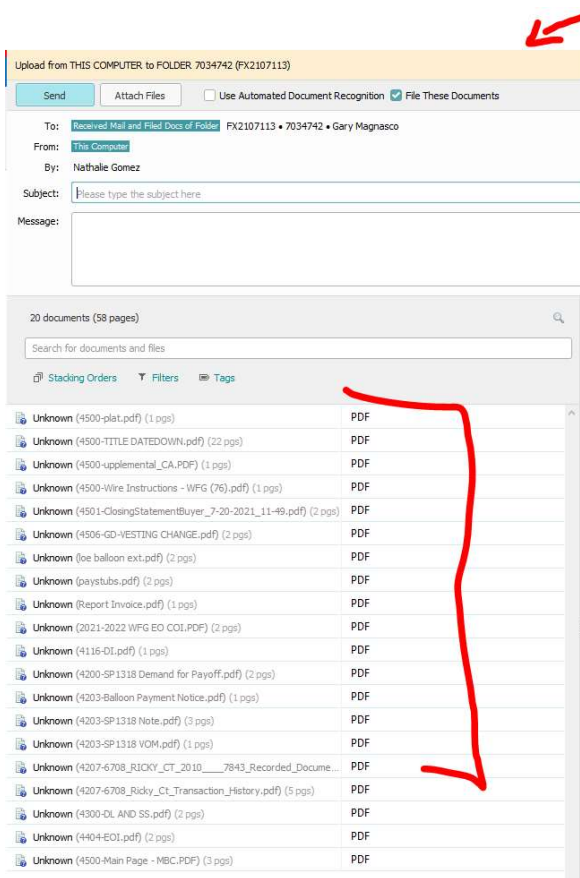
3. Look for file in DV, type in loan # and double click to open file



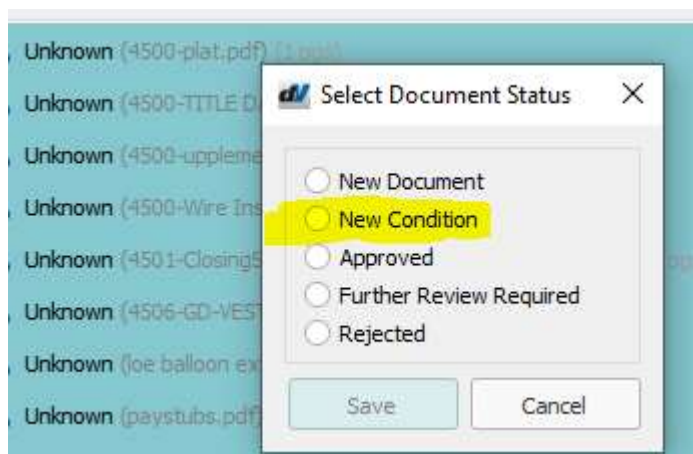
4. Once you open DV, select all (ctrl+A) your conditions from file explorer and drag and drop them over to DV



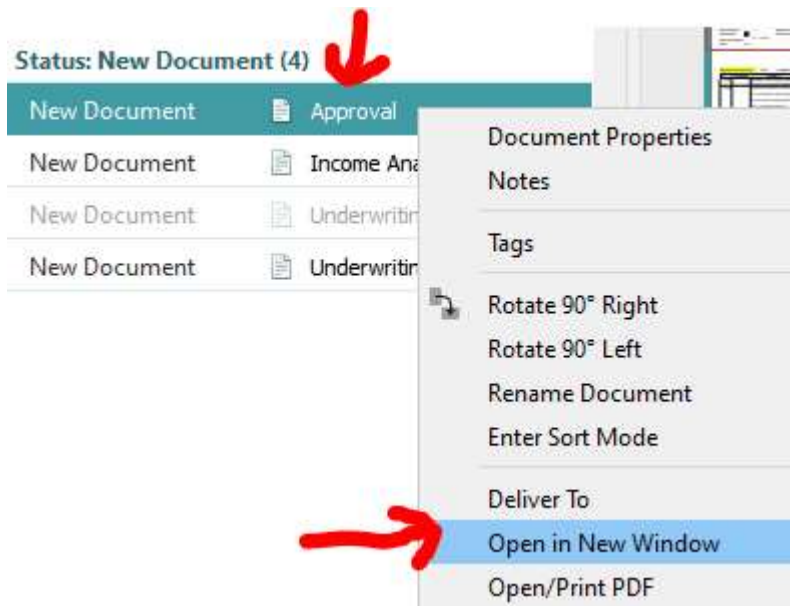
5. Once you drop your conditions to DV, another DV screen is going to pop up, this is where we name our documents (*yellow highlight at the top of the screen means we are editing*)



6. Once you are done naming your conditions, you will select all (Ctrl+A) and then put them in **New Condition Status** (Ctrl+Shift+S)



7. Once all New Conditions have been uploaded to DV, you will then pull the Approval within DV and open it in a New Window. It's easier if you have your Approval on one screen and reviewing conditions on the other screen





8. Review your conditions from top to bottom of the Approval. Remember **green** means we receive the conditions and **red** means we are missing the conditions or needs to be update

The screenshot displays a document management system interface. On the left, a sidebar shows a list of documents with a search bar and filters. The main area is divided into three panes. The top pane shows a list of documents with a search bar and filters. The middle pane shows a preview of a document titled '1008 (1 pgs)'. The right pane shows a detailed approval form for a document titled 'Approval (Initial) (2 pgs)'. The form includes fields for 'Loan Purpose', 'Refinance Type', 'Occupancy', 'Non-TRID', 'Note Rate', 'Discount Point', 'Lender Paid', 'Acra Lending Fee', and 'Term'. It also includes a table of conditions with columns for 'No.', 'Cleared Date', and 'Condition'. The conditions are listed in a table with rows 4105 through 4300. The conditions are color-coded: green for 'received' and red for 'missing or needs to be updated'.

No.	Cleared Date	Condition
4105		BROKER - All doc expiration dates must have a minimum of 8 days remaining from the day that by UW: Broker to submit updated items along with final PTDs
4106		URLA to be completed. Provide/Complete the following items: #1) 1B: Indicate the employer physical address that borrower reports to? #2) 2A: Assets (Account type/Financial Institution/Account number/Cash or Market Value) #3) L1: Complete Project type #4) L2: Complete For Refinance Title to the property is currently held in what name(s).
4116		Demographic Information Addendum for borrower(s) with all items completed.
4200		Payoff demands for mortgage being paid off with Redwood Trust Deed Services/Sun Pacific Mt #0819202MA - \$318,000
4203		Provide the following: (1) Provide a complete/full copy of the VOM with Redwood Trust Deed Services \$318,000 (2) Provide a copy of the Note and most current loan statement (3) Provide executed balloon payment extension as ref in the processor cert
4207		Provide documentation to verify date of Foreclosure on subject property. **Other conditions may apply. Subj to request**
4300		Picture identification (drivers license/passport) and copy of social security card - must be legible and expiration dates

9. Once you are done highlighting and reviewing your conditions, then you will send a *Needs List Email to the TM*. Ask the TM if it's okay to send file back for review (if you receive an appraisal let the TM know if value is different from approval value)

 Send	From ▼	Nathalie.Gomez@acralending.com
	To...	 <u>Stephanie Ponce;</u>
	Cc...	
	Bcc...	
Subject		Loan # Last Name of File **EXAMPLE**

Below are my findings:
Cond #4300 – Received only driver license, missing SS Card
Cond #4304 – SSA 89 form is e-signed, must be wet signed

Conditions not received:
Cond #4404 – HOI
Cond #4500 – Title Report

We have received the appraisal. Value came in higher than appraised value on approval. This is a purchase loan. Please advise if it's okay to send file back for condition and valuation review

Appraised Value:	\$870,000.00
APPRAISED VALUE OF SUBJECT PROPERTY \$	<u>870,000</u>

10. Then go to Bytepro add a comment on the conversation log. ***If you received almost all conditions and are only missing like 3 or 4, notate on the convo log: RECEIVED MAJORITY OF CONDITIONS, notified TM of missing*** also notate if you have received the appraisal

*If you received only like 3 or 5 conditions but missing a lot more, then notate on the convo

log: **RECEIVED PARTIAL CONDITIONS, NOTIFIED TM OF MISSING ITEMS**

Edit Conversation

Date / Time: 09/22/2021 9:00 PM

Talked To:

Follow Up Flag:

Alert:

Append Notes: Previously entered notes cannot be edited. [Click here](#)

New Notes To Be Appended: Previously Entered Notes

Received majority of conditions, notified TM of missing items

11. Then go to BOX and move the folder OUT of the DROP and move it to the TM Personal fldr

MAGNASCO 7034742 9.22 NG
branchprocessor@omni-fund.com

Share
Download
Trash
Collections
Move or Copy
Classify
File Request
Settings
More Actions
Integrations

Move or Copy "MAGNASCO 7034742 9.22 NG"

Select a destination folder.

7034742

7034742 Magnasco
Nathalie Gomez Personal • Today by Nathalie Gomez

Move or Copy "MAGNASCO 7034742 9.22 NG"

Select a destination folder.

7034742

All F... > TM - Files In Pr... > Nathalie Gomez Per... > 7034742 Magn...

There are no subfolders in this folder.

Cancel Move Copy

12. If TM advises to task file back for review, you will select **CONDITION REVIEW TASK** and if you get the appraisal for the 1st time (*Cond #4400 or Cond #4000*) select **NEW APPRAISAL REVIEW**. Then notate the conversation log AND the TM Forecast Comment: *Tasked for condition and valuation review* (if applicable)

☐ TM - Condition Review Task

☐ TM - New Appraisal Review

TM-Rework Request (only if we receive re-work form)



☐ TM Forecast

☐ Current Month's Production

Multi-Pack * more than one loan in process with CSC ☐

TM Forecast Comments

9/22 Received conditions and appraisal, tasked for review

  Edit Conversation

Date / Time 09/22/2021 9:04 PM

Talked To

Follow Up Flag

Alert

Append Notes

Previously entered notes cannot be edited. [C](#)

New Notes To Be Appended

Previously Entered Notes

9/22 Received conditions and appraisal, tasked for review

