

How To Complete BPO Tasks

8/15/2019



DV & Byte

- First you will need to open up the file in DV, double click the task in BYTE to open the file.

Site Navigator for Citadel Servicing Corporation (citadelservicing.docvelocity.net)

Folders My Threads Inboxes My Alerts Queues

Search All Folders Recent Folders Michelle New Submis...

1 folder matches '7119949'

Search Folders: 7119949

Folder ID	Loan Number	Borrower First Name	Borrower Last Name
FX1901585	7119949	Brian	Robertson



Email Confirmation & BPO Report

- Verify the Borrower(s) email on the Home Screen matches E-Consent in DV

E-Mail

9/18/18
Date of Signature

Paul L. Davis
Borrower Signature

PAUL L. DAVIS
Borrower Printed Name

PaulDavis747@gmail.com
Borrower Email Address

- In DV, search for Appraisal. This will bring up all documents associated with the Appraisal & other documents needed

Appraisal		
All Documents New Submiss Hidden, Included, Missing, Non-It Tags		
Document Name	Comments	
38 Appraisal	cond 4400	37
38 Appraisal	cond 4417	37
39 Appraisal Invoice	cond 4411	1
Analysis of Appraisal	BPO Required Limit...	2
Analysis of Appraisal	Jason Webster	2
Appraisal Transmittal to Borrower		2
AVM	realquest jw	1
AVM	realquest jw	2
AVM	RedBell jw	13
Borrower's Appraisal Delivery Confirmation		3
BPO	Cond 4402	19
BPO Invoice		1
BPO Order Confirmation	ordered 1/24/19, ord...	1
Copy of BPO Check	paid by the broker - ...	2
List of Improvements, Receipts	cond 4407	3
List of Improvements, Receipts	cond 4407 -all receipts	13
List of Improvements, Receipts	cond 4407	53
List of Improvements, Receipts	cond 4407	36
List of Improvements, Receipts	cond 4407	42
Signed ECOA Waiver	11/27/18	2
TRID Appraisal Justification	COND 4411- 10/1 -LE	4
TRID Appraisal Justification	COND 4411 -10/1-ITP	1
TRID Appraisal Justification	cond 4411	3

- Select BPO document, it will be highlight in Blue

AVM	realquest jw	2
AVM	RedBell jw	13
Borrower's Appraisal Delivery Confirmation		3
BPO	Cond 4402	19
BPO Invoice		1
BPO Order Confirmation	ordered 1/24/19, ord...	1



BPO Report

- In the BPO Report you will need the following information:
 - Order Date
 - Effective Date

Ordered Date:	January 24, 2019
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Effective Date:	January 30, 2019
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Completed:	January 30, 2019
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ECOA Screen in BYTE

- In Byte go to the ECOA Screen & verify the following information:
 - Confirm the Value listed under Appraised Value matches the Appraised Value on the BPO Report. If it does match, change the Initial Valuation Used from No to Yes.
 - Enter the BPO Company Name, Order Date, Effective Date, Sent Date & Method Sent
 - For the UW Decision Date, you will retrieve this from the Approval in DV or the Conditions page in BYTE. Look for Condition 4402 & the date signed off is the date we will enter in this screen (If using Approval in DV please be sure it's the most current Approval).

90 DAY AS IS SUGGESTED LIST PRICE	\$688,500
90 DAY AS IS SUGGESTED SALE PRICE	\$675,000

Appraised Value	
	700,000.00
Initial Valuation Used In Underwriting	Yes
Second Valuation Used In Underwriting	No

BPO	<input type="checkbox"/> Final Value Used 4
Appraisal Company Name 4	ProTeck
Appraisal 4BPO Order Date	01/24/2019
Appraisal 4 Effective Date	01/30/2019
Appraisal 4 Underwriting Decision Date	02/01/2019
Appraisal 4 Sent Date	02/04/2019
Appraisal 4 Method Sent	Email
Valuation 4 Receipt Confirmation Date	

PTD	4402	PTD			Underwriter	** Interior / Exterior BPO, IS required, 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.						02/01/2019	
												MarcieB	

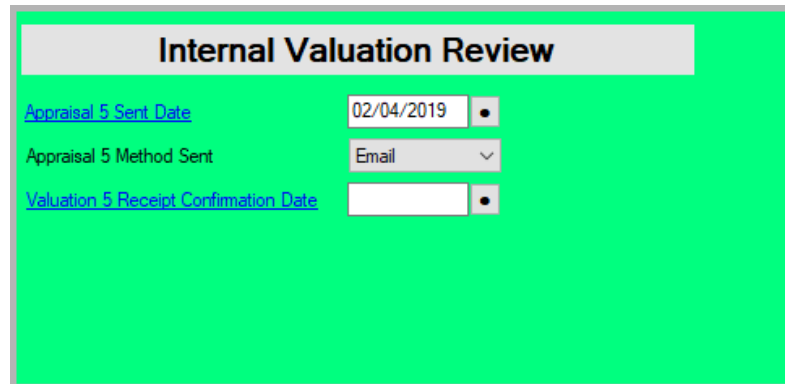


Analysis of Appraisal in DV & BYTE

- Next document you will need is the Analysis of Appraisal. You will need to verify that the Valuation Doc has been signed off, as long as the Value is listed & a completion date is present.

REVIEWED VALUE: \$700,000	DATE: 02/01/2019
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- In the ECOA screen you will see a green Box to the right hand side, here you will just enter the sent date & method sent.



Internal Valuation Review

[Appraisal 5 Sent Date](#) •

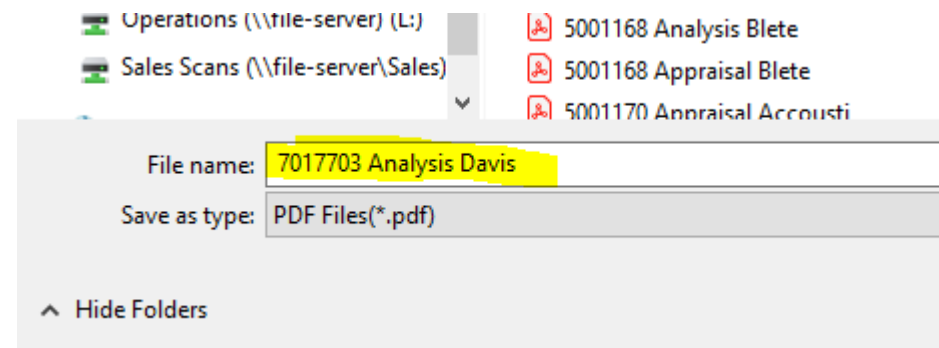
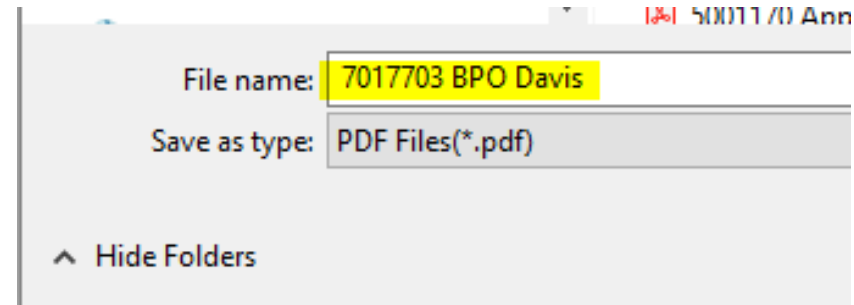
[Appraisal 5 Method Sent](#) ▾

[Valuation 5 Receipt Confirmation Date](#) •



Saving BPO & Analysis

- In DV, you will need to save both the BPO & Analysis to your desktop or to a folder on your desktop:
 - First, select the Document, right click & scroll down. Click on Save Document(s) as a PDF...
 - Rename the document as so:
 - Loan No., BPO, Borrower LN
 - The same will be done for the Analysis



E-Mailing Valuation Docs

- Once all documents have been saved, you will need to draft up your email as follows:
 - The email will need to be sent from our LSU email
 - Valuation Docs will be sent to the Borrower(s), CC the TM & Broker
 - Subject Line will read:
 - BPO Valuation Loan No & Borrower(s) LN
 - Make sure to input the Valuation Date (BPO Effective Date)
 - Attach Documents needed
 - Send the email

Send	From	LSU@citadelservicing.com
	To...	PaulDavis747@gmail.com
	Cc...	Lisa Ramirez: ssherwood@citylendinginc.com; emilan@CityLendingInc.com;
	Subject	BPO Valuation 7017703 Davis
Attached	<div>7017703 BPO Davis.pdf 11 MB</div> <div>7017703 Analysis Davis.pdf 74 KB</div>	

Thank you for submitting your loan application to Citadel Servicing Corporation ("CSC").

Federal Law requires that CSC provide you with this copy of the most recent valuation used to decision your loan application.

BPO Valuation Date: 01/30/19

Borrower, please respond letting us know that you have received this email.

If you have any questions, please contact your broker.

MMS



Conversation Log & Proof of Transmittal

- Notate the conversation log as follows:

02/04/2019 3:48 PM	BPO & Analysis	< Michelle Marias-Santamaria : 2/04/2019 3:48 PM PST > Emailed to borrower.
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- Complete the task, you do not need to send out the Task email to the TM as they are also receiving the Transmittal to the Borrower(s)

Tasks

Reports

Cardex

Trades

7017703: Davis

- In your email, go to the 'Sent' & upload the email to the borrower to DV. The document will be named 'BPO Transmittal to Borrower'

