



**CITADEL**  
SERVICING CORPORATION

Change In  
Circumstance

—

Byte Automation

# CIC Automation in BytePro

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## **Purpose:**

Update BytePro to check whether information requiring a Re-Disclosure has been updated between the time the file was opened and the “Run CIC Check” button is clicked. Based on the results of this check a task may be automatically created for a Re-Disclosure.

## **Affected Departments:**

Underwriting

## **Specifics:**

The Macro will check the following fields for updated values:

- Loan Amount
- Loan Program
- ARM Margin
- Interest Rate
- Appraised Value
- Purchase Price
- Revised/Introduced Fees (manual checkbox)
- Escrow Holdback
- HOA Dues
- Flood Insurance
- CLTV – Adding or removing a seller carryback
- Adding/Removing Borrowers
- MLO Change
- Lender Paid to Borrower Paid
- Prepayment Penalty Change

## Using the Change In Circumstance Automated Check

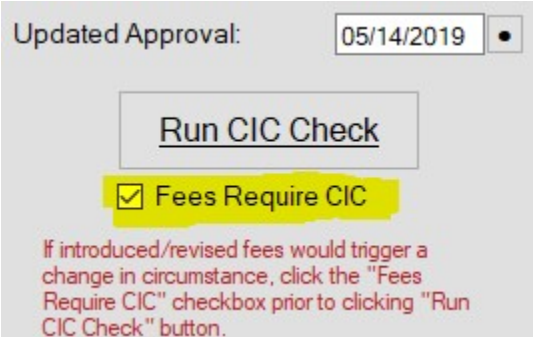
When all desired changes have been made to the file in compliance with standard underwriting procedures navigate to the “ULA Screen”.

Statement of Credit Denial  
Subject Property  
Suspense Detail Screen  
☒ ULA Screen  
Underwriter Info Screen  
Underwriting  
Underwriting History

### Introduced or Revised Fees Review

If fees have been introduced or revised (as indicated on the Re-work Request form) the Underwriter must review those fees and confirm that a valid Change In Circumstance has occurred prior to initiating a re-disclosure. If a valid Change In Circumstance has not occurred, or the Underwriter is unsure, consult the QC/Compliance department.

When the Underwriter has validated that a re-disclosure is necessary to inform the borrower, check the “Fees Require CIC” checkbox.



Updated Approval: 05/14/2019

**Run CIC Check**

☒ Fees Require CIC

If introduced/revised fees would trigger a change in circumstance, click the "Fees Require CIC" checkbox prior to clicking "Run CIC Check" button.

If fees have not been introduced or revised, or the Underwriter has decided that there is not a valid change in circumstance to cause a re-disclosure of the fees submitted for review, confirm that the “Fees Require CIC” checkbox is not checked.



Updated Approval: 05/14/2019

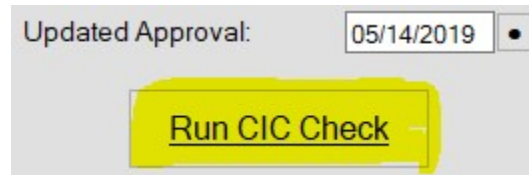
**Run CIC Check**

☐ Fees Require CIC

If introduced/revised fees would trigger a change in circumstance, click the "Fees Require CIC" checkbox prior to clicking "Run CIC Check" button.

## Running a CIC Check

Once all changes to the file have been confirmed, and the Underwriter is ready for the system to check for changes requiring a re-disclosure (since the time the file was opened), click the “Run CIC Check” button.



**NOTE:** The “Run CIC Check” button will only review the loan for changes made since the file was opened in BytePro. If changes were made and the file was closed before running the Automated CIC check, a manual re-disclosure task may need to be created by the Underwriter.

The Underwriter must review the “CIC Validation Tracker” at the top of the Underwriter Info Screen. The “CIC Validation Tracker” will create a timestamped entry listing any fields that were triggered as having a new value requiring a redisclosure.

**CIC Validation Tracker** - If an entry was created below, a CIC task has been auto-created based on the changes made prior to clicking the “Run CIC Check” button. UW must review ALL changes listed and validate that these changes are correct and that a valid CIC has occurred.

5/14/2019 - - Flood Insurance- Escrow Holdback- Added Borrower - Loan Amount - Loan Program Code - ARM Margin - Appraised Value - Int Rate - Prepayment Penalty - Fees

**NOTE:** If a timestamped entry was created as a result of clicking the “Run CIC Check” button, a re-disclosure task has been created in BytePro. If ALL changes in the tracker were not intended and the Underwriter determines that a Re-Disclosure should not be issued the task must be deleted and the conversation log documented.

If any changes noted in the CIC Validation Tracker were made in error, the Underwriter should correct those fields and re-run the CIC check to create an entry displaying only fields that we’re intentionally changed and require a CIC. The CIC Validation Tracker is designed only for Underwriting purposes and is not a tool to communicate with other departments.

### Task Creation and Documentation

The Change in Circumstance Macro is designed to recognize whether a CD has been issued when setting the re-disclosure task. If a CD has not been issued, the macro will create a “Re-disclosure Draw” task. If a CD has been issued, the macro will create an “UW – CD Sent – Change in Circumstance Request” task.

**NOTE:** The process for disclosing a Change in Circumstance on the Initial CD is unchanged by this update and must be cleared by QC.

The Underwriter must document the conversation log with the details of the Change In Circumstance and the changes made to the loan file to be re-disclosed.

*Contact Tom Verdone in the Compliance Department with any questions. For any technical errors contact Kyle Miller in the IT Department.*