

FINAL 1003 SIGNED BY LO

(Revised 09/24/19)

The "TM – Final 1003 Signed by LO" field has been added to the Transaction Manager/ Processor screen in Byte Pro.

- The TM/ Processor is required to forward the broker the Final 1003 provided by the FUNDER at the time that docs are drawn.
- Once the TM/ Processor receives the Final 1003 signed by LO and uploaded to DV, the TM/ Processor should input the date into this field.
- 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.

Purpose:

• The TM Final 1003 Signed by LO pipeline report has been created to better monitor files that require this item from the broker.

Important Notes!

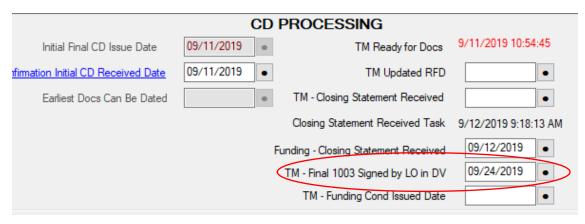
- The TM/ Processor must follow up on this item and upload to DV within 24 hours of the DOCS OUT date in order to avoid funding delays.
- This report will identify files in Docs Out- Wet/Dry status with a blank TM Final 1003 Signed by LO date.
- Loans will be excluded from this report once the loan has been changed to a "FUNDED" status.
- Holding the broker check for this item is considered an "EXCEPTION" and the TM/ Processor 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

Transaction Management Screen



Byte Pro conversation log – note is AUTO ADDED:

09/24/2019	TM received FINAL 1003 signed by LO; Uploaded to DV for closer review/clearance
10:39 AM	

NEW REPORT - PIPEPLINE VIEW



SAMPLE Pipeline Report view:

