

### Fee Validation and Agent Contact Info

Updated requirements for CD-Initial Doc Prep to replace the existing Loan Document Request Form and Settlement Agent Fee Confirmation form.

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#### Fee Validation *(replaces Loan Document Request Form)*

The Fee Validation process will replace the requirement of obtaining a Loan Document Request Form from the broker. A Loan Document Request form can still be accepted but is not required.

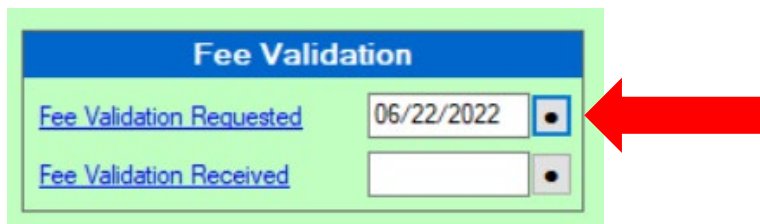
*Consumer Direct Lending Loan Processors please reference the GA Issued 06/03/22, which documents the CDL Fee Validation Process. <https://cintra.citadelservicing.com/learning/announcements/363>*

**STEP 1.** To generate the Fee Validation, navigate to the **TM-CD Doc Prep Screen**, and locate the fields within the Loan Document Order Form section in Byte Pro.



The screenshot shows a form titled "Fee Validation" with two input fields. The first field is labeled "Fee Validation Requested" and the second is labeled "Fee Validation Received". Both fields are currently empty.

**STEP 2.** Select the dial button to populate today's date and trigger the Fee Validation Template.



The screenshot shows the same "Fee Validation" form, but now the "Fee Validation Requested" field contains the date "06/22/2022". A red arrow points to the small dial button next to the date field.

**NOTE: The Transaction Manager will need to modify the template format prior to sending the email.**

The Transaction Manager should verify that ALL loan terms on the Fee Validation template match the most recent approval PRIOR to requesting a CD/Doc Prep.

Be sure that the Acra Discount Fee for any extension fee applied or any additional Acra Discount Fees identified by the UW on the Approval/UW Worksheet is also being charged.

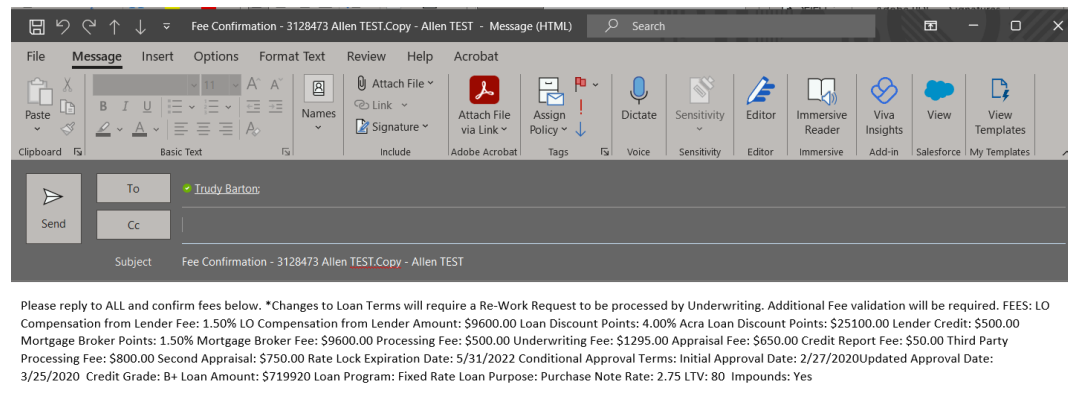
**NOTE: CD Doc Drawer/Funder/Closer should escalate any fee discrepancies identified. Fees should not be REMOVED, REDUCED or EXCLUDED without confirmation from the TM/Processor/OPS Management.**

*\*Changes to Loan Terms will require a Re-Work Request to be processed by Underwriting. A NEW Fee validation template will be required to be uploaded to Doc Velocity.*



SAMPLE Wholsale  
Fee Validation.pdf

### SAMPLE TEMPLATE TO FORMAT BEFORE SENDING:



**STEP 3.** A note will be auto added to the conversation log identifying that you have requested Fee Validation from the broker.

🚩	06/22/2022 2:41 PM		Fee Validation Requested from Broker
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**STEP 4.** Review the broker's email confirmation prior to completing the Fee Validation Received Date and upload completed the fee validation and uploaded the template to Doc Velocity (DV).

**Fee Validation**

<u>Fee Validation Requested</u>	06/22/2022	●
<u>Fee Validation Received</u>	06/22/2022	●



**STEP 5.** A note will be auto added to the conversation log identifying that you have received the Fee Validation from the broker.

🚩	06/22/2022 4:18 PM		Fee Validation Received from Broker
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### PRIOR TO UPLOADING TO DV:


Transaction Manager will need to modify the template format using the SAMPLE attached as a guide.

The email template that will auto create will include the Broker Loan Originator, Broker Processor, Account Executive, and Transaction Manager assigned to the file.

**STEP 6.** The Transaction Manager should upload the Fee Validation template to Doc Velocity and SAVE document using the DV label Loan Document Request:

*\*The Transaction Manager should HIDE any prior versions in DV if an updated Fee Validation is being uploaded PRIOR to the file being moved to the closing department for CD/Doc Prep.*

New Document

 Loan Document Request

06/01/22

### Acra – Agent Contact Info *(replaces Settlement Agent Fee Confirmation Form)*

This printable PDF document will replace the existing Settlement Agent Fee Confirmation Form. This form is to be generated by the Transaction Manager or Loan Processor prior to Initial CD request or Non-TRID Initial Doc Prep.

**STEP 1.** The **CONTACT INFORMATION** fields are to be completed at submission by the Loan Set Up clerk on the Intake screen or by the Junior Processor on the Retail Intake Screen when file is ready for processing.


CONTACT INFORMATION	
<b>Selling Agent</b>	
Company Name	
Company Address	Street: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
State License #	
Contact First Name	Contact Last Name <input type="text"/>
State Contact Lic #	
Email	
Phone	
<b>Listing Agent</b>	
Company Name	
Company Address	Street: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
State License #	
Contact First Name	Contact Last Name <input type="text"/>
State Contact Lic #	
Email	
Phone	
<b>Settlement Company</b>	
Company Name	
Company Address	Street: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
State License #	
Contact First Name	Contact Last Name <input type="text"/>
State Contact Lic #	
Email	Email where Closing Docs to be sent <input type="text"/>
Phone	
<b>SELLER CONTACT INFORMATION</b>	
<b>** If Purchase, add seller information needed **</b>	
Company (if applicable)	
First Name	Last Name <input type="text"/>
Address	Street: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Email	
Phone	

**STEP 2.** Data will be validated by the Transaction Manager or Processor on the respective **CD-Doc Prep Screen** prior to CD Request/Doc Prep. Any missing information should be completed prior to printing the document to DV.

The Transaction Manager or Loan Processor is responsible to review and validate the data. The Selling Agent, Listing Agent, Seller Contact information within these sections will populate onto the CD.

**NOTE:** The CD Doc Drawer will be required to complete the Settlement Company details reflected within the CD screen prior to CD issuance.


**STEP 3.** The “Acra – Agent Contact Info” form combined with the Estimated Closing Statement/Est CD from the Settlement Agent should be uploaded to DV as combined document and named as:


Status	Document Name	Comments
New Document	 Settlement Agent Fee Confirmation	06/22/22


**The custom form to print from Byte Pro is:**


Acra - Agent Contact Info


SELECTED DOCUMENTS


 Print


 Preview

 EMail

 PDF

 Store

 E-Sign

Data To Print:  
All Data 

Document Name	Size	Form No	Applicable
<input checked="" type="checkbox"/> Acra - Agent Contact Info	Letter		



SAMPLE Acra - Agent  
Contact Info.pdf