

CONDITION REVIEW

To help improve condition review efficiencies, please view/sort using all three options within Doc Velocity: UPLOAD DATE, NEW CONDITION status and CONDITION #.

1) View by UPLOAD DATE

▼ Upload Date: Today			
New Condition	Personal Identification (Cond#4300)	Cond#4300	Jan 25, 2016, 03:50 PM
New Condition	Personal Identification (Cond#4300)	Cond#4300	Jan 25, 2016, 03:49 PM
New Condition	Income LOE (Cond#4609 Unemployment...)	Cond#4609 Unemployment LOE	Jan 25, 2016, 03:06 PM
New Condition	Bank Statement (Cond#4608)	Cond#4608	Jan 25, 2016, 03:06 PM
New Condition	1040 (Cond#4607 2013/2014 Signed)	Cond#4607 2013/2014 Signed	Jan 25, 2016, 03:06 PM
New Condition	Grant Deed (Cond#4506)	Cond#4506	Jan 25, 2016, 03:06 PM
New Condition	Estimated HUD (Cond#4501)	Cond#4501	Jan 25, 2016, 03:06 PM
New Condition	Closing Protection Letter (Cond#4500)	Cond#4500	Jan 25, 2016, 03:06 PM
New Condition	Wiring Instructions (Cond#4500)	Cond#4500	Jan 25, 2016, 03:06 PM
New Condition	Hazard Insurance Policy (Cond#4404)	Cond#4404	Jan 25, 2016, 03:06 PM
New Condition	Appraisal (Cond#4400)	Cond#4400	Jan 25, 2016, 03:06 PM
New Condition	List of Improvements, Receipts (Cond#...	Cond#4309	Jan 25, 2016, 03:06 PM
New Condition	1120S (Cond#4308 2013)	Cond#4308 2013	Jan 25, 2016, 02:56 PM
New Condition	1120S (Cond#4308 2014)	Cond#4308 2014	Jan 25, 2016, 02:56 PM
New Condition	TRID Appraisal Justification (Cond#440...	Cond#4400 12/22/2015	Jan 25, 2016, 02:56 PM
New Condition	Creditor Payoff Statement (Cond#4201...	Cond#4201 Cap One Acct.5377	Jan 25, 2016, 02:56 PM
New Condition	Creditor Payoff Statement (Cond#4201...	Cond#4201 WF Acct.9900	Jan 25, 2016, 02:56 PM
New Condition	Creditor Payoff Statement (Cond#4201...	Cond#4201 B of A Acct. 7548	Jan 25, 2016, 02:56 PM

Underwriters should view all documents uploaded AFTER the last approval issued to confirm that any/all new documents are being reviewed. The issue with using the UPLOAD DATE feature is that the documents that have been “edited/sorted” while already in DV, will not include an upload date and might be overlooked.

2) Type in NEW CONDITION in the search documents field

20 Documents (98 pages) match 'NEW CONDITION' shown				
NEW CONDITION				
All Documents Stacking Orders Hidden Tags				
Status	Document Name	Comments	Upload Date	
New Condition	1040 (Cond#4607 2013/2014 Signed)	Cond#4607 2013/2014 Signed	Jan 25, 2016, 03:06 F	
New Condition	1120S (Cond#4308 2014)	Cond#4308 2014	Jan 25, 2016, 02:56 F	
New Condition	1120S (Cond#4308 2013)	Cond#4308 2013	Jan 25, 2016, 02:56 F	
New Condition	Appraisal (Cond#4400)	Cond#4400	Jan 25, 2016, 03:06 F	
New Condition	Bank Statement (Cond#4608)	Cond#4608	Jan 25, 2016, 03:06 F	
New Condition	Closing Protection Letter (Cond#4500)	Cond#4500	Jan 25, 2016, 03:06 F	
New Condition	Creditor Payoff Statement (Cond#4201...	Cond#4201 B of A Acct. 7548	Jan 25, 2016, 02:56 F	
New Condition	Creditor Payoff Statement (Cond#4201...	Cond#4201 WF Acct.9900	Jan 25, 2016, 02:56 F	

Some users VIEW documents in ALPHABETICAL ORDER. If working on condition reviews, the UW can TYPE IN “NEW CONDITION” in the “search documents field” to pull up items that have been flagged by the TM as “NEW CONDITION” for underwriting review.

This will then pull up all documents with a status of NEW CONDITION. The benefit of using this feature is that this will include documents uploaded on different dates.

3) Search by actual CONDITION

The screenshot shows a document management system interface. At the top, it says "81 Documents (385 pages)". Below this is a search bar with the text "Search Documents". Under the search bar are several filters: "All Documents" (selected), "Stacking Orders", "Hidden", and "Tags". Below the filters is a table with columns: "Status", "Document Name", "Comments", and "Upload Date". The table shows one document with the status "New Condition", the name "Hazard Insurance Policy (Cond#4404)", and the upload date "Jan 25, 2016, 03:06 PM". An orange arrow points to the search bar, which contains the text "4404".

81 Documents (385 pages)

Search Documents

All Documents Stacking Orders Hidden Tags

Status	Document Name	Comments	Upload Date
New Condition	Hazard Insurance Policy (Cond#4404)	Cond#4404	Jan 25, 2016, 03:06 PM

The underwriter can enter the four digit condition number within the search documents field to help locate a condition for review. This is helpful when reviewing a file for final PTD clearance as there are times that an item may be in DV but may have been uploaded at an earlier date but perhaps did not include a condition number as it was part of the initial submission.

IMPORTANT:

Underwriters should STATUS the documents being reviewed:

Approved, Rejected, Further Review Required, etc.

(Documents that do not have a status change will be considered as not reviewed)