





Flow Closed Loan 1000 Series Process Flow

Following steps should be taken when a Flow Closed Loan – 1000 Series Loan Number (Non-Evolve) is received:

- 1. BDA will prepare file for submission from BOX and submit to Loan Set-up
 - a. BDA to ensure all critical docs including Sub. Form are in the file and separated/labeled
- 2. Loan Set Up Department processes:
 - a. Assign 1000 Loan Number
 - b. Input **Closing Package Received Date** on the Correspondent TM Screen. Date should be the date the BDA submitted Closed Loan to Set-up

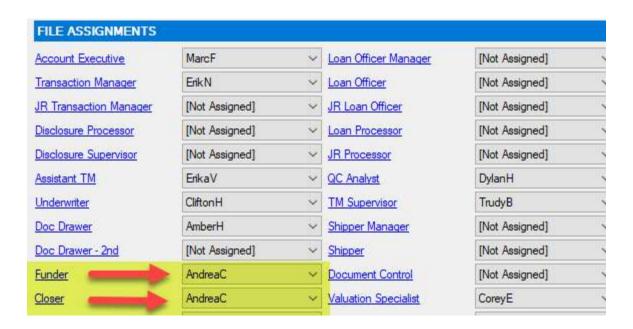


- c. Complete all current steps in place to set up loan
- d. Loan Submission should be labeled: Correspondent Submitted Bulk
 - i. Underwriting, Valuation Specialist (VS), and Doc Drawer (TRID Loans Only) will be tasked.

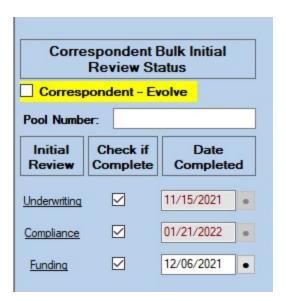
- 3. Underwriting (UW) will review loan and upon completion the following steps will occur:
 - a. UW will move loan status to: Correspondent CL Sub-Eligible
 - i. Purchasing and QC will be tasked
 - b. UW will Check Underwriting Box and enter Date Completed



4. Purchasing (Andrea) will assign out files and change the "closer" name to the appropriate purchaser.



- 5. Purchaser will complete review of the Closing Package
- 6. QC will review and complete QC Process.
- 7. Purchaser will prepare PTF Certificate with all departments outstanding conditions.
- 8. QC and Purchaser will check the appropriate boxes below and enter Date Completed.



- 10. BDA will be tasked and Purchaser will notify BDA the PTF Certificate is ready to be sent out to the Seller and BDO.
- 11. Seller is to send all UW conditions to the BDA to review and upload into BOX.
- 12. BDA will task UW to review and Clear Conditions.
- 13. UW will clear conditions and move status to CTP.



- 14. Seller to send all Purchasing Conditions to the Purchaser
- 15. Purchaser to clear all conditions and verify Acra has received the Collateral and reviewed the collateral. Once collateral has been reviewed Purchaser will input Correspondent Collateral Reviewed Date Field



16. Purchaser will prepare Purchase Advise, Order Wire and Purchase Loan