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

CD PROCESSING

Initial Final CD Issue Date	09/11/2019	TM Ready for Docs	9/11/2019 10:54:45
Confirmation Initial CD Received Date	09/11/2019	TM Updated RFD	
Earliest Docs Can Be Dated		TM - Closing Statement Received	
		Closing Statement Received Task	9/12/2019 9:18:13 AM
		Funding - Closing Statement Received	09/12/2019
		TM - Final 1003 Signed by LO in DV	09/24/2019
		TM - Funding Cond Issued Date	

Byte Pro conversation log – note is AUTO ADDED:

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

NEW REPORT – PIPEPLINE VIEW

TM Final 1003 Signed by LO	TM FUNDINGS - Andrea	TM FUNDIN...
TM FUNDINGS - Lauren	TM FUNDINGS - Lisa	TM FUNDINGS - Lyr...
TM-Kelly	TM-Kimberla	TM-Kimberly	TM-Laura	TM-Laur...

SAMPLE Pipeline Report view:

Transaction Manager : Tom Esposito - 4 item(s)

Ti	Funder	Closer	WL	File Name	Borrower	Base Loan	Wet/Dry	State	Occupancy	Loan Purpose	Docs Out- DRY	Docs Out- WET	Final 1003 Signed by LO	Docs Back- DRY
T	Mary Artin	Sarah Whyte	06	7024236	Ou	370,500.00	Dry	CA	Investment Property	Refinance	09/20/2019			
T	Yama Samadi	Jason Parker	06	7024485	Nguyen	416,000.00	Dry	CA	Primary Residence	Purchase	09/20/2019			
T	Nicole Bethea	Sarah Whyte	06	7024395	Buero	679,250.00	Wet	GA	Primary Residence	Refinance	09/16/2019		09/24/2019	
T	Yama Samadi	Jason Parker	01	7024203	Gallegos	221,000.00	Dry	CA	Primary Residence	Refinance	09/23/2019			
						1,686,750.00								
						4.00								