Our developers have now implemented two new custom documents for use by the Retail Department. You can find these under the 'Custom Documents' dropdown selection in the print dialogue menu. Please refer to the screenshot at the bottom of this message for a visual reference on how to access these documents. Additionally, sub categories in DocVelocity will be created for these docs as well.

The documents are:

<u>Retail – CSC Verbal Consent and Confirmation</u>
- This document is only required if the Loan Officer receives verbal confirmation to pull the borrower's credit.
- The Loan Officer should print it from the 'Custom Documents' menu.
- This document only needs to be saved to DocVelocity if the file has been submitted.
- If the Loan Officer has a signed 1003 or borrower's authorization to pull credit, then this document is **not** required.

<u>Retail – CSC Verbal E-Consent Agreement</u>
- This document is required if the Loan Officer receives verbal confirmation to send documents electronically (e-mail).
- The Loan Officer should print it from the 'Custom Documents' menu.
- This document only needs to be saved to DocVelocity if the file has been submitted.
- This form should be filled out by the borrower and returned to the Loan Officer.
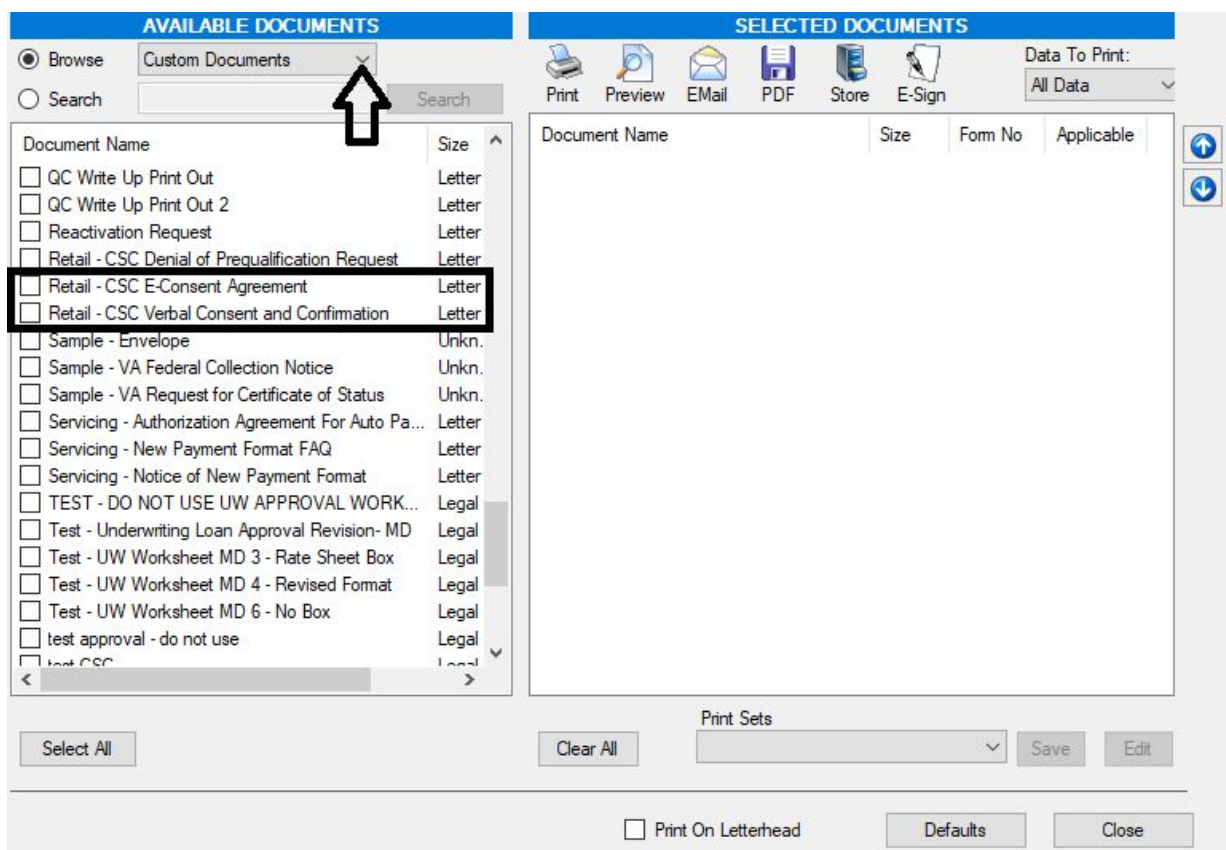
As always, if you have any concerns or questions, please raise them with your manager or QC.