



For properties that are Owner Occupied/Primary or Jumbo Prime we will need to wait for an intent to proceed to come back from the borrower as they are considered "Trid" loans.

- ☐ Once received you must separate the "intent to proceed" from the other documents in AIQ and name it "Broker Notice of Intent to Proceed"

For properties that are Investment/Rentals – are considered Non-Trid and do not require an intent to proceed.

When the intent to proceed is received if primary OR if property an investment/rental (Non-trid) proceed to the next steps

- ☐ Order appraisal as instructed by management as to where.
 - ☐ Upload order confirmation into AIQ
 - ☐ Input order date into Processing Log
- ☐ Pull flood certification – in interfaces in Bytepro
 - ☐ Uploaded into AIQ name it – Flood Certification
- ☐ Pull Fraud data report – under DataV in interfaced in Bytepro
 - ☐ Upload report into AIQ – name it – DataV Fraud Reporting
- ☐ Order title report
 - ☐ If refinance order through ServiceLink <https://webcenter.elendersolutions.com/webcenter/?>
 - ☐ Upload the 1003/mortgage statement/borrower auth /& loan estimate to the site
 - ☐ If Purchase review title contact form completed by LO for contact information
 - ☐ Input order date into Processing Log
 - ☐ Upload received date when received in processing log
 - ☐ Upload title report into AIQ
 - ☐ You must notify the processor so he/she can submit loan
 - ☐ Closing protection letter (CPL).
 - ☐ Verify all borrowers are on the CPL
 - ☐ Must be dated recently
 - ☐ Property address must be on document
 - ☐ Loan number must be included
 - ☐ Mortgagee to be included – Citadel Servicing Corporation, ISAOA, 25531 Commercentre Drive, Suite 160, Lake Forest, CA 92630
 - ☐ Wiring instructions
 - ☐ Must name borrowers on document
 - ☐ Must include the property address
 - ☐ Must include loan number
- ☐ Order Hazard insurance Date: _____
 - ☐ Contact: _____
 - ☐ Changes requested: _____
 - ☐ Master: _____



☐ Email appraisal to borrower when received. Date: _____ completed

- ☐ Upload email confirmation sent in DV
- ☐ Upload email confirmation from borrower of receipt in DV
- ☐ Input date sent and date borrower confirmed into ECOA screen
- ☐ Task for review

☐ Email appraisal analysis to borrower. Date: _____ completed

- ☐ Upload email confirmation sent in AIQ
- ☐ Upload email confirmation from borrower of receipt in AIQ
- ☐ Input date sent and date borrower confirmed into ECOA screen
- ☐ Intent to proceed date

☐ Order Hazard insurance Date: _____

☐ Contact: _____

☐ Changes requested: _____

☐ Master: _____
