

Below is process to be followed by Team Leads/2nd signers for Declined files when Declination Notice has **NOT** been sent out to the borrower and we have received updated information that may support approval.

Time Frame After Declined: When a file is declined by Team Lead/2nd signer, TM forwards on the Decline from DV to the AE. AE reviews then advises TM to send out to the broker or hold off until AE has chance to review file/reason(s) for decline. There is a small window of opportunity after loan is Declined that we may receive additional information that promotes a relook and possible approval vs. moving forward with a decline.

Once Team Lead has verified that the decline notice has **NOT** been sent out to the borrower:

1. Notify QC via email that file was recently declined and decline has not yet been sent to borrower.
2. Request that the Decline decision and the associated tasks be removed and file be moved back to New Submission status.
3. Once QC has verified that the adverse action notice has not been sent to the borrower, they will remove the decline decision and all decline associated tasks in BytePro, you will be notified via email.
4. File can then go back to the underwriter to complete and then move back to 2nd sign.
5. Notate conversation log in detail regarding circumstances that lead to overturn of decline decision and process followed.

Purpose:

- Avoids files being declined then approved without the decline decision being removed (leads to borrower being sent an adverse action notice and broker has approval). If this occurs, file must be canceled and resubmitted.
- Avoids reviving declined files where the adverse action notice has already been sent out (Although Team Leads/2nd Signers will be reviewing, the QC Dept will serve as a secondary check during their revival process).

Example of file being declined then approved – check tasks and status screen!

Current Loan Status		Important Dates	
<input type="radio"/> Submitted	10/24/2018	Date File Created:	10/24/2018 2:12 PM
<input type="radio"/> Incomplete Retail Submission		Preapproval Application Date	
<input type="radio"/> Suspended		Application Date	10/24/2018
<input checked="" type="radio"/> Approved / In Process	10/29/2018	Scheduled Approval Date	10/29/2018
<input type="radio"/> Ready for Docs		Signing Appt. Confirmed	<input type="checkbox"/>
<input type="radio"/> Lenders Out-WET/DRY		Signing Location	
<input type="radio"/> Docs Out-WET		Signing Date & Time	
<input type="radio"/> Docs Out-DRY		Scheduled Closing Date	11/28/2018
<input type="radio"/> Docs Back-DRY		Scheduled Funding Date	11/28/2018
<input type="radio"/> Funded			
<input type="radio"/> Docs Back-WET			
<input type="radio"/> Closed			
<input checked="" type="radio"/> Declined	10/26/2018		

Description	Assigned To	Assigned Role	Status	Due	Completed	Completed By	Created	Visible To
Disclosure Send Task ("DST")	SharonP	Disclosure Pr...	Complete	10/25/2018 11:59 PM	10/25/2018	<input type="checkbox"/> SharonP	10/25/2018	Disclosure Processor, Disclosure Sup...
Disclosure Review Task ("DRT")	DouglasU	Disclosure Su...	Complete	10/25/2018 11:59 PM	10/25/2018	<input type="checkbox"/> JorgeM	10/25/2018	Disclosure Processor, Disclosure Sup...
UW - Loan Declined	KellieD	Transaction ...	Complete	10/26/2018 11:59 PM	10/29/2018	<input type="checkbox"/> KellieD	10/26/2018	Transaction Manager, TM Supervisor
Disclosure Draw Task ("DDT")	SharonP	Disclosure Pr...	Complete	10/26/2018 11:59 PM	10/25/2018	<input type="checkbox"/> SharonP	10/24/2018	Loan Officer, Transaction Manager, D...
UW - Loan Declined	SharonP	Disclosure Pr...	Complete	10/26/2018 11:59 PM	10/26/2018	<input type="checkbox"/> SharonP	10/26/2018	Disclosure Processor, Disclosure Sup...
UW - Decline UW Supervisor Review	RodneyH	Underwriting ...	Complete	10/26/2018 11:59 PM	10/26/2018	<input type="checkbox"/> RodneyH	10/26/2018	Underwriter, Underwriting Supervisor, ...
UW - Loan Approved	KellieD	Transaction ...	Complete	10/29/2018 11:59 PM	10/29/2018	<input type="checkbox"/> KellieD	10/29/2018	Transaction Manager, TM Supervisor
TM - New File Submission To Under...	LoryW	Underwriter	Complete	10/29/2018 11:59 PM	10/26/2018	<input type="checkbox"/> LoryW	10/24/2018	Transaction Manager, Assistant TM, ...
Disclosure Send Task ("DST")	SharonP	Disclosure Pr...	Complete	10/30/2018 11:59 PM	10/30/2018	<input type="checkbox"/> SharonP	10/30/2018	Disclosure Processor, Disclosure Sup...
Disclosure Review Task ("DRT")	DouglasU	Disclosure Su...	Complete	10/30/2018 11:59 PM	10/30/2018	<input type="checkbox"/> JorgeM	10/30/2018	Disclosure Processor, Disclosure Sup...
UW - Appraisal To Borrower Compl...	DianaJ	Assistant TM	Complete	10/30/2018 11:59 PM	10/26/2018	<input type="checkbox"/> JoseQ	10/26/2018	Loan Processor, Transaction Manage...
TM - Borrowers CSC INTENT TO P...	KellieD	Transaction ...	Complete	10/31/2018 11:59 PM	11/07/2018	<input type="checkbox"/> KellieD	10/24/2018	Transaction Manager, TM Supervisor...
UW - Loan Approved / Re-Disclosur...	SharonP	Disclosure Pr...	Complete	11/01/2018 11:59 PM	10/30/2018	<input type="checkbox"/> SharonP	10/29/2018	Loan Processor, Transaction Manage...
UW - Adverse Action Required -Dec...		Disclosure Cl...	Complete	11/21/2018 11:59 PM	11/21/2018	<input type="checkbox"/> RachelD	10/26/2018	Loan Processor, Transaction Manage...