Consumer Direct Lending – Fee Validation

(Revised 06/01/22)

The CDL Fee Validation process will replace the requirement of a Processor to complete the Loan Document Request Form.
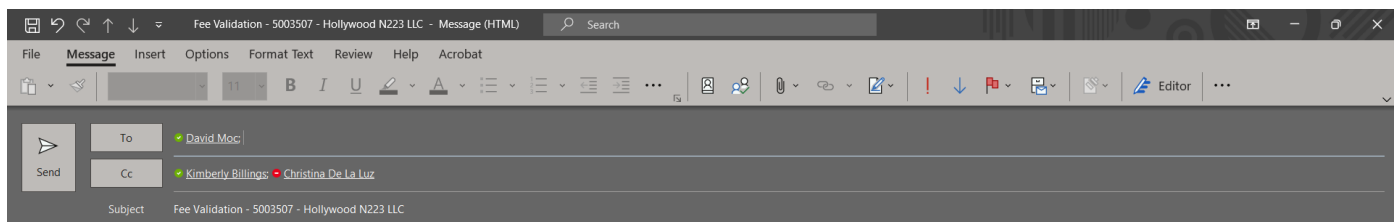

STEP 1. To generate the CDL Fee Validation, navigate to the **Processing Log – Pipeline Management screen** in Byte Pro.

STEP 2. Select the dial button to populate today's date and trigger the Fee Validation Template.

NOTE: The Processor will need to modify the template format prior to uploading to DV.

STEP 3. A note will be auto added to the conversation log identifying that you completed the fee validation and uploaded the template to Doc Velocity (DV).

PRIOR TO UPLOADING TO DV:

Processor will need to modify the template format using the SAMPLE attached as a guide.

The email template that will auto create will include the Loan Originator, the Processor and Assistant Processor assigned to the file.

SAMPLE CDL Fee
Validation Template.p

STEP 4. The Processor should verify that ALL loan terms on the Fee Validation template match the most recent approval PRIOR to requesting a CD/Doc Prep.

Changes to Loan Terms will require a Re-Work Request to be processed by Underwriting. A NEW Fee validation template will be required to be uploaded to Doc Velocity.

STEP 5. The Processor should upload the Fee Validation template to Doc Velocity and SAVE document using the DV label Loan Document Request:

The Loan Processor should HIDE any prior versions in DV if an updated Fee Validation is being uploaded PRIOR to the file being moved to the closing department for CD/Doc Prep.