

Loan Set Up Clerk: _____ Date: _____

Broker Name: _____ Loan #: _____
AE: _____ TM: _____

Premier: ☐ Yes ☐ No LPC: ☐ Yes ☐ No Term: _____

Appraisal: ☐ Yes ☐ No Purch: ☐ Yes ☐ No CPF: _____

Program: _____ Purpose: _____ Property Address: _____

Rate: _____ Income: _____ Loan Amount: _____ Purch. Price _____

Company NMLS#: _____ LO NMLS#: _____ Branch NMLS#: _____

Value: _____ Company License#: _____ LO License#: _____

New Broker: ☐ Yes ☐ No Resubmission: ☐ Yes ☐ No Status: _____ Prev. Loan #: _____

	1.) Broker Approved? Begin Scrubbing		6.) Parties (Broker, Lender, LO, LP)		11.) Zillow, SiteX, & Data Verify
	2.) *SF Account holder is submitting AE?		7.) Check all boxes that apply (Status)		12.) USPS (FN Mailing Address)/Tax Cert
	3.) *Run Borrower SSN, Resubmission? <i>Run ALL six (6) SSN Searches in Byte Pro</i>		8.) Submit in BytePro/Notate Conv. Log		13.) Add LO Contact in SF
	4.) *Assign loan number & status DV		9.) Welcome Letter/BOX (AE Only)		14.) Move to AE's folder in DV
	5.) Create in BYTE		10.) Geocoding (No Printing)		15.) Complete Byte Pro Intake Screen, Parties Screen, etc.

Notes:

Broker Name: _____ Loan #: _____
AE: _____ TM: _____

Premier: ☐ Yes ☐ No LPC: ☐ Yes ☐ No Term: _____

Appraisal: ☐ Yes ☐ No Purch: ☐ Yes ☐ No CPF: _____

Program: _____ Purpose: _____ Property Address: _____

Rate: _____ Income: _____ Loan Amount: _____ Purch. Price _____

Company NMLS#: _____ LO NMLS#: _____ Branch NMLS#: _____

Value: _____ Company License#: _____ LO License#: _____

New Broker: ☐ Yes ☐ No Resubmission: ☐ Yes ☐ No Status: _____ Prev. Loan #: _____

	1.) Broker Approved? Begin Scrubbing		6.) Parties (Broker, Lender, LO, LP)		11.) Zillow, SiteX, & Data Verify
	2.) *SF Account holder is submitting AE?		7.) Check all boxes that apply (Status)		12.) USPS (FN Mailing Address)/Tax Cert
	3.) *Run Borrower SSN, Resubmission? <i>Run ALL six (6) SSN Searches in Byte Pro</i>		8.) Submit in BytePro/Notate Conv. Log		13.) Add LO Contact in SF
	4.) *Assign loan number & status DV		9.) Welcome Letter/BOX (AE Only)		14.) Move to AE's folder in DV
	5.) Create in BYTE		10.) Geocoding (No Printing)		15.) Complete Byte Pro Intake Screen, Parties Screen, etc.

Notes:

LSU CLERK REMINDERS:

- 2) The submitting AE must be listed as the Account Holder in Sales Force. If they differ, the AE listed as the account owner needs to be assigned to the file.
 - An email needs to be sent out to the Submitting AE, CC submitting AE's Manager, Account Holder, Account Holder Manager, Trudy, Stephanie & Mayra.
 - In DV you will need to change the AE's name on the Synopsis by going into the writing tool and typing in the name (come see me if you need instructions on how to apply)
 - Once the file has been submitted you will need to notate the conversation log accordingly with the following:
 - Sales Force shows that the submitting AE Matthew B. is not assigned to this account. Re-assigned to Nick H & TM Lauren H.
- 3) It is important that we always run the borrower's SSN to determine if the file is already approved, if the file was previously Cancelled or Denied. **Run ALL (6) SSN Searches in Byte Pro.** This should also be flagged in the system once you are completing your final review prior to submitting to UW.
 - IF the Adverse Action Letter has not been sent, the LSU clerk should identify if this loan can be re-activated versus re-submitted. Reach out TM Management for further direction.
 - Please note, for all Cancelled resubmissions **WE NEED TO HAVE ALL CONDITIONS** listed on the previous file approval.
 - Once it has been determined that all conditions were provided, we will need to email TM Management (cc Director of Operations) for approval to resubmit.
 - Upon receipt of management approval, please upload email chain to DV under Exception Request.
 - For Decline Resubmissions, we will also need management approval to resubmit.

Prior to the file being submitted, verify that the Adverse Action Letter was sent, if it has not please request it with "Disclosure Clerk" and 'cc' the Disclosure Supervisor.

If submitting same day that the Adverse Letter was sent, please let the "Disclosure Processor" know to hold off issuing disclosures until the next business day.

- 4) If the file is ODF+ Non-Licensed Originator the Loan # Sequence should be 300