



CPL Validations



Steps:

- 1 - Select Reports
- 2 - CPL Tracker
- 3 - Run Report
- 4 - Select the Link

The screenshot shows the software's main menu bar with options: File, Edit, Goto, Interfaces, Tools, Customize, Window, and Help. Below the menu is a toolbar with icons for Pipeline, Dashboard, Tasks, Reports (highlighted), Cardex, and Trades. A search bar on the right contains the text '7124101: Ben'. Below the toolbar is another set of icons: New, Edit, Run, Rename, Copy, and Delete. The main area displays a table of reports.

Name	Category	Type
Master Corr (Month to Date)	AE - Tracker	Data Grid
CPL Tracker	Assistant Funder	Excel
FA - Lenders	Assistant Funder	Excel
Funder Assistant Tracker	Assistant Funder	Data Grid w/Detail Grid
California Funded and Closed Loans - Byte	Funding - Tracker	Data Grid
California Funded and Closed Loans - CSC Paid	Funding - Tracker	Excel
California Funded and Closed Loans - Excel	Funding - Tracker	Excel
California Interest Reimbursements	Funding - Tracker	Excel

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CPL Tracker

Run Report

Report Results

<C:\Users\aliciaa\Documents\BytePro Enterprise\Reports\CPL Tracker.xls>

Report completed successfully. Click the link above to open the output file.

CPL Validations

▶ List of loans missing CPL Validations

CPL Tracker [Compatibility Mode] - Excel

File Name	Loan Status	Bor 1 Last Then First Name	Sub Prop State	Secondary Funding Type	Assistant Funder First And Last Name	Closer First And Last Name	Closer Email
7023645	Docs Out-DRY	Calcote, George	CA	Dry	Shawn Luk	Yama Samadi	yamas@citadelservicing.com
7124101	Lenders Out-WET/DRY	Ben, Jonquil	CA	Dry	Shawn Luk	Shawnee Santos	shawnees@citadelservicing.com
7124937	Lenders Out-WET/DRY	Tringali, Elizabeth	FL	Dry	Shawn Luk	Nicole Bethea	nicoleb@citadelservicing.com
7025234	Lenders Out-WET/DRY	Nigam, Anjul	CA	Dry	Shawn Luk		
7024428	Lenders Out-WET/DRY	Huynh, Vicky	AL	Wet	Felicia Diiorio		
7125069	Lenders Out-WET/DRY	Davidian, Lusine	CA	Dry	Felicia Diiorio		

▶ Open file you are verifying CPL for in DV and in Byte.

Site Navigator for Citadel Servicing Corporation (citadelservicing.docvelocity.net)

[Folders](#)
[My Threads](#)
[Inboxes](#)
[My Alerts](#)
[Queues](#)

[Search All Folders](#)
[Recent Folders](#)
 02 - Boarding

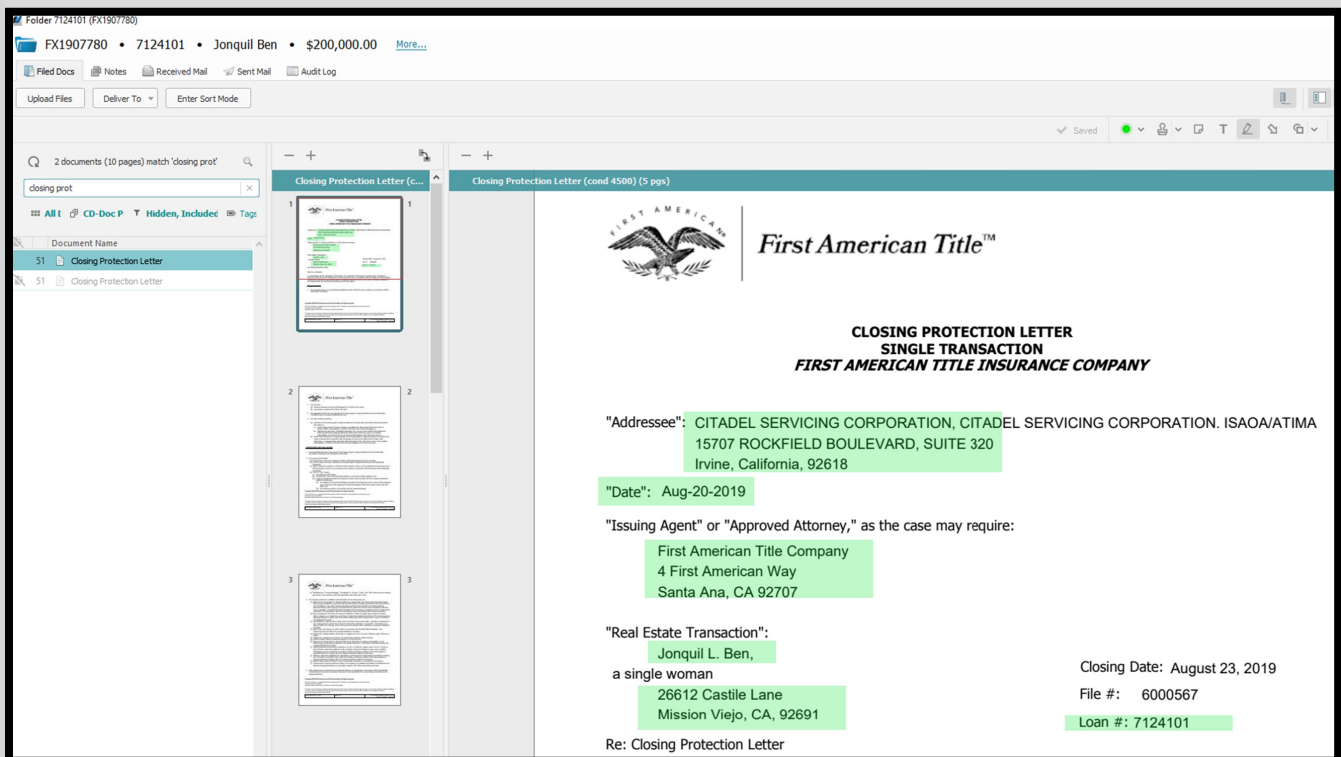
1 folder matches '7124101'

Search Folders: 7124101 Filter: Filter Search Results

Folder ID	Loan Number	Borrower First Name	Borrower Last Name	Lien Position	Processor	Status	Office	Cabinet
FX1907780	7124101	Jonquil	Ben	First Lien	Kelly H	Submitted	01 - Sales	Aaron Ber

CPL Validations

- ▶ You will need to check the following information against what we have in Byte for that same file. Also spell check. Sometimes at the bottom of the CPL it will show you what website or email you need in order to verify the CPL. You may also use CPL contact sheet.
- ▶ Addressee needs to match: Citadel Servicing Corporation ISAOA/ATIMA 15707 Rockfield Blvd. Suite 320 Irvine, CA 92618
- ▶ Always check the date, CPL's are only valid for up to 30 days. If CPL is expired make a note in the conversation log and advise funder and closer.
- ▶ Borrowers name must match.
- ▶ Property address needs to match Byte.
- ▶ Loan number must be accurate.
- ▶ Issuing agent address must match CPL generated from verification website.



Folder 7124101 (FX1907780)

FX1907780 • 7124101 • Jonquil Ben • \$200,000.00 [More...](#)

Filed Docs | Notes | Received Mail | Sent Mail | Audit Log

Upload Files | Deliver To | Enter Sort Mode

2 documents (10 pages) match 'closing prot'

Document Name

- 51 Closing Protection Letter
- 51 Closing Protection Letter

Closing Protection Letter (cond 4500) (5 pgs)

First American Title™

**CLOSING PROTECTION LETTER
SINGLE TRANSACTION
FIRST AMERICAN TITLE INSURANCE COMPANY**

"Addressee": CITADEL SERVICING CORPORATION, CITADEL SERVICING CORPORATION. ISAOA/ATIMA
15707 ROCKFIELD BOULEVARD, SUITE 320
Irvine, California, 92618

"Date": Aug-20-2019

"Issuing Agent" or "Approved Attorney," as the case may require:
First American Title Company
4 First American Way
Santa Ana, CA 92707

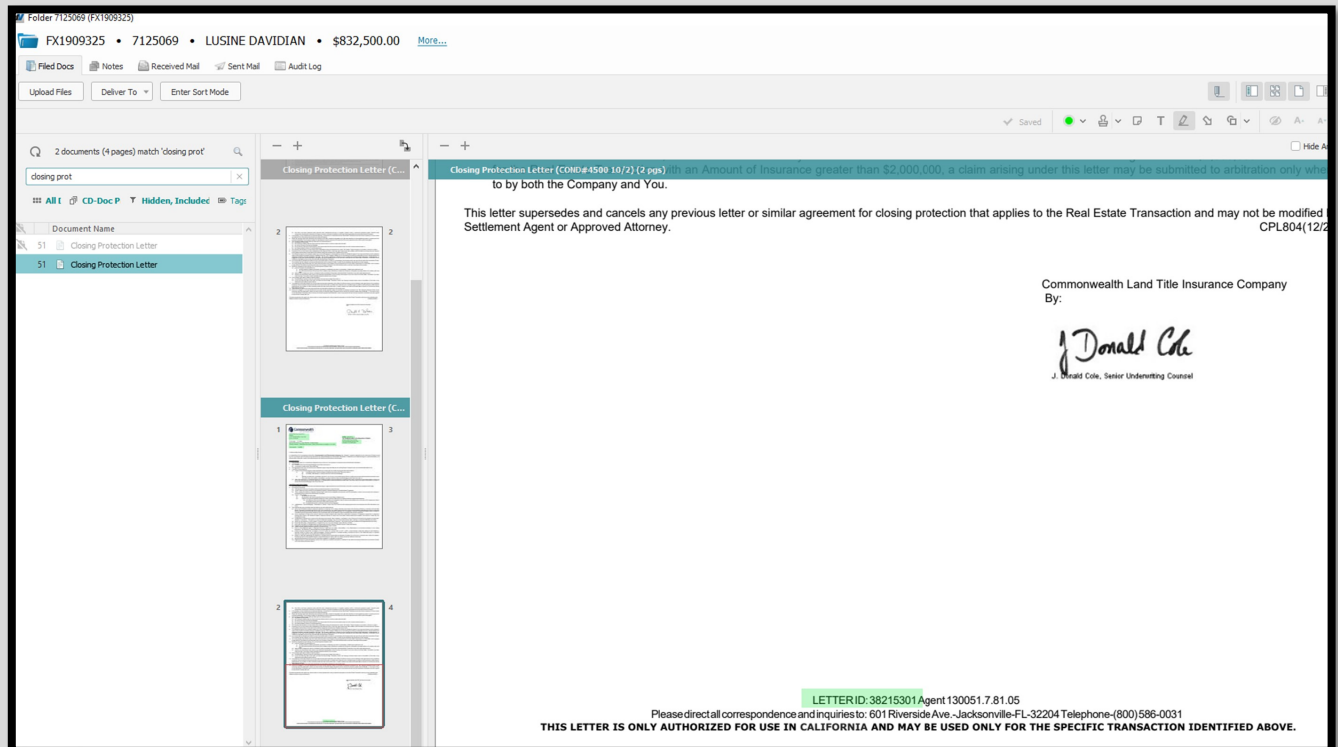
"Real Estate Transaction":
Jonquil L. Ben,
a single woman
26612 Castile Lane
Mission Viejo, CA, 92691

Closing Date: August 23, 2019
File #: 6000567
Loan #: 7124101

Re: Closing Protection Letter

CPL Validations

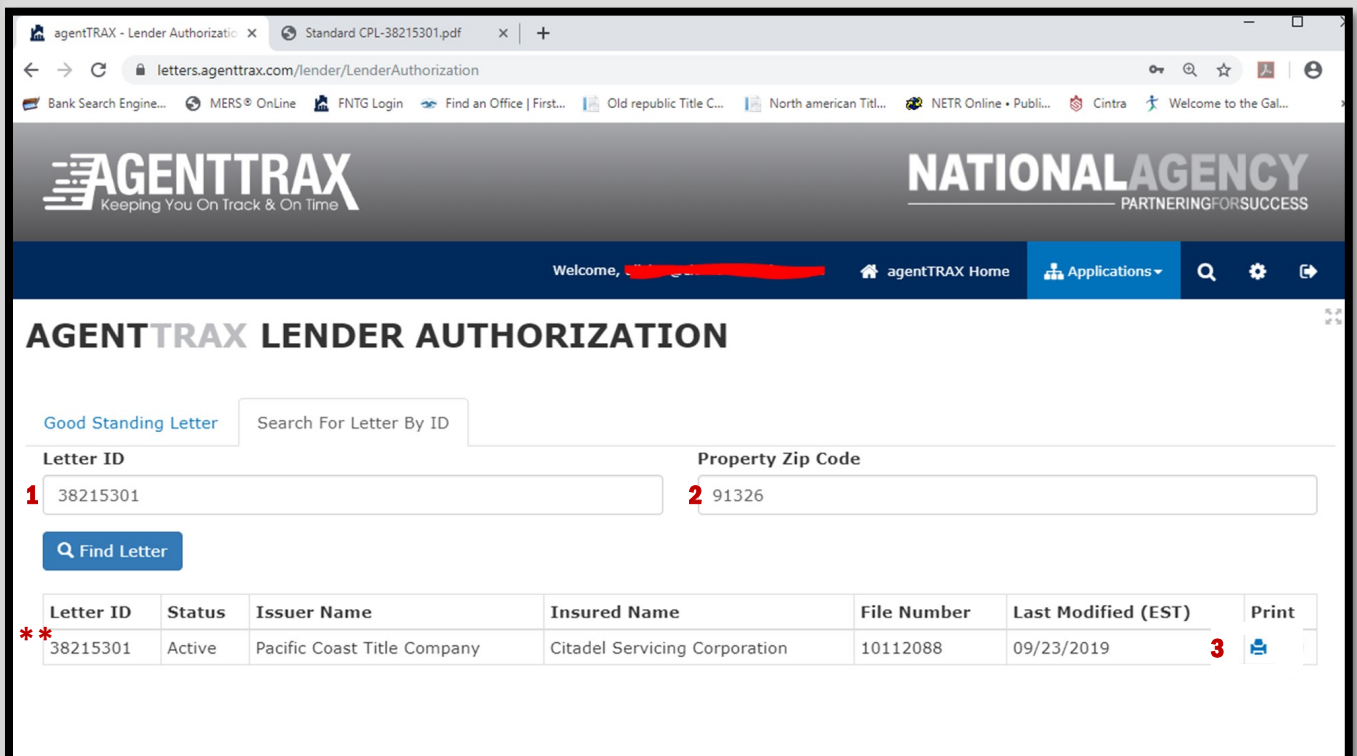
- ▶ Some CPL's will have a letter ID at the bottom. Those CPL's that have the letter ID can usually be verified using the Agenttrax website.




CPL Validations

Steps:

- 1 - Enter the Letter ID and property zip code
- 2 - Click Find Letter
- **If information is valid, information for CPL will appear**
- 3 - Click Printer Icon, this will bring up a copy of the CPL
- 4 - Compare validated CPL to CPL in DocVelocity for accuracy

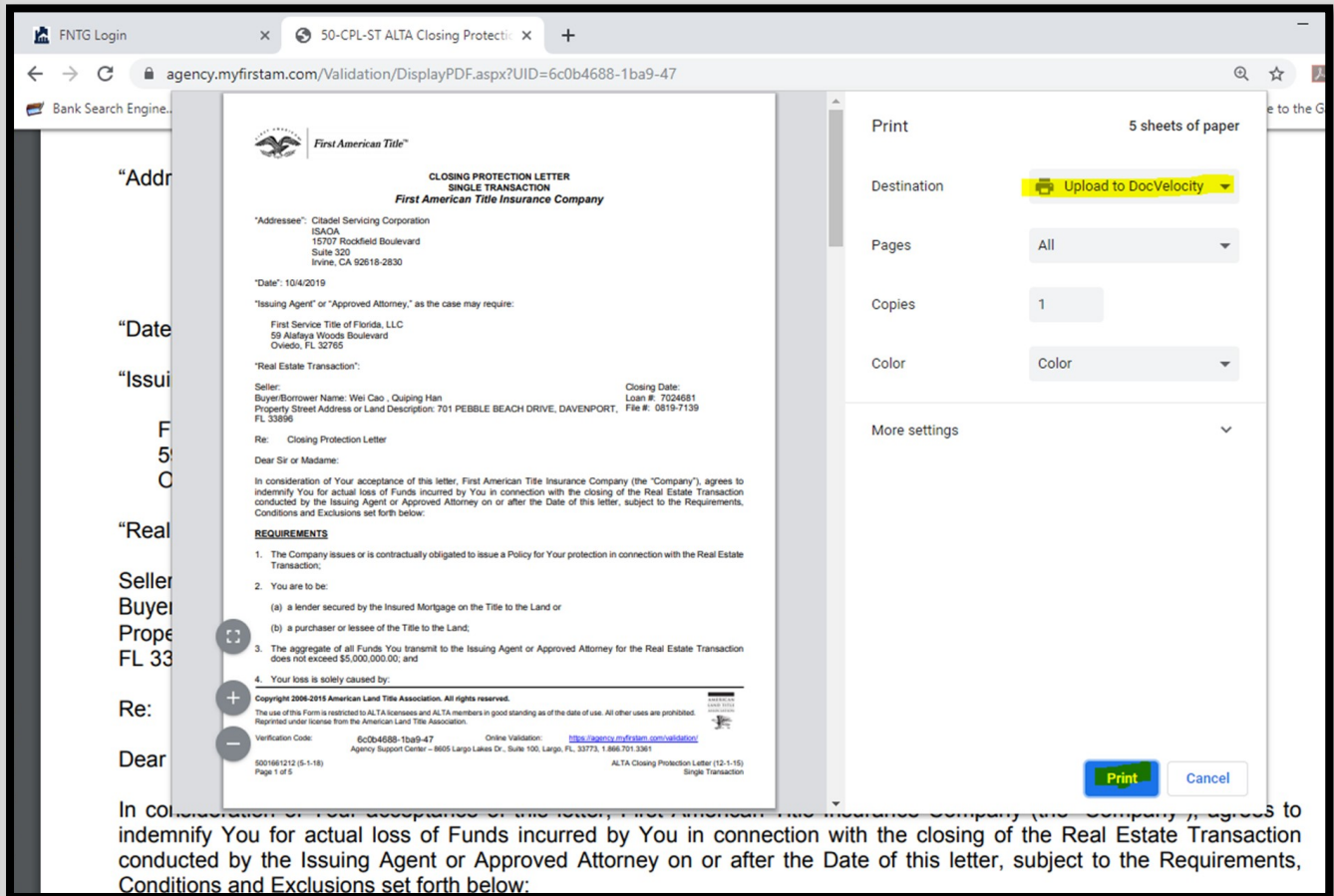


The screenshot shows the AgentTrax Lender Authorization page. The search results table is as follows:

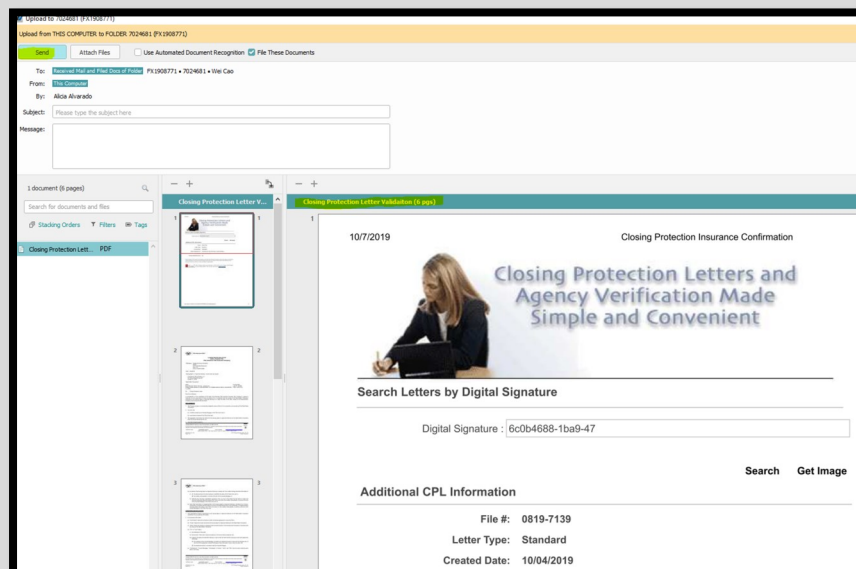
Letter ID	Status	Issuer Name	Insured Name	File Number	Last Modified (EST)	Print
38215301	Active	Pacific Coast Title Company	Citadel Servicing Corporation	10112088	09/23/2019	

CPL Validations

▶ Print CPL validation and if a CPL was generated from website also print to DV.



The screenshot shows a web browser window displaying a Closing Protection Letter (CPL) from First American Title Insurance Company. The document is titled "CLOSING PROTECTION LETTER SINGLE TRANSACTION" and is addressed to Citadel Servicing Corporation. The "Date" is 10/4/2019. The "Issuing Agent" is First Service Title of Florida, LLC. The "Real Estate Transaction" details include the Seller (Wei Cao), Buyer/Borrower Name (Quiping Han), and Property Address (701 PEBBLE BEACH DRIVE, DAVENPORT, FL 33896). The document includes a "REQUIREMENTS" section with four numbered items. A print menu is visible on the right side of the screen, showing options for "Print", "Destination" (Upload to DocVelocity), "Pages" (All), "Copies" (1), and "Color" (Color). The print button is highlighted in yellow.



The screenshot shows a web browser window displaying a Closing Protection Letter (CPL) from First American Title Insurance Company. The document is titled "CLOSING PROTECTION LETTER SINGLE TRANSACTION" and is addressed to Citadel Servicing Corporation. The "Date" is 10/4/2019. The "Issuing Agent" is First Service Title of Florida, LLC. The "Real Estate Transaction" details include the Seller (Wei Cao), Buyer/Borrower Name (Quiping Han), and Property Address (701 PEBBLE BEACH DRIVE, DAVENPORT, FL 33896). The document includes a "REQUIREMENTS" section with four numbered items. A print menu is visible on the right side of the screen, showing options for "Print", "Destination" (Upload to DocVelocity), "Pages" (All), "Copies" (1), and "Color" (Color). The print button is highlighted in yellow.

CPL Validations

▶ Enter CPL Validation Date

BytePro Enterprise - [7024681 : CSC Funding Screen]

File Edit Goto Interfaces Tools Customize Window Help

Pipeline Dashboard Tasks Reports Cardex Trades 7024681: Cao x

Find a Screen or Document

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Stored Documents
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Fraud Detection
CSC Funding Delays
Alerts
Subject Property
Field Notes
Changed Circumstances
Loan Estimate Page 3
Amortization Schedule
1003 Page 1

CSC Funding Screen

☐ **PRIORITY REQUEST** Reason for Priority Request:

☐ **Cross Collateral** **Cross Collateral Screen**

Loan Program Code 5 Yr / 1 Yr ARM

* Validate DocMagic Loan Plan Code ties to CSC Loan Program ☐ Yes ☐ No

Document Preparation Screen

Closing Disclosure Dates

Reviewer

Initial Final CD Issue Date

Confirmation Initial CD Received Date

[Earliest Docs Can Be Dated](#)

[Initial Doc Prep Completed](#)

☐ **LDS Doc Draw**

CPL Verification Date 10/07/2019

[Fraud Guard Date](#) 10/07/2019

☐ **Priority Scan**

[Fundings On Deck](#) 10/15/2019

[POA](#) 09/20/2019

Conditions Issued (DRY States ONLY)

Documents Expiration Date

Redraw

[Redraw Date](#)

Redraw Type

Reason(s)

Date Validations

Scheduled Closing Date 10/15/2019 Validated by Funder ☐

▶ Task Screen to clear

BytePro Enterprise - [7024945: Ma x]

File Edit Goto Interfaces Tools Customize Window Help

Pipeline Dashboard Tasks Reports Cardex Trades 7024945: Ma x

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1003 Page 1

Task Screen to clear

This file is open in Sandbox Mode. Changes will not be saved.

My Active Tasks All Active Tasks My Active And Completed Tasks All Active And Completed Tasks

Description	Assigned To	Assigned Role	Status	Due	Completed	Completed By	Created	Visible To
AF - CPL Verification Task & FraudG...	ShawnL	Assistant Fun...	Overdue	10/03/2019 11:59 PM	<input type="checkbox"/>		10/03/2019	Doc Drawer, Funder, Funding Manag...
Funder - Send Docs Out	MaryA	Funder	Due Today	10/07/2019 11:59 PM	<input type="checkbox"/>		10/04/2019	Doc Drawer, Funder, Funding Manag...



CPL Validations

▶ Add note to Conversation Log

Stored Documents		8:20 PM		
Title and Escrow	▼	09/24/2019 7:54 AM	VETTING	< Lisa Ramirez : 9/24/2019 7:57 AM PDT > First Service Title of Florida, LLC Closing agent is re
Closing				& Wire shows 59 Alafaya Woods Blvd Closing agent needs to register the Alafaya branch with Se
CD-Initial Doc Prep Scre				address). TM to re-task for vetting
Conversation Log	▼	09/26/2019 4:38 PM	Appraisal/An	< Mayra Mendoza : 9/26/2019 4:38 PM PDT > Emailed To Borrower
Parties			alysis	
Fraud Detection	▼	09/27/2019 1:06 AM		< Lynda Romoff : 9/27/2019 1:06 AM PDT > notified ae/broker list of missing ptds not uploaded to b
CSC Funding Delays				
Alerts	▼	10/01/2019 11:09 PM		< Lynda Romoff : 10/01/2019 11:10 PM PDT > tasked to uw & vs - emailed uw if we can clear 4406
Subject Property				
Field Notes	▼	10/02/2019 7:03 AM		< Harvey Waggoner : 10/02/2019 7:04 AM PDT > Email to UW-Hello Raj. File name: 7024681 Go
Changed Circumstances				
Loan Estimate Page 3	▼	10/02/2019 11:41 AM		< Raj RJ Jayakar : 10/02/2019 11:41 AM PDT > Reviewed PTD conds. Updated approval & works
Amortization Schedule				
1003 Page 1	▼	10/02/2019 1:33 PM		< Lynda Romoff : 10/02/2019 1:34 PM PDT > retasked for vetting check and waiting for broker to c
1003 Page 2				
1003 Page 3	▼	10/04/2019 11:22 AM		< Raj RJ Jayakar : 10/04/2019 11:22 AM PDT > City: Davenport and County: Osceola
1003 Page 4				
1003 GMI Addendum	▼	10/04/2019 12:03 PM		< Lynda Romoff : 10/04/2019 12:04 PM PDT > notified ae/broker to correct city & zip on all title doc
Disclosures				
IRS 1098	▼	10/04/2019 1:38 PM		< Lynda Romoff : 10/04/2019 1:39 PM PDT > all title docs updated in DV only waiting for update H
IRS 4506-T				
Gift Letter	▼	10/04/2019 5:01 PM	VETTING	< Lisa Ramirez : 10/04/2019 5:10 PM PDT > First Service Title of Florida, LLC - Reg #974776 - ap
Cash Flow Analysis				
Income and Debt Works	▼	10/06/2019 3:09 PM		Initial Doc Prep Request Submitted (Cut off Time: WET 12pm PT; DRY 3pm PT)
ARM Disclosure				
Waiver of Escrow	▼	10/06/2019 3:37 PM		< Lynda Romoff : 10/06/2019 3:40 PM PDT > moved to ready for docs dated 10/7
Appraisal Info				
SSA-89	▼	10/07/2019 1:11 PM		< Michael Caver : 10/07/2019 1:11 PM PDT > From: Michael Caver Sent: Monday, October 7, 20
Notes				<trudyb@citadelservicing.com> Subject: 7024681 Cao Hello. This file is ready for second review
Custom Fields	▼	10/07/2019 2:58 PM		< Alicia Alvarado : 10/07/2019 2:58 PM PDT > CPL VERIFIED & UPLOADED TO DV
Trust Accounting				
Debt Consolidation Wor				

CPL Validations

- ▶ Clear CPL Verification task only if Data Verify date has been completed in the CSC funding screen.

BytePro Enterprise - [7024945 : CSC Funding Screen]

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Pipeline Dashboard Tasks Reports Cardex Trades 7024945: Ma X

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☐ **PRIORITY REQUEST** Reason for Priority Request:

☐ **Cross Collateral** **Cross Collateral Screen**

Loan Program Code Fixed Rate

* Validate DocMagic Loan Plan Code ties to CSC Loan Program ☐ Yes ☐ No

Document Preparation Screen

Closing Disclosure Dates

Reviewer

Initial Final CD Issue Date 10/03/2019

Confirmation Initial CD Received Date 10/03/2019

Earliest Docs Can Be Dated 10/07/2019

Initial Doc Prep Completed

☐ **LDS Doc Draw**

CPL Verification Date 10/03/2019

Fraud Guard Date 10/03/2019