Welcome 000 MAC









DEAL PROCESSING 101 Audit and Compliance/Getting Paid





You have...



- met with your client(s) and obtained the necessary information to process the mortgage application
- successfully entered/uploaded the mortgage application into Boss 5.1
- submitted the application to a lender
- received an approval/mortgage commitment!!
- prepared client signing package
- received the sign back and sent all required paperwork to the lender and uploaded to Boss 5.1
- obtained 'broker complete' notification from the lender
- confirmed with the lender the mortgage has closed/funded!!
- time to get paid!!!



Now what do you do...



Audit 'Not Approved'



The following are the most common reasons a file is 'Audit – Not Approved':

- ➤ Privacy/consent form signed and dated after credit report is pulled. The consent form <u>MUST</u> be signed and dated the day of or before you pull your client(s) credit report (serious FSRA issue).
- Number of lenders Mortgage Alliance has acted for in previous fiscal year not entered properly in Disclosure to Borrower. TMACC acted for <u>60</u> lenders in 2020...<u>60</u> should be entered in the Disclosure to Borrower for deals funded in 2021 (Ontario and Quebec only).
- Estimated legal fees not entered in the Disclosure to Borrower. Required to enter an estimated cost (\$1,100) of legal fees in the disclosure.
- Numbers on mortgage commitment (ie. Loan amount; interest rate; payment amount) do not match numbers stated in Disclosure to Borrower and/or Amortization Schedule.



Audit 'Not Approved'...cont'd



- If VRM product, language related to potential rate and payment fluctuation not entered. Refer to 'File for Audit Guideline' document which can be found in Boss>MAC Studio>Forms and Resources under the 'Compliance Docs' header.
- ➤ Disclosure to Borrower signed after the mortgage commitment has been signed. The Disclosure to Borrower <u>MUST</u> be signed 2 business days prior to signing the mortgage commitment <u>unless</u> the client(s) waive the 2 business day requirement. If the 2 business day is waived the disclosure can be signed and dated the same day as the mortgage commitment. Mortgage commitment can <u>NEVER</u> be signed/dated before the Disclosure to Borrower (Ontario only).
- > No appraisal uploaded to the deal and no explanation provided (ie. High ratio purchase no appraisal required).



Steps to Submit for Audit



It is now time to submit the file for audit review...the following are the steps associated with submitting for audit/payroll

- 1. Make sure all signed documents and supporting paperwork (ie. income) are uploaded into Boss 5.1
- 2. Log into the deal in Boss 5.1 and click on the 'Accounting' tab
- 3. Click on the 'Let's Go' button
- 4. Merge documents into a single file in the order outlined in the File for Audit Guideline which can be found in MAC Studio
- 5. Select the Client Follow-up program/Impact



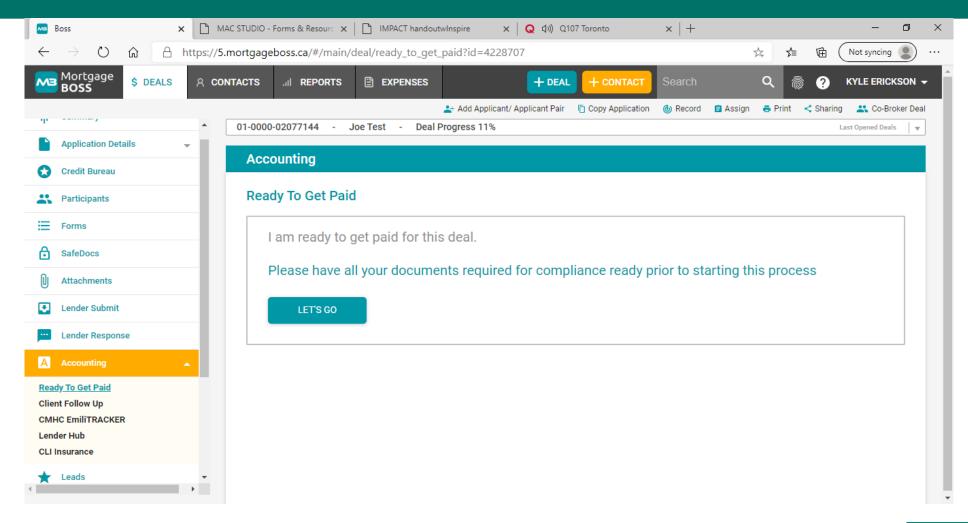
Steps to Submit for Audit...cont'd



- 6. Tick the appropriate boxes for the Document Checklist...you MUST tick the 'Declaration of Due Diligence' box in order to proceed
- 7. Confirm the proper compensation to be paid based on your commission split
- Final confirmation of information (ie. loan amount; lender; term; property address
- 9. Final acknowledgment if client follow-up program/Impact is not selected
- 10. Drop down menu for 'Internal Stage' select 'Submit to Corporate' or to Team Leader or Franchise Owner
- 11. Lastly, click 'Submit for Payment' button!

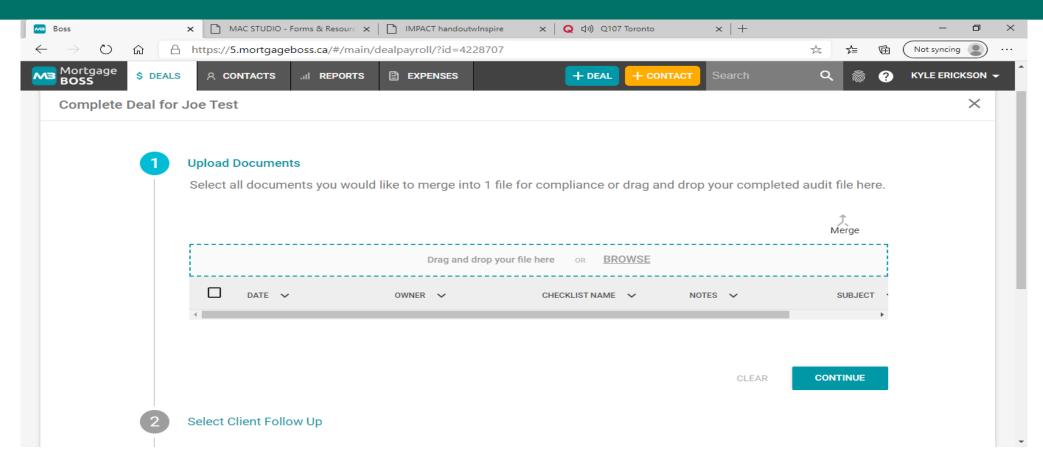








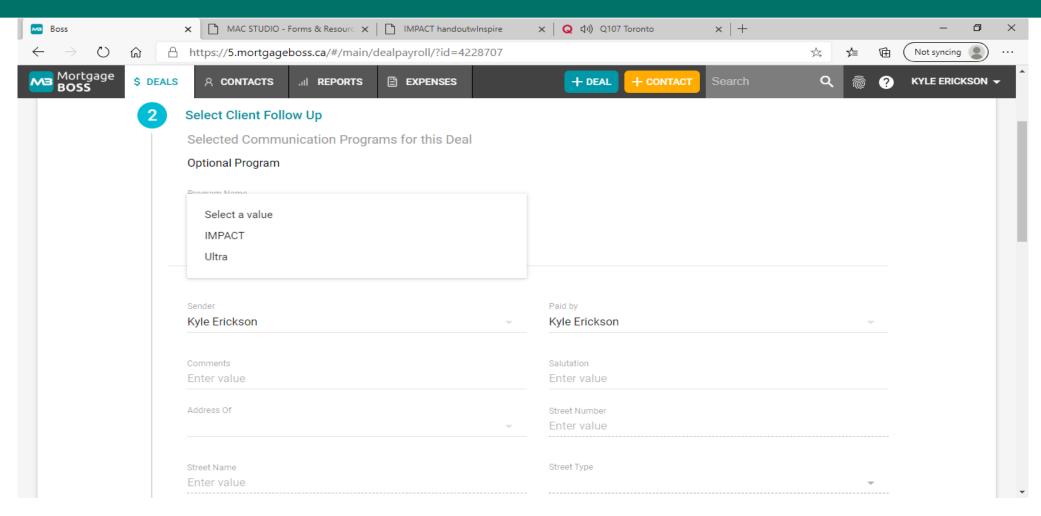




- Merge documents into a single file in the order outlined in the 'File for Audit Guideline' which can be found in MAC Studio...MortgageBoss>MAC Studio>Forms and Resources under the 'Compliance Docs' header...File for Audit Guidelines (states Ontario but applicable to all provinces).
- The 'checklist' can also be used for reference to the order in which the documents are to be merged into a 'single' file for audit.



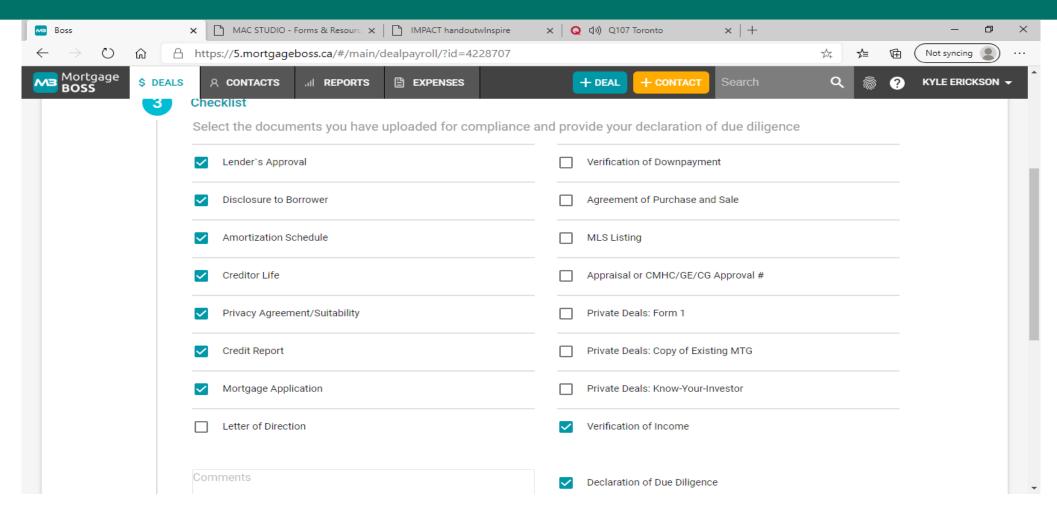




- Review Client Follow up program (Impact) which can be found in MAC Studio under the 'Marketing Resources' heading
- Confirm the mailing address for the Impact program is correct





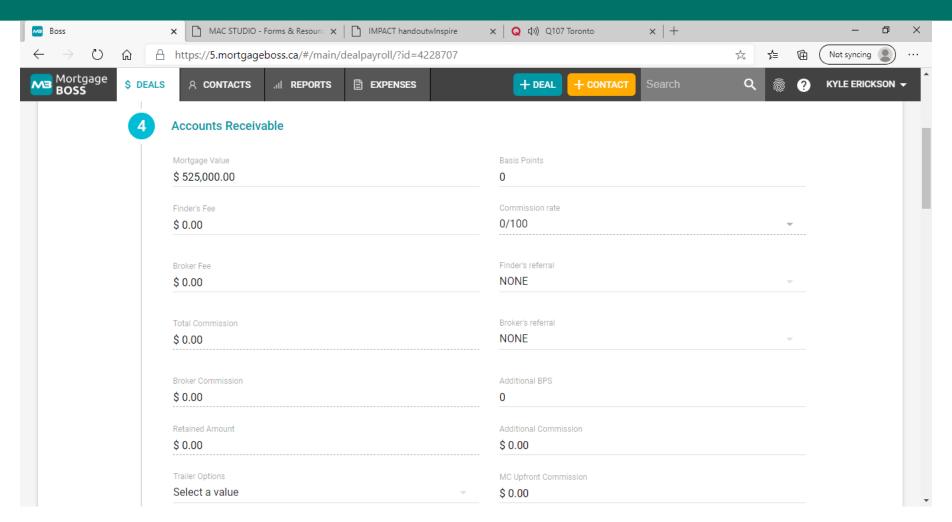


• Tick the appropriate boxes for documentation uploaded for the deal

- · Refer to the checklist for the order in which the documents are to be merged for audit
- · You MUST tick the 'Declaration of Due Diligence' to proceed with the submission for audit

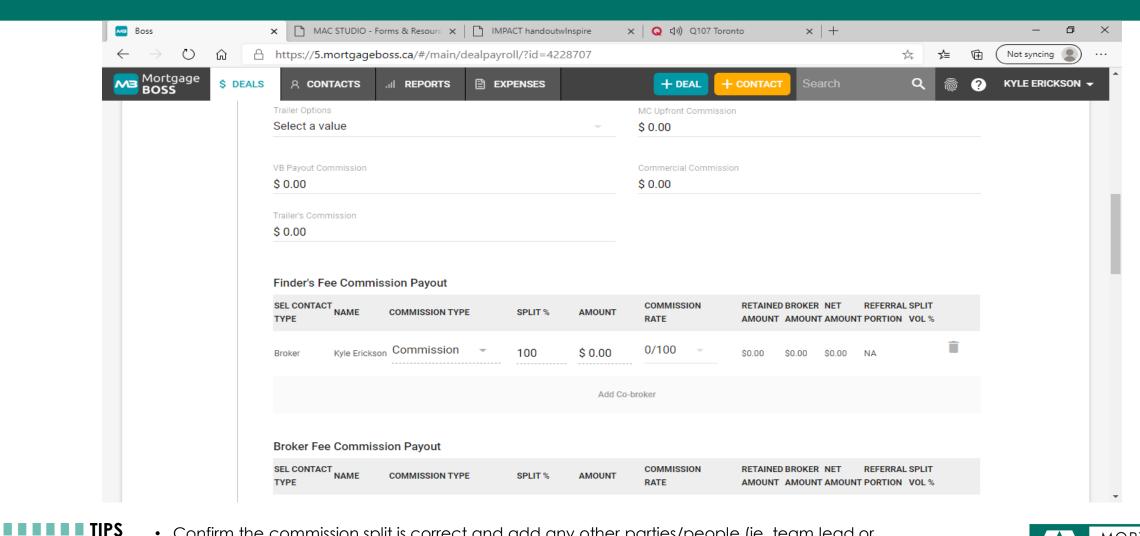








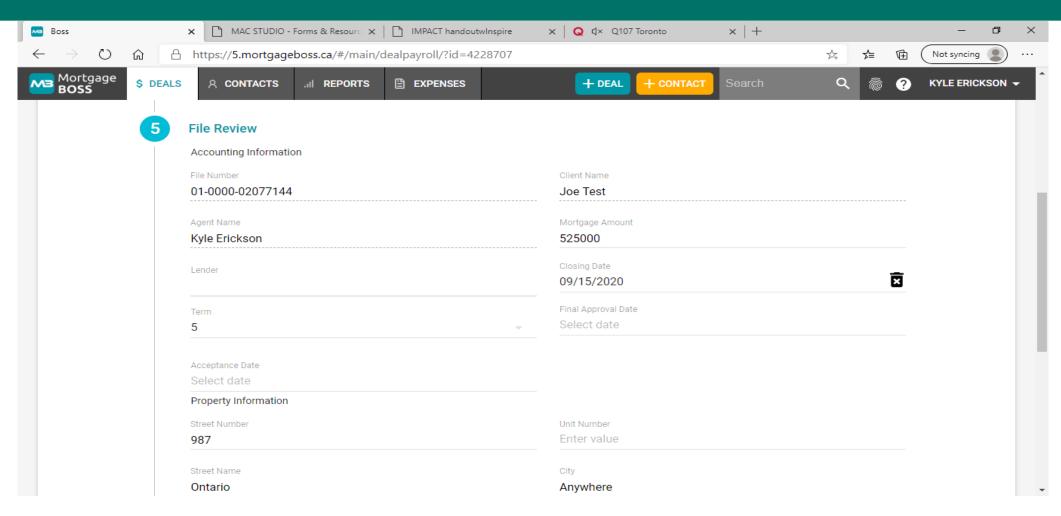




 Confirm the commission split is correct and add any other parties/people (ie. team lead or franchise owner) receiving compensation



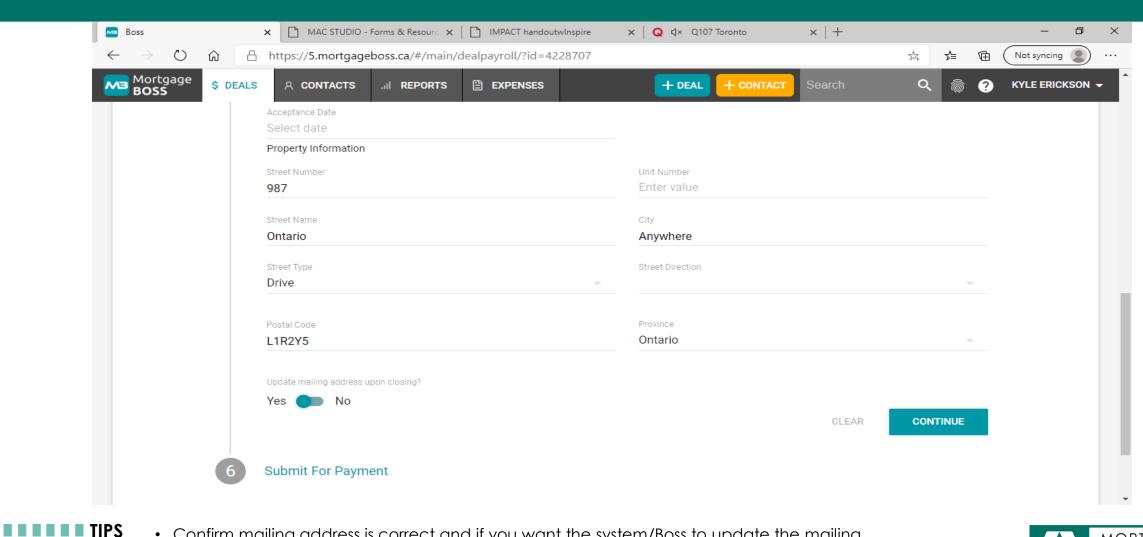








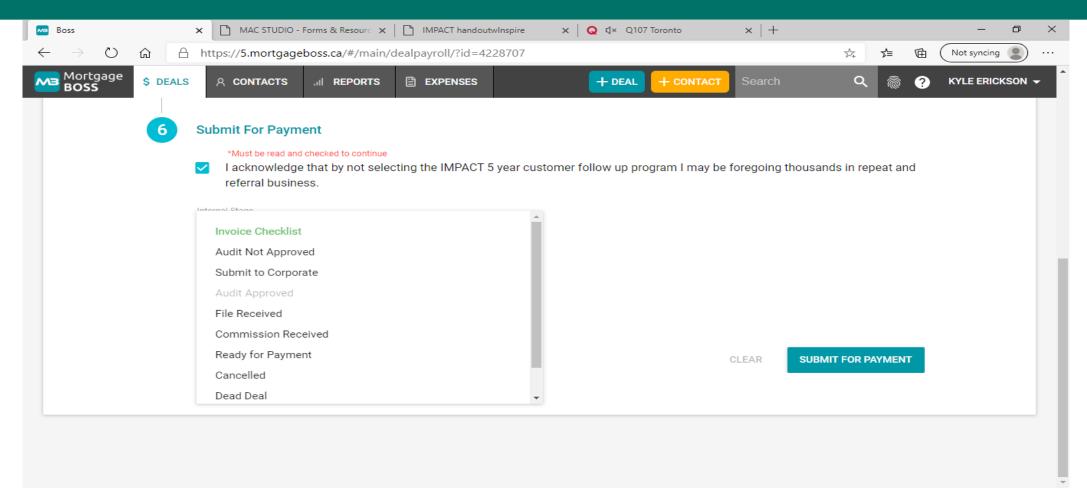




 Confirm mailing address is correct and if you want the system/Boss to update the mailing address upon closing/funding of the transaction







- Last opportunity to opt in client(s) for the Impact follow up program... must tick the box to acknowledge in order to 'submit for payment'
- Select 'Submit to Corporate' or Team Leader/Franchise from the drop down menu... once selected click 'Submit for Payment' to send notification the file is ready for audit

