

IN-HOUSE

MORTGAGE

TRAINING 4/2016

In House Housekeeping items

Updating Sales Events Status

- RESPA Sent – UW changes this and notates how RESPA is being sent, usually mailed to member and emailed to MLO. UW will only NOT mail this at specific request from the member, MLO will be responsible for making sure member receives.
- RESPA Received – When MLO has collected Disclosures and Support docs from member, update to RESPA received and put comment that they are being sent via inter-office mail to the UW.
- Verification – UW updates when they have received the inter-office copy of the RESPA and Support docs.
- Final Approval – UW updates this to indicate loan is fully approved, can be scheduled and first date it can be scheduled for, and any necessary information needed prior to or at closing (i.e. payoffs, updated paystubs etc.)
- Closing Scheduled – MLO updates this, enters “Needed By” date as the date of closing and puts comment with date and time closing. (must be at least 24 hours’ notice to UW).
- Rescission Ends – Updated by UW to notify MLO that rescission has ended.
- Booked & Funded – LO updates this the day the loan is approved and funded (same day rescission ends).

Disclosures and Closing Documents

- MLO signatures on FACT Act and Declarations.
- Make sure your checklists are complete before sending to UW.
- Items Needed List should be returned with package, all items requested should be included. Contact number for appraiser should be listed (even if AVM was disclosed on LE).
- MLO types name of Notary on Notary Page of the Mortgage Piece.
- Return your signed closing package the day the loan is funded, checking that all pages have been signed correctly by the member(s).

Appraisals

- AVM’s are used when allowable.
- In the event the AVM was initially assigned and cannot be used (i.e. AVM failed, known information about property condition or type changes from what was known at initial application) we will assign an appraiser and re-disclose.
- The appraisal timeline can be one week up to 5 weeks depending on the appraiser, the complexity of the appraisal, and current volume. Please make sure your members understand the timeline.

Preliminary Mortgage Application Information

Need this to make sure we are sending the RESPA on time

Date of Application: If it is an Online Application, this is the online submission date

Member Name: _____

Account Number: _____ Application Number: In case they are doing more than one

Loan Officer: First and Last name to ensure correct spelling on the Loan Estimate

Loan Officer NMLS: Need for Loan Estimate Teller#: _____ Ext: Need for LE

- Mortgage Type:** Home Equity HELOC
- Lien Position :** First Second Third
- Property Type:** Primary Residence Income Property
- **for proper application/loan coding, rate assignment**

Term Requested: _____

Dollar Amount Request: _____

Payment Protection Type: If member already decided, for proper DTI Calculation

Additional Information on Property: ALL OF THIS IS NEEDED FOR THE LOAN ESTIMATE

Estimated Property Value \$ _____

Property Taxes \$ _____ Escrow Y N

Homeowners Insurance Premium \$ _____ Escrow Y N

HOA/Condo Fees \$ _____ Escrow Y N

Condo Planned Unit Development 1 to 4 Family Residence Homeowners Association

Loan Purpose: This is for HMDA and UW purposes, not Loan Estimate or Closing Disclosure purpose

- Purchase Refinance Home Improvement
- Other _____ (must list purpose)

HMDA Info: Remember to disclose this information is required for government recording purposes and not used in credit granting. They can opt to not furnish this information. If they choose not to furnish you must visually collect or collect based upon assumption if by phone or mail only.

Applicant:

- Ethnicity:** None
 Hispanic or Latino
 Not Hispanic or Latino
 Info not provided by applicant
 Not Applicable
 No co-applicant

Co-Applicant:

- None
 Hispanic or Latino
 Not Hispanic or Latino
 Info not provided by applicant
 Not Applicable
 No co-applicant

- Race:** Info not provided by applicant
 Not Applicable
 No co-applicant
 None
 American Indian or Alaska Native
 Asian
 Black or African American
 Native HI or Other Pacific Islander
 White

- Info not provided by applicant
 Not Applicable
 No co-applicant
 None
 American Indian or Alaska Native
 Asian
 Black or African American
 Native HI or Other Pacific Islander
 White

- Sex:** Male
 Female
 Info not provided by applicant
 Not Applicable
 No co-applicant
 None

- Male
 Female
 Info not provided by applicant
 Not Applicable
 No co-applicant
 None

Information Provided By: Visual Observation

Member Provided

How Application Taken: Phone

Mail

In Person

Online

Liens/Other Creditors being paid:

payoffs, even non-mortgage, to be disclosed as estimated amount on Loan Estimate
(what is disclosed for payoffs on Loan Estimate may vary depending on your UW and is ok as
these are estimates only)

Additional Information or Comments: _____

*******THESE ABSOLUTELY MUST BE COMPLETED*******

If you are unsure of where to answer these in ELA, please ask your Branch Manager

DID YOU REMEMBER THESE IN ELA?

MARITAL STATUS

US CITIZEN, JDGMTS, BK, FORECLOSURE, LAWSUIT, INCOME LIKELY TO DECLINE, COSIGNOR

REFERENCE (NAME, FULL ADDRESS, TELEPHONE, RELATION)

LIST ASSETS IN ASSET/LIABILITY SCREEN

Items Needed

*****This should be coming back to your UW with your docs****

Signed RESPA's:

- Loan Estimate
- Receipt of HUD 1 Booklet
- Fact Act Notice
- Mortgage Loan Fee Cancellation Form
- Notice of Intent to Proceed
- Declarations

Verification of Income:

- Current Paystub **Current means pay period ended no more than 30 days ago**
- Current Award/Pension Letter
(in most cases, can accept Full Bank statement showing direct deposit of this income for 2016)
- 2014 W2's
- 2015 W2's
- 2014 Tax Returns
- 2015 Tax Returns
- 2014 Award/Pension Letters/or 1099
- 2015 Award/Pension Letters/ or 1099
- Any Other Income Listed **We will provide specifics on the info needed if this applies**

Miscellaneous:

Proof of Title Search

Current Mortgage Statement

Home Owner's Policy with Annual Premium **The premium is needed for DTI calculation, please make sure what you are sending has this**

Paid Property Tax Bills

Flood Policy

Flood Zone Letter

Condo Association Name and Insurance

PUD Association Bylaws & Dues

Copies of Bills to be Paid with Proceeds

Payoff Letters From Creditors

Explanation of Credit Issues

Contact Information for Appraiser

We cannot guess home, work, or cell is preferred by member to be contacted by the appraiser. Not having the best contact number can result in a delay in scheduling by days, sometimes weeks

In House Return Disclosure Review

All disclosures returned and properly signed.

Income

- Employer Income
 - Most recent paystub, pay period end date not to exceed 30 days
 - Last 2 years W2's for ALL employers (not just current, if applicable)

- Social Security, Disability, Retirement Income
 - Current year Award Letter
 - Last 2 years 1099

- Annuity, IRA (etc.,) Income
 - Distributions for last 2 years 1099-R
 - Proof of current years distribution
 - 60 days statements for account, balance must support distribution for at least the next 3 years

- Rental Income:
 - Last 2 years tax returns (FEDERAL Returns ONLY) TAX RETURNS MUST BE SIGNED
 - Lease agreements will be requested by your UW on a case by case basis

- Self-Employment Income:
 - Current year Profit and Loss
 - Last 2 years tax returns, personal and business, all schedules (FEDERAL Returns ONLY) TAX RETURNS MUST BE SIGNED

Miscellaneous:

- Proof of Title Search (if requested) can be HUD, Closing Disclosure, or copy of Title Insurance Policy
- Current Mortgage Statement
 - For any currently open mortgages, whether we are paying it off or not
 - Must include Lender Name, Borrower(s) Name, Account Number, Property Address
- Home Owners Insurance
 - Policy Number
 - Policy Dates
 - Agent Contact information (if applicable)
 - Annual Policy Premium
 - Property Address covered
- Bills to be paid with proceeds
 - Most recent monthly bill, include Creditor name, Borrower(s) Name, Account Number
 - Actual payoff will be requested prior to closing if being paid from proceeds

Final Mortgage Application Information

Date and Time of Closing: for our reference, to make sure we get docs to you on time

Member Name: _____

Account Number: _____ Application Number: in case they are closing more than one

Loan Officer Name: First & Last name for proper spelling on Closing Disclosure

Loan Officer NMLS: for Closing Disclosure Loan Officer Ext: for Closing Disclosure

\$ amount may have changed since initial application. If there is a change to requested \$amount, PLEASE notify your UW prior to scheduling closing so the application can be reworked and reapproved and redisclosed (if necessary)

Dollar Amount: _____

Payment Protection Type: so your disclosures are correct AND DTI is calculated with correct payment

Term: may have changed since initial application, PLEASE notify your UW of any term request changes prior to scheduling so the application can be reworked and reapproved and redisclosed (if necessary)

Payment Method: Payroll Deduction Cash Automatic Payment Military Allotment
needed for page one of the application and projection screen

Creditors being paid with proceeds (if applicable): See Attached Payment Confirmation

Additional Information or Comments: _____

MLO Signature your signature verifies you want your UW to prepare final docs in accordance with the above terms

This form is very important and serves multiple purposes:

- 1. To verify that the MLO has paid off what the UW required for approval and/or omitted for DTI calculations***
- 2. To assure the payoffs being made are disclosed correctly on the Closing Disclosure***
- 3. Quick reference if future research should ever need to be done (ever search through docs in Imaging on an old loan and have no idea what was done with the funds? Problem Solved)***

Payoff Confirmation

Type: Credit Card (Closed Y / N) Misc Unsecured Auto/RV Mortgage

Creditor: _____

Creditor Payoff Address: _____

Account Holder Name: _____

Account Number: _____

Amount: _____

EFCU Cashier's Check #: _____

Type: Credit Card (Closed Y / N) Misc Unsecured Auto/RV Mortgage

Creditor: _____

Creditor Payoff Address: _____

Account Holder Name: _____

Account Number: _____

Amount: _____

EFCU Cashier's Check #: _____

MLO Signature: _____

UW Closing Notes

****this is our quick reference for closing package preparation****

Property Taxes, HOI, HOA and other 'property costs'

Yearly: _____ Escrow Taxes Escrow Other

Monthly: _____ Escrow HOI

Other Income

Pension, Social Security, Annuity, IRA, 401k etc., Secondary Employment

Borrower 1: _____

Borrower 2: _____

Payment w/ protection (if applicable): _____

*****Did you update the DTI to include the payment w/ Protection?????*****

Appraiser/Fee: _____

Property Report/recording Fee: _____

Deed # of pages (add \$2 per page): _____

Loan Amount – All payoffs = Funds to borrower:

LE: _____

CD: _____

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 - Must include Lender Name, Borrower(s) Name, Account Number, Property Address
- **Home Owners Insurance**
 - Policy Number
 - Policy Dates
 - Agent Contact information (if applicable)
 - Annual Policy Premium
 - Property Address covered
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LOAN PURPOSE

For ELA Application Submission:

- **First Mortgage:** When our Loan will be the First Position lien, whether paying off all other existing liens or a property that is currently lien free.
- **Home Equity Loan:** When our Loan will NOT be the First Position Lien because it is not paying all other existing liens. (except in the event a pre-existing lien will be taking a subordinate position to ours).

For Application and HMDA Purposes:

- **Purchase:** If any dollar amount is used for the purchase of real property (using equity to purchase a second home, a bridge loan, to help their children purchase a home etc.,) it is considered a purchase.
- **Home Improvement:** If NONE of the funds are being used for a Purchase and any dollar amount is being used for Home Improvement, the it is considered Home Improvement).
- **Refinance:** If NONE of the funds are being used for Purchase or Home Improvement, and ANY dollar amount is paying off another mortgage, it is considered a Refinance.

For TRID Purposes (as shown on Loan Estimate and Closing Disclosure):

- **Refinance:** If any dollar amount is paying off any other mortgage on the subject property, no matter the purpose for the rest of the funds.
- **Home Equity:** Any purpose other than Refinance (including Home Improvement and what we would consider Purchase for HMDA purposes.