

Change

W H O L E S A L E

Broker Reference Guide

June 2021



Loan Process Pre-Registration

Start a Loan

1. Navigate to: <https://portal.changelendingllc.com/>
2. Enter your **Change Wholesale Login ID** and **Password** (supplied via email).
3. Click **Login**.

Change
WHOLESALE

Enter your username and password, then click the Login button.

Username:

Password:

Remember my username on this computer.

Login

[Forgot your password?](#)



4. Click **Start Loan** from the Quick Action buttons.

❖ Notice the **Guidelines** box.

Change WHOLESALE WELCOME LO June 2, 2021

HOME START MY LOAN QUICK PRICER PIPELINE PMI QUOTE CONTACT

SOFI: 0.01% | MORTGAGE RATES: 30 YR FIXED 2.94% +0.02 | 15 YR FIXED 2.94% -0.0 | 5/1 ARM: 2.94% +0.03

Search Loan by Name or Number

ACTION CENTER

- Start My Loan
- Quick Pricer
- Order Appraisal
- Submit Conditions
- Change of Circumstance
- Order CD
- Access Existing Loan

PERFORMANCE SCOREBOARD

\$68,764,347 145 Units	\$0 0 Units
CURRENT ACTIVE PIPELINE	LOANS CTC
0M 0 Units	0M 0 Units
LOANS FUNDED MTD / YTD	LOANS SUBMITTED MTD / YTD

TURN TIMES

DEPARTMENT	PURCHASE	REFI
Broker Approval	4 Days	4 Days
Disclosures / Set Up	2 Days	2 Days
New Files for UW-Agency	1 Day	1 Day
New Files for UW-FHA	2 Days	2 Days
New Files for UW-VA	2 Days	2 Days
New Files for Non-QM	2 Days	2 Days
Instal CD Request	2 Days	2 Days

PRODUCT CORNER

- Community Mortgage
- Alt Doc
- Investor/No Ratio
- Prime Plus
- FHMA Seller Guides
- Freddie Mac Guides
- FHA 4000.1 Handbook

LEARNING CENTER

- Training
- FAQs
- Did you know?
- Job Aids
- Resources and Forms
- Our Story

CONTACT

TPO AE

CLOSE MORE. CLOSE FASTER.

5. Click **File Upload** to start the process of importing a **MISMO 3.4** file. **Browse or Drag & Drop**.

❖ If you do not have a **MISMO 3.4** file, **Click 1003 Form** to use create an application in the system

Change WHOLESALE Welcome LO - Logout

Home Start Loan Quick Pricer Pipeline PMI Quote Turn Times Ratesheets Product Guidelines Locks Fees Broker Resources My Account

Start A New Loan

There are two ways to start a new loan:

Upload an existing MISMO 3.4 file

Click Browse or Drag & Drop to identify the MISMO 3.4 file you wish to register.

Once the file is uploaded, you will have the option to Register the loan file.

1003 Form

Use our online 1003 form to create a new file

Browse Drag & Drop Files



6. Once your file has uploaded successfully your screen will refresh, showing the **Initial Pricing** screen.

- ❖ Be sure to check your **application (interview) date**. You cannot upload a file with an application date older than 2 days.

Change
WHOLESALE

Welcome LO - Logout

Home Start Loan Quick Pricer Pipeline PMI Quote Turn Times Ratesheets Product Guidelines Locks Fees Broker Resources My Account

Loan Summary - Alice Firstimer

Borrower: Alice Firstimer	Loan Amount: \$1,070,000	
Property: 3190 NE 165TH STREET North Miami Beach FL	Loan Type: Conventional Channel: Wholesale	
Estimated Closing Date: 05/28/2021	Loan Purpose: Refinance Refi Purpose: Rate/Term	
Appraised Value: \$2,600,000	Estimated FICO:	Base Price: 0.000
Loan Amount: \$1,070,000	Product:	Lender fee buyout: 0.000
Total Loan Amount: \$1,070,000	Lock Term: Days	Credit applied to 3rd party: 0.000
	Lock Status:	Target Price: 0.000
	Lock Date:	Target Rate: 0.000
	3rd Party Fees: \$0.00	
	Seller Contribution: \$0.00	
	Borrower Paid \$0.00	
	Broker Comp:	

Edit 1003 Pricing Credit / AUS Final Pricing Register Loan

Note: You can only upload one document at a time OR combine all documents into one, then upload.

- ❖ If the file is **older than 2 days**, you will receive an error message. Correct the file date, then upload.

Start A New Loan

There are two ways to start a new loan:

Not a valid FNM or MISMO file.
Interview date is more than 2 days old: 2021-03-07

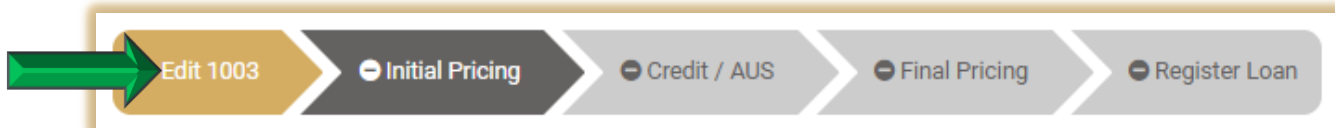
File Upload


The file should now be successfully imported.

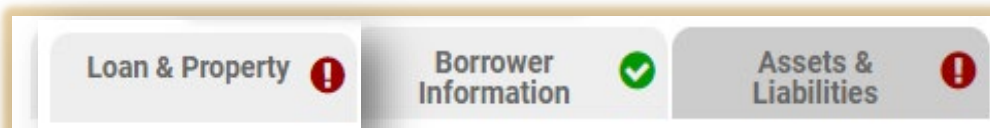


Reviewing the Application



7. To review your application **click Edit 1003**.



When uploading the 3.4 file, the information will carry over to the 1003. If there is *missing* information, you will see red exclamation point(s)  in the tabs. This indicates missing information needed to validate the 1003.



8. Edit the Loan Information in each of the tabs **prior to Validation**:

- Fields with red asterisk (*) are **required**
- **Green check** mark means there are No Errors 
- **Red exclamation** point means there are Errors 

Ethnicity Collected Based on Visual Observation or Surname Indicator: *

Not Hispanic or Latino

Not Provided

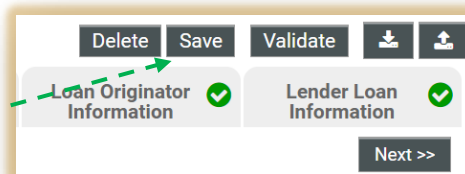
I do not wish to furnish this information

No Yes

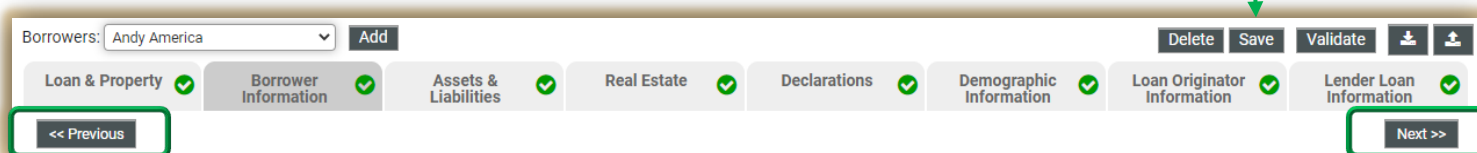
****All Errors must be corrected prior to validation (reflected in red)****



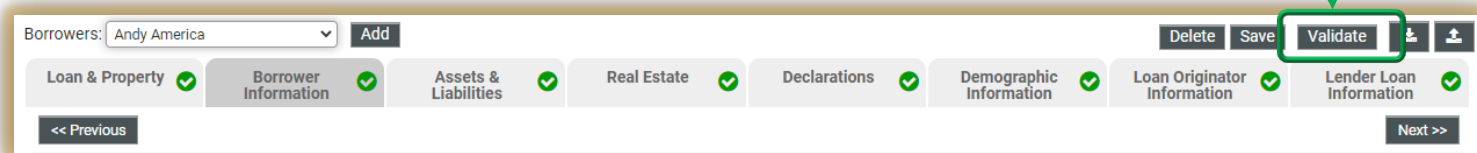
- ✓ Review the information within each of the Tabs
 - ❖ Fields with red asterisk (*) are **required**
- ✓ Make changes as necessary
- ✓ Click **Save** if changes are made
- ✓ Ensure the tab has a green check mark ✓



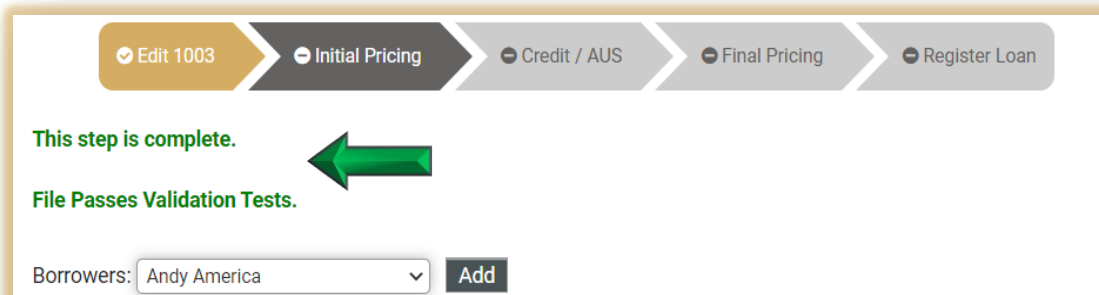
9. To click through the pages of the application use the **Next** and **Previous** buttons. Be sure to click **Save** after any changes.



10. Before moving on to pricing you must **VALIDATE** your 1003.



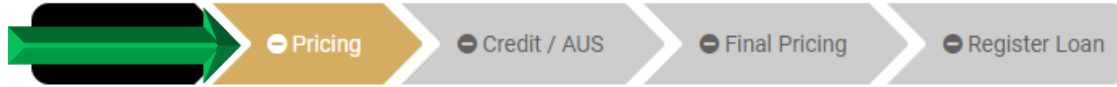
❖ Once the 1003 is complete the system will confirm the file has been validated.





Pricing

11. Once you have reviewed, edited, and saved your 1003 for accuracy, **click Pricing**



Edit 1003 Initial Pricing Credit / AUS Final Pricing Register Loan

Initial Pricing

Loan Scenario	Pricing Details
Mortgage Information	
Non-QM <input checked="" type="radio"/> No <input type="radio"/> Yes Loan type * <input type="text" value="Conventional"/> Loan purpose * <input type="text" value="Purchase"/> Lien position * <input type="text" value="First"/> Doc type * <input type="text" value="Full"/> Loan term <input type="text" value="30 Year"/> Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM Low-Mid FICO * <input type="text"/> Is there a Co-Borrower? <input type="radio"/> No <input checked="" type="radio"/> Yes DTI * <input type="text"/> Underwriting Result <input type="text" value="- Select -"/> Waive escrows <input checked="" type="radio"/> No <input type="radio"/> Yes Mtg insurance <input checked="" type="radio"/> No <input type="radio"/> Yes Lender paid MI <input checked="" type="radio"/> No <input type="radio"/> Yes First Time Homebuyer? <input checked="" type="radio"/> No <input type="radio"/> Yes Agency Program <input type="text" value="N/A"/>	Comp source <input type="text" value="Lender Paid"/> My comp plan: BP: 2.750 Min: 1,200 Max: 10,000 Lender fee buyout * <input type="radio"/> No <input checked="" type="radio"/> Yes (Fee bought-out) Purchase price * <input type="text" value="550000"/> Est. value * <input type="text" value="575000"/> Loan amount * <input type="text" value="355400"/> Subordinate financing <input type="text" value="0"/> LTV * <input type="text" value="64.62"/> CLTV <input type="text" value="64.62"/>
Property Information	
Property zip * <input type="text" value="92108"/> Property state * <input type="text" value="CA"/> Property city * <input type="text" value="San Diego"/>	Property type * <input type="text" value="PUD"/> Units <input type="text" value="1"/> Occupancy type * <input type="text" value="Primary"/>
1003 Pricing Details	
100% of your compensation will be paid by Commerce Wholesale: <input type="text" value="9774"/> 3rd party closing costs: <input type="text" value="10771"/> Total 3rd party costs: <input type="text" value="10771"/> Seller or other credits for 3rd party fees: <input type="text" value="0"/> Amount available for lender credit: <input type="text" value="10771"/> Applied lender credit: <input type="text" value="0"/> Discount to buy the rate down: <input type="text" value="0"/>	
Lender paid broker comp: <input type="text" value="9774"/> Base pricing: <input type="text" value="102.750"/> Lender fee buyout: <input type="text" value="0.197"/> Credit applied to 3rd party: <input type="text" value="0.000"/> Target price: <input type="text" value="102.947"/> Net Target price: <input type="text" value="100.197"/>	
Summary cash to close Down payment: <input type="text" value="194600"/> Remaining cash for fees after credits: <input type="text" value="10771"/> Discount to buy the rate down: <input type="text" value="0"/> Total cash to close: <input type="text" value="205371"/> Minimum required investment: <input type="text" value="194600"/>	
Lock Term: <input type="text" value="45 Day"/> <input type="button" value="Get Pricing"/>	



Remember: Pricing is run before Registration

1. Enter/verify all **Loan Scenario** information.

❖ Fields with red asterisk (*) are **required** and will be based on loan type.

2. You must enter the qualifying **FICO score** and **DTI**.

3. Confirm **compensation** (LPC/BPC).

4. Click the **i** to see a breakdown of the smart fees.

5. Finally select the Lock Term at the bottom of the page then click **Get Pricing**.

Initial Pricing

Loan Scenario	Pricing Details
Mortgage Information Non-QM <input checked="" type="radio"/> No <input type="radio"/> Yes Loan type * <input type="text" value="Conventional"/> Loan purpose * <input type="text" value="Purchase"/> Lien position * <input type="text" value="First"/> Doc type * <input type="text" value="Full"/> Loan term <input type="text" value="30 Year"/> Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM Low-Mid FICO * <input type="text"/> Is there a Co-Borrower? <input type="radio"/> No <input checked="" type="radio"/> Yes DTI * <input type="text"/> Underwriting Result <input type="text" value="-- Select --"/> Waive escrows <input checked="" type="radio"/> No <input type="radio"/> Yes Mtg insurance <input checked="" type="radio"/> No <input type="radio"/> Yes Lender paid MI <input checked="" type="radio"/> No <input type="radio"/> Yes First Time Homebuyer? <input checked="" type="radio"/> No <input type="radio"/> Yes Agency Program <input type="text" value="N/A"/> Property Information Property zip * <input type="text" value="92108"/> Property state * <input type="text" value="CA"/> Property city * <input type="text" value="San Diego"/> Property type * <input type="text" value="PUD"/> Units * <input type="text" value="1"/> Occupancy type * <input type="text" value="Primary"/>	Compensation 100% of your compensation will be paid by Commerce Wholesale: <input type="text" value="9774"/> 3rd party closing costs: <input type="text" value="10771"/> i Total 3rd party costs: <input type="text" value="10771"/> Seller or other credits for 3rd party fees: <input type="text" value="0"/> Amount available for lender credit: <input type="text" value="10771"/> Applied lender credit: <input type="text" value="0"/> Discount to buy the rate down: <input type="text" value="0"/> Summary cash to close Lender paid broker comp: <input type="text" value="9774"/> Base pricing: <input type="text" value="102.750"/> Lender fee buyout: <input type="text" value="0.197"/> Credit applied to 3rd party: <input type="text" value="0.000"/> Target price: <input type="text" value="102.947"/> Net Target price: <input type="text" value="100.197"/> Down payment: <input type="text" value="194600"/> Remaining cash for fees after credits: <input type="text" value="10771"/> Discount to buy the rate down: <input type="text" value="0"/> Total cash to close: <input type="text" value="205371"/> Minimum required investment: <input type="text" value="194600"/>
Lock Term: <input type="text" value="45 Day"/> Get Pricing	



Pricing will appear at the bottom of the page.

1. Review **Eligible Products** at the top of the section.

Lock Term: 45 Day Get Pricing

Rate	APR	45 Day Price	Rebate/Discount	P&I
FannieMae 30 Yr Fixed DU Direct				
2.250	2.870	92.192	\$27,750	1358
2.375	2.937	92.935	\$25,109	1381
2.500	2.995	93.780	\$22,106	1404
2.625	3.048	94.681	\$18,904	1427
2.750	3.093	95.692	\$15,311	1451
2.875	3.164	96.376	\$12,880	1475
2.990	3.236	96.920	\$10,946	1496
3.000	3.242	96.970	\$10,769	1498
3.125	3.320	97.564	\$8,658	1522
3.250	3.394	98.208	\$6,369	1547
3.375	3.471	98.814	\$4,215	1571
3.500	3.553	99.350	\$2,310	1596
3.625	3.639	99.826	\$618	1621
3.750	3.750	100.396	(\$1,407)	1646
3.875	3.875	100.942	(\$3,348)	1671
3.990	3.990	101.338	(\$4,755)	1695
4.000	4.000	101.388	(\$4,933)	1697

Disclosures:

- Pricing is subject to change without notice. This is not an eligibility engine, please refer to the program guidelines for eligibility.
- 3rd Party Closing Costs on this screen are provided for illustrative purposes only and are not intended to be disclosed to the consumer.
- MI Pricing is Risk Based. Income, debts and other factors have not been validated. MI will be re-disclosed at CTC.
- For FHA, Monthly MIP is .85 renewal premium.

2. Click the checkmark next to the desired product to see the details of the **Pricing Snapshot**.

Lock Term: 45 Day Get Pricing

Rate	APR	45 Day Price	Rebate/Discount	P&I
3.750	3.750	100.396	(\$1,407)	1646
3.875	3.875	100.942	(\$3,348)	1671
3.990	3.990	101.338	(\$4,755)	1695
4.000	4.000	101.388	(\$4,933)	1697
4.125	4.125	101.740	(\$6,195)	1722
4.250	4.250	101.860	(\$6,632)	1748
4.375	4.375	102.270	(\$8,100)	1774
4.500	4.500	102.610	(\$9,294)	1801
4.625	4.625	102.830	(\$10,076)	1827
FreddieMac 30 Yr Fixed LP Direct				
2.250	2.870	92.192	\$27,750	1358
2.375	2.937	92.935	\$25,109	1381
2.500	2.995	93.780	\$22,106	1404
2.625	3.048	94.681	\$18,904	1427
2.750	3.093	95.692	\$15,311	1451
2.875	3.164	96.376	\$12,880	1475
2.990	3.236	96.920	\$10,946	1496
3.000	3.242	96.970	\$10,769	1498

Pricing Snapshot


Program Name: FreddieMac 30 Yr Fixed LP Direct
Comp Source: LenderPaid
Lock Term: 45 Day
P&I Payment: \$1697
MI Payment: \$0
Lender Fee Buyout: Yes
Applied lender credit: \$4933

	Rate	Price
Base	4	101.838
Adjustments		
LTV is 60.01 - 70%, And FICO is > = 740		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200
Final	Rate	Price
	4	101.838

Continue



14. Scroll down to the bottom of the pricing page to view **Ineligible Products**. Click the **Information icon** for additional information.

Lock Term: 45 Day					
Rate	APR	45 Day Price		Rebate/Discount	P&I
3.625	3.639	99.826	▼	\$618	1621
3.750	3.750	100.396	▼	(\$1,407)	1646
3.875	3.875	100.942	▼	(\$3,348)	1671
3.990	3.990	101.338	▼	(\$4,755)	1695
4.000	4.000	101.388	▼	(\$4,933)	1697
4.125	4.125	101.743	▼	(\$6,195)	1722
4.250	4.250	101.866	▼	(\$6,632)	1748
4.375	4.375	102.279	▼	(\$8,100)	1774
4.500	4.500	102.615	▼	(\$9,294)	1801
4.625	4.625	102.835	▼	(\$10,076)	1827
4.750	4.750	103.152	▼	(\$11,202)	1854
Fannie Mae Conforming 30 Yr Fixed Ineligible ⓘ					
Fannie Mae Conforming High Balance Mortgage 30 Yr Fixed Ineligible ⓘ					
Freddie Mac Conforming 30 Yr Fixed Plus Ineligible ⓘ					
Freddie Mac Super Conforming 30 Yr Fixed Ineligible ⓘ 					
FannieMae 30 Yr Fixed HB DU Direct Ineligible ⓘ					
FreddieMac 30 Yr Fixed HB LP Direct Ineligible ⓘ					

15. Once you have selected the desired program and pricing, click **Continue**.

Pricing Snapshot		
Program Name:	FreddieMac 30 Yr Fixed LP Direct	
Comp Source:	LenderPaid	
Lock Term:	45 Day	
P&I Payment:	\$1697	
MI Payment:	\$0	
Lender Fee Buyout:	Yes	
Applied lender credit:	\$4933	
	Rate	Price
Base	4	101.838
Adjustments	Rate	Price
LTV is 60.01 - 70%, And FICO is > = 740		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200
	Rate	Price
Final	4	101.388
Continue		



Lender Paid vs Borrower Paid Comp

Lender Paid – Reflects Broker's Comp Plan

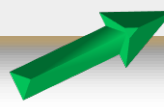
Comp source

My comp plan: BP: 2.750
Min: 1,200
Max: 10,000

Lender fee buyout * No Yes (Fee bought-out)


Pricing Details

100% of your compensation will be paid by
Change Wholesale:





Borrower Paid – Can be lowered (but not raised) the percentage OR enter a Flat Dollar Amount (but not both)

Comp source

My comp plan: BP: 
Min: 1,200
Max: 10,000

Lender fee buyout * No Yes (Fee bought-out)

100% of your compensation will be paid by the 
borrower:





Non-Agency Pricing

When working with Non-Agency loans:

1. Select **Yes** from the **Non-QM** field.
2. Enter **Non-Agency fields** as applicable

Initial Pricing

Loan Scenario

Mortgage Information

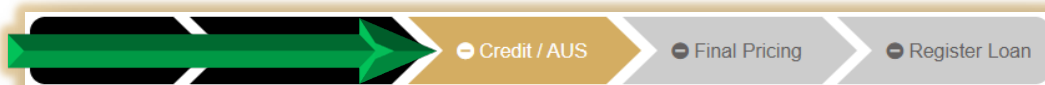
Non-QM No Yes

Loan purpose *

Lien position *

Running AUS

16. Once you have hit **Continue** the system will move you to the **Credit/AUS** screen.



17. When running **DU**, choose the **Credit Reporting Agency** from the dropdown list.

➔ Edit 1003 ➔ Initial Pricing ➔ Credit / AUS ➔ Final Pricing ➔ Register Loan

DU
Desktop Underwriter

Manual
Credit Only/Manual Underwriting

LPA
Loan Product Advisor

Fill out the form below to request findings from Desktop Underwriter.

Credit Reporting Agency:

Account Username / ID:

Account Password:

Would you like to re-issue existing credit?

Please Provide a Credit Report Case ID for Each Borrower

Borrower Name
Andy America *

Amy America *

Case Report ID



❖ Next enter your **username** and **password** for the selected agency.

❖ Now select **Yes** or **No** for **re-issuing credit**. Finally enter the **credit report reference number(s)**. Lastly, click **Request Findings**.

Note: If you left the file and circled back, and now the date is **2 days out**, you will receive an error message when running AUS. Update the application date then re-import.



- 1) The **AUS findings** will appear. You can download findings as a PDF.
- 2) **Credit Report Tab** will contain a copy of the Credit Report in Text Format
- 3) Click the drop-down to view **historical AUS approvals**

Note: The AUS Findings and Credit Report PDFs will automatically get added to the Package Upload.

The screenshot shows a web interface with a progress bar at the top containing steps: Edit 1003, Initial Pricing, Credit / AUS (highlighted), Final Pricing, and Register Loan. Below the progress bar, it says "This step is complete." and shows three tabs: DU (Desktop Underwriter), Manual (Credit Only/Manual Underwriting), and LPA (Loan Product Advisor). A message reads: "Fill out the form below to request findings from Desktop Underwriter." with a checked checkbox: "Do not request a report from a credit agency. Use the credit report obtained during the previous aus submissions." Navigation buttons for "Back" and "Request Findings" are present. A "Findings History" dropdown shows "2021-04-01 09:48:32" with a green arrow pointing to it. Below this, a message states "Successful Completion, Recommendation Available". Two tabs, "Desktop Underwriter Findings" and "Credit Findings", are visible. The "Desktop Underwriter Findings" tab is active, displaying "DU run on 2021-04-01 09:48:32 Run Status: OK DU Case ID: 2000215799". A PDF viewer is embedded, showing a "view_aus_pdf.php" page with a "Summary of Findings" section. The PDF content includes:

Casefile ID		Recommendation	
2000215799		Approve/Eligible	
Borrower 1	Andy America	Submission Number	1
Borrower 2	Amy America	Submission Date	04/01/2021 12:48PM
Lender Loan Number	Unassigned	First Submission Date	04/01/2021 12:48PM
DU Version	11.0	Casefile Create Date	04/01/2021

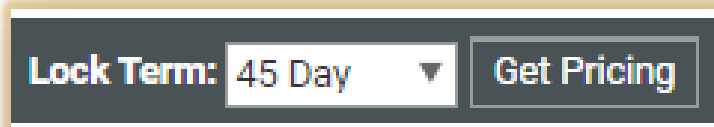


Final Pricing

18. Once you have successfully run AUS click Final Pricing.



19. Click Get Pricing.



20. Select the desired Interest Rate, click Continue.

Lock Term: 45 Day

Rate	APR	45 Day Price	Rebate/Discount	P&I
3.000	3.233	97.080	\$10,378	1498
3.125	3.318	97.588	\$8,572	1522
3.250	3.392	98.230	\$6,287	1547
3.375	3.469	98.830	\$4,137	1571
3.500	3.551	99.370	\$2,228	1596
3.625	3.637	99.840	\$547	1621
3.750	3.750	100.395	(\$1,404)	1646
3.875	3.875	100.957	(\$3,401)	1671
3.990	3.990	101.354	(\$4,812)	1695
4.000	4.000	101.404	(\$4,990)	1697
4.125	4.125	101.763	(\$6,266)	1722
4.250	4.250	101.832	(\$6,511)	1748
4.375	4.375	102.251	(\$8,000)	1774
4.500	4.500	102.593	(\$9,216)	1801
4.625	4.625	102.817	(\$10,012)	1827

Fannie Mae Conforming 30 Yr Fixed **Ineligible** ⓘ
 Fannie Mae Conforming High Balance Mortgage 30 Yr Fixed **Ineligible** ⓘ
 Freddie Mac Conforming 30 Yr Fixed Plus **Ineligible** ⓘ

Pricing Snapshot

Program Name: FannieMae 30 Yr Fixed DU Direct
Comp Source: LenderPaid
Lock Term: 45 Day
P&I Payment: \$1621
MI Payment: \$0
Lender Fee Buyout: Yes
Borrower discount: \$547

	Rate	Price
Base	3.625	100.296
Adjustments		
LTV is 60.01 - 70%, And FICO is 720 - 739		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200
Final	3.625	99.846



NOTE: If you receive an **error** due to the **application/interview date**, toggle back to **Edit 1003** then click the **Loan Originator Information** tab. Towards the bottom you'll see the **Application Interview Date**. The file date must be within 2 days to register.

This step is complete.

Current Borrower Validation

Borrowers: JessTest Conventional Add Delete Save Validate

Loan & Property ✓ Borrower Information ✓ Assets & Liabilities ✓ Real Estate ✓ Declarations ✓ Demographic Information ✓ **Loan Originator Information ✓** Lender Loan Information ✓

<< Previous Next >>

Loan Originator Organization Name 01 - Big Mike's Company Test

Street 109 Pelican Court

Unit#

City League City

State Texas

Zip 77573

Loan Originator company license Type Private Public State

State License Identifier

Loan Originator First Name LO

Loan Originator Middle Name

Loan Originator Last Name Test

Loan Originator Name Suffix

Loan Originator license Type Private Public State

State License Identifier

Email

Phone (555) 888-9999

Application Interview Date 04/13/2021

EIN

Once the application date has been updated, click the **Register** tab. A confirmation that you may proceed will show in green.

Edit 1003 Pricing Credit / AUS Final Pricing Register Loan

This loan file is ready to be Registered. Click the "Register" button below to complete the process.



Register Loan

21. You should now be on the **Register Loan** tab.



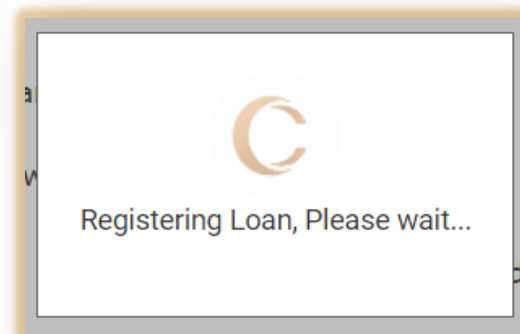
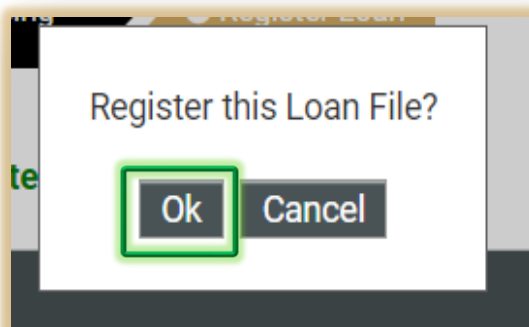
22. Double check the **Estimated Closing Date, LO and Processor**. Click **Register**.

Loan Purpose: Purchase
Loan Type: Conventional
Estimated Closing Date: * 04/29/2021
LowMid FICO: 739
Underwriting Type: DU
Broker Compensation: LenderPaid
Lender Paid MI: No

Channel: * Wholesale
Loan Officer: * LO Test
Processor: * LP Test

Save Delete Register

❖ Click **Ok** to confirm.





NOTE: If an **error** occurs toggle back to **Edit 1003** tab and edit the needed information.

❖ In this example the Settlement Date needs to be corrected.

The screenshot shows a navigation bar with steps: Edit 1003, Credit / AUS, Fees, Title Fees, Request Disclosures, Price/Lock Loan, Credit Package Upload, and Submit to UW. Below the navigation bar, there are two main sections: '1 SmartFees Create a SmartFees record' and '2 Fee Validation & Disclosure Review & update closing costs'. A red error message box is displayed, stating: 'An Error Has Occurred. We're sorry, we seem to have experienced an error while attempting to submit your loan scenario to SmartFees. Details of the error(s) are below.' The error details are: 'Error code 2 - Invalid Request : The specified 'Settlement Date' is less than the current date'.

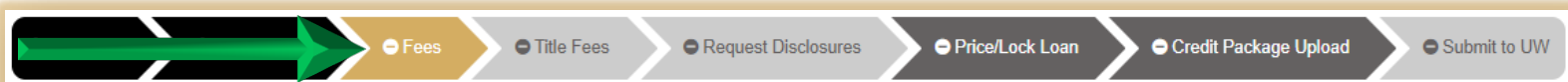
Once you have made the correction be sure to click **Save**.

The screenshot shows the 'Mortgage Loan Information' form in the SmartFees system. The navigation bar at the top indicates that the 'Edit 1003' step is complete. The form includes fields for: Mortgage Type Applied For (Conventional), Note Rate (4.625), Loan Term (360), Mortgage Lien Type (First Lien), Amortization Type (Fixed), Balloon (NO), Interest Only (NO), Negative Amortization (NO), Prepayment Penalty (NO), Temporary Interest Rate Buydown (NO), HMDA Rate Spread (0.552), HMDA HOEPA Status (-- Select --), Community Lending Product (-- Select --), Community Seconds Repayment Structure (-- Select --), and Estimated Closing Date (05/19/2021). A 'Save' button is highlighted with a green arrow, and a 'Validate' button is also visible. The 'Lender Loan Information' tab is selected in the navigation bar.



Fees

23. Smart Fees



- ❖ Answer the 2 mandatory questions with the red asterisk * then click **Save & Continue**.
The questions may vary by scenario.

The screenshot shows the 'Smart Fees' form interface. At the top, a progress bar indicates the current step is 'Fees'. Below the progress bar, there are two main sections: '1 SmartFees' (Create a SmartFees record) and '2 Fee Validation & Disclosure' (Review & update closing costs). Under '1 SmartFees', there is a section titled 'Additional Questions' with a question mark icon. The text below the question mark reads: 'More details are required to ensure accurate pricing of fees for this loan. Please provide your answers below.' Two mandatory questions are listed, each with a red asterisk: 'Are individuals being added to or removed from property title?' and 'What is the taxable value transferred, if any?'. The first question has a dropdown menu with 'Please select' as the selected option. The second question has a text input field with 'What is the taxable value transferre' as the placeholder text. At the bottom of the form, there is a 'Back' button on the left and a 'Save & Continue' button on the right. The 'Save & Continue' button is highlighted with a green border.



The **Smart Fees** are now available to view and edit.

● Edit 1003 ● Credit / AUS ● **Fees** ● Title Fees ● Request Disclosures ● Price/Lock Loan ● Credit Package Upload ● Submit to UW

1 SmartFees
Create a SmartFees record

2 Fee Validation & Disclosure
Review & update closing costs

Once you have finished updating fee information in the window below, click "Done Updating Information" to import the latest data.

Click To Save Changes
This is Azure - siftees01.

SmartFees™ Welcome, Change Lend!

My Files

File Summary

SmartFees ID:
41050581

Loan Purpose:
Refinance

Loan Number:
6000000845

Property Address:
6656 Melvin Avenue
Reseda, CA 91335

Map 1030-V5

File Data Questions **Fees** SmartFees Reports Audit Log

Select a provider for each of the services below. The Smartfees Transaction Detail Report will be created once the data is exported to your system

[ADD ADDITIONAL SERVICES](#)

Title and Closing Services

Title Insurance	WFG Encino Office Details Remove Select Provider	\$875.00
Settlement Services	WFG Encino Office Details Remove Select Provider	\$1,063.00

Recording Fees/Transfer Taxes

[Edit Recording Fees / Transfer Taxes](#)

Recording Fees Total		\$395.00
Release of Real Estate Lien	\$108.00	
Mortgage / Deed of Trust	\$287.00	
Transfer Taxes Total		\$0.00
County Tax Stamps		\$0.00
City Tax Stamps		\$0.00
State Tax Stamps		\$0.00

[Back](#) [Save & Continue](#)



- ❖ Be sure to review fees by **clicking though the tabs**.

The screenshot shows the SmartFees application interface. At the top left is the 'SmartFees' logo, and at the top right is the text 'Welcome, Change Lendit'. Below the logo is a 'My Files' tab. The main content area has a navigation bar with tabs: 'File Data', 'Questions', 'Fees' (highlighted with a green box), 'SmartFees Reports', and 'Audit Log'. On the left side, there is a 'File Summary' box containing the following information:

- SmartFees ID: 41050581
- Loan Purpose: Refinance
- Loan Number: 6000000845
- Property Address: 6656 Melvin Avenue, Reseda, CA 91335
- Map 1030-V5

The main content area displays a message: 'Select a provider for each of the services below. The Smartfees Transaction Detail Report will be created once the data is exported to your system'. Below this message is a button labeled 'ADD ADDITIONAL SERVICES'. The services are listed in two sections:

Title and Closing Services

Title Insurance	WFG Encino Office Details Remove Select Provider ▶	\$875.00
Settlement Services	WFG Encino Office Details Remove Select Provider ▶	\$1,063.00

Recording Fees/Transfer Taxes

[Edit Recording Fees / Transfer Taxes](#)

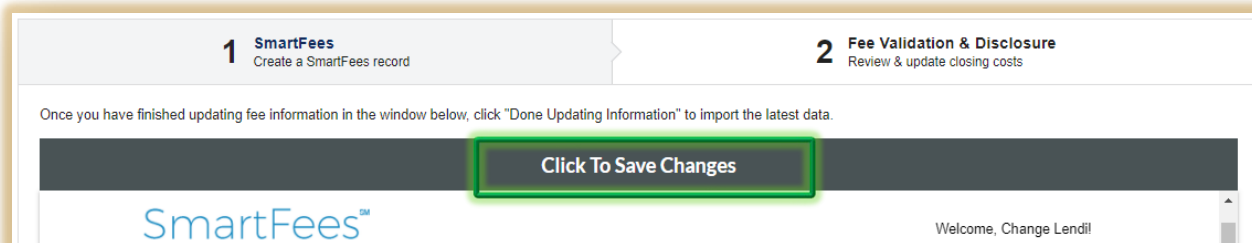
Recording Fees Total		\$395.00
Release of Real Estate Lien	\$108.00	
Mortgage / Deed of Trust	\$287.00	
Transfer Taxes Total		\$0.00
County Tax Stamps		\$0.00
City Tax Stamps		\$0.00
State Tax Stamps		\$0.00

- ❖ You can use the **Back** and **Save & Continue** buttons to move forward and backwards through the tabs, or **click on the actual tab**.

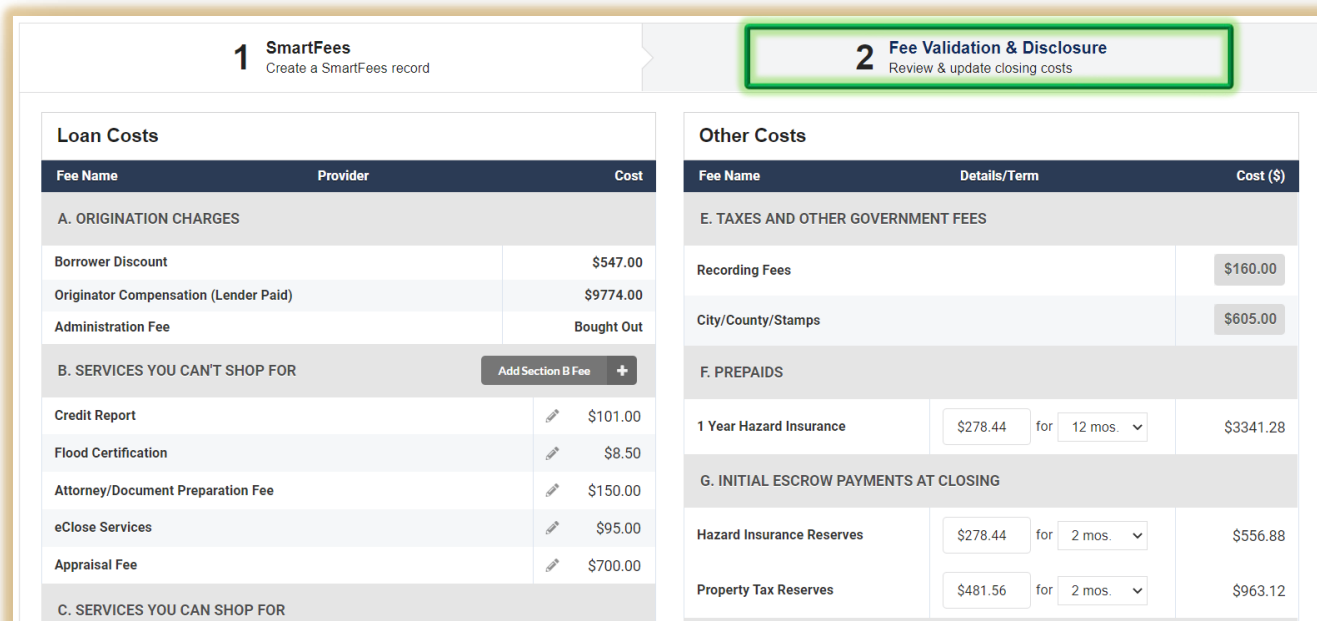
The image shows a close-up of the navigation bar at the bottom of the application. It features two buttons: 'Back' on the left and 'Save & Continue' on the right. A large green arrow points to the left from the 'Back' button, and another large green arrow points to the right from the 'Save & Continue' button.



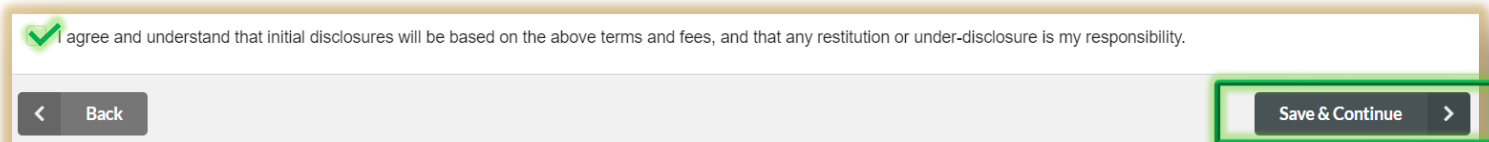
- ❖ You can also **Save Changes** by clicking the grey button at the top of the page.



24. Click the **Fee Validation & Disclosure** tab. From here you can review and edit.



- ❖ Once you have reviewed and/or edited all the fees, **check the box** at the bottom of the page, confirming your disclosures will be based off the approved fees. The click **Save & Continue**.





26. Now check the box to open **Title & Settlement Fees and Providers**.

➔ Title Fees ➔ Request Disclosures ➔ Price/Lock Loan ➔ Credit Package Upload ➔ Submit to UW

I would like to enter my own Title & Settlement Fees and Providers.

Save Selections

- ❖ Select a provider for **Title** and **Settlement**. The provider you chose will default for all lines. From there you can edit your choices individually. Once done, click **Save Selections**.

Save Selections

I would like to enter my own Title & Settlement Fees and Providers.

Title Insurance Services

Line	Fee Name	Service Provider	Borrower Paid	Seller Paid
1101a	Select Fee	Select Provider	<input type="text"/>	<input type="text"/>
1101b	Select Fee	Select Provider	<input type="text"/>	<input type="text"/>
1101c	Select Fee	Select Provider	<input type="text"/>	<input type="text"/>
1101d	Select Fee	Select Provider	<input type="text"/>	<input type="text"/>
1101e	Select Fee	Select Provider	<input type="text"/>	<input type="text"/>
1101f	Select Fee	Select Provider	<input type="text"/>	<input type="text"/>

Settlement or Closing Fees

Line	Fee Name	Service Provider	Borrower Paid	Seller Paid
1102a	Settlement Fee	Select Provider	<input type="text"/>	<input type="text"/>
1102b	Closing Fee	Select Provider	<input type="text"/>	<input type="text"/>
1102c	Escrow Fee	Select Provider	<input type="text"/>	<input type="text"/>



Initial Disclosures



27. Click the **Request Disclosures** tab.

1. Check the **box on the left** with the items you are uploading
2. Click **Browse** or **Drag & Drop** your file
File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB
3. Click Upload
4. Once the file is uploaded click **Request Disclosures**

Package Documents Status

Credit Report

Other Description

1. Check the documents from the list that are included in your file
2. Click "Browse" or Drag & Drop your file in the box below
3. Click the "Upload" button

Browse Drag & Drop Files Upload

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

Request Disclosures

This is an editable text area via the admin titled "Request Disclosures" that can be managed by Change Wholesale to control the text displayed on this step. Info could be regularly updated to include ETA, etc.

Borrower Spouse Information

Non-Borrowing Spouse First Name

Non-Borrowing Spouse Last Name

Non-Borrowing Spouse E-mail



❖ For a VA loans you will need to upload the **Certificate of Eligibility**.

➤ Edit 1003 ➤ Credit / AUS ➤ Fees ➤ Title Fees ➤ Request Disclosures ➤ Price/Lock Loan ➤ Credit Package Upload ➤ Submit to UW

Package Documents	Status
<input type="checkbox"/> We require the certificate of eligibility document your eligibility for a VA loan. If you did not receive a DD-214 at discharge or do not have a copy of it, you may request a certificate of eligibility from the VA or give us permission to request it on your behalf by completing a Determination of Eligibility form (VA 26-1880).	Required
<input type="checkbox"/> Other Description	

1. Check the documents from the list that are included in your file
2. Click "Browse" or Drag & Drop your file in the box below
3. Click the "Upload" button

Browse Drag & Drop Files

Upload

file types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

This loan is not ready to order disclosures. Please upload all required documents.

This is an editable text area via the admin titled "Request Disclosures" that can be managed by Change Wholesale to control the text displayed on this step. Info could be regularly updated to include ETA, etc.

Borrower Spouse Information

Non-Borrowing Spouse First Name

Non-Borrowing Spouse Last Name

Non-Borrowing Spouse E-mail

VA IRRRL Data

Please validate all values with credit report.

Existing Loan Start Date

Existing Loan First Payment Date

Existing VA Loan Number

❖ Once the document has successfully uploaded a confirmation will appear at the bottom of the screen.

A Disclosure Request is currently being processed.

This is an editable text area via the admin titled "Request Disclosures" that can be managed by Change Wholesale to control the text displayed on this step. Info could be regularly updated to include ETA, etc.

A Disclosure Request is currently being processed.



Price/Lock Loan



28. Once the initial docs have been **sent** you will have the ability to Lock the loan.

Price / Lock
Lock functionality is not available until Initial Disclosures have been sent.

- ❖ You'll notice you can no longer change the loan scenario. You can however edit the **purchase price, value, loan amount, LTV and number of units.**

Price / Lock

Last Priced: 2021-04-01 11:51:13 Program: FannieMae 30 Yr Fixed DU Direct Rate: 3.625 Price: 99,846

Loan Scenario	Pricing Details
<p>Mortgage Information</p> <p>Non-QM <input type="radio"/> No <input type="radio"/> Yes</p> <p>Loan type * <input type="text" value="Conventional"/></p> <p>Loan purpose * <input type="text" value="Purchase"/></p> <p>Doc type * <input type="text" value="Full"/></p> <p>Loan term <input type="text" value="30 Year"/></p> <p>Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM</p> <p>Low-Mid FICO * <input type="text" value="739"/></p> <p>Is there a Co-Borrower? <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>DTI * <input type="text" value="8.97"/></p> <p>Underwriting Result <input type="text" value="DU Approve/Eligible"/></p> <p>Waive escrows <input type="radio"/> No <input type="radio"/> Yes</p> <p>Mtg insurance <input type="radio"/> No <input type="radio"/> Yes</p> <p>Lender paid MI <input type="radio"/> No <input type="radio"/> Yes</p> <p>First Time Homebuyer? <input type="radio"/> No <input type="radio"/> Yes</p> <p>Agency Program <input type="text" value="N/A"/></p> <p>Property Information</p> <p>Property zip * <input type="text" value="92108"/></p> <p>Property state * <input type="text" value="CA"/></p> <p>Property city * <input type="text" value="San Diego"/></p> <p>Property type * <input type="text" value="SFD"/></p> <p>Units * <input type="text" value="1"/></p> <p>Occupancy type * <input type="text" value="Primary"/></p>	<p>Pricing Details</p> <p>100% of your compensation will be paid by Change Wholesale: <input type="text" value="9774"/></p> <p>3rd party closing costs: <input type="text" value="10771"/></p> <p>Total 3rd party costs: <input type="text" value="10771"/></p> <p>Seller or other credits for 3rd party fees: <input type="text" value="0"/></p> <p>Amount available for lender credit: <input type="text" value="10771"/></p> <p>Applied lender credit: <input type="text" value="0"/></p> <p>Discount to buy the rate down: <input type="text" value="547"/></p> <p>Lender paid broker comp: <input type="text" value="9774"/></p> <p>Base pricing: <input type="text" value="102.750"/></p> <p>Lender fee buyout: <input type="text" value="0.197"/></p> <p>Charge to buy down rate: <input type="text" value="-0.154"/></p> <p>Target price: <input type="text" value="102.793"/></p> <p>Net Target price: <input type="text" value="100.043"/></p> <p>Summary cash to close</p> <p>Down payment: <input type="text" value="194600"/></p> <p>Remaining cash for fees after credits: <input type="text" value="10771"/></p> <p>Discount to buy the rate down: <input type="text" value="547"/></p> <p>Total cash to close: <input type="text" value="205918"/></p> <p>Minimum required investment: <input type="text" value="194600"/></p>

Lock Term:



❖ Click **Get Pricing**. The rate is already selected. Then **Disclose as Lock** or **Disclose as Float**.

Lock Term: 45 Day Get Pricing

Rate	APR	45 Day Price	Rebate/Discount	P&I
FannieMae 30 Yr Fixed DU Direct				
2.250	2.857	92.342	\$27,217	1358
2.375	2.923	93.098	\$24,530	1381
2.500	2.985	93.894	\$21,701	1404
2.625	3.039	94.793	\$18,506	1427
2.750	3.084	95.802	\$14,920	1451
2.875	3.155	96.485	\$12,492	1475
2.990	3.227	97.030	\$10,555	1496
3.000	3.233	97.080	\$10,378	1498
3.125	3.318	97.588	\$8,572	1522
3.250	3.392	98.231	\$6,287	1547
3.375	3.469	98.836	\$4,137	1571
3.500	3.551	99.373	\$2,228	1596
3.625	3.637	99.846	\$547	1621
3.750	3.750	100.395	(\$1,404)	1646
3.875	3.875	100.957	(\$3,401)	1671
3.990	3.990	101.354	(\$4,812)	1695
4.000	4.000	101.404	(\$4,990)	1697
4.125	4.125	101.763	(\$6,266)	1722

Pricing Snapshot

Program Name: FannieMae 30 Yr Fixed DU Direct
 Comp Source: LenderPaid
 Lock Term: 45 Day
 P&I Payment: \$1621
 MI Payment: \$0
 Lender Fee Buyout: Yes
 Borrower discount: \$547

	Rate	Price
Base	3.625	100.296
Adjustments		
LTV is 60.01 - 70%, And FICO is 720 - 739		-0.250
Fees In is Yes (Fees In), And 1st Mtg Loan Amt (Total) is \$250,001 - \$400,000		-0.200
Final	3.625	99.846

Disclose as Lock Disclose as Float

Disclosures:

- Pricing is subject to change without notice. This is not an eligibility engine, please refer to the program guidelines for eligibility.
- 3rd Party Closing Costs on this screen are provided for illustrative purposes only and are not intended to be disclosed to the consumer.
- MI Pricing is Risk Based. Income, debts and other factors have not been validated. MI will be re-disclosed at CTC.
- For FHA, Monthly MIP is .85 renewal premium.

Note: If something changed you will see an error message and will need to **re-run AUS**. Then return to the tab you were on.

✔ Edit 1003
✔ Credit / AUS
✔ Fees
✔ Title Fees
✔ Request Disclosures
✔ Price/Lock Loan
✔ Credit Package Upload
✔ Submit to UW

Price / Lock

Last Priced: 2021-05-27 10:23:21 Program: Conforming Fixed Rate: 4.625 Price: 98.283



Package Upload



29. **Check** the boxes next to the documents from the list that are included in your file.

Purchases require for the Property-Sales Contract box to checked.

- ❖ To add documents click **Browse** or **Drag & Drop** the file.
- ❖ Once you have attached the file click **Upload**
- ❖ Once documents have been uploaded, they will show in the **Uploaded Documents** box.
File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB.

Edit 1003
 Credit / AUS
 Fees
 Title Fees
 Request Disclosures
 Price/Lock Loan
 Credit Package Upload
 Submit to UW

<input checked="" type="checkbox"/>	Package Documents	Status
<input type="checkbox"/>	Please provide most recent 2yrs W2's unless AUS indicates otherwise.	Required
<input type="checkbox"/>	Please provide most recent 30 days paystubs unless AUS indicates otherwise.	Required
<input type="checkbox"/>	Credit Report	Required ✓
<input type="checkbox"/>	Mortgage Statement	Required
<input type="checkbox"/>	Payoff Demand	Required
<input type="checkbox"/>	Please provide mortgage statements, Insurance Declarations Pages, Tax Bills, HOA Statements for all additional owned properties	Optional
<input type="checkbox"/>	Please provide a written explanation for the various addresses shown on your credit report.	Optional
<input type="checkbox"/>	Please provide a copy of all pages of the most recent two (2) months of bank statements covering a minimum of 60 days unless AUS indicates otherwise. Any large deposits must be explained and documented.	Optional
<input type="checkbox"/>	Please provide a written explanation and documentation for large deposits.	Optional
<input type="checkbox"/>	Please provide a written explanation for derogatory credit on credit report.	Optional
<input type="checkbox"/>	Fee Sheet	Optional
<input type="checkbox"/>	Mortgage Note	Optional
<input type="checkbox"/>	Other Description	

- Check the documents from the list that are included in your file
- Click "Browse" or Drag & Drop your file in the box below
- Click the "Upload" button

 Drag & Drop Files

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

Uploaded Documents

__1622144932.pdf	SmartFees Guarantee Certificate (ID: Date: 05-27-2021 12:48:52)
aus_findings.pdf	AUS Findings
credit_report.pdf	Credit Report



Submit Package



30. Click the Submit to UW tab. Leave any pertinent information about the loan and/or anything you want the Underwriter to know in the **Notes** section. Lastly click **Submit**.

Save Submit

Loan #: 600000715
Borrower: Andy America
Address: 1234 Rodman St San Diego CA
Loan Amount: 355,400
Loan Purpose: Purchase
Loan Type: Conventional
Estimated Closing Date:
Compensation Source: Lender Paid
Date Registered: 04/01/2021

Channel: Wholesale
Loan Officer: LO Test
Processor: LP Test

Notes to File:

Loan Product Information
Loan Product FannieMae 30 Yr Fixed DU Direct
Loan Term 360

Borrower Spouse Information
Non-Borrowing Spouse Name
Non-Borrowing Spouse E-mail



Your file has now been uploaded successfully.

The screenshot shows a progress bar at the top with steps: Application Submitted (05/27), Disclosures Sent (05/27), Submitted to UW (05/30), Disclosures Received, Approval with Conditions, Clear to Close, Docs Out, Docs Back, Funding Requested, and Funded. Below the progress bar are navigation tabs: View 1003, Loan Details (selected), UW Package, Loan Documents, Open Conditions, Price & Lock, Appraisal, and Requests.

The following information was last updated on **05/27/2021**.
If you have any questions about the status of your loan, please contact your account executive.

Loan Information		
Borrower: JessTest Conventional	Loan #: 600000845	Loan Amount: \$548,250
Property Address: 6656 MELVIN AVE RESEDA, CA 91335	MERS/MIN #: 10026409000006270	Appraised Value: \$750,000
Loan Officer: LO Test	FHA/VA Case #:	LTV: 73.1
Company: 01 - Big Mike's Company Test	Loan Purpose: Cash-Out Refinance	CLTV: 73.1
Phone: 555-888-9999	Property Type: Detached	DTI: 10.595/22.574
Broker Processor: LP Test	Occupancy Type: PrimaryResidence	Lock Status: NotLocked
Broker Coordinator: TPO Unassigned Account Manager	Loan Status: Submitted to UW	Lock Date:
Phone: 888-684-4292	Loan Program: Fannie Mae Conforming 30 Yr Fixed	Lock Expiration:
Underwriter: Automation Under	Monthly P&I Payment: \$2,818.77	Lock Rate: 4.625%
	Total Monthly Payment (PITI): \$3,810.09	Compensation: Borrower Paid
		Lock Price:

Gross Monthly Income			Details of Transaction	
	Borrower	Co-Borrower	Total	
Base	35961.71		35,961.71	a. Purchase Price
Overtime				b. Alterations
Bonuses				c. Land
				d. Refinance
				j. Subordinate financing
				k. CC paid by seller
				CC paid by Broker, Lender, Oth

Documents

31. After reviewing the Loan Details and adding notes, click the **Loan Documents** tab to review what is in the file.

The screenshot shows the 'Loan Documents' tab selected in the navigation bar. A green arrow points to the 'Loan Documents' tab.

To Upload Documents:

1. Enter document description
2. Drag a file into the area to the right or click "Select File"
3. Click the "Upload" button

Description:

Browse Drag & Drop Files

Upload

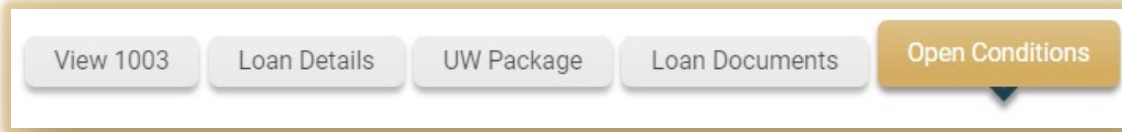
Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported.
Maximum file size is 100MB.

Broker Uploaded Documents	Received	Size	Description
loan_submission.pdf	05/27/2021	1953Kb	Loan Submission Document
Change_Wholesale_Logo_Color.pdf	05/27/2021	50Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
Change_Wholesale_Logo_Color_whiteSub.pdf	05/27/2021	50Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
Change_Wholesale_Logo_Black.pdf	05/27/2021	48Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
A_America_Bank_Statement.pdf	05/27/2021	32Kb	Income-W2s Income-Pay Stubs (Covering a Full 30 Days) Property-Owned: Current Mortgage Statements Credit-Payoff Statement 1st Lien (Credit - MTG payoff statement)
credit_report.pdf	05/27/2021	3Kb	Credit Report
aus_findings.pdf	05/27/2021	30Kb	AUS Findings
__1622144932.pdf	05/27/2021	38Kb	SmartFees Guarantee Certificate (ID: Date: 05-27-2021 12:48:52)



Conditions

32. Once Approved to see conditions click the **Open Conditions** tab.



❖ To upload documents:

1. Click the **Browse** button or **Drag & Drop** the document into the upload box.
2. **Check the box** next to the correct condition.
3. Once you are done with all your documents click the **Start Upload** button.

Tip: Scroll down the page to see all outstanding conditions. Be sure to pay attention to the legend in the top left corner.

Open Underwriting Conditions

To upload documents:

1. Click the "Upload Files" button for any condition.
2. Enter a comment for the uploaded file.
3. Click "Browse" or Drag & Drop a copy of the documents

Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported.
Max file size = 60MB.

Status Legend

- **Added** - Condition has been added for review.
- **Reviewed** - Account Manager has accepted your condition.
- **AM Re-Requested** - Account Manager has rejected your condition.
- **UW Re-Requested** - Underwriter has rejected your condition.
- **Cleared** - Account Manager/Underwriter has accepted and cleared the condition.
- **Waived** - Underwriter has waived the condition.

Browse

Drag & Drop Files

Start Upload

Miscellaneous Conditions	Prior to	Uploaded	Status	Status Date
<input type="checkbox"/> P08: Property-Certificate of Occupancy and Code Compliance DO for new construction			Added	05/19/21
<input type="checkbox"/> A03: Assets-Access to Funds Provide Copy Of 1099 For The Following Year _____ From _____	Documents		Added	05/19/21
<input type="checkbox"/> A05: Assets-Checking / Savings Stmt's 1mo__ 2mo__ 3mo__ Check for large deposits or overdrafts	Documents		Added	05/19/21
<input type="checkbox"/> P36: Appraisal-Copy Delivered to borrower Evidence that borrower has been given a copy of the appraisal/AVM or other review a minimum of 3 days prior to signing.	Documents		Added	05/19/21
<input type="checkbox"/> P46: Appraisal-Recertification by the original appraiser Recertification by the original appraiser	Documents		Added	05/19/21
<input type="checkbox"/> M64: Misc-LOE (letter of explanation) Provide The Original Signed Letter Of Explanation Regarding:	Documents		Added	05/19/21
<input type="checkbox"/> M66: Misc-Permanent Resident Alien Card	Documents		Added	05/19/21
<input type="checkbox"/> M67: Misc-Picture ID w/ Social Security Number	Documents		Added	05/19/21



- ❖ When **uploading conditions** attach them into the appropriate box. It will automatically label the condition for underwriting. **Click the box** below to the name of the condition to leave comments.

Address Verification - USPS		Prior to	Uploaded	Status	Status Date
<input type="checkbox"/>	M71: Misc-Zip Code Look Up Look-up on address and Zip code	Documents		Added	05/19/21

Application-Final 1003 Signed		Prior to	Uploaded	Status	Status Date
<input type="checkbox"/>	M03: Application-Final 1003 Signed Borrower To Sign And Date Final 1003	Funding		Added	05/19/21

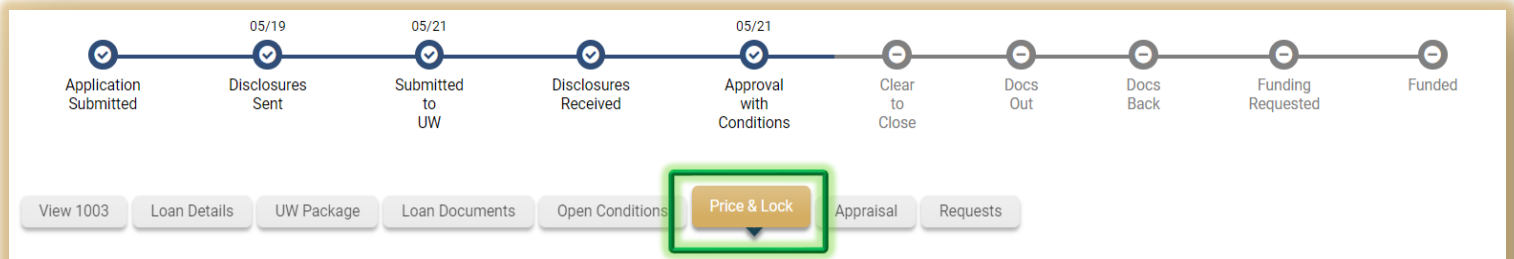
Application-Initial		Prior to	Uploaded	Status	Status Date
<input type="checkbox"/>	L01: Application-Initial 1003 Borrower and LO To Sign And Date Initial 1003	Documents		Added	05/19/21

Appraisal		Prior to	Uploaded	Status	Status Date
<input type="checkbox"/>	P44: Appraisal-Field Review Review To Be Ordered. Reviewer Must Not Be Related To Appraiser. Value to be approved. Additional conditions may apply.	Documents		Added	05/19/21
<input type="checkbox"/>	P40: Appraisal-1004 Provide fully complete FNMA 1004 - Appraisal Must Be Reviewed And Approved By Underwriter	Documents		Added	05/19/21



Price & Lock

33. To view details of pricing click the **Price & Lock** tab.



Price / Lock

Lock Status: Lock Requested

Last Priced: 2021-05-19 14:50:25 Program: Fannie Mae Conforming 30 Yr Fixed Rate: 4.000 Price: 100.522

Loan Scenario	Pricing Details
Mortgage Information Non-Agency <input checked="" type="radio"/> No <input type="radio"/> Yes Loan type * <input type="text" value="Conventional"/> Doc type * <input type="text" value="Full"/> Loan purpose * <input type="text" value="Purchase"/> Loan term <input type="text" value="30 Year"/> Amortization <input checked="" type="checkbox"/> Fixed <input type="checkbox"/> ARM Comp source <input type="text" value="Lender Paid"/> My comp plan: BP: 2.750 Min: 1,200 Max: 10,000 Lender fee buyout * <input type="radio"/> No <input type="radio"/> Yes (Fee bought-out) Purchase price * <input type="text" value="430000"/> Est. value * <input type="text" value="430000"/>	100% of your compensation will be paid by Change Wholesale: <input type="text" value="10000"/> 3rd party closing costs: <input type="text" value="10995"/> Add lender fee: <input type="text" value="699"/> Total 3rd party costs: <input type="text" value="11694"/> Seller or other credits for 3rd party fees: <input type="text" value="0"/> Amount available for lender credit: <input type="text" value="11694"/> Applied lender credit: <input type="text" value="2132"/>



Appraisal

34. To order the **Appraisal** click the tab and fill out the Agent information if applicable. We leverage the **Mercury Network** ordering system to order and manage the appraisal ordering process. **Click the link** to sign-in or sign-up for an account.

Request Appraisal

Please select an approved AMC from the list below to order an appraisal.


We have partnered with the following local and national appraisal management companies for speed and quality. Our goal is to make your appraisal process as easy and effortless as possible.

We leverage the Mercury Network ordering system to order and manage the appraisal ordering process. To sign up for an account please click on the following link:

[Mercury Network Login](#)


[Mercury Training Guide](#)

[AMC Fee List By State](#)

 **STREET SMART VALUATIONS**


Street Smart Valuations | Services AZ, CA, CO, FL, GA, NV, NM, OR, TX, UT, WA

[SSV Fee Schedule](#)

 **AAG**

Accelerated Appraisal Group (AAG) | Services CA and AZ

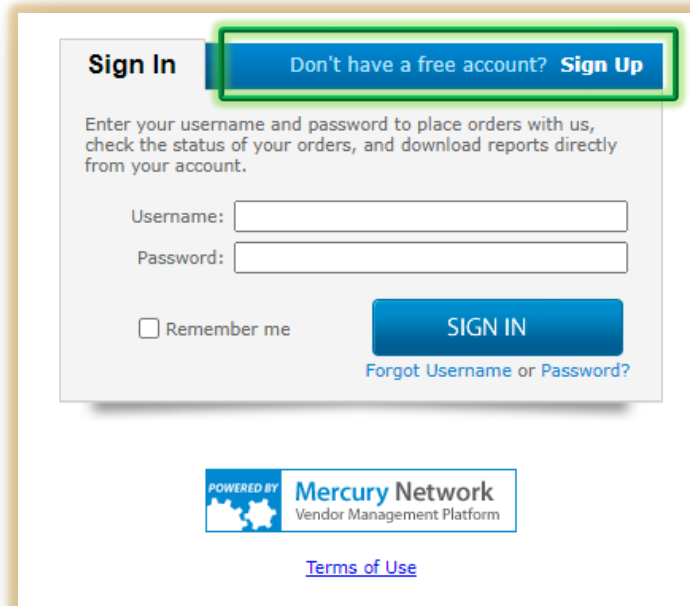
[AAG Fee Schedule](#)

 **CLASS VALUATION**

Class Valuation | Services: All States Change Wholesale is Licensed in.



- ❖ You will be taken to the **Mercury** sign-in page. If you do not have an account click **Sign Up**.

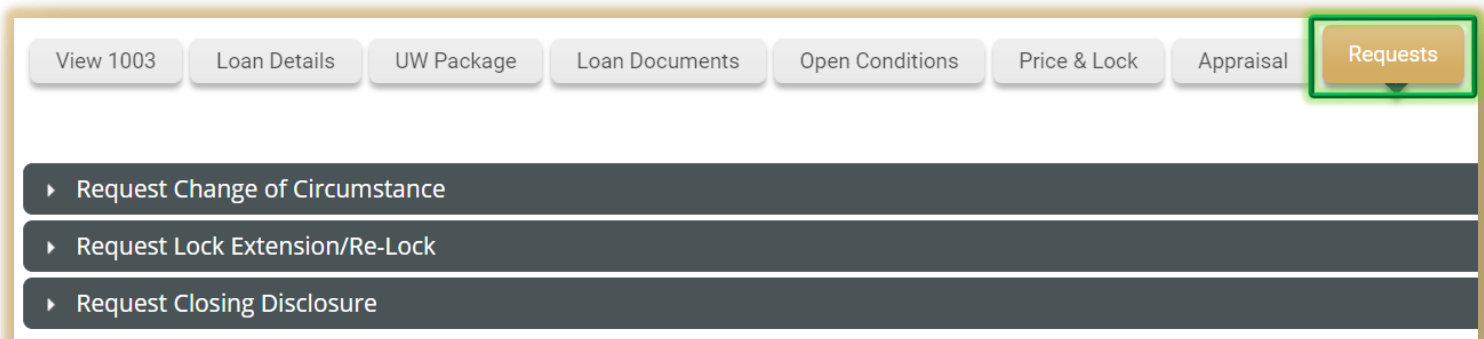


The image shows a sign-in page for Mercury Network. At the top left is a "Sign In" button. To its right is a blue button with white text that says "Don't have a free account? Sign Up". Below this is a text prompt: "Enter your username and password to place orders with us, check the status of your orders, and download reports directly from your account." There are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember me" and a blue "SIGN IN" button. A link "Forgot Username or Password?" is located below the sign-in button. At the bottom, there is a logo for "Mercury Network Vendor Management Platform" and a link for "Terms of Use".

Request

35. The Request tab will allow you to:

- ✓ Submit a **Change of Circumstance**
- ✓ Request a **Lock Extension** or **Re-Lock**
- ✓ Request the **Closing Disclosure**



The image shows a navigation menu with several tabs: "View 1003", "Loan Details", "UW Package", "Loan Documents", "Open Conditions", "Price & Lock", "Appraisal", and "Requests". The "Requests" tab is highlighted with a green border. Below the tabs, there is a dark grey menu with three items, each preceded by a right-pointing arrow: "Request Change of Circumstance", "Request Lock Extension/Re-Lock", and "Request Closing Disclosure".



36. To submit a **Change of Circumstance**, expand the box and complete the form. You can also add supporting documents and enter comments. When finished click **Submit Request**.

Request Change of Circumstance

1. Click "Browse" or Drag & Drop your file in the box below
2. Click the "Upload" button

Upload Supporting Documentation Here:

Drag & Drop Files

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

Loan Amount:

Appraised Value:

Occupancy Type: -- Select --

Property Type: -- Select --

Escrow/Impounds: -- Select --

Compensation Source: -- Select --

Loan Term: -- Select --

Remove Borrower(s):

Note Rate:

Add Fees:

Fee Name:

Fee Amount:

+ Other Changes / Borrower Requested Changes / Comments:

Comments

37. To **Request or Re-lock** drop down the menu, **click the box** next to the action you want to take and enter any relevant information into the comment box. Click **Submit Request**.

Request Lock Extension/Re-Lock

Extend Lock: -- Select --

Re-Lock for: 30 Days (Includes .25% Re-Lock Fee and Worst-Case Pricing)

Comments:

Comments



38. To Request the CD drop down the menu. Fill in the information then click **Submit**.

Request Closing Disclosure

Loan Details

Borrower Name:
Co-Borrower Name:
Loan Number:
Estimated Closing Date:
First Payment Date:
Email Address to Send Docs:
Vesting to Read:
Non-Borrower or Title Only Spouse Name:
Email:
Last 4 of SSN:

Contact Information

Title

Title Company Name:
Title Company License:
Contact Name:
Phone Number:
Email:

Escrow

Escrow Company Name:
Escrow Company License:
Contact Name:
Phone Number:
Email:

Buyer's Agent

Company Name:
Company License:
Address:
City:
State:
Zipcode:
License:
Name:
Phone Number:
Email Address:

Seller's Agent

Company Name:
Company License:
Address:
City:
State:
Zipcode:
Agent License:
Name:
Phone Number:
Email Address:

Closing Information

POA:
Review Initial Closing Disclosure?:
SnapDocs/EClosings:
Impounds:

Trust:
Loan Program:
Property Type:
MI: (Lender or Borrower paid):

Final Broker Fees

Broker Comp Type:
Compensation Amount:

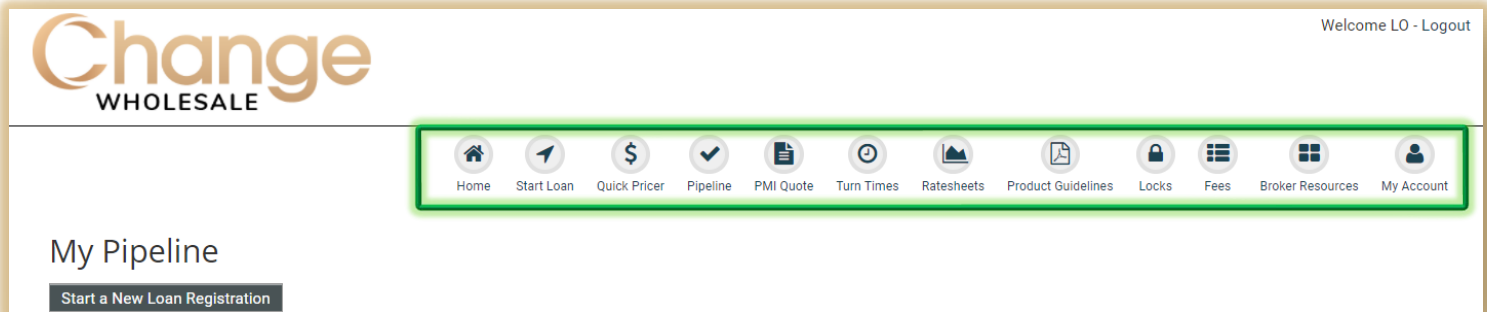
Contract Processor Name:
Contract Processor Fee:

Appraisal Fee: \$ POC: Broker To Be Reimbursed:
1004D Fee: \$ POC: Broker To Be Reimbursed:
Credit Report Fee: \$ POC: Broker To Be Reimbursed:
HOA Cert Fee: \$ POC: Broker To Be Reimbursed:
Lender Credit: \$ POC: Broker To Be Reimbursed:
Discount Points: \$ POC: Broker To Be Reimbursed:

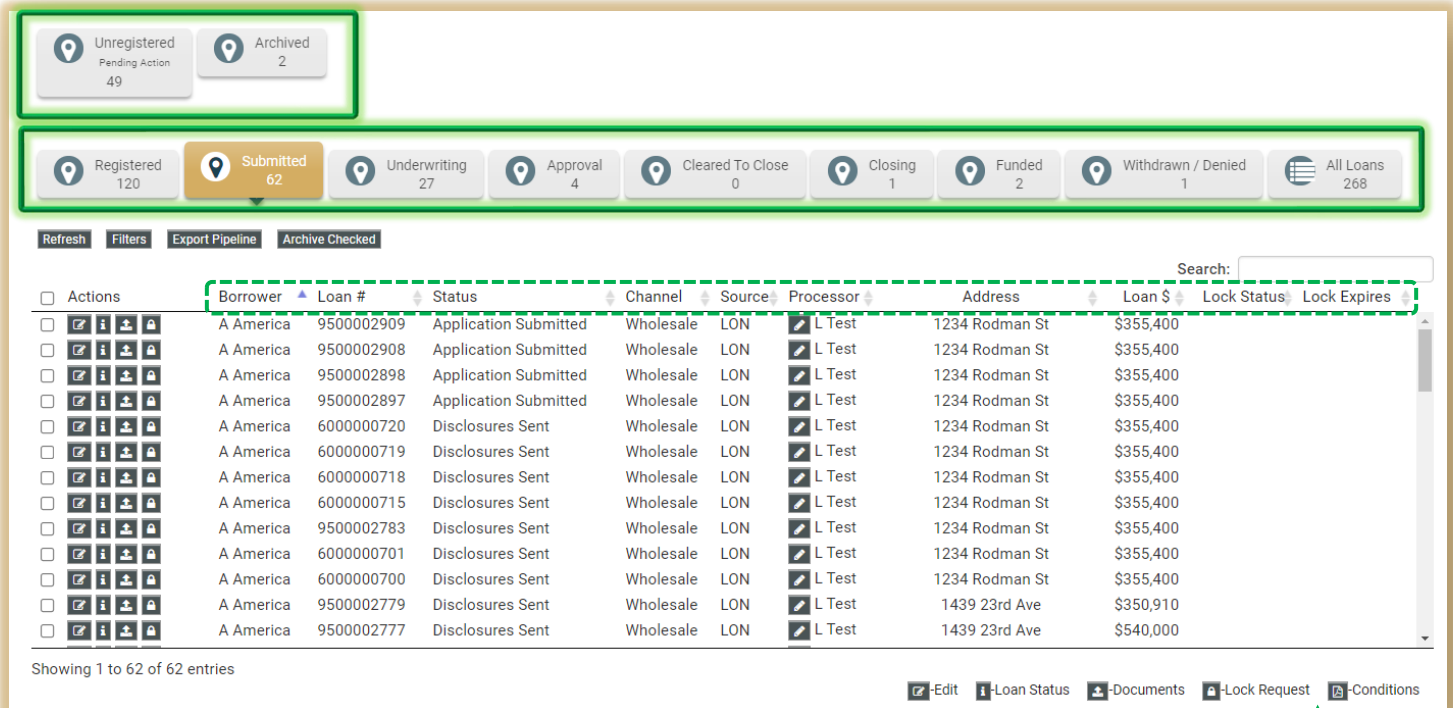


Pipeline

39. The **Tool Bar** gives you access to several different actions such as Starting a Loan, PMI Quotes, Turn Times, Locks, Guidelines, and other Broker Resources.



40. The **Pipeline** sorts the files by status from Unregistered to Funded including Withdrawn/Denied. You can sort the files by borrower name, loan number, status, Processor and address, loan amount and lock



Tip: Be mindful of the legend. It shows what action can be taken when clicking on an icon.