

Toni Pierce

From: Wayne Pierce
Sent: Friday, May 8, 2020 8:39 AM
To: Sales
Cc: Angela Lampson; Joshua Heinrich; Toni Pierce; Justin Yahnig; Robert Anderson; Rebecca Moorehead; Dave Weber
Subject: Initial Disclosures
Attachments: Loan Officer Initial Disclsoure Instructions.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning and Happy Friday.

We are starting to get busy and the amount of initial disclosures that we are getting is great. Due to the high volume of initial disclosures coming in it is very important that they are submitted correctly. We are currently missing something on 90% of the loans finalized. This is slowing us down and causing our turn times to be over 4 hours. We are trying to get it back to 4 hours, but need your assistance. Please make sure you are following the checklist for required items. Please see the items below on common errors that we are seeing.

1. MI Quote not uploaded to Image Flow or not updated to match AUS Findings.
2. Purchase Agreement not updated.
3. Reason for Refinance not marked correctly.
4. If rate/term refinance cash to borrower should not exceed maximum cash back.
5. Service Provider should be selected for all Title Fees.
6. Credit Report should be uploaded.

Feel free to contact me with any questions or concerns.

KEEP UP THE GREAT WORK AND BRING ON THE LOANS!!

Thanks,

Wayne Pierce
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