



TPO Initial Disclosures Instructions

These instructions will guide you on how to obtain Initial Disclosures for all loans ready for this step.

It is the Loan Officers responsibility to insure the accuracy of the information contained in the Disclosures. If important information is not provided to the preparer of the disclosures, the file will have to be started over. Please allow 24 hours for docs to go out.

FSB must have a template set up for each company. Please contact the Assisted Corr Team for the Vendor Set Up form prior to ordering the first docs.

- 1) Prepare the file for disclosures.
 - a. Insure the 1003 is accurate and complete. Missing information is not acceptable
 - b. Double check loan terms to make sure they are what you want to quote
- 2) If sending through E-sign, make sure each borrower has an email address provided to the Assisted Corr team.
- 3) Application date for the 1003 must follow RESPA guidelines.
 - a. Purchase loans require completion of disclosures when a purchase contract is in hand.
 - b. A refinance will require completion of disclosures within three days of the credit report
 - c. When all 6 application requirements are met per RESPA, disclosures are required.
- 4) Purchase Contract provided to Assisted Corr team with TPO Initial Doc Request Form
- 5) Complete the ***TPO Initial Disclosures Request form*** and email to assistedcorr@flanagansstatebank.com
- 6) Provide ONLY fee changes that are outside of your normal template.
- 7) Please include your vendor information to allow the LE to be completed in full. If we have this information in your template, we just need the names of the vendors and not the full address information.
- 8) Please note, when the disclosure packet is delivered it does not contain the following documents:
 - Undisclosed Debt Form – available at www.fsbtpo.com or we will accept your credit inquiry form
 - Anti-Steering form – available at www.fsbtpo.com or we will accept your form. This form only needed on brokered loans that are lender paid.

These forms are still required. The Assisted Corr Team will provide these disclosures for your files.

- 9) Any requests delivered after 3PM CST will be considered received the next business day

Docs will be send within 24 hours. If using E-Sign, the program will request the LO Signatures automatically.

Should you have any questions, please email assistedcorr@flanagansstatebank.com.