

## Toni Pierce

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**From:** Wayne Pierce  
**Sent:** Tuesday, July 28, 2020 9:00 AM  
**To:** Sales; Mortgage Support  
**Cc:** Lock Desk  
**Subject:** Archiving Files

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Good morning. We have noticed a few files that are being archived when they should not be. Please remember that you should only be archiving pre-quals that do not have an address. Any loan that has an address will either be archived by the denial team when it is denied or the post-closing team once it closes. Please let us know if you have any other questions or concerns.

Thanks,

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