



Pipeline Status Key

Pipeline Status in Mortgagebot	What it means...	Who marked it this way...	Actions needed...
New/Imported	A file has been created either by uploading a FNMA 3.2 or with manually entered data	The system automatically marks newly entered files this way	File needs to have the loan number marked as PR, if no address is available or the decision to deny, withdraw or proceed must be made within 3 days of application date
U/W Modified w/Conditions	LO or LOA has entered fees in the LE and updated the URLA in full and has requested Initial Disclosures by clicking on Final	The Disclosure Team will mark this status when the Initial Disclosures have been sent to the LO/LOA for wet sign	The LO/LOA should get with the borrower to ensure the docs are signed within the 3 days allowed by RESPA. See section below for Final or Not Final the loan.
Pending Second Review	LO or LOA has entered fees in the LE and updated the URLA in full and has requested Initial Disclosures by clicking on Final	Disclosure Team will mark this status when the initial docs have been sent to the borrower via Doc Magic/E-Sign	LO/LOA to upload the borrower docs for assets, income, other docs needed by the file and the BIP Cover sheet. The loan should only be FINALED IF the BIP packet is uploaded AFTER the disclosures are added to Imageflow. If the BIP packet is uploaded prior to Disclosures being signed or added to Imageflow, there is no need for the loan to be FINALED. The Disclosure Team will Final the loan when they upload the disclosures.
U/W Conditions Pending Review	The loan has moved to the Processor	The Disclosure Team after the signed disclosures and BIP package are in the file	No action from the Loan Officer is needed at this time. The LO will get an Initial Needs list from the processor as soon as they have the chance to review the file. Processor will place the orders for the information needed at this time. Allow 24 – 48 hours for this review!
U/W Received	The loan is being worked on by the Processor on the Operations side	The Processor	No actions needed by the LO. The processor is updating and signing off on Processing conditions in preparation to move the file to Underwriting.
U/W Submitted U/W Re-submitted	Processing has moved the file into the queue for the Underwriting Manager to assign the file to an Underwriter.	Processor Compliance Jr	No action needed by the LO/LOA. The file is in line for underwriting review

U/W Approved w/Conditions Or U/W Suspended	Underwriting has reviewed the file and either approved the file or suspended the file.	Underwriter	Processor will review the conditions or suspense and advise the LO/LOA on what is needed to get the file back to underwriting for the next review. All will work on the tasks needed and assigned to each party to provide docs in a timely manner for resub of the file
Ready for Docs	Processor has received and cleared all Compliance conditions	Processor	This status notifies the Compliance Team (OCT) that the file is ready for the Initial CD to be completed or Re-disclosures are being requested on the file. This status will allow the file to continue on to underwriting for PTC conditions to be reviewed
U/W Final Approval	Loan is ready for the Compliance Team to review and issue the CTC	Underwriter	Underwriter has cleared all PTC conditions and moved the file to this status to notify the OCT team the file is ready for CTC. LO/LOA should have closing details ready and signed ICD ready for uploading
U/W Pre-Approved	Loan is at USDA or PMI. Underwriter has sent the file to USDA for their commitment or to the PMI company for their underwriting process to issue MI on the file	Underwriter	If there are outstanding conditions, get them uploaded and taken care of to allow the CTC to be completed when the conditional commitment is received from USDA.
U/W Final Approval/Ready for Docs	Loan is ready for the closers and they will start on the process to prepare the Final CD with the title company	Compliance Team	Loan is officially considered CTC
Docs Out	The Closers have sent the docs to the title company	Closers	LO/LOA's should watch their emails for notifications from the closer assigned to the file and the title agents working on the final CD. Docs are sent to both the LO and the Title Company when the final CD is considered balanced.