

Shelsie Crawford

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**From:** Wayne Pierce  
**Sent:** Wednesday, May 25, 2022 3:51 PM  
**To:** Sales; Mortgage Support Center  
**Subject:** File Communication

**Follow Up Flag:** Follow up  
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Good afternoon. I hope everyone is having a great Wednesday afternoon. I wanted to send out a reminder on how the Operations team is handling communications throughout the file process. The hope is to eliminate any confusion during the file process. Feel free to contact me with any questions.

If there are any questions at Initial Disclosures, Pending 2<sup>nd</sup> Review, Re-Disclosures or questions from the underwriter we will use the Pro e-mail.

Once we receive the Early Closing Disclosure Request Form we will use the contacts listed under LO and Processor for the ICD, CTC, and Closing Information.

If you want your Pro e-mail used throughout the process that is fine. Please just have it listed under the LO Contact e-mail. If you list the Pro e-mail in that section then you do not need to list a processor contact e-mail if they are on your Pro Distribution List.

Thanks,

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