**Loan Officer Disclosure Procedure 07/17/2022**

1. First determine if this borrower(s) previously been PR’d (Prequalified / Preapproved)?
2. If yes, email [ops@flanaganstatebank.com](mailto:ops@flanaganstatebank.com) and ask for the loan number to have the PR removed.

**Note - Loan number changes will be done within 15 minutes always upon request!**

1. If the loan was not previously PR’d (Prequalified / Preapproved), Loan Officer will setup their new loan and when ready for disclosure will email [ops@flanaganstatebank.com](mailto:ops@flanaganstatebank.com) for the loan number to be changed. The loan officer will state in this email what their two- digit loan number sequence should be to help our internal staff label the loan correctly.

**Note - Loan number changes will be done within 15 minutes always upon request!**

1. Loan Officer will fill in/check Borrower Summary screen and property address
2. Loan Officer will pull credit if not done previously.
3. Loan Officer will Complete 1003/URLA in MBOT including the following.
   1. Residency – 2 year minimum
   2. Employment – 2 year minimum (address and contact information)
   3. Assets – estimated if cash needed for closing
   4. Liabilities – updated to match Credit Report and items being paid off marked
   5. Declarations
   6. Government Monitoring
   7. Leave email for borrowers BLANK if wet-sign.
4. Please make sure to “Order MI” or “Re-Order MI” on any Conventional loan >80% LTV.
5. Loan Officer can update fees when necessary, on a per loan basis, however, please advise your sales manager if a template needs to be updated.
6. VERY IMPORTANT ON PREVIOUSLY PR’d LOANS – LO PRIOR to registering or locking each loan should go the “Fees Tab” and hit the “recalculate” loan fees to make sure the appropriate UFMIP or Guaranty Fees are populated correctly so the total loan amounts are correct BEFORE registering and locking each loan.
7. Loan Officer will lock each loan or register loan in MBOT, if you have origination or discount fees, please make sure to add them to the LE screen and the registration / lock screen before proceeding.
8. **VERY IMPORTANT - LOAN OFFICER SHOULD GOTO “STATUS AND TRACKING” AND VALIDATE EACH LOAN BEFORE GENERATING DISCLOSURES! MAKE SURE THAT ANY RED ITEMS SHOWN ARE NOT RELEVANT TO YOUR INTEREST RATE / LOCK!**
9. You are now ready to disclose each loan:

E-Sign Packages

* Goto Forms and Docs
* Goto Loan Estimate
* Under Initial Disclosure Enter today’s date under date of loan estimate
* \*Please make sure that this date is within 3 days of your application date on your URLA/1003.
* Select E Disclosure on Method type from the drop down
* The borrower received date will fill in automatically for you.
* DO NOT Fill in the Borrower Intent to Proceed date or Method of Intent.
* Then in the bottom of the left hand corner of the LE Fees Tab, hit the “Disclose” button.
* Make sure to hit Save in the bottom right-hand corner.
* Goto Doc Packages
* Hit the words Order Document Package
* From the Document Package Type drop down please select “initial Disclosure”
* **Make sure to put check marks in the “EDisclosure” and “Click Sign” boxes**
* **Then remember to hit submit at the bottom – Your disclosures were sent!**
* Now goto imaging and upload your purchase agreement and any other financial information you have. If you only have your purchase agreement that is fine.
* **Goto Actions**
* **Final the loan!**

Once the borrower disclosures are received back into our Doc Magic Account, our staff will upload the disclosures and then submit your loan over to “Conditions Pending Review” to move your loan to our processing team!

Wet Sign Packages

* Goto Forms and Docs
* Goto Loan Estimate
* Under Initial Disclosure Enter today’s date under date of loan estimate
* \*Please make sure that this date is within 3 days of your application date on your URLA/1003.
* Select In person on Method type from the drop down
* The borrower received date will fill in automatically for you.
* DO NOT Fill in the Borrower Intent to Proceed date or Method of Intent.
* Then in the bottom of the left hand corner of the LE Fees Tab, hit the “Disclose” button.
* Make sure to hit Save in the bottom right-hand corner.
* Goto Doc Packages
* Hit the words Order Document Package
* From the Document Package Type drop down please select “initial Disclosure”
* **Make sure to NOT check the “EDisclosure” and “Click Sign” boxes**
* **Then remember to hit submit at the bottom**
* **You can then download the disclosures so you can print them.**
* Now goto imaging and upload your purchase agreement and any other financial information you have. If you only have your purchase agreement that is fine.
* Once the borrower signs the disclosures simply upload them under submission package!
* **Goto Actions**
* **Final the loan**
* Once the LO/Branch has the signed disclosure package back simply scan, and attach them, and email those to [disclosures@flanaganstatebank.com](mailto:disclosures@flanaganstatebank.com)
* Our mortgage support team is on the disclosures distribution and will split and label those disclosures and then move the loan to the processing team.