



## Important Announcement

6/29/2018

This announcement includes notices regarding updates for Flanagan State Bank's Correspondent and Wholesale Accounts.

**This will reference:**

Initial/Early CD Process

DACA Update

Fourth of July Holiday

**Initial/Early CD Process**

Beginning July 2<sup>nd</sup>, our roll out of the Initial/Early CD will begin. Included with this announcement you will find a "how to" for our process and a Closing Request form that will be needed. If you have any questions after familiarizing yourself with our "how to", please email your Account Executive or Mortgage Support. As we become proficient with this process, please watch for updates in speed and timing!

**DACA Update**

Effective immediately, DACA – Deferred Action for Childhood Arrival This immigration policy started in June 2012 allows certain undocumented immigrants to the U.S. who entered the country as minors to receive a renewable two-year period of deferred action from deportation and eligibility for a work permit. The program does not provide a legal status or a path to citizenship. Borrowers in the U.S. via DACA are not eligible for mortgage loans at this time.

**4<sup>th</sup> of July Holiday**

FSB's offices are closed on Wednesday, July 4. Please note this day does not count in TRID or Rescission. We will resume normal office hours on Thursday, July 5<sup>th</sup>.

Sincerely,

Flanagan State Bank TPO Division Management



## Initial CD Process

As of 7/2/2018

On the Loan Approval Notice, a new section has been added. The ICD (Initial Closing Disclosure) section is now being utilized to track the information that is required to prepare an Initial CD.

### **Initial Closing Disclosure(ICD):**

| Status         | Condition Date | Condition  |
|----------------|----------------|--|
| <b>Pending</b> |                | All ICD conditions must be cleared and lock must be good for at least 10 days for Initial Closing Disclosure to be sent out. Contact Account executive or Sales Manager for additional details regarding the Initial Closing Disclosure. |
| <b>Pending</b> |                | Appraisal:   |
| <b>Pending</b> |                | Homeowners Insurance:  |
| <b>Pending</b> |                | Preliminary CD from Title Company Condition cleared:   |

When the file is Cleared to Close and all information is cleared from the ICD section, the Jr Underwriter will automatically send the Initial CD to the Loan Officer with the CTC Notice and final approval.

**Important to note:** The Early CD will be sent directly to the Loan Officer on the file. It will be their task to deliver to the borrower. We do not deliver the CD to the borrower! FSB will require Proof of Delivery in the form of:

1. Wet signatures with dates showing within 3 days of date on the CD; or
2. E-sign delivery with e-sign log confirming dates and signatures; or
3. Regular mail delivery with cover letter – note this requires a longer wait period to allow mail to be received by borrower. 7 days is the minimum wait for this option.

### **When Early CD is Signed**

Deliver it back to FSB with your Closing Request Form when the loan is CTC. **The updated Closing Request form is available on our website at [www.fsbtpo.com](http://www.fsbtpo.com).** The information is simplified and has a section to note any CD changes that may be needed.

We require 72 hours to schedule closing. This will allow us to work with the title company to prepare the Final CD. The title company will be sent the Initial CD the next morning after we receive your closing request and signed Initial CD. The LO will be copied on this email.

*Pay attention to any PTF conditions to ensure they are cleared before the actual closing occurs!*

PTF conditions can be emailed to [ptfconditions@flanaganstatebank.com](mailto:ptfconditions@flanaganstatebank.com) to be reviewed prior to the closing. Correspondent loans can deliver the PTF Conditions with their closing package for review.



# Closing Request Form

Please send this form and the executed Initial Closing Disclosure to [closings@flanagansatebank.com](mailto:closings@flanagansatebank.com) to schedule your closing after you have received the Clear to Close on your file.

Loan will close as:  Broker/Wholesale  Correspondent  Retail

Borrower:

Co-Borrower:

Address:

Closing Date:

Closing Time:

Loan Number:

Title Company e-mail for closing instructions:

Will this be a mail away closing? Yes No If yes, provide further instructions below

Please list any changes to the Initial CD that you see below:

**Closings can be scheduled for the 3<sup>rd</sup> business day after the day it is clear to close.**

**Example:** Receive clear to close and you send in signed initial CD and closing request on Monday before 4 pm. The closing can be scheduled for Thursday. If you send it in on Wednesday the earliest you can close is Monday.

**Please contact your Sales Manager or Account Manager for any questions or concerns**