

## Important Updates for this week

Josh Heinrich <jheinrich@fsbfamily.com>

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To: Sales <sales@flanagansstatebank.com>

Cc: Josh Heinrich <jheinrich@fsbfamily.com>; Processing <processing@flanagansstatebank.com>; Chris Langel <clangel@fsbfamily.com>; Dave Weber <dweber@fsbfamily.com>; Doug Carls <dcarls@fsbfamily.com>; Josh Heinrich <jheinrich@fsbfamily.com>; Justin Yahnig <jyahnig@fsbfamily.com>; Kristen Snethen <ksnethen@fsbfamily.com>; Rebecca Moorehead <rmoorehead@fsbfamily.com>; Robert Anderson <randerson@fsbfamily.com>; Sarah Aguirre <saguirre@fsbfamily.com>

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Good morning, everyone!

Here are the announcements for this week.

### **Reminder to Enter Application Date, Interview Date, and Interviewer into MBOT**

Loan Officers - VERY IMPORTANT!

Unfortunately, due to recent MBOT updates, sometimes the application and interview dates are NOT automatically entering into the URLA like they did in the past once you entered a property address. In addition, the loan officer's name should also automatically be entered and in some instances it is not. Please make sure to double check these critical fields while setting up your loans for disclosures. If you have a loan that one of these fields is not populating, please send an email with the loan number to MBOT@flanagansstatebank.com so Doug Carls can discuss this issue further directly with MBOT's customer support. Obviously, we understand if you cannot wait to proceed in order to disclose, but please make us aware of these issues.

### **FHA Amendatory Clause**

There has been some confusion on if a second version of this form is required to be signed at closing or not. The FHA guideline states that we need this document to be signed by all parties (Borrowers, Sellers, and all agents) on or prior to closing/funding. A second form is included in our closing package only for situations when parties have not previously signed the form.

### **Funding Authorization Update - Contingent Sales**

We have updated our funding authorization policy on all loans, including conventional financing moving forward. As you all are aware, on many conventional loans we do not require funding authorization at time of closing. However, if your loan is subject to proof of a CD from a sale of a contingent property/mortgage, FSB will always require that CD prior to funding authorization.

### **New Marketing Process Training / GUS Training**

As a reminder - Teams Invite will go out to the sales distribution this AM!

Everyone, please note we will have a marketing training this Wednesday at 2 PM CST. Though we would like everyone to attend, we know sometimes sales schedules can vary. However, if you are a branch manager and cannot make it at this time, please get with your sales manager to go over the new process before submitting any new marketing requests. We will be sending out a Teams invite for this training, and you will need access to the FSB Marketing portal moving forward. All LO's were assigned a log in

prior to this site. If you no longer know that PW you can simply click on the link below and request a PW reset.

[Login – FSB Marketing](#)

GUS Teams Invite was sent out to those that requested it on Friday last week. If you still want to attend please send Mortgage Support an email and they will forward you the invite.

For those of you that require GUS training, please note we will do this training Wednesday at 3 PM CST directly after the marketing process discussion/training.

#### **Loan Program Changes - Appraisal Desk**

Please note that all appraisal product changes MUST be done by our appraisal desk, unless you have permission to procure yourself directly from your sales manager. Going through our appraisal desk allows us to make sure that UCDP's are received when switching a loan to conventional financing, or do proper appraisal logging for FHA purposes.

Thank you!

Josh Heinrich / NMLS ID: 334476

Retail Sales Manager

Flanagan State Bank / NMLS ID: 408461

Phone: 630-399-2827

Email: [Jheinrich@fsbfamily.com](mailto:Jheinrich@fsbfamily.com)

