



CLEAREDGE
LENDING

**BROKER
PORTAL
GUIDE**



Broker Portal Guide | Encompass—Version 2.0 | Copyright ©2024

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I. INTRODUCTION

Welcome to ClearEdge Lending where our motto is our driving force; **Solution Oriented. Service Driven.** We welcome you to our ClearEdge Lending Portal!



[CLICK HERE](#) to access the ClearEdge Broker Portal. This link is also available at our company website www.clearedgelending.com.

Please Log In...

Enter your user name and password.

| | |
|--------------------------------------|--------------------------|
| Username: | <input type="text"/> |
| Password: | <input type="password"/> |
| <input type="button" value="Login"/> | |

[Forgot your Password?](#)
[Change Your Password](#)

First time users will be emailed credentials. The credential email includes the URL for the portal and a link to access the current version of the portal guide.

Hello User Name

This email contains your log on credentials to the ClearEdge Lending Portal.

Your username is: Unique to Individual
Your password is: Unique to Individual
Company Name: Your Company Name
Branch Location: Your Branch Address

TO ACCESS PORTAL: [CLICK HERE](#)

TO DOWNLOAD PORTAL GUIDE: <https://clearedgelending.com/grow-your-business/forms/>

We recommend you change the password to something memorable upon login. This can be done in the My Account screen, once logged into the portal.

If you have any questions, please email systems@clearedgelending.com.

Thank you for your business,
ClearEdge Lending

Upon login, you will immediately be prompted to **configure challenge questions**. This step must be completed **prior** to gaining access to your pipeline view. Challenge questions provide an extra layer of security when authenticating users. Once you have completed this step, click **Save** and **Continue**.



Configure Challenge Questions

For security purposes you are asked to configure three challenge questions.

These questions will be used for additional authentication when you access this website from an unrecognized device.

Please select three challenge questions and provide your answers in the space provided below.

| | | |
|-------------------------------------|--|---|
| Challenge Question #1 | What was the first concert you attended? | ▼ |
| Answer #1 | <input type="text" value="Hootie and the Blowfish"/> | |
| Challenge Question #2 | What is your favorite book? | ▼ |
| Answer #2 | <input type="text" value="Cat In The Hat"/> | |
| Challenge Question #3 | What was the name of your first pet? | ▼ |
| Answer #3 | <input type="text" value="Bark Twain"/> | |
| <input type="button" value="Save"/> | | |

For security purposes, you have been provided a randomly generated password. We strongly recommend that you reset your password to something memorable by completing the following steps:

1. Go to **My Account**
2. Enter new password in **Reset Account Password**
3. Re-enter new password in **Enter Password Again**
4. Click **Save**

Welcome Lance - Logout
My AE: Matt AE ☎ 949-330-7407 ✉ mattb@clearedgelending.com
[Portal Questions?](#)

[My Pipeline](#) [Clear Pricer](#) [Rate Sheets](#) [Approved AMCs](#) [Forms & Resources](#) [Matrices](#) [My Account](#)

Save

Account Username lance

→ Reset Account Password

→ Enter Password Again

Please note the following password requirements:

- At least 8 characters and NO spaces
- Include at least one of each:
 - Upper case letter [A-Z]
 - Lower case letter [a-z]
 - First character of the password must include a letter or number only (no special character)
 - Eligible special characters: @ \$ % ; : . , ? = _ * ~ ^ + - # ! |

Approved Broker Company Users

Brokers currently approved to do business with ClearEdge Lending may request a new LO, Processor or a New Branch location be added to their account.

Email requests: brokermanagement@clearedgelending.com

Required Information

Please provide the following information for each type of request:

Loan Officer Credentials

First and Last Name
Email
Phone #
NMLS #
Branch Location

Note: Credentials also include Processing rights and will only provide access to view their own pipeline unless permission is given by the Broker of Record/Broker Administrator to give LO access to all branch loans.

Processor Credentials

First and Last Name
Email
Phone #
Branch Location

Note: Processors have access to all branch loans within a pipeline.

New Branch

Branch Location
Branch NMLS #
Branch Manager Name and Phone #
List of licensed States and corresponding DBA used in each State (if applicable)

Note: Only ClearEdge Account Executives, Broker of Records, Branch Managers or designated Broker Administrators may request new Branch locations be added to the system.

Deactivate a Branch or User

To deactivate a user **or** branch that is no longer part of the company:

Email requests: brokermanagement@clearedgelending.com

Service Level Agreement

Our commitment is to complete and respond to all request in 2 hours or less, during normal business hours.
(8am-5pm, Pacific)

Forgot Your Broker Portal Username?

Please contact our team at the following email address: brokermanagement@clearedgelending.com with questions regarding your Broker Portal username.

Forgot Your Broker Portal Password?

1. Click the **Forgot Your Password Link** located on the login page.

Password:

Login

Forgot your Password?
Change Your Password

2. Complete as much of the information as possible: **Username, First Name, Last Name, Email Address** and then click **Request Password Reset**.

You will then be navigated to the Password Reset screen.

WARNING: Keep this screen open.

Username:

First Name:

Last Name:

Email Address:

Request Password Reset

Login

3. Once your account is located, an email will be sent to you with further instructions, which includes your **Username** and **Password Reset Code**.

NOTE: If you do not receive an email, email: brokermanagement@clearedgelending.com

Hello Test WL LO

You have requested a password reset on your Website account at <https://www.brokerportal.com>.
If you did not request a password reset, you may ignore this email.

To complete the password reset process, enter the following code in the password reset page:

Account Username: mbaker2
Password Reset Code: 12345678

4. Navigate back to the reset screen. Enter your **Username** and **Password Reset Code** (in email).

Enter your **New Password** and **Password (again)**, and click **Reset Password**.

Username:

Reset Code:

New Password:

Password (again):

Reset Password Request Another Email

Note: Your new password must be at least 8 characters long, it m

Once logged in, you will be directed to the **Home Page** of the Broker Portal, also referred to as **My Pipeline**. From this page, you may navigate to all the sections of the portal. See numbered descriptions below.



1 My AE: Matt AE 949-330-7407 mattb@clearedgelending.com Welcome Lance - Logout
Portal Questions?

2 My Pipeline Clear Pricer Rate Sheets Approved AMCs Forms & Resources Matrices My Account

My Pipeline

Start a New Loan 3

- 1 Logout Button, Account Executive Contact Information, Portal Questions (click to email us a question)
- 2 Portal Links (see below for more information)
- 3 Start A New Loan Button
- 4 Loan Status Categories and Refresh Pipeline (see below for more information)













2: Portal Links

| | |
|--------------------|--|
| My Pipeline: | Home screen |
| Clear Pricer: | Price and save scenarios |
| Rate Sheets: | Current and archived rate sheets |
| Approved AMCs: | Request AMC portal credentials or review a Fee Schedule from one of our partners |
| Forms & Resources: | Forms, processes and guides critical to doing business with ClearEdge |
| Matrices: | Program matrix reference material |
| My Account: | Review user account information and reset password |

4: Loan Status Categories

| | |
|----------------------|--|
| All Loans: | Master pipeline view including Pre-Submission loans (TPO Registered Status) |
| New: | MISMO 3.4 XML file uploaded only, no loan # assigned |
| Loan Open: | Loans in Submission Incomplete status |
| Initial Disclosures: | Loans with Initial Disclosure Pending status |
| UW Status: | Loans Submitted to UW, Approved, Suspended or Conditions Submitted/Received status |
| Clear to Close: | Loans in Clear to Close status |
| Docs: | Loans in Docs status |
| In Closing: | Loans in Funding Conditions status |
| Funded: | Loans in Funded status |

The above are general loan status categories. The specific loan statuses will be discussed in greater detail, later in the guide.

| Actions | LO | Processor | Loan # | Borrower | Status | Channel | Address | Loan \$ | Submitted | Lock Date | Lock Expires |
|---|--------------|--|-------------|------------|----------------------------|-----------|--------------------|-----------|-----------|-----------|--------------|
|    | L Originator |  Originator | 2021110223 | S Sample | Initial Disclosure Pending | Wholesale | 12 BPC Test | \$480,000 | 11/15/21 | | |
|    | L Originator |  Originator | 2021110021 | S Sample | Loan Open (Not Submitted) | Wholesale | 659 2nd Lien Drive | \$300,000 | | | |
|    | L Originator |  Originator | 20211100393 | K Customer | Initial Disclosure Pending | Wholesale | 10655 Birch St | \$300,000 | 10/29/21 | | |

Click the pipeline column headers to sort information in ascending or descending order



- 5 Search for an individual loan using any parameter shown in pipeline view
- 6 Edit file
- 7 Loan Summary with borrower contact information, important dates and documents
- 8 Alerts (see below for more information)

Alerts

An alert is a message that requires your attention. Some alerts are informational, and will clear as soon as key data in the loan is updated. Other alerts will require you to perform an action. The following is a list of the alerts, you may encounter during the loan process.

| | |
|--|------------------------|
| Submission Incomplete | Closing Date < 10 Days |
| Impounds Required (HPML or Foreign National) | Lock Expires in 5 Days |
| Initial LE Pending | Lock Expires in 4 Days |
| Initial Disclosures Receipt Pending | Lock Expires in 3 Days |
| LE Receipt Pending | Lock Expires in 2 Days |
| Intent to Proceed Pending | Lock Expires in 1 Day |
| Ready to Order CD | Lock Expires Today |
| Initial CD Receipt Pending | Lock Expired |
| Approved But Not Locked | |



Click the warning symbol to review alerts and recommended actions. Click again to close.

II. LOAN PROCESS

Pre-Submissions

ClearEdge Lending offers a Pre-Submission service. This service allows a Broker to submit the following types of requests, **before** a complete loan submission is executed by the broker:

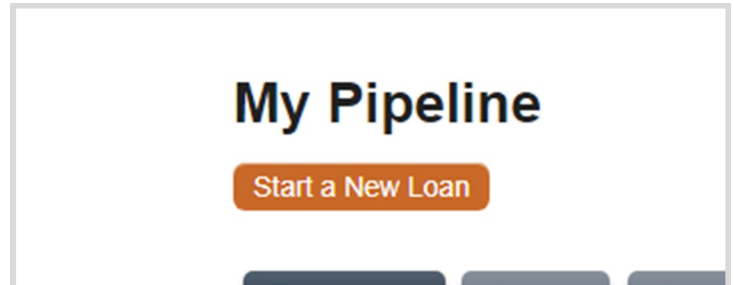
1. Bank Statement Analysis (Doc Type: Bank Statements)
2. Exceptions
3. Tax Return Analysis (Doc Type: Full Doc)

Create a Pre-Submission Loan

To initiate the Pre-Submission process, follow these instructions.

Step One

From the My Pipeline Screen, click **Start A New Loan**



Step Two

Click **Next** under the **Create A Pre-Submission Loan** section, on right hand side of screen.

Create A Pre-Submission Loan

Only use this option if you are submitting a loan that needs pre-submission review. (Bank Statement Loans, Tax Return Loans and Exceptions)

Next

Step Three

Select the Type(s) of Pre-Submission

Type of Pre-Submission: Bank Statement Exception Tax Return
(Check All That Apply)

Step Four

Enter mandatory fields (red asterisks)

* Borrower First Name: * Borrower Last Name:
 * Loan Officer: * Loan Processor:

Step Five

The **Required Package Documents** will populate with a description of each item to be uploaded:

1. Click the **Document**
2. **Browse** or **Drag & Drop** the required documentation
3. Click **Upload**
4. Repeat the process until all the required documentation is uploaded
5. Click **Create Pre-Submission** once complete

Type of Pre-Submission: Bank Statement Exception Tax Return
(Check All That Apply)

| Package Documents | Status |
|--|-----------------|
| <input type="checkbox"/> Upload 12 or 24 Months Personal or Business Bank Statements to be used as income | Required |
| <input type="checkbox"/> Upload ClearEdge Business Narrative. It can be found on the Forms & Resources page at https://clearedgelending.com/grow-your-business/forms/ | Required |

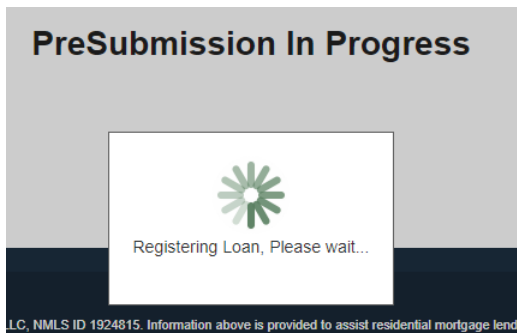
* Borrower First Name: * Borrower Last Name:
 * Loan Officer: * Loan Processor:

Drag & Drop Files

File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

Pre-Submission In Progress

The user will see the following screen while the submission is being processed.



Pre-Submission Complete

Once the submission is complete, the user will see the **PreSubmission Complete** screen.

- Click **Edit 1003** if the intention is to send in a complete submission immediately.
- If this is not the intention, then exit the loan by clicking **My Pipeline**.

The ClearEdge Team will communicate status and updates on the Pre-Submission via email.

PreSubmission Complete

Click "Edit 1003" to begin the complete submission process to our team.




Edit 1003

Converting a Pre-Submission to a Full Submission

Once the submission is complete, the user may convert the Pre-Submission to an actual loan submission. Find the file in the **Pipeline** and click **Edit**.

My Pipeline

Start a New Loan

| Actions | LO | Processor | Loan # | Borrower | Status | Channel | Address | Loan \$ | Submitted | Lock Date | Lock Expires |
|---|------|-------------|-----------|----------|----------------|-----------|---------|---------|-----------|-----------|--------------|
|    | T Lo | T Processor | 230908588 | S Sample | TPO Registered | Wholesale | TBD | \$0 | | | |

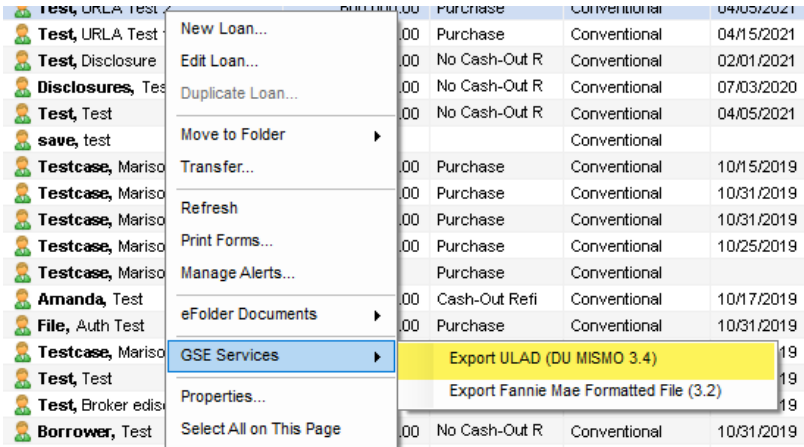
1003 Editor

The user will see the **1003 Editor**. Scroll past the validation errors and click the **Import MISMO 3.4 Button**. Proceed with the submission process covered in this guide.



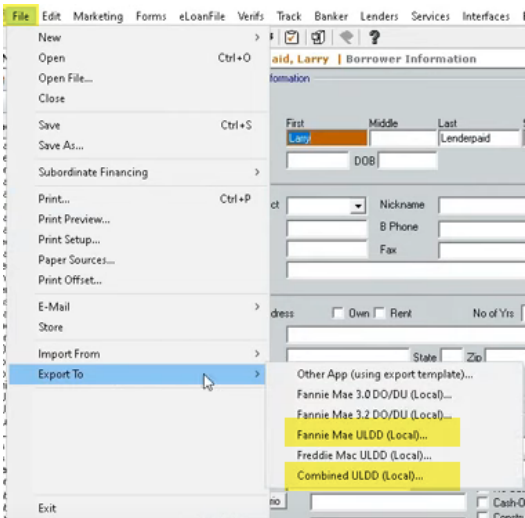
Export a MISMO 3.4 XML File: Encompass

Right click on loan in pipeline view, select **GSE Services**, and **Export ULAD (DU MISMO 3.4)**



Export a MISMO 3.4 XML File: Point

From within the loan file, select **File**, **Export To**, and then select **Fannie Mae ULDD** or **Combined ULDD**

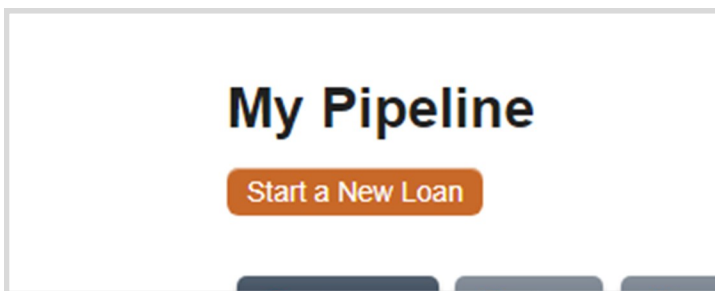


Once the above export of MISMO 3.4 XML data is complete, begin the Loan Creation process in the Broker Portal.



Step One

From the My Pipeline Screen, click **Start A New Loan**



Step Two

Browse or Drag & Drop the MISMO 3.4 XML File into the box shown

Please upload a MISMO 3.4/XML 1003 file.

Click Browse or Drag & Drop to identify the file you wish to register.



The 1003 Editor

Once the MISMO 3.4 XML File is uploaded, you will be directed to the 1003 Editor. Review all pages of the loan application prior to submission. You may navigate between pages by clicking on the 1003 tabs.

Borrowers:

| | | | | | | | | |
|--|---|---|--|---|--|--|--|--|
| Manage Borrowers <input checked="" type="checkbox"/> | Loan & Property <input checked="" type="checkbox"/> | Borrower Information <input type="checkbox"/> | Assets & Liabilities <input checked="" type="checkbox"/> | Real Estate <input checked="" type="checkbox"/> | Declarations <input checked="" type="checkbox"/> | Demographic Information <input type="checkbox"/> | Originator Information <input checked="" type="checkbox"/> | Lender Loan Information <input type="checkbox"/> |
|--|---|---|--|---|--|--|--|--|



Indicates all fields within a 1003 section have been validated. Review for accuracy.



Indicates that there are fields within a 1003 section that are missing or contain erroneous data.



Delete loan file in the event of an accidental MISMO 3.4 XML upload.



Save progress made during the 1003 data review.



Click to remove outstanding validation errors once data is corrected.



Download MISMO 3.4 XML to refresh your LOS (Point, Encompass) data with portal data.



Upload a revised MISMO 3.4 XML into file from your Loan Origination System (LOS). (See below)



Feel free to complete the editing of the 1003 data in the comfort and convenience of your LOS (Point, Encompass, Byte, etc.). Once data is updated in your LOS, export a new MISMO 3.4 XML file. Use the upload button to refresh broker portal data with the revised LOS data.

Click each **! view field** in the **Current Borrower Validation** section to navigate directly to the erroneous or missing field data. Click **Validate** once data is updated, to clear validation errors.

Current Borrower Validation

! view field Borrower Ken Customer: Unmarried Addendum - Relationship State is required.

Borrowers:

Add or Delete Sections/Records

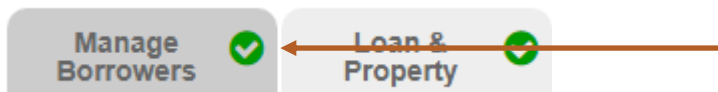
If there is a **plus** button next to a sectional header, it indicates an optional section that may be added to the 1003 or an additional record may be added to an existing section.

Click the plus button to add a section or record. Click the minus button to remove.

Other New Mortgage Loans on the Property You Are Buying or Refinancing

1003 Editor: Manage Borrowers

The **Manage Borrowers** screen controls the type of application generated for each borrower. The location of the borrower within the **Primary Application** and **Additional Application** sections controls whether a full 1003 or Additional Borrower (abbreviated 1003) is generated in the lender Closing Docs (Final 1003).



Application Structure - Example 1

Ken Customer has received a full 1003 form to review/complete.

Sally Customer has received an Additional Borrower (abbreviated 1003) form to review/complete.

Please verify that the structure in portal, matches the 1003 type taken at application by the Loan Officer.

The screenshot shows the 'Manage Borrowers' interface. At the top, it says 'Please arrange your borrower pairs by selecting a borrower icon and dropping them into the desired borrower pair and position.' Below this, there are two main sections: 'Primary Application' and 'Additional Application'. In the 'Primary Application' section, there are two borrower cards. The first card is for 'Ken Customer' (Borrower) with a 'Full 1003' label. The second card is for 'Sally Customer' (Co-Borrower) with an 'Additional Borrower Form' label. In the 'Additional Application' section, there is a large empty area. Two orange arrows point from text instructions to the interface: one points to the 'Edit' icon on the Ken Customer card, and the other points to the borrower icon on the Ken Customer card.

Application Structure - Example 2

Ken Customer has received a full 1003 form to review/complete.

Sally Customer has received a full 1003 form to review/complete.

Please verify that the structure in portal, matches the 1003 type taken at application by the Loan Officer.

The screenshot shows the 'Manage Borrowers' interface. At the top, it says 'Please arrange your borrower pairs by selecting a borrower icon and dropping them into the desired borrower pair and position.' Below this, there are two main sections: 'Primary Application' and 'Additional Application'. In the 'Primary Application' section, there is one borrower card for 'Ken Customer' (Borrower) with a 'Full 1003' label. In the 'Additional Application' section, there is one borrower card for 'Sally Customer' (Borrower) with a 'Full 1003' label.



Be sure to **Save** updates made to **Manage Borrowers** screen before continuing.

Add Borrower

To manually add a borrower after an application is uploaded, click the **Add** button. If a borrower is manually added, the 1003 must be manually completed.

We recommend adding additional borrowers in your LOS and then exporting and reuploading a new MISMO 3.4 XML file. (See page 14)

▶ Current Borrower Validation

Borrowers: Ken Customer Add

Manage Borrowers ✓ Loan & Property ✓ Borrower Information ✓



If a borrower is added after an application is uploaded, navigate to the **Manage Borrowers** tab and ensure each borrower is in the correct position. (See previous page)

Remove Borrower

To remove a borrower after an application is uploaded, select the borrower to be deleted from the menu and click the **Remove** button.

▶ Current Borrower Validation

▶ Other Borrower Validation

Borrowers: Sally Customer Add Remove

Ken Customer

Sally Customer

Borrower Information !

1003 Editor: Loan & Property

Manage Borrowers ✓ Loan & Property ✓ Borrower Information ✓

Heading

Green Checkmark: No review required for this section

Lender Loan Identifier

Universal Loan Identifier

Agency Case No.

Underwriting Case identifier

Loan & Property Information

This section correlates to 1003 Section 4a: Loan and Property Information.

Loan and Property Information

Loan Purpose * Purchase Refinance

Street 10655 Birch St USPS Address Look Up

Unit #

City Burbank

State * California

Zip 915021234

County Los Angeles

Number of Units * 1

Property Value(Estimated Amount)

Property Value(Valuation Amount) 340000.00

Occupancy * Investment Primary Residence Second Home

FHA Secondary Residence NO Yes ← Not Applicable

Mixed-Use Property NO Yes

Property Built Type Manufactured Other Site Built ← Always select Site Built

Either value may be entered

Other New Mortgage Loans

This section correlates to 1003 Section 4b: Other New Mortgage Loans.

Other New Mortgage Loans on the Property You Are Buying or Refinancing +

Creditor Name Wells Fargo

Lien Type First Lien Other Second Lien

Monthly Payment 60

Loan Amount / Amount to be Drawn(NoteAmount) 60000

Loan Amount / Amount to be Drawn(HELOCBalanceAmount) 60000

Credit Limit 60000 HELOCs Only

Is this a HELOC? NO Yes

Affordable Loan Indicator? NO Yes

Payment Deferred First Five Years? NO Yes

Other New Source Type Institutional

Gifts or Grants

This section correlates to 1003 Section 4d: Gifts or Grants You Have Been Given or Will Receive.

Gifts or Grants You Have Been Given or Will Receive for This Loan +

Asset or Credit Type Gift Of Cash Gift Of Property Equity Grant

Deposited NO Yes

Source Parent


Source(Other Description)


Cash or Market Value 3000

Gift or Grant Provider Name Father Sample

Down Payments

This section is Optional. Remove to clear Validation error.





Down Payments 

Down Payment Type * Retirement Funds 

Down Payment Source * Other

Down Payment Amount * 30000


1003 Editor: Borrower Information

Manage Borrowers  Loan & Property  Borrower Information  Assets & Liabilities 

Personal Information

This section correlates to 1003 Section 1a: Personal Information.

Personal Information

Foreign Nationals:
Use 111-11-1111 

Borrower Name (First) * Ken

Borrower Name (Middle) N

Borrower Name (Last) * Customer

Borrower Name (Suffix)

Security Identification Type * SSN ITIN

Social Security Number * 123-45-6789

Date of Birth * 07/04/1966

Citizenship * US Citizen

Total Number of Borrowers 2

Marital Status Married Separated Unmarried


Dependents (Number) 0

Home Phone (818) 222-2222

Cell Phone (818) 444-1234

Work Phone

Work Phone Ext.

All borrowers must have an email for disclosing purposes  Email ken@gmail.com

Borrower lives in a community property state? NO Yes

Unmarried Addendum

This section correlates to the 1003 Unmarried Addendum.

If the answer to question is **Yes**, then the **Relationship Type** and **State** fields must be completed.

Unmarried Addendum

Is there a person who is not your legal spouse but who currently has real property rights similar to those of a legal spouse? NO Yes

If YES, indicate the type of relationship and the State

Relationship Type Domestic Partnership

State California

Age of Dependents

This section correlates to 1003 Section 1a: Personal Information.

Age of Dependents +

Only required if Dependents (Number) in Personal Section > 0

Dependents (Age)

Dependents (Age)

Aliases or Alternate Names

This section correlates to 1003 Section 1a: Personal Information.

Aliases or Alternate Names +

Optional Section

Alternate Names (First)

Alternate Names (Middle)

Alternate Names (Last)

Alternate Names (Suffix)

Military Service

This section correlates to 1003 Section 7: Military Service.

Military Service

Military Service NO Yes

Duty status of current or former military personnel? Active Duty Reserve National Guard Never Activated Veteran

Spousal VA Benefits Eligibility Indicator NO Yes

Projected expiration date of service/tour

Addresses

This section correlates to 1003 Section 1a: Personal Information. 2 year housing history is required.

Addresses +

Address Type * Current Prior

Street *

Unit #

City *

State *

Zip *

Country

Time at Current Address * Years Months

Address Residency Type Living Rent Free Own Rent

Rent (\$ ____ month)

Use Current Address as Mailing Address Yes

Mailing Address

Street

Unit #

City

State

Zip

Country

Select Yes if Current Address is same as Mailing Address, otherwise complete the Mailing Address section

Current Employment/Self-Employment and Income

These sections correlate to:

- 1003 Section 1b: Current/Employment/ Self-Employment and Income
- 1003 Section 1c: Additional Employment/Self-Employment and Income

Current Employment/Self-Employment

Employer Name: National Consulting

Employer Alias:

Employer Phone: (818) 332-3332

Street: 1236 Main St

Unit:

City: Burbank

State: California

Zip: 91502

Country: US

Position or Title: Consultant

Start Date: 06/01/2004

Employment Classification Type: Primary Secondary

How long in this line of work? * Years 10 Months 2

I am employed by a family member, property seller, real estate agent, or other party to the transaction. NO Yes

I am a business owner or self-employed NO Yes

Ownership share in Business Greater Than Or Equal To 25% Less Than 25%

Monthly Income (or Loss): 10000

Income from Foreign Source NO Yes

Seasonal Income NO Yes

Verification Provider: -- Select --

Verification Reference Number:

Verification Type: -- Select --

DSCR Loans: Remove (Not Applicable)

Self Employed: Required Field

Not Applicable

Income

Type of Income: Base

Income Amount (Monthly Income): 10000.00

Type of Income: Overtime

Income Amount (Monthly Income): 1000.00

Type of Income: Bonus

Income Amount (Monthly Income): 750.00

Add all types of income associated with each employer. **Self Employed Income** must also be entered here, and **will not** be double counted when entered above.

Previous Employment/Self-Employment

This section correlates to 1003 Section 1d: Additional Employment/Self-Employment and Income.

Previous Employment/Self-Employment

Employer Name: ABC Company

Street: 123 Famous Way

Unit#:

City: Burbank

State: California

Zip: 91502

Country:

Position or Title: Director

Start Date: 01/01/2001

End Date: 01/01/2021

Check if you were the Business Owner or Self-Employed NO Yes

Previous Gross Monthly Income \$ 5000 /month

DSCR Loans: Remove (Not Applicable)

This section is only required if a 2 year history of employment is not present

Borrower Information Tab: Income from Other Sources

This section correlates to 1003 Section 1e: Income from Other Sources. **DSCR Loans:** Remove. Not applicable.

Income from Other Sources +

| | |
|--|---|
| Income Source: Dividends Interest | Income Source: Automobile Allowance |
| Income Type Other Description: <input type="text"/> | Income Type Other Description: <input type="text"/> |
| Monthly Income: <input type="text" value="1000.00"/> | Monthly Income: <input type="text" value="100.00"/> |

| | |
|---|--|
| Income Source: Notes Receivable Installment | Income Source: Trust |
| Income Type Other Description: <input type="text"/> | Income Type Other Description: <input type="text"/> |
| Monthly Income: <input type="text" value="250.00"/> | Monthly Income: <input type="text" value="1000.00"/> |

1003 Editor: Assets & Liabilities

Manage Borrowers ✓ Loan & Property ✓ Borrower Information ✓ **Assets & Liabilities ✓** ← Real Estate ✓

Assets

This section correlates to 1003 Section 2a: Assets - Bank Accounts Retirement, and Other Accounts You Have.

Assets +

| Account Type | Financial Institution | Account Number | Cash or Market Value | Shared with Borrower |
|-------------------------------------|-----------------------|----------------|----------------------|--|
| Checking Account | Bank of Noosh | 123456 | 12000.00 | <input checked="" type="checkbox"/> Sally Customer <input type="checkbox"/> Bobby Client |
| Certificate Of Deposit Time Deposit | Bank of Noosh | 1234567 | 100000.00 | <input checked="" type="checkbox"/> Sally Customer <input type="checkbox"/> Bobby Client |
| Trust Account | Fidelity Investments | 6465456 | 50000.00 | <input checked="" type="checkbox"/> Sally Customer <input type="checkbox"/> Bobby Client |
| Mutual Fund | UBS | 55555 | 120000.00 | <input checked="" type="checkbox"/> Sally Customer <input type="checkbox"/> Bobby Client |

Select if asset is shared with another borrower

Other Assets You Have and Loan Credits

This sections correlates to 1003 Section 2b: Other Assets and Credits You Have.

Other Assets You Have +

Asset or Credit Type * **Pending Net Sale Proceeds From Real E:**

Cash or Market Value

Loan Credits +

Purchase Credit Type **Earnest Money**

Purchase Credit Source **Borrower Paid Outside Closing**

Other Source Description **-- Select --**

Other Description Borrower Paid Fees Lot Equity

Cash or Market Value(Purchase)

Liabilities

This section correlates to 1003 Section 2c: Liabilities - Credit Cards, Other Debts, and Leases. Excludes Mortgages and HELOCs as this information is captured in the Real Estate screen.

Liabilities +

Associated with borrower: Sally Customer ← Select if liability is shared with another borrower

Account Type: Revolving

Company Name: HEMLOCKS

Account Number: 98E543184026

Unpaid Balance: 437.00

To be paid off at or before closing: NO Yes ← Confirm accuracy as may impact cash to close

Monthly Payment: 44.00

Months Left to Pay: 10

Omit from liabilities calculation: NO Yes ← Confirm accuracy as impacts DTI

Other Liabilities and Expenses

This section correlates to 1003 Section 2d: Other Liabilities and Expenses.

Other Liabilities and Expenses +

Other Liabilities and Expenses: Child Support

Other Liabilities and Expenses description: Son

Monthly Payment: 1000

Omit from LPA calculation: NO Yes

Borrower Current Housing Expenses

This section populates to the Present Housing expense section of Lender's Loan Origination System.

Borrower Current Housing Expenses +

| | | | |
|--|---|--|----------------------------|
| Housing Expense Type * Monthly Housing Expense Payment Amount * | First Mortgage Principal And Interest 1500 | Housing Expense Type * Monthly Housing Expense Payment Amount * | Homeowners Insurance 60 |
| Housing Expense Type * Monthly Housing Expense Payment Amount * | Real Estate Tax 850 | | |

1003 Editor: Real Estate

Loan & Property

Borrower Information

Assets & Liabilities

Real Estate

Declarations

Property You Own and Mortgages

This section correlates to 1003 Section 3: Financial Information - Real Estate.

Property You Own +

Associated with borrower Sally Customer Ken Customer ← Select if REO is shared with another borrower

Loan Subject Property NO Yes

Property Current Usage Type Investment
 Primary Residence
 Second Home

Street
Unit #
City
State
Zip
Country

Address Location US Address Foreign Address

Property Value(Estimated Value)
Property Value(Valuation)

Status: (Sold, Pending Sale, or Retained) Pending Sale
 Retain
 Sold

Project Legal Structure (if applicable)

Intended Occupancy

Monthly Insurance, Taxes, Association Dues, etc.
Monthly Rental Income
Net Monthly Rental Income
Total Amount of all Mortgages and Liens on Property

Mortgages +

Associated with borrower Ken Customer Sally Customer ← Select if mortgage is shared with another borrower

Does liability payment includes taxes and insurance? NO Yes

Creditor Name
Account Number
Liability Type HELOC Mortgage Loan

Monthly Mortgage Payment
Unpaid Balance
Type FHA Non-FHA

To Be Paid Off At Closing NO Yes ← Confirm accuracy as may impact cash to close

Credit Limit

Omit from liabilities calculation NO Yes
Will be re-subordinated to the subject loan after closing NO Yes



Mortgages: If credit was pulled within your LOS and each mortgage is properly associated to the corresponding REO **prior** to exporting MISMO 3.4 XML, data will reflect accurately.

1003 Editor: Declarations



Declarations

This section correlates to 1003 Section 5: Declarations

About this Property and Your Money for this Loan

A. Will you occupy the property as your primary residence? * No Unknown Yes

Have you had an ownership interest in another property in the last three years? No Unknown Yes

(A1) What type of property did you own? Investment Primary Residence Second Home

(A2) How did you hold title to the property? Joint With Other Than Spouse Joint With Spouse Sole

B. Does the borrower have a family relationship or business affiliation with the seller of the property? * NO Yes

C. Are you borrowing any money for this real estate transaction? * NO Yes

D. 1. Have you or will you be applying for a mortgage loan on another property during this loan process? * NO Yes

D. 2. Have you or will you be applying for any new credit during this loan process? * NO Yes

E. Will this property be subject to a lien that could take priority over the first mortgage lien? * NO Yes

About Your Finances

F. Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application? * NO Yes

G. Are there any outstanding judgments against you? * NO Yes

H. Are you currently delinquent or in default on a Federal debt? * NO Yes

I. Are you a party to a lawsuit in which you potentially have any personal financial liability? * NO Yes

J. Have you conveyed title to any property in lieu of foreclosure in the past 7 years? * NO Yes

K. Within the past 7 years, have you completed a pre-foreclosure sale or short sale? * NO Yes

L. Have you had property foreclosed upon in the last 7 years? * NO Yes

M. Have you declared bankruptcy within the past 7 years? * NO Yes

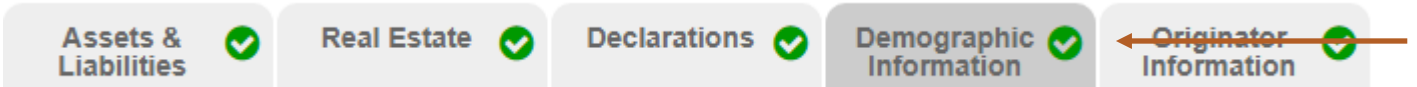
If YES, identify the type(s) of bankruptcy

Acknowledgements and Agreements

Annotations:

- These questions will only appear if question above = Yes (points to A1 and A2)
- This question will only appear if Purchase transaction (points to B)
- Type of Bankruptcy is required if Declaration M = Yes (points to the dropdown menu)


1003 Editor: Demographic Information



Demographic Information

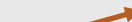
This section correlates to 1003 Section 8: Demographic Information

Demographic Information


Application Taken Via: Face To Face  Fax Mail Telephone Internet

Gender: Male Female Both(Male & Female) I do not wish to furnish this information No Yes

Gender Collected Based on Visual Observation or Surname Indicator: *

Visual Observation required if application is taken Face to Face 

Ethnicity: Hispanic or Latino Cuban Mexican Puerto Rican Other Not Hispanic or Latino I do not wish to furnish this information

Ethnicity Collected Based on Visual Observation or Surname Indicator: * No Yes 

Language: English Chinese Korean Spanish Tagalog Vietnamese Other Other Language Description I do not wish to furnish this information

Race: American Indian or Alaska Native Tribe name Asian Asian Indian Chinese Filipino Japanese Korean Vietnamese Other Asian Description Black or African American Native Hawaiian or Other Pacific Islander Native Hawaiian Guamanian or Chamorro Samoan Other Pacific Islander Description White I do not wish to furnish this information No Yes

Race Collected Based on Visual Observation or Surname Indicator: *



Demographic Information must be complete in both the Broker Portal and the Loan Officer signed 1003, included in the loan submission.

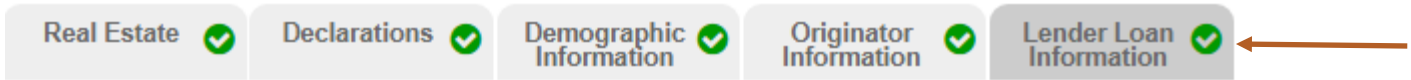
1003 Editor: Originator Information

This section correlates to 1003 Section 9: Loan Originator Information. Application Interview Date must be dated within 24 hours of loan submission.



Application Interview Date

1003 Editor: Lender Loan Information



Mortgage Loan Information

This section correlates to Lender Loan Information Section L3: Mortgage Loan Information

Mortgage Loan Information

Mortgage Type Applied For *

Note Rate *

Loan Term (Months) *

Mortgage Lien Type * First Lien Second Lien

Amortization Type *

Balloon * NO Yes

Interest Only * NO Yes

Negative Amortization * NO Yes

Prepayment Penalty * NO Yes

Temporary Interest Rate Buydown * NO Yes

Loan Program Description

HMDA Rate Spread

HMDA HOEPA Status

Community Lending Product

Community Seconds Repayment Structure

LPA Program Identifier

- CHOICE Home
- CHOICE Renovation
- Community Land Trust
- Green CHOICE
- HFA Advantage
- Home Possible Mortgage
- Income Based Deed Restrictions Terminate
- Income Based Deed Restrictions Survive

LPA Product Description

LPA Refinance Program

Estimated Closing Date *

Not Applicable

Property and Loan Information

This section correlates to Lender Loan Information Section L1: Property and Loan Information

Property and Loan Information

The property is in a community property state NO Yes

Construction-Conversion/Construction-to-Permanent * NO Yes

Conversion of Contract for Deed or Land Contract NO Yes

Renovation NO Yes

Construction/Improvements Costs

Lot Acquired Date

Original Cost

Mortgage loan will finance energy-related improvements NO Yes

Property is currently subject to a lien that could take priority over the first mortgage lien, such as a clean energy lien paid through property taxes * NO Yes

Property attachment type Attached Detached

Planned unit development NO Yes

Property in project NO Yes

FHA Lender Identifier

FHA Sponsor Identifier

Built Year

Energy Improvement Amount

Summary Amount Type Code

Estate Will be Held in * Fee Simple Leasehold

Leasehold Expiration Date

Which Native American land may be owned?

Other description for owned land?

Must be blank

Not Applicable

Title Information

This section correlates to Lender Loan Information Section L2: Title Information

Title Information +

Title to the Property Will be Held in What Name(s) Proposed Current

Title Holder Name

Manner in Which Title Will be Held

Housing Expenses

Proposed Housing Expenses flows to Lender Loan Information Section L3: Mortgage Loan Information

Housing Expenses +

Housing Expense Type *

Housing Expense Payment Amount *

Housing Expense Payment Indicator Present Proposed

Qualifying the Borrower Minimum Required Funds or Cash Back

This section correlates to Lender Loan Information Section L4: Qualifying the Borrower

Qualifying the Borrower Minimum Required Funds or Cash Back

A. Sales Contract Price

B. Improvements, Renovations, and Repairs

C. Land Cost (if acquired separately)

C. Land Appraised Cost Amount

D. For Refinances: Balance of Mortgage Loans on the Property to be paid off in the Transaction

E. Credit Cards and Other Debts Paid Off

Estimated Prepaids

F. Borrower Closing Costs

G. Discount Points

I. Loan Amount Excluding Financed Mortgage Insurance *

UFMIP / VAFF / USDA Guaranty

Financed Mortgage Insurance Amount

Lender Credit

Seller Offered Below Market Subordinate Financing NO Yes

For Refinance, Amount of MIP that will be refunded to the borrower.

J. Other New Mortgage Loans on the Property

L. Seller Credits

Cash To the Borrower

Cash From the Borrower

Homeownership Education and Housing Counseling

No updates are required in this section.

Homeownership Education and Housing Counseling

Homebuyer Education Type

Homebuyer Education Completion Indicator

Create Loan

Select the **Loan Officer** and **Processor** in their respective dropdown. Click **Create Loan** and **OK**.

Note: All loans must have a Loan Processor assigned to the loan. Loan Officers will automatically be shown as Loan Processor, however you may assign any processor from within branch to complete processing duties.

Can't see the Loan Officer or Loan Processor?

See Section I-D, New User Request.

Loan #: - Sarah Sample

Loan Amount: \$480,000 Loan Purpose: Purchase
Property Address: 789 New Home Way Carlsbad CA



This loan file is ready to be created. Click the "Create Loan" button below to complete the process.

Save Delete

Loan Purpose: Purchase Loan Officer: * Test WL LO
Loan Type: Conventional Processor: * Test WL LO
Channel: * Wholesale
Estimated Closing Date: * 09/29/2023



Once the loan is created, a ClearEdge Lending loan number will be assigned to the loan file.

Once the loan is created, you will be directed to a set of pages that will assist you in preparing the loan for submission to ClearEdge Lending.

Edit 1003

The **Edit 1003** page allows final edits to be made to the loan application prior to pricing out the loan. You may navigate back to this page anytime prior to submission. Once this step is complete, you may proceed to the next step, by clicking **Select Program**.



Select Program

The **Select Program** page allows you to run and select the appropriate loan program and pricing for your loan. Be mindful of your selections as this is how the team will disclose the loan for initial disclosures.



Enter the **Loan Scenario Section** with the data as it pertains to your specific loan scenario. Note, any field with a red asterisk * is required. Click the **Get Pricing** button to generate pricing options.

Select Program

Loan Scenario

| | |
|---|--|
| Product Type * <input checked="" type="radio"/> Non-QM <input type="radio"/> Jumbo <input type="radio"/> Agency | Property zip * <input type="text" value="92008"/> |
| Doc Type * <input type="text" value="Full Doc"/> | Occupancy type * <input type="text" value="Investment"/> |
| Self-Employed Income Used to Qualify? <input checked="" type="radio"/> No <input type="radio"/> Yes | Investor Experience * <input type="text" value="Experienced Investor"/> |
| Self-Employed Definition | Prepay Period <input type="text" value="No PPP"/> |
| Loan term <input type="text" value="30 Year"/> | Prepay Penalty Type <input type="text" value="Standard"/> |
| Amortization <input type="checkbox"/> Fixed <input type="checkbox"/> ARM | Property type * <input type="text" value="SFA"/> |
| Lien position <input type="text" value="First"/> | Units * <input type="text" value="1"/> |
| Transaction type * <input type="text" value="Purchase"/> | Mixed Use Property <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Purchase price * <input type="text" value="800000"/> | Rural <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Property value * <input type="text" value="800000"/> | DTI * <input type="text" value="29.074"/> |
| LTV <input type="text" value="60.000"/> | Citizenship <input type="text" value="US Citizen"/> |
| Loan amount * <input type="text" value="480000"/> | Hybrid Appraisal <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Subordinate financing <input type="text" value="0"/> | What is this? |
| CLTV <input type="text" value="60.000"/> | Transferred Appraisal <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Est. credit score * <input type="text" value="845"/> | Delayed Financing <input checked="" type="radio"/> No <input type="radio"/> Yes |
| Qualifying Score info | Declining Market <input type="radio"/> No <input checked="" type="radio"/> Yes |
| | Interest only <input checked="" type="radio"/> No <input type="radio"/> Yes |
| | First time homebuyer? <input checked="" type="radio"/> No <input type="radio"/> Yes |
| | Credit event? <input checked="" type="radio"/> No <input type="radio"/> Yes |
| | Credit event info |
| | Mortgage lates? <input checked="" type="radio"/> No <input type="radio"/> Yes |
| | Waive escrows? <input checked="" type="radio"/> No <input type="radio"/> Yes |
| | Comp source <input type="text" value="Borrower Paid"/> |
| | Pricing Term * <input type="radio"/> 30 Day <input checked="" type="radio"/> 45 Day <input type="radio"/> 60 Day |

Get Pricing

Pricing Tips

We are proud to offer a variety of loan programs to fit your borrower's financial needs. These pricing tips, will help generate the best loan program and rate options for your individual loan scenario. We offer these tips in the order the fields are presented, beginning in the upper left hand corner of the **Select Program** screen.



Pricing is subject to change without notice. This is not an eligibility engine, please refer to program matrices for eligibility. Contact your Account Executive with questions.

Pricing Field Information

- 1 **Doc Type - DSCR:** Only permitted for the Investor Connect and Investor Premier products.
- 2 **DSCR %:** Required when DSCR is selected as Doc Type.
- 3 **Self Employed:** Controls LLPA for our Jumbo Connect product. See definition for more details.
- 4 **Short Term Rental:** Controls LLPA when Short Term Rental is used to qualify for subject property.
- 5 **Amortization:** Narrow your search by choosing a Fixed or ARM.
- 6 **Subordinate Financing:** Some programs allow subordinate financing. Restrictions may apply.
- 7 **Est. Credit Score:** Review **Qualifying Score Info** and enter proper score for desired loan program.
- 8 **Prepay Penalty Type:** Structures vary, ask your Account Executive for details.
- 9 **Warrantable Condo and Condotel:** Field appears when Property Type = Condo
- 11 **Mixed Used:** Properties with Business and Residential use. Restrictions may apply.
- 12 **Rural:** Restrictions may apply.
- 13 **Hybrid Appraisal:** See informational button for more details.
- 14 **Transferred Appraisal:** An AIR compliance appraisal previously assigned to a different lender.
- 15 **Delayed Financing:** Property purchased for cash within last 12 months and taking cash out.
- 16 **Declining Market:** Defined by Lender and/or Appraiser (after appraisal complete).
- 17 **Credit Event:** Bankruptcy, Foreclosure, Short Sale, Deed in Lieu, Default Modification, Notice of Default, or 120+ Days delinquent. Accurate seasoning critical to generating pricing results.
- 18 **Mortgage Lates:** If Yes, restrictions may apply depending upon seasoning months.
- 19 **Comp Source = Lender Paid:** Pricing will include current Lender Paid Comp plan.
- 20 **Comp Source = Borrower Paid:** Does not impact pricing.



Additional information for all loan programs, can be found by navigating to the **Matrices** screen, in the upper right hand corner of the portal.

Once the **Get Pricing** button is clicked, the pricing results will display below. Eligible programs will populate to the top of this list, with the best execution* programs listed first. If a pricing tie occurs between two programs, they will be displayed in alpha/numeric order of loan program name.

***Best Execution:** Program with best rate, closest to par. (Par = 100.00)

Select the rate under the desired loan program to reveal the Pricing Snapshot. Click **Continue** to register the loan with the selected loan program, rate, and pricing. Initial disclosures will be issued with this info.

| Rate | 45 Day Price | Rebate/Discount | P&I | Exception |
|--|--------------|-----------------|---------|-----------|
| Prime Connect 5/6 ARM - Wholesale ⓘ | | | | |
| 7.375 | 98.675 ✓ | \$6,360 | \$3,315 | |
| 7.500 | 99.050 ✓ | \$4,560 | \$3,356 | |
| 7.625 | 99.425 ✓ | \$2,760 | \$3,397 | |
| 7.750 | 99.675 ✓ | \$1,560 | \$3,438 | |
| 7.875 | 99.925 ✓ | \$360 | \$3,480 | |
| 8.000 | 100.175 ✓ | (\$839) | \$3,522 | |
| 8.125 | 100.425 ✓ | (\$2,039) | \$3,563 | |
| 8.250 | 100.675 ✓ | (\$3,239) | \$3,606 | |
| 8.375 | 100.925 ✓ | (\$4,439) | \$3,648 | |
| 8.500 | 101.175 ✓ | (\$5,639) | \$3,690 | |
| 8.625 | 101.425 ✓ | (\$6,839) | \$3,733 | |
| 8.750 | 101.675 ✓ | (\$8,039) | \$3,776 | |
| 8.875 | 101.925 ✓ | (\$9,239) | \$3,819 | |
| Prime Connect 7/6 ARM - Wholesale ⓘ | | | | |
| 7.375 | 98.675 ✓ | \$6,360 | \$3,315 | |

Pricing Snapshot

Program Name: Prime Connect 5/6 ARM - Wholesale
Comp Source: BorrowerPaid
Lock Term: 45 Day
Amortization: ARM
P&I Payment: \$3733
Applied lender credit: \$6839

| | Rate | Price |
|---|--------------|----------------|
| Base | 8.625 | 101.250 |
| Adjustments | | |
| Prime / Flex FICO/LTV (Full/Express Doc) LLPA | | 0.5 |
| Prime / Flex Investment Property LLPA | | -0.375 |
| Non-QM Preferred Partner Program | | 0.25 |
| Prime / Flex Lock Period LLPA | | -0.2 |
| Final | 8.625 | 101.425 |

[Continue](#)

Loans may **not** be locked prior to submission



Final Price Calculation: The pricing engine compares the adjusted price after LLPAs/adjustments and caps at the Max Price allowable per program. LPC (if applicable) is then deducted to calculate the Final Price.

Ineligible Programs flow to the bottom of the results.

| |
|--|
| Investor Connect 7/6 ARM - Wholesale Ineligible ⓘ |
| Investor Connect 5/6 ARM - Wholesale Ineligible ⓘ |
| Investor Connect 30 Year Fixed - Wholesale Ineligible ⓘ |
| Plus Connect 7/6 ARM - Wholesale Ineligible ⓘ |
| Investor Premier 30 Year Fixed - Wholesale Ineligible ⓘ |
| Investor Premier 5/6 ARM - Wholesale Ineligible ⓘ |
| Investor Premier 7/6 ARM - Wholesale Ineligible ⓘ |

Click the information icon to reveal the ineligibility reasons next to each loan program.

To re-run pricing, update the Loan Scenario fields and click **Get Pricing**. Contact your Account Executive with any questions regarding program eligibility.

Don't see the loan program or pricing you expected? Your loan may be eligible for an **exception**. Requesting an exception does not guarantee approval. Exceptions include the following types of requests:

- Rate or Pricing Exception
- Loan Program Exception (LTV, FICO, etc.)

| Rate | 45 Day Price | Rebate/ Discount | P&I |
|--|--------------|------------------|-----|
| Investor Connect 7/6 ARM - Wholesale | Ineligible ⓘ | | |
| Investor Connect 5/6 ARM - Wholesale | Ineligible ⓘ | | |
| Investor Connect 30 Year Fixed - Wholesale | Ineligible ⓘ | | |
| Plus Connect 7/6 ARM - Wholesale | Ineligible ⓘ | | |
| Investor Premier 30 Year Fixed - Wholesale | Ineligible ⓘ | | |
| Investor Premier 5/6 ARM - Wholesale | Ineligible ⓘ | | |
| Investor Premier 7/6 ARM - Wholesale | Ineligible ⓘ | | |

Exception
Note: If you would like to request a program exception, select the product in the dropdown and indicate the reason for your request

Exception Product: Investor Connect 30 Year Fixed - Wholesale

Exception Reason: 5% LTV exception needed for this loan

Request Exception

Contact your Account Executive with any questions regarding exceptions **prior** to submission.

Exception Request Process

- 1 Click the **Exception** button to reveal exception request details.
- 2 Select the desired loan program from the **Exception Product** drop down menu.
- 3 Enter pertinent details regarding your request in the **Exception Reason** section.
- 4 Click **Request Exception** to proceed.

Continue the loan submission process by completing one of the following options:

1. Select the appropriate rate for loan program and click **Continue** (see previous page).
2. Request **Exception** (see above).



Select Program

Program Selected

This step is complete. **Continue**

Once option 1 or 2 above has been completed, click **Continue** at the top of page to proceed to the **Document Upload** screen.

Document Upload

The Document Upload Page, allows the uploading of the initial submission documents. Select the **Skinny Submission** or **Full Submission** option from the drop down menu.



Submission Documents

Below is a list of required documents for loan submission:

1. Select the desired document to upload.
2. Click **Browse** to locate document or **Drag and Drop** your file in the box below
3. Click **Upload**

Select a submission package: Skinny Submission ▼

-- Select --

Skinny Submission

Full Submission

Skinny Submission Definition:

Minimum requirements to issue Lender Initial Disclosures.

Full Submission Definition:

Skinny requirements plus documents required for underwriting.

Both the Full and Skinny submission require an Initial Signed 1003 with the submission. The 1003 must be signed by the Loan Officer, and the application date must be within 24 hours of submission.



Submission Documents

Below is a list of required documents for loan submission:

1. Select the desired document to upload.
2. Click **Browse** to locate document or **Drag and Drop** your file in the box below
3. Click **Upload**

Select a submission package: Full Submission ▼

Upload instructions

Package Definitions:

- **Skinny Package:** Minimum requirements to issue Lender Initial Disclosures
- **Full Package:** Skinny requirements + documents required for underwriting

Initial Signed 1003:

Must be signed by Loan Officer and application dated within 24 hours of submission

| Document Type | Description | Required |
|---|--|-----------------|
| <input type="checkbox"/> 1003 (eDisclosure) | Initial 1003 Signed by Loan Originator, must contain NMLS ID and be dated within 24 hours of submission. | Required |
| <input type="checkbox"/> Settlement Statement | Broker Fee Sheet or Estimated Closing Statement. Must list escrow, title and broker fees. Broker Loan Estimate not acceptable. | Required |
| <input type="checkbox"/> Credit Report | Report must be dated within the last 120 days. | Required |
| <input type="checkbox"/> Income | Full Doc and Express Doc: Upload all supporting document to include tax returns, paystubs, 1099 (if applicable) etc. | Required |
| <input type="checkbox"/> Assets | Upload 2 months of Asset Statements. | Required |
| <input type="checkbox"/> Contracts/Escrow | Purchase Contract. Must include complete contract and include all addendums. | Required |
| <input type="checkbox"/> Disclosures - State | Upload any additional state | Optional |

Browse Drag & Drop Files

Upload

Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported. Max file size = 200MB.

We offer flexibility during the upload process:

Select one document at a time and upload each corresponding file, **or** select multiple document types at a time and upload 1 file.

To upload individual files to a document type, reselect the document type and follow upload instructions.

Supported File Types: pdf, doc, docx, txt, tif, jpg, jpeg and jpe. Max file size = 200MB

Once the documents have been uploaded, click **Continue**.



This step is complete. **Continue**

Submit Loan

The **Submit Loan** screen allows you to finalize the submission process. Complete the **Loan Submission** details.



Loan Submission

6

Channel: Wholesale
Borrower: Sarah Sample
Address: 789 New Home Way Carlsbad CA 92008
Loan Purpose: Purchase
Purchase Price: 800,000
Appraised Value: 800,000
Loan Amount: 480,000
Qualifying FICO: 845
Product: Prime Connect Flex 30 Year Fixed - Wholesale
Rate: 7.750
Price: 100.050

Comp source: BorrowerPaid
Compensation %: 1.00
Compensation Flat Fee: 500
Borrower Type: * Individual
Credit Report Username:
Credit Report Password:
The information entered in the Credit fields will be permanently deleted upon Funding, Denial, or Withdrawal of the Loan Application.

Loan Officer: * Test WL LO
Processor: * Test WL LO

Contract Processor: No Yes
NMLS#: 255099

Comments/Notes:

- 1 BPC Loans Only:** Enter BPC and Flat Fee (if applicable). This will be used for disclosure purposes.
- 2** Please select **Borrower Type** from menu.
- 3 Flex Connect Program:** Enter Seller Credit Username and Password. ClearEdge will reissue credit report to run internal Desktop Originator Findings. Fields will not populate for other programs.
- 4** Enter **Contract Processor** details (if applicable).
- 5** Enter any loan details you would like our team to consider as they review the loan file.
- 6** Click **Save** to come back at a later time or click **Submit** and **OK** when complete.



Once the loan is submitted, we will review the package to determine our ability to issue Lender Disclosures and submission to Underwriting.

If your loan does not satisfy the minimum document requirements, a team member will reach out to you directly with details regarding missing items and next steps.

The following section reviews various information as it pertains to eDisclosure, eConsent and the borrower experience during disclosure processes.

Disclosure Package Types

ClearEdge Lending utilizes Encompass for all disclosure packages.

The borrower will receive the following types of packages during the loan process:

- Initial Disclosure (Includes Initial Loan Estimate, Settlement Service Provider List, and Intent to Proceed)
- Redisclosure (Includes a Rediscovered Loan Estimate)
- Pre-Closing (Includes an Early Closing Disclosure or Rediscovered Closing Disclosure)

Electronic Consent (eConsent)

Before a borrower may eSign disclosures, they must eConsent. eConsent is the electronic method in which the borrower demonstrates the ability to access information in the form in which it is delivered. The request is sent in tandem with disclosures and the borrower must provide eConsent before viewing/eSigning disclosures.

eConsent is required in order to be compliant with the Electronic Signatures in Global and National Commerce Act (ESIGN). [CLICK HERE](#) for more information regarding this regulation.

eConsent FAQs

Q: How long does my borrower have to complete the eConsent process?

A: The borrower has until the end of business day 1 from application date to complete eConsent.

Q: Can my borrower complete eConsent prior to disclosures being issued?

A: No, the borrower may only eConsent in tandem with the disclosures being issued.

Q: What constitutes a business day?

A: A business day is a day in which ClearEdge is opened for business, Monday-Friday.

Q: If my borrower doesn't eConsent in time, can they eConsent later?

A: Yes, they will have the ability to eConsent during subsequent disclosure packages if not provided initially.

Q: Who needs to eConsent?

A: All borrowers and Title Only Individuals (rescindable transactions) receiving electronic disclosures.

Q: How many times must a borrower eConsent?

A: Only one time per individual loan transaction, unless the borrower updates their email address or the borrower's name on file is updated.

Q: What if borrower eConsents, changes their mind and doesn't want to receive disclosures electronically?

A: A borrower may withdraw their eConsent anytime.

eConsent and eDisclosure: Borrower Experience

Encompass utilizes DocuSign for the eConsent and eSign process.

[CLICK HERE](#) to watch the eConsent and eSigning video. This video link is included in the borrower emails.

Once the loan has been submitted, you will have access to additional portal features. For added convenience, the Loan, Account Manager and Timeline information will remain at the top. You will also find other tabs accessible within the loan, which will be reviewed in greater detail.



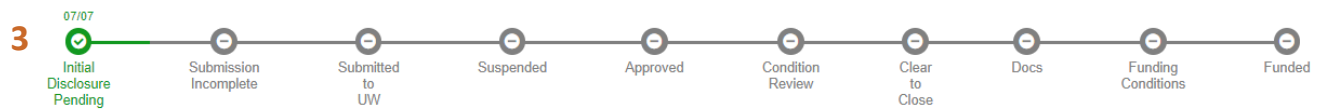
Welcome Lance - Logout
 My AE: Matt AE 949-330-7407 mattb@clearedgelending.com
[Portal Questions?](#)

- My Pipeline
- Clear Pricer
- Rate Sheets
- Approved AMCs
- Forms & Resources
- Matrices
- My Account

Loan #: 230700902 - Sarah Sample

Loan Amount: \$480,000 Loan Purpose: Purchase **1**
 Property Address: 789 New Home Way Carlsbad CA
 Loan Program: Prime Connect Flex 30 Year Fixed - Wholesale

Account Manager
 Name: Steve Account Manager **2**
 Email: donotreply@clearedgelending.com
 Phone #: (760) 550-0794

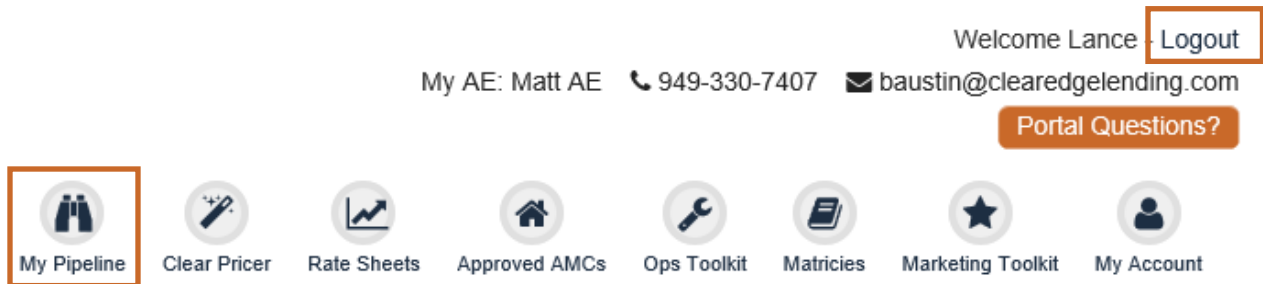


- 3** [Loan Summary](#)
- [Documents](#)
- [Lock](#)
- [Appraisal](#)
- [Requests](#) **4**

- 1 Loan Information
- 2 Account Manager Information
- 3 Loan Timeline (Completed phases will show as green with a checkmark)
- 4 Loan Summary, Documents, Lock, Appraisal and Request tabs

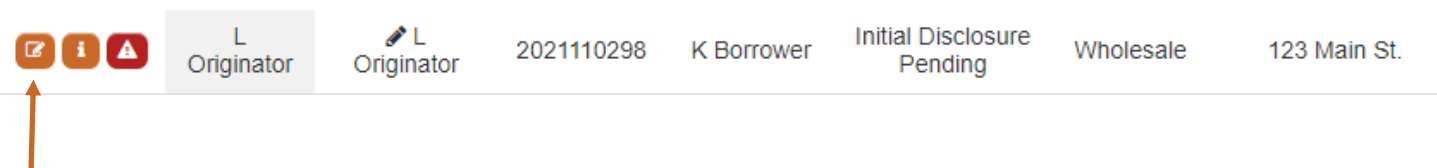
Exit Loan

To the exit loan, click **My Pipeline** or **Logout** in upper right hand corner of portal.



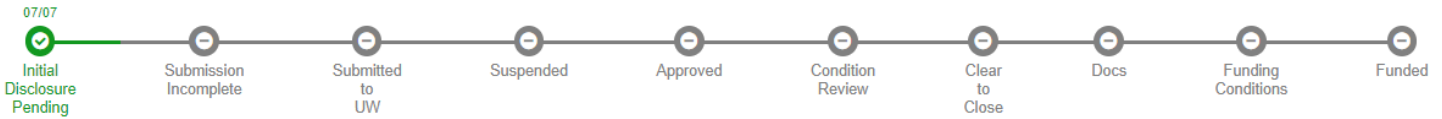
Edit Loan

To edit loan, click the **edit icon** next to loan.



Timeline

The Timeline allows you to see the progression of the loan visually. Completed statuses will be displayed with a green checkmark, and the date in which it was last in the status. Some statuses may not apply, and will be skipped in the timeline. For example, not all loans are Suspended prior to Approval.



TPO Registered The file has been created but not submitted **OR** loan has been submitted for a PreSubmission Review.

Initial Disclosures Pending The loan has been submitted and is currently in the queue for issuance of lender issued disclosures.

Submission Incomplete The loan has not met the minimum criteria required for issuance of initial lender disclosures. (Our team will reach out to you with details)

Disclosures Complete Disclosures have been issued

UW Submission Incomplete File is awaiting items required to send loan into Underwriting

Submitted to UW The loan is currently in the queue for Underwriting.

Suspended The loan has been assigned Prior to Approval conditions.

Approved The loan is Approved, with outstanding conditions.

Condition Review Conditions have been uploaded and are in the queue for review.

Clear to Close All Prior To Doc Conditions are complete. The loan is Clear To Close.

Docs Docs are being prepped and sent to the Settlement Agent.

Funding Conditions Signed docs have been received back and PTF conditions issued.

Funded PTF conditions are complete and wire has been sent and confirmed.

Loan Summary

The Loan Summary Page allows you to view basic loan information, important dates, and a master list of documents uploaded during the initial loan submission process. It is the main landing page, within the loan. Many of the dates in this screen is self explanatory, however we have provided you more detail regarding **TRID Dates** below.

Loan Summary Documents Document Upload Lock Appraisal Requests

The following information was last updated on **02/09/2024**.

If you have any questions about the status of your loan, please contact your account executive.

| Loan Summary | | |
|---|--|-------------------------|
| Loan Status: Initial Disclosure Pending | Property Address: 789 New Home Way Carlsbad, CA 92008 | Lock Status: Not Locked |
| Loan Purpose: Purchase | Property Type: Attached | |
| Occupancy: PrimaryResidence | | |
| Impound Acct: Not Waived | | |
| Doc Type: Full Doc | | |
| Interest Only: N | | |
| Prepay Term: No PPP | | |

| Loan Contacts | | |
|------------------------------------|--|-------------------------------------|
| Borrower: Sarah Sample | TPO Company TEST CEL TPO WL (WL-00000) | Account Executive: Belinda Austin |
| Home Phone: 818-222-2222 | TPO Officer Test WL LO | Phone: 760-550-0794 |
| Email: sarahsamplefamily@gmail.com | Phone (000) 000-0000 | Email: baustin@clearedgelending.com |
| Cell Phone: 818-444-1234 | Email systems@clearedgelending.com | |
| | TPO Processor Test WL LO | |
| | Phone (000) 000-0000 | |
| | Email systems@clearedgelending.com | |

| Application Dates | TRID Dates | Closing Dates |
|----------------------|----------------------|----------------------------------|
| 1003 Date: 02/09/24 | Intent To Proceed: | Clear To Close Date: |
| | LE Sent: | Estimated Closing Date: 04/01/24 |
| | LE Received: | First Payment Date: 06/01/24 |
| Approval Date: | Revised LE Sent: | Closing Date: |
| Approval Expiration: | Revised LE Received: | Funded Date: |
| | CD Sent: | |
| | CD Received: | |
| | Revised CD Sent: | |
| | Revised CD Received: | |

TRID Date Details

Intent to Proceed

The date borrowers indicated their Intent to Proceed.

LE Sent or Revised LE Sent :

ClearEdge has issued an Initial or Revised Loan Estimate. We recommend that all borrowers view/eSign outstanding disclosures right away to prevent possible delays during the loan process.

LE Received or Revised LE Received:

The actual or presumed Initial or Revised Loan Estimate Received Date.

CD Sent or Revised CD Sent:

ClearEdge has issued an Initial or Revised Closing Disclosure. We recommend that all borrowers view/eSign outstanding CD right away to prevent possible delays during the loan process.

CD Received or Revised CD Received:

The actual or presumed Initial or Revised Closed Disclosure Received Date.

Documents Overview

The Documents tab is visible at all times during the loan process and highlights multiple features. We will discuss each section in greater detail.



Attached Loan Documents

This section provides a master list of documents uploaded by the brokerage or lender during the loan process. Documents populate in order of Received (Upload Date). Click **Download** to retrieve a copy of the document.

Attached Loan Documents

| Document | File name | Added | Size | Description | Download |
|----------------------------|----------------------------|----------------------------|-------|-------------|----------|
| Lock Confirmation Document | Lock Confirmation Document | 2023-05-24 08:37:44 PDT | 513Kb | | |
| Submission Sheet | loan_submission.pdf | 2023-05-11 12:14:27 PDT | 101Kb | | |

Document Upload

This section is designed to manage miscellaneous outstanding documents required for the initial submission to Underwriting. Our team will communicate a list of any missing documents (if applicable) for the loan to proceed to Underwriting, after the initial loan review. The **Submit Full Package** button is only available during the **Submission Incomplete** or **UW Submission Incomplete** status.

To upload and submit documents:

1. Click **TPO unassigned attachments**
2. **Select Files** or **Drag Drop** PDFs. (Note: Multiple PDFs can be uploaded at a time)
3. Click **Upload**.
4. Once all required documents are uploaded, click the **Submit Full Package** button.

The screenshot shows the 'Document Upload' section of the interface. At the top, there is a navigation bar with tabs: Loan Summary, Documents, Document Upload, Lock, Appraisal, Requests. Below the navigation bar, there is a 'Submit Full Package' button. The main content area features a table with the following columns: Document Type, Description, and Required. The table has one row:

| Document Type | Description | Required |
|---|---|----------|
| <input type="checkbox"/> TPO unassigned attachments | Use this to upload additional documents | Optional |

 Below the table, there is a file upload box with a 'Browse' button and 'Drag & Drop Files' text. Below the box is an 'Upload' button. To the right of the upload box, there are three numbered steps: 1. Check the documents from the list that are included in your file; 2. Click "Browse" or Drag & Drop your file in the box below; 3. Click the "Upload" button. At the bottom right, there is a 'Submit Full Package' button. Below the upload box, there is a note: 'File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB'.

WARNING: Conditions may not be uploaded/submitted in this screen. See next section, **Managing Conditions**.

Open Conditions

The Open Conditions tab allows the management of outstanding conditions. A historical breakdown of uploaded conditions can be found at the bottom of the screen. This tab is only visible once the loan is in the **Approved** or **Suspended** statuses.

| Miscellaneous Conditions | | Prior to | Uploaded | Status | Status Date |
|--------------------------|--|-----------|----------|--------|-------------|
| <input type="checkbox"/> | Escrow/Title - Closing Protection Letter Closing Protection Letter ClearEdge Lending LLC, ISAOA, ATIMA 20 Enterprise, Suite 350 Aliso Viejo, CA 92656 | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Legal - Escrows - HPML Loan Escrows are required per CFPB due to HPML. | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Assets - 1 Month Bank Statements Reserves will be required if the LTV exceeds 70%. If LTV increases provide copies of the most recent 1 month bank statements to evidence sufficient funds for Closing and/or reserves. All large deposits must be explained. | Documents | | Added | 01/17/24 |
| <input type="checkbox"/> | Application - SSA-89 Form SSA-89 required to validate SSN discrepancies. Provide wet signed form for processing by CEL. The SSI to be verified by SSA due to an alert on Fraudguard | Documents | | Added | 01/17/24 |
| <input type="checkbox"/> | Credit - 12 month current mortgage history 1) Provide a 12 month mortgage history with Grand Horizon, Inc from an Institutional Company/Servicer paid through 12/2023 month. Provide a copy of the promissory note to verify the terms. Mortgage is not rated on credit report and is associated with the subject property. 2) It appears there may be a 2nd private party lien in the amount of \$60,000.00 recorded 11/07/2023, requires a copy of the promissory note and copies of cancelled checks/bank statements from inception through 12/2023 month. | Documents | | Added | 01/17/24 |
| <input type="checkbox"/> | Credit - Payoff Demand/HELOC Closure Provide payoff demand with Grand Horizon Inc and private party 2nd (if applicable) | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Misc - Invoices (Retail, Wholesale) Provide all fee invoices (credit, appraisal etc) | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Insurance - Landlord or Equivalent Insurance Provide Landlord or equivalent Insurance Dec page, confirming replacement cost coverage plus invoice or paid receipt. Mortgagee Clause; ClearEdge Lending LLC ISAOA, ATIMA c/o SPS, as Servicer PO Box 7277 Springfield, OH 45501-7277 | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Escrow/Title - Escrow instructions Complete escrow instructions including vesting | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Appraisal/Property - Appraisal from Approved AMC Appraisal from an approved AMC with appraisers license, E&O, AIR Cert, proof of appraisal delivery and original first generation XML OR successful SSR's. For investment, provide 1007 based on annual tenancy. Minimum square footage for all units is 500. | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Appraisal/Property - Enhanced Desk Review ClearEdge will order an Enhanced Desk Review to provide additional support for value | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Escrow/Title - Vesting Provide complete vesting and manner in which title will be held. | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Application - Photo ID Legible copy of Photo ID for all borrowers. | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Escrow/Title - Wiring Instructions, E&O, and Preliminary CD Wiring Instructions, E & O insurance, and Preliminary CD with final loan amount and fees. | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Escrow/Title - Title Commitment Title commitment to show ClearEdge Lending LLC ISAOA, ATIMA as mortgagee, correct final loan amount, cover a 12 month chain of title and documentation to evidence annual property tax amounts (estimated full value tax for new construction loans). | Documents | | Added | 01/11/24 |
| <input type="checkbox"/> | Credit - Mortgage History Update the mortgage history to include the 12/2023 month for: Nationstar #0713 First Bank Mortgage #9721 | Documents | | Added | 01/18/24 |
| <input type="checkbox"/> | Credit - Final CD - Payoffs (Wholesale) Final CD or settlement statement to reflect the following payoffs: | Funding | | Added | 01/11/24 |
| <input type="checkbox"/> | Legal - RON, eClosings, eNotaries ClearEdge does not accept Countersigned documents, Remote Online Notary documents, E-Closings, or E-Notary executed closing documents | Funding | | Added | 01/11/24 |
| <input type="checkbox"/> | Misc - Max Cash Back (Retail, Wholesale) Maximum cash back is the greater of 1% of the loan amount or \$2000. | Funding | | Added | 01/11/24 |

Cleared/Waived Conditions

| | Prior to | Uploaded | Status | Status Date |
|---|-----------|----------|---------|-------------|
| Legal - Consumer Credit Score Disclosure Broker to provide Consumer Credit Score Disclosure. | Documents | | Cleared | 01/11/24 |



PTF Conditions

Due to the time sensitivity of funding, PTF conditions will be managed directly with the assigned Closer.

Managing Conditions

1. Select the **Condition** for upload.
2. Make any additional comments that may help our team during review.
3. Attach the document to the corresponding condition using **Browse** or **Drag & Drop**.
4. Click **Start Upload**
5. Once the process is complete for all conditions, click **Submit Docs to UW For Review**

Note: There is a delay between the broker portal and our system when the **Submit** button is clicked. **You will receive an email notification with an upload confirmation, once the systems sync.**

Loan Summary
Documents
Open Conditions
Lock
Appraisal
Requests

Underwriting Conditions

5 Submit Docs to UW For Review ←

Open Underwriting Conditions

To upload documents:

1. Click the "Upload Files" button for any condition.
2. Enter a comment for the uploaded file.
3. Click "Browse" or Drag & Drop a copy of the documents

Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported.
Max file size = 60MB.

DO NOT FORGET TO CLICK THIS BUTTON TO SUBMIT CONDITIONS.

Once button is clicked, it will not be available again until after Underwriter Review.

Browse Drag & Drop Files Start Upload

1). Photo ID.pdf

3

4

1

2

| Identity | Prior to | Uploaded | Status | Status Date |
|--|-----------|----------|--------|-------------|
| <input checked="" type="checkbox"/> Application - Photo ID Legible copy of Photo ID for all borrowers. Sarah Sample Photo ID | Documents | | Added | 07/10/23 |



LO/Processor/AE will receive a confirmation via email once systems sync.

Hello Lance,
Thank you for uploading your conditions! Our team will review as soon as possible.

LOAN DETAILS:
 Loan Number: 2019100067
 Borrower Last Name: SAMPLE
 Property Address: 222 FRIENDLY AVENUE

Feel free to contact your Account Manager with questions:
 Steve Account Manager
 (760) 550-0794
baustin@clearedgelending.com



The **Open Conditions** tab will disappear while the loan is in **Condition Review**. It will reappear if new conditions are added or old conditions remained uncleared, so that the process above may be repeated as many times as necessary.

Lock

The loan may be locked after the loan is submitted, in the **Lock** screen. You may only edit the **Waive Escrows** selection and **Pricing Term** fields. If updates need to be made to loan scenario criteria, request a Change of Circumstance. This process will be covered later in the guide.

To lock the loan:

1. Confirm **Escrows**
2. Select **Pricing Term**
3. Click **Get Pricing**
4. **Select rate/price** under desired loan program
5. **Request Lock**

Loan Summary
Documents
Lock
Appraisal
Requests

Lock Request Lock Desk Hours: 8:00am PST - 4:00pm PST

Last Priced On: 2023-07-07 13:42:33 Program: Prime Connect Flex 30 Year Fixed - Wholesale Rate: 7.750

Loan Scenario

Product Type * Non-QM Jumbo Agency

Doc Type *

Self-Employed Income Used to Qualify? No Yes

Self-Employed Definition

Loan term

Amortization Fixed ARM

Lien position

Transaction type *

Purchase price *

Property value *

LTV

Loan amount *

Subordinate financing

CLTV

Est. credit score * Qualifying Score Info

Occupancy type *

Property type *

Units *

Mixed Use Property No Yes

Rural No Yes

DTI *

Citizenship

Hybrid Appraisal No Yes What is this?

Transferred Appraisal No Yes

Delayed Financing No Yes

Declining Market No Yes

Interest only No Yes

First time homebuyer? No Yes

Credit event? No Yes Credit event info

Mortgage lates? No Yes

Waive escrows? No Yes 1

Comp source

Pricing Term * 30 Day 45 Day 60 Day

3 2 1

Get Pricing

| Rate | 30 Day Price | Rebate/Discount | P&I |
|---|---|-----------------|---------|
| 8.625 | 101.875 a | (\$9,000) | \$3,733 |
| Prime Connect Flex 30 Year Fixed - Wholesale | | | |
| 7.375 | 99.125 a | \$4,200 | \$3,315 |
| 7.500 | 99.500 a | \$2,400 | \$3,356 |
| 7.825 | 99.875 a | \$800 | \$3,397 |
| 7.750 | 100.125 a | (\$800) | \$3,438 |
| 7.875 | 100.375 a | (\$1,800) | \$3,480 |
| 8.000 | 100.625 a | (\$3,000) | \$3,522 |
| 8.125 | 100.875 a | (\$4,200) | \$3,563 |
| 8.250 | 101.125 a | (\$5,400) | \$3,606 |
| 8.375 | 101.375 a | (\$6,600) | \$3,648 |
| 8.500 | 101.625 a | (\$7,800) | \$3,690 |
| 8.625 | 101.875 a | (\$9,000) | \$3,733 |
| Prime Connect Flex 5/6 ARM - Wholesale | | | |
| 7.375 | 99.125 a | \$4,200 | \$3,315 |

Pricing Snapshot

Program Name: Prime Connect Flex 30 Year Fixed - Wholesale
 Comp Source: BorrowerPaid
 Pricing Period: 30 Day
 Impounds: No
 P&I: \$33438
 Applied lender credit: \$800

| | Rate | Price |
|---|-------|---------|
| Base | 7.750 | 99.500 |
| Adjustments | | |
| Prime / Flex FICO/LTV (Full/Express Doc) LLPA | | 0.5 |
| Non-QM Preferred Partner Program | | 0.25 |
| Prime / Flex Escrow Waiver LLPA | | -0.125 |
| Final | 7.750 | 100.125 |

Final Price: The pricing engine compares the adjusted price after LLPAs/adjustments and caps at the Max Price allowable per program. LPC (if applicable) is then deducted to calculate the Final Price.

5 Request Lock

Exception Locks

Loans with exceptions must be locked manually. Manual Locks can be requested by emailing: ratelock@clearedgelending.com. Contact your Account Executive for more information.

A **Lock Confirmation** will be emailed to your team upon confirmation of final rate and pricing. A date and time stamp of the request can be found at the top of the Lock section.

Loan Summary Documents **Lock** Appraisal Requests

Lock Request

Lock Desk Hours: 8:00am PST - 4:00pm PST

Lock has been requested. You will receive a Rate Lock Request Certificate shortly.
A Final Lock Confirmation will be released by our Lock Department upon confirmation of final rate and pricing.

Lock Requested On: 2023-07-10 14:03:01 Program: Prime Connect 5/6 ARM - Wholesale Rate: 9.375

Once the loan has been locked, the green confirmation verbiage will display in **Lock** tab.

Loan Summary Documents **Lock** Appraisal Requests

Lock Request

Lock Desk Hours: 8:00am PST - 4:00pm PST



Loan has been Locked.

Locked On: 2023-06-21 Program: Prime Connect 30 Year Fixed - Wholesale Rate: 7.375

You may download the **Lock Confirmation** (current and historical) anytime by visiting the **Documents** tab, in the **Attached Loan Documents** section.

Attached Loan Documents

Search:

| Document | File name | Added | Size | Description | Download |
|----------------------------|----------------------------|-------------------------|-------|-------------|---|
| Lock Confirmation Document | Lock Confirmation Document | 2023-06-21 11:25:58 PDT | 560Kb | |  ← |
| Submission Sheet | loan_submission.pdf | 2023-06-21 11:11:40 PDT | 101Kb | |  |

Appraisals

Appraisals may be ordered through **Appraisal Shield**. Appraisal Shield is a platform that allows a user to order an appraisal through any of our AMCs. It can be accessed via the **Appraisal** tab within the portal, once a loan is submitted.

A Quick Guide with complete Appraisal Shield functionality, can be found on the [Forms & Resources](#) page at our website www.clearedgelending.com.

Loan #: TEST2022010317 - Ken Customer

Loan Amount: \$300,000 Loan Purpose: Purchase
Property Address: Accelerated Appraisal Group 2 Burbank CA
Loan Program: PRIME CONNECT 30 YR FIXED



Loan Summary Documents Lock **Appraisal** Requests

Loan #: TEST2022010317 - Ken Customer

Loan Amount: \$300,000 Loan Purpose: Purchase
Property Address: Accelerated Appraisal Group 2 Burbank CA
Loan Program: PRIME CONNECT 30 YR FIXED



Loan Summary Documents Lock **Appraisal** Requests

Launch Appraisal Shield

Intent to Proceed

A creditor or other person may not **impose any fee** on a consumer in connection with the consumer's application for a mortgage transaction until the consumer has received the **Loan Estimate** and has indicated and **Intent to Proceed** with the transaction. (§ 1026.19(e)(2)(i)(A)).

eSigning: The Intent to Proceed disclosure is issued in the initial disclosure package. The ClearEdge team will input the Intent to Proceed date, once borrowers have eSigned their disclosures.

NOTE: A borrower **may not** be charged an appraisal fee until the Intent to Proceed is completed. Appraisal Shield will not allow the appraisal order until an Intent to Proceed date is present. It is recommended that all borrowers eSign their Initial Disclosure package in order to prevent delays when ordering the appraisal.

Request: Change Of Circumstance

The Change of Circumstance Section allows you to request a COC anytime during the loan process.

To Request a Change of Circumstance:

1. **Select the checkbox** next to the field requiring the COC, this will make field editable.
2. **Enter** data.
3. Provide any additional information to our team, in the comments section.
4. Click **Submit Request** and **OK**. This will notify our team of COC request and details.

Note:

- Multiple requests can be made at the same time in the COC screen.
- You may utilize this form as many times as required during the loan process.
- If the field regarding COC is not available, enter a detailed description of request in the Comments section.
- You will receive an email confirmation when the Redisclosure Package has been issued to borrower(s).



The receipt of redisclosed Loan Estimate can impact our ability to draw closing documents. In order to prevent any possible delays, please instruct borrower(s) to view/eSign their disclosure packages right away!

The + button allows you to add additional **Fees**.

Don't be shy! The more details you provide in the comments section, the more efficiently our team can process your request!

Request: Request Closing Disclosure

This screen allows you to order an Early Closing Disclosure to be issued once:

- The loan is **Approved**
- The loan is **Locked**

To Request CD:

1. **Complete all** fields. This will allow our team to process a CD as efficiently as possible.
2. Provide any additional information to our team, in the comments section.
3. Upload useful documents such as Invoices and an updated Settlement Statement.
4. Click **Request CD** and **OK**. This will notify our team to proceed.

Notes:

- You will receive an email confirmation when the Early CD has been issued to borrower(s).
- Additional details regarding special fields can be found below.



The receipt of the Early Closing Disclosure impacts our ability to draw closing documents. In order to prevent any possible delays, please instruct your borrower(s) to sign their disclosure package right away!

Request Closing Disclosure

CLICK HERE FOR EARLY CD QUICK TIPS CHECKLIST

1 Estimated Closing Date: *

Title Only Borrowers/Email Addresses:

Comments:

2

Below is a list of required documents to request the Early Closing Disclosure:

1. Select the desired document to upload.
2. Click **Browse** to locate document or **Drag and Drop** your file in the box below
3. Click **Upload**

| Document Type | Description | Required |
|--------------------------|-------------------------------|-----------------|
| <input type="checkbox"/> | Closing Disclosure Submission | Required |

3

Drag & Drop Files

Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported.
Max file size = 200MB.

4

- 1 Click the link to check out our **Early CD Quick Tips Checklist**!
- 2 **Title Only Borrowers:** Title only borrowers must be issued an Early CD for rescindable loans.
- 3 Enter miscellaneous details you would like our team to consider as they prep the Early CD.

Request: Closing Docs

This screen allows you to order Closing Docs to be issued, once the loan is **Clear to Close**:

To Request Docs:

1. **Complete all** fields. This will allow our team to process closing docs as efficiently as possible.
2. Provide any additional information to our team, in the comments section.
3. Upload useful documents such as Invoices and an updated Settlement Statement.
4. Click **Request Closing Documents** and **OK**. This will notify our team to proceed.

Note: You will receive an email confirmation when the closing docs have been sent to the Settlement Agent/Attorney. Additional details regarding special fields can be found below.

Request Closing Docs

CLICK HERE FOR DOC ORDER QUICK TIPS CHECKLIST **1**

2 Estimated Closing Date: * **3** Target Note Date: * **4** Power Of Attorney: Yes No

5 Title Only Borrowers/Email Addresses:

6 Vesting: * -- Select --

Comments:

7

Below is a list of required documents to request the request closing:

1. Select the desired document to upload.
2. Click **Browse** to locate document or **Drag and Drop** your file in the box below
3. Click **Upload**

| Document Type | Description | Required |
|--------------------------|-------------------------|-----------------|
| <input type="checkbox"/> | Closing Docs Submission | Required |

Browse Drag & Drop Files

Upload

Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported.
Max file size = 200MB.

Request Closing Documents

- 1 Click the link to check out our **Doc Order Quick Tips** Checklist!
- 2 Enter the current estimated closing date.
- 3 **Target Note Date:** Wet Funding States = Day of Signing/Close
- 4 **Power of Attorney:** POA information flows to multiple documents in closing documents.
- 5 **Title Only Borrowers:** Title only borrowers must sign miscellaneous closing documents.
- 6 **LLC/Corp/Trust/POA Vesting:** Select the proper vesting type and enter full vesting in comments.
- 7 Enter miscellaneous details you would like our team to consider as they prep the docs.

Request: Request Lock Extension/Re-Lock

The Lock Extension/Re-Lock Section allows you to request Lock Extensions and Re-Locks.

To Request Lock Extension/Re-Lock:

1. Select the checkbox next to **Extend Lock** or **Re-Lock**.
2. Make selection from corresponding drop down menu.
3. Provide any additional information to our team, in the comments section.
4. Click **Submit Request** and **OK**. This will notify our team of your request.

Note:

- You will receive a revised Lock Confirmation, once your request has been processed.
- We currently only offer 1 option in drop down menu for re-locking a loan.

Request Lock Extension/Re-Lock

Extend Lock: -- Select --

Re-Lock for: 30 Days (includes .25% Re-Lock Fee and Worst-Case Pricing)

Comments:
Comments

Submit Request

Lock Extension:
Applies to a lock that has not expired as of the date of the request.

Re-Lock:
Applies to a lock that has expired.



Hello Lance,

PLEASE BE ADVISED THAT YOUR LOCK EXPIRES IN 3 DAYS

A lock extension must be requested if your loan is not set to fund by the lock expiration date.

LOAN DETAILS:

Loan Number: 2019100067

Borrower Last Name: SAMPLE

Property Address: 222 FRIENDLY AVENUE

Please complete the following process from within the loan file:

1. Navigate to the **Requests** tab
2. Expand the **Request Lock Extension/Re-Lock** section
3. Complete the **Extend Lock** details
4. **Submit Request**

Feel free to contact your Account Manager with questions:

Steve Account Manager

(760) 550-0794

baustin@clearedgelending.com

Rate Lock Expiration Warnings:

You will receive emails warning of pending rate lock expiration. These emails will go out daily, beginning 5 days **prior** to expiration date.

Dry Funding States:

Once the closing documents have been received back from the Settlement Agent/Attorney, our team will review the file for outstanding Prior to Funding Conditions. You will receive an email from our team, with a list of any required items. To upload the conditions, follow the directions provided in the email from the Closer.

After the loan has funded, you will have access to download any miscellaneous documents required for your company's loan file . The loan can be accessed by clicking on the **Funded** folder in **My Pipeline**. All documents will be available in the Documents tab within the loan file. Once the loan has completed the post closing process, the loan will drop off your pipeline.

We recommend you download documents as soon as possible after the loan funds.

