



# Experience The Edge

## Wholesale Broker Guide

Created 08/04/2025

### **ABOUT CLEAREGE LENDING**

Solution Oriented. Service Driven. ClearEdge Lending is on the cutting-edge of lending. We have an extensive and innovative portfolio of Non-QM products backed by a diverse team of experts equipped with custom in-house technologies.

ClearEdge Lending has been originating and securitizing Non-QM loans since its inception in 2015, as a true end-investor. The ClearEdge leadership team is made up of seasoned veterans from the residential mortgage industry.

### **FULL-SERVICE LENDER**

As a lender working with Third Party Originators, we support our brokers by providing exceptional team support along with premier-level customer service. We make in-house credit and pricing exceptions in minutes so you can close loans quickly. You will get direct access to underwriters partnered with your own Account Manager. When you want innovation, speed-to-close and streamlined documentation you will find it at ClearEdge Lending.

### **INNOVATIVE PROGRAMS**

We offer a wide range of products designed to serve the unique and diverse needs of our borrowers. Our broker partners trust us not just for our quick turn-around times and outstanding service, they also know that ClearEdge Lending provides a true competitive edge which helps grow their business.

ClearEdge Lending is the only Non-QM lender to offer a program like Flex Connect. To find out more about Flex Connect and our many innovative lending products, visit our products page.



## Table of Contents

<b>IMPORTANT INFORMATION .....</b>	<b>3</b>
CONTACTS .....	3
WEBSITE INFO.....	3
MORTGAGEE CLAUSES:.....	3
CURRENT TURN TIMES .....	3
EXCEPTIONS & SCENARIOS .....	3
CUTOFF TIMES.....	3
WHERE CEL LENDS .....	4
FEES.....	4
<b>GETTING STARTED.....</b>	<b>5</b>
APPRAISAL (AMC SETUP) .....	5
APPRAISAL FAQS .....	6
<b>SUBMITTING THE LOAN .....</b>	<b>7</b>
ACCOUNT APPROVAL .....	7
CREDENTIALS.....	7
WHOLESALE BROKER PORTAL LOGIN .....	8
REGISTERING AND SUBMITTING.....	8
LOAN SETUP/INITIAL DISCLOSURES .....	12
DISCLOSURE AND DECISION STATUSES.....	12
LOCK DESK HOURS.....	13
<b>LOCK POLICY AND PROCEDURES .....</b>	<b>13</b>
LOCKING – HOW AND WHEN?.....	13
LOCK EXPIRATIONS .....	13
EXTENSIONS.....	13
LOCKING.....	14
STATUS OF LOCK REQUEST .....	14
COMPENSATION INFORMATION .....	16
<b>WORKING WITH THE LOAN.....</b>	<b>17</b>
UNDERWRITING DECISION .....	17
UPLOADING AND SUBMITTING CONDITIONS .....	17
CHANGE OF CIRCUMSTANCE .....	18
REQUEST CLOSING DISCLOSURE (CD) .....	19
<b>CLOSING (CD) AND LOAN DOCS .....</b>	<b>19</b>
CLOSING DISCLOSURE TIMING .....	20
REQUEST CLOSING DOCS .....	21
DOCS BACK .....	22
AFTER FUNDING .....	22
SUMMARY OF IMPORTANT CLEAREDGE DOCUMENTS/LINKS: .....	23

# IMPORTANT INFORMATION

## CONTACTS

### Account Executive:

Phone:

Email:

### Loan Account Manager:

Phone:

Email:

Broker Management:	<a href="mailto:Brokermanagement@clearedgelending.com">Brokermanagement@clearedgelending.com</a>	Broker Comps and Credentials
	Complete the following <b>Branch Details Form</b> to request credentials for <b>LON TPO Portal</b> (found <a href="#">ClearEdge Lending Website</a> > <b>Forms &amp; Resources</b> > <b>Forms</b> section)	
Systems:	<a href="mailto:Systems@clearedgelending.com">Systems@clearedgelending.com</a>	For Broker Portal Issues and Questions
Lock Desk:	<a href="mailto:Ratelock@clearedgelending.com">Ratelock@clearedgelending.com</a>	Lock Hours: 8:00 AM to 4:00 PM PST

## WEBSITE INFO

Resource Website:	<a href="https://clearedgelending.com/grow-your-business/forms/">https://clearedgelending.com/grow-your-business/forms/</a> <ul style="list-style-type: none"><li>Forms, Information &amp; Processes and Training Guides</li></ul>
LON TPO Portal:	<a href="https://portal.clearedgelending.com/login/login.php">https://portal.clearedgelending.com/login/login.php</a> <ul style="list-style-type: none"><li>Link also found on CEL website by clicking Portal Login</li><li>Username = users email address / Temporary password emailed to each user</li></ul>

## MORTGAGEE CLAUSES:

Non-QM (All States) Insurance Payee	Agency, ITIN, & Jade Insurance Payee	CPL/Title
ClearEdge Lending LLC ISAOA, ATIMA C/O SPS, as Servicer PO Box 7277 Springfield, OH 45501-7277	ClearEdge Lending LLC ISAOA, ATIMA 20 Enterprise Suite 350 Aliso Viejo, CA 92656	ClearEdge Lending LLC ISAOA, ATIMA 20 Enterprise Suite 350 Aliso Viejo, CA 92656

## CURRENT TURN TIMES

- AE receives current turn times daily and can be contacted to provide the most up to date information.

## EXCEPTIONS & SCENARIOS

- Scenarios, Exception Requests, Bank Statement Analysis, and Income Analysis to be submitted through your Account Executive.
- For Bank Statement Analysis, complete the **Business Narrative** form (found [ClearEdge Lending Website](#) > **Forms & Resources** > **Forms** section) and send to your AE.

## CUTOFF TIMES

**Note:** Cutoff times subject to change based on volume.

### UNDERWRITING CUTOFF TIMES

Conditions submitted after 3pm are considered next day.

#### Central/East Coast

- Initial Underwriting rush request must be done by 3pm EST
- Final UW CTC same day rush request must be done by 1pm EST
- Final UW CTC for closing next morning rush request must be done by 3pm EST

#### West Coast

- Initial Underwriting rush request must be done by 3pm PST
- Final UW CTC same day rush request must be done by 2pm PST

### CLOSING CUTOFF TIMES

ECD's and Docs submitted after 3pm are considered next day.

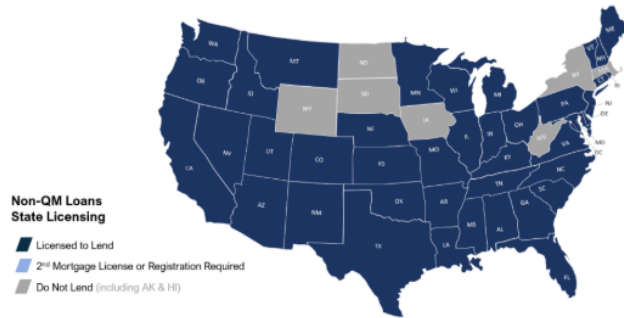
#### Central/East Coast

- ECD rush request must be done by 2pm EST
- Docs and closing same day rush request must be done by 12pm EST
- Docs for closing next morning rush request must be done by 2pm EST

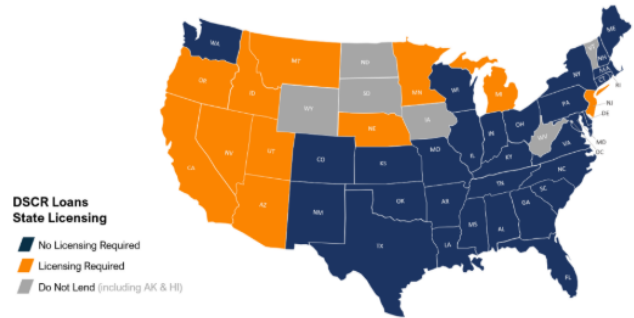
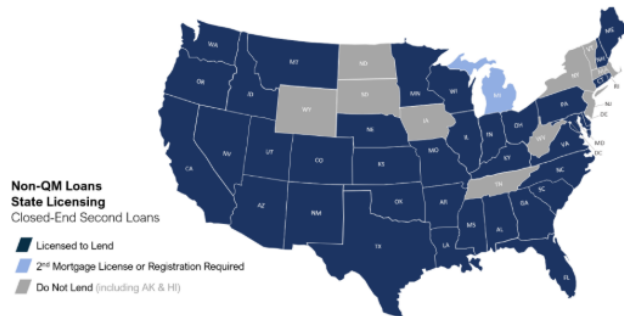
#### West Coast

- ECD rush request must be done by 2pm PST
- Docs same day rush request must be done by 2pm PST

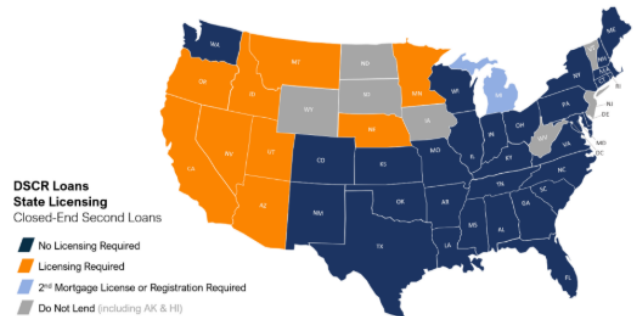
## WHERE CEL LENDS



Non-QM CES Lending



DSCR CES Licensing



<https://clearedgelending.com/where-we-lend/>

## FEES

Fees may be subject to change

### Wholesale NQM & ITIN Obsidian

- Underwriting Fee (Loan Amount > \$250k) \$1,874
- Underwriting Fee (Loan Amount < \$250k) \$1,724
- Entity Review Fee \$300
- STR Rent Analysis \$150
- Tax Service Fee \$75
- Flood Cert \$9.50

### Wholesale Jumbo Prime

- Underwriting Fee \$1,699
- Entity Review Fee \$300
- Tax Service Fee \$75
- Flood Cert \$9.50

### Agency Connect

- Underwriting Fee \$1,295
- Tax Service Fee \$75
- Flood Cert \$9.50

### Non-Delegated Correspondent NQM & ITIN Obsidian

- Underwriting Fee \$1,324
- Entity Review Fee \$300
- STR Rent Analysis \$150
- Appraisal Review Fee \$150- \$300
- Tax Service Fee \$75
- Flood Cert \$9.50

### Closed End Second (Wholesale & Non-Delegated)

- Underwriting Fee (except NC) \$1,220
- Loan Origination Fee (NC only) \$1,095
- Entity Review Fee (except MO, NJ, PA, VA)










\* **Texas A6 Cash Out** - UW Fee \$1,420

# GETTING STARTED

## APPRAISAL (AMC SETUP)

All appraisals must be ordered through **Appraisal Shield** following the outlined steps (found on the [ClearEdge Lending Website](#) under **Forms & Resources** in the **Training Guides** section) and utilizing one of 10 CEL approved AMCs shown below.

**Transferred Appraisals** are acceptable when following the outlined requirements (found on the [ClearEdge Lending Website](#) under **Forms & Resources** in the **Forms** section).

AMC	Escalation Contact
<p>Accelerated Appraisal Group</p> 	<p>Lauren Sacher Phone: 760-712-4229 <a href="mailto:Orders@acceleratedappraisalgroup.com">Orders@acceleratedappraisalgroup.com</a></p>
<p>Axis</p> 	<p>Jeffrey Briggs 888-806-2947 ext. 402 <a href="mailto:jbriggs@axis-amc.com">jbriggs@axis-amc.com</a></p> <p>Kristen Nudelman 888-806-2947 ext. 144 <a href="mailto:knudelman@axis-amc.com">knudelman@axis-amc.com</a></p>
<p>Consolidated Analytics</p> 	<p>Client Services Team <a href="mailto:clientservices@ca-usa.com">clientservices@ca-usa.com</a> Broker Desk <a href="mailto:brokerdesk@ca-usa.com">brokerdesk@ca-usa.com</a></p> <p>Debbie Neill (949) 482.6824 <a href="mailto:dneill@ca-usa.com">dneill@ca-usa.com</a></p>
<p>Equity Solutions</p> 	<p>Christy Shannon (248) 579-9928 (615) 454-6047 <a href="mailto:christy@esusa.net">christy@esusa.net</a></p> <p>James Waldrop (248) 579-9928 (248) 970-0488 <a href="mailto:james@esusa.net">james@esusa.net</a></p> <p>Kathy Thiesmeyer (248) 579-9928 (248) 970-0482 <a href="mailto:kathy@esusa.net">kathy@esusa.net</a></p>
<p>Nationwide Appraisal Network (NAN)</p> 	<p>Customer Service 888-760-8899 <a href="mailto:nansupport@nan-amc.com">nansupport@nan-amc.com</a></p> <p>Christopher Seymour 412-559-9535 <a href="mailto:cseymour@nan-amc.com">cseymour@nan-amc.com</a></p>
<p>Nationwide Property &amp; Appraisal Services</p> 	<p>Customer Service (856) 258-6977</p> <p>Rockie Traugott <a href="mailto:rtraugott@onestopappraisals.com">rtraugott@onestopappraisals.com</a> 904-589-1827</p>
<p>Opteon</p> 	<p>Clint Reinhardt 419-725-9968 <a href="mailto:Clint.Reinhardt@opteonusa.com">Clint.Reinhardt@opteonusa.com</a></p> <p>Gabriela Morales 847-705-0682 <a href="mailto:gabriela.morales@opteonusa.com">gabriela.morales@opteonusa.com</a></p>
<p>Property Rate</p> 	<p><a href="mailto:Orders@propertyrate.com">Orders@propertyrate.com</a></p> <p>Carrisa Sullivan 877-777-7283 x117 <a href="mailto:csullivan@propertyrate.com">csullivan@propertyrate.com</a></p>
<p>Valuation Services</p> 	<p>Fawn Mokulis 201-565-1620 <a href="mailto:fawn.mokulis@vsamc.com">fawn.mokulis@vsamc.com</a></p> <p>Lindsay Kundin 443-564-4393 <a href="mailto:lindsay.kundin@vsamc.com">lindsay.kundin@vsamc.com</a></p>

## APPRAISAL FAQS

### **Question: When can I order an Appraisal?**

**Answer:** As soon as the borrower(s) sign an intent to proceed (Per the TRID Regulation). The LON system will automatically populate the date once all the borrowers have eSigned their disclosures. An error will show up if ITP is missing and system will not allow appraisal order to be placed.

### **Question: When are 3<sup>rd</sup> party valuation or 2 Appraisals needed?**

**Answer:** These requirements differ by product, see details below per product. [Check guidelines for requirements for all other products and all other appraisal requirements.](#)

1. **PRIME Connect** - Loan amount  $\geq$  \$2,000,000 and  $>65\%$  LTV/CLTV - 2 Appraisals.
2. **PRIME & PLUS Connect** -
  - All loans require a 3rd party valuation product (i.e., Desk review/CU/AVM) as determined and ordered by ClearEdge.
  - The original appraisal report value is used when the review product is  $<10\%$  of the appraised value.
  - $>10\%$  review variance will require a hybrid appraisal or a full 2nd appraisal.
  - Lowest value of the hybrid appraisal or full 2nd appraisal report and the original appraisal report will be used as the subject property value.
  - When two appraisals are required, they do not require a separate review product. Lowest value of the two appraisals is used as subject property value.
  - CU score of 2.5 or lower, no 3rd party review
  - HPML flips require 2nd full appraisal
  - When two appraisals are subject to completion or inspection, only one 1004D or equivalent is required
3. **Investor Connect** - Refinance transactions require 2 appraisals for  $>\$2$  million loan amount.
  - All loans require a 3rd party valuation product (i.e., Desk review/CU/AVM) as determined and ordered by ClearEdge.
  - The original appraisal report value is used when the review product is  $< 10\%$  of the appraised value.
  - $>10\%$  review variance will require a hybrid appraisal or a full 2nd appraisal.
    - Lowest value of the hybrid appraisal or full 2nd appraisal report and the original appraisal report will be used as the subject property value.
  - CU score of 2.5 or lower, no 3rd party review.
4. **PRIME Jumbo Connect** – Rate/Term Refinance  $>\$2,000,000$  loan amount - 2 Full appraisals.
  - CU accepted if 2.5 or lower.
  - If CU exceeds 2.5, Clear Capital AVM is required.
  - AVM must (i) be within 10% and (ii) have an FSD score of .13 or lower.
  - If AVM does not meet both requirements, a Clear Capital CDA is required.
  - CDA must be within 10% of appraisal value or purchase price.
  - CDA outside of 10% variance requires a field review.
  - When two appraisals are required, they do not require a separate review product. Lowest value of the two appraisals is used as subject property value.

### **Question: Who orders the Desk Review?**

**Answer:** This is an internal Desk Review ordered by your **Loan Account Manager (LAM)** as soon as you provide the Appraisal. No fees are charged to you, or your borrower and Desk Reviews are subject to turn times.

### **Question: I do not agree with the Appraisal and would like to request a Reconsideration of Value (ROV), or I need revisions, what do I do?**

**Answer:** For appraisals ordered in Appraisal Shield, those revisions should also be requested in **Appraisal Shield**. If a rebuttal of value is needed, fill out the appropriate **Reconsideration of Value (ROV)** form based on AMC and submit to [appraisalreports@clearedglending.com](mailto:appraisalreports@clearedglending.com) for approval.

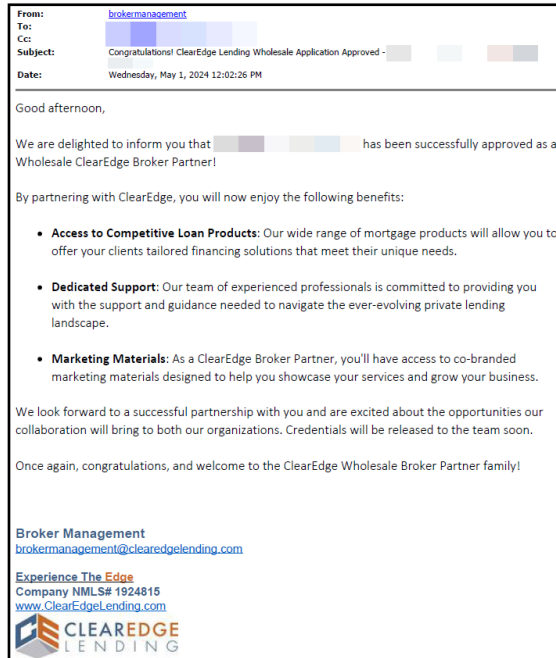
Forms can be found on the [ClearEdge Lending Website](#) on the [AMC Partners](#) page.

# SUBMITTING THE LOAN

## ACCOUNT APPROVAL

An approval email will be sent from [brokermanagement@clearedgelending.com](mailto:brokermanagement@clearedgelending.com) to the authorized representative(s) once all the application requirements have been met.

### Sample Email – New Client Application Approval

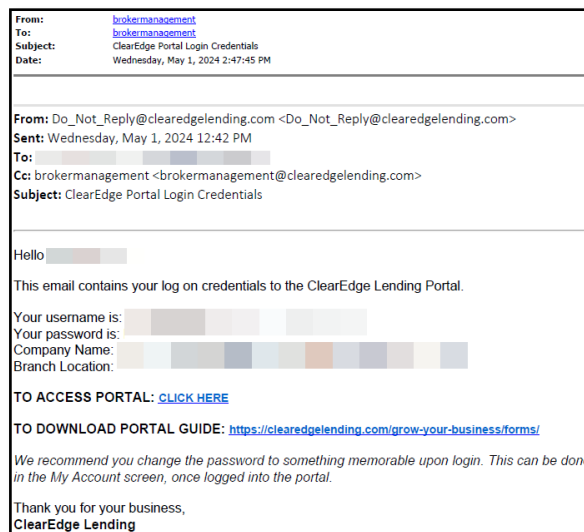


## CREDENTIALS

You should have received an email with your credentials for the [LON TPO Portal](#). If you are having issues or need assistance logging in, contact your designated Account Executive or CEL Broker Management [brokermanagement@clearedgelending.com](mailto:brokermanagement@clearedgelending.com) and they will assist.

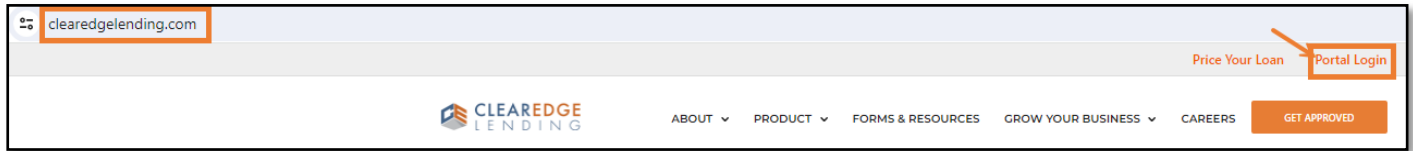
If you forgot your password, click on “[Forgot your Password?](#)” and a link will be sent to you or contact your AE and they can resend your password.

### Sample Email – ClearEdge Portal Login Credentials



## WHOLESALE BROKER PORTAL LOGIN

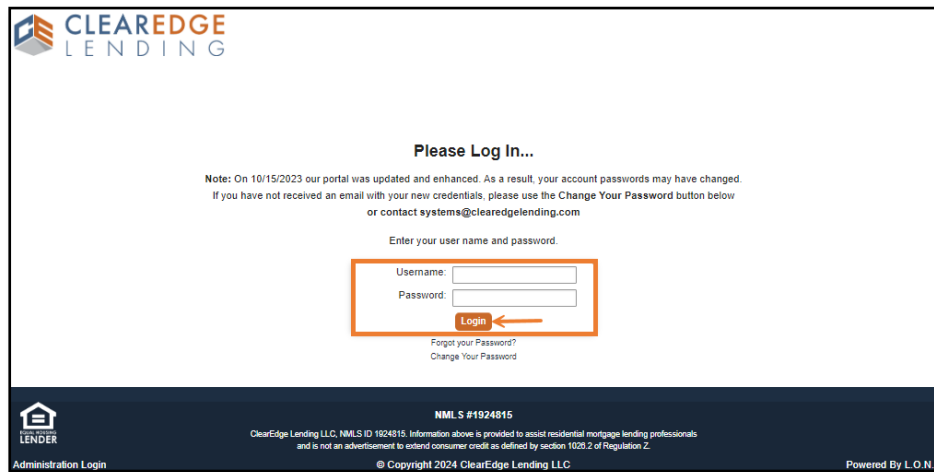
You can access the **LON TPO Portal** two ways, either by going directly to the website with this link [LON TPO PORTAL](#) or by clicking on “Portal Login” on the.



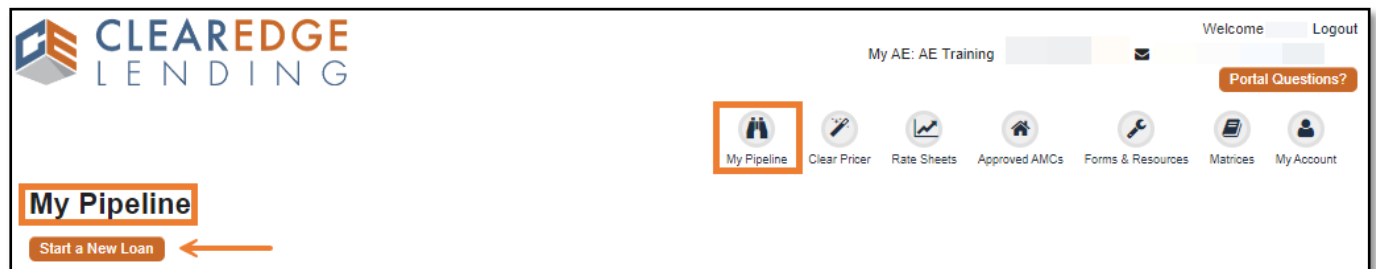
## REGISTERING AND SUBMITTING

A **Broker Portal Guide** detailing step by step instructions for navigating within the **LON TPO Portal** can be found on the [ClearEdge Lending Website](#) under **Forms & Resources** in the **Training Guides** section.

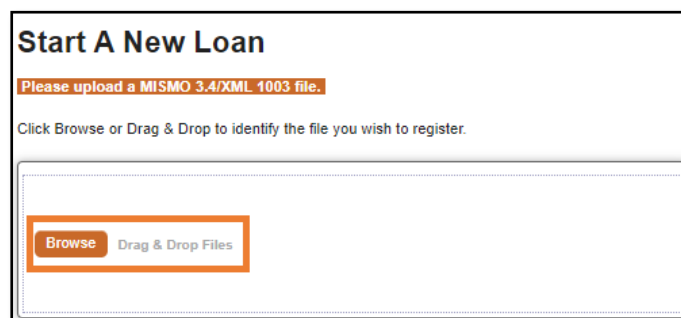
- Login to the [LON Portal](#).



- Navigate to **My Pipeline**.

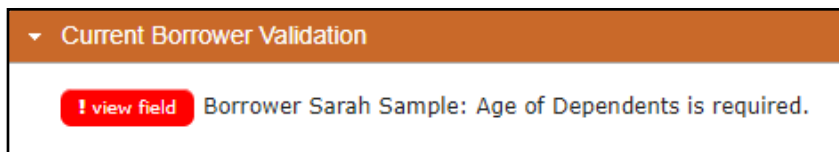


- Click **Start a New Loan**.
- **Browse** or **Drag & Drop** the MISMO 3.4/XML 1003 File.





- Correct all errors for each borrower on every tab of the 1003. They will be indicated by the “! view field” icon shown below. This icon is a hyperlink to each error that requires correction.



- It is important that the **Application Interview Date** on the **Originator Information** tab is dated within 24 hours of submission to allow the team time to disclose.

Current Borrower Validation

Manage Borrowers ✓ Loan & Property ✓ Borrower Information ✓ Assets & Liabilities ✓ Real Estate ✓ Declarations ✓ Demographic Information ✓ Originator Information ✓ Lender Loan Information ✓

Loan Originator Information

Loan Originator Organization Name  
Street  
Unit#  
City  
State -- Select --  
Zip

Loan Originator company license Type ☐ Private ☐ Public State  
State License Identifier

Loan Originator First Name  
Loan Originator Middle Name  
Loan Originator Last Name  
Loan Originator Name Suffix

Loan Originator license Type ☐ Private ☐ Public State  
State License Identifier  
Email  
Phone

Application Interview Date 05/08/2024  
Loan Originator EIN

- Save all changes and once ✓ is shown on every tab, the **Continue** button will be available, click to move to the next step.

Loan #:   
Loan Amount: \$430,000 Loan Purpose: Purchase  
Property Address:   
Validate 1003 Create Loan

This step is complete. Continue

Current Borrower Validation

Borrowers: Add

Manage Borrowers ✓ Loan & Property ✓ Borrower Information ✓ Assets & Liabilities ✓ Real Estate ✓ Declarations ✓ Demographic Information ✓ Originator Information ✓ Lender Loan Information ✓

Manage Borrowers

Please arrange your borrower pairs by selecting a borrower icon and dropping them into the desired borrower pair and position.

Primary Application

Borrower

Additional Application

Save Validate

- Select the **Loan Officer** and **Processor** and then click **Create Loan**.
- Click **Ok** to proceed.

Loan #: - Sarah Sample

Loan Amount: \$480,000    Loan Purpose: Purchase

Property Address: 789 New Home Way Carlsbad CA

Validate 1003

Create Loan

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

Create Loan

Save

Delete

Loan Purpose: Purchase

Loan Type: Conventional

Channel: \* Wholesale

Estimated Closing Date: \* 05/31/2024

Loan Officer: \* Lucy LO

Processor: \* Lucy LO

Register this Loan File?

Ok

Cancel

- A **Loan Number** will be generated, complete all required fields indicated by \* and then click **Get Pricing**.

Product Type \*  
Non-QM

Property Type \*  
SFR Attached

Citizenship \*  
US Citizen

Doc Type \*  
Full Doc

Units \*  
1

ITIN Borrower \*  
No

Transaction Type \*  
Purchase

Mixed Use Property \*  
No

First Time Homebuyer \*  
No

Occupancy \*  
Primary

Rural \*  
No

Self Employed \*  
No

Credit Score \*  
800

Hybrid Appraisal \*  
No

Credit Event Type \*  
None

DTI \*  
18.976 %

Transferred Appraisal \*  
No

Mortgage Lates \*  
No

Purchase Price \*  
\$ 1,000,000

Declining Market \*  
No

Escrow Waiver \*  
No

Property Value \*  
\$ 1,000,000

Loan Term \*  
30 Year

Lender Fee Buyout \*  
No

LTV \*  
75.000 %

Amortization \*  
Fixed

Comp Source \*  
Borrower Paid

Loan Amount \*  
\$ 750,000


Interest Only \*  
No

Pricing Term \*  
30 Day

CLTV \*  
75.000 %

\$ Subordinate Financing

GET PRICING

- Select **Program & Rate** by clicking the , then hit **Continue**.
- Click **Ok** to proceed.

Pricing Results

Rate	30 Day Price	Rebate/Discount	P&I
Prime Connect 30 Year Fixed - Wholesale			
6.250	98.375 ✓	\$12,187	\$4,617
6.375	99.125 ✓	\$6,562	\$4,679
6.500	99.875 ✓	\$937	\$4,740
6.625	100.625 ✓	\$(4,687)	\$4,802
6.750	101.250 ✓	\$(9,375)	\$4,864
6.875	101.750 ✓	\$(13,125)	\$4,926
Prime Connect Flex 30 Year Fixed - Wholesale			
TEST Prime Connect 30 Year Fixed - Wholesale			
Premier Jade Full Doc 30 Year Fixed - Wholesale			
Prime Jade Full Doc 30 Year Fixed - Wholesale			
Plus Jade Full Doc 30 Year Fixed - Wholesale			
Plus Connect 30 Year Fixed - Wholesale			
Plus Connect Flex 30 Year Fixed - Wholesale			
Investor Connect 30 Year Fixed - Wholesale Ineligible			
Investor Premier 30 Year Fixed - Wholesale Ineligible			
Investor Jade 30 Year Fixed - Wholesale Ineligible			
Investor Jade Multi-Family 30 Year Fixed - Wholesale Ineligible			

Pricing Snapshot

Program Name:

Prime Connect 30 Year Fixed - Wholesale

Comp Source:

Borrower Paid

Pricing Period:

30 Day

Impounds:

No

P&I:

\$4,802

	Rate	Price
Base	6.625	98.875

Adjustments

	Rate	Price
Prime / Flex   FICO/LTV (Full/Express Doc) LLPA		0.375
Prime / Flex   Loan Amount LLPA		0.250
Prime / Flex   Purchase LLPA		0.625
Prime Connect   Elite LLPA		0.500

	Rate	Price
Final	6.625	100.625

Final Price:

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

CONTINUE

Select this Rate?

Ok

Cancel

- If exception was made complete the **Exception** fields, then click **Request Exception** to proceed.

### Pricing Results

Rate	30 Day Price	Rebate/Discount	P&I
① Prime Connect 30 Year Fixed - Wholesale		Ineligible	
① Plus Connect 30 Year Fixed - Wholesale		Ineligible	
① Investor Connect 30 Year Fixed - Wholesale		Ineligible	
① Investor Premier 30 Year Fixed - Wholesale		Ineligible	
① Plus Connect Flex 30 Year Fixed - Wholesale		Ineligible	
① Prime Connect Flex 30 Year Fixed - Wholesale		Ineligible	
① Premier Jade Full Doc 30 Year Fixed - Wholesale		Ineligible	
① Prime Jade Full Doc 30 Year Fixed - Wholesale		Ineligible	
① Plus Jade Full Doc 30 Year Fixed - Wholesale		Ineligible	
① Investor Jade 30 Year Fixed - Wholesale		Ineligible	

### Underwriting Exception

Exception Request

**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 \*

Exception Reason \*

REQUEST EXCEPTION

- Upload documents for **Skinny Submission** or **Full Submission**. Utilize the **Minimum Submission Checklist** (found on the [ClearEdge Lending Website](#) under **Forms & Resources** in the **Information & Processes** section) to ensure the required documentation is submitted for a seamless loan submission. Select **Document Type**, **Browse** or **Drag & Drop** coinciding documents, click **Upload**, once all required items are uploaded, the **Continue** button will appear, click **Continue** to proceed.

Edit 1003

Select Program

Submission Package

Submit Loan

### Submission Documents

Below is a list of required documents for loan submission:

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

Select a submission package: **Skinny 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 must be dated within the last 120 days	Required
<input type="checkbox"/> Contracts/Escrow	Purchase Contract. Must include complete contract and include all addendums	Required

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

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.

or

Edit 1003

Select Program

Submission Package

Submit Loan

### Submission Documents

Below is a list of required documents for loan submission:

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

Select a submission package: **Full Submission**

Document Type	Description	Required
<input checked="" 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 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 specific disclosures required to be provided by broker.	Optional

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

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.

This step is complete. **Continue**

- Complete **Compensation** fields when **Borrower Paid**, **Borrower Type**, **Contract Processor**, add any **Comments/Notes** if applicable, and then click **Submit**.
- Click **OK** to proceed.

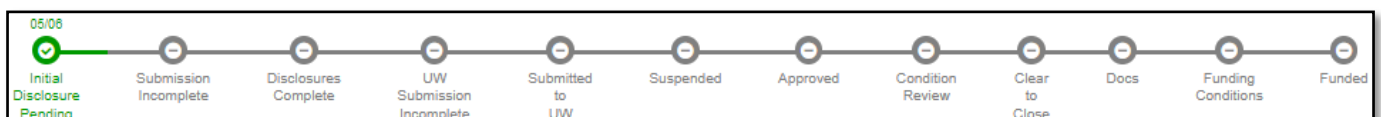
## LOAN SETUP/INITIAL DISCLOSURES

- The ClearEdge Lending (CEL) Loan Setup Team will review the submission to ensure all key information is present and accurate.
- CEL Loan Setup Team then prepares the Loan Estimate and sends LE Preview to LO/Broker for Review. CEL provides 2 hours for review of LE preview prior to sending to the borrower.
- CEL then issues the Initial Disclosures including LE to borrower for eSigning. The **Borrower eDisclosure Signing Process** document will assist in the eDisclosure/eSigning process (found on the [ClearEdge Lending Website](#) under **Forms & Resources** in the **Information & Processes** section).
- CEL submits loan to Underwriting for initial UW decision. If items are missing, a needs list email will be sent requesting required items needed to submit loan to UW.
- Broker responsible for any missing State Specific/Broker Required Disclosures. Conditions will be added for any missing required disclosures. NJ Mortgage Broker Disclosure must be received before file can go to UW.
- Utilize this **Minimum Submission Checklist** to ensure all recommended documents for efficient UW are provided.

**Notes:** Turn Time for Disclosures – Same day to 24 hours depending on capacity. No TBD Properties allowed.

## DISCLOSURE AND DECISION STATUSES

- **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. CEL Team will reach out to client to obtain required missing items.
- **Disclosures Complete** - Disclosures have been issued.
- **UW Submission Incomplete** - File is awaiting items required to send loan into Underwriting. CEL Team will reach out to obtain required missing items.
- **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.



# LOCK POLICY AND PROCEDURES

## LOCK DESK HOURS

8:00 AM to 4:00 PM PST, Monday – Friday, excluding Bank Holidays (The Lock Desk follows the Federal Reserve and SIFMA recommended holiday schedules. (<https://www.sifma.org/resources/general/holiday-schedule/>)). ClearEdge Lending does not offer overnight or after-hours rate protection.

Lock Desk Email: [Ratelock@clearedgelending.com](mailto:Ratelock@clearedgelending.com)

## LOCKING – HOW AND WHEN?

### How:

Online through the **LON TPO Portal** or manually as described below.

### When:

1. 8:00 AM to 4:00 PM PST, Monday – Friday.
2. Lock can be requested via the ClearEdge Lending portal **after** the loan has been submitted.
3. Approved exception loans that are ineligible in **Clear Pricer** and cannot be locked in the portal will be locked manually by the lock desk. Email [Ratelock@clearedgelending.com](mailto:Ratelock@clearedgelending.com) to request a manual lock.

## LOCK EXPIRATIONS

For Lock expirations that fall on a Saturday, Sunday or Holiday, the lock will expire the following business day. Upon lock expiration, loans will be subject to worst case pricing plus a 0.25 re-lock fee if re-locked within 30 calendar days of lock expiration.

## EXTENSIONS

Lock extensions can be requested via the portal on or before the lock expiration date by 4:00 PM PST. Lock extension fees are 2 bps per day (0.02 per day) for all loan programs.

Follow these steps to request the extension or re-lock:

- Click **Requests** tab
- Expand **Request Lock Extension/Re-Lock** section
- Complete all pertinent fields (boxes must be clicked to open the fields in the correlating sections)
- Click **Submit Request**

All transactions can be extended **at most 2 times** for a cumulative maximum of 30 calendar days, not to exceed 75 cumulative lock days (including lock extensions).

- 30-day lock: Up to 30 extension days permitted (max 2 extensions)
- 45-day lock: Up to 30 extension days permitted (max 2 extensions)
- 60-day lock: Up to 15 extension days permitted (max 2 extensions)

Discuss any options for **Repricing/Renegotiations/Relocks** with your Account Executive.

The screenshot displays the 'Request Lock Extension/Re-Lock' form within the ClearEdge Lending portal. The form is titled 'Request Lock Extension/Re-Lock' and includes a 'Comments' section with a text area. Below the text area is a 'Submit Request' button. The form also features a 'Re-Lock for' dropdown menu set to '30 Days (includes .25% Re-Lock Fee and Worst-Case Pricing)'. At the bottom of the form, there are three links: 'Request Change of Circumstances', 'Request Closing Disclosure', and 'Request Closing Docs'.

## LOCKING

- Once loan is created and either **Skinny** or **Full Submission** (see **Broker Portal Guide** pg. 35 for additional details) has been complete in the **LON TPO Portal**, navigate to the **Lock** tab and complete the required steps.

Loan #: [redacted]  
 Loan Amount: \$480,000    Loan Purpose: Purchase  
 Property Address: [redacted]  
 Loan Program: Prime Connect 30 Year Fixed - Wholesale

Progress bar: Initial Disclosure Pending (04/28) → Submission Incomplete → Disclosures Complete → UW Submission Incomplete → Submitted to UW → Suspended → Approved → Condition Review → Clear to Close → Docs → Funding Conditions → Funded

Navigation tabs: Loan Summary | Documents | Document Upload | **Lock** | Approval | Requests

- In the **Lock** tab, the only editable fields are **Waive Escrows**, **Lender fee buyout - Yes or No** and **Pricing Term** options – **30, 45, or 60 Days**. All other changes need to be requested via **Requests** tab > **Request Change of Circumstance** section.

Product Type: Non-QM  
 Property Type: SFR Attached  
 Citizenship: US Citizen  
 Doc Type: Full Doc  
 Units: 1  
 ITIN Borrower: No  
 Transaction Type: Purchase  
 Mixed Use Property: No  
 First Time Homebuyer: No  
 Occupancy: Primary  
 Rural: No  
 Self Employed: No  
 Credit Score: 800  
 Hybrid Appraisal: No  
 Credit Event Type: None  
 DTI: 18.652  
 Transferred Appraisal: No  
 Mortgage Lates: No  
 Purchase Price: \$ 340,000  
 Declining Market: No  
 Escrow Waiver: No  
 Property Value: \$ 340,000  
 Loan Term: 30 Year  
 Lender Fee Buyout: No  
 LTV: 88.235  
 Amortization: Fixed  
 Comp Source: Borrower Paid  
 Loan Amount: \$ 300,000  
 Interest Only: No  
 Pricing Term: 30 Day  
 CLTV: 88.264  
 Subordinate Financing: \$ 96

[GET PRICING](#)

## STATUS OF LOCK REQUEST

Lock status can be viewed in the following ways:

- Pipeline** – **Lock Date** & **Lock Expires** columns
- Loan Status** – Access via **Pipeline** by clicking
- Loan Summary** – Access via **Loan Summary** tab within the loan
- Lock Confirmation** – Access via **Documents** tab within the loan (type lock in **Search** field to narrow down options)

### Pipeline:

**My Pipeline**

[Start a New Loan](#)

Filters: All Loans (4) | New (0) | Loan Open (0) | Initial Disclosures (0) | UW Status (2) | Clear to Close (0) | In Closing (0) | Funded (2)

[Refresh](#)

Search:

Actions	LO	Processor	Loan #	Borrower	Status	Channel	Address	Loan \$	Submitted	Lock Date	Lock Expires
					Submitted to UW	Wholesale		\$240,000	04/30/24		
					Approved	Wholesale		\$750,000	04/18/24	05/01/24	05/30/24
					Funded	Wholesale		\$900,000	03/22/24	03/28/24	04/26/24
					Funded	Wholesale		\$655,600	03/15/24	03/27/24	04/25/24

## Loan Status:

**Loan Status**

Initial Disclosure Pending → Submission Incomplete → Disclosures Complete → UW Submission Incomplete → Submitted to UW → Suspended → Approved → Condition Review → Clear to Close → Clock → Funding Conditions → Funded

Loan # [REDACTED]

The following information was last updated on 05/01/2024.  
If you have any questions about the status of your loan, please contact your account executive.

**Loan Summary**

Loan Status: **Approved**  
 Loan Purpose: **Refinance**  
 Ref Purpose: [REDACTED]  
 Occupancy: **Investor**  
 Impound Acct: **Waived**  
 Doc Type: **12 Months Business Bank Statements**  
 Doc Type: **FullDocumentation**  
 Interest Only: **N**  
 Prepay Term: **3 Year PPP**

Property Address: [REDACTED]  
 Property Type: **Detached**

Lock Status: **Locked**  
 Lock Date: **05/01/24**  
 Lock Expiration: **05/30/24**  
 Lock Rate: **7.750%**  
 Lock Price: **100.000**

**Loan Contacts**

Borrower: [REDACTED]  
 Home Phone: [REDACTED]  
 Email: [REDACTED]  
 Work Phone: [REDACTED]  
 Cell Phone: [REDACTED]

TPO Company: [REDACTED]  
 TPO Officer: [REDACTED]  
 Phone: [REDACTED]  
 Email: [REDACTED]  
 TPO Processor: [REDACTED]  
 Phone: [REDACTED]  
 Email: [REDACTED]

Account Executive: [REDACTED]  
 Phone: [REDACTED]  
 Email: [REDACTED]  
 Account Manager: [REDACTED]  
 Phone: [REDACTED]  
 Email: [REDACTED]  
 Underwriter: [REDACTED]  
 Phone: [REDACTED]

**Application Dates** 1003 Date: 04/18/24 **TRID Dates** Intend to Proceed: 04/26/24 **Closing Dates** Clear to Close Date: 05/01/24  
 Document Dates Approval Date: 04/22/24 LE Sent: 04/22/24 Estimated Closing Date: 07/01/24  
 Approval Expiration: 07/06/24 LE Received: 04/22/24 First Payment Date: 07/01/24  
 Revised LE Sent: 04/22/24 Closing Date: 07/01/24  
 Revised LE Received: 04/22/24 Funded Date: [REDACTED]  
 CD Sent: [REDACTED]  
 CD Received: [REDACTED]  
 Revised CD Sent: [REDACTED]  
 Revised CD Received: [REDACTED]

## Loan Summary:

**Loan Summary** Documents Open Conditions Document Upload Lock Appraisal Requests

The following information was last updated on 05/01/2024.  
If you have any questions about the status of your loan, please contact your account executive.

**Loan Summary**

Loan Status: **Approved**  
 Loan Purpose: **Refinance**  
 Refi Purpose: [REDACTED]  
 Occupancy: **Investor**  
 Impound Acct: **Waived**  
 Doc Type: **12 Months Business Bank Statements**  
 Doc Type: **FullDocumentation**  
 Interest Only: **N**  
 Prepay Term: **3 Year PPP**

Property Address: [REDACTED]  
 Property Type: **Detached**

Lock Status: **Locked**  
 Lock Date: **05/01/24**  
 Lock Expiration: **05/30/24**  
 Lock Rate: **7.750%**  
 Lock Price: **100.000**

## Loan Confirmation:

**Loan Summary** Documents Open Conditions Document Upload Lock Appraisal Requests

**Attached Loan Documents**

Search:

Document	File name	Added	Size	Description	Download
Lock Confirmation Document	Lock Confirmation Document	2024-05-01 09:28:07 PDT	465Kb		<a href="#">Download</a>

**CLEAREDGE LENDING** Loan Confirmation Generated April 08, 2024 11:17 AM

**Loan Details**

Purpose: Purchase LTV: 60.00  
 Loan Amount: \$480,000 HLP: 60.00  
 Purchase Price: \$800,000 CLTV: 60.00  
 White Exercise: Full HMLC Share Amount: \$0  
 Refund Financing: No HMLC Loan Amount: \$0  
 Last Financial Milestone: N/A

**Property Details**

Occupancy: Primary  
 Number of Units: 1  
 Property Type: Single Family  
 Number of Units: 1  
 Dwelling Method: No  
 Hybrid Approach: No  
 Mixed Use Property: No  
 Rural Property: No  
 Short Term Rental: No  
 Transferred Approval: No

**Address:** [REDACTED]  
 City: [REDACTED]  
 State: [REDACTED]  
 Zip: [REDACTED]  
 County: [REDACTED]

**Borrower Details**

Name: Sample CTC Self Employed: No  
 Properties Financed: 0 BTE: 18.14  
 FICO: 610 Other: [REDACTED]  
 Paid By: Borrower  
 Credit Event Reporting: No  
 Credit Event Type: N/A  
 Investor Experience: N/A  
 FTE Borrower: No  
 Account Executive: N/A  
 Documentation Type: Express Doc  
 DSCR: No  
 Interest Only: No  
 Original Product Selected: N/A  
 Preferred Product Program: New CM  
 Program Fee Structure: N/A  
 Program Fee Structure: N/A  
 TPO Company: N/A  
 TPO ID: N/A  
 TPO ID Completion %: N/A  
 Underwriting Exception: N/A

**CLEAREDGE LENDING** Loan Confirmation Generated April 08, 2024 11:17 AM

**Loan Details**

Product Type: NonCM  
 Underwriting Method: FullDocument  
 Credit Score: [REDACTED]

**Borrower Credit History**

KioskScore: # Month  
 Bank Score: # Month  
 Bank to Loan: # Month

**Change Off:** # Month  
 Lock Off: # Month  
 Default Notice: # Month

**Loan Payment History (if all documents)**

APR/24	MAY/24	JUN/24	JUL/24	AUG/24	SEP/24
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0

**Lock Status**

Product Name: Prime Connect 30 Year Fixed - 100%  
 New Rate: 7.75%  
 Spread: 1.00%  
 Expiration Date: Tuesday, May 14, 2024  
 Rate Lock Date: 04/10/2024 09:58 AM

**Product Code:** 100-000  
**Price:** 100.000  
**Cost Percentage:** 0.00%  
**Lock Period:** 30 Day  
**Report Type:** [REDACTED]

**Adjustment Details**

Price Adjustment: Price (The Pricing Special Loan Amount + \$200K + \$1,000)  
 \$1,000  
 Price (The Pricing Special Loan Amount + \$200K + \$1,000)  
 \$1,000  
 Price (The Pricing Special Loan Amount + \$200K + \$1,000)  
 \$1,000  
 Price (The Pricing Special Loan Amount + \$200K + \$1,000)  
 \$1,000  
 Price (The Pricing Special Loan Amount + \$200K + \$1,000)  
 \$1,000

**Custom Transactions**

Manual Price Adjustment: N/A  
 Non-Designated Seller Margin: N/A  
 Preferred Product Program: New CM  
 Price Adjustment - CM: N/A  
 Price Adjustment - Lender: N/A  
 Price Adjustment - Rate: N/A  
 Price Adjustment - Fee: N/A

**CLEAREDGE LENDING** Loan Confirmation Generated April 08, 2024 11:17 AM

**Rate Sheet**

Rate Sheet	Rate	Price	Fee	Lock Period
Approved	6.625	\$7,875	\$3,075	30 Day
	6.750	\$8,875	\$3,115	30 Day
	6.875	\$9,875	\$3,155	30 Day
	7.000	\$10,875	\$3,195	30 Day
	7.125	\$11,875	\$3,235	30 Day
	7.250	\$12,875	\$3,275	30 Day
	7.375	\$13,875	\$3,315	30 Day
	7.500	\$14,875	\$3,355	30 Day
	7.625	\$15,875	\$3,395	30 Day
	7.750	\$16,875	\$3,435	30 Day
	7.875	\$17,875	\$3,475	30 Day
	8.000	\$18,875	\$3,515	30 Day
	8.125	\$19,875	\$3,555	30 Day



## COMPENSATION INFORMATION

Details regarding Borrower Paid vs Lender Paid Compensation.

### BROKER COMP QUICK REFERENCE

#### BORROWER PAID COMPENSATION

Points will be disclosed and paid by the Borrower as closing cost disclosed on LE and CD.

BPC can vary from loan to loan.

BPC cannot be greater than current LPC election.

BPC and Fixed Fee combination cannot be greater than LPC.

If BPC is disclosed as a flat fee, it cannot be increased for any reason, even if the loan amount increases.

Seller Concessions can be applied to BPC.

A Processing Fee is allowed and must be reasonable and customary.

Broker can reduce the compensation if approved by Compliance and there is a benefit to the Borrower.

The premium credit given to the Borrower for the rate selected may not be used to pay BPC but may be used for closing costs.

If initial LE comp is disclosed as a percentage, it needs to stay a percentage through life of loan. Same if disclosed as a flat fee, should stay flat fee through life of loan.

A loan with BPC may not switch to LPC. A new submission as LPC would be required.

Business Purpose Loans Combined Compensation – Allows wholesale broker to charge a BPC and keep all or a portion of the YSP credit.

- YSP capped at 2% (no exceptions).
- 1<sup>st</sup> Lien: BPC capped at 3%.
- 2<sup>nd</sup> Lien: BPC capped at 3%.

Closed End Seconds: BPC capped at 5% if not using Combined Compensation

#### LENDER PAID COMPENSATION

Broker compensation is paid via rate therefore no points will be disclosed on the LE or CD. Discount points due to the lender may be disclosed.

The LPC compensation plan cannot vary from loan to loan.

LPC election may be changed monthly. Any changes submitted will be effective on the first of the month following the date the amended election form is submitted. The change will not affect any loans submitted prior to the effective date of the change.

A Contract Processing Fee is allowed if a true third-party processing company licensed in the Subject Property State, verified via NMLS.

LPC + In-house processing fee is allowable only on business purpose loans (DSCR).

Broker cannot reduce the compensation to cure compliance scenarios.

Any Premium credit must be credited toward closing costs – no cash credit allowed.

Seller credits cannot be used to compensate the originator. Seller credits can be applied to discount points.

A loan may switch from LPC to BPC at the same or lower compensation with a valid COC.

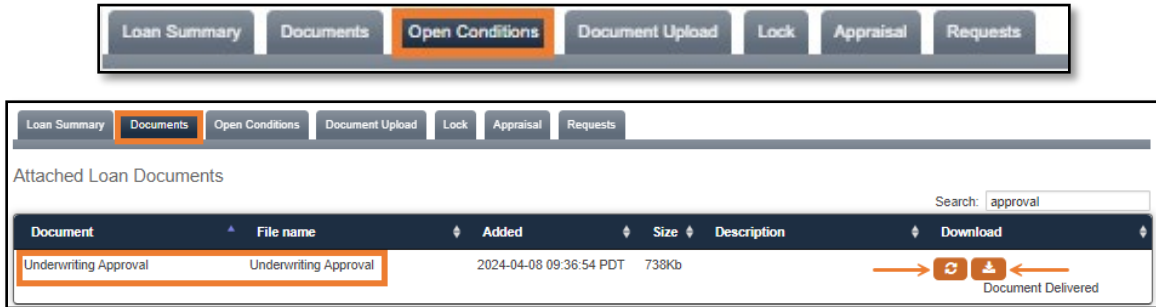
A fully complete Anti-Steering Disclosure is required for each loan closing under LPC.



# WORKING WITH THE LOAN

## UNDERWRITING DECISION

Once your loan is reviewed by the Underwriter, an email will be sent out to all parties with the UW decision. Click **Open Conditions** to see all outstanding conditions to be satisfied. A copy of the decision will be stored in the **Documents** tab.



## UPLOADING AND SUBMITTING CONDITIONS

To upload documents:

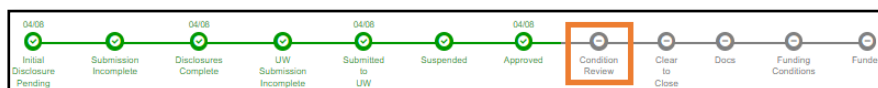
1. Click the box in front of the condition to select it.
2. Click the "Start Upload" button, to upload selected condition.
3. Enter a "Comment" for the uploaded file when applicable.
4. Click "Browse" or "Drag & Drop" a copy of the documents to satisfy condition.
5. Click "Submit Docs to UW For Review" button to move the file into "Condition Review" status & push it into the Operations queue for review. If not clicked, docs will be marked "Received," but not go to Operations.

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

The screenshot shows the 'Open Underwriting Conditions' form. It includes a list of conditions with checkboxes for selection. A 'Submit Docs to UW For Review' button is highlighted. Below the conditions, there is a 'Comments (optional)' field. The 'Start Upload' button is also visible.

Condition	Prior to	Uploaded	Status	Status Date
<input type="checkbox"/> Application - Photo ID Legible copy of Photo ID for all borrowers.	Documents	Added	04/08/24	
<input type="checkbox"/> Escrow/Title - Vesting Provide complete vesting and manner in which title will be held.	Documents	Added	04/08/24	
<input type="checkbox"/> Appraisal/Property - Appraisal Report Delivery Verify all copies of all appraisal reports have been delivered to the borrowers within 3 days of consummation.	Documents	Added	04/08/24	
<input checked="" type="checkbox"/> Income - 4506C and Borrower Consent Signed and dated 4506C and Borrower consent to use of tax return information disclosure for processing IRS tax transcripts for	Documents	Added	04/08/24	
<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	04/08/24	
<input type="checkbox"/> Insurance - HOI Dec Page Provide HOI Dec page, confirmation of replacement cost amount, 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	04/08/24	
<input type="checkbox"/> Misc - Invoices for CD (Retail, Wholesale) Provide all fee invoices for CD (credit, appraisal etc)	Documents	Added	04/08/24	
<input type="checkbox"/> Appraisal/Property - HPML: Second Appraisal If loan is HPML: Second full appraisal required if Seller has owned the property less than 6 months and >10% increase in 90 days or >20% 91-180 days.	Documents	Added	04/08/24	
<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	Received	04/09/24	
<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	Received	04/16/24	
<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	04/23/24	Received	04/23/24
<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	04/08/24	
<input type="checkbox"/> Misc - IPCs - Purchase LTV <= 80% (Prime/Plus/Flex) (Retail, Wholesale) Interested party contributions not to exceed 5% of purchase price for LTV <= 80%.	Funding	Added	04/08/24	

**Important:** If "Condition Review" does not have a green check, conditions are not in line for review.



## CHANGE OF CIRCUMSTANCE

If your loan requires change, access the **Request Change of Circumstance** screen within the loan in the [LON TPO Portal](#).

Changes requested will be processed by the CEL Team within compliant timelines. Any changes that require Underwriting or Lock updates will be sent to the appropriate departments by the assigned LAM and communicated as needed.

Updated **Approvals** &/or **Lock Confirmations** will also be sent to the appropriate parties via email and will also be posted to the **Documents** tab.

Complete the following steps:

- Click **Requests** tab
- Expand **Request Change of Circumstance** section
- Complete all applicable fields (boxes must be clicked to open the fields in the correlating sections)
- Add any **Other Changes / Borrower Requested Changes / Comments** that are pertinent to the request
- Click **Submit Request**

Loan Summary Documents Open Conditions Document Upload Lock Appraisal **Requests**

Request Lock Extension/Re-Lock

Request Change of Circumstance

☐ Loan Amount:  ☐ Property Value:  ☐ Appraised Value:

☐ Occupancy Type: -- Select -- ☐ Property Type: -- Select -- ☐ Escrow/Impounds: -- Select --

☐ Remove Borrower(s):  Enter Name(s) Here ☐ Note Rate:

Add Fees:

☐ Fee Name:  Fee Amount:

+ Other Changes / Borrower Requested Changes / Comments:

Comments

Submit Request

Request Closing Disclosure

Request Closing Docs

# CLOSING (CD) AND LOAN DOCS

## REQUEST CLOSING DISCLOSURE (CD)

The Early Closing Disclosure (ECD) can be ordered once loan is Locked and Approved.

Complete the following steps:

- Click **Requests** tab
- Expand **Request Closing Disclosure** section
- Complete all required fields (indicated by **\***) and other applicable fields
- Upload any documents applicable for closing such as invoices, payoffs, etc. (see CD Quick Tips below for guidance)
- Click **Request CD** (this button will not be present if file is not Locked and Approved)

Loan SummaryDocumentsDocument UploadLockAppraisalRequests

Request Lock Extension/Re-Lock

Request Change of Circumstance

Request Closing Disclosure

CLICK HERE FOR EARLY CD QUICK TIPS CHECKLIST

Estimated Closing Date: \*

Title Only

Borrowers/Email

Addresses:

Comments:

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	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.


Request CD

Request Closing Docs

19 | Page

To access additional info. use the [CLICK HERE FOR EARLY CD QUICK TIPS CHECKLIST](#) link in the coinciding **Requests** tab.





**PRIOR TO REQUESTING AN  
EARLY CD, PLEASE REVIEW  
FOR COMPLETENESS &  
ACCURACY.**

---

**Corporate Office:**  
ClearEdge Lending  
20 Enterprise, Suite #350  
Aliso Viejo, CA 92656


**Questions:**  
Contact your AE or LAM

### BROKER REQUEST FOR EARLY CLOSING DISCLOSURE QUICK TIPS

---

- ☐ Completed ECD request on Portal
- ☐ Confirm if there is a Non-Borrower on transaction
- ☐ Prelim CD or Estimated Settlement Statement with correct loan amount
- ☐ Hazard Insurance/Flood Insurance
- ☐ Verify IF Impounds are required or requested
- ☐ Appraisal Invoice
- ☐ Credit Report Invoice
- ☐ HOI invoice/Flood Ins Invoice
- ☐ Third party processing invoice
- ☒ POC Fees paid to:
 

☐ Broker
☐ Vendor
- ☐ Tax Cert (if no Title Report)
- ☐ Payoff (Refinance)



## CLOSING DISCLOSURE TIMING

**Funding Cutoff Time:** 2:00 PM PST

**Turn Times:**

- Early CDs – 24 hours
- ECD requests received after 3:00 PM in respected time-zones are considered received next business day

**Change of Circumstance and Early CDs:** If a file needs a COC and is in ECD queue but not marked ready, then a **COC Loan Estimate** must go out. Please make sure to not wait to request COCs until Day 3, this can cause file to require a rush to get the ECD for the COC out. Rush requests need to be submitted through your assigned LAM.

Rush Cutoff times:	West Coast	Central / East Coast
	<ul style="list-style-type: none"> <li>ECD rush request – 3:00 PM PST</li> <li>Docs Same day rush request – 2:00 PM PST</li> </ul>	<ul style="list-style-type: none"> <li>ECD rush request – 2:00 PM EST</li> <li>Docs and Closing Same day rush request – 12:00 PM EST (Need a min of 2 hours to balance and draw docs)</li> <li>Docs for closing next morning rush request – 3:00 PM EST</li> </ul>

## REQUEST CLOSING DOCS

Closing Disclosures can be requested once the file is Clear to Close. CD will be issued within 24 – 48 hours after request. Doc requests received after 3:00 PM in respected time-zones are considered received next business day.

Complete the following steps:

- Click **Requests** tab
- Expand **Request Closing Docs** section
- Complete all required fields (indicated by **\***) and other applicable fields
- Provide required details and upload any documents applicable for closing such as invoices, payoffs, etc. (see **Doc Order Quick Tips** below for guidance)
- Click **Request Closing Docs** (this button will not be present if file is not Clear to Close)

Loan Summary Documents Document Upload Lock Appraisal **Requests**

Request Lock Extension/Re-Lock  
Request Change of Circumstance  
Request Closing Disclosure  
Request Closing Docs

CLICK HERE FOR DOC ORDER QUICK TIPS CHECKLIST

Estimated Closing Date: \*  Target Note Date: \*  Power Of Attorney: ☐ Yes ☐ No

Title Only   
Borrowers/Email Addresses:

Vesting: \* -- Select --

Comments:

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 checked="" type="checkbox"/>	Closing Docs Submission	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.

**Request Closing Documents**


### Closing Tips:

- Interest credit – Max funding into the month is 10 calendar days (**Note:** Docs need to be drawn in the previous month in order to fund the following month)
- No escrow holdbacks allowed
- No eSignings allowed
- We fund with a scanned package

### Power of Attorney (POA) Requirements:

- Attorney-In-Fact, Specific, Limited, or Military POA are allowed for Purchase or Rate & Term
- The POA must have a familial, personal, or fiduciary relationship to the borrower – a relationship letter may be required
- POAs are not permitted on cash-out transactions
- Borrower must sign initial 1003
- No interested parties are permitted as a Power of Attorney
- Wet signed Letter of Explanation (LOE) is required stating the reason POA is needed

To access additional info. use the [CLICK HERE FOR DOC ORDER QUICK TIPS CHECKLIST](#) link in the coinciding **Requests** tab.



## DOC ORDER Quick Tips

Lock date guidance:

Wet State Purchase: ☐ 3 Business Days

Dry State Purchase: ☐ 5 Business Days

Non-Rescission Refi: ☐ 5 Business Days

Rescission Refi: ☐ 7 Business Days

Appraisal Invoice POC  
Broker Reimbursed ☐ Yes ☐ No

Credit Report Invoice  
Broker Reimbursed ☐ Yes ☐ No

Contract Processing Invoice (if applicable) ☐

Other Invoices (VOE, Termite, Inspections) ☐

Impounds ☐ Yes ☐ No

Required ☐ Yes ☐ No

Payoff demands (if applicable) valid through closing date ☐

Current HOI with invoice showing paid in full or invoice due with (Correct Mortgagee) ☐

Settlement Statement Or Closing CD

POC Fees paid to: ☐ Broker ☐ Vendor

Borrower Name:

Co-Borrower Name:

Title Only (Name):  Email:

Vesting:

POA approved by UW (if applicable) ☐

Trust vesting (Cert or approval of trust from Compliance) ☐

Entity vesting (Approval from Compliance) ☐

**Corporate Office:** ClearEdge Lending  
20 Enterprise, Suite #350  
Aliso Viejo, CA 92656


**Questions:** Contact your AE or LAM

## DOCS BACK

When Signed Docs are received you will be notified by the CEL Closing Team and be assigned a Funder. If anything is needed prior to funding, the Closing Team will reach out to obtain the required items.

## AFTER FUNDING

Servicing Info:



Select Portfolio Servicing Inc.  
PO Box 65450  
Salt Lake City, UT 84165-0450

Phone: 800-258-8602

Customer Service Hours  
M-Th 8-11 EST  
Fri 8-9 EST  
Sat 8-2 EST

## SUMMARY OF IMPORTANT CLEAREDGE DOCUMENTS/LINKS:

- [AMC Contact List](#) - List of AMCs approved with ClearEdge Lending
- [Borrower eDisclosure Signing Process](#) – Borrower Guide for signing eDisclosures
- [Broker Portal Guide](#) - LON TPO Portal guide
- [Broker Appraisal Shield Quick Guide](#) - Appraisal ordering guide
- [Business Narrative](#) - Used for Bank Statement Analysis
- [Branch Details Form](#) - Used for requesting credentials for LON TPO Portal
- [Condo Questionnaire](#) – FNMA Forms or HOA form also allowed with all FNMA questions included
- [Fee Schedule](#) - ClearEdge Lending Fees
- [LON TPO Portal](#) - Portal used for creating, submitting, and updating loans to ClearEdge Lending
- [Transfer Appraisal Process](#) - Requirements for transferring appraisals to ClearEdge Lending
- [Where We Lend](#) - List of states ClearEdge Lending does Non-QM and DSCR loans in

Thank you for choosing ClearEdge Lending! If you require additional information that is not outlined in this guide, please utilize our Training Guides, Forms and Resources located on the [ClearEdge Lending](#) website in the [Forms & Resources](#) page or by reaching out to your Account Executive.

We look forward to doing business with you.

