Experience The Edge

Wholesale Broker Guide

Created 01/08/2026

ABOUT CLEAREDGE 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

IMPORTANT INFORMATION

CONTACTS

Account Executive:

Phone:

Email:

Loan Account Manager:

Phone:

Email:

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

WEBSITE INFO

Resource Website:	https://clearedgelending.com/grow-your-business/forms/ • Forms, Information & Processes and Training Guides
LON TPO Portal:	https://portal.clearedgelending.com/login/login.php • Link also found on CEL website by clicking Portal Login • Username = users email address / Temporary password emailed to each user

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 19800 MacArthur Blvd Suite 550 Irvine, CA 92612	ClearEdge Lending LLC ISAOA, ATIMA 19800 MacArthur Blvd Suite 550 Irvine, CA 92612

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.

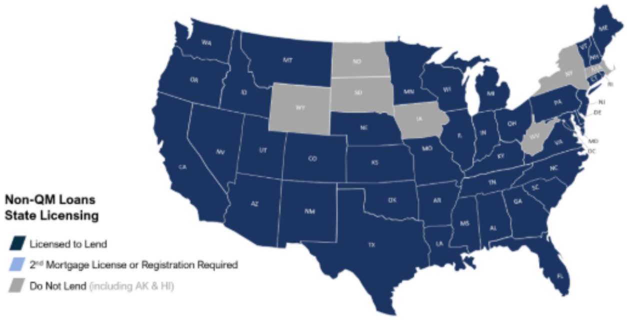
Central/East Coast

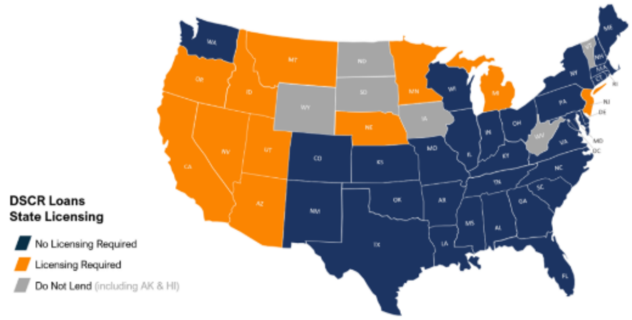
- ECD rush request must be done by 2pm EST
- Docs and closing same day rush request must be done by 12pm EST
- Docs for closing next morning rush request must be done by 2pm EST

West Coast

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

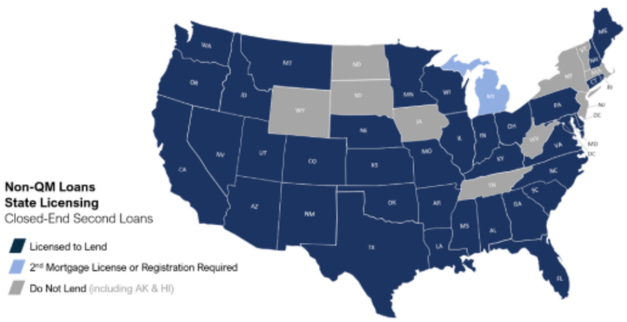
WHERE CEL LENDS

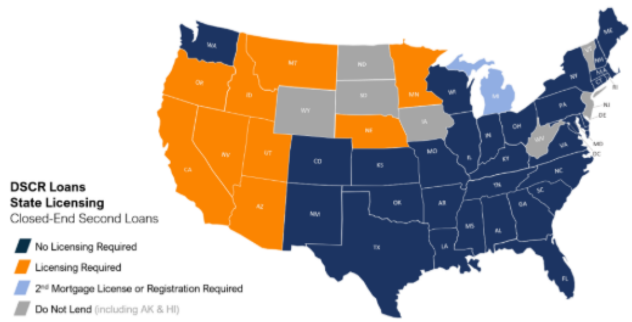




Non-QM CES Lending

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

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
Accelerated Appraisal Group	**Lauren Sacher** (760) 712-4229 Orders@acceleratedappraisalgroup.com
Axis	**Jeffrey Briggs** (888) 806-2947 ext. 402 jbriggs@axis-amc.com **Kristen Nudelman** (888) 806-2947 ext. 144 knudelman@axis-amc.com
Consolidated Analytics	**Client Services Team** - clientservices@ca-usa.com **Broker Desk** - brokerdesk@ca-usa.com **Debbie Neill** (949) 482.6824 dneill@ca-usa.com
Equity Solutions	**Christy Shannon** (248) 579-9928 or (615) 454-6047 christy@esusa.net **James Waldrop** (248) 579-9928 or (248) 970-0488 James@esusa.net **Kathy Thiesmeyer** (248) 579-9928 or (248) 970-0482 kathy@esusa.net
Nationwide Appraisal Network (NAN)	**Customer Service** (888) 760-8899 nansupport@nan-amc.com **Christopher Seymour (East)** (412) 559-9535 cseymour@nan-amc.com **Steve Casazza (West)** (818) 661-8061 scasazza@nan-amc.com
Nationwide Property & Appraisal Services	**Customer Service** (856) 258-6977 **Alexandra Kassenbrock** (856) 344-5274 akassenbrock@nationwideamc.com **Rockie Traugott** (904) 589-1827 rtraugott@onestopappraisals.com
Opteon	**Clint Reinhardt** (419) 725-9968 Clint.Reinhardt@opteonusa.com **Gabriela Morales** (847) 705-0682 gabriela.morales@opteonusa.com
Property Rate	Orders@propertyrate.com Info@propertyrate.com (response time 2-3 hours) **Carrisa Sullivan** (877) 777-7283 x117 csullivan@propertyrate.com **Dakota Williams** dwilliams@propertyrate.com
Valuation Services	**Fawn Mokulis** (201) 565-1620 fawn.mokulis@vsamc.com **Lindsay Kundin** (443) 564-4393 lindsay.kundin@vsamc.com

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 3rd 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 ≥ $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 for approval.

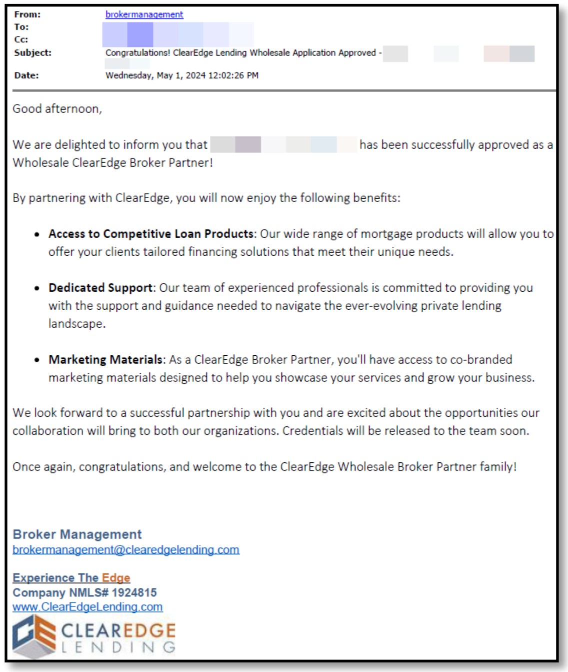
Forms can be found on the ClearEdge Lending Website on the AMC Partners page.

SUBMITTING THE LOAN

ACCOUNT APPROVAL

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

Sample Email – New Client Application Approval



From: brokermanagement
To:
Cc:
Subject: Congratulations! ClearEdge Lending Wholesale Application Approved -
Date: Wednesday, May 1, 2024 12:02:26 PM

Good afternoon,

We are delighted to inform you that has been successfully approved as a Wholesale ClearEdge Broker Partner!

By partnering with ClearEdge, you will now enjoy the following benefits:

- **Access to Competitive Loan Products**: Our wide range of mortgage products will allow you to offer your clients tailored financing solutions that meet their unique needs.
- **Dedicated Support**: Our team of experienced professionals is committed to providing you with the support and guidance needed to navigate the ever-evolving private lending landscape.
- **Marketing Materials**: As a ClearEdge Broker Partner, you'll have access to co-branded marketing materials designed to help you showcase your services and grow your business.

We look forward to a successful partnership with you and are excited about the opportunities our collaboration will bring to both our organizations. Credentials will be released to the team soon.

Once again, congratulations, and welcome to the ClearEdge Wholesale Broker Partner family!

Broker Management
brokermanagement@clearedgelending.com

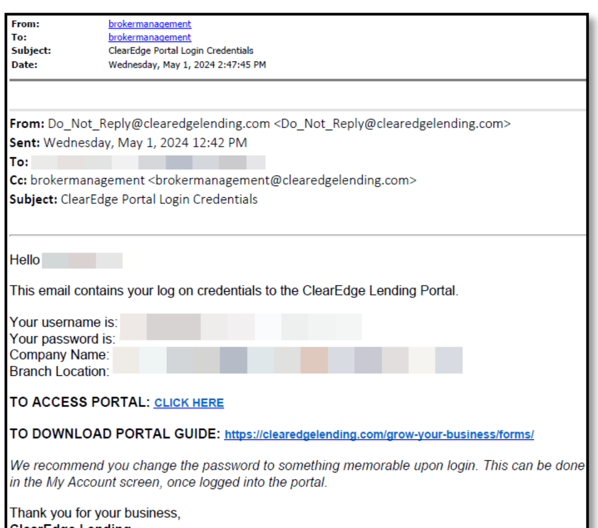
Experience The Edge
Company NMLS# 1924815
www.ClearEdgeLending.com
CLEAREDGE LENDING

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 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*



From: brokermanagement
To: brokermanagement
Subject: ClearEdge Portal Login Credentials
Date: Wednesday, May 1, 2024 2:47:45 PM

From: Do_Not_Reply@clearedgelending.com <Do_Not_Reply@clearedgelending.com>
Sent: Wednesday, May 1, 2024 12:42 PM
To:
Cc: brokermanagement <brokermanagement@clearedgelending.com>
Subject: ClearEdge Portal Login Credentials

Hello

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

Your username is:
Your password is:
Company Name:
Branch Location:

TO ACCESS PORTAL: CLICK HERE

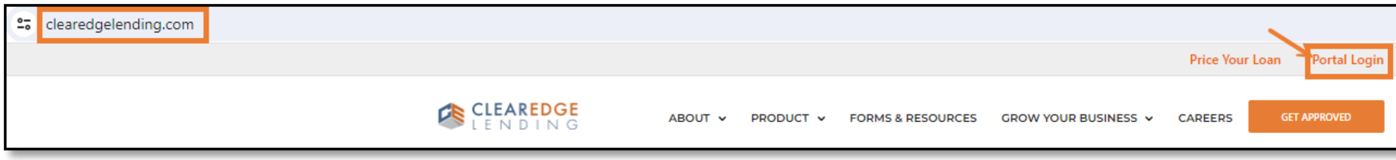
TO DOWNLOAD PORTAL GUIDE: https://clearedgelending.com/grow-your-business/forms/

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.

Thank you for your business,
ClearEdge Lending

WHOLESALE BROKER PORTAL LOGIN

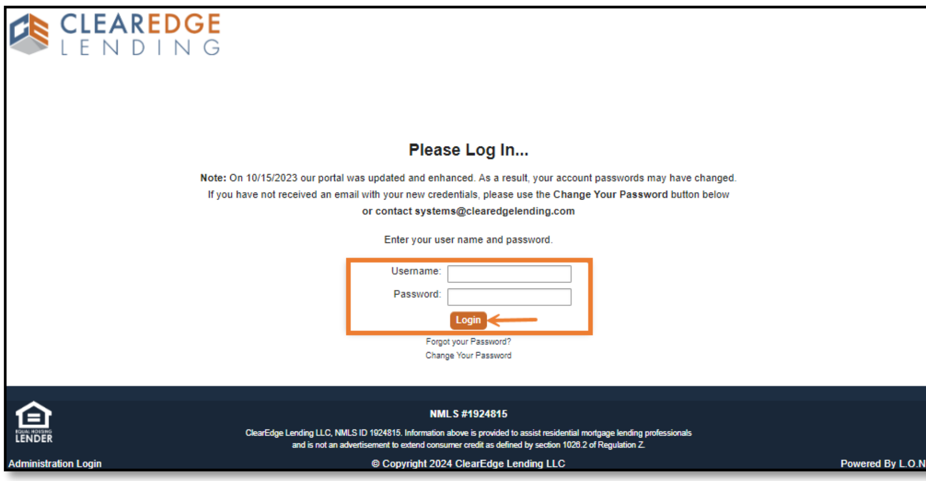
You can access the **LON TPO Portal** two ways, either by going directly to the website with this link LON TPO PORTAL or by clicking on "**Portal Login**" on the.



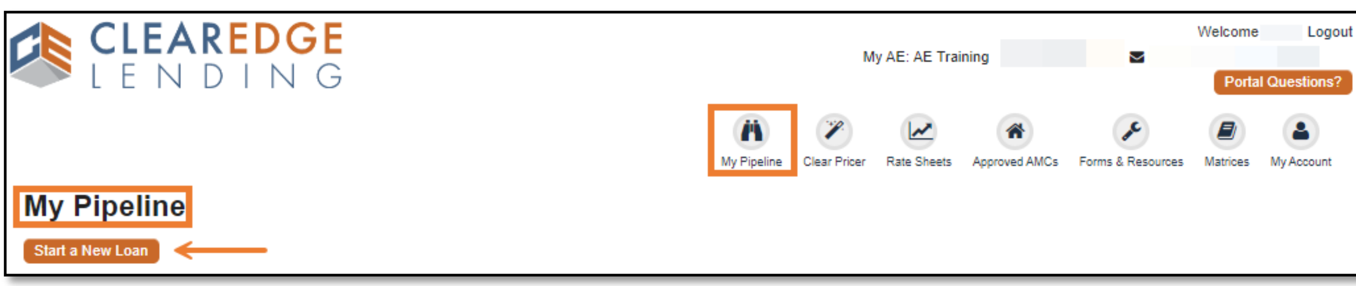
REGISTERING AND SUBMITTING

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.

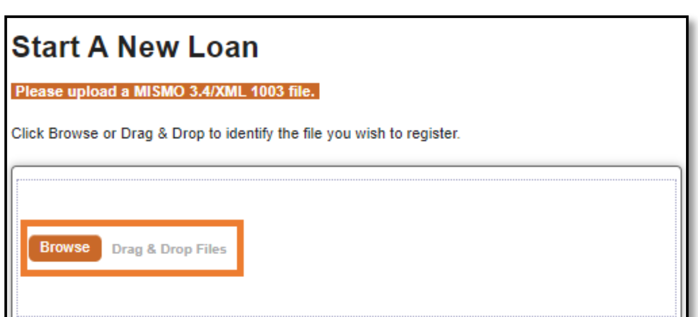
- Login to the LON Portal.



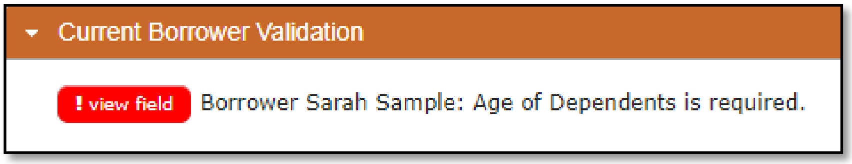
- Navigate to **My Pipeline.**



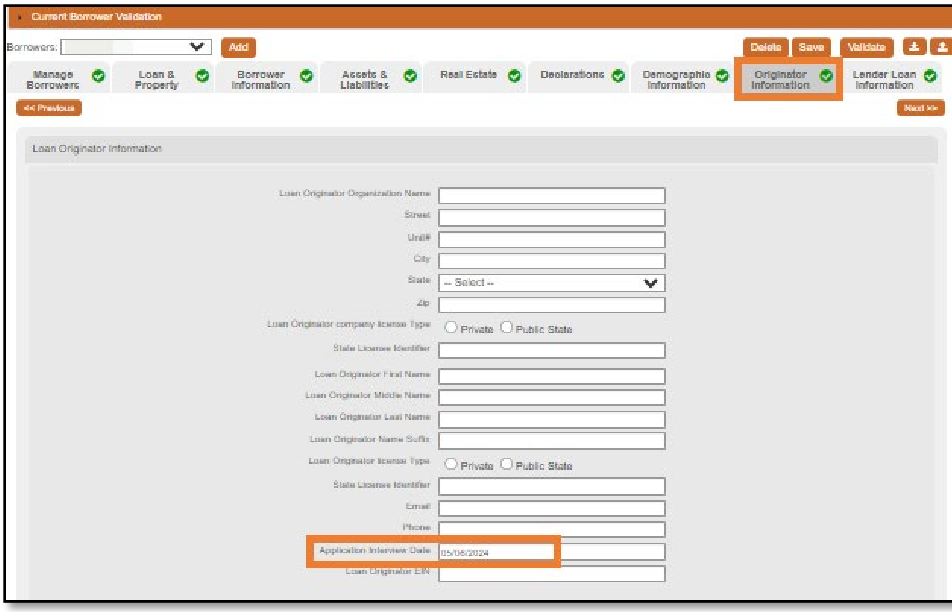
- Click **Start a New Loan.**
- **Browse** or **Drag & Drop** the MISMO 3.4/XML 1003 File.



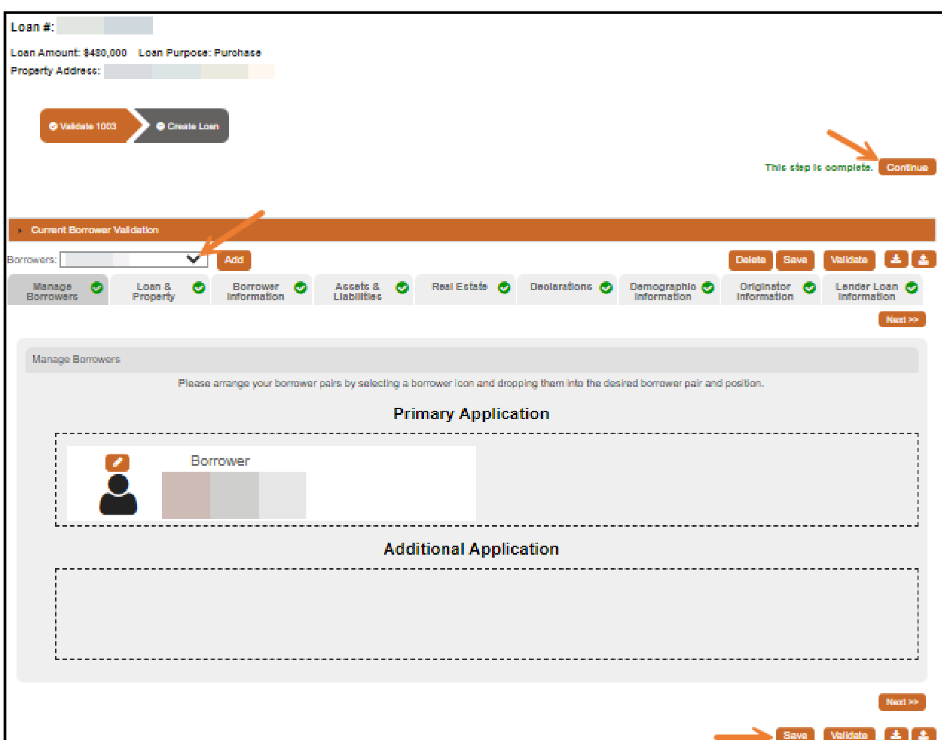
- Correct all errors for each borrower on every tab of the 1003. They will be indicated by the "! view field" icon shown below. This icon is a hyperlink to each error that requires correction.



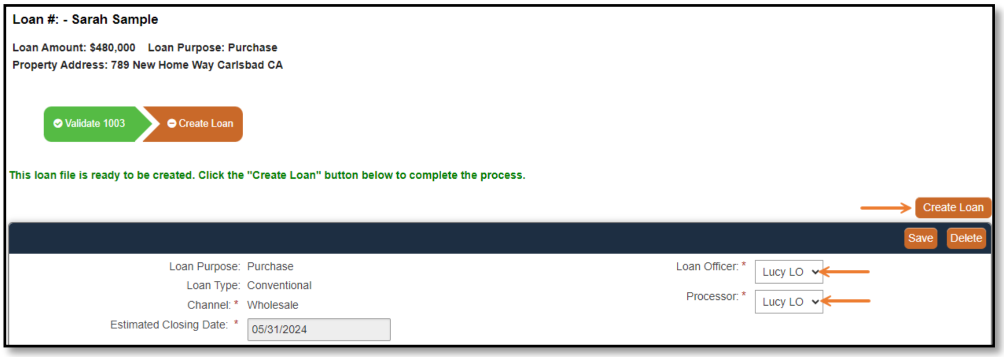
- It is important that the **Application Interview Date** on the **Originator Information** tab is dated within 24 hours of submission to allow the team time to disclose.

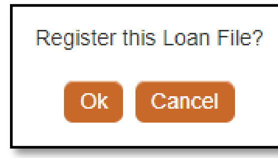


- Save all changes and once is shown on every tab, the **Continue** button will be available, click to move to the next step.

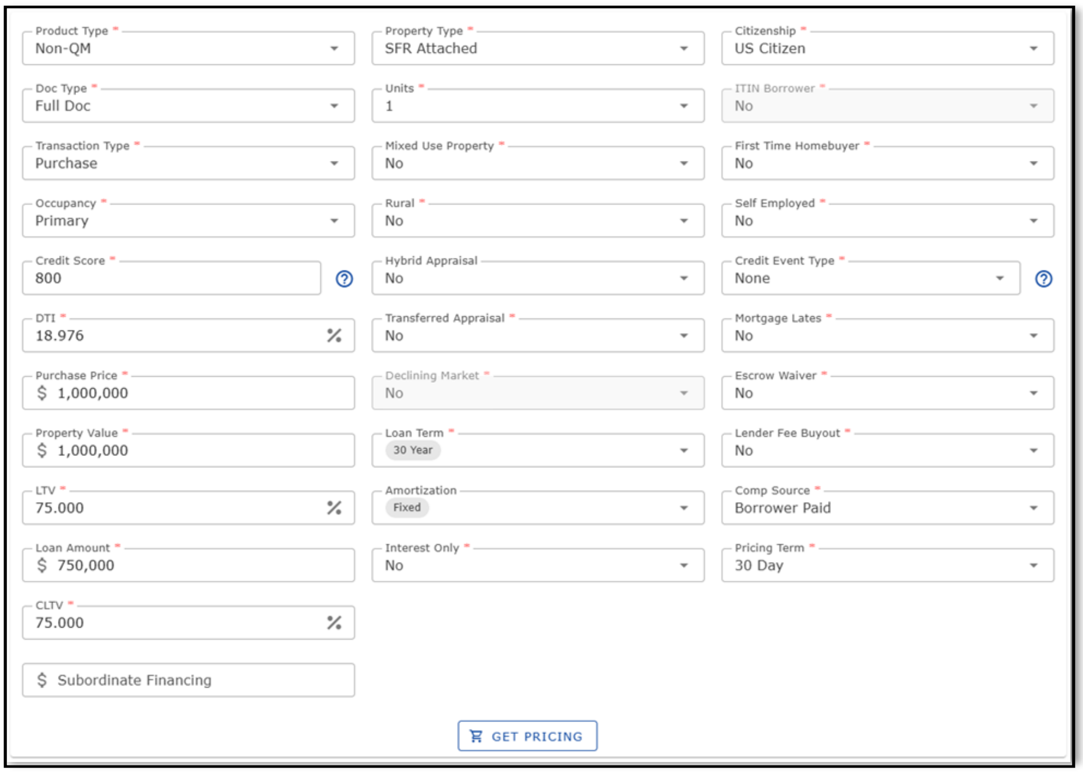


- Select the **Loan Officer** and **Processor** and then click **Create Loan**.
- Click **Ok** to proceed.

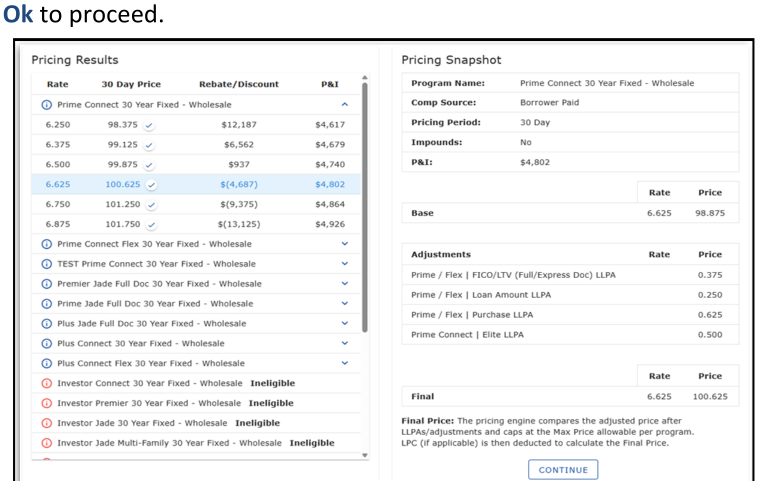


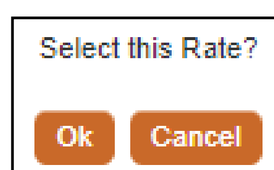


- A **Loan Number** will be generated, complete all required fields indicated by * and then click **Get Pricing**.

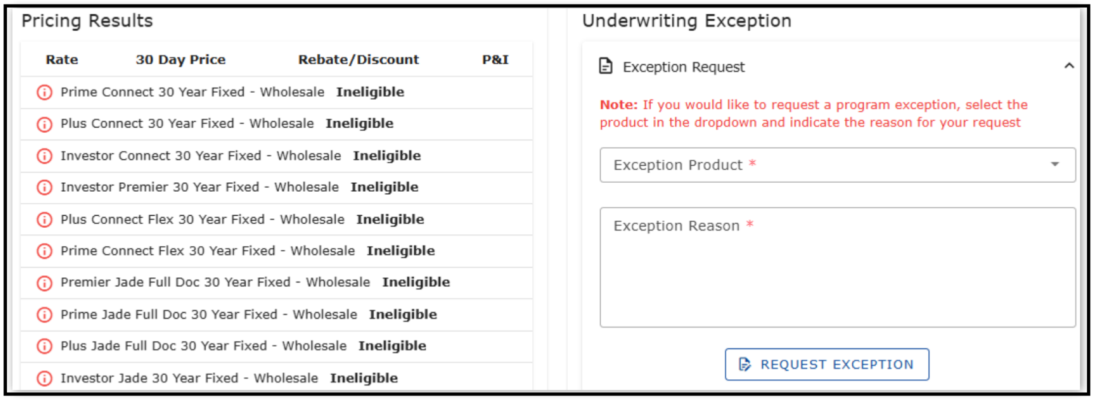


- Select **Program** & **Rate** by clicking the , then hit **Continue**.
- Click **Ok** to proceed.



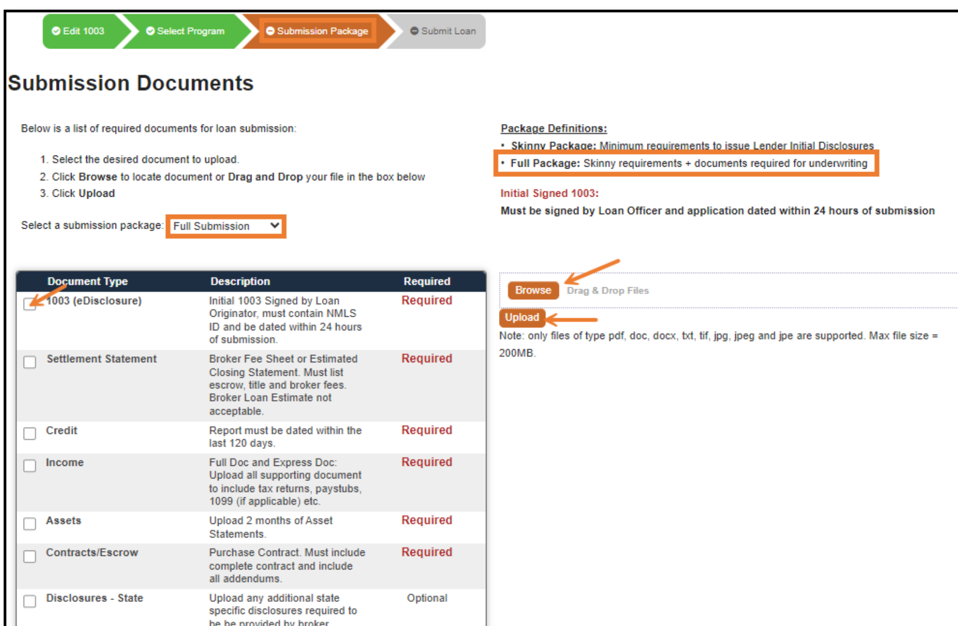


- If exception was made complete the **Exception** fields, then click **Request Exception** to proceed.

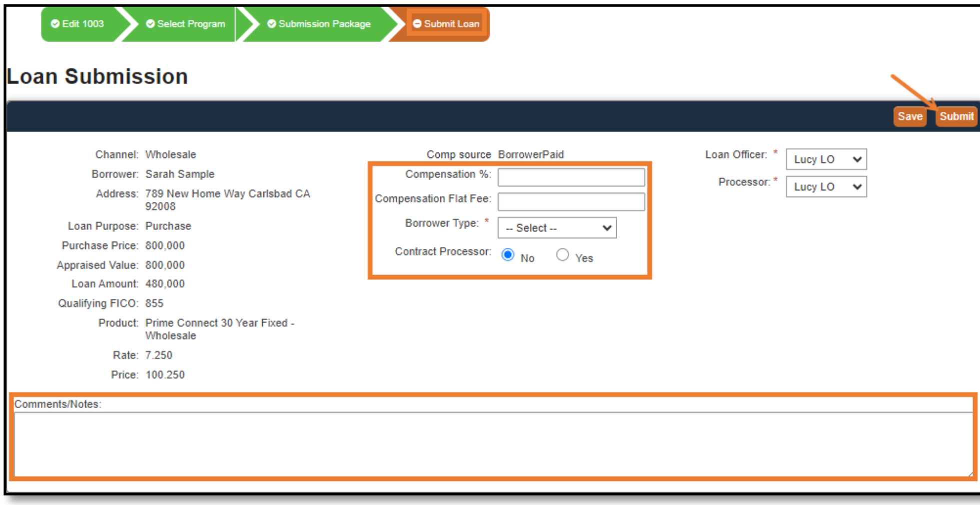


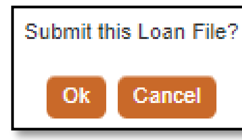
- Upload documents for **Skinny Submission** or **Full Submission**. Utilize the **Minimum Submission Checklist** (found on the [ClearEdge Lending Website]() under **Forms & Resources** in the **Information & Processes** section) to ensure the required documentation is submitted for a seamless loan submission. 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.

or



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





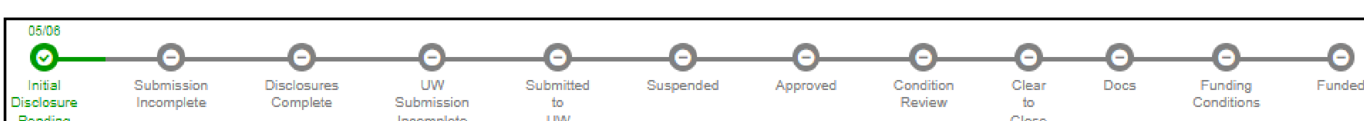
LOAN SETUP/INITIAL DISCLOSURES

- 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

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 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.

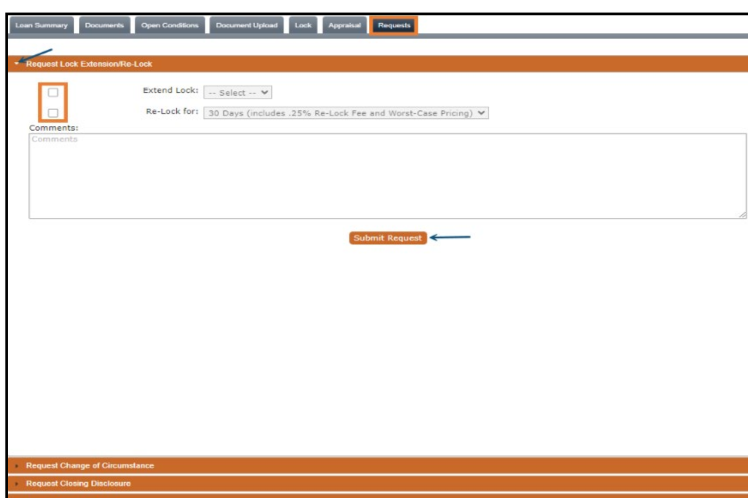
Follow these steps to request the extension or re-lock:

- 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).

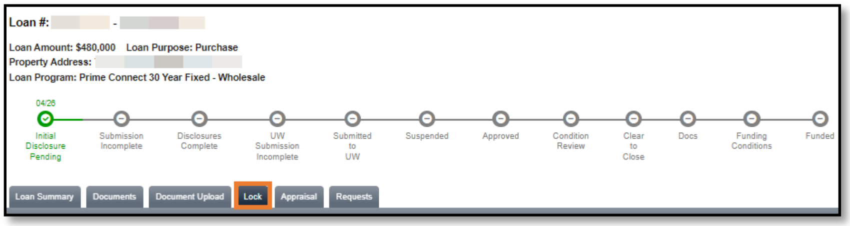
- 30-day lock: Up to 30 extension days permitted (max 2 extensions)
- 45-day lock: Up to 30 extension days permitted (max 2 extensions)
- 60-day lock: Up to 15 extension days permitted (max 2 extensions)

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

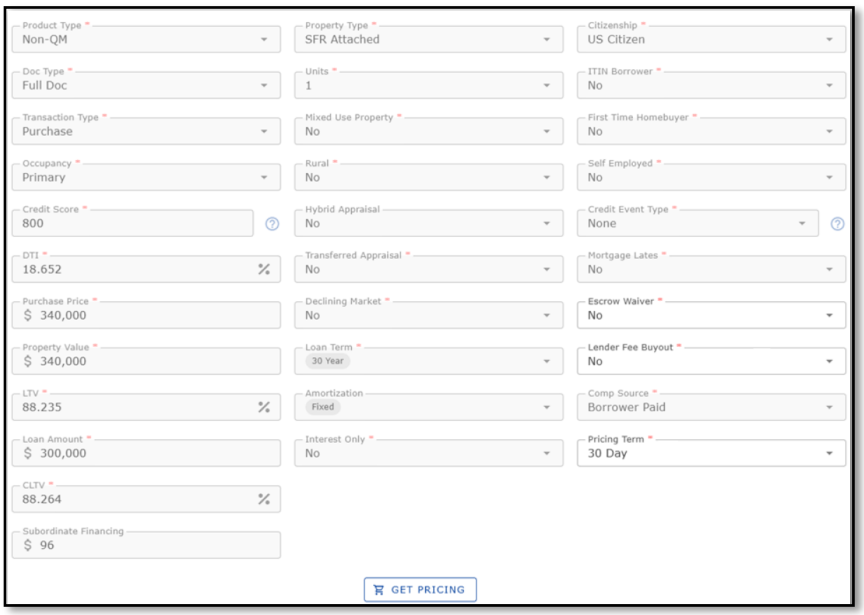


LOCKING

- 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.



- 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.

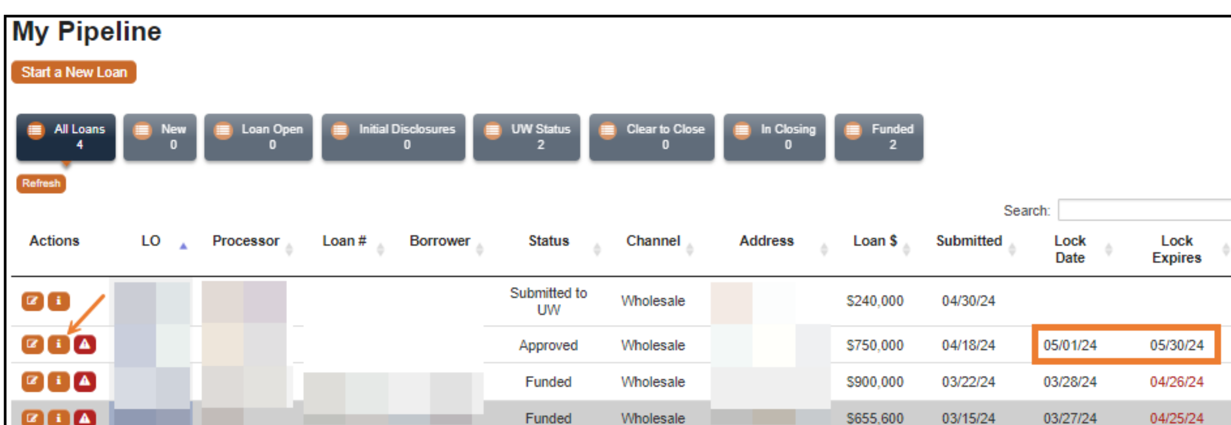


STATUS OF LOCK REQUEST

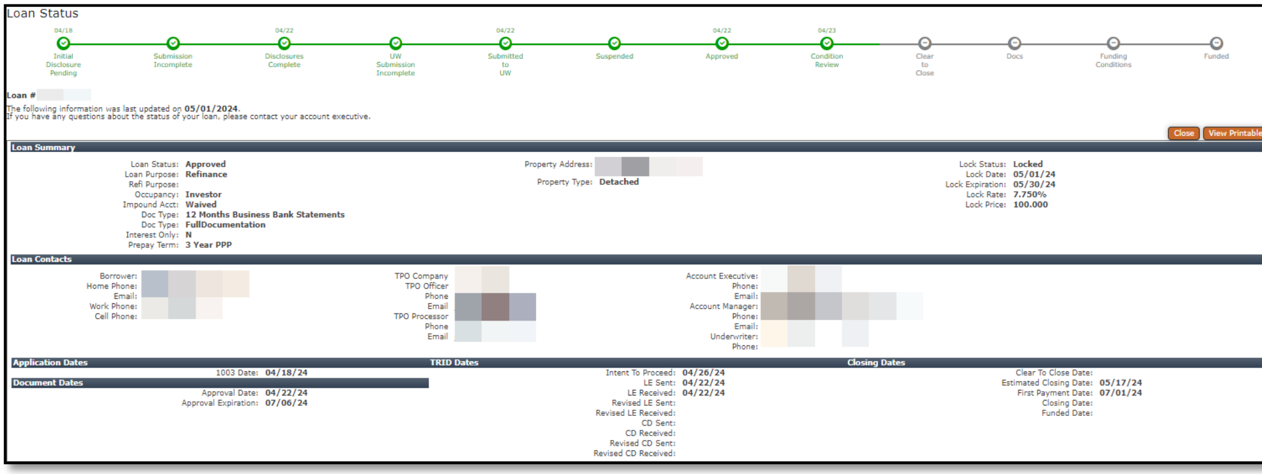
Lock status can be viewed in the following ways:

- **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)

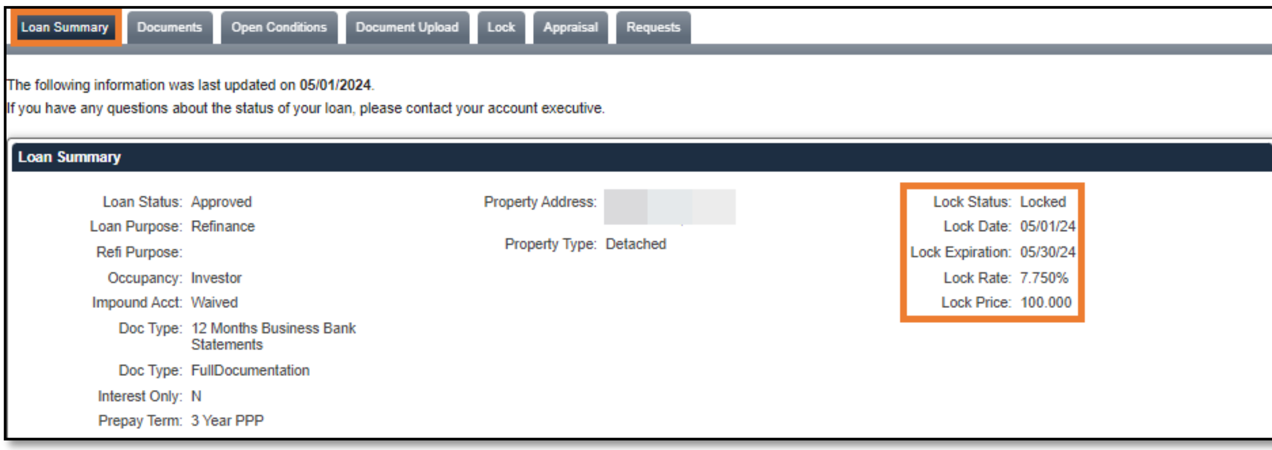
Pipeline:



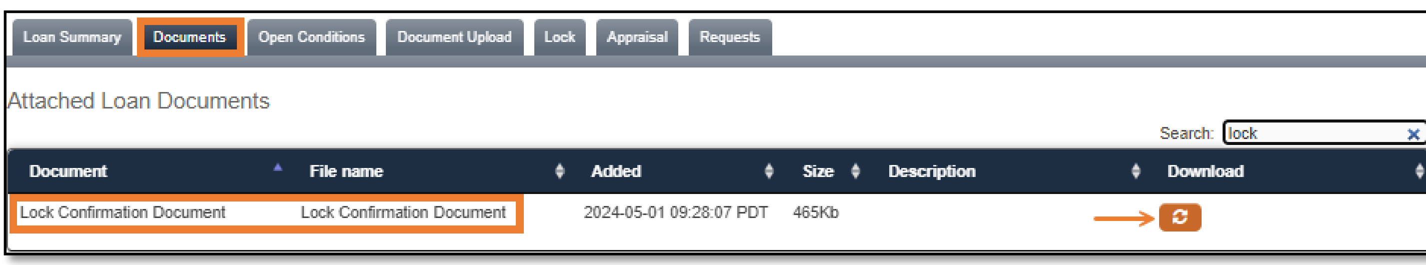
Loan Status:

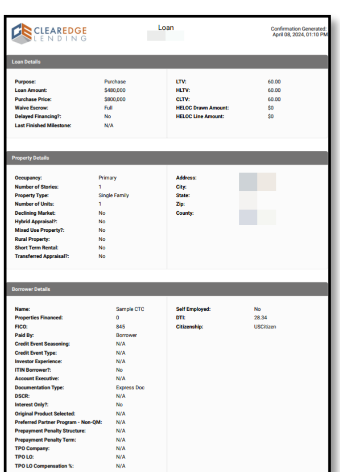


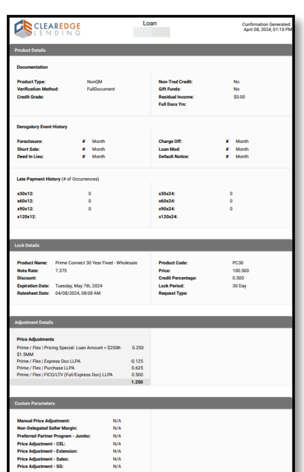
Loan Summary:

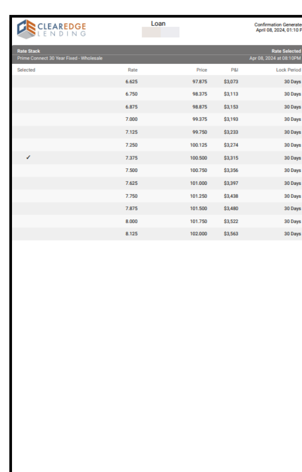


Loan Confirmation:









COMPENSATION INFORMATION

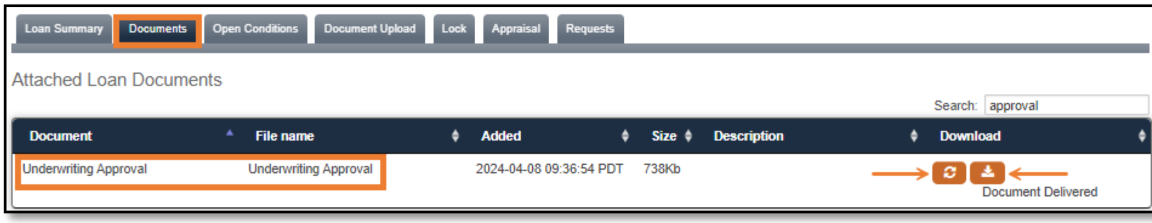
Details regarding **Borrower Paid** vs **Lender Paid Compensation**.

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 only if approved by Compliance and it is to defray the cost of an unforeseen settlement cost.
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 – Revised Maximum Total Broker Compensation to 5% for **all** Business Purpose Loans. Can use any blend of BPC and Combined Compensation YSP to comprise the 5% Maximum Compensation for **1st** and **2nd Liens**. Below are a few examples for illustration: **Example 1:** - Charging 5% BPC - May **not** capture additional YSP in Combined Compensation **Example 2:** - Charging 4% BPC - May capture an additional 1% YSP in Combined Compensation (if available via pricing) **Example 3:** - Charging 2% BPC - May capture an additional 3% YSP in Combined Compensation (if available via pricing)
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 compensation or lower compensation if addressing an unforeseen settlement cost.

WORKING WITH THE LOAN

UNDERWRITING DECISION

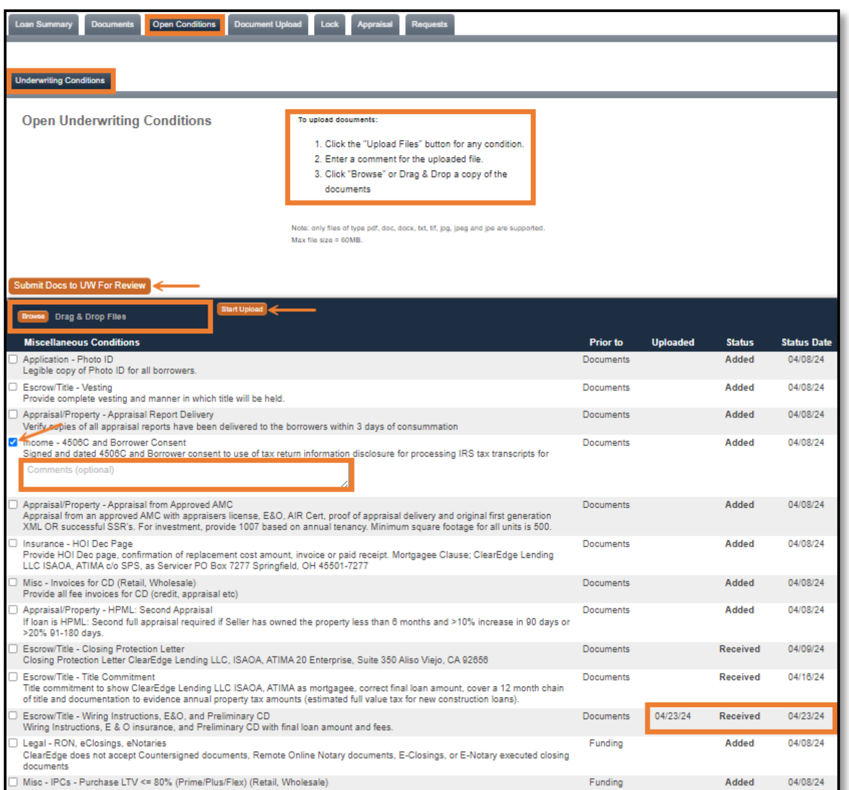
Once your loan is reviewed by the Underwriter, an email will be sent out to all parties with the UW decision. Click **Open Conditions** to see all outstanding conditions to be satisfied. A copy of the decision will be stored in the **Documents** tab.



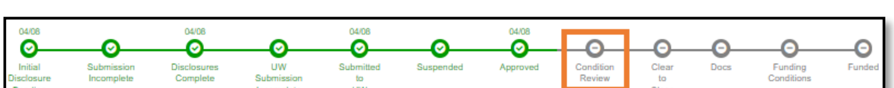
UPLOADING AND SUBMITTING CONDITIONS

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*



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



CHANGE OF CIRCUMSTANCE

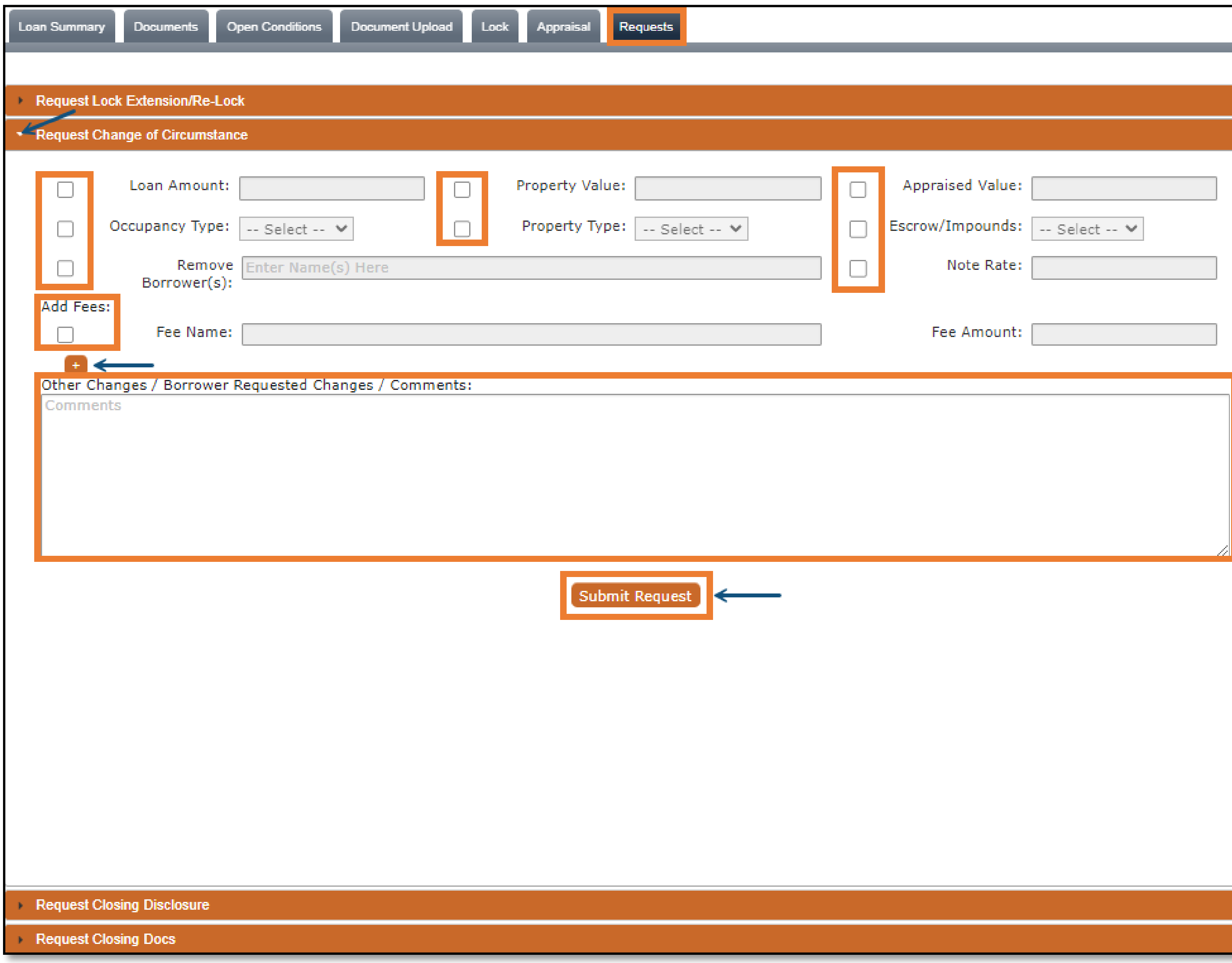
If your loan requires change, access the **Request Change of Circumstance** screen within the loan in the [LON TPO Portal]().

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**



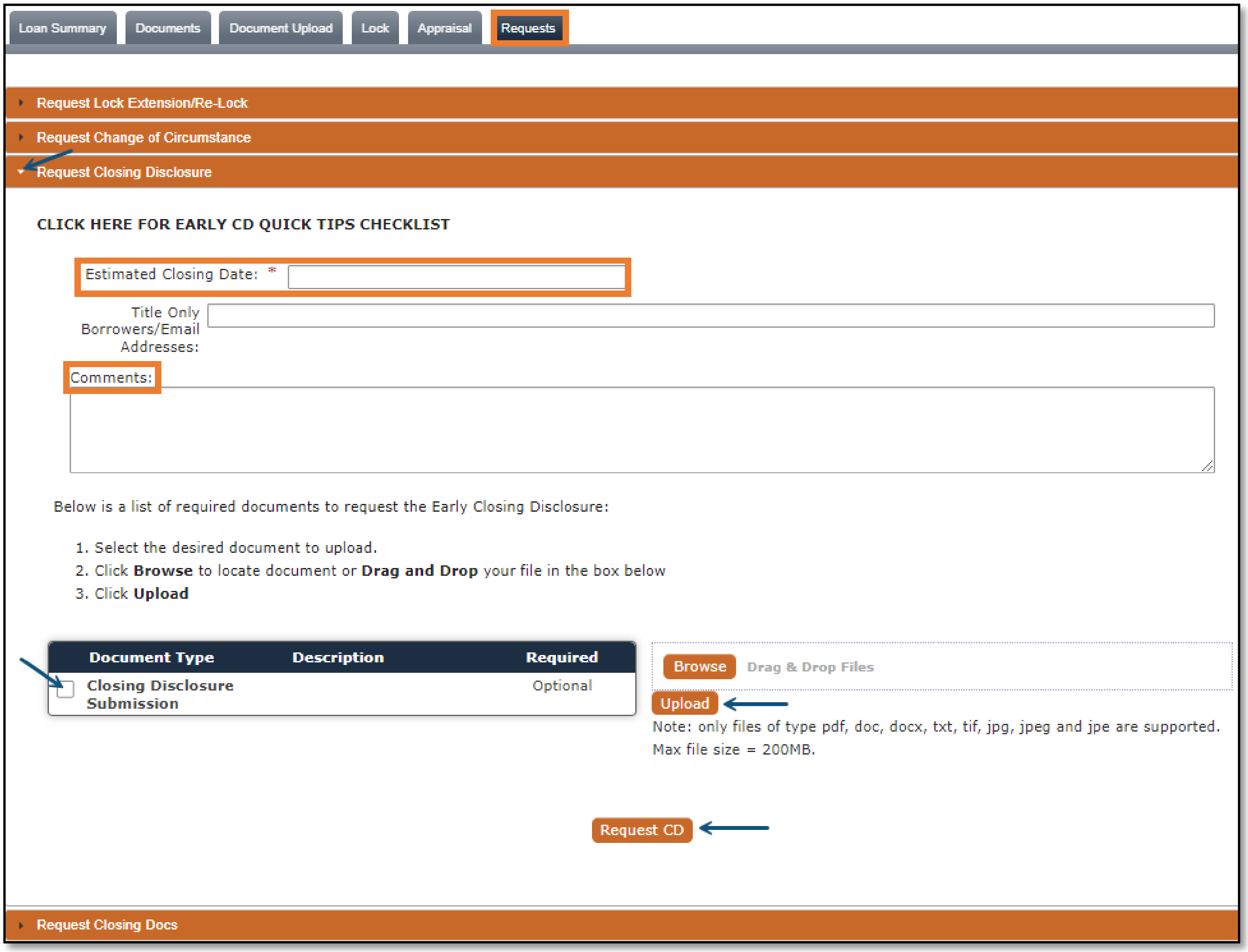
CLOSING (CD) AND LOAN DOCS

REQUEST CLOSING DISCLOSURE (CD)

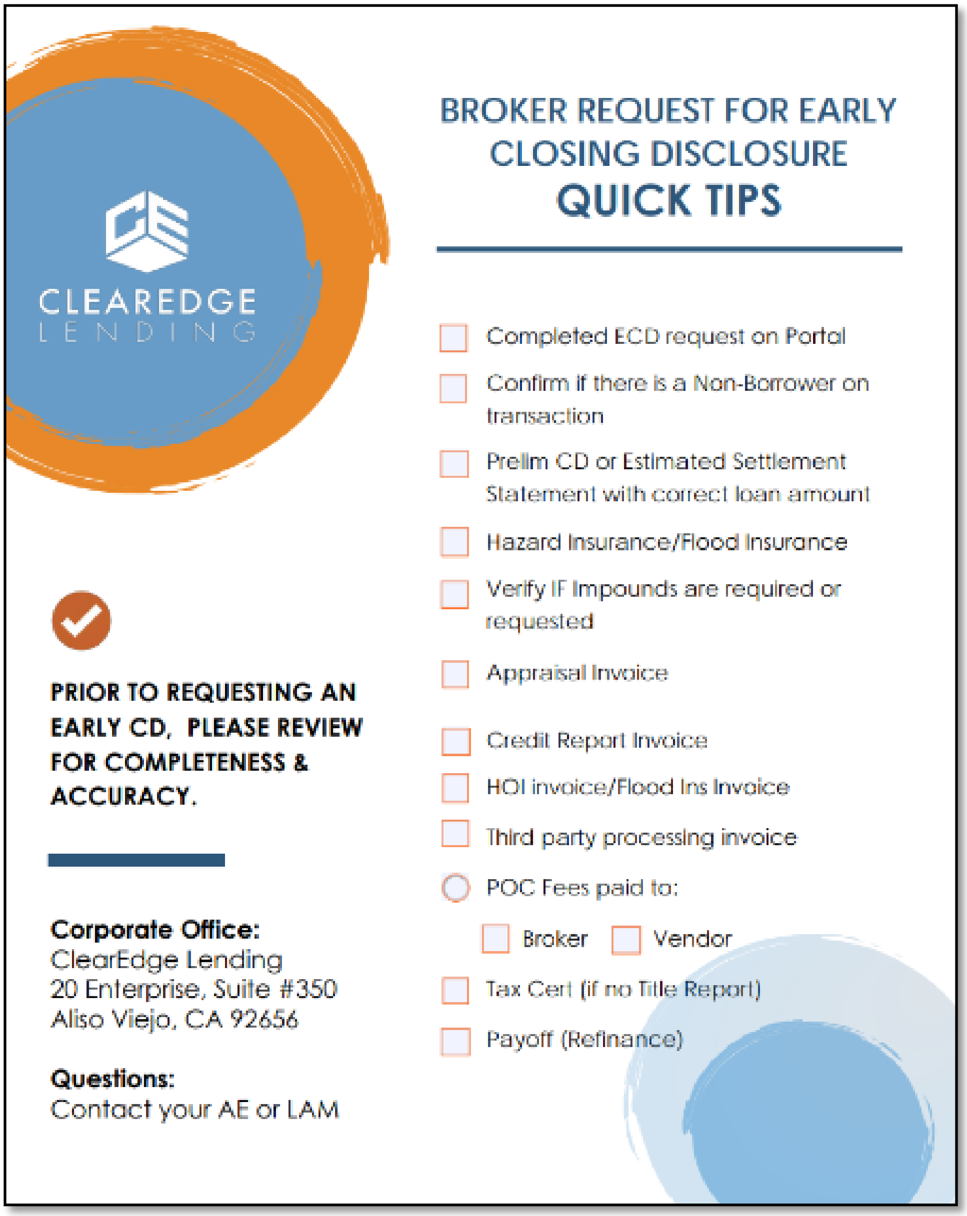
The Early Closing Disclosure (ECD) can be ordered once loan is Locked and Approved.

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)



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


CLEAREDGE LENDING

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)

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

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.

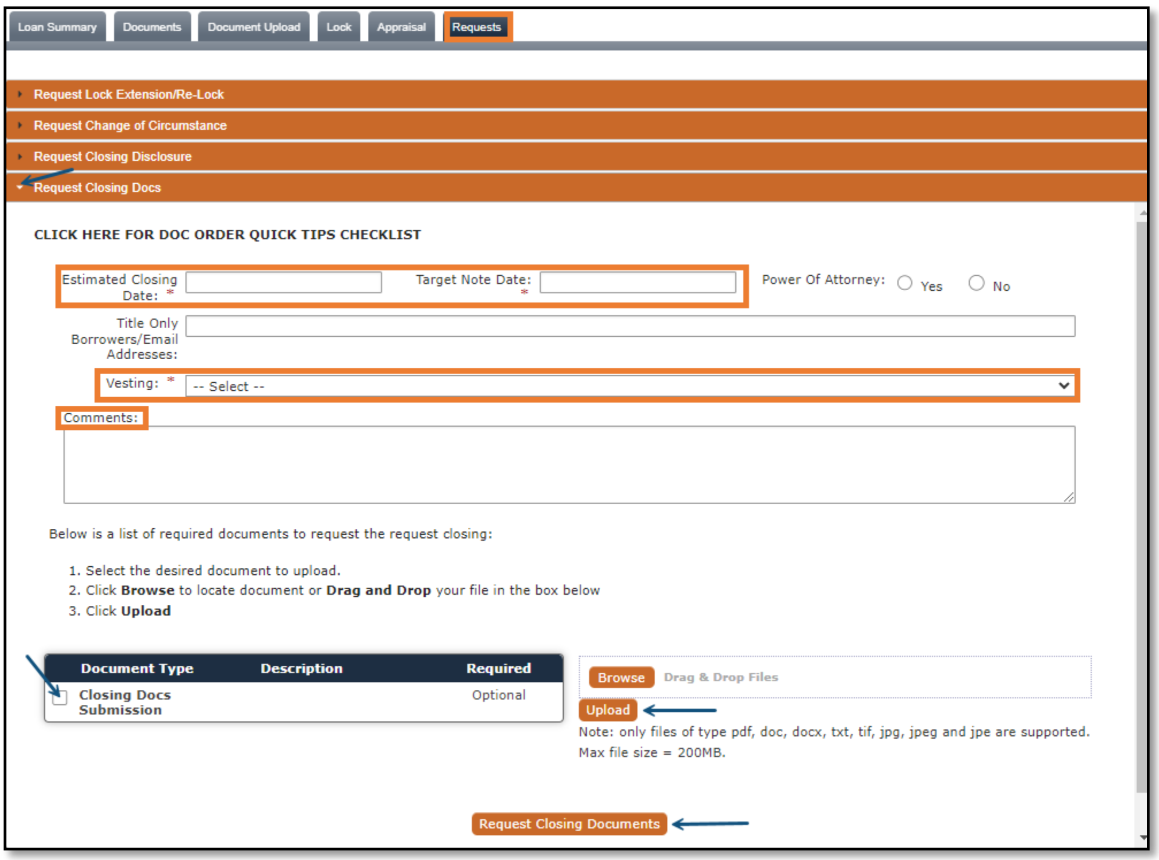
Rush Cutoff times:	West Coast	Central / East Coast
	• **ECD rush request** – 3:00 PM PST • **Docs Same day rush request** – 2:00 PM PST	• **ECD rush request** – 2:00 PM EST • **Docs and Closing Same day rush request** – 12:00 PM EST (Need a min of 2 hours to balance and draw docs) • **Docs for closing next morning rush request** – 3:00 PM EST

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)



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.

CLEAREDGE LENDING

DOC ORDER
Quick Tips

Corporate Office: ClearEdge Lending
20 Enterprise, Suite #350
Aliso Viejo, CA 92656
Questions: Contact your AE or LAM

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
☐ 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) ☐

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:

SPS | SELECT Portfolio SERVICING, inc.

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.