



Carrington

mortgage services, llc

Broker IQ Reference Guide

March 2023

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Loan Process Pre-Registration

Start a Loan

1. Navigate to: <https://brokeriq.carringtonwholesale.com/>
2. Enter your **BrokerIQ Login ID** and **Password** (supplied via email)
3. Click **Login**



Opt In for Messages!

Please indicate your preferences for receiving notifications and alerts.

Would you like to receive notices and alerts via Email? Yes No

Email Address:

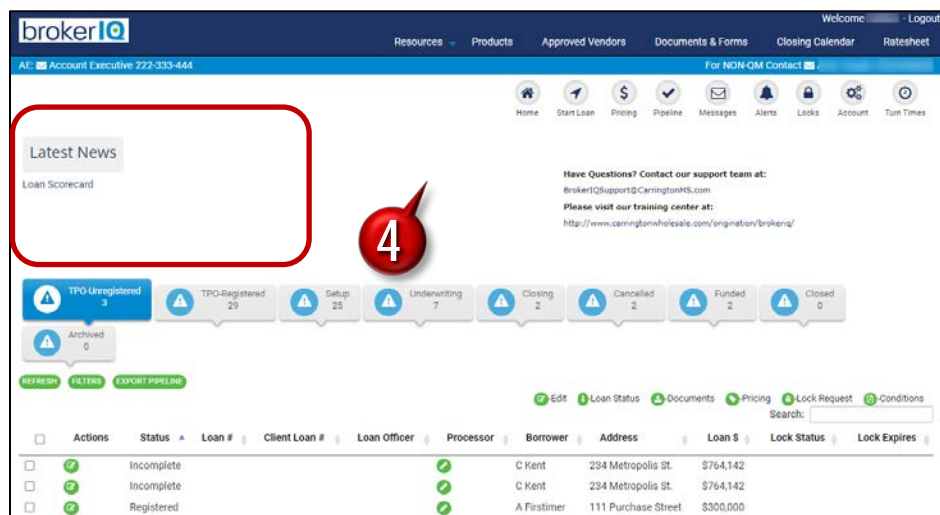
Would you like to receive notices and alerts via text message? Yes No

Note: Standard text messaging rates may apply.

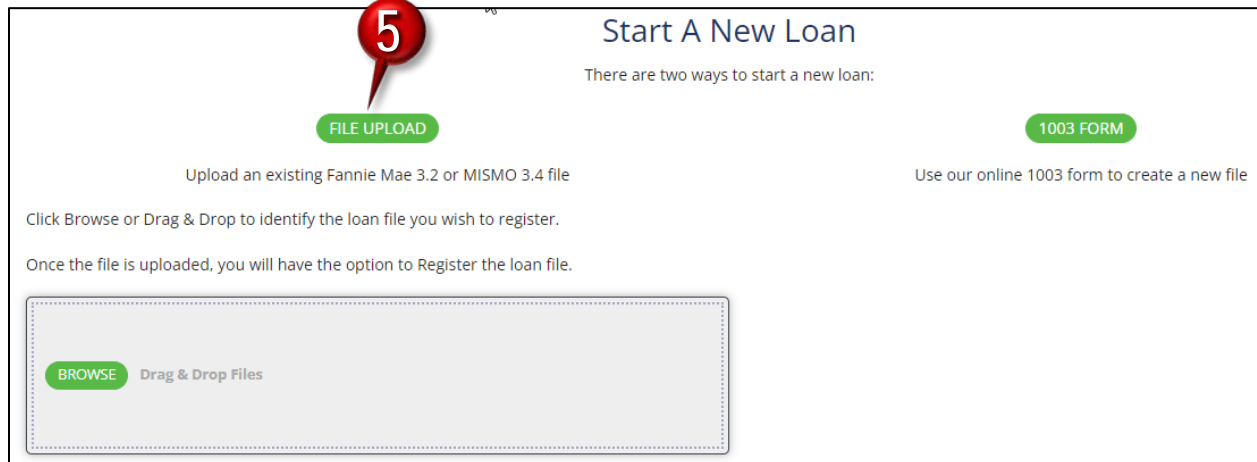
Cell Phone:

Decide to Opt In/Out

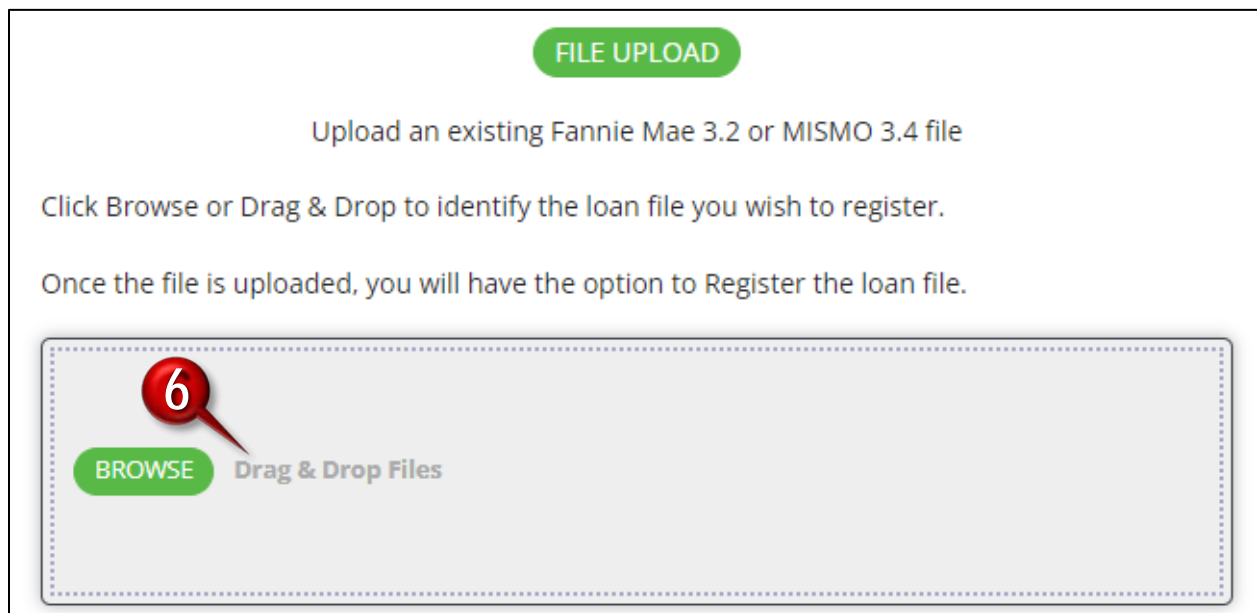
4. Click **Start Loan** from the Quick Action buttons
 - Notice the News items with a link to the story



5. Click **File Upload** to start the process of importing a Fannie Mae 3.2 or MISMO 3.4 file
 - Click **1003 Form** to use Broker IQ's online form.



6. Click **Browse** to locate the file from your Desktop
 - You can also drag and drop files into Broker IQ



Note: Users can only upload documents one at a time or users can compile documents into one document to upload.

7. Select the appropriate file by double clicking

- This is the file that you exported from your current Loan Origination System (LOS). It will be an XML Document.



Loan is now imported into Broker IQ

8. Click **Next** to validate the required fields in the 1003 Loan Application. Clicking “View Field” will bring your screen to any errors or missing information.

Note: When uploading the application file, the information will carry over to the 1003. If there is missing information, you will see a Red Exclamation Point(s) in the designated Tabs which indicate you will have to re-input information to validate the 1003 page.



Validate 1003

Overview

The Validate 1003 Function consists of the following Tabs:

- Loan & Property
- Borrower Information
- Assets & Liabilities
- Real Estate
- Declarations
- Demographic Information
- Loan Originator Information
- Lender Loan Information

Edit the Loan Information in each of the Tabs prior to Validation:

- Use the Borrower drop-down to review the information for each Borrower
- Fields with red asterisk (*) are Required
- Green check mark means there are No Errors
- Red exclamation point means there are Errors
- **All Errors must be corrected prior to Validation (reflected in red)**

Steps

1. Use the Borrower drop-down to review the information for each Borrower
2. Navigate between the Tabs by clicking each tab or using the Next and/or Previous buttons
3. Review the information within each of the Tabs
 - Fields with red asterisk (*) are Required
4. Make changes as necessary
5. Click Save if changes are made
6. Ensure the Tab has a green check mark

Borrowers: Clark Kent ADD DELETE SAVE VALIDATE Download Upload

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

<< PREVIOUS NEXT >>

Personal Information

Borrower Classification * Primary

Borrower Name (First) * Clark

Borrower Name (Middle) W

Borrower Name (Last) * Kent

Borrower Name (Suffix)

Security Identification Type * SSN ITIN

Social Security Number * XXXXXXXXXX

Date of Birth * 07/23/1988

Citizenship * US Citizen

Total Number of Borrowers: 2

Marital Status Married Separated Unmarried

Dependents (Number) 0

Home Phone (888) 888-8888

Cell Phone (503) 555-5555

Work Phone

Work Phone Ext.

Email andrew.johnson@carringtonms.com

Borrower lives in a community property state? NO Yes



Buttons available at the top of each Tab

7. Verify that all eight Tabs contain green checkmarks and 8. Click Validate.

Borrowers: Clark Kent ADD DELETE SAVE VALIDATE Download Upload

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

NEXT >>

Tabs

Loan & Property Tab

The Loan & Property tab contains Loan, Property, as well as Gift information.

Borrowers: Clark Kent ADD DELETE SAVE VALIDATE + +

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

NEXT >>

Heading

Lender Loan Identifier: 2112958884
Universal Loan Identifier: 549300R9S3MVDV4MGF56211295888464
Agency Case No.:
Underwriting Case Identifier:

Loan and Property Information

Loan Purpose * Purchase Refinance

Street: 234 Metropolis St.
Unit #:
City: Burbank
State * : California
Zip: 91506
County: Los Angeles
Number of Units * : 1
Property Value(Estimated Amount): 1000000.00
Property Value(Valuation Amount):
Occupancy * Investment Primary Residence Second Home
FHA Secondary Residence NO Yes
Mixed-Use Property NO Yes
Property Built Type Manufactured Other Site Built
FIPS State Identifier:
FIPS County Identifier:
Census Tract Identifier:
MSA Identifier: NA

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

Creditor Name

Lien Type First Lien
 Other
 Second Lien

Monthly Payment

Loan Amount / Amount to be Drawn(NoteAmount)

Loan Amount / Amount to be Drawn(HELOCBalanceAmount)

Credit Limit

Is this a HELOC? NO Yes

Current Employment/Self-Employment +

Employer Name

Employer Phone

Street

Unit

City

State

Zip

Country

Position or Title

Start Date

Employment Classification Type Primary Secondary

How long in this line of work? * Years Months

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

I am a business owner or self-employed NO Yes

Income from Foreign Source NO Yes

Seasonal Income NO Yes

Verification Provider

Verification Reference Number

Verification Type

Income +

Type of Income

Income Amount (Monthly Income)

Previous Employment/Self-Employment +

Income from Other Sources +

Borrower Information Tab

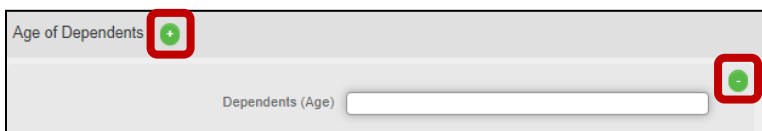
The Borrower Information Tab contains Applicant, Residence, Employment, and Income information.



The screenshot shows a navigation bar for the Borrower Information Tab. It includes a dropdown menu for 'Borrowers' with 'Clark Kent' selected and an 'ADD' button. Below this are several tabs: 'Loan & Property', 'Borrower Information' (highlighted with a red box), 'Assets & Liabilities', 'Real Estate', 'Declarations', 'Demographic Information', 'Loan Originator Information', and 'Lender Loan Information'. Each tab has a green checkmark. At the end of the bar are buttons for '<< PREVIOUS', 'DELETE', 'SAVE', 'VALIDATE', and 'NEXT >>'.

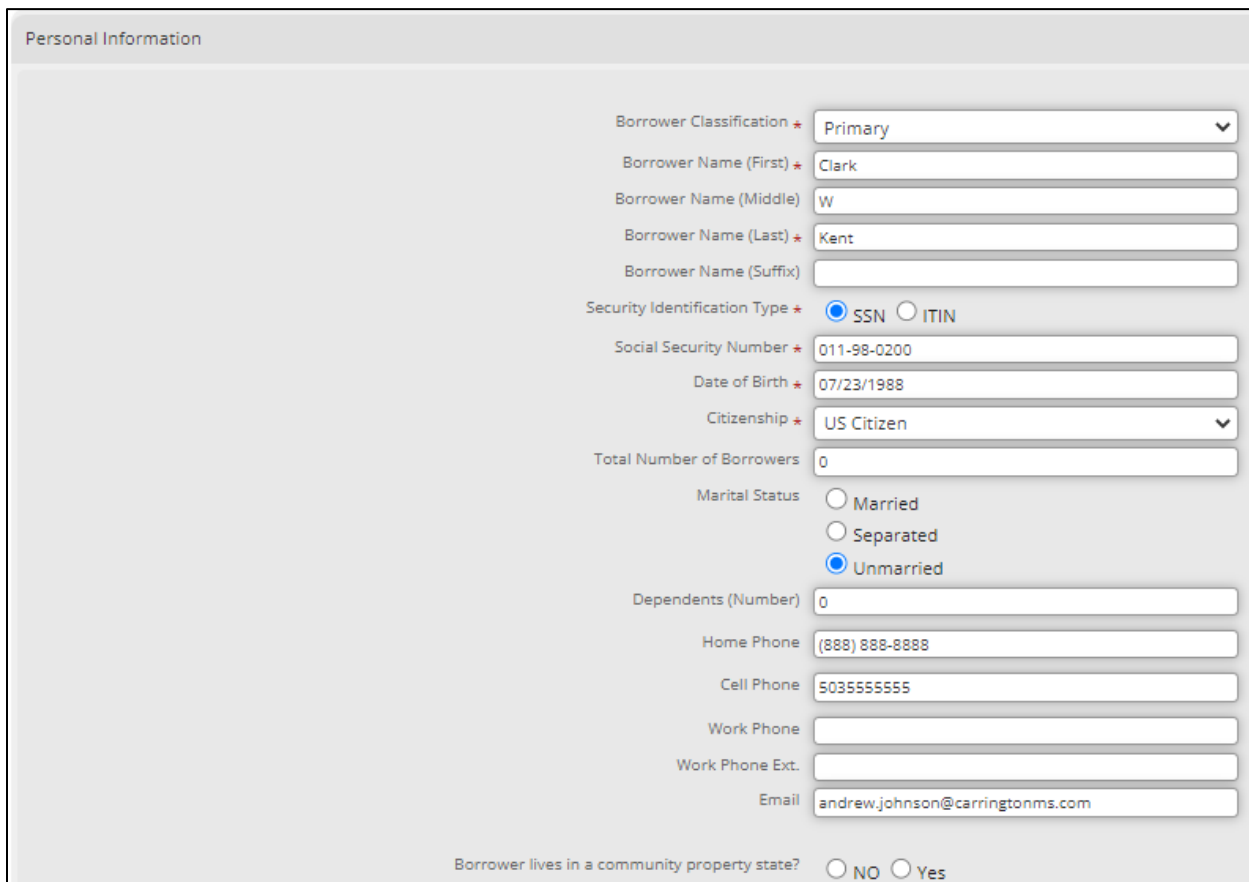
Tips:

- Use the Borrower drop-down to review the information for each Borrower
- Click the green plus icon next to a section in order to add additional entries
- Click the green minus icon next to a section to remove entries



The screenshot shows the 'Age of Dependents' section. It features a header 'Age of Dependents' with a green plus icon next to it. Below the header is a text input field labeled 'Dependents (Age)' with a green minus icon next to it.

Sections:



The screenshot shows the 'Personal Information' section. It includes the following fields and options:

- Borrower Classification: Primary (dropdown)
- Borrower Name (First): Clark
- Borrower Name (Middle): W
- Borrower Name (Last): Kent
- Borrower Name (Suffix):
- Security Identification Type: SSN ITIN
- Social Security Number: 011-98-0200
- Date of Birth: 07/23/1988
- Citizenship: US Citizen (dropdown)
- Total Number of Borrowers: 0
- Marital Status: Married Separated Unmarried
- Dependents (Number): 0
- Home Phone: (888) 888-8888
- Cell Phone: 5035555555
- Work Phone:
- Work Phone Ext.:
- Email: andrew.johnson@carringtonms.com

At the bottom, there is a question: 'Borrower lives in a community property state?' with radio buttons for 'NO' and 'Yes'.

Unmarried Addendum

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

If YES, indicate the type of relationship and the State

State:

- Select --
- Civil Union
- Domestic Partnership
- Other
- Registered Reciprocal Beneficiary Relationship

Age of Dependents +

Dependents (Age) + Dependents (Age) +

Aliases or Alternate Names +

Alternate Names (First) +

Alternate Names (Middle)

Alternate Names (Last)

Alternate Names (Suffix)

Military Service

Military Service NO Yes

Duty status of current or former military personnel?

- Active Duty
- Reserve National Guard Never Activated
- Veteran

Spousal VA Benefits Eligibility Indicator NO Yes

Projected expiration date of service/tour

Addresses +

Current Employment/Self-Employment +

Employer Name:

Employer Phone:

Street:

Unit:

City:

State:

Zip:

Country:

Position or Title:

Start Date:

Employment Classification Type: Primary Secondary

How long in this line of work? * Years: Months:

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

I am a business owner or self-employed NO Yes

Income from Foreign Source NO Yes

Seasonal Income NO Yes

Verification Provider:

Verification Reference Number:

Verification Type:

Income +

Type of Income:

Income Amount (Monthly Income):

Previous Employment/Self-Employment +

Employer Name:

Street:

Unit#:

City:

State:

Zip:

Country:

Position or Title:

Start Date:

End Date:

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

Previous Gross Monthly Income \$ /month

Assets & Liabilities Tab

The Assets section documents any deposit accounts, earnest money deposits, or any other assets. The Liabilities section contains information on any mortgage, installment, revolving credit lines, or other liabilities.

Borrowers: Clark Kent ADD DELETE SAVE VALIDATE + -

Loan & Property Borrower Information **Assets & Liabilities** Real Estate Declarations Demographic Information Loan Originator Information Lender Loan Information

<< PREVIOUS NEXT >>

Account Type	Financial Institution	Account Number	Cash or Market Value	
Checking Account	First Tech Federal Credit Union	12345	20000.00	-
Savings Account	Chase	12467	6000	-
Checking Account	Bank of America	01234	10000	-

Tips:

- **FHA Streamline** – Assets & Liabilities fields are left blank
- **Full Doc** – Assets & Liabilities fields are required
- Click the green plus icon next to a section in order to add additional entries
- Click the green minus icon next to a section to remove entries

Other Assets You Have +

Asset or Credit Type -- Select -- +

AssetType Other Description Other Liquid Asset Other Non Liquid Asset

Cash or Market Value

Liabilities +

Account Type -

Company Name

Account Number

Unpaid Balance

To be paid off at or before closing NO Yes

Monthly Payment

Months Left to Pay

Omit from liabilities calculation NO Yes

Other Liabilities and Expenses +

Other Liabilities and Expenses -- Select -- +

Other Liabilities and Expenses description

Monthly Payment

<< PREVIOUS NEXT >>

Real Estate Tab

The Real Estate tab documents Property information as well as any mortgages associated with the property.

Tips:

- Use the Borrower drop-down to review the information for each Borrower
- Click the green plus icon next to a section in order to add additional entries
- Click the green minus icon next to a section to remove entries

Property You Own +

Loan Subject Property NO Yes

Property Current Usage Type Investment Primary Residence Second Home

Street: 234 Metropolis St.
 Unit #:
 City: Burbank
 State: California
 Zip: 91506
 Country:

Property Value(Estimated Value):
 Property Value(Valuation):

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

Intended Occupancy: Primary Residence

Monthly Insurance, Taxes, Association Dues, etc.:
 Monthly Rental Income:
 Net Monthly Rental Income:
 Total Amount of all Mortgages and Liens on Property: 682290.00

Mortgages -

Associated with borrower Clark Kent -

Does liability payment include taxes and insurance? NO Yes

Creditor Name: GMAC MORTGAGE
 Account Number: 600032000
 Liability Type: HELOC Mortgage Loan
 Monthly Mortgage Payment: 3136.00
 Unpaid Balance: 577600.00
 Type: FHA Non-FHA
 To be paid off at or before closing: NO Yes
 Credit Limit:
 Omit from liabilities calculation: NO Yes

Associated with borrower Clark Kent -

Does liability payment include taxes and insurance? NO Yes

Creditor Name: CHASE
 Account Number: 44007700
 Liability Type: HELOC Mortgage Loan
 Monthly Mortgage Payment: 310.00
 Unpaid Balance: 104690.00
 Type: FHA Non-FHA
 To be paid off at or before closing: NO Yes
 Credit Limit:
 Omit from liabilities calculation: NO Yes

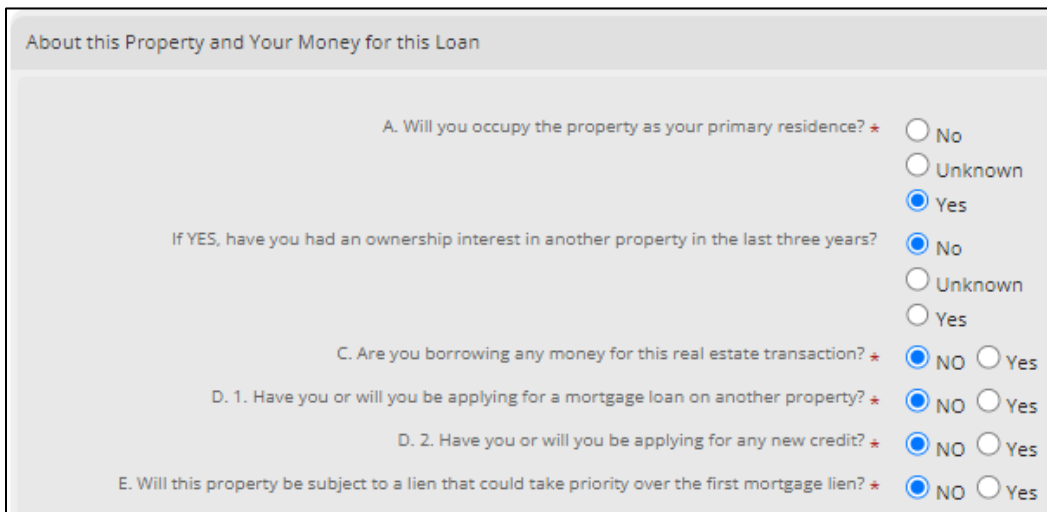
Declarations Tab

The Declarations tab must be completed in its entirety for each borrower.

- Use the Borrower drop-down to review the information for each Borrower

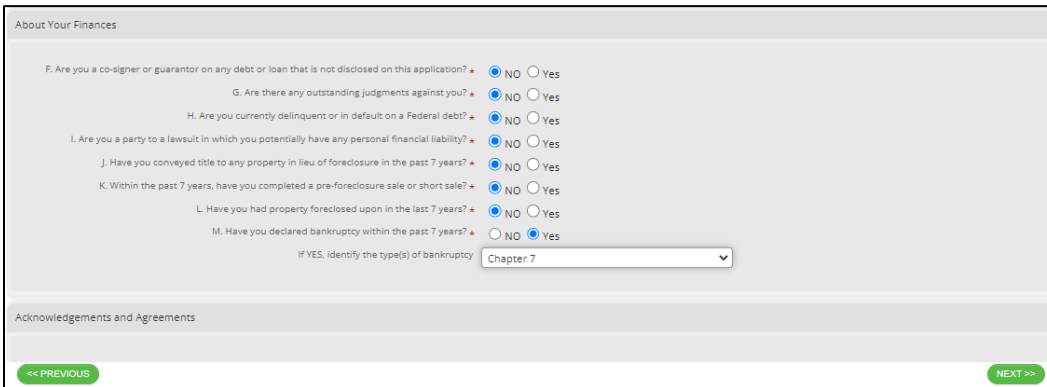


The screenshot shows the top navigation bar of the application. On the left, there is a 'Borrowers:' dropdown menu with 'Clark Kent' selected and an 'ADD' button next to it. Below this is a row of tabs: 'Loan & Property', 'Borrower Information', 'Assets & Liabilities', 'Real Estate', 'Declarations', 'Demographic Information', 'Loan Originator Information', and 'Lender Loan Information'. Each tab has a green checkmark. The 'Declarations' tab is highlighted with a red box. To the right of the tabs are buttons for 'DELETE', 'SAVE', 'VALIDATE', and two user icons. At the bottom left is a '<< PREVIOUS' button and at the bottom right is a 'NEXT >>' button.



This section contains five questions (A-E) with radio button options:

- A. Will you occupy the property as your primary residence? *
 No
 Unknown
 Yes
- If YES, have you had an ownership interest in another property in the last three years?
 No
 Unknown
 Yes
- C. Are you borrowing any money for this real estate transaction? *
 NO Yes
- D. 1. Have you or will you be applying for a mortgage loan on another property? *
 NO Yes
- D. 2. Have you or will you be applying for any new credit? *
 NO Yes
- E. Will this property be subject to a lien that could take priority over the first mortgage lien? *
 NO Yes



This section contains five questions (F-M) with radio button options and a dropdown menu:

- F. Are you a co-signer or guarantor on any debt or loan that is not disclosed on this application? *
 NO Yes
- G. Are there any outstanding judgments against you? *
 NO Yes
- H. Are you currently delinquent or in default on a Federal debt? *
 NO Yes
- I. Are you a party to a lawsuit in which you potentially have any personal financial liability? *
 NO Yes
- J. Have you conveyed title to any property in lieu of foreclosure in the past 7 years? *
 NO Yes
- K. Within the past 7 years, have you completed a pre-foreclosure sale or short sale? *
 NO Yes
- L. Have you had property foreclosed upon in the last 7 years? *
 NO Yes
- M. Have you declared bankruptcy within the past 7 years? *
 NO Yes

If YES, identify the type(s) of bankruptcy: Chapter 7

Acknowledgements and Agreements

<< PREVIOUS NEXT >>

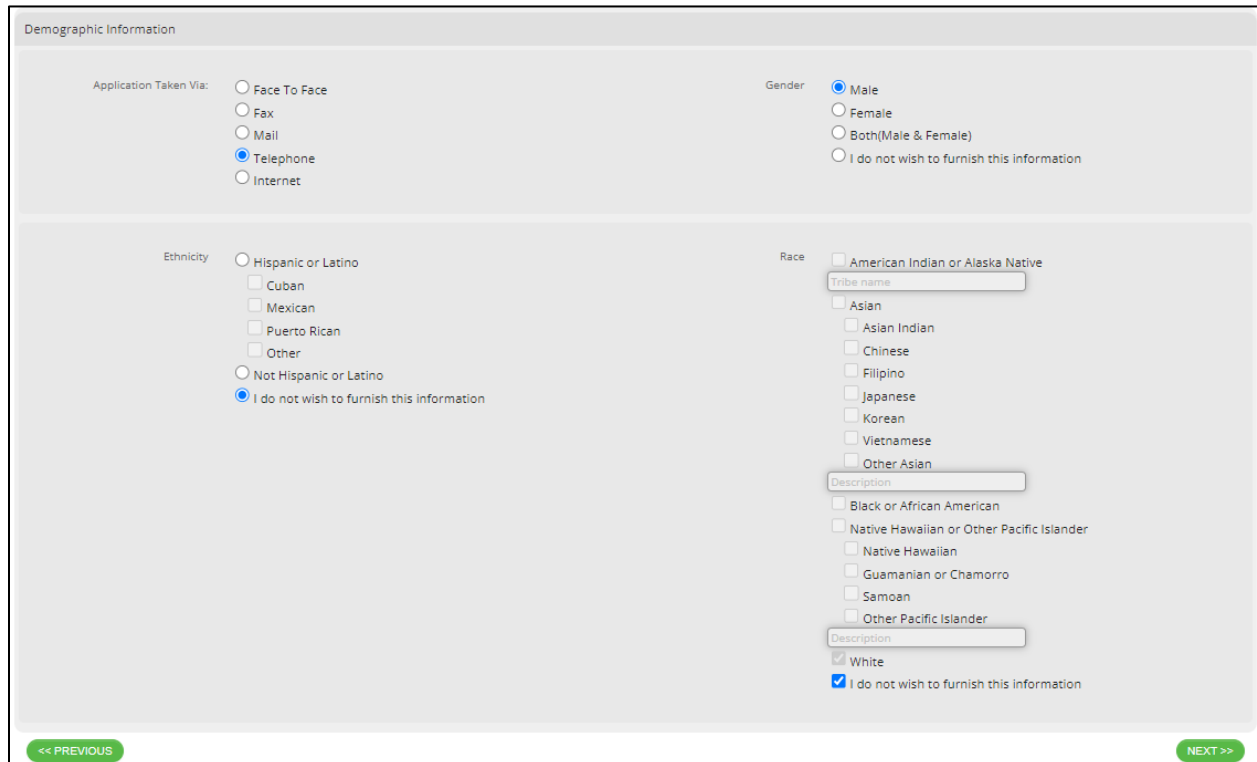
Demographic Information Tab

The Demographic Information must be completed for each borrower.

- Use the Borrower drop-down to review the information for each Borrower



The navigation bar shows the current step, "Demographic Information", highlighted with a red box. Other steps include "Loan & Property", "Borrower Information", "Assets & Liabilities", "Real Estate", "Declarations", "Loan Originator Information", and "Lender Loan Information". The "Borrowers" dropdown is also highlighted with a red box and shows "Alice Firstimer" with an "ADD" button next to it. Action buttons for "DELETE", "SAVE", "VALIDATE", and "NEXT >>" are visible.



The "Demographic Information" form contains the following sections:

- Application Taken Via:** Radio buttons for Face To Face, Fax, Mail, Telephone (selected), and Internet.
- Gender:** Radio buttons for Male (selected), Female, Both(Male & Female), and I do not wish to furnish this information.
- Ethnicity:** Radio buttons for Hispanic or Latino (with sub-options: Cuban, Mexican, Puerto Rican, Other), Not Hispanic or Latino, and I do not wish to furnish this information (selected).
- Race:** Radio buttons for American Indian or Alaska Native (with a "Tribe name" text input), Asian (with sub-options: Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese, Other Asian), Black or African American, Native Hawaiian or Other Pacific Islander (with sub-options: Native Hawaiian, Guamanian or Chamorro, Samoan, Other Pacific Islander), White, and I do not wish to furnish this information (selected).

Navigation buttons "<< PREVIOUS" and "NEXT >>" are located at the bottom of the form.

Loan Originator Information Tab

The Loan Originator Information tab contains License as well as Contact information for the Originator.

Borrowers: Alice Firstimer ADD

DELETE SAVE VALIDATE Download Upload

Loan & Property Borrower Information Assets & Liabilities Real Estate Declarations Demographic Information **Loan Originator Information** Lender Loan Information

<< PREVIOUS NEXT >>

Loan Originator Information

Loan Originator Organization Name: ABC Mortgage

Street: 412 H St NW

Unit#: 100

City: Washington

State: District Of Columbia

Zip: 20012

Loan Originator company license Type: Private Public State

State License Identifier: 987654

Loan Originator First Name: John

Loan Originator Middle Name:

Loan Originator Last Name: LoanOfficer

Loan Originator Name Suffix:

Loan Originator license Type: Private Public State

State License Identifier: 987654

Email: john@loanofficer.com

Phone: 8885552440

Application Interview Date: 12/15/2021

Loan Originator EIN:

<< PREVIOUS NEXT >>

Lender Loan Information Tab

Ensure all information has been documented correctly on the Lender Loan Information tab.

Borrowers: Alice Firstimer ADD DELETE SAVE VALIDATE + -

Loan & Property Borrower Information Assets & Liabilities Real Estate Declarations Demographic Information Loan Originator Information **Lender Loan Information**

<< PREVIOUS NEXT >>

Mortgage Loan Information

Mortgage Type Applied For

Note Rate

Loan Term

Mortgage Lien Type First Lien Second Lien

Amortization Type

Balloon NO Yes

Interest Only NO Yes

Negative Amortization NO Yes

Prepayment Penalty NO Yes

Temporary Interest Rate Buydown NO Yes

National Housing Act Section

HMDA Rate Spread

HMDA HOEPA Status

Community Lending Product

Community Seconds Repayment Structure

Estimated Closing Date

Property and Loan Information

The property is in a community property state NO Yes

Construction-Conversion/Construction-to-Permanent NO Yes

Conversion of Contract for Deed or Land Contract NO Yes

Renovation NO Yes

Construction/Improvements Costs

Lot Acquired Date

Original Cost

Refinance Type Cash Out
 Limited Cash Out
 No Cash Out

Refinance Purpose Debt Consolidation
 Home Improvement
 Other

Refinance Program

Mortgage loan will finance energy-related improvements NO Yes

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

Property attachment type Attached Detached

Planned unit development NO Yes

Property in project NO Yes

FHA Lender Identifier

FHA Sponsor Identifier

Built Year

Energy Improvement Amount

Summary Amount Type Code

Property meets FHA/VA Energy Efficient Guidelines. NO Yes

Estate Will be Held in Fee Simple Leasehold

Leasehold Expiration Date

Which Native American land may be owned?

Other description for owned land?

Refinance Improvements Type Made
 To Be Made
 Unknown

Refinance Improvement Costs Amount

Title Information +

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

Title Holder Name

Manner in Which Title Will be Held

Tips:

- Click the green plus icon next to a section in order to add additional entries
- Click the green minus icon next to a section to remove entries

Housing Expense

Housing Expense Type * First Mortgage Principal And Interest Housing Expense Payment Amount * 3648.13 Housing Expense Payment Indicator <input type="radio"/> Present <input checked="" type="radio"/> Proposed	Housing Expense Type * Homeowners Insurance Housing Expense Payment Amount * 100.00 Housing Expense Payment Indicator <input type="radio"/> Present <input checked="" type="radio"/> Proposed
Housing Expense Type * Supplemental Property Insurance Housing Expense Payment Amount * 34.76 Housing Expense Payment Indicator <input type="radio"/> Present <input checked="" type="radio"/> Proposed	Housing Expense Type * Real Estate Tax Housing Expense Payment Amount * 795.98 Housing Expense Payment Indicator <input type="radio"/> Present <input checked="" type="radio"/> Proposed
Housing Expense Type * First Mortgage Principal And Interest Housing Expense Payment Amount * 3136.00 Housing Expense Payment Indicator <input checked="" type="radio"/> Present <input type="radio"/> Proposed	Housing Expense Type * Other Mortgage Loan Principal And Interest Housing Expense Payment Amount * 310.00 Housing Expense Payment Indicator <input checked="" type="radio"/> Present <input type="radio"/> Proposed
Housing Expense Type * Homeowners Insurance Housing Expense Payment Amount * 100.00 Housing Expense Payment Indicator <input checked="" type="radio"/> Present <input type="radio"/> Proposed	Housing Expense Type * Real Estate Tax Housing Expense Payment Amount * 234.00 Housing Expense Payment Indicator <input checked="" type="radio"/> Present <input type="radio"/> Proposed
Housing Expense Type * MI Premium Housing Expense Payment Amount * 152.99 Housing Expense Payment Indicator <input checked="" type="radio"/> Present <input type="radio"/> Proposed	

Qualifying the Borrower Minimum Required Funds or Cash Back

A. Sales Contract Price	
B. Improvements, Renovations, and Repairs	
C. Land Cost (if acquired separately)	
C. Land Appraised Cost Amount	
D. For Refinances: Balance of Mortgage Loans on the Property to be paid off in the Transaction	682290.00
E. Credit Cards and Other Debts Paid Off	
Estimated Prepays	8461.72
F. Borrower Closing Costs	4700.50
G. Discount Points	
I. Loan Amount Excluding Financed Mortgage Insurance *	764142.00
UFMIP / VAFF / USDA Guaranty	
Financed Mortgage Insurance Amount	
Lender Credit	
Seller Offered Below Market Subordinate Financing	<input checked="" type="radio"/> NO <input type="radio"/> Yes
For Refinance, Amount of MIP that will be refunded to the borrower:	
J. Other New Mortgage Loans on the Property	
L. Seller Credits	
Cash To the Borrower	68689.78
Cash From the Borrower	

Homeownership Education and Housing Counseling

Homebuyer Education Type	-- Select --
Homebuyer Education Completion Indicator	-- Select --

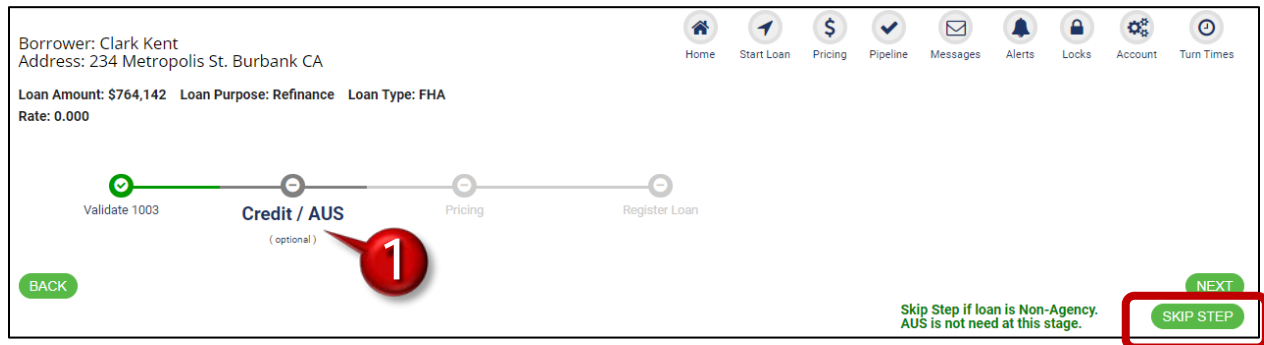
<< PREVIOUS

Credit / AUS (Optional)

This step is optional and can be skipped within Broker IQ.

To run Credit / AUS:

1. From the Home Screen, click **Credit / AUS**
 - Click **Skip Step** to skip



The process and functionality available within Broker IQ will differ depending on running Desktop Underwriter (DU) or Loan Prospector (LP).

- **DU** is fully integrated within Broker IQ. DU can be run directly within Broker IQ and the results can be viewed within Broker IQ
- **LP** is not fully integrated within Broker IQ. When selecting LP, you will be directed to the Freddie Mac website to run LP.

Run Desktop Underwriter (DU)

1. Select the **AUS Type** as Desktop Underwriter (DU)
2. Select the **Credit Reporting Agency**
3. Enter the **Credit User Credentials**
 - Credit User Credentials can be added to the User Profile which will carry over to this screen
4. Select **Re-Issue Credit** as applicable
 - Re-Issue Credit – No will pull new credit
5. Click **Submit to Desktop Underwriter**



Validate 1003 **Credit / AUS** Pricing Register Loan
(optional)

BACK

Broker IQ Enhancement Pre-Registra...

brokerIQ | Enhancement Pre-Registration Process - Credit/AUS

AUS Type: Desktop Underwriter (DU) **1**

Credit Reporting Agency: Test Credit Agency (200) **2**

Account Username / ID: test **3**

Account Password: **3**


Re-Issue Credit? No **4**

DU Findings Credit Report

5 SUBMIT TO DESKTOP UNDERWRITER

- a. **DU Findings Tab** will contain a copy of the DU Underwriting Findings which is also automatically placed into the Encompass eFolder
- b. **Credit Report Tab** will contain a copy of the Credit Report in Text Format
- c. Click **View AUS PDF** to view full AUS
- d. Click the drop-down to view **historical AUS approvals**

Note: The AUS Findings and Credit Report PDFs will automatically get added to the Package Upload.



AUS Type: Desktop Underwriter (DU) 2019-08-28 15:13:48

Credit Reporting Agency: FNMA CRA TEST (200)

Account Username / ID: test

Account Password: ****

Re-Issue Credit? Yes

Credit Report Case ID

Is Joint Credit

Aberto Arrivederci No

Abrielle Arrivederci No

[SUBMIT TO DESKTOP UNDERWRITER](#)

[NEXT](#)

[SKIP STEP](#)

[VIEW AUS PDF](#)

DU Findings **Credit Report**

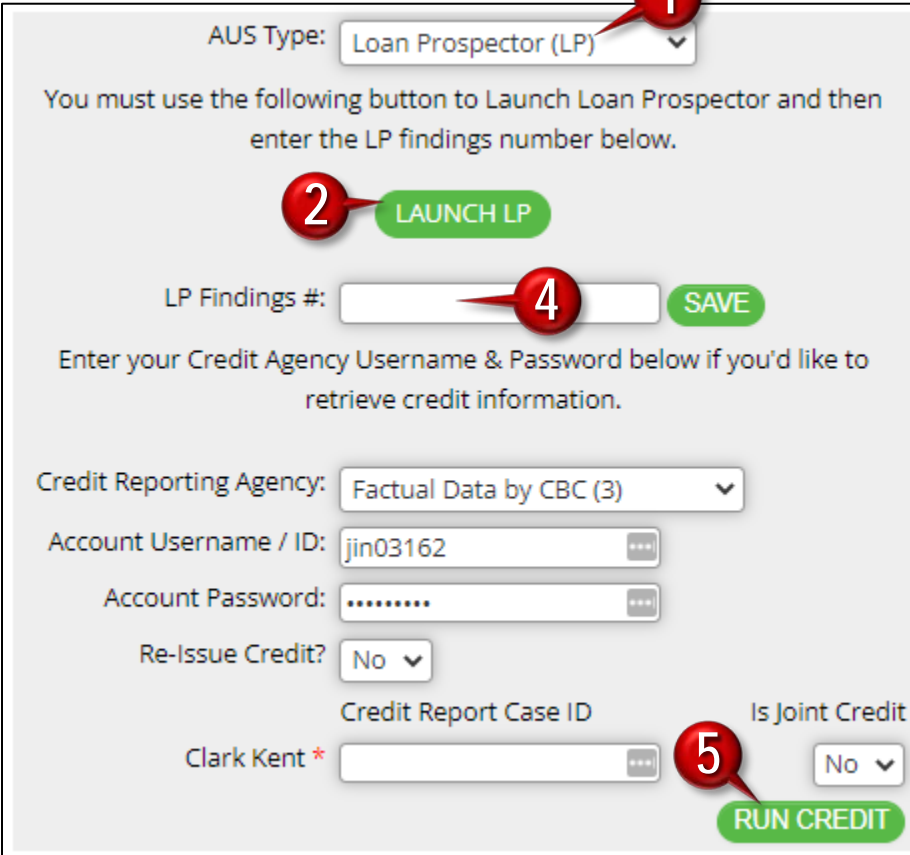
DU run on 2019-08-28 15:13:48 Run Status: OK DU Case ID: 1996052354

DU Underwriting Findings

SUMMARY			
Recommendation	Approve/Eligible		
Primary Borrower	Aberto Arrivederci	Co-Borrower	Abrielle Arrivederci
Lender Loan Number	1996052354	Casefile ID	1996052354
Submission Date	08/28/2019 06:13PM	Submitted By	Broker IQ

Run Loan Prospector (LP)

1. Select the **AUS Type** as Loan Prospector (LP)
2. Click **Launch LP**
 - You will be transferred to the Freddie Mac LPA Website.
3. Enter **Freddie Mac credentials** to log in and run LP within the Freddie Mac website
4. **Optional:** Map the LP Findings into Encompass
 - Return to Broker IQ to enter the LP Findings # and click Save
5. **Optional:** Run New Credit or Pull Over Existing Credit Report
 - Enter the Credit fields and click Run Credit



AUS Type:

You must use the following button to Launch Loan Prospector and then enter the LP findings number below.

2

LP Findings #: **4**

Enter your Credit Agency Username & Password below if you'd like to retrieve credit information.

Credit Reporting Agency:

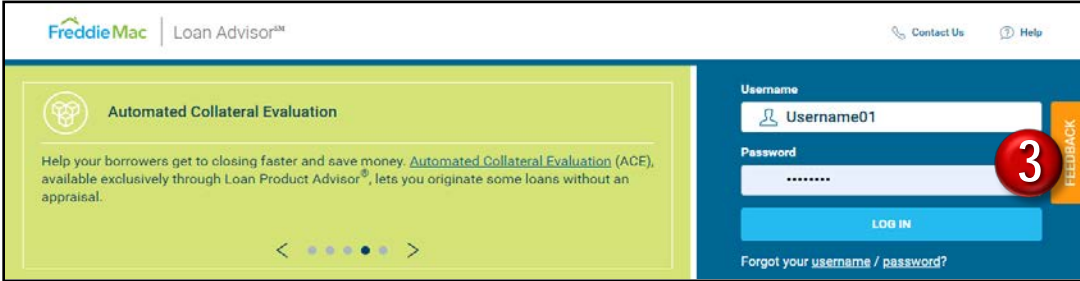
Account Username / ID:

Account Password:

Re-Issue Credit?

Credit Report Case ID: **5**

Is Joint Credit



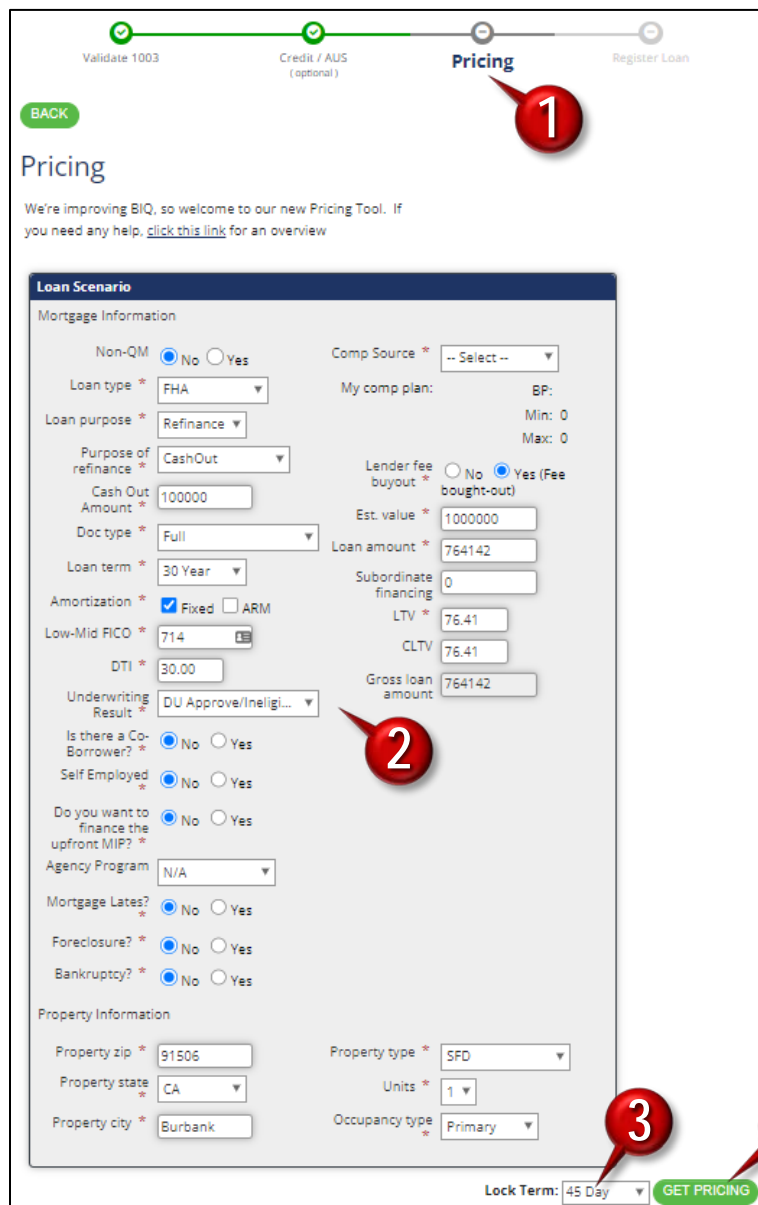
FreddieMac | Loan Advisor™ Contact Us Help

3

[Forgot your username / password?](#)

Pricing

1. Click **Pricing**
 - Pricing is run before Registration
2. Enter / Verify all **Loan Scenario** information
 - Fields with red asterisk (*) are Required
 - Required fields will vary based on Loan Type
3. Select **Lock Term**
4. Click **Get Pricing**



The Pricing Results will populate at the bottom of the screen.

5. Review **Eligible Products** at the top of the section and click the **green checkmark** next to the desired one
6. Review **Ineligible Products** at the bottom of the section and click the **Information icon** for additional information
7. Review the **Pricing Snapshot** for Pricing Details including any Adjustments
8. Click **Continue**

Lock Term: 45 Day
GET PRICING

Rate	APR	45 Day Price	Rebate/Discount	P&I	MI	PIMI
4.625	6.310	91.943 ✔	\$61,567	3928	637	4565
4.750	6.311	93.158 ✔	\$52,283	3986	637	4623
4.875	6.393	93.639 ✔	\$48,607	4043	637	4680
5.000	6.473	94.119 ✔	\$44,939	4102	637	4739
5.125	6.554	94.599 ✔	\$41,271	4160	637	4797
5.250	6.649	94.945 ✔	\$38,627	4219	637	4856
5.375	6.730	95.412 ✔	\$35,059	4278	637	4915
5.500	6.812	95.876 ✔	\$31,513	4338	637	4975
5.625	6.893	96.338 ✔	\$27,983	4398	637	5035
5.750	6.997	96.592 ✔	\$26,042	4459	637	5096
5.875	7.077	97.053 ✔	\$22,519	4520	637	5157
6.000	7.163	97.470 ✔	\$19,000	4581	637	5218
6.125	7.249	97.870 ✔	\$15,481	4643	637	5280
XCMS- Original FHA 30 Yr Fixed Ineligible ⓘ						
XCMS- Original FHA 30 Yr Fixed Streamline Ineligible ⓘ						
XCMS- Original FHA 30 Yr Fixed HB Ineligible ⓘ						

Pricing Snapshot

Program Name: XCMS- Original FHA 30 Yr Fixed HB FICO 641+

Comp Source: LenderPaid

Lock Term: 45 Day

P&I Payment: \$4643

MI Payment: \$637

Lender Fee Buyout: Yes

Borrower discount: \$16276

	Rate	Price
Base	6.125	97.836

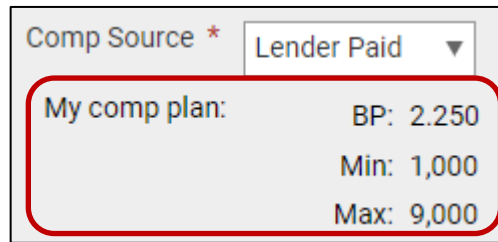
Adjustments	Rate	Price
Search Entity (#) is TPO, And FICO is 680 +		0.250
State is California , And Search Entity (#) is TPO		-0.125
Buy Out Lender Fee is Yes, And Search Entity (#) is TPO, And State is All States		-0.091

	Rate	Price
Final	6.125	97.87

CONTINUE

Lender Paid vs Borrower Paid Comp

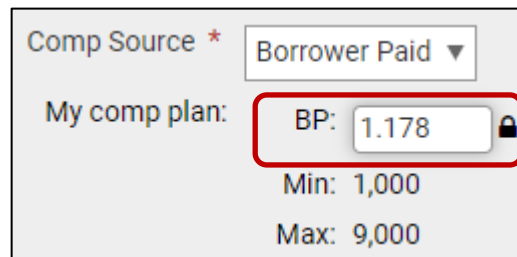
- **Lender Paid** – Reflects Broker’s Comp Plan




Comp Source * Lender Paid ▼

My comp plan: BP: 2.250
Min: 1,000
Max: 9,000

- **Borrower Paid** – Can be lowered (but not raised) the percentage OR enter a Flat Dollar Amount (but not both)



Comp Source * Borrower Paid ▼

My comp plan: BP: 1.178 
Min: 1,000
Max: 9,000

Non-Agency Pricing

When working with Non-Agency loans:

- Select **Yes** from the **Non-QM** field
 - Loan Type will automatically default to Conventional
- Enter **Non-Agency fields** as applicable

The screenshot displays a loan application form with several fields highlighted by red boxes. The 'Loan Scenario' section includes 'Mortgage Information' with 'Non-QM' set to 'Yes' and 'Loan type' set to 'Conventional'. The 'Prepay Period' dropdown is also highlighted. A larger red box encompasses the 'Mortgage Lates?' section, which includes radio buttons for 'No' and 'Yes' (selected), a table for '# Lates' and 'Seasoning' (30 Day, 60 Day, 90 Day), and 'Foreclosure?' and 'Bankruptcy?' sections, both with 'Yes' selected. Other fields include 'Self Employed', 'Interest Only', 'Waive escrows', 'Mtg insurance', 'Lender paid MI', 'Citizenship', 'Agency Program', 'Comp Source', 'My comp plan', 'Loan purpose', 'Type', and 'Resolution'.

VA Pricing

When working with VA loans, complete the following:

Note: These fields will not display if you do not have a VA loan

- Exempt from VAFF
- First time VA Loan
- VA Service Type
- Finance the VAFF

Mortgage Information	
Non-QM <input checked="" type="radio"/> No <input type="radio"/> Yes	Channel * <input type="text" value="Wholesale"/>
Loan type * <input type="text" value="VA"/>	Comp source <input type="text" value="Borrower Paid"/>
Loan purpose * <input type="text" value="Purchase"/>	My comp plan: BP: <input type="text" value="2.500"/>
Doc type * <input type="text" value="Full"/>	Min: 2,000
Loan term <input type="text" value="30 Year"/>	Max: 22,500
Amortization <input type="checkbox"/> Fixed <input type="checkbox"/> ARM	Lender fee buyout * <input type="radio"/> No <input checked="" type="radio"/> Yes (Fee bought-out)
Low-Mid FICO * <input type="text" value="680"/>	Purchase price * <input type="text" value="375000"/>
DTI * <input type="text" value="22.00"/>	Est. value * <input type="text" value="375000"/>
Underwriting Result <input type="text" value="-- Select --"/>	Loan amount * <input type="text" value="361875"/>
Is there a Co-Borrower? <input checked="" type="radio"/> No <input type="radio"/> Yes	LTV * <input type="text" value="96.50"/>
Are you Exempt from VAFF? <input checked="" type="radio"/> No <input type="radio"/> Yes	Gross loan amount <input type="text" value="370198"/>
Is this a first time VA Loan? <input type="radio"/> No <input checked="" type="radio"/> Yes	
VA Service Type? <input type="text" value="Regular Military"/>	
VA Service Status <input type="text" value="Active Service"/>	
Do you want to finance the VAFF? <input type="radio"/> No <input checked="" type="radio"/> Yes	
Agency Program <input type="text" value="N/A"/>	
Property Information	
Property zip * <input type="text" value="92806"/>	Property type * <input type="text" value="PUD"/>
Property state * <input type="text" value="CA"/>	Units * <input type="text" value="1"/>
Property city * <input type="text" value="Anaheim"/>	Occupancy type * <input type="text" value="Primary"/>

Register Loan

1. From the Home Screen, click **Register Loan**

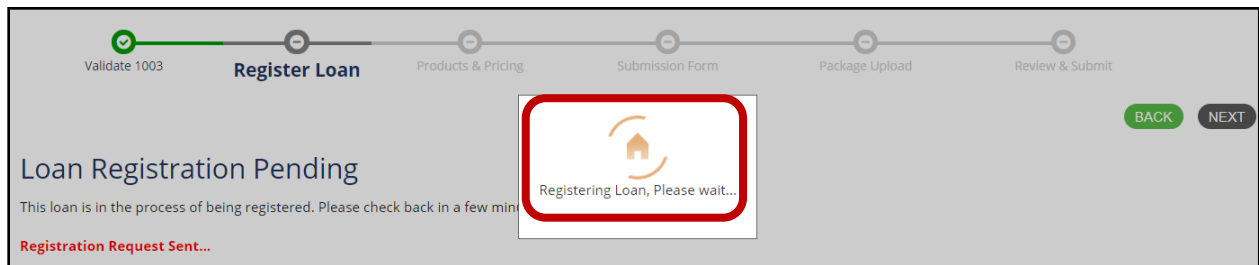
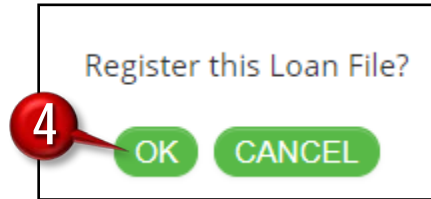
2. Enter the information as follows:

- Select the **Loan Officer**
- Select the **Processor**
- Enter any **Notes to UW** as appropriate

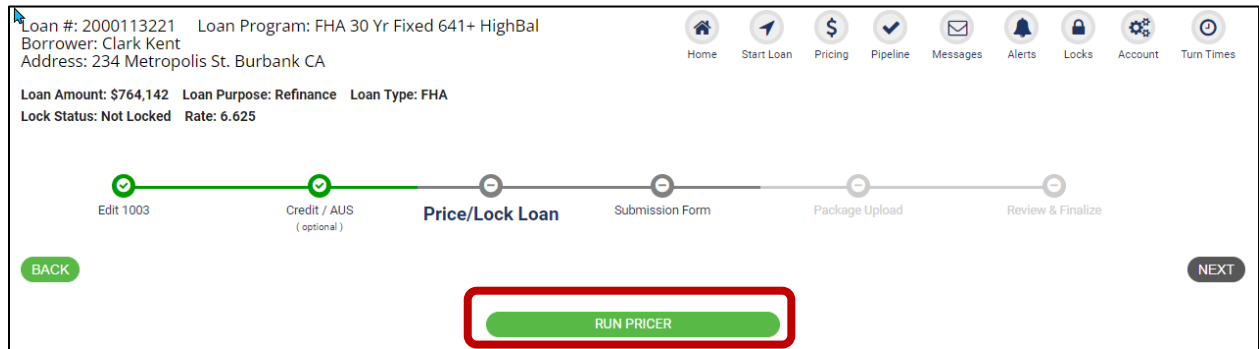
3. Select your **Submission Options**

4. Click **Register**

4. Click **Ok** to the pop-up message
 - A message will appear indicating “Registering Loan”



Loan will move into Price / Lock Loan of the Post-Registration process



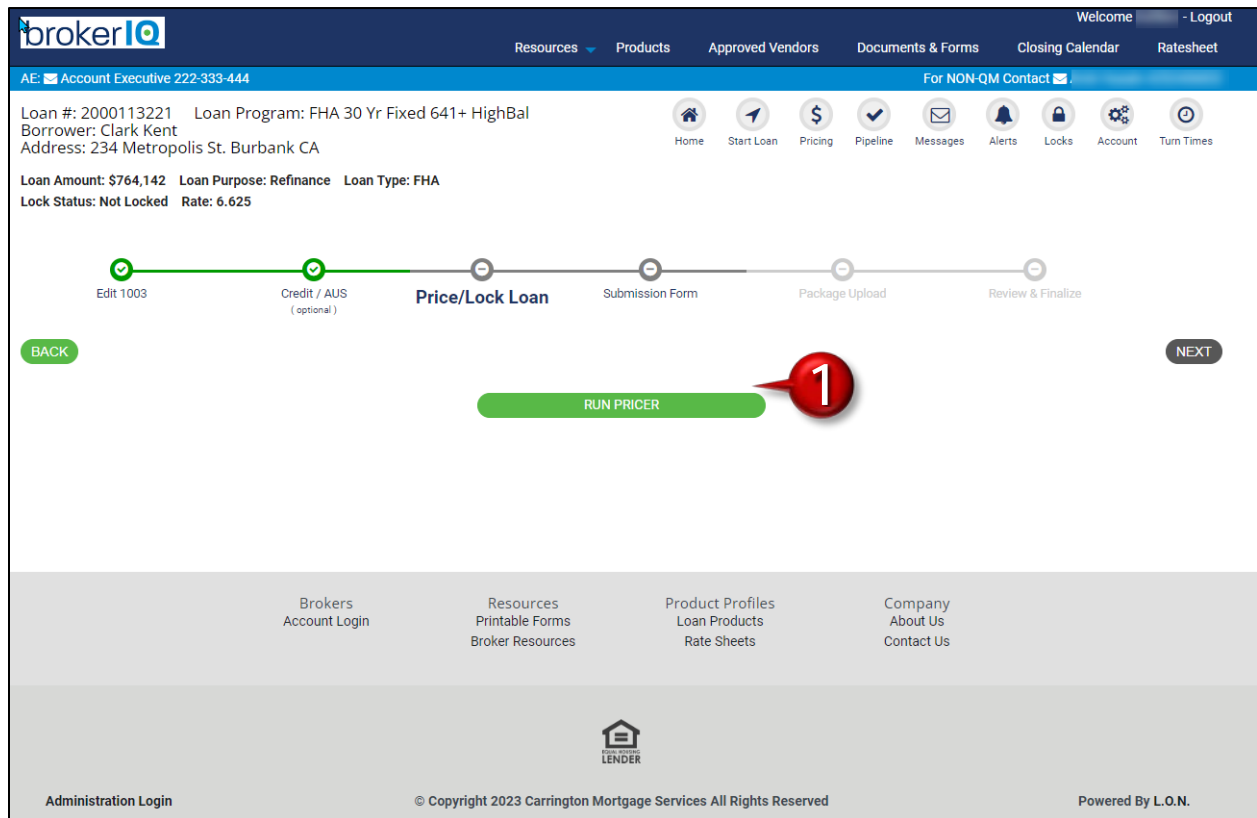
Loan Process Post-Registration

Price/Lock Loan

The BrokerIQ pricing engine is called **Compass Product, Pricing & Eligibility** or CPPE.

BrokerIQ allows pricing for various loan scenarios. Once pricing displays, select either the **Save to LOS** (to float) or **AutoLock** option. This updates fields such as the interest rate, UFMIP and MIP for FHA loans, and the funding fee for VA loans. After registering the loan, follow these steps for pricing in CCPE.

1. Click the **Run Pricer** button under **Price/Lock Loan**



The screenshot displays the BrokerIQ user interface. At the top, there is a navigation bar with the logo and user information. Below this, a header section contains account details and a navigation menu. The main content area features a progress bar with six steps: 'Edit 1003', 'Credit / AUS (optional)', 'Price/Lock Loan', 'Submission Form', 'Package Upload', and 'Review & Finalize'. The 'Price/Lock Loan' step is currently active and highlighted. A large green button labeled 'RUN PRICER' is positioned below the progress bar, with a red callout bubble containing the number '1' pointing to it. The footer of the interface includes links for 'Brokers Account Login', 'Resources', 'Product Profiles', and 'Company About Us', along with copyright information and a 'Powered By L.O.N.' note.

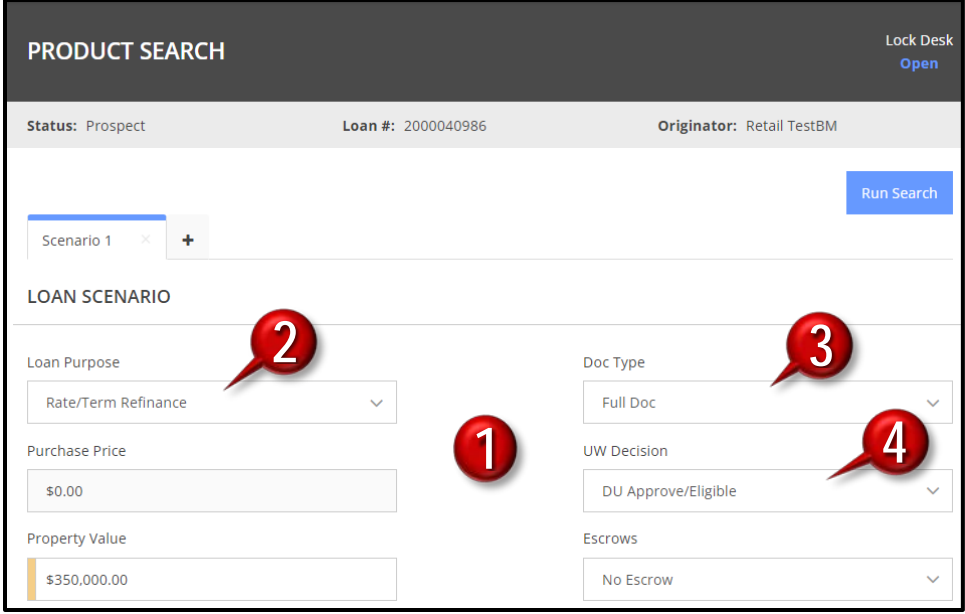
Loan Scenario Section

1. From the initial **Product Search** screen, confirm all information for the Loan Scenario
2. Confirm or update the **Loan Purpose**
3. Confirm or update the **Doc Type** drop-down

Note: Select **Debt Service Coverage** for Non-Agency Investor Advantage

4. Confirm or update the **UW Decision** drop-down

Note: Required fields have an orange bar on the left-hand side of the field

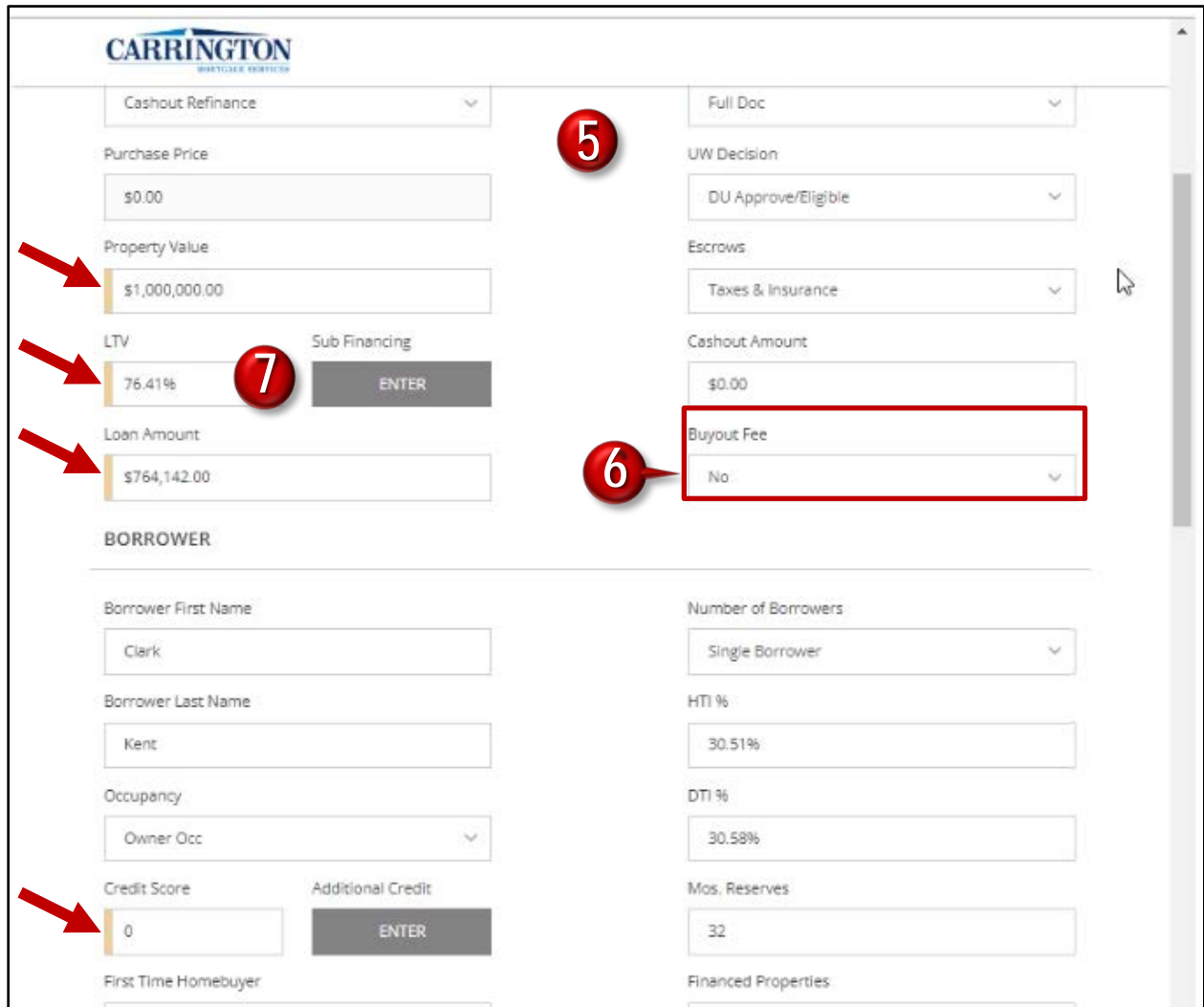


The screenshot shows the 'PRODUCT SEARCH' interface. At the top right, there is a 'Lock Desk Open' link. Below the header, the status is 'Prospect', the loan number is '2000040986', and the originator is 'Retail TestBM'. A 'Run Search' button is located on the right. Below this is a 'Scenario 1' tab. The 'LOAN SCENARIO' section contains several fields: 'Loan Purpose' (Rate/Term Refinance), 'Purchase Price' (\$0.00), 'Property Value' (\$350,000.00), 'Doc Type' (Full Doc), 'UW Decision' (DU Approve/Eligible), and 'Escrows' (No Escrow). Red callout boxes with numbers 1, 2, 3, and 4 point to the 'Loan Purpose', 'Purchase Price', 'Doc Type', and 'UW Decision' fields respectively. An orange bar is visible on the left side of the 'Property Value' field.

5. Scroll down to continue completing required CPPE screens

Important Notes:

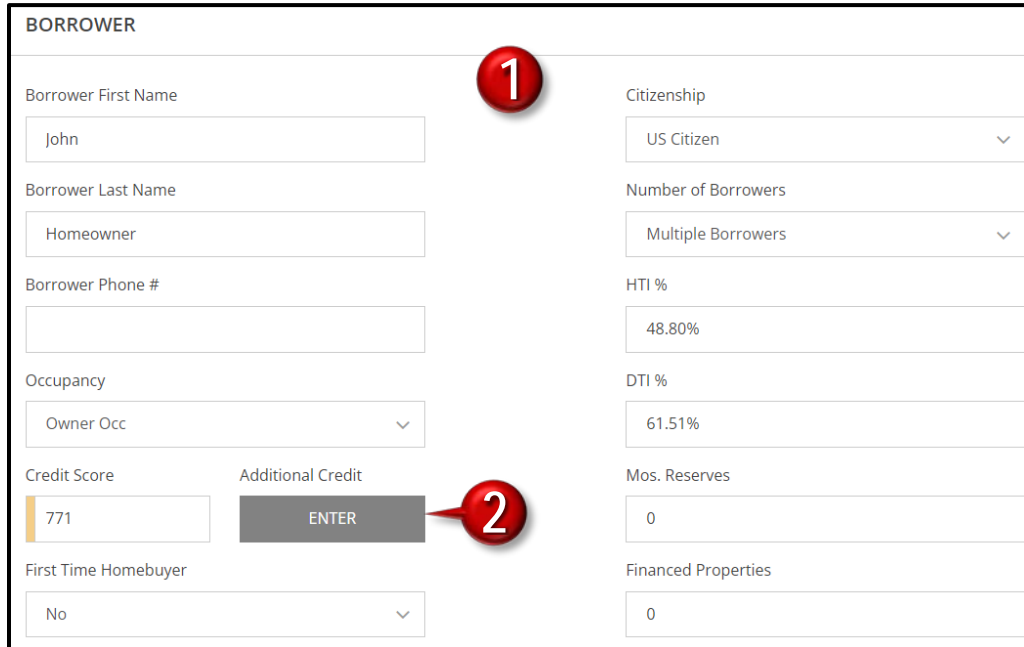
- 6. Broker can choose to buyout the CMS UW/App fee by selecting yes from dropdown
- 7. Light orange tabs indicate required fields that must be completed for pricing



The screenshot shows a Carrington mortgage application form with several fields and annotations. A red circle with the number '5' is placed over the 'Full Doc' dropdown menu. A red circle with the number '7' is placed over the 'LTV' field, which contains '76.41%' and an 'ENTER' button. A red circle with the number '6' is placed over the 'Buyout Fee' dropdown menu, which is highlighted with a red rectangular box and contains the option 'No'. Three red arrows point to the 'Property Value' field (containing '\$1,000,000.00'), the 'LTV' field, and the 'Credit Score' field (containing '0'). The form includes sections for 'BORROWER' with fields for 'Borrower First Name' (Clerk), 'Borrower Last Name' (Kent), 'Occupancy' (Owner Occ), 'Number of Borrowers' (Single Borrower), 'HTI %' (30.51%), 'DTI %' (30.58%), 'Mos. Reserves' (32), and 'Financed Properties'. The Carrington logo is at the top left of the form.

Borrower Section

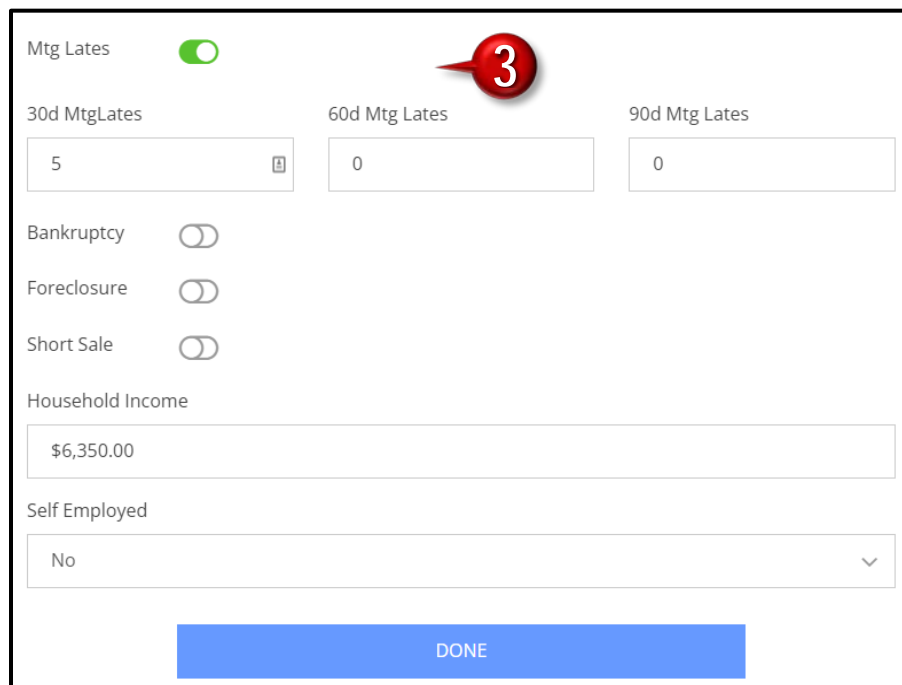
1. In the Borrower Information section: **Confirm** the borrower information
2. Click **Enter** to override additional credit information such as mortgage history, bankruptcies, foreclosures, or short sales



BORROWER

Borrower First Name <input type="text" value="John"/>	1	Citizenship <input type="text" value="US Citizen"/>
Borrower Last Name <input type="text" value="Homeowner"/>		Number of Borrowers <input type="text" value="Multiple Borrowers"/>
Borrower Phone # <input type="text"/>		HTI % <input type="text" value="48.80%"/>
Occupancy <input type="text" value="Owner Occ"/>		DTI % <input type="text" value="61.51%"/>
Credit Score <input type="text" value="771"/>	Additional Credit <input type="button" value="ENTER"/>	Mos. Reserves <input type="text" value="0"/>
First Time Homebuyer <input type="text" value="No"/>		Financed Properties <input type="text" value="0"/>

3. From the popup, confirm and/or correct the information



Mtg Lates

30d MtgLates <input type="text" value="5"/>	60d Mtg Lates <input type="text" value="0"/>	90d Mtg Lates <input type="text" value="0"/>
--	---	---

Bankruptcy

Foreclosure

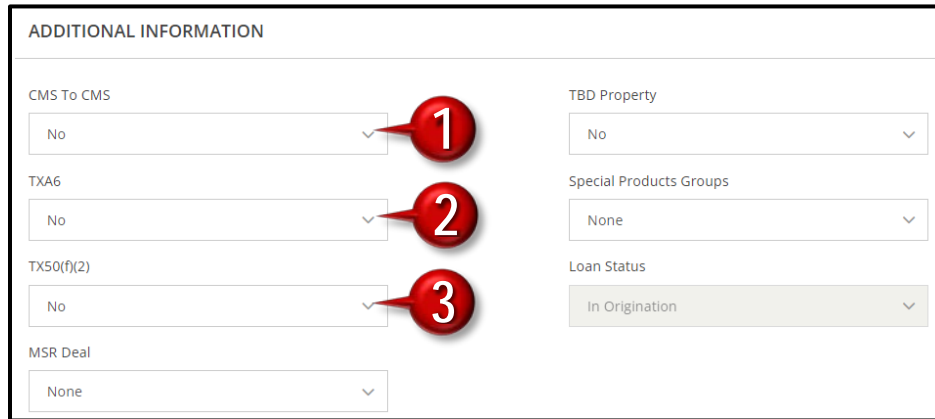
Short Sale

Household Income

Self Employed

Additional Information Section

1. If the loan is a CMS to CMS refinance, select **Yes** from the drop-down
2. For Texas loans and if applicable, select **Yes** in the TXA6 drop-down field
3. For Texas loans and if applicable, select **Yes** in the **TX50(f)(2)**

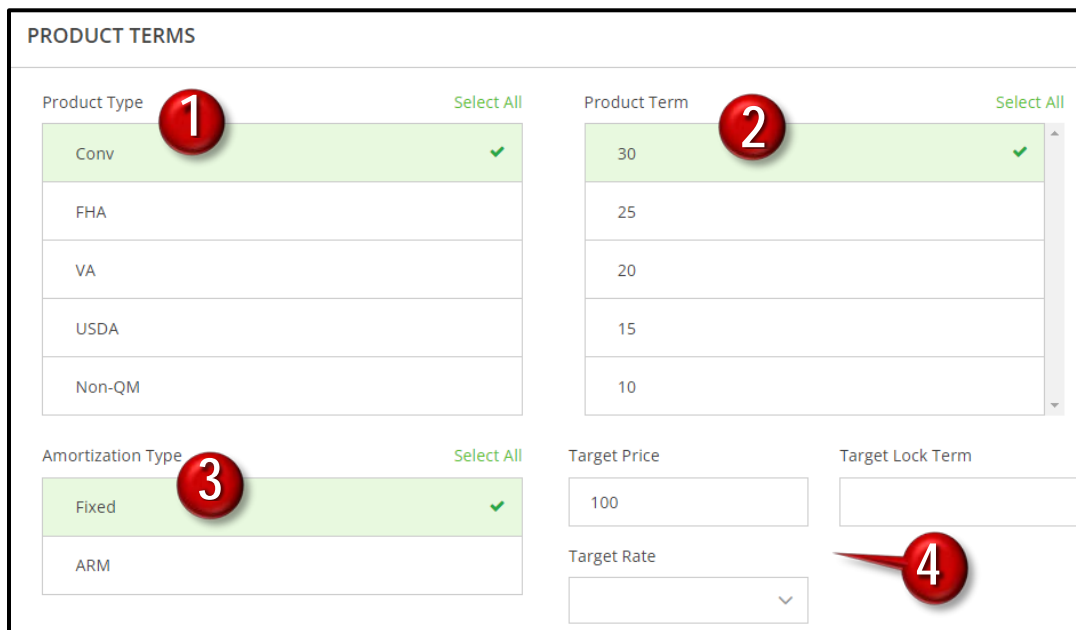


ADDITIONAL INFORMATION

CMS To CMS No	TBD Property No
TXA6 No	Special Products Groups None
TX50(f)(2) No	Loan Status In Origination
MSR Deal None	

Product Terms Section:

1. Select the **Product Type**
2. Select the **Product Term**
Note: Check multiple rows to search for more than one product term
3. Select the **Amortization Type**
4. If applicable, enter a **Target Price** or **Target Rate**
Note: The Target Price of 100 is considered Par
Note: The corresponding rate on the pricing grid will display in yellow

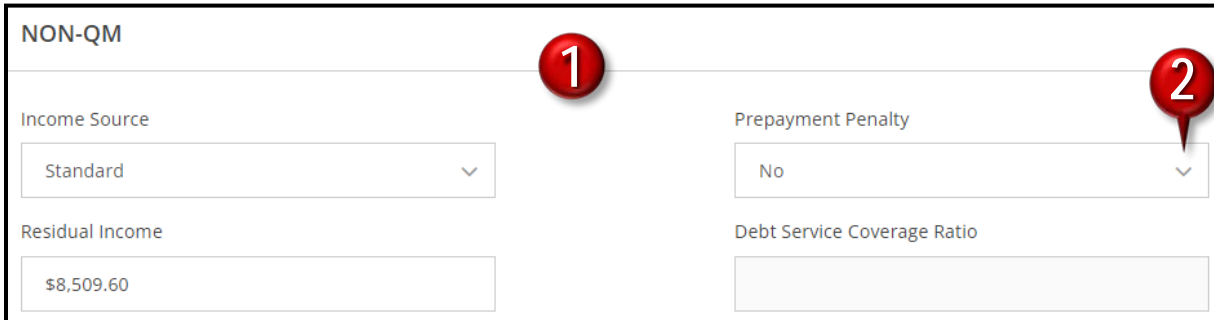


PRODUCT TERMS

Product Type Conv FHA VA USDA Non-QM	Product Term 30 25 20 15 10	Amortization Type Fixed ARM	Target Price 100	Target Lock Term
Target Rate				

Non-QM Section

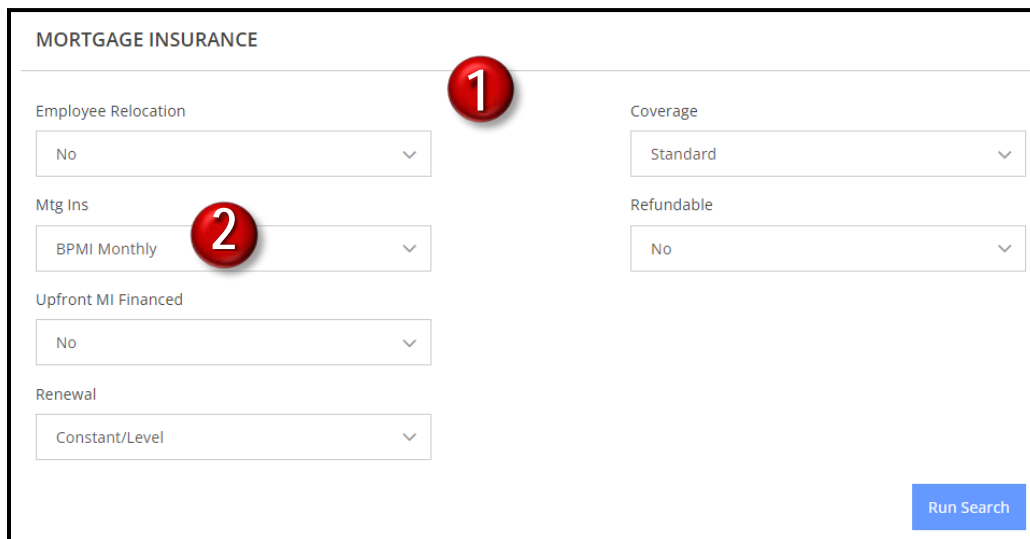
1. The **Non-QM** section will display when Non-QM is selected as a Product Type
2. In the Prepayment Penalty field, use the drop-down to select **No, 1, 2, or 3 year**



The screenshot shows the 'NON-QM' section of a form. It contains several fields: 'Income Source' (dropdown menu with 'Standard' selected), 'Prepayment Penalty' (dropdown menu with 'No' selected), 'Residual Income' (text input with '\$8,509.60'), and 'Debt Service Coverage Ratio' (empty text input). A red callout '1' points to the top of the form, and a red callout '2' points to the 'Prepayment Penalty' dropdown menu.

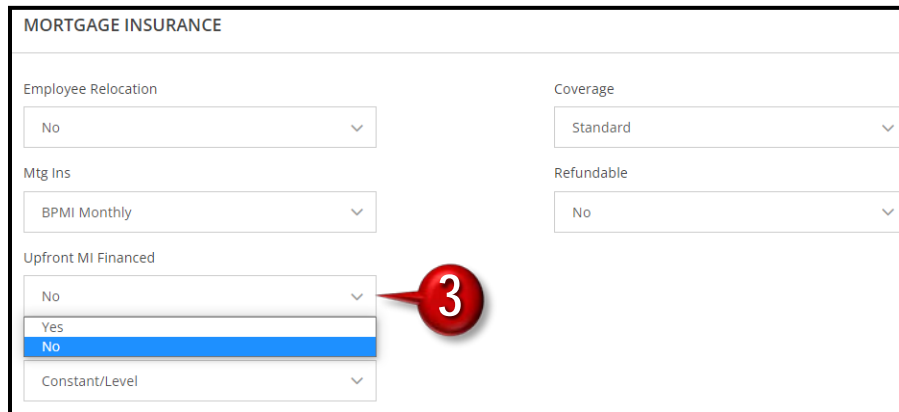
Mortgage Insurance Section

1. If Mortgage Insurance is required, the **Mortgage Insurance** section will display
Note: Fields displayed are specific to the loan program (FHA, VA, or Conventional)
2. For Conventional Mortgage Insurance loans, confirm all fields



The screenshot shows the 'MORTGAGE INSURANCE' section of a form. It contains several fields: 'Employee Relocation' (dropdown menu with 'No' selected), 'Coverage' (dropdown menu with 'Standard' selected), 'Mtg Ins' (dropdown menu with 'BPMI Monthly' selected), 'Refundable' (dropdown menu with 'No' selected), 'Upfront MI Financed' (dropdown menu with 'No' selected), and 'Renewal' (dropdown menu with 'Constant/Level' selected). A blue 'Run Search' button is located at the bottom right. A red callout '1' points to the top of the form, and a red callout '2' points to the 'Mtg Ins' dropdown menu.

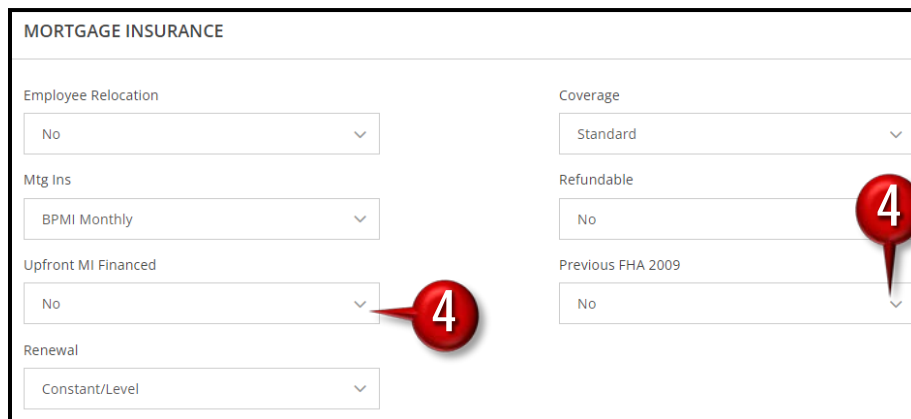
3. For **FHA Full Documentation loans**, select **Yes** or **No** from the Upfront MI Financed drop-down



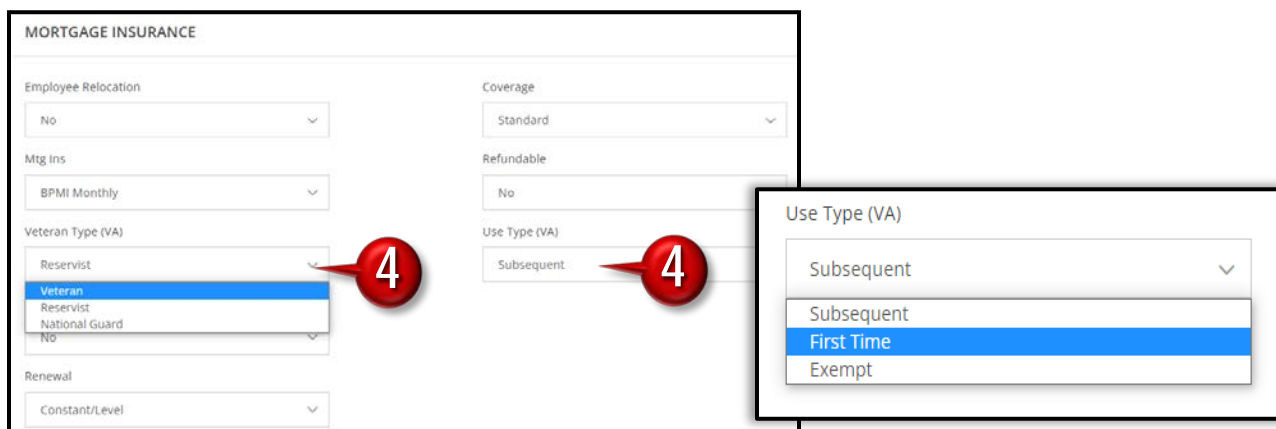
4. For FHA Streamline or FHA Simple loans:

- Select **Yes** or **No** from the Upfront MI Financed drop-down
- Select **Yes** or **No** from the Previous FHA 2009 drop-down

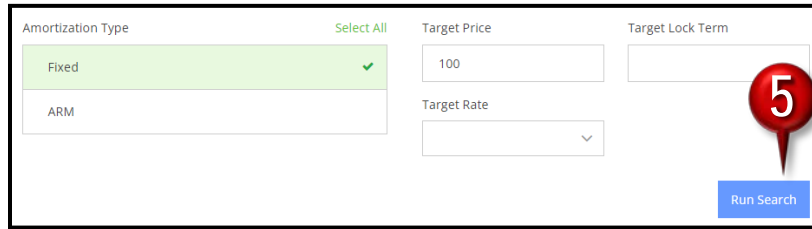
Note: For FHA Streamline refinance loans endorsed prior to 05/31/2009, select **Yes**



- For **VA loans**, select the **Veteran Type (VA)** from the drop-down
- For **VA loans**, select the **Use Type (VA)** from the drop down



5. When ready, click **Run Search**



The screenshot shows a web form for loan search. On the left, under 'Amortization Type', there is a table with two rows: 'Fixed' (highlighted in green with a checkmark) and 'ARM'. Above this table is a 'Select All' link. To the right of the table are three input fields: 'Target Price' (containing '100'), 'Target Lock Term' (empty), and 'Target Rate' (a dropdown menu). A red callout bubble with the number '5' is positioned over the 'Run Search' button at the bottom right of the form.

Pricing Search Results

1. Review the Loan Scenario and Pricing

Note: The first Scenario expands automatically and the pricing grid displays. Scroll down to locate any additional scenarios.

2. Use the **Qualified** and **Disqualified** tabs to view the eligible and ineligible loan products
3. Click the **Pencil** icon to return to the Product Search screen

SEARCH RESULTS Lock Desk
Open

Status: Prospect Loan #: 2000040986 Borrower: Homeowner

LOAN SCENARIO > 3

2

QUALIFIED DISQUALIFIED

Scenario 1 1

Conforming 30 Yr Fixed

Rate	P&I	04/18/2022		05/02/2022		05/16/2022		05/31/2022	
		APR	15 Day %/\$	APR	30 Day %/\$	APR	45 Day %/\$	APR	60 Day %/\$
4.625	\$1,593.83	7.010%	21.492 \$66,625	7.050%	21.647 \$67,106	7.050%	21.828 \$67,667	4.900%	1.939 \$6,011
4.750	\$1,617.11	7.110%	21.213 \$65,760	7.170%	21.389 \$66,306	7.170%	21.600 \$66,960	5.010%	1.729 \$5,360

4. If needed, click the **Arrows** to expand or condense the pricing grid

SEARCH RESULTS Lock Desk
Open

Status: Prospect Loan #: 2000040986 Borrower: Homeowner

LOAN SCENARIO >

QUALIFIED DISQUALIFIED

Scenario 1 4

Conforming 30 Yr Fixed > 60 Day 5.500 (0.396) 0.000

Scenario 1 4

Conforming 20 Yr Fixed > 60 Day 5.500 (0.292) -0.104

Qualified Loan Products - Locking or Floating a Loan

1. Select the desired rate by clicking the **rate / price** (in green)

Note: The desired rate will display highlighted in Yellow

Scenario 1
Conforming 30 Yr Fixed

Rate	P&I	03/15/2022		03/30/2022		04/14/2022		04/29/2022	
		APR	15 Day %/\$	APR	30 Day %/\$	APR	45 Day %/\$	APR	60 Day %/\$
2.750	\$1,326.78	5.620%	27.269 \$88,624	5.620%	27.395 \$89,034	5.650%	27.500 \$89,375	3.520%	7.567 \$24,593
2.875	\$1,348.40	5.680%	26.544 \$86,268	5.680%	26.670 \$86,678	5.710%	26.777 \$87,025	3.590%	6.845 \$22,246
3.000	\$1,370.21	5.750%	25.957 \$84,360	5.750%	26.083 \$84,770	5.780%	26.190 \$85,118	3.670%	6.260 \$20,345
3.125	\$1,392.22	5.810%	25.243 \$82,040	5.810%	25.366 \$82,440	5.840%	25.475 \$82,794	3.740%	5.547 \$18,028
3.250	\$1,414.42	5.850%	24.351 \$79,141	5.840%	24.449 \$79,459	5.870%	24.572 \$79,859	3.790%	4.688 \$15,236
3.375	\$1,436.81	5.920%	23.743 \$77,165	5.910%	23.840 \$77,480	5.950%	23.962 \$77,876	3.870%	4.077 \$13,250
3.500	\$1,459.40	6.020%	23.338 \$75,848	6.010%	23.435 \$76,164	6.040%	23.557 \$76,560	3.970%	3.671 \$11,931
3.625	\$1,482.17	6.110%	22.921 \$74,493	6.110%	23.076 \$74,997	6.150%	23.232 \$75,504	4.070%	3.343 \$10,865
3.750	\$1,505.13	6.170%	22.185 \$72,101	6.170%	22.344 \$72,618	6.210%	22.509 \$73,154	4.130%	2.613 \$8,492

2. If the loan requires Conventional Mortgage Insurance, the following **Message** will appear

Lock Request Screen

1. Review the **Compliance** section to confirm passing of the **High Cost Test** and the **QM Test**
2. Scroll down to view the pricing **Breakdown** and **Alerts**
3. Displays on all LLPAs
4. Save to LOS to float the loan
5. Autolock will show available if the loan meets the lock requirements
6. Lock Window Closed will display if outside of Lock Desk hours

CARRINGTON
MORTGAGE SERVICES

LOCK REQUEST Product Search Lock Request

Status: Prospect Loan #: 2000090155 Borrower: firstimer Originator: Whls TestLO

FHA 30 Yr Fixed 641+

Sep 12

Rate	P&I	45 Day %/\$	APR
4.000	\$1,457.31	98.881 / \$3,415.75	4.790%

Compliance

- High Cost Test: **PASS** (1)
- QM Test: **PASS**
- Bona Fide Discount Points: 1.119

Breakdown (2)

Adjustments	Rate	Price
Base:	4.000	95.756
SRP		0.000
FICO Credit Score <= 659		0.125
Lender Paid Comp Adjustment Lender Paid Comp Value > 2.740 <= 2.750		2.750
CMS - Purchase Special		0.250
Total:	4.000	98.881

LOCK REQUEST

Borrower First Name: (3)

Property Address:

Borrower Last Name:

Property City:

Borrower Email:

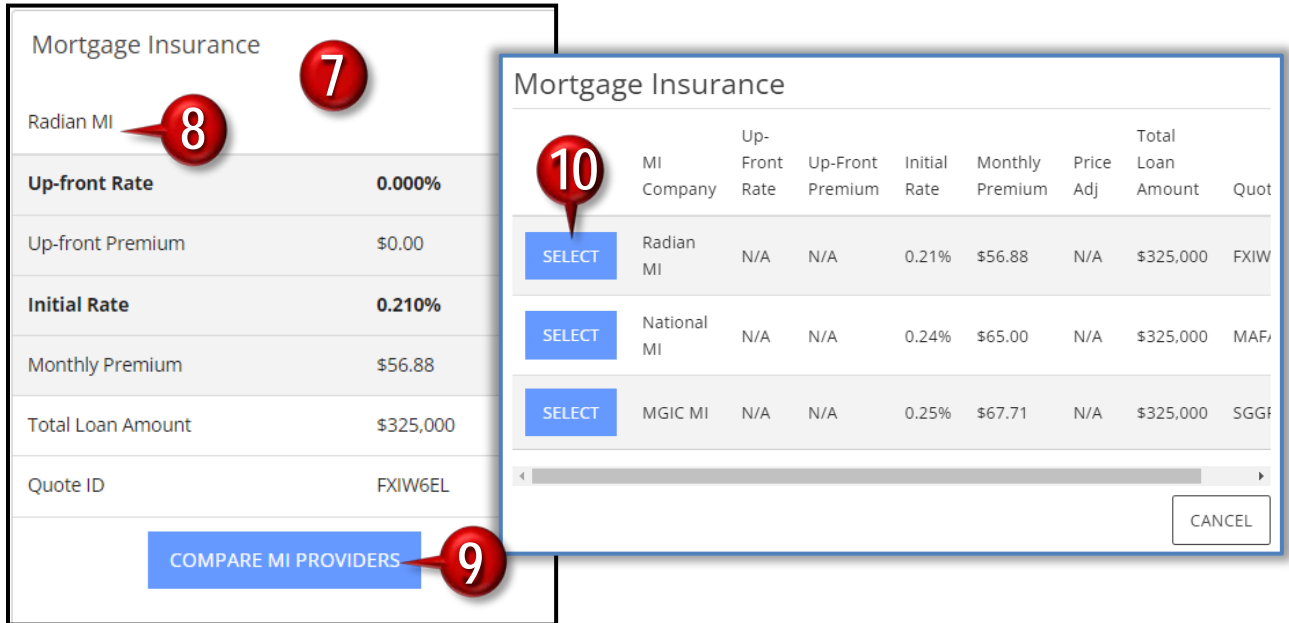
Notes:

4 SAVE TO LOS **5** AUTOLOCK™

6 LOCK WINDOW CLOSED

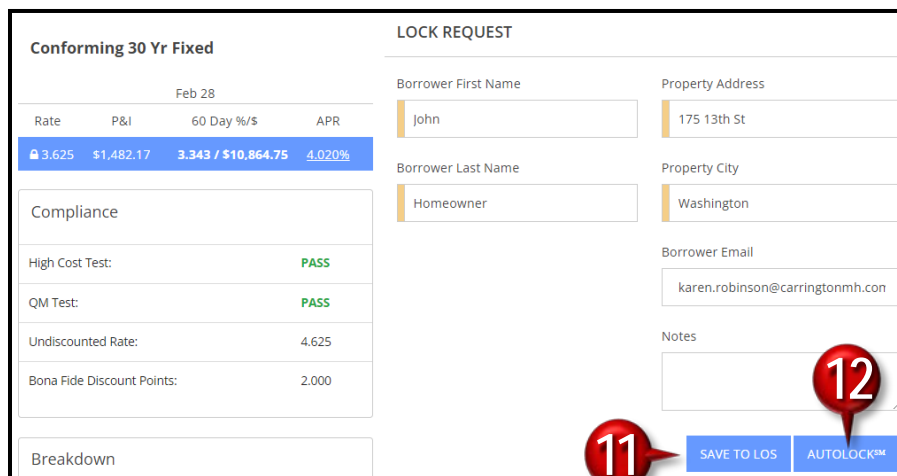
7. If the loan requires Conventional Mortgage Insurance, **scroll down**:
8. Review the selected **Mortgage Insurance Company and Rates**
- Note:** The Mortgage Insurance Company with the best rate is automatically chosen
9. Click **Compare MI Providers** to view all rates and companies
10. To select a different MI Company, click **Select** to the left of the Company name

Note: When loan parameters change, such as LTV, it is best practice to re-run pricing to determine the best mortgage insurance price



The screenshot shows two overlapping windows. The left window, titled 'Mortgage Insurance', displays details for Radian MI: Up-front Rate 0.000%, Up-front Premium \$0.00, Initial Rate 0.210%, Monthly Premium \$56.88, Total Loan Amount \$325,000, and Quote ID FXIW6EL. A blue button labeled 'COMPARE MI PROVIDERS' is at the bottom. The right window shows a table of mortgage insurance providers with columns: MI Company, Up-Front Rate, Up-Front Premium, Initial Rate, Monthly Premium, Price Adj, Total Loan Amount, and Quot. Three providers are listed: Radian MI, National MI, and MGIC MI, each with a 'SELECT' button to its left. A 'CANCEL' button is at the bottom right of the right window.

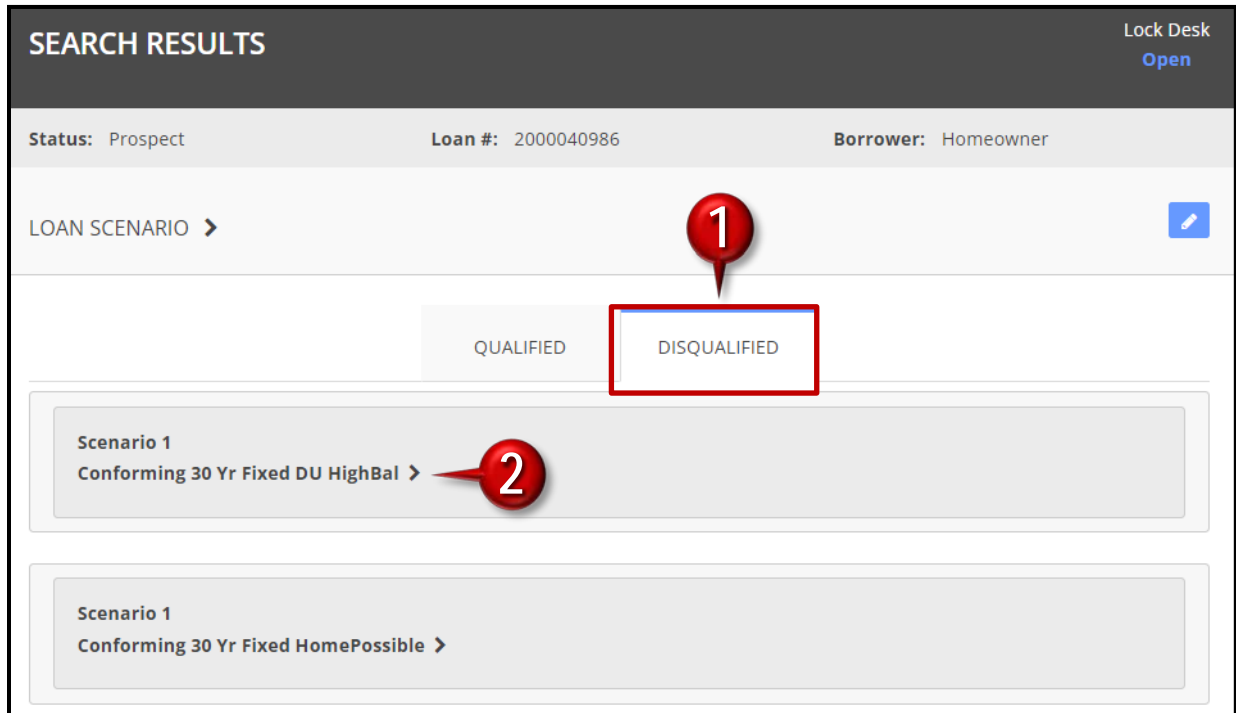
11. To **Float** the loan, click **Save to LOS**
12. To **Lock** the loan, click **AutoLock**



The screenshot shows a 'LOCK REQUEST' form. On the left, a 'Conforming 30 Yr Fixed' summary table shows: Rate 3.625, P&I \$1,482.17, 60 Day %/\$ 3.343 / \$10,864.75, APR 4.020%. Below this is a 'Compliance' section with 'High Cost Test: PASS' and 'QM Test: PASS'. The main form fields include: Borrower First Name (John), Borrower Last Name (Homeowner), Property Address (175 13th St), Property City (Washington), and Borrower Email (karen.robinson@carringtonmh.com). A 'Notes' field is empty. At the bottom right, there are two blue buttons: 'SAVE TO LOS' (callout 11) and 'AUTOLOCKSM' (callout 12).

Disqualified Loan Programs

1. Click **Disqualified**
2. To review disqualification reasons, click the **Arrow** next to the loan product



SEARCH RESULTS Lock Desk
Open

Status: Prospect Loan #: 2000040986 Borrower: Homeowner

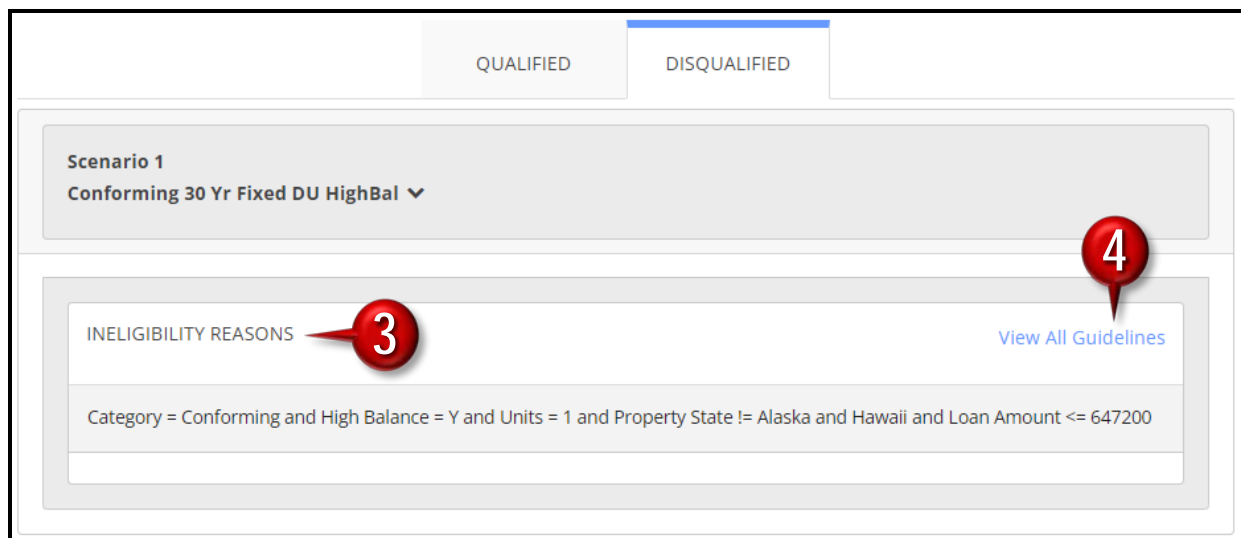
LOAN SCENARIO > 1

QUALIFIED **DISQUALIFIED**

Scenario 1
Conforming 30 Yr Fixed DU HighBal > 2

Scenario 1
Conforming 30 Yr Fixed HomePossible >

3. **Review** the Ineligibility Reasons
4. To view underwriting guidelines, click **View All Guidelines**



QUALIFIED **DISQUALIFIED**

Scenario 1
Conforming 30 Yr Fixed DU HighBal ▾

INELIGIBILITY REASONS 3 4 [View All Guidelines](#)

Category = Conforming and High Balance = Y and Units = 1 and Property State != Alaska and Hawaii and Loan Amount <= 647200

Submission Form

1. Click Submission Form

Loan Submission

Loan #: 2012666511 Loan Officer: Zee Ansari
 Borrower: Ken Customer Requested Account Exec: Account Executive
 Address: 10655 Birch St Burbank CA Processor: Decella Divers

2. Complete **Agent Information** section
3. Select your **AE** (Defaults to Primary AE)
4. Has a **Loan Estimate** been issued?
5. Complete **Additional Information** section
6. Click **Save**

Loan Submission

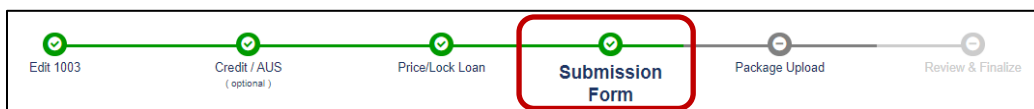
Loan #: 2300216047 Loan Officer: Empower Tester
 Borrower: Clark Kent Requested Account Exec: Admin AE
 Address: 234 Metropolis St. Burbank CA Processor: Empower Tester
 Loan Amount: 764,142 Client Loan #:
 Loan Purpose: Refinance Has a loan estimate been issued? No
 Loan Type: FHA
 Estimated Closing Date: 01/20/2023
 Date Registered: 12/15/2022

Agent Information

Are you using a contract processor? No
 Appraisal Management Company: -- Select --
 Title Company:
 Escrow Company:
Additional Information

Is anyone being removed from Title? Yes No
 Is there a land contract? Yes No

- The Submission Form step will show as **Completed**



Package Upload

1. Click **Package Upload**

Loan #: 2000113221 Loan Program: Conforming 30 Yr Fixed DU HighBal
 Borrower: Clark Kent
 Address: 234 Metropolis St. Burbank CA

Home Start Loan Pricing Pipeline Messages Alerts Locks Account Turn Times

Loan Amount: \$764,142 Loan Purpose: Refinance Loan Type: FHA
 Lock Status: Not Locked Rate: 7.625

Progress bar steps: Edit 1003, Credit / AUS (optional), Price/Lock Loan, **Submission Form**, Package Upload, Review & Finalize

2. Select **Full Submission Package** or **Early Disclosure Pkg**

Required documents are listed first and Optional documents are listed below.

- Use the **Other Documents** field to upload documents with customized Titles

3. Click **Browse** or drag and drop files

Select a submission package: Full Submission Package

Package Documents	Full Submission Package	Status
<input type="checkbox"/> AUS Results (run in Bro)	<input checked="" type="checkbox"/>	Required
<input type="checkbox"/> Assets - Most recent bal	<input checked="" type="checkbox"/>	Required
<input type="checkbox"/> Assets Section Completed	<input checked="" type="checkbox"/>	Required
<input type="checkbox"/> Broker Initial 1003 - Signed by LO	<input checked="" type="checkbox"/>	Required
<input type="checkbox"/> Broker Fee Itemization	<input checked="" type="checkbox"/>	Required
<input type="checkbox"/> Broker Credit Report	<input checked="" type="checkbox"/>	Required
<input type="checkbox"/> Letter of Explanation for All Derog Credit	<input type="checkbox"/>	Optional
<input type="checkbox"/> Acknowledgement of Receipt of Loan Estimate	<input type="checkbox"/>	Optional
<input type="checkbox"/> Anti-Steering Disclosure Signed and Dated a Time of Lock (Lender Paid Transaction Only)	<input type="checkbox"/>	Optional
<input type="checkbox"/> E-sign Certificate (Required when broker uses e-sign service to obtain borrower signatures)	<input type="checkbox"/>	Optional
<input type="checkbox"/> Other Description	<input type="text"/>	

1. Check the documents from the list that are included in your file
 2. Click "Browse" or Drag & Drop your file in the box below.
 3. Click the "Upload" button

BROWSE Drag & Drop Files

UPLOAD

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

4. Select the **pdf** which contains all necessary borrower documents

Name	Date modified	Type	Size
11-12-14 Loan Approval.docx	11/12/2014 2:47 PM	Microsoft Word D...	51 KB
11-12-14 Loan Approval.pdf	11/12/2014 2:49 PM	Adobe Acrobat D...	376 KB
Dotson Approval.pdf	1/20/2015 10:32 AM	Adobe Acrobat D...	30 KB
Nancy Testfisher Sub Package Large.pdf	9/30/2013 2:11 PM	Adobe Acrobat D...	12,008 KB

- The pdf file with all necessary documents will be reflected

5. Check the **Document** boxes

6. Click **Upload**

Select a submission package: Full Submission Package

Package Documents	Status
<input checked="" type="checkbox"/> AUS Results (run in BrokerIQ or attach Broker AUS)	Required
<input checked="" type="checkbox"/> Assets - Most recent bank statement(s) or 1003 w/ Assets Section Completed	Required
<input checked="" type="checkbox"/> Broker Initial 1003 - Signed by LO	Required
<input checked="" type="checkbox"/> Broker Fee Itemization	Required
<input checked="" type="checkbox"/> Broker Credit Report	Required
<input type="checkbox"/> Letter of Explanation for All Derog Credit	Optional
<input type="checkbox"/> Acknowledgement of Receipt of Loan Estimate	Optional
<input type="checkbox"/> Anti-Steering Disclosure Signed and Dated a Time of Lock (Lender Paid Transaction Only)	Optional
<input type="checkbox"/> E-sign Certificate (Required when broker uses e-sign service to obtain borrower signatures)	Optional
<input type="checkbox"/> Other Description	

1. Check the documents from the list that are included in your file
2. Click "Browse" or Drag & Drop your file in the box below.
3. Click the "Upload" button

BROWSE Drag & Drop Files

1). Nancy Testfisher Sub Package Large.pdf

Cancel

UPLOAD

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

- The Package Upload step will indicate complete
- The uploaded pdf files will be reflected

Edit 1003
Credit / AUS (optional)
Pricing/Loan
Submission Form
Package Upload
Review & Finalize

BACK
NEXT

Select a submission package: Full Submission Package

Package Documents	Status
AUS Results (run in BrokerIQ or attach Broker AUS)	✓
Broker Credit Report	✓
1003 DI Addendum	✓
Broker Initial 1003 - Signed by LO	✓
Broker Fee Itemization	✓
<input type="checkbox"/> Purchase Agreement	Optional
<input type="checkbox"/> Assets - Most recent bank statement(s) or 1003 w/ Assets Section Completed	Optional
<input type="checkbox"/> Two Years Tax Returns or Minimum Per AUS Findings	Optional
<input type="checkbox"/> E-sign Certificate (Required when broker uses e-sign service to obtain borrower signatures)	Optional
<input type="checkbox"/> Anti-Steering Disclosure Signed and Dated a Time of Lock (Lender Paid Transaction Only)	Optional
<input type="checkbox"/> Income - Paystubs, Written VOE or W2s	Optional
<input type="checkbox"/> Letter of Explanation for All Derog Credit	Optional
<input type="checkbox"/> Two Years Business Tax Returns When Ownership is Greater than 24%	Optional
<input type="checkbox"/> Other Description	

1. Check the documents from the list that are included in your file
2. Click "Browse" or Drag & Drop your file in the box below.
3. Click the "Upload" button

BROWSE Drag & Drop Files

UPLOAD

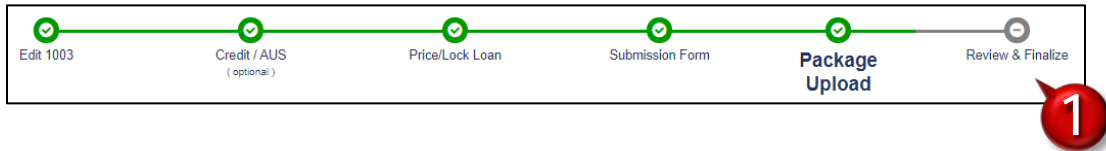
File types supported: pdf, doc, docx, txt, tif, jpg, jpeg, jpe. Max file size = 200MB

Uploaded Documents

aus_findings.pdf	AUS Findings
credit_report.pdf	Credit Findings
Nancy_Testfisher_Sub_Package_Large.pdf	AUS Results (run in BrokerIQ or attach Broker AUS) Broker Credit Report 1003 DI Addendum Broker Initial 1003 - Signed by LO Broker Fee Itemization

Review and Finalize

1. Click **Review & Finalize**



2. Complete the **Loan Submission** information, including:

- Ensure information is accurate
- Enter **Client Loan Number** (optional)
- Verify **Closing Date**

3. Click **Submit**

Loan Submission

Loan #: 2300216047
 Borrower: Clark Kent
 Address: 234 Metropolis St, Burbank CA
 Loan Amount: 764,142
 Loan Purpose: Refinance
 Loan Type: FHA
 Estimated Closing Date: 01/20/2023
 Date Registered: 12/15/2022

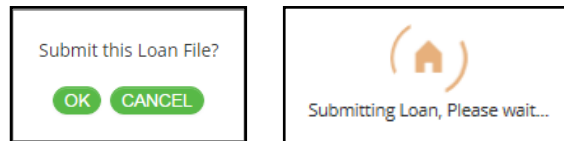
Client Loan #:

SAVE SUBMIT

2

4. Click **OK** to the “Submit this Loan File” pop-up

- A message will appear indicating “Submitting Loan”



- Check box confirming “**Submitted**”
- Broker can follow Loan Submission milestones to Funding
- New Tabs appear where Conditions can be uploaded

Loan #: 2000113221

Loan Amount: \$764,142 Loan Purpose: Refinance Loan Type: FHA
 Property Address: 234 Metropolis St, Burbank CA
 Loan Program: Conforming 30 Yr Fixed DU HighBal

03/28 03/28

Registered Submitted Submission Acceptance Disclosures Initial Underwriting Underwriting Review Final UW Review Ready For Docs Suspended Closing Prep Closing Docs Funding

Home Start Loan Pricing Pipeline Messages Alerts Locks Account Turn Times

View 1003 Loan Details Loan Documents Open Conditions Price & Lock Requests E-Signed Disclosures

Complete Loan Status information is not yet available, please check back later.
 If you have any questions about the status of your loan, please contact your account executive.

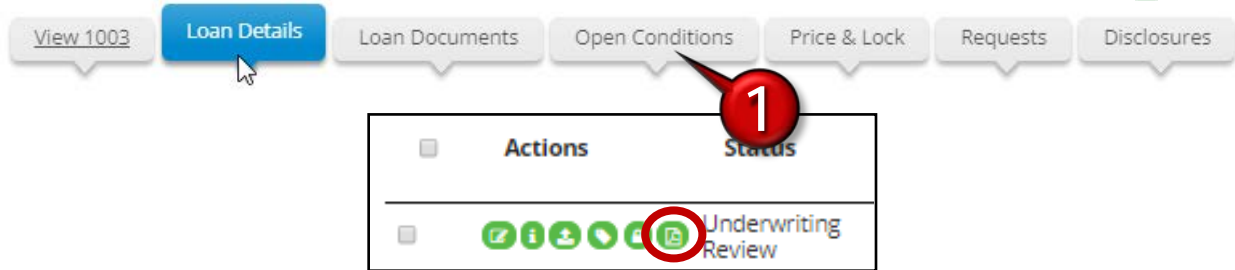
Scroll down for Loan Information, Carrington Contacts, Application Dates, TRID Dates, Closing Dates, and Document Dates

Loan Information		
Borrower: Clark Kent	Loan Purpose: CashOut	
Property Address: 234 Metropolis St. Burbank, CA 91506	Loan Status: Submitted	
Loan Officer: Empower Tester Phone: (555) 555-5555		
Broker Processor: Empower Tester Phone: (555) 555-5555		
My Loan Detail No Certification Complete		
Key Lender Contacts		
Application Dates	TRID Dates	Closing Dates
1003 Date: 12/15/21	eSign Consent Date:	Closing Disclosure Mailed Deadline:
Disclosure Compliance Completed:	Intent To Proceed:	Closing Disclosure Received Deadline:
Document Dates	Initial LE Date:	Clear To Close Date:
Approval Date:	LE Received Date:	Estimated Closing Date: 01/20/23
Approval Expiration:	Revised LE Date:	First Payment Date: 03/01/23
Appraisal Received:	Revised LE Received Date:	Closing Package Reviewed Date:
Appraisal Ordered:	Closing Docs Ordered Date:	Closing Date/Time:
	Initial CD Date:	Wired Date:
	CD Received Date:	Funded Date:
	Revised CD Date:	
	Revised CD Received Date:	

Conditions Management

1. Click the **Open Conditions** Tab

- Alternatively from the Pipeline, search for the Loan and click the Conditions button



Underwriting Conditions

Condition Information is shared between Broker IQ and Carrington’s LOS in real time.

Condition Status:

- Added** – Condition has been added
- Reviewed** – Carrington Account Manager has accepted your condition
- AM Re-Requested** – Carrington Account Manager / Underwriter has rejected your condition
- UW Re-Requested** – Carrington Underwriter has rejected your condition
- Cleared** – Carrington Account Manager / Underwriter has accepted and cleared the condition
- Waived** – Carrington Underwriter has waived the condition

Note: Use the **Filter Conditions** drop-down to review conditions in a particular status.

Filter Conditions: Show All		Prior to	Uploaded	Status	Status Date
Miscellaneous Conditions					
Missing CMS Disclosure Package Please encourage bwr to eSign the eDisclosure pkg, including the Intent to Proceed. If bwr cannot eSign, the entire disclosure pkg is available in BrokerIQ for download/wet-signing purposes.*addtl conditions may apply if entire pkg is not returned signed*		Approval		Added	09/19/22
Revised LE and CoC (Survey) Please provide ONE of the following: A Revised LE and CoC issued within 3 business days of loan submission to Carrington adding the required Survey fee OR Confirmation via Email that a Title Affidavit showing no survey required will be ordered/provided.		Approval		Added	09/19/22
Anti Steering Form					
Anti-Steering Disclosure Fully completed and executed Anti-Steering Disclosure		Documents	09/13/22	Updated Documentation Needed	11/22/22
Broker Anti-Steering Disclosure Fully completed and executed broker provided Anti-Steering disclosure.		Approval	09/13/22	Updated Documentation Needed	11/22/22
Bank Statements					
Assets-Bank Statements Provide All Pages Of Banks Statements For Account At [insert Bank Name]. Document and trail source of funds for any large non-payroll deposits.		Documents	09/13/22	Received	09/14/22
Closing Protection Letter					
Title-Closing Protection Letter Carrington Mortgage Services to show as loss payee and letter to include Carrington loan number. For non-CPL states, provide the closer's fidelity bond with minimum coverage of \$500,000.		Documents	09/13/22	Submitted for Review	11/22/22

Re-requested Conditions may contain Notes pertaining to the re-request.

Assets – Letter of Explanation		Prior to	Uploaded	Status	Status Date
[A-003] Assets-Access to Funds Provide signed letter from [] verifying borrower has 100% access to joint assets	**Borrower didn't sign letter.	Documents	09/01/19	Rerequested	09/05/19

Cleared and Waived Conditions appear at the bottom and no longer allow Uploaded Files.

Cleared/Waived Conditions		Prior to	Uploaded	Status	Status Date
[P-072] Property-Sales Contract Provide fully executed Sales Contract with all addendums.		Documents	09/01/19	Cleared	09/03/19
[C-010] Credit – Inquiries LOE Provide signed letter of explanation to explain the credit inquiries shown on the borrower's credit report.		Documents		Waived	09/01/19

Requesting Condition Review

Requesting a condition review is a two-step process. Be sure to complete both steps so that the Account Manager will be notified of the condition review request.

1. [Upload Conditions](#) - uploading documents and attaching to an open condition
2. [Request Condition Review](#) – requesting either an Interim, Final, or Suspense Condition Review

Upload Conditions

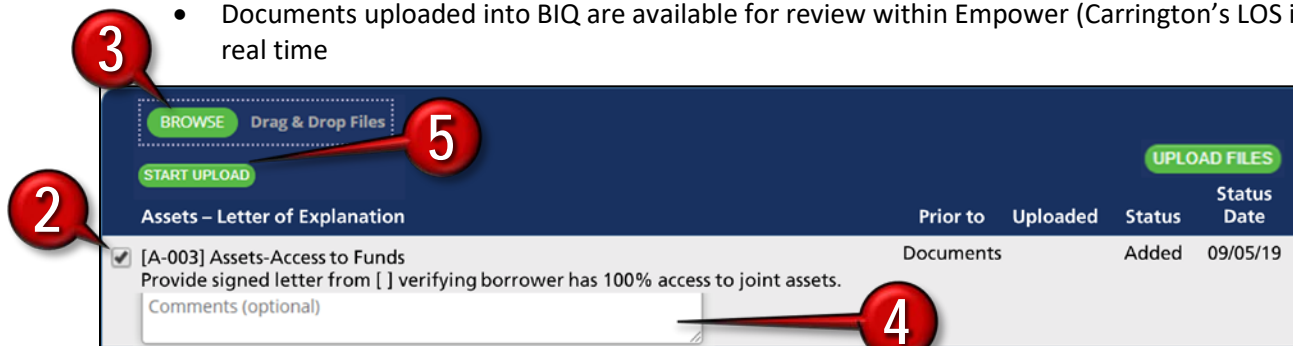
1. Click **Upload Files**



Assets – Letter of Explanation	Prior to	Uploaded	Status	Status Date
[A-003] Assets-Access to Funds Provide signed letter from [] verifying borrower has 100% access to joint assets.	Documents		Added	09/05/19

2. Click the **Checkmark** next to the condition
3. Click **Browse** to locate files
 - Can also drag & drop files
4. Enter any **Comments**, if applicable
5. Click **Start Upload**

- Documents uploaded into BIQ are available for review within Empower (Carrington’s LOS in real time)

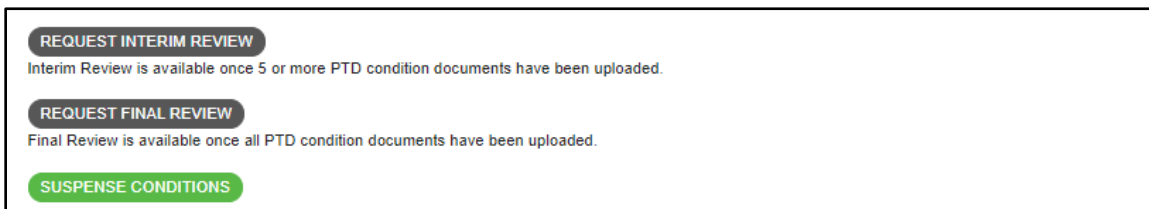
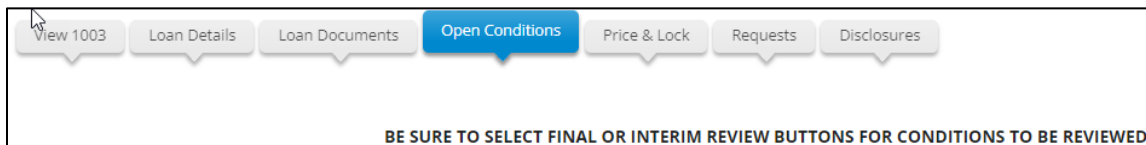


Assets – Letter of Explanation	Prior to	Uploaded	Status	Status Date
<input checked="" type="checkbox"/> [A-003] Assets-Access to Funds Provide signed letter from [] verifying borrower has 100% access to joint assets. Comments (optional)	Documents		Added	09/05/19

Request Condition Review

- a. Click either:
- **Request Interim Review** – Use this option to submit an interim condition review request. A minimum of 5 uploaded conditions are required for this option to be available.
 - **Request Final Review** – Use this option to submit a final review request. All conditions must be uploaded for this option to become available.
 - **Suspense Conditions** – Use this option when submitting suspense conditions. Option will display and is available when a loan has been reviewed and suspended by an underwriter.

Tip: These options will turn **Green** when available. If no option becomes available after uploading conditions, then refresh your screen by clicking F5. A minimum of 5 conditions must be uploaded for the Interim Review button to be available and turn green.



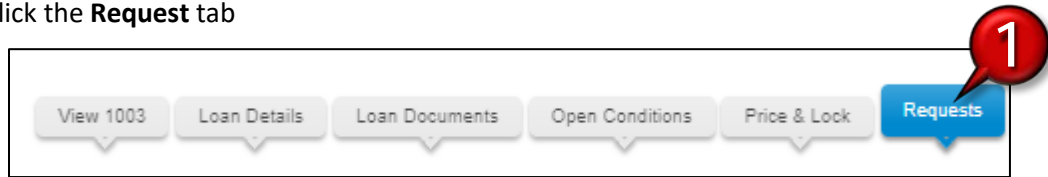
Important: If a subsequent Interim Review is requested, then an informational message will display. Selecting OK will reset the resubmission date to the current date. This will push the loan back in the Account Manager’s condition review queue.



Requests

Use the Request tab to request a Change of Circumstance, Closing Disclosure, or Closing Documents.

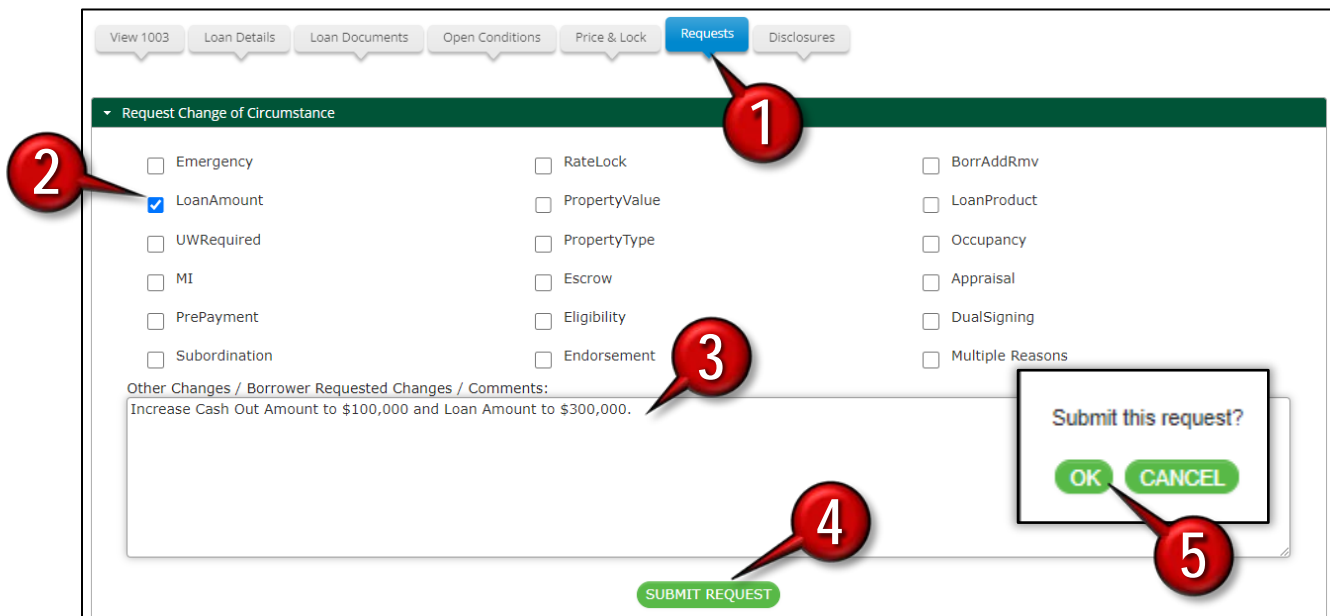
1. Click the **Request** tab



Change of Circumstance

1. Click the **Request Change of Circumstance** header to expand the section
2. Click the **Checkmark** next to the item being updated
 - Multiple items can be selected
3. Enter any **Comments** to clarify specifics of the change
4. Click **Submit** request
5. Click **OK** to confirm request or **Cancel** to cancel request

Note: Upon submission, an email will be sent to the assigned Account Manager notifying them of the request.



Request Closing Disclosure

The Request Closing Disclosure option is available once the loan is **Locked** and **Approved**.

1. Click the **Request Closing Disclosure** header to expand the section
2. Enter all information
 - Fields with red asterisk (*) are Required
3. Check the **Document** boxes
4. Click **Browse** to locate files
 - Can also drag & drop files
5. Click **Upload**
 - Documents uploaded into BIQ are available for review within Encompass 360 in real time

The screenshot shows the 'Request Closing Disclosure' form in a web application. Callout 1 points to the 'Request Closing Disclosure' header. Callout 2 points to the 'Estimated Closing Date' field, which is marked with a red asterisk and contains the date '12/23/2022'. Callout 3 points to the 'Documents' table. Callout 4 points to the 'BROWSE' button. Callout 5 points to the 'UPLOAD' button.

1 Request Closing Disclosure

2 Estimated Closing Date: * 12/23/2022

Title Only Borrowers/Email Addresses: Susie Homeowner / susie@test.com

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**

Documents	Status	Template
<input checked="" type="checkbox"/> Closing Disclosure Contact Sheet	Required	
<input checked="" type="checkbox"/> Invoices (Appraisal, Credit Report, etc.)	Required	
<input checked="" type="checkbox"/> Prelim CD/Title Est. Settlement Statement	Required	

BROWSE Drag & Drop Files

UPLOAD

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

6. Click **Request CD**
7. Click **OK** to confirm request or **Cancel** to cancel request

Note: Upon submission, an email will be sent to the assigned Account Manager notifying them of the request.

The screenshot shows the bottom portion of the form. Callout 6 points to the 'REQUEST CD' button. Callout 7 points to the 'Submit Request?' dialog box, which contains 'OK' and 'CANCEL' buttons.

6 REQUEST CD

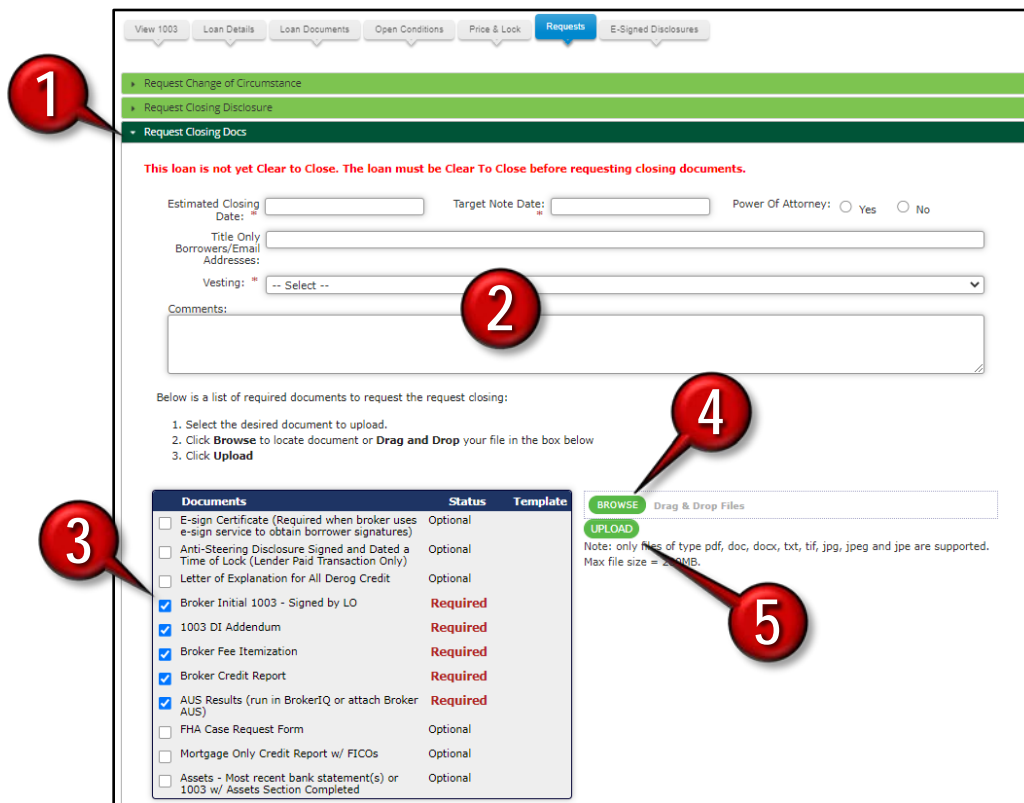
7 Submit Request?
OK CANCEL

Request Closing Docs

The Request Closing Docs option is available once the loan is in **Closing Preparation status**.

1. Click the **Request Closing Docs** header to expand the section
2. Enter all information
 - Fields with red asterisk (*) are Required
3. Check the **Document** boxes
4. Click **Browse** to locate files
 - Can also drag & drop files
5. Click **Upload**

Documents uploaded into BIQ are available for review within Encompass 360 in real time



1

2

3

4

5

Documents

Documents	Status	Template
<input type="checkbox"/> E-sign Certificate (Required when broker uses e-sign service to obtain borrower signatures)	Optional	
<input type="checkbox"/> Anti-Steering Disclosure Signed and Dated a Time of Lock (Lender Paid Transaction Only)	Optional	
<input type="checkbox"/> Letter of Explanation for All Derog Credit	Optional	
<input checked="" type="checkbox"/> Broker Initial 1003 - Signed by LO	Required	
<input checked="" type="checkbox"/> 1003 DI Addendum	Required	
<input checked="" type="checkbox"/> Broker Fee Itemization	Required	
<input checked="" type="checkbox"/> Broker Credit Report	Required	
<input checked="" type="checkbox"/> AUS Results (run in BrokerIQ or attach Broker AUS)	Required	
<input type="checkbox"/> FHA Case Request Form	Optional	
<input type="checkbox"/> Mortgage Only Credit Report w/ FICOs	Optional	
<input type="checkbox"/> Assets - Most recent bank statement(s) or 1003 w/ Assets Section Completed	Optional	

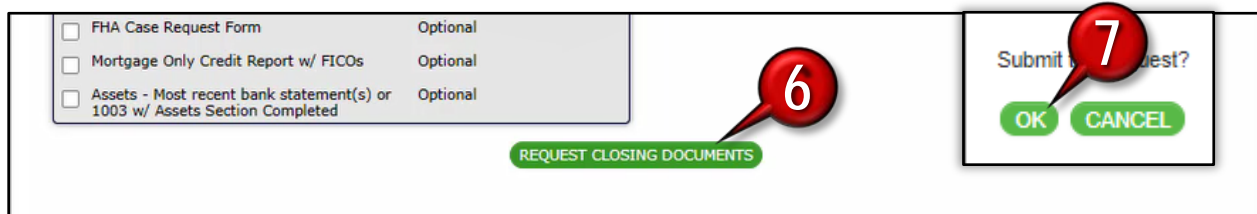
BROWSE Drag & Drop Files

UPLOAD

Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported. Max file size = 25MB.

6. Click **Request Closing Documents**
7. Click **OK** to confirm the request or **Cancel** to cancel the request

Note: Upon submission, an email will be sent to the assigned Account Manager notifying them of the request.



Stored Loan Documents

All documents uploaded to a loan file (including Condition Documents) can be viewed within the **Loan Documents** tab.



Broker Uploaded Documents	Received	Size	Description
Bank_Statements(2).pdf	09/04/2019	33Kb	Recent Bank Statements Thru 8/31/19
Bank_Statements.pdf	09/04/2019	33Kb	Recent Bank Statements Thru 8/31/19
IT_FORM(2).pdf	09/03/2019	287Kb	Test comment for P-015
Test_1003.docx	09/03/2019	12Kb	This is for A-005 Condition Only - test
IT_FORM.pdf	09/03/2019	287Kb	This is for A-004 Condition Only - test
Test_Ephesoft_Package.pdf	08/16/2019	9128Kb	Purchase Agreement Assets - Most recent bank statement(s) or 1003 w/ Assets Section Completed Two Years Tax Returns or Minimum Per AUS Findings Income - Paystubs, Written VOE or W2s Broker Initial 1003 - Signed by LO 1003 DI Addendum Broker Fee Itemization Broker Credit Report

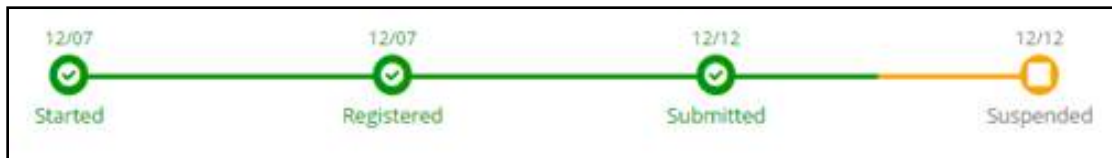
Document	File name	Received	Size	Description	Download
Lock Form	Lock form 8/16/2019 2:33:18 PM	2019-08-16 12:33:18 PDT	55Kb		
Broker Conditions	Test_Ephesoft_Package.pdf	2019-08-16 12:33:18 PDT	7363Kb		

Milestones

- Green check mark indicates milestone has completed
 - This loan is in Submission Acceptance milestone



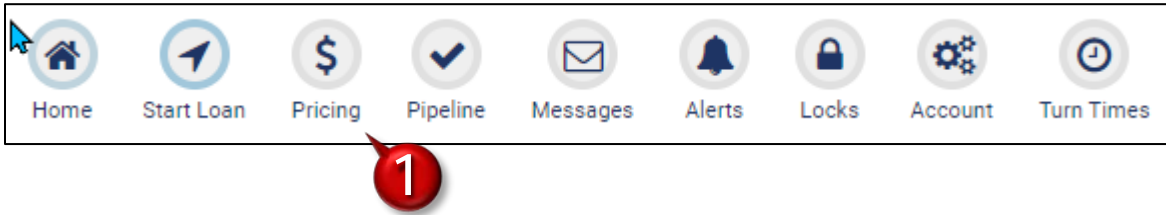
- Suspended will only appear if file is in a suspended status



Quick Pricer

Note: All pricing is displayed as Borrower-Paid Compensation

1. Click **Pricing** icon



2. Enter short **Loan Parameter** fields
3. Click **Get Pricing**

Quick Pricer

Home Start Loan Pricing Advantage iQu

Loan Scenario

Mortgage Information

Non-QM No Yes

Loan type *

Loan purpose *

Doc type *

Loan term *

Amortization * Fixed ARM

Low-Mid FICO *

DTI *

Underwriting Result *

Is there a Co-Borrower? * No Yes

Self Employed * No Yes

Do you want to finance the upfront MIP? * No Yes

Agency Program

Mortgage Lates? * No Yes

Foreclosure? * No Yes

Bankruptcy? * No Yes

Property Information

Property zip *

Property state *

Property city *

Property type *

Units *

Occupancy type *

Comp Source *

Lender fee buyout * No Yes (Fee bought-out)

Purchase price *

Est. value *

Loan amount *

Subordinate financing

LTV *

CLTV

Gross loan amount

Lock Term:

GET PRICING

- CPPE pricing screens will appear
 - **Update Scenario** returns Broker to previous screen with entered data
4. Click Check mark for Rate and Pricing chosen
 5. Pricing Adjustments populate
 6. Click Continue or Email to have it sent electronically

Today's pricing has expired and is no longer available. Pricing will be available the following business day. Please come back during that time to request the lock

Rate	APR	45 Day Price	Rebate/ Discount	P&I	MI	PIMI
XCMS- Original FHA 30 Yr Fixed FICO 641+						
5.000	6.032	99.662	\$1,709	2714	352	3066
5.125	6.126	100.142	(\$718)	2753	352	3105
5.250	6.252	100.192	(\$971)	2792	352	3144
5.375	6.378	100.659	(\$3,332)	2831	352	3183
5.500	6.504	101.122	(\$5,674)	2871	352	3223
5.625	6.631	101.585	(\$8,015)	2910	352	3262
5.750	6.757	101.025	(\$5,183)	2950	352	3302
5.875	6.883	101.487	(\$7,519)	2991	352	3343
6.000	7.009	101.908	(\$9,628)	3031	352	3383
6.125	7.136	102.304	(\$11,651)	3072	352	3424
6.250	7.262	101.469	(\$7,428)	3113	352	3465
6.375	7.388	101.876	(\$9,486)	3154	352	3506
6.500	7.515	102.270	(\$11,479)	3196	352	3548
6.625	7.641	102.664	(\$13,471)	3237	352	3589
6.750	7.767	101.652	(\$8,354)	3279	352	3631

Pricing Snapshot

Program Name: XCMS- Original FHA 30 Yr Fixed FICO 641+
Comp Source: BorrowerPaid
Lock Term: 45 Day
P&I Payment: \$2991
MI Payment: \$352
Lender Fee Buyout: No
Applied lender credit: \$7519

Base	Rate	Price
	5.875	101.125

Adjustments	Rate	Price
Search Entity (#) is TPO, And FICO is 680 +		0.250
Buyout Lender Fee		-0.138
PURCHASE SPECIAL		0.250

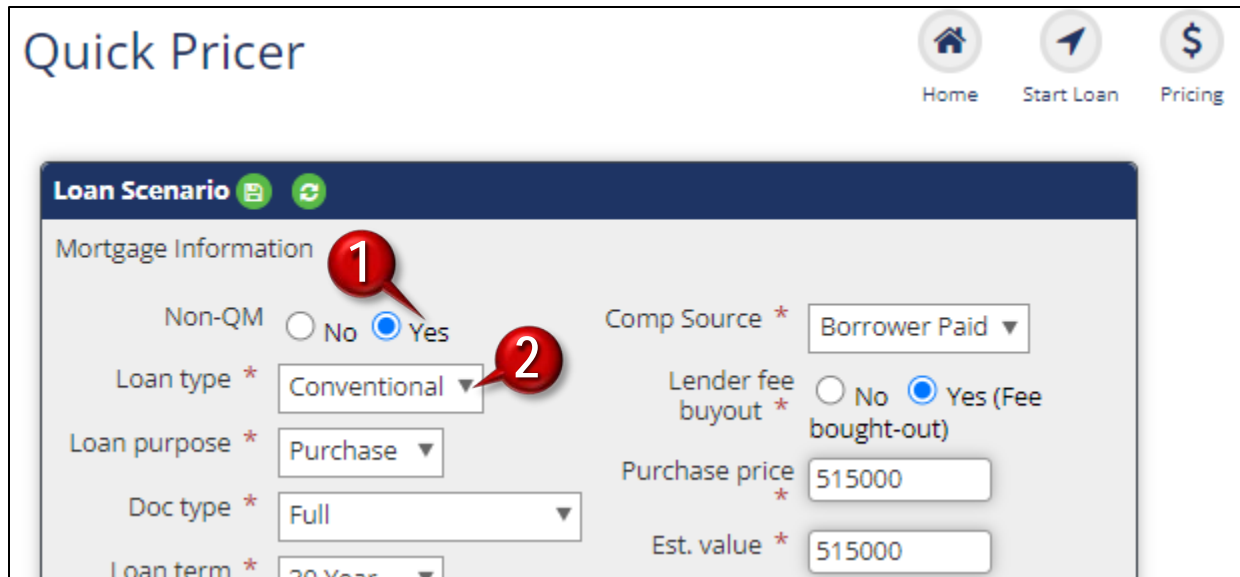
Final	Rate	Price
	5.875	101.487

CONTINUE
EMAIL

Non-Agency Loans - Quick Pricer

When working with Non-Agency loans:

1. From the **Non QM** section under Loan Scenario heading, select the **Yes** bubble
2. Ensure the **Loan Type is Conventional**



Quick Pricer

Home Start Loan Pricing

Loan Scenario

Mortgage Information

Non-QM No Yes

Loan type *

Loan purpose *

Doc type *

Loan term *

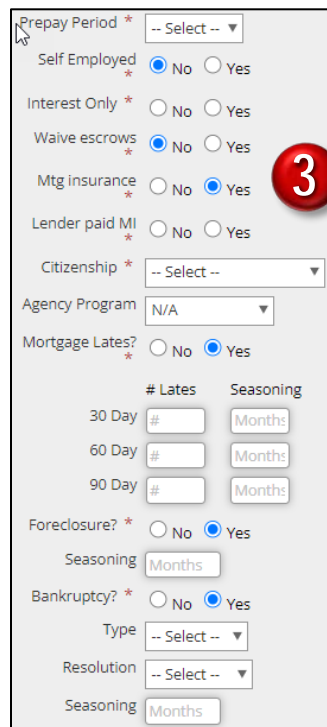
Comp Source *

Lender fee buyout * No Yes (Fee bought-out)

Purchase price *

Est. value *

3. Complete all All **Non-Agency UW** information



Prepay Period *

Self Employed * No Yes

Interest Only * No Yes

Waive escrows * No Yes

Mtg insurance * No Yes

Lender paid MI * No Yes

Citizenship *

Agency Program

Mortgage Lates? * No Yes

	# Lates	Seasoning
30 Day	<input type="text" value="#"/>	<input type="text" value="Months"/>
60 Day	<input type="text" value="#"/>	<input type="text" value="Months"/>
90 Day	<input type="text" value="#"/>	<input type="text" value="Months"/>

Foreclosure? * No Yes

Seasoning

Bankruptcy? * No Yes

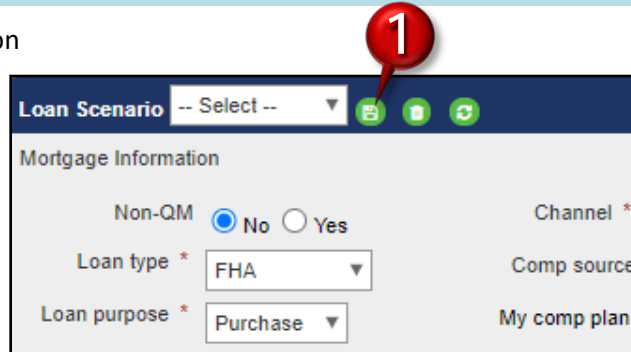
Type

Resolution

Seasoning

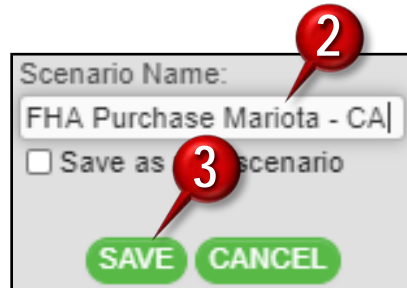
Save Quick Pricer Scenario

1. Click the **Save** icon



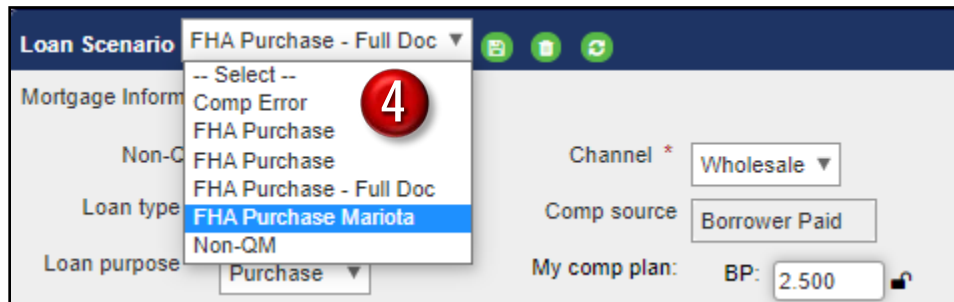
The screenshot shows the 'Loan Scenario' form. At the top, there is a dropdown menu labeled 'Loan Scenario' with the text '-- Select --'. To the right of this dropdown are three icons: a save icon (a floppy disk), a trash icon, and a refresh icon. A red callout bubble with the number '1' points to the save icon. Below the dropdown is the 'Mortgage Information' section, which includes fields for 'Non-QM' (radio buttons for 'No' and 'Yes'), 'Loan type' (dropdown menu with 'FHA' selected), 'Loan purpose' (dropdown menu with 'Purchase' selected), 'Channel *', 'Comp source', and 'My comp plan'.

2. Enter a **Scenario Name**
3. Click **Save**



The screenshot shows a dialog box titled 'Scenario Name:'. The text input field contains 'FHA Purchase Mariota - CA'. Below the input field is a checkbox labeled 'Save as scenario'. At the bottom of the dialog are two buttons: 'SAVE' and 'CANCEL'. A red callout bubble with the number '2' points to the input field, and another red callout bubble with the number '3' points to the 'SAVE' button.

4. Use the **Loan Scenario** drop-down to locate the Scenario



The screenshot shows the 'Loan Scenario' form with the dropdown menu open. The dropdown menu lists several options: '-- Select --', 'Comp Error', 'FHA Purchase', 'FHA Purchase', 'FHA Purchase - Full Doc', 'FHA Purchase Mariota', and 'Non-QM'. The 'FHA Purchase Mariota' option is highlighted in blue. A red callout bubble with the number '4' points to this highlighted option. The background form shows the 'Mortgage Information' section with 'Channel *' set to 'Wholesale', 'Comp source' set to 'Borrower Paid', and 'My comp plan' set to 'BP: 2.500'.

Document Retrieval

1. Click **Request Document** icon next to desired document

Loan Documents

To Upload Documents:
 1. Select a document type
 2. Drag a file into the area to the right or click "Select File"
 3. Click the "Upload" button

Description
Browse Drag & Drop Files
Upload
Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported. Maximum file size is 100MB.

Broker Uploaded Documents	Received	Size	Description
Test_DU_PIW(2).pdf	09/24/2018	3668Kb	test
Test_DU_PIW.pdf	09/24/2018	3668Kb	1003 - Signed and dated by Loan Officer Fee Worksheet Broker Credit Report TRID Service Provider List CMS Borrower Authorization VA 26-1880 Eligibility Certificate AVM
aus_findings.pdf	09/24/2018	14Kb	DU Results from 2018-09-24 14:09:21

Document	File name	Received	Size	Description	Download
SSA Signed Form	Test DU - PIW.pdf	2018-10-09 14:09:02 PDT	838Kb		Request Document
Underwriter Cover Letter	Test disclosure package - TEBE auto assign test 1.pdf	2018-10-09	56Kb		Request Document

- "Requesting Document" message will appear



2. Once document has been retrieved from Encompass, click **Download** icon

Loan Documents

To Upload Documents:
 1. Select a document type
 2. Drag a file into the area to the right or click "Select File"
 3. Click the "Upload" button

Description
Browse Drag & Drop Files
Upload
Note: only files of type pdf, doc, docx, txt, tif, jpg, jpeg and jpe are supported. Maximum file size is 100MB.

Broker Uploaded Documents	Received	Size	Description
Test_DU_PIW(2).pdf	09/24/2018	3668Kb	test
Test_DU_PIW.pdf	09/24/2018	3668Kb	1003 - Signed and dated by Loan Officer Fee Worksheet Broker Credit Report TRID Service Provider List CMS SU Borrower Authorization VA 26-1880 Eligibility Certificate AVM
aus_findings.pdf	09/24/2018	14kb	DU Results from 2018-09-24 14:09:21

Document	File name	Received	Size	Description	Download
SSA Signed Form	Test DU - PIW.pdf	2018-10-09 14:09:02 PDT	838Kb		Request Document Download

Lock Extension

1. Click **Requests** tab
2. Select **Extend Lock** Timeframe
3. Enter **Comments**
4. Click **Submit Request**
 - Lock Desk will process and provide confirmation

View 1003 Loan Details Loan Documents Open Conditions Price & Lock **Requests** Disclosures

Request Lock Extension

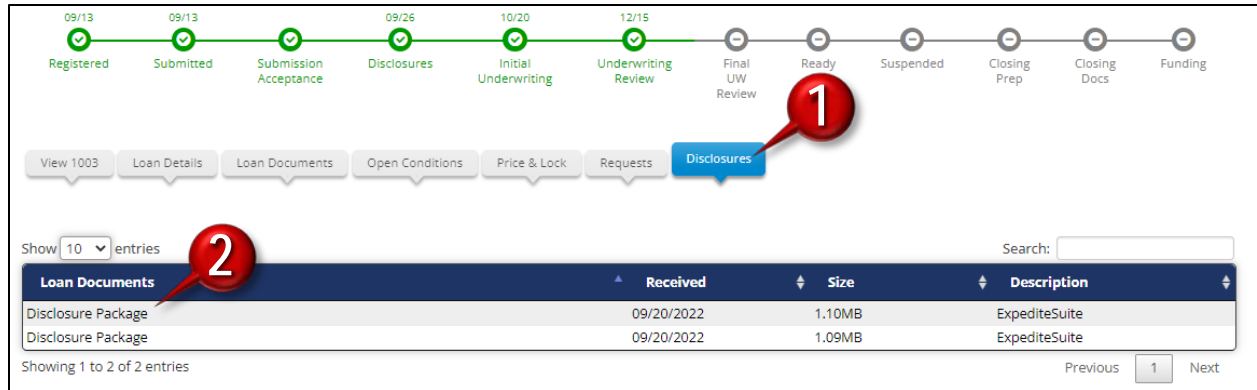
Extend Lock: 7 DAY (0.062)

Comments:
Test - please extend my lock for 7 more days.

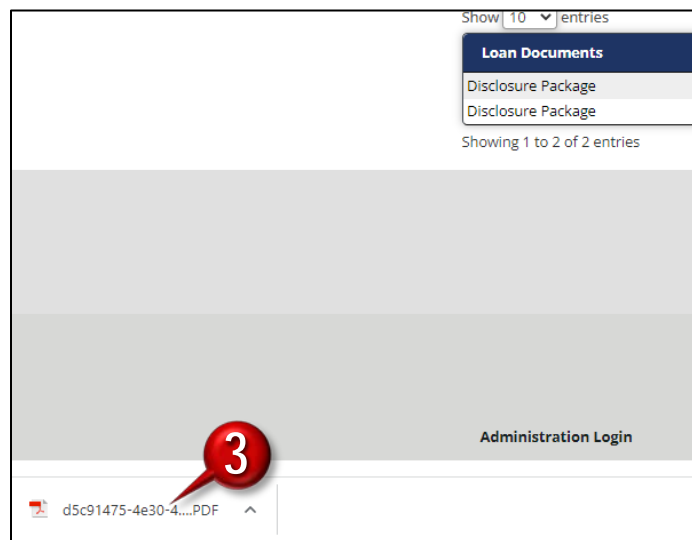
SUBMIT REQUEST

Disclosures

1. Click **Disclosures**
2. Click the **Disclosure Package** you would like to open

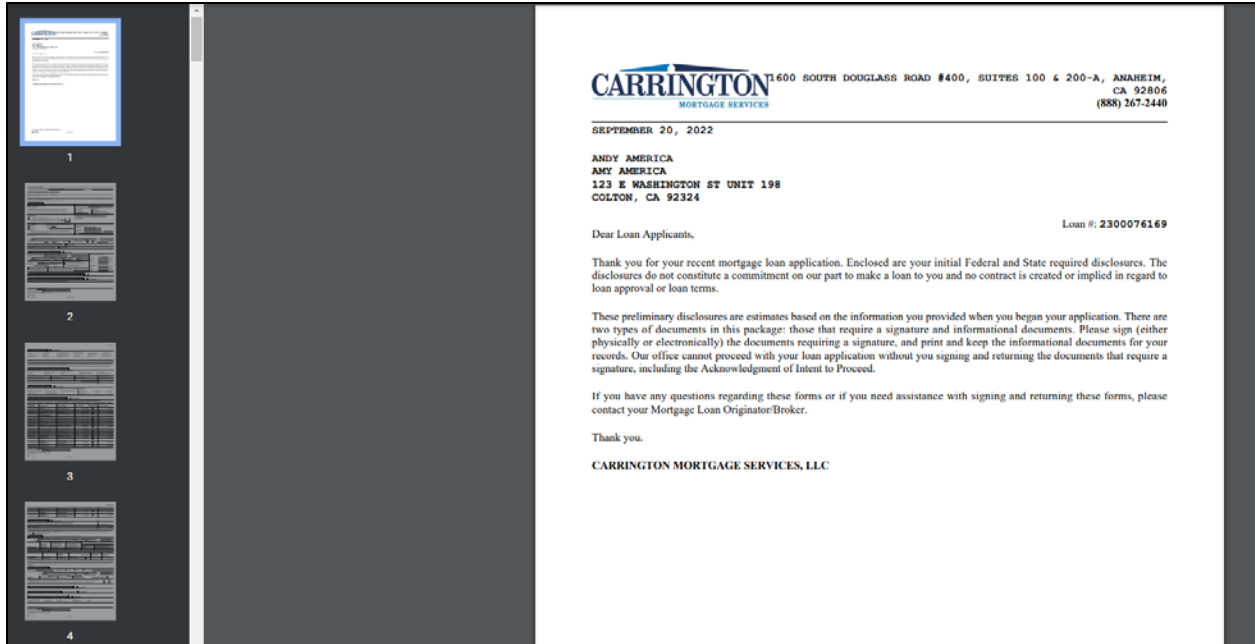


3. PDF is reflected in bottom left hand corner. Click it to open the Document



NOTE: Disclosure Tab Reflects:

- Initial Disclosure Package
- Re-Disclosure Package
- Pre-Closing Package
- Revised Pre-Closing Package



CARRINGTON 1600 SOUTH DOUGLASS ROAD #400, SUITES 100 & 200-A, ANAHEIM, CA 92806
MORTGAGE SERVICES (888) 267-2440

SEPTEMBER 20, 2022

ANDY AMERICA
AMY AMERICA
123 E WASHINGTON ST UNIT 198
COLTON, CA 92324

Loan #: 2300076169

Dear Loan Applicants,

Thank you for your recent mortgage loan application. Enclosed are your initial Federal and State required disclosures. The disclosures do not constitute a commitment on our part to make a loan to you and no contract is created or implied in regard to loan approval or loan terms.

These preliminary disclosures are estimates based on the information you provided when you began your application. There are two types of documents in this package: those that require a signature and informational documents. Please sign (either physically or electronically) the documents requiring a signature, and print and keep the informational documents for your records. Our office cannot proceed with your loan application without you signing and returning the documents that require a signature, including the Acknowledgment of Intent to Proceed.

If you have any questions regarding these forms or if you need assistance with signing and returning these forms, please contact your Mortgage Loan Originator/Broker.

Thank you.

CARRINGTON MORTGAGE SERVICES, LLC

1

2

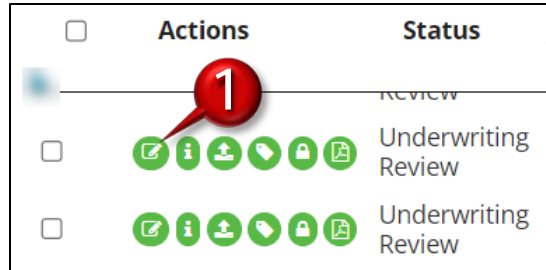
3

4

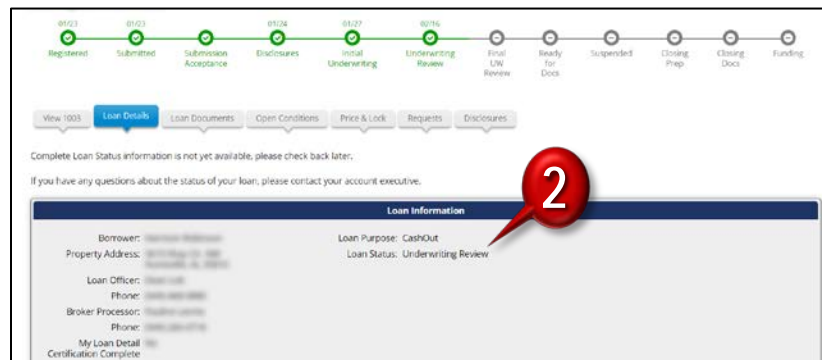
Important Tabs

Loan Details Tab

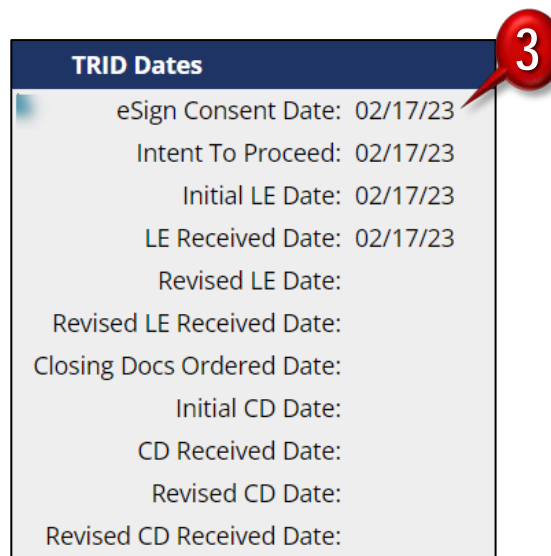
1. Click the **Edit** button



2. Review **Loan Status**

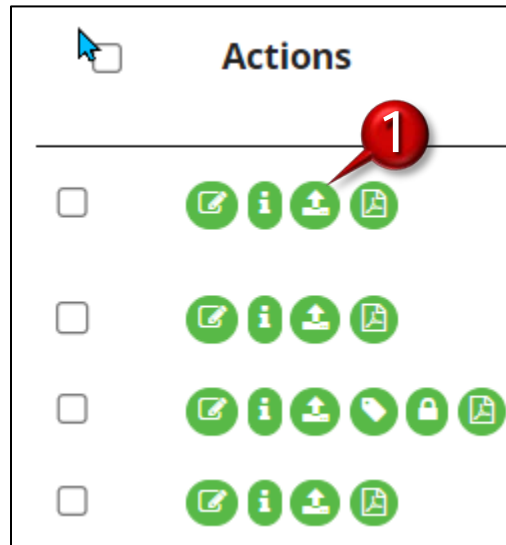


3. Review **TRID Dates**



Loan Documents

1. Click the **Loan Documents** (third button) from the left

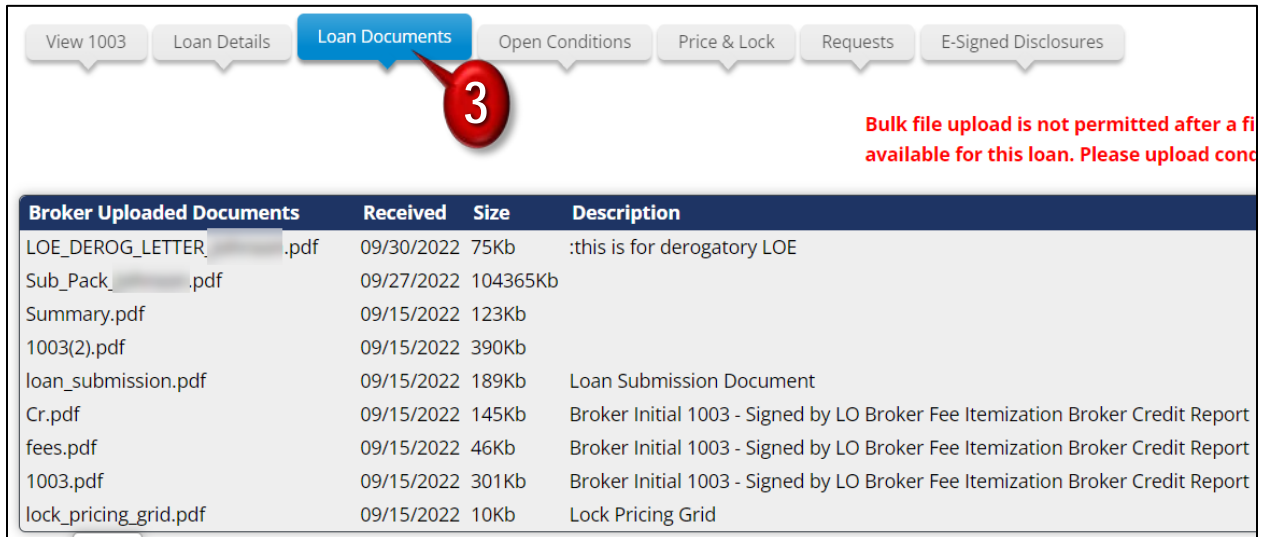


2. Review all pdf **Documents** that have been uploaded with date received. Click pdf to open document

Loan Documents

Broker Uploaded Documents	Received	Size	Description
LOE_DEROG LETTER .pdf	09/30/2022	75Kb	:this is for derogatory LOE
Sub_Pack .pdf	09/27/2022	104365Kb	
Summary.pdf	09/15/2022	123Kb	
1003(2).pdf	09/15/2022	390Kb	
loan_submission.pdf	09/15/2022	189Kb	Loan Submission Document
Cr.pdf	09/15/2022	145Kb	Broker Initial 1003 - Signed
fees.pdf	09/15/2022	46Kb	Broker Initial 1003 - Signed
1003.pdf	09/15/2022	301Kb	Broker Initial 1003 - Signed
lock_pricing_grid.pdf	09/15/2022	10Kb	Lock Pricing Grid

3. Another way to get to the Documents is to click the **Loan Documents** tab within the loan



Bulk file upload is not permitted after a file is available for this loan. Please upload conc

Broker Uploaded Documents	Received	Size	Description
LOE_DEROG_LETTER_...pdf	09/30/2022	75Kb	:this is for derogatory LOE
Sub_Pack_...pdf	09/27/2022	104365Kb	
Summary.pdf	09/15/2022	123Kb	
1003(2).pdf	09/15/2022	390Kb	
loan_submission.pdf	09/15/2022	189Kb	Loan Submission Document
Cr.pdf	09/15/2022	145Kb	Broker Initial 1003 - Signed by LO Broker Fee Itemization Broker Credit Report
fees.pdf	09/15/2022	46Kb	Broker Initial 1003 - Signed by LO Broker Fee Itemization Broker Credit Report
1003.pdf	09/15/2022	301Kb	Broker Initial 1003 - Signed by LO Broker Fee Itemization Broker Credit Report
lock_pricing_grid.pdf	09/15/2022	10Kb	Lock Pricing Grid

4. You can look for a specific document by typing in the **Search** box

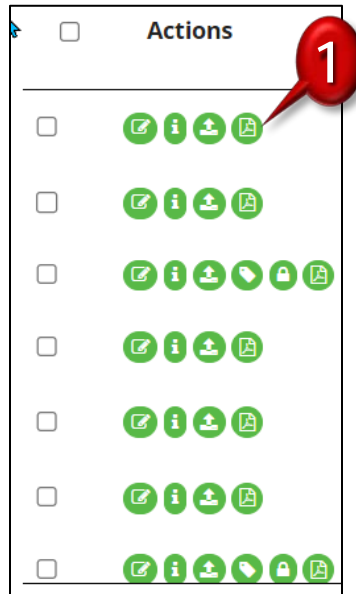


Show 10 entries Search: Credit

Document	File name	Received	Size	Description	Download
Equal Credit Opportunity Act Notice	Equal Credit Opportunity Act Notice	2022-09-19 10:57:51 PDT	22Kb		
Fair Credit Reporting Act	Fair Credit Reporting Act	2022-09-19 10:57:45 PDT	154Kb		
Income - Calculation Worksheet(s)	... credit.pdf	2022-09-29 15:06:39 PDT	575Kb		
Underwriting	...CREDITPRINTFILE	2022-09-29 11:46:25 PDT	1380Kb		

Open Conditions

- When a Loan comes back from Underwriting with a Conditional Approval, you will have the **Conditions** radial button. It will be the last button on the right. It could be the 4th, 5th, or 6th button.



- You can also access Conditions by clicking the **Open Conditions** tab



- Prior to** (Docs or Funding) is reflected
- Updated **Status** and **Status Dates** are shown

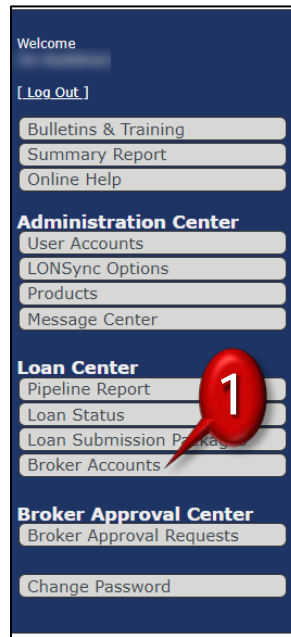
Filter Conditions: Show All

Miscellaneous Conditions	Prior to	Uploaded	Status	Status Date
[M-012] Closing- PITI Total New Housing Payment Including Taxes and Insurance Cannot Exceed \$	Funding		Added	09/29/22
[M-013] Closing: AKA Affidavit To be completed for all borrowers	Funding		Added	09/29/22
[M-042] VA-Final Typed App & Addendum Borrower Signed Initial 1003 Please provide the initial 1003 signed and dated by the borrower on or after 09/15/2022	Funding		Added	09/29/22
Compliance No history of	Documents		Added	09/16/22
Mortgage Loan Origination Agreement/Mortgage Broker Agreement Please provide executed applicable state disclosure.	Documents		Added	09/19/22
	Documents		Added	09/16/22

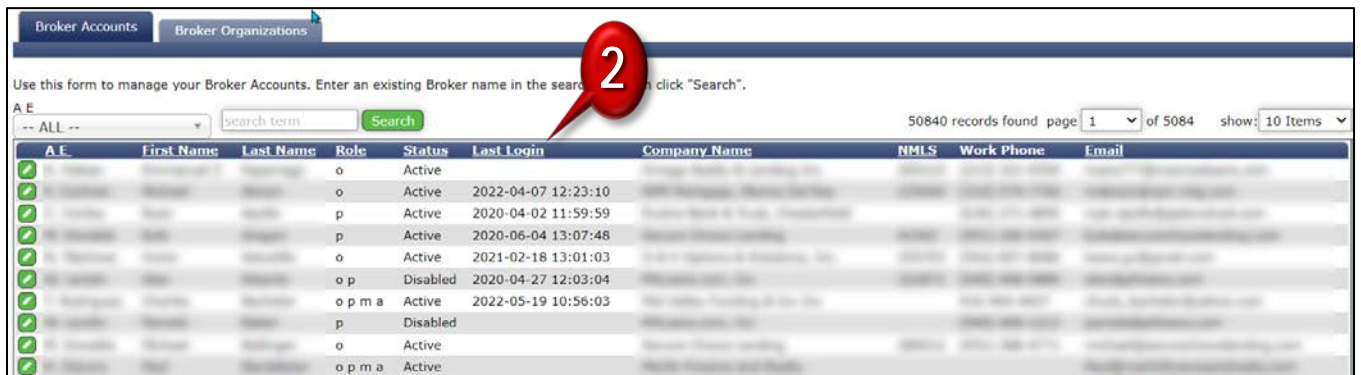
3 (points to the 'Status' column)
4 (points to the 'Status Date' column)

Last Login

1. Click **Broker Accounts** on the left side



2. Sixth column from Left **Last Login** reflects the last time each associate (i.e. your Loan Officers or Processors) accessed Broker IQ



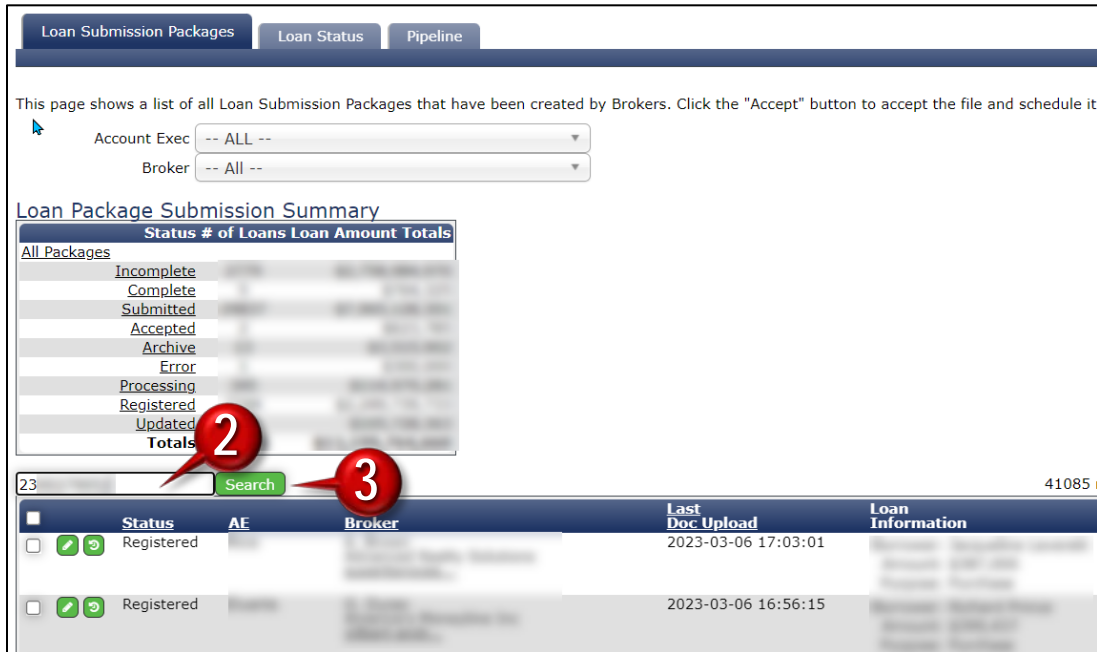
A.E.	First Name	Last Name	Role	Status	Last Login	Company Name	NMLS	Work Phone	Email
✓			o	Active					
✓			o	Active	2022-04-07 12:23:10				
✓			p	Active	2020-04-02 11:59:59				
✓			p	Active	2020-06-04 13:07:48				
✓			o	Active	2021-02-18 13:01:03				
✓			o p	Disabled	2020-04-27 12:03:04				
✓			o p m a	Active	2022-05-19 10:56:03				
✓			p	Disabled					
✓			o	Active					
✓			o p m a	Active					

Loan Number Search

1. Click **Loan Submission Packages**



2. Type **Loan Number** in the Search field
3. Click **Search**



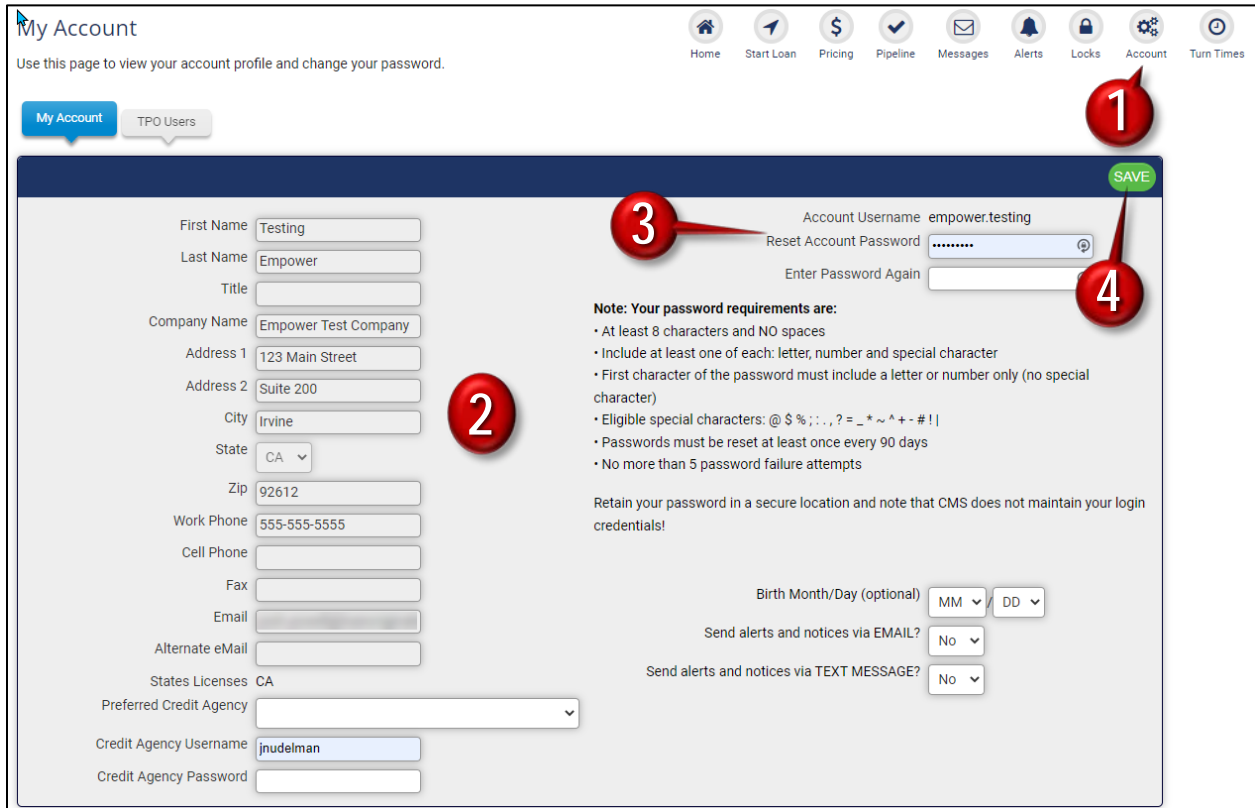
4. **Loan** you are searching for is now isolated



User Support

Modify Account Profile

1. Click **Profile**
2. Modify **Account Information** such as Name, Phone number, etc.
3. You can also reset and change your account **Password**
4. Click **Save**



My Account | TPO Users

Use this page to view your account profile and change your password.

Home | Start Loan | Pricing | Pipeline | Messages | Alerts | Locks | Account | Turn Times

1 (Callout to Account Username field)

2 (Callout to Address fields)

3 (Callout to Password fields)

4 (Callout to Save button)

SAVE

First Name:

Last Name:

Title:

Company Name:

Address 1:

Address 2:

City:

State:

Zip:

Work Phone:

Cell Phone:

Fax:

Email:

Alternate eMail:

States Licenses:

Preferred Credit Agency:

Credit Agency Username:

Credit Agency Password:

Account Username:

Reset Account Password:

Enter Password Again:

Note: Your password requirements are:

- At least 8 characters and NO spaces
- Include at least one of each: letter, number and special character
- First character of the password must include a letter or number only (no special character)
- Eligible special characters: @ \$ % ; : , ? = _ * ~ ^ + - # ! |
- Passwords must be reset at least once every 90 days
- No more than 5 password failure attempts

Retain your password in a secure location and note that CMS does not maintain your login credentials!

Birth Month/Day (optional) MM DD

Send alerts and notices via EMAIL?

Send alerts and notices via TEXT MESSAGE?

Broker IQ Support

For assistance with Broker IQ, send an Email to BrokerIQSupport@CarringtonMS.com

