

UHM DISCLOSURE PROGRAM

PARTNER TRAINING

UHM DISCLOSURE PROGRAM

Union Home Mortgage is proud to announce the launch of our UHM Disclosure Program! Your UHM Account Executive has already spoken to you about this program and you've read our bulletin! UHM is very excited to provide our partners with a choice to doing business with us. A brief summary of the benefits of this program are below.

Key differences in the process for the UHM Disclosure Program compared to current UHM process:

- Two Loan Submission Forms have been developed and must be used depending on the option you select.
- Option 1: UHM will Issue the Initial Application Package to the borrower including the Initial Loan Estimate and all state disclosures which results in less documents that are required to be provided by the broker.
- Option 2: Broker will Issue the Initial Application Package to the borrower including the Initial Loan Estimate and all state disclosures.
- The UHM Broker Coordinator will have more ownership of the loan files and clearing of conditions. This results in less touches required by the Underwriter assigned to the file.
- Less touches in underwriting results in more efficient initial underwriting turn-times, cleaner initial approvals, and a more efficient Clear-To-Close process.
- Revised Condition Sets make the conditions sheets easier to follow.

SUBMISSION FORMS PG. 1

- The new Submission forms can be found at: <http://www.uhwholesale.com/uhm-disclosure-program.html>
- These forms will be required with all Disclosure File submissions. UHM will not proceed with the file unless the submission form is received and complete.
- Pg. 1 displayed to the right is interactive and is to be completed in full.

Loan Submission Form: UHM Discloses



****Pre-Disclosure Package and 3.2 file upload must be received within 24 hours of initial application date for the file to be accepted and disclosed by UHM*****

****Union Home Mortgage does not allow use of any Affiliated Business Relationships****

BROKER INFORMATION			
Broker Company Name		Loan Officer Name	
3rd Party Processor (requires prior approval)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Loan Officer E-mail	
3rd Party Processing Company		Loan Officer Phone	
3rd Party Processing Company NMLS #		Account Executive	
Processor Name		UHM U/W Fee Bought Out of Rate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Processor E-mail		Broker Compensation	Lender Paid <input type="checkbox"/> Borrower Paid <input type="checkbox"/>
Processor Phone			
BORROWER INFORMATION			
Borrower Name		Co-Borrower Name	
Borrower E-mail		Co-Borrower E-mail	
Non-Borrowing Spouse Name		Non-Borrowing Spouse E-mail	
PROPERTY INFORMATION			
Property Address		Property State	Property Zip
Property City		Property Type	Choose an item
Property Value			
LOAN INFORMATION			
Loan Amount		Loan Purpose	Choose an item
Interest Rate		Occupancy	Choose an item
Est. Closing Date		Sale Price	
Escrows Waived	Yes <input type="checkbox"/> No <input type="checkbox"/>	UHM Escrow Transfer	Yes <input type="checkbox"/> No <input type="checkbox"/>
PRODUCT INFORMATION			
Product Type	Choose an item	Product Term	Choose an item
If Conventional select Agency	Choose an item	Mortgage Insurance PMI Coverage %	Choose an item
Down Payment Assist.	Yes <input type="checkbox"/> No <input type="checkbox"/>	DAF Name	

Loan Submission Form: Broker Discloses



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BROKER INFORMATION			
Broker Company Name		Loan Officer Name	
3rd Party Processor (requires prior approval)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Loan Officer E-mail	
3rd Party Processing Company		Loan Officer Phone	
3rd Party Processing Company NMLS #		Account Executive	
Processor Name		UHM U/W Fee Bought Out of Rate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Processor E-mail		Broker Compensation	Lender Paid <input type="checkbox"/> LP Comp % <input type="checkbox"/> Borrower Paid <input type="checkbox"/>
Processor Phone			
BORROWER INFORMATION			
Borrower Name		Co-Borrower Name	
Borrower E-mail		Co-Borrower E-mail	
Non-Borrowing Spouse Name		Non-Borrowing Spouse E-mail	
PROPERTY INFORMATION			
Property Address		Property State	Property Zip
Property City		Property Type	Choose an item
Property Value			
LOAN INFORMATION			
Loan Amount		Loan Purpose	Choose an item
Interest Rate		Occupancy	Choose an item
Est. Closing Date		Sales Price	
Escrows Waived	Yes <input type="checkbox"/> No <input type="checkbox"/>	UHM Escrow Transfer	Yes <input type="checkbox"/> No <input type="checkbox"/>
PRODUCT INFORMATION			
Product Type	Choose an item	Product Term	Choose an item
If Conventional select Agency	Choose an item	Mortgage Insurance PMI Coverage %	Choose an item
Down Payment Assist.	Yes <input type="checkbox"/> No <input type="checkbox"/>	DAF Name	



SUBMISSION FORMS PG. 2

➤ Pg.2 displayed to the right shows all documents required to be submitted by the Broker Partner to UHM based on the Option selected

- **Option 1 Only Pre-Disclosure Package:** these items are required to be uploaded by the broker within 24 hours of the application date to allow for UHM to issue the initial disclosure application package to the borrower within the required 3 day period.

PRE-DISCLOSURE PACKAGE:	items required for UHM to issue the initial application package (required within 24 hrs. of application date)
<input type="checkbox"/>	Loan Submission Form: UHM to Disclose
<input type="checkbox"/>	3.2 File upload
<input type="checkbox"/>	Initial Loan Application (Signed by LO)
<input type="checkbox"/>	Broker Fee Sheet/Itemization of fees
<input type="checkbox"/>	Settlement Service Provider List (SSPL)
<input type="checkbox"/>	Borrower Driver's License or other Identification
<input type="checkbox"/>	Tri- Merge Credit Report.

- **Option 1 & 2 UW Submission Package:** these items are required to be uploaded by the broker within 72 hours of the application date to for the file to be submitted to underwriting.

UW SUBMISSION PACKAGE:	documentation required for submission to underwriting (required within 72 hrs. of application date)
<input type="checkbox"/>	Tri- Merge Credit Report. Include LOX for each inquiry within 120 days and LOX for any derogatory credit.
<input type="checkbox"/>	DU/LP Findings Final Submitted to UHM
<input type="checkbox"/>	Most recent 30 days Paystubs for all borrowers
<input type="checkbox"/>	Most recent 2 years W-2 for all borrowers
<input type="checkbox"/>	Most recent 2 months Bank Statements with ALL pages. Include LOX and documentation for all large deposits.
<input type="checkbox"/>	Student Loans: If on credit report, proof they are deferred for over 12 months or provide est. payment letter
<input type="checkbox"/>	Last 2 years tax returns for self-employed borrowers or commission, bonus or rental income needed to qualify
<input type="checkbox"/>	Title Commitment, 24 month chain of title, CPL & Wire Instructions, and E&O
<input type="checkbox"/>	HOI Insurance & Receipt for Amt. Due/Paid. If Condo, HO6 Policy with at least 20% of the appraised value
<input type="checkbox"/>	E-Sign Authorization Certificate from Doc Vendor (for e-signed application pkg. docs from broker) (if applicable)
<input type="checkbox"/>	Divorce Decree (if applicable)
<input type="checkbox"/>	Bankruptcy – all pages (if applicable)
<input type="checkbox"/>	Fully executed legible Purchase Agreement & all addendums (if applicable)
<input type="checkbox"/>	Master Ins. Policy, Fidelity Ins. or Employee Honesty coverage (if applicable)
<input type="checkbox"/>	Subordination or Short Sale Agreement (if applicable)
<input type="checkbox"/>	Original Termite, Well & Septic, and/or other required inspections - Or Contingency Waiver of inspections (if applicable)

Loan Submission Form



****Pre-Disclosure Package and 3.2 file upload must be received within 24 hours of initial application date for the file to be accepted and disclosed by UHM****

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BROKER REQUIRED DOCUMENTATION

PRE-DISCLOSURE PACKAGE:	Items required for UHM to issue the initial application package (required within 24 hrs. of application date)
<input type="checkbox"/>	Loan Submission Form
<input type="checkbox"/>	3.2 File upload
<input type="checkbox"/>	Initial Loan Application (Signed by LO)
<input type="checkbox"/>	Broker Fee Sheet/Itemization of fees
<input type="checkbox"/>	Settlement Service Provider List (SSPL)
<input type="checkbox"/>	Borrower Driver's License or other Identification
<input type="checkbox"/>	Credit Authorization (Signed by borrower)
<input type="checkbox"/>	Anti-Stalking Disclosure (Signed by borrower; Lender Paid Transaction Only)

UW SUBMISSION PACKAGE:	documentation required for submission to underwriting (required within 72 hrs. of application date)
<input type="checkbox"/>	Tri- Merge Credit Report. Include LOX for each inquiry within 120 days and LOX for any derogatory credit.
<input type="checkbox"/>	DU/LP Findings Final Submitted to UHM
<input type="checkbox"/>	Most recent 30 days Paystubs for all borrowers
<input type="checkbox"/>	Most recent 2 years W-2 for all borrowers
<input type="checkbox"/>	Most recent 2 months Bank Statements with ALL pages. Include LOX and documentation for all large deposits.
<input type="checkbox"/>	Student Loans: If on credit report, proof they are deferred for over 12 months or provide est. payment letter
<input type="checkbox"/>	Last 2 years tax returns for self-employed borrowers or commission, bonus or rental income needed to qualify
<input type="checkbox"/>	Title Commitment, 24 month chain of title, CPL & Wire Instructions, and E&O
<input type="checkbox"/>	HOI Insurance & Receipt for Amt. Due/Paid. If Condo, HO6 Policy with at least 20% of the appraised value
<input type="checkbox"/>	E-Sign Authorization Certificate from Doc Vendor (for e-signed application pkg. docs from broker) (if applicable)
<input type="checkbox"/>	Divorce Decree (if applicable)
<input type="checkbox"/>	Bankruptcy – all pages (if applicable)
<input type="checkbox"/>	Fully executed legible Purchase Agreement & all addendums (if applicable)
<input type="checkbox"/>	Master Ins. Policy, Fidelity Ins. or Employee Honesty coverage (if applicable)
<input type="checkbox"/>	Subordination or Short Sale Agreement (if applicable)
<input type="checkbox"/>	Original Termite, Well & Septic, and/or other required inspections - Or Contingency Waiver of inspections (if applicable)

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SUBMISSION FORMS PG. 3

- Pg. 3 displayed to the right displays Need To Know Information.
- HOI & Flood Mortgagee Clause
- Title Proposed Insured information
- CPL Address information
- UHM Agency ID's
- Quick Reference E-Mail Addresses

Loan Submission Form



Please submit completed form along with all required documents via the LHM Portal.

****Union Home Mortgage does not allow use of any Affiliated Business Relationships****

NEED TO KNOW INFORMATION	
Mortgagee Clause (HOI & Flood)	
Union Home Mortgage Corp (SAOA/ATIMA) c/o CENLAR P.O. Box 202026, Florence SC 29502-2026	
Title Proposed Insured	
CONVENTIONAL & USDA: Union Home Mortgage Corp (SAOA/ATIMA)	
FHA: Union Home Mortgage Corp (SAOA/ATIMA) & Sec of HUD	
VA: Union Home Mortgage Corp (SAOA/ATIMA) & Dept. of VA	
CPL Address:	
Union Home Mortgage Corp (SAOA/ATIMA) 8241 Dow Circle W, Strongsville, OH 44136	
UHM Agency ID	
FHA Lender ID	8217068985
VA Lender ID	5658728080
Quick Reference UHM Email Addresses	
TRCustomerService@unionhomemortgage.com	Request status of submissions/confirm receipt
TRCRAlockup@unionhomemortgage.com	request for a lock extension and questions on locking loans
TRCocaremember@unionhomemortgage.com	Request case numbers for FHA loans
TRCclosing@unionhomemortgage.com	submission of the closing request form to schedule a closing

promiser/next

UHwholesale.com



UHM DISCLOSURE PROGRAM PROCESS – OPTION 1

- Broker will submit the Pre-Disclosure Package and 3.2 file upload Union Home Mortgage through the [UHM TPO PARTNER PORTAL](#) within 24hrs of application date. Submission must include following documentation to be accepted

PRE-DISCLOSURE PACKAGE:	<i>items required for UHM to issue the initial application package (required within 24 hrs. of application date)</i>
<input type="checkbox"/>	Loan Submission Form: UHM to Disclose
<input type="checkbox"/>	3.2 File upload
<input type="checkbox"/>	Initial Loan Application (Signed by LO)
<input type="checkbox"/>	Broker Fee Sheet/Itemization of fees
<input type="checkbox"/>	Settlement Service Provider List (SSPL)
<input type="checkbox"/>	Borrower Driver's License or other Identification
<input type="checkbox"/>	Tri- Merge Credit Report.

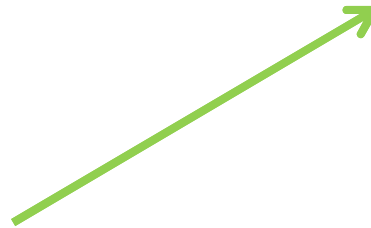
- Union Home Mortgage will process the loan submission and electronically issue the initial application package to the borrower including the initial Loan Estimate and all state and federal disclosures if all Pre-Disclosure Package requirements are provided within 24hrs of application date.
- These are not required if the broker selects Option 2: Disclosing the Loan Estimate and Initial Disclosures to the borrower.

UHM DISCLOSURE PROGRAM PROCESS

How is the Broker notified that the initial package has been sent to the borrower?

- The Broker Partner Loan Officer, Broker Processor, and UHM Account Exec. will be listed as additional notification recipients on the electronic disclosure package. This will trigger the system to send the following status updates to the Loan Officer and Processor when the loan package has been received, accessed, and acknowledged by the borrower.

Notification email to LO, Processor, and AE that the application disclosure package has been received by the borrower



UHM DISCLOSURE PROGRAM PROCESS

How is the Broker notified that the initial package has been sent to the borrower?

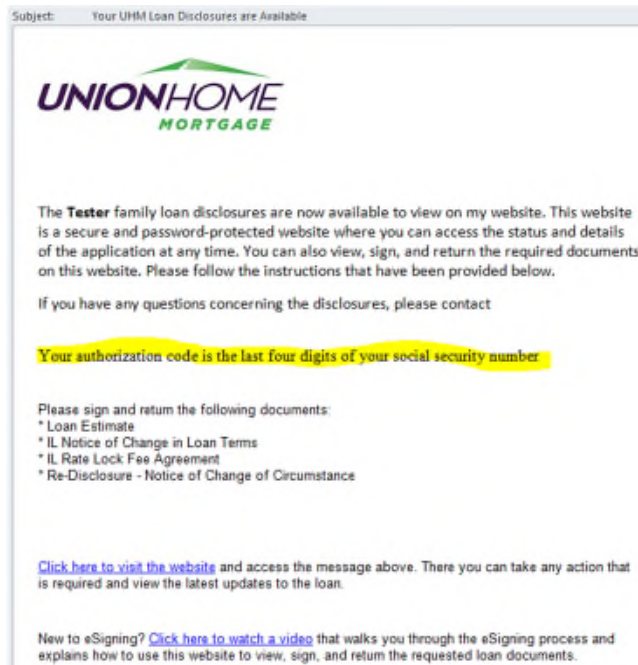
Notification email to LO, Processor, and AE that the application disclosure package has been electronically acknowledged by the borrower.



UHM DISCLOSURE PROGRAM PROCESS

How Does the Application Package Disclosure Appear to the borrower?

1. The borrower will receive an email advising them that their application package is ready for review and acknowledgement. The subject line will be "Your UHM Loan Disclosures Are Available". The borrower will click the link at the bottom of the email "Click here to visit the website". **NOTE:** Once the borrowers access their account they will be prompted for the last 4 digits of their SSN to view the documentation.



2. After accessing the link in the email, the borrower will be prompted to create a new account. They will be asked to enter the Subject Property Street Number, First Name, Last Name and create a password login to access the loan package. After clicking the "Create New Account", they will be issued an email to activate this account and will need to enter the password they just set up.

The screenshot shows the "Create New Account" form with the following fields and elements:

- Logo:** UNIONHOME MORTGAGE | promiseskept
- Section:** Create New Account
- Text:** "To help protect your privacy and financial information, first-time users must create a user account before viewing loan documents or status updates. To begin, enter your information below and click **Create New Account**. Once your account is created, you can log in at any time to view loan documents and status updates. If you have any questions, please contact your loan officer."
- Text:** "*Please verify the following question."
- Form:** "Subject Property Street Number" with a dropdown menu showing "WOODBRIDGE DR, CARY, IL 60013". Below it, a note says "Please enter the house number. For example, if your address is 123 First Street, enter '123'."
- Form:** "Email" with the value "psulak@unionhomemortgage.com"
- Form:** "First Name", "Last Name", "New Password", and "Re-enter New Password" fields.
- Text:** "The password must contain: Minimum password length is 6. Maximum password length is 20."
- Text:** "* Required" and a green "Create New Account" button.

Create New Account

An email has been sent to you at psulak@unionhomemortgage.com.

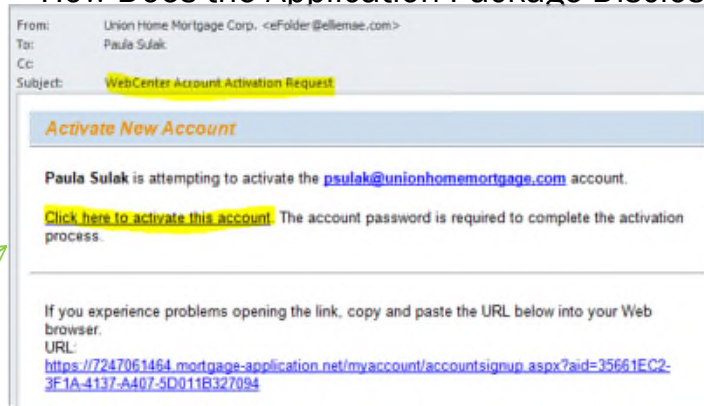
Next steps:

1. Check your inbox for an email from "eFolder@elliemae.com" with the subject "WebCenter Account Activation Request". If you don't see this email, it may have been mistakenly flagged as spam and placed in your junk mail folder.
2. Follow the instructions in the email to activate your account.



UHM DISCLOSURE PROGRAM PROCESS

How Does the Application Package Disclosure Appear to the borrower?



3. This is the email notification the borrower will receive when they initially set up their account. By clicking the link “Click here to activate this account”, they will be taken to a webpage where they will enter the password they just set up and click “Activate New Account”

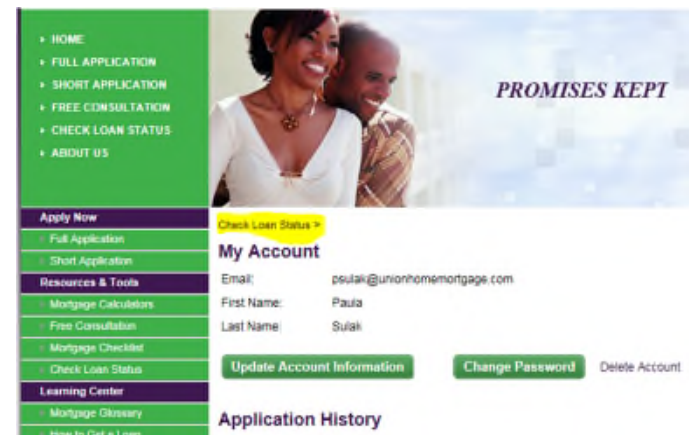
UNIONHOME MORTGAGE | *promiseskept*

Activate New Account

Name: Paula Sulak
Email: psulak@unionhomemortgage.com
*Password:

* = Required

4. After logging into the system, the borrower will click “Check Loan Status” to view what they need to sign. The borrower has the ability to review each document and e-sign those documents that can be electronically sign and print and upload any disclosures required to be wet signed and upload to the file (borrowers can always print, sign and email to their LO).



UHM DISCLOSURE PROGRAM PROCESS

How Does the Application Package Disclosure Appear to the borrower?

5. If they opt to e-sign they will be taken to the e-consent screen to agree to sign electronically. They will need to scroll to the bottom of the screen and click the “I Agree” button to continue.

The screenshot shows a web interface for a loan application. At the top, there are links for 'Check Loan Status' and 'Printer-Friendly'. The main heading is 'Loan Detail'. Below this, loan information is displayed: Loan Number: 373698, Amount: \$250,000.00, Property Address: 909 WOODBRIDGE DR CARY, IL 60013, Loan Program: Fixed, Purpose of Loan: Purchase, and Borrower Name: Susan Tester. A 'My Tasks' section has tabs for 'My Tasks' and 'Loan Status'. A notification box states 'Your UHM Loan Disclosures are Available' dated 09/27/2017. Under 'eSign Documents', there is a section for 'Paula Tester' with a green 'eSign' button. Below this are links for 'Disclosure - 1003 - URLA', 'Loan Estimate', and 'Acknowledgement of Intent to Proceed', along with a 'Show More' link. The 'Print, Sign, and Upload Documents' section also features a 'Paula Tester' section with 'Print' and 'Upload' buttons, and a link to 'IL Addendum to Residential Mortgage Loan Application'. The 'Review Documents' section lists 'Credit Score Disclosure', 'Hazard Insurance Authorization, Requirements and Disclosure', and 'Mortgage Fraud is Investigated by the FBI'.

Agree to receive disclosures electronically

Before we may provide disclosures in an electronic format, we must obtain your consent. Carefully review the agreement, and select the "I Agree" button. This agreement is only for the receipt of disclosures, not for the content of disclosures themselves.

Your Consent To Do Business Electronically (the eDisclosure Agreement)

The loan for which you are applying involves various disclosures, records, and documents ("Loan Documents"), including this eDisclosure Agreement. The purpose of this eDisclosure Agreement is to obtain Your consent to receive certain Loan Documents from Us in electronic form rather than in paper form. With Your consent, You will also be able to sign and authorize these Loan Documents electronically, rather than on paper.

Before We can engage in this transaction electronically, it is important that You understand Your rights and responsibilities. Please read the following and affirm Your consent to conduct business with Us electronically. For purposes of this eDisclosure Agreement, "eDisclosures" means the Loan Documents related to this transaction that are provided electronically. "You" and "Your" mean the borrower(s) under the applicable loan to which such Loan Documents apply, and "We", "Our" and "Us" mean the applicable mortgage broker(s), loan processor(s) or mortgage banker(s) with whom You are transacting business for such loan(s).

Please click the "I agree" button at the bottom of the page to consent to do business electronically and to view Loan Documents electronically.

I Agree

I Do Not Agree

UHM DISCLOSURE PROGRAM PROCESS

How Does the Application Package Disclosure Appear to the borrower?

6. Step 1: Prompt to enter the authorization code the UHM Team provided to the borrower in their initial request.

eSign Disclosures 1 Verify Identity

Step 1. Welcome Paula Tester, please enter the authorization code to verify your identity.
Your mortgage originator must provide your personal authorization code to you.

Authorization Code:

[Next >](#) [Cancel](#)

7. Step 2: Accessing the Loan Documents. First they have the opportunity to choose their signature font style. Next they will review all of the documents and be prompted by the yellow “Sign” post-it where to click to sign. The system will advance to each page where a signature or initials is required. The borrower always has the option to scroll to review the document. Once all post-its are completed, the system will provide a “Finish” button at the top of the screen to click. The borrower will be taken back to the Loan Status screen and the system will show the documents have been e-signed and the borrower can print for their files.

8. Step 3: As soon as the borrower clicks the “Finish” button, an email notification is sent to the UHM Disclosure Desk, LO, Processor, AE and Broker Coordinator. The UHM Team will review and upload the signed documents to the E-folder.

Adopt Your Signature

Confirm your name, initials, and signature

Required

Full Name* Paula Tester Initials* PT

Select Style Draw

REVIEW [Change Style](#)

Digitally signed by Paula Tester DN: cn=Paula Tester, o=UHM, ou=UHM, email=Paula.Tester@UHM.com

By selecting Sign and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

[ADAPT AND SIGN](#) [CANCEL](#)

those terms are defined in applicable federal and/or state laws (excluding audio and video my signature, shall be as effective, enforceable and valid as if a paper version of this applic

Acknowledgement: Each of the undersigned hereby acknowledges that any owner of the contained in this application or obtain any information or data relating to the Loan, for any app... on a consumer reporting agency.

Borrower's Signature	Date
X	9/28/2017 03:25:06 PDT

X. INFORMATION FOR GOVERNMENT

[SIGN](#) [FINISH](#) OLIVER VCLAHME

My Tasks [Loan Status](#)

Your UHM Loan Disclosures are Available 09/27/2017

eSign Documents

Please electronically sign the loan documents below. Click the eSign button to start.

Paula Tester	eSigned Print
Disclosure - 1003 - URLA	
Loan Estimate	
Acknowledgement of Intent to Proceed	
Show More	

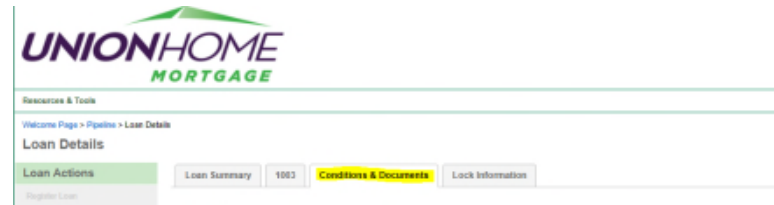
UHM DISCLOSURE PROGRAM PROCESS

How Can I Obtain a Copy of the E-Signed LE and Initial Disclosures?

Upon receipt of the e-signed initial application package including the initial Loan Estimate from the borrower/borrowers, you have the ability to obtain a single PDF copy in the TPO Portal. It can be accessed by following the directions below:

- Select the “Conditions & Documents” tab
- Scroll down to the “Documents” section
- Go to the “Wholesale – Application Package” place holder
- Click on the PDF name and save

**Please note that the e-signed PDF package will be uploaded to this place holder by UHM Ops Staff once all borrowers have e-signed all initial application package documents.



Document Name	File Name	Details	Add File
Loan - Change of Circumstance	Bair COC 11-24.pdf	Details	Add File
Loan Estimate		Details	Add File
Mortgage Insurance		Details	Add File
Processing - Change of Circumstance	Bair COC 11-24.pdf , bair 12-23 coc.pdf	Details	Add File
Property - Flood Hazard Notice	flood doc	Details	Add File
Property - Homeowner's Insurance Policy		Details	Add File
Property - HUD/NOTE/mortgage statement(s)	Initial Escrow Account Disclosure Statement	Details	Add File
Property - Sales Contract	Property - Sales Contract	Details	Add File
Property - Taxes	Property - Taxes	Details	Add File
Property - USPS	usps bair.pdf	Details	Add File
Title - Closing Protection Letter		Details	Add File
Title - Closing Protection Letter	Title - Closing Protection Letter	Details	Add File
Title - Order Form		Details	Add File
Title - Vetting	Title Vetting	Details	Add File
Title - Wiring Instructions		Details	Add File
Title - Wiring Instructions	Title - Wiring Instructions	Details	Add File
Title Report	Title Report , Warranty Deed , Property - Homeowner's Insurance Policy , taxes , cd	Details	Add File
Underwriting		Details	Add File
Underwriting		Details	Add File
Underwriting - Approval Form - Open Conditions	approval update	Details	Add File
Untitled		Details	Add File
Wholesale - Anti-Steering		Details	Add File
Wholesale - Anti-Steering		Details	Add File
Wholesale - Application Package	Initial App Package 9-12-2017.pdf	Details	Add File
Wholesale - Broker Fees Confirmed	Wholesale - Broker Fees Confirmed , Wholesale - Broker Fees Confirmed	Details	Add File

UHM DISCLOSURE PROGRAM PROCESS

KEY ITEMS TO NOTE WITH UTILIZING OPTION 1 WHERE UHM DISCLOSES LE & INITIAL DISCLOSURES

The Pre-Disclosure Package and 3.2 file must be submitted to UHM within 24hrs of application date to provide UHM adequate time to issue the application package including initial LE within the required 3 day time frame. Files submitted greater than 24 hrs. from application date will not be accepted for disclosure by UHM.

The appraisal fee may not be paid for by the borrower until the intent to proceed is acknowledged by the borrower. The appraisal may be ordered and fee paid for by the broker partner prior to acknowledgement of the intent to proceed.

Rate lock prior to submission of the Pre-Disclosure Package to UHM may not occur more than 24 hours prior to submission of the Pre-Disclosure Package to UHM. This is to ensure that UHM has adequate time to issue the accurate initial Application Disclosures to the borrower within the required 3 day window.

The loan file will not be moved to the Broker Coordinator for pre-underwrite review until the borrower has received, acknowledged, and returned the application disclosure package.

UHM DISCLOSURE PROGRAM PROCESS

- For either Option 1 or 2, the Broker Partner is required to upload the UW Submission Package within 72 hrs. of the application date. The loan file will not be moved into underwriting without the items required below.

UW SUBMISSION PACKAGE:	<i>documentation required for submission to underwriting (required within 72 hrs. of application date)</i>
<input type="checkbox"/>	Tri- Merge Credit Report. Include LOX for each inquiry within 120 days and LOX for any derogatory credit.
<input type="checkbox"/>	DU/LP Findings Final Submitted to UHM
<input type="checkbox"/>	Most recent 30 days Paystubs for all borrowers
<input type="checkbox"/>	Most recent 2 years W-2 for all borrowers
<input type="checkbox"/>	Most recent 2 months Bank Statements with ALL pages. Include LOX and documentation for all large deposits.
<input type="checkbox"/>	Student Loans: If on credit report, proof they are deferred for over 12 months or provide est. payment letter
<input type="checkbox"/>	Last 2 years tax returns for self-employed borrowers or commission, bonus or rental income needed to qualify
<input type="checkbox"/>	Title Commitment, 24 month chain of title, CPL & Wire Instructions, and E&O
<input type="checkbox"/>	HOI Insurance & Receipt for Amt. Due/Paid. If Condo, HO6 Policy with at least 20% of the appraised value
<input type="checkbox"/>	E-Sign Authorization Certificate from Doc Vendor <i>(for e-signed application pkg. docs from broker) (if applicable)</i>
<input type="checkbox"/>	Divorce Decree <i>(if applicable)</i>
<input type="checkbox"/>	Bankruptcy – all pages <i>(if applicable)</i>
<input type="checkbox"/>	Fully executed legible Purchase Agreement & all addendums <i>(if applicable)</i>
<input type="checkbox"/>	Master Ins. Policy, Fidelity Ins. or Employee Honesty coverage <i>(if applicable)</i>
<input type="checkbox"/>	Subordination or Short Sale Agreement <i>(if applicable)</i>
<input type="checkbox"/>	Original Termite, Well & Septic, and/or other required inspections - Or Contingency Waiver of inspections <i>(if applicable)</i>

- Union Home Mortgage Broker Coordinator will review the loan file documents and perform pre-underwriting of the file prior to submission to underwriting. If any of the documents provided are determined to be insufficient or inadequate, the necessary documents will be requested from the Broker Partner and the file will be held from underwriting until those documents are received.



UHM DISCLOSURE PROGRAM PROCESS

- After the Broker Coordinator has completed their initial file review and determined that all necessary items have been received, the file will be moved into Underwriting.
- Underwriting will perform their initial review and issue out the Conditional Approval form to the Broker Partner.
- The conditions have been revised for this Program. Historically, ALL conditions were required to be cleared prior to the UW issuing approval on a file. Under this Program we have made the following changes which we feel will result in cleaner condition sheets, more efficient underwrite process, and more efficient closing process:
 - Broker Coordinator will be responsible for clearing the Prior To Docs (PTD) conditions (unless the UW determines that they need to sign off on a specific condition)
 - Underwriter will be responsible for clearing all Prior To Approval (PTA) Conditions
 - Closer will be responsible for clearing all Prior To Funding (PTF) conditions (unless the UW determines that they need to sign off on a specific condition)
 - PTD conditions are generally conditions that will not effect the final underwriting decision. Because the Broker Coordinator now has the authority to clear the PTD conditions, the Underwriter can issue their final approval once all PTA (prior to approval) conditions are cleared.
 - Once all PTA conditions are cleared and the UW has issued final UW approval on the file, the Broker Coordinator will hold the file until all PTD conditions are cleared. At that point, the Broker Coordinator will issue the final Clear To Close and move the file to Closing for issuance of the CD.
 - If any of the documents provided to satisfy PTD conditions exceed the UW Approval, the file will need to be submitted back to the UW. (example: UW approval issued at DTI of 38% but final HOI policy is a PTD condition. HOI comes in higher than expected and increases DTI. File would need to be re-approved by UW)

Please see EXAMPLE condition sheet on following slide.

UHM DISCLOSURE PROGRAM PROCESS



Conditional Approval – Open Conditions
Loan Number 373698

Conditions

Approval Date: //	Approval Expires: //	Appraisal Expires: //	Clear to Close Date: //
Prior to Approval	<ol style="list-style-type: none"> Assets - Bank statements - Require most recent statement per AUS (2 consecutive if required). Explain and document any and all large deposits. Conversation Log - UW - Underwriter to confirm Conversation Log has been read in full. Credit - Satisfactory evidence of Taxes & Ins for all other Real Estate Owned - Income - Paystubs - Most recent 30 days or per AUS Income - Tax returns - Receipt, review and acceptance of federal personal tax returns per automated underwriting system findings. Income - W2(s) - W2(s) As required by AUS Property - Appraisal - Full review and acceptance of the report by Underwriter is required up to and including possible revisions, additional documentation required, etc. Property - Sales Contract: fully executed with all addendums - Title - Preliminary Title Commitment - ... to include 24 months chain of title and dated within 6 months of closing and MUST include the Preliminary CD statement. Processor MUST confirm reconciliation of the escrows by closing prior to Underwriting. Wholesale to Provide: FHA - CAIVRS - Wholesale to Provide: FHA - Case Number - Wholesale to Provide: Insurance - Private Mortgage Coverage of %, LPMI or BPML, Single or Monthly, Deferred, Factor % - MI is required according to automated underwriting system findings. UHM will order mortgage insurance certificate. 		
Prior to Docs	<ol style="list-style-type: none"> Conversation Log - Processor - Processor to confirm Conversation Log has been read in full. Credit - Government Issued Photo ID - current for each borrower - unexpired. If name or birth date do not match, loan must be returned to Underwriting. New credit required if Borrowers last name or Suffix incorrect. Credit - Inquiry Explanation - Letter of Explanation with verification and terms & conditions of any new debt. If new debt, loan must returned to Underwriting. Insurance - Homeowners Insurance policy - Homeowners Insurance policy reflecting loss payee clause and paid receipt Property - All Parties Agreement to be Fully Executed - FHA Addendum to Purchase Contract Property - Subject Address - Verify address matches on all applicable source docs (USPS, 1003, Title, Appraisal, Flood, Initial disclosures, FHA Case #, HOI, Purchase Agreement) Title - CPL - Borrower and property specific with UHM Mortgagee Clause Title - Preliminary Closing Disclosure or Fee Sheet - Wholesale to Provide: Credit - UDN Report To Verify No New Debt - Any new debt reporting must be reviewed by the Underwriter. Wholesale to Provide: Disclosures - Net Tangible Benefits - Wholesale to Provide: Disclosures - Processor to ensure all disclosures are present in the file and are signed, dated. - Wholesale to Provide: FHA - LDP/GSA Review - To reflect all parties of the transaction Wholesale to Provide: Income - IRS transcripts - IRS transcripts - Receipt, review and acceptance of IRS transcripts. Processor must ensure info on Transcripts tie to Tax Returns. Wholesale to Provide: Income - VVOE - Verification of Employment including a 411.com or other acceptable internet source verifying the employer. If borrowers have had more than one job in two years UW to clear. 		
Prior to Closing	<ol style="list-style-type: none"> 		
Prior to Funding	<ol style="list-style-type: none"> Closing - Aka Letter - Closing - All Letters of Explanation - to be signed at closing Closing - Final CD - Closing - Initial Executed CD - Property - Closing Date - Evidence offer to purchase extended through closing date if not closed by _____ Wholesale to Provide: Closing - VVOE - Verbal verification of employment for borrower(s) dated within 7 days of the note date. 		

*file submitted to QC

Prior To Approval - must be cleared by UW. All PTA's must be cleared prior to UW Approval

Prior To Docs - cleared by the BC. UW approval can be issued prior to all PTD's being cleared

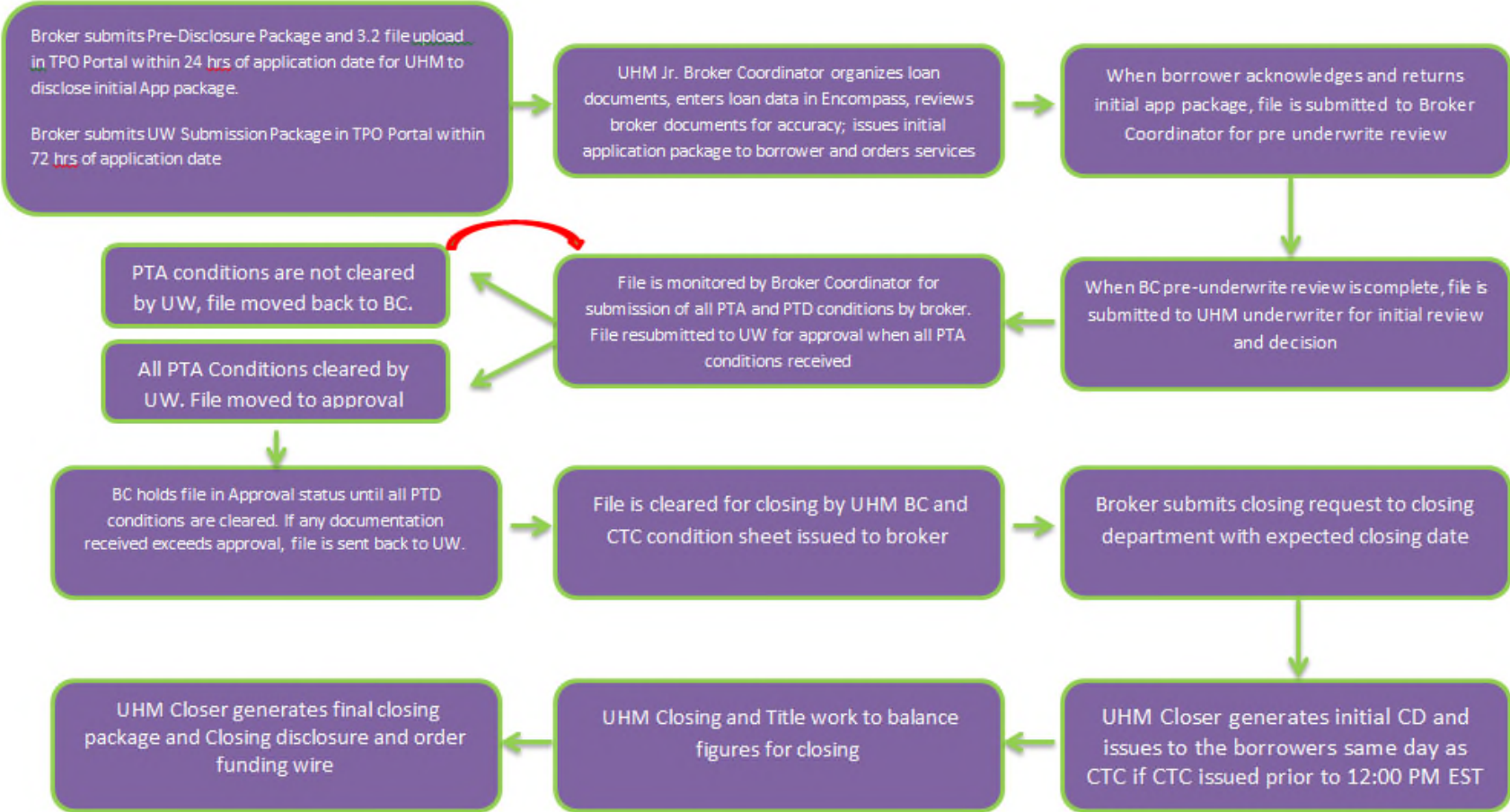
➤ If any of the documents provided to satisfy PTD conditions exceed the UW Approval, the file will need to be submitted back to the UW. (example: UW approval issued at DTI of 38% but final HOI policy is a PTD condition. HOI comes in higher than expected and increases DTI. File would need to be re-approved by UW)

Prior To Funding - cleared by closer

**Any condition the begins with "Wholesale To Provide" indicates that UHM operations staff will obtain documentation necessary to satisfy the condition.



UHM DISCLOSURE PROGRAM LOAN FLOW OPTION 1



UHM DISCLOSURE PROGRAM LOAN FLOW

OPTION 2

UHM Wholesale Loan Flow

