



W10-03

ISSUE DATE 1/15/10

EFFECTIVE 1/15/10

Revised Process to Request Docs

Reunion Mortgage has revised our process for brokers to request docs. The *Doc Fee Sheet* is no longer required, since brokers already provide a detailed *Fee Sheet* with the new GFE.

Dry Funding States

Once the loan is underwriting approved, the broker will simply add a Note in Reunion Direct with the following information: Vesting to be held in; 1st payment date desired; Impounds Yes or No; email address for Title; verify fees and request to draw docs.

If the fees change, the broker will need to submit a new *Fee Sheet* before docs are drawn.

Wet Funding States

Once the loan is cleared to close, the broker will receive a clear-to-close email with instructions to complete the *Broker's Clear to Close Checklist* and email it to his/her Sales Assistant. Then the broker will contact the Sales Assistant to schedule closing.

The emails that provide status updates on the loan process are being revised to help guide brokers through the process.

Please contact your Account Executive or branch with questions.