



Submit for Initial Closing Disclosure (ICD)

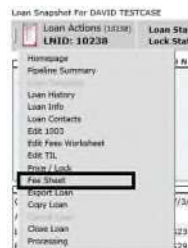
What's Required?

- Rate must be locked and Rate Lock LE sent out.
- File must be approved with conditions or CTC (cannot be in a Suspense Status).
- Appraisal received and approved by UW, if applicable.
- Title commitment/prelim CD report uploaded to include property tax next due date for installments and amounts.
- Complete **Loan Contacts** in the LOS. From the **Loan Actions Menu** > select **Loan Info** and complete **Contacts tab** with **all required realtor and settlement agent info for page 5 of the CD** – must include company name, individual name, address, telephone #, email address and Settlement Agent, realtor and brokerage firm license #'s > then click the **edit (pencil) icon** to update the information as needed
- Add any non-borrowing persons who will be on title. From the **Loan Actions Menu** select **Edit 1003** > click the **Property tab**. Scroll down to the bottom of the screen, in the **Title Holders** section, complete the info. for all non-borrowers on title.
- Evidence of hazard/flood/HO6 insurance as required.
- Invoices for all third-party fees – credit report, appraisal, processing fee, condo questionnaires, subordination, etc.
- Updated Payoff
- Wire instructions
- Tax Bill
- Updated purchase contract, when applicable
- MI quote

Steps in LOS

Step 1 - Complete the Loan Contacts information.

- From **Loan Actions Menu** > click **Loan Info** > then click the **Contacts tab** and complete all required **Realtor and Settlement Agent** info for page 5 of the CD. Must include company name, individual name, address, telephone #, email address as well as settlement agent, realtor and brokerage firm license #'s. Click the **edit (pencil) icon** to update information as needed.



Step 2 - Submit for the ICD.

- From the **Loan Action Menu** > click **Fee Sheet (NOT Edit Fees Worksheet)**

- then click the **Merge Fees Worksheet button**. This will bring in the **last disclosed set of fees**. Review for accuracy, update as needed and click the **Save button**.

Fee Description	# Months	Total Charge	Assessed POC	Assessed Due	Paid By	Selected By	Paid To	Service Provider	Category	BC	Prepaid Charge	S33	HC	QM	1400 Line	Standard Amount	Core Amount	Action	
Origination		2,367.00	0.00	2,367.00	Borrower	Not Paid'd	Lender								801	2367.00		0	X
Appraisal Fee		500.00	0.00	500.00	Borrower	Not Paid'd	Other								803	500.00		0	X
Credit Report		50.00	0.00	50.00	Borrower	Not Paid'd	Other								804	50.00		0	X
Tax Service Fee		100.00	0.00	100.00	Borrower	Not Paid'd	Other								806	100.00		0	X
Processing Fee		495.00	0.00	495.00	Borrower	Not Paid'd	Originator								810	495.00		0	X
Flood Determination Fee		14.00	0.00	14.00	Borrower	Not Paid'd	Lender								900	14.00		0	X
Loan Credit I		-572.81	0.00	-572.81	Borrower	Not Paid'd	Borrower								852	572.81		0	X

- When ready to submit for an Initial CD, click the **Submit button**.