

Upload Fannie Mae 3.4/Register loan (Refer to Importing and Editing Lending Portal URLA document in the Resource Center under How to Submit a Loan Section)

Run AUS & Merge Credit into Mortgagebot Run Dual AUS Submission & merge credit. If Single AUS selected; then run DU 1st & merge credit. If LPA is needed run 2nd & merge credit. Non AUS Products: Merge credit only. For procedures refer to the Resource Center, How To Submit a Loan Section. Email clientservices@flcb.com if any questions.

If loan is not registered/locked, fee entry team is not able to prepare disclosures. Please make sure this is done before submitting. Please ensure loan is registered or lock with the correct loan terms. If you need assistance, please contact your AE or CRR.

The following information is required to process your request:

1. Please enter additional contact information via the “_Broker/NDC Contact information” screen under “Forms and Docs” in Mortgagebot LOS
2. Add info for required settlement service providers to the “Service Providers” screen under “Forms and Docs” in Mortgagebot LOS
3. Complete FLCB LE Fee Entry Request Form*
4. Initial Fee Worksheet or Fee Itemization – **Must include all fees to be disclosed on the loan estimate***
5. Initial LE (from originator’s LOS)- **Required if already issued by the broker to the borrower(s) ***

**Upload the above documentation to ImageFlow and place in the LE Fee Entry doc type folder*

Important: If the LE was not issued within 3 days of application, the above documentation must be submitted within 24 hours of receipt of the interview date on the 1003

** Failure to provide all of the above required information will result in an inability to process your request.

FLCB Loan Number: _____	2nd Lien Loan#(if applicable) _____
Borrower Last Name: _____	Borrower’s Phone # _____

Does this loan have Conventional MI Yes <input type="checkbox"/> No <input type="checkbox"/>		Will the borrower pay Transfer Taxes? Yes <input type="checkbox"/> No <input type="checkbox"/>	
MI Factors: Years 1-10: _____		Years 11-Term: _____	
Are escrow reserves being waived? Yes <input type="checkbox"/> No <input type="checkbox"/> *If ‘Yes’ please be sure the escrow waiver is present on the registration/lock			
I have imported the borrower(s) correct Social Security Number, Birthdate, Phone Number and Current Home Address <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the borrower paying for the credit report? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have an appraisal waiver? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Buydown? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 3/2/1 <input type="checkbox"/> 2/1 or <input type="checkbox"/> 1/0 Total Buydown Funds Amount \$ _____ Payee of Buydown Funds <input type="checkbox"/> Seller <input type="checkbox"/> Builder or <input type="checkbox"/> Realtor. For FNMA or FHLMC products: If Split Fee - Buydown Funds to each payee \$ _____ and \$ _____ Gift			
Manufactured Home? * Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>*\$800 fee to Mobile Home Title Services will apply – Fee may be adjusted through change of circumstance after initial disclosures have been sent.</i>			

Veteran Section	
VA Funding Fee Exempt? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Branch of Service: _____	VA Refi Only:
Previous Loan Number: _____	Previous Loan Type: _____
Previous Loan Amount: _____	Existing Loan Balance: _____
Original Term: _____	Existing Loan Remaining Term: _____
Monthly Payment: _____	Existing Loan LTV: _____
Previous Interest Rate: _____	Existing Loan Home Equity Remaining: _____
	Existing Loan Total of Remaining Scheduled Payments: _____

Broker Contact Information: Contact Name: _____ Email Address: _____	
Phone Number: _____	
Name of 3 rd Party Processing Company**(if applicable): _____	
<i>**3rd party processor requires prior approval</i>	
Special Instructions: _____	
Does your company have an Affiliated Business Arrangement with a provider on your SSPL or involved in this transaction? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, please provide the Affiliated Business Arrangement disclosure Upload to the LE Fee Entry doc type folder</i>	
Is this transaction Lender Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide the completed, signed Anti-Steering disclosure. Upload to Initial Submission Documentation</i>	
<i>Broker hereby acknowledges that FLCBank may not be able to provide all State Specific required disclosures due to certain information that is not readily known and/or not applicable for all Loan Originators. It is the broker's responsibility to provide the borrower(s) and FLCBank with these State Specific Disclosures. Refer to the Resource Center for the Broker Required State Disclosures List and sample disclosures. Broker to upload to Initial Submission Documentation if applicable.</i>	

Broker to check appropriate delivery method:	
<input type="checkbox"/> FLCB to release e-sign	Borrower Email Address: _____
<input type="checkbox"/> Broker to hand deliver	Co-Borrower Email Address: _____
Note: The unsigned initial disclosure package will be uploaded to the “Initial Disclosure” doc type folder.	

**** IF ANY LOAN TERMS CHANGE AFTER INITIAL DISCLOSURES HAVE BEEN RUN, YOU MUST NOTIFY FLCB TO RERUN YOUR LE. FAILURE TO SEND AN EMAIL NOTIFICATION OF ANY CHANGES TO REDISCLCURE@FLCB.COM COULD RESULT IN SETTLEMENT DELAYS AND/OR LOCK EXTENSION COSTS. QUESTIONS REGARDING REDISCLCURES AND/OR FEES SHOULD BE DIRECTED TO OUR REDISCLCURE TEAM AT REDISCLCURE@FLCB.COM.**