



Job Aids

Designed to provide simple
Product Comparisons and
Process Explanations

Updated /0 /1

Underwriting Status, Scenarios
and Product Questions:
877-700-4622 Option #6

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Allowable Age of Individual Income Tax Returns

Allowable age of Federal Income Tax Returns for borrowers whose income must be documented with tax returns (borrower(s) self-employed and non-self employed):

- Self-employed income
- Employment by a family member or an interested party to the purchase transaction;
- Rental income from an investment property;
- Temporary or sporadic income;
- Other income sources as identified in the Underwriting Guide

The Note date is based on all documentation in the file (paystub, bank statements, appraisal, etc.).

The “most recent years” tax return is defined as the last return scheduled to have been filed with the IRS. For example,

If Today's Date is....	Then the Most Recent Years' Tax Return would be.....
February 18, 2019	2017
April 18, 2019	2018
December 15, 2019	2018

Application	Note Date	Documentation
10/17/18 to 04/17/19	10/15/18 to 04/17/19	<ul style="list-style-type: none"> • Most recent years' tax return • Extension is not permitted
	04/17/19 to 06/30/19	<ul style="list-style-type: none"> • Previous year's tax return, if filed • If previous year is not filed, obtain previous two years or per DU/LPA
	07/01/19 to 10/14/19	<ul style="list-style-type: none"> • Most recent years' tax return <i>OR all of the following</i> • 2018 Extension • Previous two years' tax returns or per DU/LPA • IRS Form 4506-T transcripts confirming “No Transcripts Available” for 2018
04/18/19 to 10/14/19	04/18/19 to 12/31/19	<ul style="list-style-type: none"> • Most recent years' tax return <i>OR all of the following</i> • 2018 Extension • Previous two years' tax returns or per DU/LPA • IRS Form 4506-T transcripts confirming “No Transcripts Available” for 2018
	01/01/20 to 01/15/20	<ul style="list-style-type: none"> • Most recent years' tax return • Extension is not permitted

See the applicable section of the Client Guide for complete income documentation requirements for self-employed applicants.

IRS Rejection Codes

Rejection Code 10

- The IRS may reject tax transcripts requested by third parties for reasons of possible identity fraud/theft, other identity related issues, or misuse of tax transcripts.
- Rejection Code 10 messaging for these reasons received from the IRS may state the following: *“Due to limitations, the IRS is unable to process this request. The IRS will mail a notification to the borrower to explain the reason; please contact your borrower.”*

Other Rejection Reasons

- Inaccurately completing the 4506-T resulting in a rejection (“no record found” or “data mismatch” response such as address on 4506-T not matching tax return address) is not acceptable and must be rectified by accurately completing the 4506-T and obtaining the applicable tax transcripts.

Comparison of High LTV Conforming Options

What's your best deal maker?

Affordable Lending Products

Fannie/Freddie High LTV Options

Select the product to link to that specific Product	Freddie Mac HomePossible Mortgage	Freddie Mac HomePossible Advantage	Fannie Mae HomeReady Mortgage	Fannie Mae 97%	Freddie Mac 97% "HomeOne"
PRICING ADVANTAGE¹	✓	✓	✓		
Minimum FICO	Follow LPA	Follow LPA	620	620	Follow LPA
Max LTV/CLTV - 1 Unit Purchase Transactions	95/95	97/105 ²	97/105 ²	97/105 ²	97/97
Max LTV/CLTV - 2 Unit Purchase Transactions	95/95	--	85/85	85/85	--
Max LTV/CLTV - 3-4 Unit Purchase	95/95	--	75/75	75/75	--
Max LTV/CLTV - 1 Unit Rate & Term/No Cash Refi	95/95	97/105 ²	95/105 ²	97/105 ²	--
Max LTV/CLTV - 2 Unit Rate & Term/No Cash Refi	95/95	--	85/85	85/85	--
Max LTV/CLTV - 3-4 Unit Rate & Term/No Cash Refi	95/95	--	75/75	75/75	--
Max LTV/CLTV - 1 Unit ARM	95	97	90	--	--
Max LTV/CLTV - 2-4 Unit ARM	95	--	75/65 ³	--	--
MI Coverage at Max LTV's	25	25	25	35	35
LPMI Option Available on Fixed Rate Loans⁴	✓	✓	✓	✓	✓
Non-Traditional Credit Considered			✓	✓	
Income Limits Apply - 100% AMI⁵	✓	✓	✓		
100% AMI or higher in certain high cost areas	✓	✓			
Community or Affordable Seconds	✓	✓	✓	✓	✓
100% Gifts Allowed for Down Payment⁶	✓	✓	✓	✓	✓
One Borrower Must be a First-Time Homebuyer				✓	✓
Homebuyer Counseling Required for Purchases	✓	✓	✓		✓
Cash on Hand for down payment and closing	✓	✓	✓		
Limited Cash-Out / No Cash-Out Refi Allowed	✓	✓	✓	✓	
MAX DTI with Qualifying Income Only	Follow LPA	Follow LPA	50	Follow DU	Follow LPA
High Balance Available - Fixed Rate Only			✓		
Manufactured Housing - Max 95% LTV	✓		✓	✓	

Fannie Mae 97 and Freddie Mac 97 "HomeOne" are expanded features within the Conforming Product Matrices. Look for these expanded features in the Conforming Product Fixed Rate and LPMI Matrices

Colored Cells above denote product advantage

(1)Due to LLPA Cap restrictions, may provide more attractive pricing when compared to standard pricing

(2)Max CLTV with a Community Second only

(3)Max CLTV 75% on 2 unit properties and 65% on 3-4 unit properties.

(4)LPMI Option is available on Fixed Products and does NOT include High Balance Loans. See Page 2 for more details

(5)AMI restrictions removed in certain lower income/underserved markets. See income eligibility lookup tool for each program

(6)2-4 Unit Properties require at least 3% Minimum Borrower Contribution



Max LTV to 97% on Conforming, HomeReady & Home Possible Advantage

First time buyers can take advantage of NO down payment with acceptable gift funds

In addition to purchases, very competitive rates for Rate & Term Refis¹

Non-traditional credit is allowed on HomeReady and Fannie 97%

Take advantage of reduced MI coverage on the HomeReady & Home Possible programs

Product Matrices & Guidelines can be found [here](#)

UW Status, Product & Scenario Questions:
877-700-4622
Option #6

Combine LPMI and Low Down Payment Programs to provide more options for your borrowers

Select the product to link to that specific Product Matrix	Affordable Lending Products			Fannie/Freddie High LTV Options	
	Freddie Mac HomePossible Mortgage	Freddie Mac HomePossible Advantage	Fannie Mae HomeReady Mortgage	Fannie Mae 97%	Freddie Mac 97% "Home One"
PRICING ADVANTAGE¹	✓	✓	✓		✓
Minimum FICO	Follow LPA	Follow LPA	620	620	Follow LPA
Max LTV/CLTV - 1 Unit Purchase Transactions	95/95	97/97	97/97	97/97	97/97
Max LTV/CLTV - 2 Unit Purchase Transactions	95/95	--	85/85	85/85	--
Max LTV/CLTV - 1 Unit Rate & Term/No Cash Refi	95/95	97/97	95/95	97/97	--
Max LTV/CLTV - 2 Unit Rate & Term/No Cash Refi	95/95	--	85/85	85/85	--
Income Limits Apply - 100% AMI²	✓	✓	✓		
100% AMI or higher in certain high cost areas	✓	✓			
100% Gifts Allowed for Down Payment	✓	✓	✓	✓	✓
One Borrower Must be a First-Time Homebuyer				✓	✓
Homebuyer Counseling Required for Purchases	✓	✓	✓		✓
Cash on Hand for down payment and closing	✓	✓	✓		
MAX DTI with Qualifying Income Only	Follow LPA ⁴	Follow LPA ⁴	Follow DU ⁴	Follow DU ⁴	Follow LPA ⁴
Manufactured Housing - Max 95%LTV	✓		✓	✓	

Fannie Mae 97 and Freddie Mac 97 "HomeOne" are expanded features within the Conforming Product Matrices. Look for these expanded features in the Conforming Product Fixed Rate and LPMI Matrices

Colored Cell denotes product advantage

(1)Due to LLPA Cap restrictions, may provide more attractive pricing when compared to standard pricing

(2)AMI restrictions removed in certain lower income/underserved markets. See income eligibility lookup tool for each program

(3)LPMI is only available on Fixed Products and does NOT include High Balance Loans. See Product Matrix for additional info

(4) DTI >45%: Minimum 700 credit score regardless of DU Decision

Product Matrices & Guidelines can be found [here](#)





Down Payment Assistance

Allowable DPA can be in the form of:

- Grant (Gift)
- Secondary Financing (any type of financing that creates a junior lien – including standard, silent or forgivable types)

Eligible Sources of DPA are:

- Charitable or HUD-approved non-profit
- Borrowers employer or labor union
- Government Agency

For all loans ditech underwrites, the DPA program must be approved by Credit Administration. NO approval is required when using delegated authority to underwrite the loan

DPA Submission Checklist must be completed with the required information, program description, guidelines and emailed to : dpa_program_approval_requests@ditech.com

The DPA Approval, Approval Fact Sheet, and supporting documentation must be included in the loan file for purchase. Forms and Information sheet can be found in the forms library <https://businesslending.ditech.com>

To view our interactive website for DPA Approvals: <https://businesslending.ditech.com/documents/web/contenteditor/docs/dpa/dbas.htm>

Eligible Uses				
Type	Source	Down Payment (3.5%)	Borrower-paid closing costs/prepays	CLTV
Grant (Gift)	Government or Instrumentality of Government Entity	Yes	Yes	N/A
	Charitable Organization (approved IRS tax-exempt charity or organization)	Yes	Yes	N/A
	Relative	Yes	Yes	N/A
Secondary Financing	Government or Instrumentality of Government Entity	Yes	Yes	100% of acquisition costs
	Charitable Organization (approved IRS tax-exempt charity or organization)	No	Yes	Max CLTV = percentage of borrower-paid closing costs/prepays above 96.5% LTV
	Relative	Yes	Yes	100% of acquisition costs

UW Status, Scenario & Product Questions:

877-700-4622 Option #6

Cheat Sheet

Expanded Criteria Registration and Locking Tips

Full Doc

For the Full Doc Option you must choose Full Doc for the Documentation style - NOT Standard (which is the default)

Get Scenario

We recommend you start with Get Scenario instead of Get Quote as this will ensure pricing and rate for valid scenarios

NINE - No Income No Employment

For the NINE (No Income No Employment) Doc Type loan you will have to enter a DTI in order to proceed

Get Scenario

When completing the Get Scenario information screen please make sure that all fields marked with an "*" are completed

NIVA - No Income Verified Asset

When registering a NIVA (No Income Verified Asset) Doc Type loan you have to enter -0- for the DTI as it cannot be left blank on the registration/lock screen

Get Scenario

Once pricing is reviewed your next step actions are to Register the loan or Alter Criteria. Choosing Alter Criteria will allow you to update previously submitted loan info

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FannieMae & Freddie Mac 2-4 Unit Condos



Project Eligibility	New	Gut	Non-Gut
Ineligible when it is a manufactured home	✓	✓	✓
All units, common elements, and facilities within the project must be 100% complete and not subject to additional phasing	✓	✓	✓
2-4 Unit projects allow for one unit to be non-owner occupied	✓	✓	✓
There are no requirements for control of the HOA to be turned over to the unit owners	✓	✓	✓
2-4 Unit Product Parameters - Fannie Mae			
No budget review is required	✓	✓	✓
Fannie Mae no longer requires a review of 2-4 unit condos	✓	✓	✓
2-4 Unit Product Parameters - Freddie Mac			
HOA dues for <u>all</u> unit owners may not be more than 60-days past due	✓	✓	✓
No budget review is required	✓	✓	✓
Established 2-4 unit condos are eligible for Streamline Review		✓	✓
Up to 25% of total square footage can be used for non-residential use	✓	✓	✓
A single entity can own one unit in a 2-4 unit project	✓	✓	✓
Freddie Mac prior approval is not required on 2-4 unit condos	✓	✓	✓
Ditech will lend on			
1st Unit of 2 unit project	✓	✓	✓
2nd or 3rd unit of 3 unit project	✓	✓	✓
3rd or 4th unit of 4 unit project	✓	✓	✓

TOP SUSPENSE

1. Master Insurance policy must be provided and meet guidelines
2. Condo Questionnaire must be completed (not by borrower)
3. Legal documents are not recorded
4. Missing pages of legal documents



UW Status, Scenarios & Product Questions:
877-700-4622 Option #6

FHA Streamline & Simple Refi Comparison

Credit Qualifying w/out an appraisal
Non-Credit Qualifying w/out an appraisal
Simple Refi with an appraisal

Which is best for your borrower?

No Max LTV on Streamlines or 97.75% - 99.5% CLTV with financed UFMIP on Simple

No appraisal or income verification for Non-Credit Qualifying. No appraisal for Credit Qualifying

Non Owner Occupied or Second Homes allowed on Non-Credit Qualifying

FHA Streamline	Credit Qualifying w/out an Appraisal	Non-Credit Qualifying w/out an Appraisal	Simple Refi with an Appraisal
Fixed Rate & ARM Loans	X	X	X
QM Safe Harbor	X	X	X
QM Rebuttable Presumption*	X	X	X
6 full payments since 1st payment date and 210 days since orig note	X	X	
Closing Costs and Prepaids included in loan amount			X
Income required	X		X
Appraisal required			X
Same borrowers Required**		X	
NOO/Second home allowed		X	
Reserves Required	X		X
MaxLTV/CLTV***	N/A	N/A	97.75%
Minimum FICO	580	N/A - 580*	580

*QM Rebuttable Presumption not permitted on ARM Loans

**All original borrowers required for Non-Credit Qualifying (except in cases of divorce or death) and only one original borrower is required for Credit Qualifying and Simple Refi

***99.5% max LTV when financing UFMIP on Simple Refi

*For Non-Credit Qualifying loans that are serviced by ditech or GreenTree a credit report will be required however there is not an actual "score" requirement



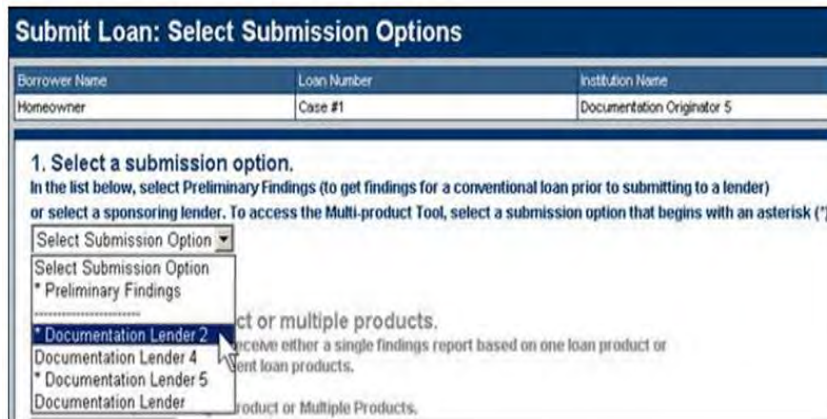
UW Status, Scenarios & Product Questions:
 877-700-4622 Option #6



Finalizing DO Findings to ditech

When submitting loans to ditech DO Findings will need to be finalized to Ditech Financial LLC

Step One: Select the sponsoring lender to whom you want to submit the loan casefile: [Ditech Business Lending](#)



- **Reminder: DO and LP are finalized to Ditech Financial LLC**
- Note: You will not be able to perform this step if you have already submitted the loan casefile to the sponsoring lender. Once you submit a loan casefile to a sponsoring lender, you cannot select a different lender without first obtaining a release from the original lender.

Step Two: Select the submission options, the product that you want to use and the type of submission you wish to perform

- Select single or multiple as the submission option and then select the product that you want to use.
- Select the type of submission you want to perform. The submission type denotes the party that controls the 1003 data in DO

UW Status, Scenarios & Product Questions:
877-700-4622 Option #6

01/10/19

Submit Loan: Select Submission Options

Borrower Name	Loan Number	Institution Name
Homeowner	Case #1	Documentation Originator 5

- Select a submission option.**
In the list below, select Preliminary Findings (to get findings for a conventional loan prior to submitting to a lender) or select a sponsoring lender. To access the Multi-product Tool, select a submission option that begins with an asterisk (*).
* Documentation Lender 2
- Select a single product or multiple products.**
With one submission, you can receive either a single findings report based on one loan product or multiple reports based on different loan products.
In the list below, select Single Product or Multiple Products.
Single Product
- Select a product.**
30 Year Fixed Rate
 Interim Final

- If you want to retain control of the 1003 data and are not ready to submit to ditech, select interim. This is not advisable if you are ready to submit to ditech. This may create additional steps for you to receive a clear to close or the loan could be suspended after approval due to inaccurate DO Findings because an edit was made after submission
- If you are ready to deliver the hard-copy loan casefile to ditech you will need to transfer the control and editing rights of the 1003 data to ditech, now you need to select Final and then click Submit

Step3: Final Submission to ditech by selecting Final and Submit

- A processing screen appears indicating the status of your request. Simply wait for the processing to complete.
- The loan information screen displays status of your underwriting request.

Loan Information

Borrower Name	Loan Number	Institution Name
Homeowner	Case #1	Documentation Originator 5

Loan Information <ul style="list-style-type: none"> • Edit Loan • View Loan • View 1003 • Report Loan 	Underwriting Status: Complete
Credit <ul style="list-style-type: none"> • Order Credit Report • Release Credit Report • View Print Report 	Underwriting Recommendation: Approve/Eligible
Underwriting Information <ul style="list-style-type: none"> • Release Loan to Lender • Submit Loan • View Findings 	Credit Status: Complete
	Link to Lender site: W2W Lender

Note: Submitting a loan to a sponsoring lender allows the lender to see the borrower's loan data. After an Interim submission, the lender can see the data but cannot edit it. After a Final submission the lender can both see and edit the data.



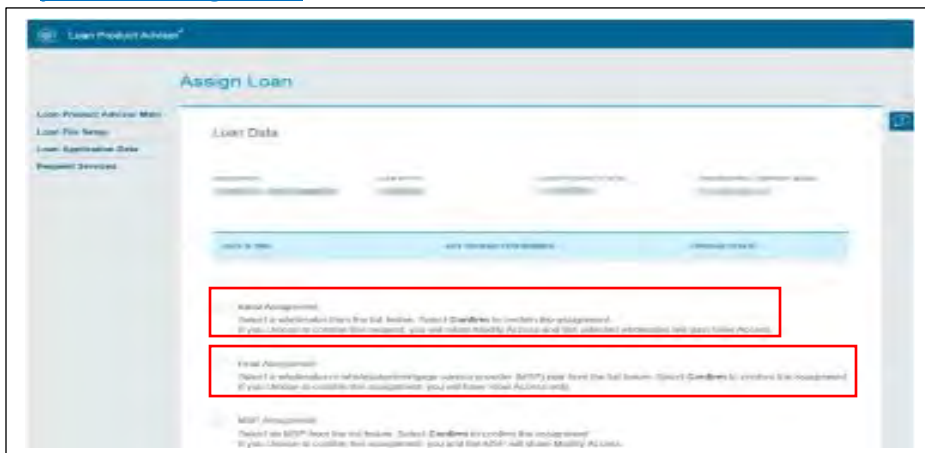
Assigning LPA Feedback to ditech

When submitting loans to ditech the LPA Feedback will need to be assigned to ditech Business Lending

Step One: After submitting the loan and receiving the findings select the loan you wish to assign and click on “Assign Loan” from the far left hand navigation bar.

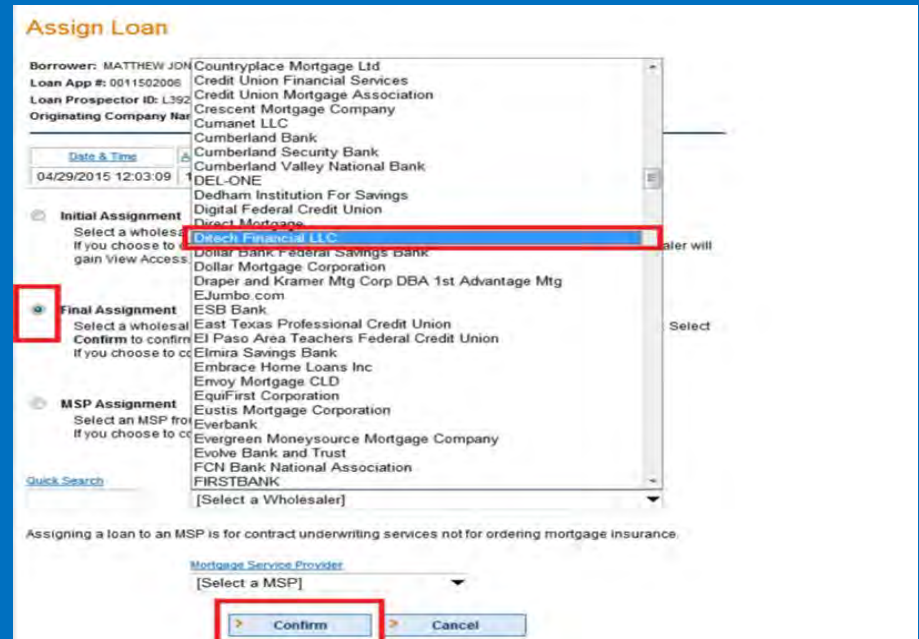


Step 2: Select either “Initial Assignment” or “Final Assignment”. Final Assignment will allow ditech to view the entire LPA feedback and is the preferred assignment



Step 2: After selecting the Assignment type, select “Ditech Financial LLC” in the “Select a Wholesaler” and then click on “Confirm”

- Reminder: The lender assignment picklist will not appear until either Initial or Final Assignment has been chosen



- The following message will appear confirming the assignment



- Why would you want to assign the LPA Feedback to ditech? If there are any changes needed after it is assigned that require resubmission ditech will make the updates and upload the new findings for you. This will save you time and reduce delays.

UW Status, Scenarios and Product Questions:
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How to Locate and View Imaged Documents in Image Central

*Once documents have been uploaded, it will take time before they will be available to view in the Imaging Center. Timing between initial upload and viewing availability depends on document size and current capacity

Step One: Select Image Central and then View Images and History from the left hand tool bar:

Step Two: Search for the loan that you wish to view the imaged documents for by inputting the loan number:

Step Three: You will now be taken to the Global Imaging Center where you will have the ability to select the individual documents that you wish to view: To make sure that images are available to view you may call your client manager at 877-700-4622 for help. You will need to know this, especially if you are calling in for a rush as the images must be viewable



Step 4: Select the indexed category for the image that you wish to view and then select the



Helpful Tips

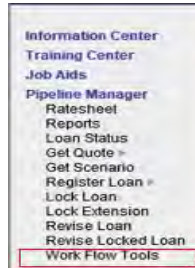
1. The Web Admin for your organization will need to give each individual access to upload and view images. It is a separate check box under the profile access screen. This is not something that Ditech can do for you but you can call Client Services to see if you have been given access to view images by your Web Admin.
2. When you upload the image you will see the confirmation that they image has been uploaded. This is different than the image actually being available for viewing. Please keep in mind there is a transition period between initial upload and viewing availability.
3. You can also check the status of your images being uploaded for viewing by selecting Image Delivery Status. The SLA ID will tell you the TurnTime from receipt to Indexing Completed



Loan Condition Summary Guide

The Loan Condition Summary is the Underwriting Approval where you will access conditions that will be needed on the file

The Loan Condition Summary is Located under Pipeline Manager > Workflow Tools



- Once Selected, Workflow Tools will open in a separate window and you will need to hover over the red Menu Icon and then Select Loan Condition Summary
- This will take you to the Loan Condition Summary Page where you can select the file you wish to view
- You may sort the columns by criteria or enter data into the fields to find the file you wish to view
- After selecting the file you will be on the Loan Details screen for that specific file. Here you will receive a message regarding filters

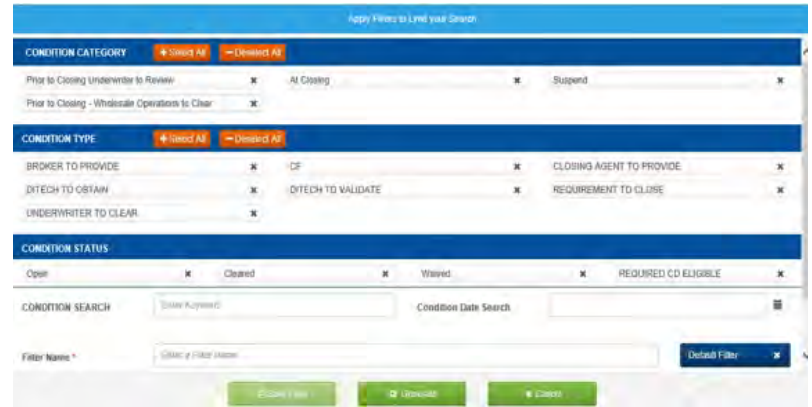


- The first time going into a loan you will not have any saved filters. These will need to be created in order to access the conditions properly
- Filters are User ID specific
- You may create and save up to 10 default filters



- From the Loan Details screen you will choose Filter (or Saved Filters if you have previously created and saved Filters)

After selecting Filter you will need to choose the options you wish to filter by and select Generate



1. Filters a Broker would need to select initially
 - Condition Type – Broker to Provide
 - Condition Type – Underwriter to Clear
 - Condition Type – CF
 - Conditions Status – Open
2. What you need to clear to be CD Eligible
 - Conditions Status – CD Eligible
3. What is needed at Closing
 - Category – At Closing
4. All open Underwriter Conditions
 - Condition Category – Prior to Closing Underwriter to Review
 - Conditions Status – Open

Loan Condition Summary – Filter Recommendations

Saved Filter Name	Filter Description	Default Filter ?	See In PDF	Delete
All Conditions	Shows all conditions on the loan.	Y		
Broker To Provide	Shows all conditions the Broker is required to provide.	N		
CD Conditions	Shows all open conditions needed to request the CD.	N		
Open At Closing Conditions	Shows all outstanding/open At Closing conditions.	N		
Open UW & Ops Conditions	Shows all outstanding/open UW and Ops conditions.	N		

PRO TIPS:

- ✓ Each User ID can create up to 10 filters
- ✓ When saving filters be sure to name them
- ✓ Make use of Recommended filters
- ✓ Be sure to use Refresh Pipeline

DITECH LOAN EXCEPTION REQUEST PROCESS

Loan Exception Requests for Prior Approvals

The [Loan Exception Request Form](#) must be completed in its entirety and uploaded as a 'CREDIT FILE' through Image Central along with the complete loan file. Please review ditech's [Underwriting Submission Checklist](#) for documentation when submitting a file for Prior Approval.

This applies both to delegated and non-delegated clients. The loan will go through the setup process before being assigned to an underwriter for review. The ditech underwriter will submit the exception request, once the loan is reviewed.

Loan Exception Requests for Closed Loans

The [Loan Exception Request Form](#) must be uploaded through Image Central as Document Type 'Exception Requests' along with the Closing Disclosure evidencing the loan has closed, along with any applicable documentation needed to review the request for exception.

Exception Requests for Condo Waivers, Escrow Waivers or Systems

The [System Exception Request Form](#) must be completed indicating the appropriate reason for the exception and uploaded through Image Central as Document Type 'Exception Requests'. See the [System Exception Request Form](#) for detailed requirements.

Click image for larger view

The screenshot shows the 'Upload Images' section of the Image Central web interface. The page includes a navigation menu on the left with options like 'Information Center', 'Training Center', 'Pipeline Manager', 'Bulk Services', 'Automated Underwriting', 'Compliance', 'Image Central', 'Recent Images', 'View Images/History', 'Additional Services', 'Site Administration', 'RFConnects', 'Print Content', and 'Logout'. The main content area displays loan details: 'Loan Number:', 'MERS Number:', 'Borrower Last name:', 'Borrower First name:', and 'Address:'. To the right, it shows 'Loan Status: Suspended' and 'Commitment Type: (E) Individual Best Efforts'. Below this, there is a 'Select File Type' section with a 'Document Type' dropdown menu. The dropdown menu is open, showing options: 'Appraisal File', 'Change of Circumstance', 'Exception Requests' (highlighted with a red arrow), 'FHA Case Number Request', 'Operations Conditions', 'Request for Settlement', and 'Underwriting Conditions'. There is also a 'Select File to Upload:' field with a file selection button. At the bottom, there is an 'Upload History:' section. The page footer includes 'DIGITAL SECURITY by Entrust' and 'CORRES-12 5-0010'.

DU Refer Eligible? Not the End of the Road...



Check out Ditech's Manual Underwriting Underwriting Options for your borrowers who aren't receiving an "Approve Eligible" on **Conforming, FHA or VA Loans**

Single Unit Primary Residence Purchase						
	Credit Score	Max DTI	Max LTV	Max Loan Amount	Unallowable Property Type	Reserve Requirements
Conforming	680	45	95	\$484,350	Manufactured	2 months
Conforming	660	36	95	\$484,350	Manufactured	6 Months
Conforming	620	45	75	\$484,350	Manufactured	2 months
Conforming	No Score	36	95	\$484,350	Manufactured	0
FHA	580	50	96.5	\$453,100	n/a	1 month
FHA	No Score	43	96.5	\$453,100	n/a	1 month
VA	580	50	100	\$484,350	n/a	0
VA	No Score	41	100	\$484,350	n/a	0

Guidelines of Note

Conforming Non-Traditional Credit: Homebuyer Education is required

Conforming Manual Underwrite: Any late payments within the last 24 months need to be explained and must be an isolated incident

Conforming Non-Traditional Credit: If no borrower is able to document a rental housing payment history, a minimum of 12 months reserves must be documented

FHA Manual Underwrite: Housing and Installment history must be 0 x 30 in the last 12 months and no more than 2 x 30 in months 13 to 24. Revolving Debt is 2 x 60 or 0 x 90 in the last 12 months

FHA Manual Underwrite: 31/43 is the baseline DTI qualification standard. This standard may be exceeded up to a max of 40/50. 2 compensating factors will be needed as listed in the FHA Guidelines

VA Manual Underwrite: If the DTI exceeds 41%, residual income must exceed the guideline by 120% *plus* significant compensating factors must be documented

VA Manual Underwrite: Loans underwritten by Ditech allow 1 x 30 in the last 12 months and 1 x 30 if fewer than 12 payments made on the mortgage. For Delegated and Non-Delegated Clients who underwrite and close loans in their own name - a written explanation is required for all mortgage lates more than 1 x 30 in the past 12 mos

PRO TIPS

Always check the product summary to make sure all underwriting guidelines are met

Always review the Client Guide for employment/income requirement. AUS income/asset recommendations cannot be used and full documentation is required

No appraisal waivers are permitted

Housing payment history requirements must be met and may be different between Conforming, FHA and VA. Always review the Product Matrix and/or Client Guide

Remember, when a loan is manually underwritten, any reduced documentation recommendations returned by the AUS or TOTAL cannot be used

For Manually Underwritten loans the AUS or TOTAL recommendations still have to be included with your file submissions

Please note...**Delegated Clients** may underwrite these files themselves or you may also take advantage of Ditech's Manual Underwriting Service for **Conforming Loans** (See Product Matrix for Geographic Restrictions)



LPMI (ditech paid) ditech's Lender Paid Mortgage Insurance Program

Follow ditech's LPMI Product Matrix for underwriting details. *Ditech orders the MI*

Use ditech's rate sheet to make the appropriate LLPA adjustments

Disclosure must be specific to Lender Paid MI

QM friendly = MI fee is not shown on Loan Estimate or Closing Disclosure

Correspondent does not order or pay for the MI for this product - ditech will order the MI when the loan is delivered

LPSP (Correspondent Paid) Lender Paid Single Premium

Follow the product matrix to ensure this MI option is allowed (See Mortgage Insurance Section of [Product Matrix](#))

MI Certificate must show as "Lender Paid". Correspondent orders the MI

Must use an approved MI Company, as noted in the product matrix

The disclosures must be specific to Lender Paid MI

QM friendly - MI fee is not shown on the Loan Estimate or the Closing Disclosure

Correspondent will order and pay for the MI, even if ditech is underwriting the loan

Include the MI Certificate with the Credit Package if ditech is underwriting

When Correspondent underwrites the loan, include the MI Certificate in the Closed Loan Package

Upon delivery of the loan, provide proof of payment for the MI premium.

Provide a copy of the check from the Title Company or Closing Attorney to the MI company or the wire to the MI Company along with a Fed reference and amount paid

BPSP (Borrower Paid MI with Correspondent Credit) Borrower Paid Single Premium

Follow the product matrix to ensure this MI option is allowed (See Mortgage Insurance Section of [Product Matrix](#))

MI Certificate is ordered as "borrower paid". Correspondent orders the MI

Must use an approved MI Company, as noted in the product matrix

The disclosures must be specific to a borrower paid MI

MI Premium is disclosed on the Loan estimate - in Section B - then offset it with a credit

Show the amount of the lender credit - 2nd page right side toward the bottom are where credits are reflected

MI Premium is disclosed on the Closing Disclosure in Section B

On the far right side, input the amount paid under the paid by other column

When structuring BPSP utilizing a lender credit - the BPSP may not be financed, it must be fully paid at closing with a credit

Correspondent will order the MI, even if ditech underwrites the loan

Include the MI Certificate with the Credit Package if ditech is underwriting

When Correspondent underwrites the loan, include the MI Certificate in the Closed Loan Package

Upon delivery of the loan, provide proof of payment for the MI premium.

Provide a copy of the check from the Title Company or the Closing Attorney to the MI company or the wire to the MI Company along with a Fed reference and amount paid

Mortgage Recasting

How it works with ditech



What is Mortgage Recasting?

Recasting, also known as re-amortization, is when a borrower wants to apply an additional sum of money to substantially reduce the unpaid principal balance of their loan and lower their monthly payment. The loan's interest rate and term will remain the same but the loan will be re-amortized based on the newly reduced principal amount which results in a lower monthly payment.

Does Ditech allow for Recasting?

Yes, but the loan must meet certain criteria.

- 1 There must be at least a 10% curtailment of the current lien applied
- 2 No previous modifications are allowed
- 3 No bankruptcies are allowed
- 4 The current loan must be a conforming/conventional Fannie Mae or Freddie Mac loan
- 5 Account must be current

Once the loan has been purchased by Ditech the borrower can contact Ditech Customer Service at 800-643-0202 to inquire about recasting their loan.

Additional Key Points

Currently there is not a fee for recasting a loan with Ditech Servicing. This may change in the future.

Once the loan has been purchased, the waiting period should be about 4-5 weeks before submitting the 10% or more principal payment and requesting the recast. (If the request to recast is submitted before the loan shows in Ditech's system that Fannie Mae or Freddie Mac is the investor, the recast request will be denied. A letter will then be sent to the borrower stating that the investor does not allow re-amortization and no other explanation will be given so please make borrowers aware of timing.)

The monthly principal payment must be received first before the recast request is submitted OR the client can request for Recast by providing the dollar amount of the curtailment and the date funds will be available.

Recasting is allowed on Fixed Rate and Adjustable Rate mortgages. An ARM may only be recast if the the interest rate is scheduled to change in 6 months or less.

Recasting a loan is only allowed once a year no matter how many principal reduction payments have been sent within the last year.



Non-Traditional Credit/No Credit Score

A non-traditional mortgage credit report may be used if one or more borrowers:
 Does not have sufficient credit for the development of a credit score
 Does not use the type of credit that is reported to credit repositories

All three major credit repositories must be checked to verify the borrower's credit history and confirm that the borrower does not have a credit score

Eligibility	Conventional DU Approval	Conventional Manual U/W	Conventional LPA Approval*	FHA	VA
Property Type	1 Unit Primary*	1 Unit Primary*	1 Unit Primary*	Standard	Standard
Loan Amount	\$453,100**	\$453,100**	\$453,100**	FHA Co. Limit	\$453,100
LTV/CLTV	90%	95%	95%	96.50%	100%
DTI	40%	36%	Follow LPA	31%/43%	41%
Product	Fixed Rate	Fixed Rate	Fixed Rate	All except Streamline	All except IRRRL
Transaction Type	Purchase or Rate & Term	Purchase or Rate & Term	Purchase or Rate & Term	Purchase, Rate & Term and Cash Out	Purchase, Rate & Term and Cash out

*Excludes Manufactured Housing

**Non-Traditional Credit not permitted on high balance

Tradeline Requirements	
Conventional Manual U/W	4 Sources*
FHA	3 Sources**
VA	3 Sources
Conventional DU Approve and LPA Accept	If no borrower has a score, 2 sources are needed for each borr. At least 1 source must be housing If one borrower has a score and contributes 50% or less of qualifying income 2 sources are needed for each borrower without a score. At least 1 source must be housing If one borrower has a score and contributes more than 50% of the qualifying income non-traditional credit is not required

*If one source is not a housing reference then 12 months reserves must be documented

**At least 1 of the three sources must be from rental/housing, telephone or utility. If all 3 required sources cannot be provided from housing, telephone and utility, refer to the list of eligible sources for non-traditional credit

Eligible Sources for Non-Traditional Credit: To establish credit history, credit references may be obtained from the following
Conventional - Rental housing payments require 12 month pay history. Documentation needed: VOR from a management company or 12 mos cancelled checks if a private landlord
FHA - Same as Conventional however if the borrower is living rent free provide a letter from the individual with whom they are living rent free confirming this
Utility company reference (if not included in rental payment), including telephone, water, gas, electricity, television or internet
Insurance Premiums not payroll deducted (e.g., medical, auto, life, renters ins)
Payment made to child care provider businesses that provide such services
School tuition
Rent-to-Own Retail (Furniture, appliances, electronics)
Medical bill payments not covered by insurance
Personal Loan from an individual with repayment terms in writing and cancelled checks to document payments
12 month savings history evidenced by regular deposits resulting in an increased balance to the account that were made at least quarterly; were not payroll deducted and caused no insufficient funds (NSF)
12 month history of payment by the borrower on an account for which the borrower is an authorized user

Assessment of the Payment History for Non-Traditional Credit Sources

For each non-traditional source, the following must be met:

There cannot be any delinquency on rental housing payments in the last 12 months
Only one account, excluding rental housing payments, can have a 30 day delinquency in the past 12 months
FHA/VA - No collections (other than medical coll. and/or identity theft) in the past 12 months
Conventional - No collections (other than medical) or judgements have been filed within 24 months. No tax liens filed within the past 24 months for Freddie Mac/LPA loans
Judgements, liens, collections, and charge-offs of non-mortgage accounts must be satisfied per guidelines

Pre-Purchase Home Buyer Education

Conforming - At least one borrower must complete pre-purchase home buyer education and counseling if all borrowers are relying solely on non-traditional credit to qualify, regardless of product or home buyer status

Non-traditional credit may not be used:

If a usable credit score was obtained and that score doesn't meet the min score requirements
If a usable score was obtained, despite a limited use of credit
To offset derogatory credit the borrower credit history indicates significant derogatory credit such as a bankruptcy, foreclosure, et. The borrower must have re-established credit including the establishment of traditional credit and credit score

If any discrepancy exists between this document and Ditech's published guidelines, the published guidelines prevail

Significant Derogatory Event Wait Time Job Aid

This job aid contains wait time requirements for Conforming transactions.

Extenuating circumstances must be documented.

Consult the Guide for complete eligibility requirements for borrowers with significant derogatory credit.

Event	DU and Manual Underwrite	LPA Accept LPA Caution and Manual Underwrite Not Permitted
Bankruptcy Chapter 7	>=4 years discharged/dismissed	Follow LPA
Extenuating - Bankruptcy Chapter 7	>=2 years discharged/dismissed	Follow LPA
Bankruptcy Chapter 13	DU: >=2 years discharged or >=4 years dismissed or filed but not discharged Manual: >= 2 years discharged or >=4 years dismissed	Follow LPA
Extenuating - BK Chapter 13	>=2 years discharged/dismissed	Follow LPA
Multiple BKs	> =5 years most recent discharge/dissmissal	Follow LPA
Extenuating- Multiple BKs	>=3 years most recent discharge/dissmissal	Follow LPA
Foreclosure	>=7 years from completion	Follow LPA
Extenuating - Foreclosure	>=3 years and Primary Purchase: Max 90% LTV Rate & Term Refinance: All occupancy & no LTV restriction Cash-out Refinance: Not eligible	Follow LPA
Short sale, preforeclosure, deed in lieu	>=4 years from completion	Follow LPA
Extenuating - Short sale, preforeclosure, deed in lieu	>=2 years from completion	Follow LPA
If mortgage was discharged in BK with subsequent FC	Apply BK wait time	Follow LPA

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Significant Derogatory Event Wait Time Job Aid

This job aid contains wait time requirements for FHA and VA transactions.

Extenuating circumstances must be documented.

Consult the Guide for complete eligibility requirements for borrowers with significant derogatory credit.

Event	FHA	VA
Bankruptcy Chapter 7	>=2 years discharged	>=2 years discharged
<i>Extenuating - Bankruptcy Chapter 7</i>	<i>Manual/Downgrade: >=12 months discharged</i>	<i>>=12 months discharged</i>
Bankruptcy Chapter 13	>=2 years discharged Manual/Downgrade: >=12 months of payout	>= 12 months of payout
<i>Extenuating - BK Chapter 13</i>	<i>>=2 years discharged Manual/Downgrade: >=12 months of payout</i>	<i>>=12 months of payout</i>
Multiple Bankruptcies	>=2 years from most recent discharge If Chapter 13 is final BK, Manual Downgrade: >=12 months payout	>=2 years from most recent discharge If Chapter 13 is final BK: >=12 months payout
<i>Extenuating - Multiple BKs</i>	<i>Manual/Downgrade: >=12 months from most recent discharge or payout if Chapter 13</i>	<i>>=12 months discharged from most recent discharge or payout if Chapter 13</i>
Foreclosure, deed in lieu	>=3 years from title transfer	>= 2 years from title transfer
<i>Extenuating - Foreclosure, deed in lieu</i>	<i>Manual/Downgrade: >= 12 months from title transfer</i>	<i>>= 12 months from title transfer</i>
Short sale, preforeclosure	>=3 years from title transfer	>= 2 years from title transfer
<i>Extenuating - Short sale, preforeclosure</i>	<i>Manual/Downgrade: >= 12 months from title transfer and 0x30 on Mortgage Payments and Installment Debt in the 12 months preceding the short sale/preforeclosure</i>	<i>>= 12 months from title transfer</i>
If mortgage debt was included in BK with	Apply FC wait time	Apply FC wait time
Restructure- subject loan	Standard mortgage payment history requirements apply	Standard mortgage payment history requirements apply
Restructure of other REO - not subject loan	Standard mortgage payment history requirements apply	Standard mortgage payment history requirements apply

Published 01/15/16

Qualifying with Student Loan Debt



Don't let Student Loans put an end to your deal! Know the Facts!

Fannie Mae Qualifying Standards

Fannie Mae Calculates the student loan payment differently depending on the status of the loan

For Student loans in repayment: Use the payment on the credit report. If the monthly payment is not on the credit report or if the credit report shows \$0 as the monthly payment and the borrower is on an income based repayment plan (IBR), obtain documentation to verify the actual monthly payment is \$0 and qualify with a \$0 payment

For student loans in deferment or forbearance: a payment of 1% of the outstanding student loan balance or a fully amortizing payment must be used in qualifying

PRO TIP: In relation to loans that are in repayment Fannie Mae has a more favorable guideline. If the payment on the credit report is \$0, Freddie Mac uses 0.50% of the outstanding balance as shown on the credit report as a payment for qualifying

Freddie Mac Qualifying Standards

Freddie Mac has a singular approach to student loan debt regardless of whether in repayment, deferment or forbearance status

If the monthly payment amount is $> \$0$, use the monthly payment amount on the credit report or other documentation provided

If the monthly payment amount is $\$0$ on the credit report, use 0.50% of the outstanding balance as shown on the credit report

PRO TIP: In relation to loans that are in deferment or forbearance status, Freddie Mac has a more favorable guideline. Fannie Mae requires a payment of 1% of the outstanding student loan balance or a fully amortizing payment





ROAD MAP TO EXPANDED PRODUCT OPTIONS – FINDING THE BEST FIT

Documentation Style	Eligible Borrowers	Income Validation Requirements	Application	Product Code
<u>Full</u>	<ul style="list-style-type: none"> Expanded Qualifying Criteria for Borrowers not qualifying for Conforming or Jumbo Loan High LTV cash out. Cash out up to \$500,000 Non-warrantable condos Credit Challenged Borrowers High LTV No MI 2-4 units up to 85% LTV Up to 20 acres permitted 	<ul style="list-style-type: none"> Standard 2 Years Verified Income 4506T Required 	<ul style="list-style-type: none"> Complete 2 year history of employment and income 	<ul style="list-style-type: none"> LL2 Exp Criteria A+ 30 Yr Fixed LL4 Exp Criteria A+ 5/1 LIBOR ARM MM5 Exp Criteria A 30 Yr Fixed MM7 Exp Criteria A 5/1 LIBOR ARM
<u>Streamline</u>	<ul style="list-style-type: none"> Self Employed Borrowers Commissioned Borrowers Rental Income Borrowers Conforming or Jumbo Loan FICOs down to 620 	<ul style="list-style-type: none"> Current Year Tax Return Showing 12 Month History 4506T Required. All other income type borrowers must fully document 2 years of verified income 	<ul style="list-style-type: none"> List complete employment history of 2 years and current income 	<ul style="list-style-type: none"> LL3 Exp Criteria A+ Alt Doc 30 Yr Fixed MM6 Exp Criteria A Alt Doc 30 Yr Fixed
<u>NINE</u>	<ul style="list-style-type: none"> Self Employed Borrowers Rental Income Borrowers Asset heavy, income light borrowers Conforming or Jumbo Loan Up to 85% LTV 	<ul style="list-style-type: none"> 12 Month Bank Statements in Lieu of Tax Returns Borrower Affirmation Regarding Ability to Repay NINE Bank Statement Calculator All other income type borrowers must be documented using standard 2 years verified income 	<ul style="list-style-type: none"> List business/source of income List amount of income 	<ul style="list-style-type: none"> LL3 Exp Criteria A+ Alt Doc 30 Yr Fixed MM6 Exp Criteria A Alt Doc 30 Yr Fixed
<u>NIVA</u>	<ul style="list-style-type: none"> Borrowers with Accumulated Wealth Cash Alternative Maximize Tax Deductions Conforming or Jumbo Loan FICOs down to 700 Non-warrantable condos 	<ul style="list-style-type: none"> 12 Month Bank Statements No Income No Debt Ratios Borrower Affirmation – NIVA Form NIVA Calculator 	<ul style="list-style-type: none"> Leave blank source of income Do not list amount of income 	<ul style="list-style-type: none"> LL3 Exp Criteria A+ Alt Doc 30 Yr Fixed

Fannie Mae UCDP

Step 1: Identify your Primary Lender Administrator

- If your organization delivers to both Freddie and Fannie, the primary lender administrator must be the same individual for both GSE's

Step 2: Register the Primary Lender Administrator with Fannie Mae

- Use the Administrator identified in step 2 and your primary Seller/Servicer or TPO #

Step 3: Complete the UCDP Setup Form

- Joint GSE form that only needs to be submitted once
- UCDP Setup form at gsa.veros.com/onlineform/

Step 4: Receive your Freddie Mac UCDP Authorization Code

- Administrator will receive welcome email within 5 business days. If your organization did not previously have a TPO # you will receive that in welcome email also

Step 5: Register for the UCDP

- The administrator will receive an email that will contain a unique registration URL to begin the UCDP registration process. This email should be received within 1 to 2 business days of the welcome email.

Step 6: Determine delivery method

- Web-based interface
- Vendor provided solution

Fannie Mae/Freddie Mac UCDP Appraisal-Sharing Functionality: One-time set up process in UCDP to select your list of aggregators to share appraisals. Review the [UCDP Appraisal-Sharing Job Aid](#) for instructions on setting up appraisal-sharing. Ditech's registered Aggregator ID is TFT616

PLEASE NOTE: The Uniform Appraisal Dataset (UAD) must be submitted to BOTH Fannie Mae and Freddie Mac for electronic review/approval prior to purchase

UW Status, Scenarios and Product Questions: 877-700-4622 Option #6



DO Signup Process

You will need DO or DU access to be in compliance with ditech's Uniform Collateral Data Portal or "UCDP" policy. This policy states that all loans must be ran through the UCDP. You will also gain the ability to offer Fannie Mae products

Step One: <http://www.fanniemae.com>

- Electronically sign the Fannie Mae Software Subscription Agreement and Desktop Originator Schedule

Step Two: Identify Sponsoring Lender

- Identify ditech as your sponsoring lender: Seller Servicer ID # 26184

Step Three: Retrieve your DO Password

Step Four: Contact Credit reporting agencies

- Obtain a Fannie Mae account number and password from your credit information provider so that you can pull credit reports or associate already pulled credit reports in DO. This process is performed outside of the DO Online Registration tool.

Step Four: Begin Individual User Set Up Process

- Each DO user in your company or organization must have a unique user ID and password
- If you have multiple users, we recommend that you request all of the user IDs during the initial registration process





Loan Product AdvisorSM

LPA Signup Process

You will need LPA access to gain the ability to offer Freddie only products. You can take advantage of the latest Loan Product Advisor flexibilities to work more efficiently in your channel with benefits like:

Use of future income | Streamline Findings | 90% LTV Condos with Reduced Docs | Non-Occupant Co-Borrower Income | Follow findings which may allow reduced documentation

Step One: Click [this link](#) to go the FreddieMac's Website

- Select Get Started and answer the prompted questions if you do not already have a relationship set up with Freddie/LPA
- Select whether you are going to be a direct seller or Third Party Originator (TPO). TPO – Even if you are not a direct seller you can still take advantage the Freddie Mac product line by originating through ditech
 - This requires a sponsoring lender and you will use ditech's Seller Servicer number for sponsorship #160397 and Tax ID# 20-8009003
 - This TPO # will also allow you to run the UCDP through Freddie

Step Two: All LPA Sign up forms you will need to complete

Step Three: Contact Credit reporting agencies

- To access merged reports in LPA, you must directly contact the credit reporting companies or their affiliates, provide them with your LP TPO number, and establish service agreements for use with LP with at least one of them

Step Four: Begin on-line sign up process

- Begin and complete the online informational request and make sure to include ditech as the lender that you have a relationship with. Help is available at 888 LP ON WEB (576-6932)



Freddie Mac UCDP

Step 1: Identify your Primary Freddie Mac Seller Servicer No. or TPO No.

- Freddie approved seller will need seller/servicer # and Correspondent TPO will need TPO # and sponsoring lender (only need to identify one)

Step 2: Identify your Primary Lender Administrator

- If your organization delivers to both Freddie and Fannie, the primary lender administrator must be the same individual for both GSE's

Step 3: Register the Primary Lender Administrator with Freddie Mac

- Use the Administrator identified in step 2 and your primary Seller/Servicer or TPO # and submit Freddie Mac's "Uniform Collateral Data Portal Authorization Request Form"

Step 4: Complete the UCDP Setup Form

- Joint GSE form that only needs to be submitted once
- UCDP Setup form at gsa.veros.com/onlineform/

Step 5: Receive your Freddie Mac UCDP Authorization Code

- Administrator will receive welcome email within 5 business days. If your organization did not previously have a TPO # you will receive that in welcome email also

Step 6: Register for the UCDP

- The administrator will receive an email from ucdp-noreply@veros.com that will contain a unique registration URL to begin the UCDP registration process. This email should be received within 1 to 2 business days of the welcome email.

Fannie Mae/Freddie Mac UCDP Appraisal-Sharing Functionality: One-time set up process in UCDP to select your list of aggregators to share appraisals. Review the [UCDP Appraisal-Sharing Job Aid](#) for instructions on setting up appraisal-sharing. Ditech's registered Aggregator ID is TFT616

PLEASE NOTE: The Uniform Appraisal Dataset (UAD) must be submitted to BOTH Fannie Mae and Freddie Mac for electronic review/approval prior to purchase

UW Status, Scenarios & Product Questions: 877-700-4622 Option #6

03/28/19

Share Appraisals with your Aggregators

UCDP Web Solution:

From the UCDP home page, click on the **Share Appraisal** icon or navigate to the **Share Appraisals** tab and select **Share Appraisals** from the drop-down to view the **Share Appraisals or Search Previously Shared Appraisals** page.

Enter parameters to search submitted appraisals and share appraisals with your selected aggregator(s).

Refer to the [Uniform Collateral Data Portal Appraisal Sharing User Guide](#) (active link) for step-by-step instructions on sharing appraisals.

UCDP DI Solution

- Execute the **MakeDesignation** DI call by providing a Doc File ID and an Aggregator ID

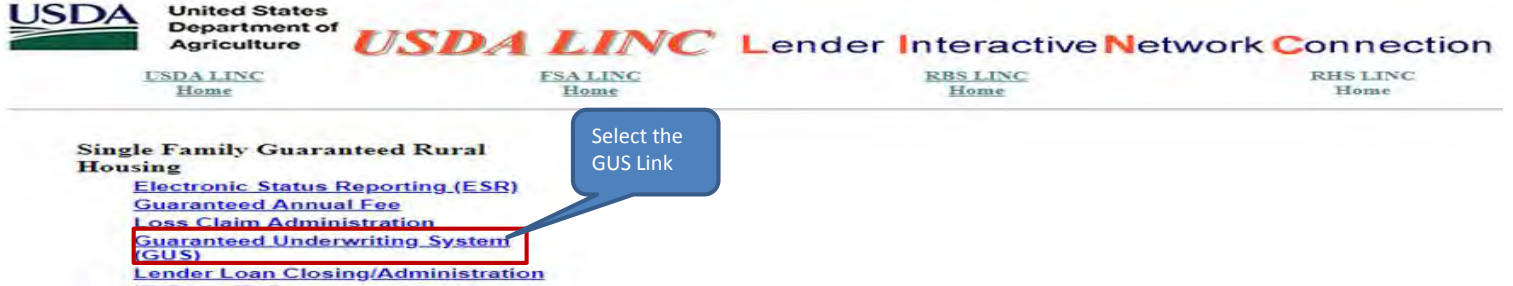
Notes:

- The Aggregator ID is created by UCDP when the aggregator Lender Admin completes the one-time aggregator set-up
- The registered aggregators (including Aggregator Name and ID) will be displayed in the “Available Aggregators” list of the UCDP Account Administration -> User Profile page
- Contact the joint UCDP Support Center at 1-800-917-9291 if you have further questions on the Aggregator ID
- UCDP Appraisal Sharing Job Aid for Correspondents is located [HERE](#) (active link)

Step 1: Go to - <https://usdalinc.sc.egov.usda.gov> and select RHS LINC Home



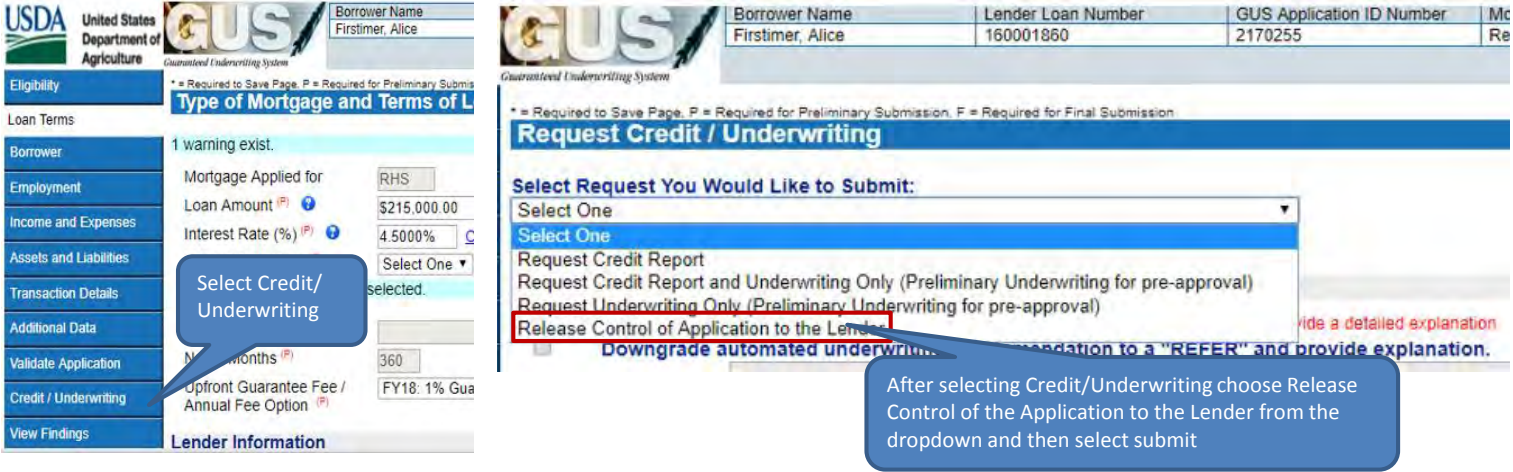
Step 2: Select the Guaranteed Underwriting System (GUS) Link



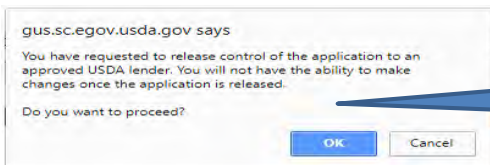
Step 3: Log in to GUS and search and select the file you wish to assign to Ditech



Step 4: After selecting the file choose Credit/Underwriting then Release Control of the Application



Step 5: Confirm the release to Ditech



This document references final assignment. Client must choose Ditech as the lender in the dropdown at the time of initial submission

User Profiles - Web Set Up Guide

3 Different User Profiles: Please use the following Key to determine best practices for access to Ditech's website

1 Management Team – All access, can create and manage users along with manage user access

Please select as least one other person to be a User Manager. Changes to individual user profiles will need to be done by a company assigned User Manager

2 Operational Staff – Targeted Access for Processing, Closing, Funding

3 Sales Staff – Basic access for Loan Officers and support staff

TIPS:

--Make sure to complete all required information in the User Information Section – also check the radio button for enabling user access

--Always select Save User once the profile has been completed

--You will need to email the individual user their assigned login and temp password once the account has been created

* **Loan Status and Reports has the ability to view Pricing**



User Information:

Enabled: Yes No

*First: Middle:

*Last:

*Username: Temp Password:

*Email: *Telephone ()-

* Required field

Section Manager
Report Manager

INFORMATION CENTER

<input type="checkbox"/> Bulletins 1 2 3	<input type="checkbox"/> Client Guide 1 2 3	<input type="checkbox"/> Product Matrix 1 2 3
<input type="checkbox"/> Forms Library 1 2 3	<input type="checkbox"/> Market Indicator 1 2 3	<input type="checkbox"/> Exclusionary List 1 2 3
<input type="checkbox"/> MIRR List/Unacceptable Appraisers 1 2	<input type="checkbox"/> Client Report Card 1	

TRAINING CENTER

<input type="checkbox"/> Training Documents 1 2 3	<input type="checkbox"/> Web Based Training 1 2 3
---	---

JOB AIDS

<input type="checkbox"/> Job Aid Documents 1 2 3
--

PIPELINE MANAGER

<input type="checkbox"/> Ratesheet 1	<input type="checkbox"/> eBiling 1	<input type="checkbox"/> Reports 1 2 *
<input type="checkbox"/> Loan Status 1 2 *	<input type="checkbox"/> Get Quote 1	<input type="checkbox"/> Get Scenario 1
<input type="checkbox"/> Register Loan 1	<input type="checkbox"/> Lock Loan 1	<input type="checkbox"/> Lock Extension 1
<input type="checkbox"/> Revise Loan 1	<input type="checkbox"/> Revise Locked Loan 1	<input type="checkbox"/> Cancel Loan 1 2

BULK SERVICES

<input type="checkbox"/> Bulk Import 1	<input type="checkbox"/> Commitments Report 1
---	--

IMAGE CENTRAL

<input type="checkbox"/> Import Images 1 2	<input type="checkbox"/> Import 3.2 (1003) 1 2	<input type="checkbox"/> View Images/History 1 2
---	---	---

ADDITIONAL SERVICES

<input type="checkbox"/> AU Services 1 2	<input type="checkbox"/> Doc Prep Vendors 1 2	<input type="checkbox"/> Final document services 1 2
---	--	---

SITE ADMINISTRATION

<input type="checkbox"/> User Manager 1
--

Pricing Authorization

<input type="checkbox"/> Disable Pricing Get Scenario 2 3
--

[Save User](#)



VA Cash-Out Refinance

VA Requirements & Guidelines on Cash-Out Transactions

LTV Calculation and Maximum LTV Limit

LTV Calculations for VA Cash-Out refinance transactions are based on the Total Loan Amount, which includes the VA Funding Fee (if financed) into the loan amount.

The sum of the Base Loan amount and the VA Funding Fee, if financed, is limited to 100% of the Appraised Value

The VA Funding Fee may be partially financed in the total loan amount with the remaining amount that exceeds the 100% appraised value, paid outside of closing (it may be split)

There are two LTV limits (100% and 90%), based on the qualifying Net Tangible Benefit (NTB) test

Net Tangible Benefit Test

All Cash-Out Refinances must meet a Net Tangible Benefit (NTB) test in order to be eligible. The refinance loan must meet at least one of the following 8 NTB Requirements:

- The new loan eliminates monthly mortgage insurance, whether public or private, or monthly guaranty insurance
- The term of the new loan is shorter than the term of the loan being refinanced
- The interest rate on the new loan is lower than the interest rate on the loan being refinanced
- The payment on the new loan is lower than the payment on the loan being refinanced
- The new loan results in an increase in the borrower's monthly residual income (monthly debt obligations are paid off)
- The new loan refinances an interim loan to construct, alter, or repair the home
- The new loan amount is equal to or less than 90 percent of the reasonable value of the home (90% LTV)
- The new loan refinances an adjustable rate loan to a fixed rate loan

***Please note the VA Cash-Out NTB Requirements are separate and apart from any state specific NTB requirements**

Loan Comparison Disclosure Requirements

For all cash-out refinance transactions, the Veteran must be provided with two loan comparison disclosures, one at application and one at closing. The disclosure compares key loan characteristics and terms of the existing mortgage(s) to the new loan

The VA requires the Loan Comparison Disclosure to include the following data elements:

- Loan type (i.e., fixed or adjustable) of the refinancing loan vs. the loan being refinanced
- Interest Rate of the refinancing loan vs. the loan being refinanced
- Loan term of the refinancing loan vs. the loan being refinanced
- The total the Veteran will have paid after making all payments (principal and interest), and mortgage insurance, as scheduled, for both the refinancing loan and the loan being refinanced
- LTV of the refinancing loan vs. the loan being refinanced
- An estimate of the home equity being removed from the home as a result of the refinance with an explanation of how the removal of home equity may affect the Veteran

Delegated and **Non-Delegated?** (Awaiting confirmation) Clients are responsible for completing the proposed disclosure at the time of application and the final Loan Comparison Disclosure

Wholesale Clients are responsible for completing the proposed disclosure at the time of application. You may use the initial comparison forms of your choice to meet VA disclosure requirements. Ditech will complete the final Loan Comparison Disclosure

Two Category Types of Cash-Out Refinances

There are two types of VA Cash-Out Refinances - Type 1 and Type 2

- Type 1 is defined as a loan where the total loan amount does not exceed the payoff amount of the loan being refinanced
- Type 2 is defined as a loan that exceeds the payoff amount of the loan being refinanced (most loans will fall into the Type 2 category)

The refinance type is determined by whether the total loan amount is greater or less than the payoff amount disclosed on the Closing Disclosure

NTB Requirements include interest rate reduction and fee recoupment requirements for VA-to-VA refinances that are classified as Type 1 refinances. See the Type 1 Cash-Out Refinance model disclosure or VA Refinance Product Summary for details

Ditech seasoning requirements on VA to VA refinances remain unchanged regardless of type or structure



Calculating the VA Funding Fee



THE VA Funding Fee is a one-time fee paid directly to the Department of Veterans Affairs (VA) for every VA purchase or refinance loan. The money received from the Funding Fee is used to offset defaulted loans and to keep the program self sustainable.

Borrowers have the option to pay the fee upfront or can include the fee into the loan amount.

The amount of the VA Funding Fee is determined by the type of Veteran or Military Status, down payment, product, and how many VA loans the Veteran has had. To calculate the Funding Fee please use the chart below:

VA Funding Fee Table			
Purchase and Permanent Financing of New Construction			
Type of Veteran or Military Status	Down Payment	First Time Use	Second and Subsequent Use
Veteran/Active Duty	Less than 5%	2.15%	3.30%
	5% and up to 10%	1.50%	1.50%
	10% or more	1.25%	1.25%
Reserves/National Guard	Less than 5%	2.40%	3.30%
	5% and up to 10%	1.75%	1.75%
	10% or more	1.5%	1.5%
Disables Veteran (Service-connected disability)	N/A	0.0%	0.0%
Cash-Out Refinance Products			
Veteran/Active Duty	N/A	2.15%	3.30%
Reserves/National Guard	N/A	2.40%	3.30%
IRRRL			
Veteran/Active Duty/Reserves/National Guard	N/A	0.5%	0.5%
* Gift of Equity does not reduce the Funding Fee			

Example: Veteran purchasing a home with a \$200,000 purchase price, 100% financing and this will be their first VA Loan. The Funding Fee would be 2.15% or \$4,300

Amount Financed = Purchase Price (-) Down Payment (+) VA Funding Fee

Pro Tip: The VA Funding Fee is tax deductible. The Funding Fee is entered as a part of the 1098 mortgage insurance statement. VA origination fees can also be tax deductible when they are charged as points





VA Non-Delegated & Wholesale Submissions

Step 1: Register your loan to obtain a ditech loan

Step 2: Order the Certificate of Eligibility (if not already available)

Step 3: Run the AUS – Assign the Findings or Feedback to Ditech

Step 4: Order the Appraisal – ALL Clients will order the Appraisal / Case Number through the VA’s WebLGY portal

- VA appraisals for purchase and cash-out transactions must be ordered through WebLGY
- Once into WebLGY there are two ways to Request an Appraisal:
 - You can scroll over the Loan Link on the top menu which will activate a drop down menu where you will choose “Request Appraisal”
 - You can also select the “request appraisal” link in the lender workspace area
- You will choose LAPP Appraisal Type – under the Select Appraisal Type section when ordering
- Complete the fields in section One “Requester Information” as follows:

The screenshot shows a form with the following fields and annotations:

- 1A. Sponsor's Identification Number:** Contains '6393140000'. A red arrow points to this field with the label 'Ditech VA Lender Number'.
- 1B. Requester Phone Number, Extension, Name:** Empty field.
- 1C. E-mail Address:** Contains 'vaappraisalreview@ditech.com'. A red arrow points to this field with the label 'Ditech Loan Registration Number'.
- 1D. Institution's Case Number:** Empty field.

- Ditech Lender ID # 6393140000 must be entered in Field 1A
- VAappraisalreview@ditech.com must be entered in Field 1C. You may enter more than one email address in this field if you wish to receive email notifications. Please make sure to separate all email addresses by using a semicolon
- Ditech’s Loan # must be entered in Field 1D

- Print the request for appraisal for your records. It will display the VA loan number issued for the appraisal request
- Once the appraisal is complete it will be sent directly to ditech for review
- See the Ordering VA Appraisals job aid in the Job Aids section of the website for a complete walkthrough of appraisal ordering
- **Appraisal Transfers** - Appraisal and Case Number must be assigned to ditech – Complete the Request Transfer in WebLGY and the VA will assign to ditech

Step 5: Submit the loan to Ditech for underwriting

- All standard Prior underwriting procedures need to be followed. Please see Prior Underwrite Job Aid for review

Addendum to URLA – VA Form 26-1802a

- Part 1 Box 13 will be Ditech’s VA Lender ID (1393140000) as the Lender/Mortgagee
- Part 1 Box 15 will contain Ditech’s
 - Ditech Financial, LLC 1100 Virginia Drive Fort Washington, PA 19034
- Section F will have client’s name and address listed as the authorized agent and Loan Application and Processing of Loan Application input as the function

Step 6: Closing

- For Non-Delegated Clients - You will need to remit the VA Funding Fee and please make sure to include the receipt showing the payment status as settled when submitting the loan for purchase
- Wholesale Clients Ditech will remit the VA Funding Fee
- Ditech will submit the loan for the Loan Guaranty Certificate regardless of delegation

Recommendations for smoother transactions

1. Provide the completed Underwriting Submission Checklist and all necessary notes and explanations to the Underwriter (include all mortgage and rental histories)
2. Be aware of the Net Tangible Benefit Test and Recoupment Period requirement – 36 months or less
3. Condos MUST be VA Approved. VA does not recognize HUD Approved condos. Search [HERE](#) for a list of VA Approved Condos. If the condo is not approved, contact the VA for approval options (this will take time!)
4. IRRRL Transactions: If a value determination is required it must NOT be ordered through WebLGY
5. For refi transactions it is important that the payoff stmt is requested/received prior to requesting a clear to close. Please provide updated payoffs to u/w asap

Note: All standard prior underwrite procedures including 3.2 file upload need to be followed. Please see Prior Underwrite Job aid for further information and instruction

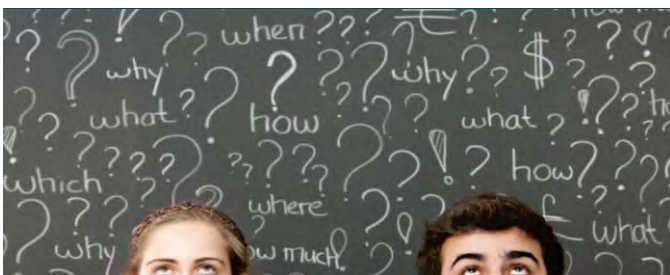
UW Status, Scenario & Product Questions: 877-700-4622 Option #6

3/28/19

Correspondent Specific Job Aids

<p>Your Team with ditech</p> <p>Sales Director Associate Sales Director Client Manager - Single Point of Contact (SPOC): Contact for File Specific or Compliance Questions, Servicing, Loan Set Up or Closed Loan Suspense Issues</p>
<p>Underwriting Status, Scenarios & Product ?'s</p> <p>Contact our Underwriting Team for Underwriting, Product and Guideline Scenarios or Questions and DU/LPA releases Phone: 877-700-4622 Option #6 Underwriting Scenarios: underwriting_hotline@ditech.com Questions for: Products, AUS, Underwriting Status, Scenarios, General Underwriting Guidelines</p>
<p>Registration & Negotiated Trades Desk (NT Desk)</p> <p>(For Authorized Users) Direct Phone: 866-396-4622 Phone: 877-700-4622 Option 5 Fax: 866-445-8476 Loan Commitment Questions - nt_requests@ditech.com</p>
<p>Condo Questions or Assistance</p> <p>uw.condos@ditech.com Condo Sub Job Aid can be found in the Job Aid Booklet</p>
<p>Mercury Portal/Appraisal Questions</p> <p>Phone: 877-700-4622 Option #4</p>
<p>Down Payment Assistance (DPA) Programs</p> <p>DPA Program eligibility must be approved for loans submitted to ditech for underwriting. However, ditech DPA approval is not required for loans underwritten under client's delegated authority. The DPA Job Aid from the job aid booklet can be found here for details</p>
<p>Transaction Guide</p> <p>The Transaction Guide is a tool that provides information on transacting business with ditech - including but not limited to: Delivery of Notes, Post Funding Adjustments, Final Docs and Servicing info. The transaction guide is located in the Job Aid booklet or under the resource tab on our website found here.</p>
<p>Customer Service - Consumer/Servicing</p> <p>Conforming, Government, Jumbo & Home Equity Ditech: 800-643-0202</p>

<p>Live Webinar Training Classes</p> <p>Take one of our "Best in Class" training sessions on Products and Process'. Topics include: Affordable Lending Products, DU Refi Plus, FHA, Condos, Conforming, Loan Processing, Calculating Income, Tax Return Analysis, Mortgage Basics, Credit Reports and many more! Log in to our website > Left Hand Toolbar > Select Training Center > Web Based Training or go here</p>
<p>TurnTimes</p> <p>Current turn times are posted on the landing page of our website before you log in by selecting the stop watch in the bottom center or under the latest news section of the website once you have logged in</p>
<p>Information Center *</p> <p>Product Matrix - General at a glance reference guide Client Guide - More detailed guidelines, client contract terms, delivery info, compliance etc. Bulletins - ditech news or latest changes to products and process. Please email your Sales Director to receive by email Forms Library - Fee schedule and all ditech forms</p>
<p>Pipeline Manager *</p> <p>Reports - Use this section to find the status of suspended loans that have been submitted for purchase, status of expiring lock, underwriting status for prior underwrites or purchase advice Loan Status - Enter your loan number to find the status of your loan. Loan status will provide lock status/pricing detail, underwriting and suspense status if applicable.</p>
<p>Job Aid Booklet - Very Helpful!</p> <p>The Product Matrix provides clear and concise product guidelines. The Job Aid Booklet contains several process explanation and product comparison documents that facilitate doing business with ditech. These "at a glance" one pagers are great quick reference guides. There is no need to log into our website to access the Product Matrices or Job Aids. The Product Matrices can be found under the "Products" tab and the Job Aids can be found under the "Resources" tab of the log-in page.</p> <p>* Access to these functions as well as rate sheets on our website are defined in the individual user profile by the client web administrator at your company</p>





Condo Submissions

Condo Questionnaire:

- You may use your own questionnaire provided it address' all of the questions on ditech's questionnaire or you may use the ditech questionnaire from the forms library on our website

Submission Process:

- Projects can be uploaded to ditech's web-site using the "condo review" document type in Image Central

Select File Type

Document Type:

Submission of Condo Documents

Lender/Investor to UW

Select File to Upload: No file chosen

Required Items: Located > <https://businesslending.ditech.com>

>Information Center > Forms Library

- Condo Warranty Form
- Condo Project Submission Checklist
- HOA Questionnaire or Limited Project Review Cert as required

UW Status, Scenarios & Product Questions:
877-700-4622 Option #6

01/15/19

Monitoring Condo Status

- The conditions/suspense items will be available on the website under Pipeline Manager > Loan Status > the suspense tab (see ex below)
- A fax will be sent when the condo suspense items will be cleared
- The LDL/Approval will be updated if ditech is U/W the file

Status **Suspense** U/W

Data as of Jan 21, 2014 at 12:11 PM EST

Loan Number:
Seller Loan Number:
Suspense Reasons:
Condo Full Legal Review Required

Checking Condo Status on the Loan Status page

Suspense Date: 01/10/2014

Comments/Other:
SUSPENDED: 1. Approved current annual budget for 2014 (2013 was provided in initial submission file). 2. Per appraisal, utilities are not separate. Appraiser to comment on comparability to others units in the neighborhood. I.e. Common to the area, impact on marketability, if any.

Underwriting Status: Phone 877.700.4622 option 6

Email: uw.condos@ditech.com

Warranty Authority:

- You may warrant or you may send to ditech to warrant and ditech will warrant without U/W the file
- If ditech is U/W the file we will need to warrant as well
- ditech will warrant without a complete file
- This job aid outlines how to submit condos for ditech to warrant when YOU are U/W the credit file. If ditech is U/W the credit file, the condo docs should be included with the initial upload of the complete credit file for a limited review or by using the Condo Review Document Type in Image Central for full reviews

TOP 5 SUSPENSE ITEMS

1. Legal documents are not recorded
2. Missing pages of legal documents
3. Missing budget or budgets are outdated
4. Legal documents do not meet "amendment" requirements
5. Budget does not meet reserves requirement



DITECH CORRESPONDENT
LOAN TRANSACTION INFORMATION

	Conforming Fixed and Conforming ARM Loans	Government Loans	Non-Agency Loans (Home Equity & Expanded Criteria)
Address of Website	Businesslending.ditech.com	Businesslending.ditech.com	Businesslending.ditech.com
Appraisal Orders	Appraisals may be ordered through the Mercury Network, Ditech's portal for appraisals . The site can be accessed by signing onto Businesslending.ditech.com and using the link from our site. Follow onscreen directions.	<p><u>See Product Summaries for Complete Guidelines</u></p> <p>FHA: The appraisal form and attachments must be prepared by an FHA approved appraiser. The appraisal report must be on the current version of the appropriate appraisal form.</p> <p>VA: A new appraisal completed by a VA approved or VA fee panel Appraiser is required. Refer to VA Lender's Handbook for appraisal requirements.</p>	Appraisals can be ordered using your standard ordering process/AMC. CDA (Collateral Desktop Analysis) must be ordered through Clear Capital.
Bailee Information	Ditech Financial LLC or its Custodian, Wells Fargo		
Correspondent Client Support	877-700-4622		
Customer Service (Consumers)	Ditech Financial LLC 800-643-0202 – phone 866-870-9919 – fax www.ditech.com		
FHA Lender ID Number	N/A	New Holding / Servicing Mortgagee ID: 22947-00224	N/A
VA Sponsor ID Number	N/A	Sponsor Identification Number: 6393140000	N/A
Final Doc Address	Indecomm Global Services Mail Stop FD-DT-7000 1260 Energy Lane St Paul MN 55108		
Good-bye Letter	Good-bye to Ditech Financial LLC Sample in Forms Library on website		



DITECH CORRESPONDENT
LOAN TRANSACTION INFORMATION

	Conforming Fixed and Conforming ARM Loans	Government Loans	Non-Agency Loans (Home Equity & Expanded Criteria)
USDA Servicing Lender	N/A	Servicing Lender ID: 41-1795868 USDA Assigned Branch: 001 Name: Ditech Financial LLC Address: 345 St. Peter Street, St. Paul, MN 55102	N/A
Loan Servicing	Ditech Financial LLC Attn: Customer Service PO Box 6172 Rapid City, SD 57709		
MERS	SERVICER: 1006569 (Ditech Financial LLC) INVESTOR: 1006569 (Ditech Financial LLC)		
Mortgagee Clause	Ditech Financial LLC Its Affiliates and/or Assigns PO Box 979282 Miami, FL 33197-9282		
Note Delivery Address	Wells Fargo Bank GTSL 1100 Virginia Drive Mail Code 190-FTW-W30 Fort Washington, PA 19034		
Note Endorsement	Endorse to Ditech Financial LLC		
1 st Payment Address	Ditech Financial LLC PO Box 7169 Pasadena, CA 91109-7169		
Overnight Payment Address (Regular Payments Only, No Payoffs)	Ditech Financial LLC Ditech Financial LLC - 7169 14005 Live Oak Avenue Irwindale, CA 91706		



DITECH CORRESPONDENT
LOAN TRANSACTION INFORMATION

	Conforming Fixed and Conforming ARM Loans	Government Loans	Non-Agency Loans (Home Equity & Expanded Criteria)
Servicing – Misdirected Payment and Principal Curtailments (Priority Overnight Mail ONLY)	Ditech Financial Loan Servicing Attn: LS Payment Processing / Tonia Champion 301 W Bay Street 21 st Floor J255 Jacksonville, FL 32202		
Address for Payoffs (Regular Mail)	Ditech Financial LLC Dept CH 9052 Palatine, IL 60055 - 9052		
Address for Payoffs (Overnight)	Ditech Financial LLC Attn: Payoff 9052 5505 North Cumberland Ave, Suite 307 Chicago, IL 60656		
Tax Service Fee	\$89.50		Expanded Criteria – \$89.50 Closed End 2 nd EE – N/A



DITECH CORRESPONDENT
LOAN TRANSACTION INFORMATION

All Loans Types

DO Sponsorship

*Existing DO Sponsorships under ditech-Business Lending will be transitioned over to Ditech Financial LLC.
You will only need to apply for sponsorship if not currently sponsored.*

To obtain DO Sponsorship, go to <https://www.fanniemae.com/singlefamily/originating-underwriting> and click on Desktop Originator. **Select** 'ditech Financial LLC' and choose either 'Add New Sponsoring Lender Relationships' or 'DO Online Registration Tool for Brokers'.

HMDA Reporting Code

Type of Purchaser – Code 71, Life Insurance Company, Credit Union, Mortgage Bank, or Finance Company

Life of Loan Flood Certification

Ditech Financial LLC only accepts LOL certs; non-LOL flood certs cannot be accepted.

Subordination Agreements

Ditech Financial LLC - Serviced Subordination Requests:
Ditech Financial LLC
Mortgage Amendments Department
7360 South Kyrene Road T316
Tempe, AZ 85283
Refer to Forms Library for detailed information

Address for other lender -serviced liens being subordinated to a
Ditech Financial LLC first mortgage:
Ditech Financial LLC
1100 Virginia Drive
Ft. Washington, PA 19034

Underwriting

Upload loan documentation through Image Central at [Businesslending.ditech.com](https://businesslending.ditech.com)

- Registered/Locked loans can be tracked on **ditech's** website

Direct Trade, AOT and Bulk

Registration Process

Option 1: ditech will register the loans for you

- Populate the CLI File Template and email to Bulkreg@ditech.com
 - The **CLI File Template** (.xls file) provides the minimum data requirement for loan registration
 - The **CLI Rules and Products** (.xls file) is a reference guide with brief explanations for the required data in the CLI File Template
 - The **CLI File Template** and **CLI Rules and Products** are located in the Forms Library on our website
 - ditech loan numbers are provided within one hour via return email

Option 2: Online Registration - more commonly utilized for single loan trades

- Register the loans online at <https://businesslending.ditech.com> in a "Float" status (**do not lock**)
 - 1003 Import available via FNMA 3.2 file
- Send an email to DirectTrade@ditech.com and Bulkreg@ditech.com to allocate/lock the loan(s) under their designated trade(s)
 - Include your new ditech loan number(s) and the designated commitment number
 - After the loans are locked, deliver/upload the loan files via Image Central

The hours of operation for the Bulkreg and DirectTrade mailboxes are 8:30AM to 5:00PM Eastern. For questions regarding the registration process email: Bulkreg@ditech.com



Prior Approval Underwriting Process

Submission Process

- Follow the standard Prior Approval process found in the Prior Underwrite job aid. Underwriting will review the file and clear all conditions
- Loan will need to be allocated to a trade in order to clear the lock condition and obtain your clear to close

Reminders:

- Changes to the loan terms requested initially will require underwriter review. For MI loans revised MI certificates may be necessary
- Any DU/LP that is ran after our underwriting approval is issued will require an upload to ditech as a trailing doc for review before the loan is allocated
- Loan should only be closed and/or allocated to a trade after all of the prior to closing conditions have been satisfied with the exception of the interest rate being locked with ditech
- After a clear to close is issued please refrain from re-running AUS

Common Items that will delay your loan funding

1. Loans closed prior to conditions being cleared
2. Loans allocated to a trade prior to conditions being cleared
3. Client re-ran AUS after approval:
 - a. Some are not needed
 - b. New AUS is not sent in for review
 - c. Early check failures prevent the funding of the loan
4. Changes in terms need to be reviewed by underwriting: updated approval needed and new MI certs required when applicable

877-700-4622 Option #5 – Commitment Desk:
Locks, Changes & Registrations

01/15/19

Expanded Criteria

Submission

Steps to Submission when Ditech underwrites your Expanded Criteria Loans!

Initial Loan Qualification – Register and-or Lock Loan

- Manual underwrite to guidelines for LTV, DTI, Documentation requirements, property type, payment shock, reserves, etc. Always refer to the product matrix/guidelines for complete information
- 3.2 File must be uploaded at the time of registration using 1003 import from the registration page.
- Submit the file to DU for fraud and contributory messages – all Doc Types
- When transcripts are required (per Doc Type) the most recent years will be needed for personal and business

Order Appraisal – Two appraisals req'd for combined amounts over \$1.5M

- Appraisals may be ordered through your own AMC. Once received, upload the appraisal (pdf) to ClearCapital.com.
- Place order in Clear Capital's website for CDA, BPO's or VRR's
- Must have an account with Clear Capital to order. Obtain user ID and pwd: Account Team - 530.550.2530 - cust.mf@clearcapital.com
- Email notification will be sent once CDA, BPO or VRR is completed. Please order the supplemental product ASAP in order to keep the file moving!

Underwriting Submission – Image Central

Select File Type

Document Type: Credit File

Initial Credit File Submission

Lender/Investor to UW: Yes

Select File to Upload: Choose File No file chosen Upload New File



- Always include UW Sub Checklist to avoid suspense at Loan Setup
- ALL Loans to be underwritten by Ditech
- All files will be submitted for Underwriting through Image Central. Initial upload will be your Credit File as indicated by the image - bottom left
- Take advantage of the [Expanded Criteria Roadmap](#) (Product Matrix/Job Aids) and the Expanded Criteria Doc Type Recorded (Training – Recorded) session available on Ditech's website

Submitting Conditions

- Upload anything under the “Underwriter to Review” section by selecting Trailing and Suspense Documents as your Doc Type and select Lender/Investor to Underwrite “Yes”. Example below

Select File Type

Document Type: Trailing/Suspense Documents

Submission of Underwriting Conditions

Lender/Investor to UW: Yes

Select File to Upload: File No file chosen New File

- Upload all Loan Setup suspense items by choosing Loan setup conditions as your Document type in Image central
- Follow the posted Turntimes to know when your conditions will be cleared or check the status of the file on our website

Top Suspense Items

1. Make sure to register using the appropriate Document Type for your specific scenario (see Roadmap and recorded session)
2. Tax Transcripts required before the file can move forward into underwriting (need to be part of the initial Credit File)
3. Provide proper documentation of Assets: Make sure there is enough statements in the file to meet the minimum asset doc requirements
4. Credit/Employment/Income Explanations
5. Underwriting Submission Checklist with contact information
6. DU Findings not included with initial file submission.



FHA Non-Delegated Submissions

Step 1: Register your loan to obtain a ditech loan

Step 2: Order the Case Number - Non-Delegated Correspondent may order the Case Number or client can order through ditech

- When ordering through ditech – Upload a completed FHA Case Number Assignment Form (found in the Forms Library) to Image Central by choosing FHA Case Number Request as your Document Type
- On a purchase, always attach a copy of the agreement of sale. All condos must be FHA approved and meet ditech guidelines. Condo Project ID must be noted on the Case Number Assignment Form
- Once ditech obtains the case number, you will be notified via email that it is in Image Central for viewing. Ditech will obtain CAIVRS when ordering the Case #

Step 3: Order the Appraisal – Mercury or other ditech approved AMC

- Once you have the Case # you may order the appraisal through a ditech approved AMC or log into the Mercury Network via the ditech website. Use “FHA Correspondent Group” in the Client Group dropdown
 - Make sure that you are using the User ID and Password that was provided to you through ditech
- Appraisal must be in ditech’s name and Appraiser/AMC cannot be on ditech exclusionary list
- Correspondent may also apply to be approved to order the appraisal through your own AMC. Please see your Sales Director regarding the process

Appraisal Transfer

- Case # must be assigned to ditech – Complete the FHA Case Number Request Form using Request Type Case Transfer. Upload the completed form to Image Central choosing FHA Case Number Request as your Doc Type
 - Assignment letter on lender’s letterhead and signed by an authorized officer certifying appraisal was ordered in accordance with Appraisal Independence Standards.
 - Provide paid invoice and XML file to AppraisalTransferRequests@ditech.com
- Correspondent to provide explanation on why the file is being transferred

Note: All standard prior underwrite procedures including 3.2 file upload need to be followed. Please see Prior Underwrite Job aid for further information and instruction

- Ditech will upload appraisal into EAD portal and will obtain the SSR and completed appraisal review. If underwriter approves appraisal, Loan Decision Letter will be updating indicating appraisal cleared and upon completion, upload the appraisal to Image Central
- If corrections or additional information is required, AMC and/or appraiser will determine if information can be provided. If information cannot be obtained, appraisal will be rejected and a new appraisal will be required
- If AMC/appraiser is able to have appraisal updated, a new XML is required

92900-A as follows

- Box 13, pages 1&3, will be ditech’s FHA Lender ID (22947-00224) as the Sponsoring Lender
- Boxes 14&16 are left blank - Box 15 on pages 1&3 will contain ditech’s info:
 - Ditech Financial, LLC 1100 Virginia Drive Fort Washington, PA 19034
 - Page 3 will have your legal name and EIN# under the Sponsored Originations section (not in the Lender section)

Step 4: Run the AUS - Total Scorecard

- When submitting your loan to FHA Total Scorecard you will use your EIN in the Lender ID field instead of your actual FHA Mortgage ID (or use 699960996 if your having problems)

Step 5: Closing

- Client will need to remit the appropriate MIP to HUD. This must be done within 10 days from disbursement to avoid late fee
- The FHA Insurance Endorsement will be obtained by ditech with the Mortgage Insurance Certificate (MIC) in ditech’s name

Recommendations for smoother transactions

1. Provide the completed FHA Underwriting Submission Checklist and all necessary notes and explanations to the Underwriter
2. If the FHA Case # is being transferred from another lender to ditech a credit decision letter from the other lender is required. An explanation of why the loan is being transferred is also required.
3. Include all mortgage and rental histories
4. For refi transactions it is important that the payoff stmt is requested/received prior to requesting a clear to close. Please provide updated payoffs to u/w asap
5. Take advantage of the FHA Maximum mortgage calculation worksheets for rate and term and streamline transactions

UW Status, Scenario & Product Questions: 877-700-4622 Option #6

2/14/19

Final Docs & ViewPoint



ViewPoint Final Docs team will process your final documents and let your organization know any outstanding Final Doc status.

Access: Complete the ViewPoint Access Request Form that can be found in the forms library of our website. Once completed email to: Ditech.ViewPoint@indecomm.net

ViewPoint Final Docs Team:

Ph: 651-766-2364

INDECOMM GLOBAL SERVICES

FD-DT-7000

1260 ENERGY LANE

ST. PAUL, MN 55108

<https://viewpoint.indecomm.net/login.aspx>

Tutorial
videos are
available on
the website!

Final Docs: The Final Docs team processes only the mortgages after they are recorded, the final lender title policy, and any applicable mortgage assignment. Emailed copies of final docs can be sent to Ditech.ViewPoint@indecomm.net

Lender Title Policy: All final title policies (including short form title policies) may be emailed. Include Schedule A and B. Insure borrower/lender information is accurate. Notice of receipt will be sent within 24-72 hours

Mortgages/Deeds of Trust/Security Instruments: **Conventional Loans** – Only original or certified copies of recorded mortgages are to be submitted

FHA & VA Loans – MTG/DOT copies are acceptable and can be submitted via email. Keep acknowledgement receipt record

Assignments – If the Lender on the mortgage is NOT Ditech, then the MIN number and MERS verbiage must be present on the executed document. If not, then a mortgage assignment is required

Final Docs – Must be shipped under separate cover to Indecomm and should include: Recorded Security Instrument with applicable riders and legal description, Recorded Assignment to MERS, Recorded POA and Final Title Policy (Including Short Form Title Policy)

Final Doc Transmittal - This document is how ditech/Indecomm tracks the submission of your final documents. Please make sure to include the transmittal when you submit your final docs. You will then receive a signed transmittal confirmation from Indecomm which you must keep for your records. This is an important document to retain to avoid possible penalties.

If final documents are not received within 120 days of the purchase date, then the Correspondent is charged \$125 for late final docs

TOP 5 Final Doc Findings:

1. Recording Info not available/complete/visible
2. Missing Rider(s)
3. Missing Legal Description
4. Short Form Errors
5. Incorrect Borrower or Property

Contact your Client Manager with Questions
877-700-4622 – Follow the Prompts



MCC

Mortgage Credit Certificates

Mortgage Credit Certificate (MCC)

A Mortgage Credit Certificate is a certificate issued by a particular state or local government. This certificate allows a taxpayer to claim a tax credit for a portion of the mortgage interest paid during a given tax year. State and municipalities can issue mortgage credit certificates in place of, or as part of, their authority to issue mortgage revenue bonds.

What do MCC's do?

MCC's can enable an eligible first time homebuyer to qualify for a mortgage secured by his or her primary residence and to claim a federal tax credit for a specified percentage (usually 20% to 25%) of the mortgage interest payments. Once the amount of the tax credit is determined, add it to the income for qualification purposes.

Will ditech allow the use of an MCC?

The MCC Credit can be used with Conforming and Government loans. Please refer to the Client Guide for product specific requirements. As part of the underwriting review process, on loans submitted to ditech for prior underwrite, the MCC must be reviewed and approved by ditech. Delegated clients using underwriting authority will review and approve the MCC for loans they underwrite.

How an MCC works:

Use the following calculation when determining the available income on a Conforming loan:

$$[(\text{Mortgage amount}) \times (\text{Note Rate}) \times (\text{MCC \%})] / 12 = \text{Amount added to the borrower's monthly Income}$$

Example: \$100,000 Mortgage

3.75% Note Rate

Eligible for 20% MCC

$$\text{Amount added to monthly income would be } \$62.50 [(\$100,000 \times 3.75\% \times 20\%)] = \$750 / 12 = \mathbf{\$62.5}$$

How to submit a loan request involving the use of an MCC:

For all clients submitting your credit package for prior underwrite involving the use of an MCC, please complete an [Exception Request Form](#) and upload all pertinent documents (such as a copy of the certificate obtained from State or local Government) along with the exception request form, via Image Central on our web site as part of the initial Credit File upload. Ditech will review and approve the MCC. Delegated clients will review and approve the MCC under their authority when underwriting the file.



Ordering VA Appraisals Job Aid

All appraisals must be ordered as LAPP Appraisal Type

Request Appraisal/LIN Only

Attention Lender! Obtaining a Certificate of Eligibility (COE) for your Veteran borrower is an important step in obtaining a VA Home Loan. VA recommends that lenders order the COE as early as possible to avoid processing delays. At the end of the appraisal order process you will have the ability to order the COE if you have not done so already. Thank you for your continued support of Veterans and the VA Home Loan program.

This function assigns a loan number and appraiser to a single property case. Liquidation cases can be initiated with this screen.

Required/Mandatory Fields are denoted with *

Select Appraisal Type *



Origination Appraisals

* If this request is for an Interest Rate Reduction Refinancing (IRRRL) loan, obtain a new VA loan number with the order IRRRL function.

A VA appraisal is not required for an IRRRL loan.

- LAPP -- Lender Appraisal Processing Loans
- IND -- Individual NOV

Liquidation appraisals

- LGI -- Liquidation of a VA Guaranteed Loan

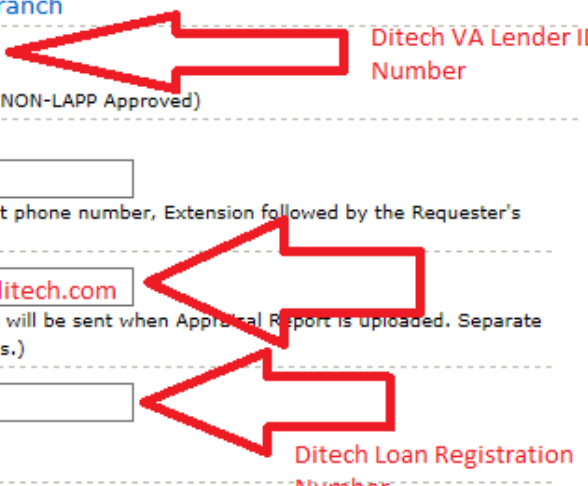
Submit

Section 1

Complete Fields in Section 1 as follows:

- the Ditech Lender ID number 6393140000 must be entered in Field 1 A
- the VAappraisalreview@ditech.com email address must be entered in Field 1C
- the Ditech Loan Registration number must be entered in Field 1D.

1. Requester Information	
User Id	
Name	
Address	
Select a different Branch	
Sponsor's Identification Number	<input type="text" value="6393140000"/>
	(Required if Requester is NON-LAPP Approved)
1B. Requester Phone Number, Extension, Name*	<input type="text"/>
	(Please provide full 10-digit phone number, Extension followed by the Requester's last name)
1C. E-mail Address*	<input type="text" value="vaappraisalreview@ditech.com"/>
	(Address where notification will be sent when Appraisal Report is uploaded. Separate it by ';' for multiple emailIds.)
1D. Institution's Case Number	<input type="text"/>



Ditech VA Lender ID Number

Ditech Loan Registration Number

Section 3

Enter six-digit VA Condo Project ID Number in Field 3A. . A search of VA approved projects and ID Numbers can be accessed directly from the Condo/PUD Builder link provided .

3. Property Information

3A. Condo Appraisal?

Note: Condo must be approved for VA financing purposes prior to loan closing.
Please enter condo name to search our database for VA Approved Condo

No Condo Indicator

Condo ID [Condo/PUD Builder](#)

3B. Name of Owner

3C. Property Address

Street Number*

For purchase transactions, Field 3 I must indicate yes. The initial Sales Contract and any subsequent amendments to the contract must always be uploaded to WebLGY. The client must immediately notify Ditech Appraisal Review and Underwriting if any updates to the sales contract are made prior to closing.

3H. Sale or Refinance?*

Sale or Refinance Amount \$

3I. Proposed Sale contract Provided? **Sales Contract and Amended Addendums must be uploaded**

3J. Is Buyer Purchasing Lot Separately?

3K. Property Occupancy Information

Property Occupancy

Section 4

For properties subject to a leasehold estate, a copy of lease agreement must be uploaded to WebLGY, as soon as possible so the jurisdictional VA Regional Loan Center can review for approval. All Leasehold estates must be approved by the VA.

4. Leasehold Cases

Lease is	<input type="text" value="v"/>	
Expires	<input type="text"/>	(MM/YYYY)
Annual Ground Rent	<input type="text"/>	

A copy of the lease agreement must be uploaded to WebLGY for VA RLC to review and approve

Section 7

Properties appraised as Proposed Construction or New Construction (built within 1 year) must have a 5-digit VA Builder ID Number entered in Field 7D. The VA Builder ID Number registry can be accessed through the Condo/PUD Builder link provided. Builders without a Builder ID Number can easily apply for one through the jurisdictional RLC. See the [Builder Information Page](#) for instructions.

7D. Building

Status*

- Proposed
- Existing
- Built less than one year and never occupied

Builder ID



(Required if Building Status is "Proposed")
[Condo/PUD Builder](#)

7E. Builder Information

No Builder ID

Builder Name

Address One

City, State and Zip Code

Phone Number



Section 9

The Veteran's first and last name should always be entered in Section 9 for order form for both Purchase and Refinance transactions. This will assure that the NOV is issued in the Veteran's name.

9. Purchaser Information	
	<input checked="" type="checkbox"/> Purchaser Exists (The following fields are required if Purchaser Exists Indicator is selected. First Name, Last Name , First Address line, City, State and 5 digit Zip Code)
Name	<input type="text"/> <input type="text"/> <input type="text"/> Name of Veteran should be entered in these fields for Purchase and Refiance Transactions.
Address One Text	<input type="text"/>
Address Two Text	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> ▼
Zip Code	<input type="text"/> - <input type="text"/>



Steps to Submission

when ditech is underwriting your file

Step One: 4506T Transcripts

- o ditech does not require tax transcripts prior to closing for borrowers whose income is documented with tax returns (except for USDA and Expanded Criteria - Full Doc/Streamline). A 4506-T will need to be signed during the application process and submitted with the initial credit file for all conforming, FHA, VA, and Closed End Seconds underwritten by ditech. An additional 4506-T (business and personal) will need to be signed at closing

Step Two: Submission, Image Central and Required Documents

- o Register your loan with ditech
- o 3.2 File must be uploaded at the time of registration using 1003 import from the registration page. Reference Bulletin #CF2017-028
 - o Additional 1003 import options are available under Pipeline Manager and then Loan Status and Image Central
- o AUS Submissions need to be finalized or assigned to Ditech Financial LLC.
- o Underwriting Submission Checklist **MUST** be included: EVERYTHING on the checklist is required for a complete file
- o Image Central: No indexing or stacking requirements. Simply select the borrower that you wish to upload documents for and then select the Document Type that you are going to be uploading. Browse and find the file that you have scanned in and click on upload new File. Ex below

Reference finalizing DO or LPA job aids

Select File Type

Document Type:

Lender/Investor to UW:

Select File to Upload:

Initial Credit File Submission

Step Three: Submitting Conditions - Loan Setup and Underwriting

- o Once the initial credit file has been submitted it will be reviewed by our file intake group. If complete, it will move to the underwriting department, if incomplete it will be suspended
- o You will receive Status update emails (emailed to the individual listed on the U/W Sub. Checklist) anytime there is a status change
 - e.g. file suspended in loan setup, moved to underwriting, underwriting conditions issued or cleared, cleared to close
- o The file will be suspended if the U/W Submission Checklist is not included in the initial Credit File. Please make sure to complete the contact info section so that we can notify you of status change
- o All Loan Setup Suspense, Underwriting Conditions and Post Closing Conditions must be uploaded to Image Central
- o If the file is suspended in Loan Setup you will need to upload all Loan Setup Conditions by choosing "Loan Setup Conditions" as your Doc Type and then select Lender/Investor to Underwrite "Yes"

Select File Type

Document Type:

Lender/Investor to UW:

Select File to Upload:

Submission of Loan Setup Suspense Conditions

Yes No

Upload History:

- o The Loan Condition Summary is located under Pipeline Manager and then select either Workflow Tools or Loan Status
- o To track the progress of the file follow the posted Turntimes to know when your conditions will be cleared or –
- o Check the status of the file on our website
 - o Reports – Underwriting Status to find underwriting status and Loan Status – Loan detail for suspended and decided loan
- o ****Continued on Page 2****

Reminder: Loan must be locked BEFORE a clear to close can be issued

UW Status, Scenario and Product Questions 877-700-4622 Option #6

- After receiving the Loan Condition Summary (u/w approval) - Upload anything under the “Underwriter to Review” section of the LCS by selecting Trailing and Suspense Documents as your Doc Type and select Lender/Investor to Underwrite “Yes”

Select File Type

Document Type:

Submission of Underwriting Conditions

Lender/Investor to UW
Select File to Upload:

No file chosen

Yes No

Step Four: Clear to Close and Submission for Purchase

- When all conditions have been cleared you will receive a clear to close. After receiving the clear to close you may close the loan and submit to Ditech for purchase
- See “Steps for Submitting a File for Purchase” Job Aid for further information

REMINDER: ECOA clock begins as soon as we receive the initial upload of the file – it is very important the file is complete! ***Don't jeopardize your rate lock!***

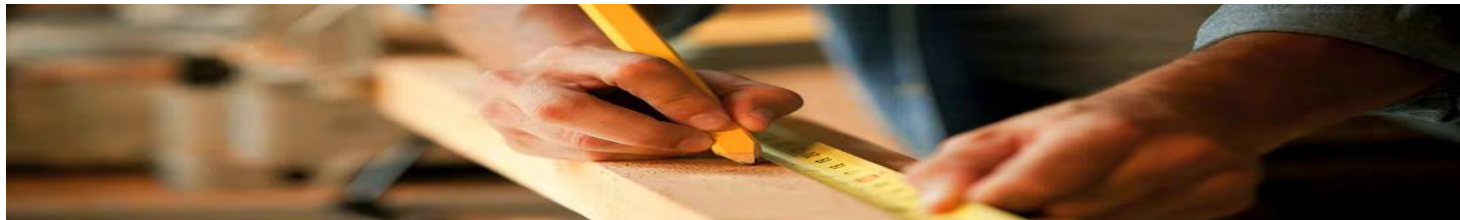
TOP SUSPENSE ITEMS

1. Underwriting Submission Checklist – contact information included or you will not receive your status notification emails.
2. Delegated Clients - Written explanation why you have elected to send the file to ditech to underwrite instead of underwriting yourself. Space provided on the UW Submission Checklist
3. Credit/Employment/Income Explanations
4. Finalize/Transfer your AUS findings
5. Missing UCDP summary report for loans submitted with appraisals



Single Close

Construction to Permanent



What's the "Value Proposition" of Single Close Construction to Perm Loans?

- Retain borrowers with Permanent Financing Option
- Save Money for borrowers with Single Close Construction Loan Note Modification
- Save time for borrowers by offering permanent financing
- Protect the relationship with Builders/Borrowers by offering Turn Key Solutions
- One time Closing Costs - Saves the borrower significant money using the construction loan note modification
- Excellent program to partner with Modular Home Builders

Permanent Financing for Construction Loans

Fannie Mae Fixed Rate and High Balance only
Eligible for DU Limited Cash out Refi only
Must Modify within 12 months of Const. Loan closing
Locked as a "Construction-to-Permanent" Loan

Loan must comply with all applicable Fannie Mae Guides
Jumbo, Condos and Manufactured housing - not eligible
The borrower must have held legal title to the property prior to the application date for the interim construction financing

Appraisal

Must be dated within 120 days of the Note Date
If the original appraisal is used and it exceeds 120 days but less than 12 months, then use a Recertification of Value form 1004D with 120 days of Modified Note Date
Appraisal report is based on the "as completed" value (lot and improvements)
Final Inspection evidencing property is 100% complete together with photographs of the completed property
As a Limited Cashout Refinance, the borrower must hold title at the time of construction financing and the LTV is based on the as completed appraisal (lot and dwelling)

Credit File Documentation Requirements

Modification Agreement of the original Note and Mortgage. The agreement must be stamped as "True and Certified Copy of the Original sent for Recordation"
If the first payment date did not need to change from the original Note, a modified Note is not required
Original CD must meet Compliance guidelines. Updated CD or Closing instructions for permanent loan showing final disbursement, escrow collection, and interest
Original Noted dated for the start of construction
Copy of the old Mortgage
Construction Closing Docs
Original and final Credit Docs
Only Fannie Mae approved Modification docs acceptable
Age of Credit Docs are based on the Mod date
Right to Cancel not required
Addendum to original CD Showing Final Disbursement and escrows if applicable
Modified Note must be same lender as Construction loan

Additional Requirements

All credit, income and asset docs must meet doc expiration dates based on the modification date
Ditech will not purchase any single-close transaction over 12 months from the date of the construction close
Must be submitted to the DO/DU as a Construction-to-Perm loan
Fannie allows these loans to be Limited Cash Out Refi or Purchase. Ditech only allows Limited Cash Out Refi
Locking Requirements
Loan must be locked as a Construction-to-Permanent as the loan purpose type
Need an extended lock? Without any upfront fee requirement? Take Ditech's standard 90 day, add a 30 day extension for a total of 120 DAYS!!
Refer to Chap 6B Transactions, Section B6000 Transaction Types of the Client Guide
**The One Time Close Program is for Delegated Clients only



Delivery: Steps to submitting a file to ditech for Purchase

Step One: Register and Lock Loan

ditech Website Pipeline Manager then Register or Lock Loan Pricing/Lock Desk:

1. Call in number for rate locks is 877-700-4622
2. Fax in request to: 866-445-8476
3. Email lock request: nt_requests@ditech.com
4. Overnight lock protection is available from 5:00PM local time until 8:25AM EST (Best Effort Locks)

Step Two: Submission, Image Central and Required Documents

- Delivery File Checklist: EVERYTHING on the checklist is required for a complete file
- Image Central: No indexing or stacking requirements. Simply select the Document Type that you are going to send, browse and find the file that you have scanned in and click on upload new File. Example below

- The loan needs to be closed and disbursed by the lock expiration date. The loan is due on or before the delivery expiration date. ditech does not purchase seasoned loans and all closed loan packages must be received no later than 60 days from the note date

Contact your Client Manager with Question:
877-700-4622 – Follow the Prompts

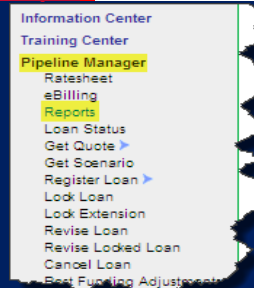
03/28/19

Step 3: Submitting Suspense Items or Conditions

- Upload any condition or suspense item by selecting Trailing and Suspense Documents as your Doc Type and select Lender/Investor to Underwrite “No”. Example below

- Ditech will not notify you if the loan has been suspended. Follow the Turntimes to know when your conditions will be cleared or check the status of the file on our website

Step 4: ditech Website > Pipeline Manager > Reports



- Complete desired fields for customized reporting
- Suspense Report – Will advise of any suspense items that need to be taken care of and you will have 5 business days to submit
- It will be the clients responsibility to monitor suspense items independently
- Purchase Advice Report – Funding dates, rate and loan specific information, bank information etc.

TOP 5 SUSPENSE ITEMS

1. Final CD missing. Please ensure the final CD and all other applicable disclosures are in the file at submission for purchase
2. Missing UCDP summary report for loans submitted with an appraisal
3. AUS Verification for PITIA other REO. Missing documentation to evidence full mortgage obligation on other REO or proof of escrow
4. Missing complete asset statements and/or income documentation
5. Source of Large Deposit – On purchase transactions, deposits > 50% of monthly qualifying income must be sourced

Wholesale Specific Job Aids

Steps to the Wholesale Lending Process



- Step 1 - Register and/or Lock Loan**
- Step 2 - Request the LE and Initial Disclosures**
- Step 3 - Upload Credit File**
- Step 4 - Loan Status, TRID Dates and E-Disclosures**
- Step 5 - Order the Appraisal if applicable**
- Step 6 - Submission of Conditions**
- Step 7 - Change of Circumstance if applicable**
- Step 8 - Request the Initial CD**
- Step 9 - Schedule Loan Closing**
- Step 10 - Fund Your Loan**

Step 1 - Register and/or Lock Loan: ditech Website > Pipeline Manager > Register or Lock Loan

Call, Email or Fax the Lock/Registration Desk

1. Phone - 877-700-4622 Option #5 or Fax - 866-445-8476
2. Email - nt_requests@ditech.com
3. Overnight Lock Protection is available from 5PM local time until 8:25AM EST up to an aggregate of \$1MM
4. Extension Policy on rate sheet
5. 3.2 File should be uploaded at the time of registration
 - **Never let your lock expire - Must Close and Fund by the exp date**

Step 2 - Request the Loan Estimate & Initial Disclosures: ditech Website > Pipeline Manager > Workflow Tools > Loan Estimate

1. ditech will issue the initial and all subsequent LE's
2. The file must be registered before requesting the LE
3. Please request the initial LE within 24 hours of application
4. LE will go out with the initial set of disclosures or "Welcome Kit"
 - See Request for LE job aid for further instruction

Step 3 - Upload Credit File: ditech Website > Image Central > Upload Images

1. AUS Submission need to be finalized or assigned to Ditech Financial LLC. See DO/LPA Job aid for further instruction
2. Underwriting Submission Checklist: EVERYTHING on the Checklist is req'd for a complete file submission. **Complete the Contact Section!**
3. Image Central > Import Images: When uploading the Credit File choose "Credit File" as your Document Type for the initial upload
 - See [Credit File and Conditions Job Aid](#) for instruction



Step 4 - Loan Status, TRID Dates and E-Disclosures: ditech Website > Pipeline Manager > Loan Status - Search by borrower info or status of file

The Loan Status Detail page will have 4 Tabs: Status, Suspense, UW & TRID Dates

1. Status - Informational summary with pricing and comp breakdown
2. Suspense - Will list any reason for suspense of the file
 - All LS Suspense items should be uploaded as UW Conditions Doc Type
3. UW - Access to your Loan Decision Letter/Conditions ("LDL" UW Approval)
4. TRID Dates - Access to all compliance dates and pdf versions of disclosures

UW Status, Scenarios, Product or Guideline Questions 877-700-4622 Option #6

Step 5 - Ordering Appraisals: ditech Website > Left Toolbar - Mercury Network for Conventional and FHA appraisals

1. Use the Mercury specific log in credentials received with your initial company approval/welcome email
2. When ordering use the correct Ditech Loan Number you received at registration so the appraisal is assigned to the correct file
3. Completed appraisal are emailed to Ditech's evaluations team for review and status is posted when complete
4. To view the appraisal: Ditech website > Image Central > View Images and History > Appraisal or the Mercury website

Step 6 - Submitting Conditions: ditech Website > Image Central > Upload > Upload Images > Input Borrower info > Choose Doc Type

Upload all Loan Setup Conditions by choosing "Loan Setup Conditions" as your Document Type

Once the Loan Condition Summary (LCS/UW Approval) is received there will be two Condition Types - "Wholesale Operations to Clear" and "Underwriter to Review"

Option #1: Upload both condition types using "UW/OPS Conditions" as your Document Type

Option #2: Upload Conditions to their appropriate department

1. Upload all conditions from the "Underwriter to Review" section by choosing Underwriting Conditions as your document type
2. Upload all conditions from the "Wholesale Operations to Clear" Section by choosing "Operations Conditions" as your Document Type

Please upload all conditions at one time

Step 7 - Change of Circumstance: System Generated Change or Broker Initiated Change

1. System Generated Change - Common changes such as loan amount product, rate or LTV Change. Update the revise loan section of the website or call the lock/registration desk to make the changes by phone
2. Broker Initiated Change - Specific to Change in appraisal method or fees, adding borrowers, or changing the MI type. Must call the lock desk and complete the Change of Circumstance from in the Electronic Documents section of the website

Step 8 - Closing Disclosure: Request for the Initial and/or Accelerated CD > ditech Website > Workflow Tools > Request for CD

There must be sufficient time remaining on the lock and the underwriting approval in order to submit the Request for CD. Check the LCL for items required for early CD eligibility

1. Complete the Request for Initial Closing Disclosure Form found in the Workflow Tools section. CD Job Aid here for further instruction
2. When complete the form will be available to view on ditech's website
3. Wholesale Closing Ops discloses all CD's to the borrower

Step 9 - Schedule Loan Closing: ditech website > Workflow Tools > Request for Settlement

Once the loan has received a Clear to Close from both Underwriting and Operations (UW and ops conditions cleared) a closing date can be scheduled

1. Complete the Settlement Request Form found in the Workflow Tools section. Request for Settlement Job Aid here for instruction
2. The CD must be received by the borrower no less than three business days before loan consummation

Step 10 - Funding

The Closing Team works with your closing agent (Attorney, Title Agent, Escrow Officer etc.) and can be contacted at 877-700-4622 Option #2
Last wire is at 3 PM Eastern and compensation is net funded from the wire

2/28/2019

Account Executive
Account Executive - Phone: Email:
Wholesale Operations
Contact - Client Managers Phone: 877.700.4622 Option 8 then Option 1 Email: wholesaleclientsupport@ditech.com Contact for File Specific, Loan Level or Compliance Questions and Loan Set Up Issues or Questions Contact - Closing Team Phone: 877.700.4622 Option 8 then Option 2 Contact for Questions and Information regarding Loan Closings
Underwriting Status, Scenarios & Product ?'s
Contact our Underwriting Team for Underwriting, Product and Guideline Questions or Scenarios Phone: 877-700-4622 Option #6 Underwriting Scenarios: underwriting_hotline@ditech.com Questions for: Products, AUS, Underwriting Status, Scenarios and General Underwriting Questions
Registration & Lock Desk
(For Authorized Users) Phone: 877-700-4622 Option 5 Fax: 866-445-8476 Email: nt_requests@ditech.com Contact for Questions on Rates Locks, Pricing, Registrations or Change of Circumstance
Mercury Portal/Appraisal Questions
For questions call 877-700-4622 Option #4. Access Mercury by logging in to ditech's website and selecting "Mercury Network" from the navigation bar on the left side or log in directly by going here to the Mercury Portal
Mortgagee Clause and Closing Protection Letter
Mortgagee Clause/Loss Payee: Ditech Financial LLC - Its Affiliates and/or Assigns - PO Box 979282 - Miami, FL 33197-9282 Closing Protection Letter/Title: Ditech Financial LLC ISAOA/ATIMA - 1100 Virginia Dr, Suite 100A - Fort Washington PA 19034
Transaction Guide
The Transaction Guide is a tool that provides information on doing business with ditech - including but not limited to: Req's for Title Commitment, Closing Protection Letter, Subordination Agreements, Insurance etc. The transaction guide is located in the Job Aids section or under the Resources tab of our website
Down Payment Assistance (DPA) Programs
DPA Program eligibility must be approved for loans submitted to ditech for underwriting. The DPA Job Aid can be found in the job aid section of the website

Live Webinar Training Classes																									
Take one of our "Best in Class" training sessions on Products and Process'. Topics include: HomeReady, Jumbos, DU Refi Plus, FHA, Condos, Conforming, Loan Processing, Calculating Income, Tax Return Analysis, Mortgage Basics, Credit Reports and many more! Log in to our website > Left Hand Toolbar > Select Training Center > Web Based Training or go here																									
TurnTimes																									
Current turn times are posted on the landing page of our website before you log in by selecting "Wholesale" under Today's Turn Times or under the latest news section of the website once you have logged in																									
Condo Questions or Assistance																									
uw.condos@ditech.com Condo Sub Job Aid can be found in the Job Aids section																									
Information Center *																									
Product Matrix - General at a glance reference guide Client Guide - More detailed guidelines, client contract terms, delivery info, compliance etc. Bulletins - ditech news or latest changes to products and process. Please email your Acct Exec to receive by email Forms Library - All ditech forms and the Fee Schedule																									
<table border="1"> <thead> <tr> <th></th> <th>Lender Administrative Fee</th> <th>Tax Service Fee*</th> <th>Life of Loan Flood Cert Fee</th> <th>Attorney QC Fee for Texas</th> </tr> </thead> <tbody> <tr> <td>Wholesale</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Conventional & Government</td> <td>\$895.00</td> <td>\$89.50</td> <td>\$3.00</td> <td>\$100.00</td> </tr> <tr> <td>FHA & VA Streamline</td> <td>\$495.00</td> <td>\$89.50</td> <td>\$3.00</td> <td>\$100.00</td> </tr> <tr> <td>Expanded Criteria</td> <td>\$995.00</td> <td>\$89.50</td> <td>\$3.00</td> <td>\$100.00</td> </tr> </tbody> </table>		Lender Administrative Fee	Tax Service Fee*	Life of Loan Flood Cert Fee	Attorney QC Fee for Texas	Wholesale					Conventional & Government	\$895.00	\$89.50	\$3.00	\$100.00	FHA & VA Streamline	\$495.00	\$89.50	\$3.00	\$100.00	Expanded Criteria	\$995.00	\$89.50	\$3.00	\$100.00
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Pipeline Manager *																									
Reports - Use this section to find the status of suspended loans, status of expiring locks, underwriting status or to find your Loan Status - Enter your loan number to find the status of your loan. Loan status will provide lock status/pricing, suspense status for Loan Setup items and Loan Decision Letter ("LDL"/Approval access) Custom Quote, Register, Lock or Revise Loans, Access Electronic Docs																									
Job Aids - Very Helpful!																									
The Job Aids section contains several process explanation and product comparison documents. These "at a glance" one pagers are great quick reference guides.																									
Government Loans																									
FHA: FHA Lender ID (22947-00224) ditech will order all Case #'s and will email client once Case # is obtained. VA: ditech sponsor ID is 6393140000 . Enter vaappraisalreview@ditech.com in appraisal notifications section in webLGY																									
Customer Service - Consumer/Serviceing																									
Conforming or Government - Ditech: 800-643-0202																									
* Access to these functions as well as rate sheets are defined in the user profile by the client web administrator at your company																									





Wholesale Appraisal Process & Tips

Intent to Proceed: Broker may order the appraisal once the borrower acknowledges the e-disclosures *IF* you are charging the borrowers for the appraisal prior to closing

Mercury Network: All conforming and FHA appraisal must be ordered through Ditech's Mercury system. All orders must be paid for using a credit card. When ordering an appraisal, the following procedures must be followed:

- Log in to businesslending.ditech.com and use the link for Mercury Network found in the left hand navigation section. The Mercury Network may also be accessed directly via this link: <https://ditechmortgagecorp.vpmclient.com>
- Log in using the password issued to your office (ask your office web admin or contact your AE). Mercury credentials are received with the initial approval/welcome email. Once logged in:
 - Select the "New Order" button
 - Enter pertinent information for the borrower(s) and for the property
 - Process the order with the correct product
 - **Make sure that you are using the correct Ditech Loan Number!** You will receive the loan number when you register the file. Using the correct loan number ensures the appraisal is matched to appropriate file when it is returned from the AMC.
 - Please make sure the borrowers contact information is in the order. Include name, number, email and mailing address. (utilize the notes section if necessary)
 - Please make sure to enter your contact name, email and phone number also

- Select the "Next" button located at the top and/or bottom of the screen to advance
- Be sure to upload all of the pertinent documents while placing the order; for example the purchase contract if a purchase, title report for new construction etc.
- Confirm data, enter in credit card information and select "Finish"
- To check the status after placing the order, log into the system and use the order search feature

To View a list of AMC Fees please see the Fee Schedule located in the Forms Library of Ditech's website

Appraisal Support:

- Please email appraisalsupport@ditech.com for status on orders in process
- Call 877-700-4622 Option #4 to speak with a live agent
- Appraisal Support can provide status of orders in process, process rush requests and make order updates or changes
- Any comments entered in to Mercury are automatically directed to Appraisal Support for review and disposition. You may also contact them directly at the above email and/or phone.

Appraisal Review

- Ditech's Appraisal Review Team is comprised of Quality Control Appraisal reviewers. They will review the report after the AMC has viewed and delivered the appraisal to Ditech

Completing the 4506-T for Personal Returns

Form **4506-T**
(Rev. September 2015)
Department of the Treasury
Internal Revenue Service

Request for Transcript of Tax Return

▶ Do not sign this form unless all applicable lines have been completed.
▶ Request may be rejected if the form is incomplete or illegible.
▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

Font needs to be large and legible

Enter the address shown on the tax return

Enter the previous address shown on the last filed return if different than the current address. Line 3 or 4 must match the returns

1a Name shown on tax return. If a joint return, enter the name shown first. <u>Tom S Mortgage</u>	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions) <u>123-45-6789</u>
2a If a joint return, enter spouse's name shown on tax return. <u>Susie Q Mortgage</u>	2b Second social security number or individual taxpayer identification number if joint tax return <u>987-65-4321</u>
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions) <u>987 Center St, City, State, Zip</u>	
4 Previous address shown on the last return filed if different from line 3 (see instructions) <u>124 Peach Ave, City, State, Zip</u>	

Enter 1040 and then mark 6A or 8

Ditech should be listed as the third party receiver (exactly as printed)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.
Ditech Financial LLC, 1100 Virginia Dr, Fort Washington, PA 19034

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

Enter the number of years of income documentation required by the AUS

Check one of these when requesting transcript data. Ditech requires the Return Transcript when transcripts are required

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1040

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

Make sure the attestation box is checked

Check box 8 when requesting income data such as W-2 or 1099 income. This box will only be checked when not requesting transcript data or requesting box

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. 12 / 31 / 20XX 12 / 31 / 20XX / / /

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

All signatures should be legible

All dates must be legible and unaltered

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

<u>Tom S Mortgage</u> Signature (see instructions)	<u>8-03-20XX</u> Date	<u>555-444-3210</u> Phone number of taxpayer on line 1a or 2a
Title (if line 1a above is a corporation, partnership, estate, or trust)		
<u>Susie Q Mortgage</u> Spouse's signature	<u>8-03-20XX</u> Date	

Completing the 4506-T for Business Returns

Form **4506-T**
 (Rev. September 2015)
 Department of the Treasury
 Internal Revenue Service

Request for Transcript of Tax Return

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

Enter the name of the Company and leave line 2 blank

Enter the EIN - Employer ID Number

1a Name shown on tax return. If a joint return, enter the name shown first.
 ABC Lending, Inc.

1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
 12-3456789

Enter the current address of the company. This should match the corporate returns

2a If a joint return, enter spouse's name shown on tax return.

2b Second social security number or individual taxpayer identification number if joint tax return

Ditech should be listed as the third party receiver (exactly as printed)

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)
 87 Lending center Dr. City, State Zip

4 Previous address shown on the last return filed if different from line 3 (see instructions)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.
 Ditech Financial LLC, 1100 Virginia Dr, Fort Washington, PA 19034

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

The return type will go in line 6. 1120 for corporate returns and 1065 for partnership or LLC returns

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1120

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days

7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

Enter the fiscal tax years required per the AUS

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. | 12 / 31 / 20XX | 12 / 31 / 20XX | 12 / 31 / 20XX | / /

Check only one of these boxes when requesting transcript data. Ditech requires the Return Transcript

Caution: Do not sign this form unless all applicable lines have been completed.

Make sure the attestation box is checked

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Phone number of taxpayer on line 1a or 2a

Signature: Tom S Mortgage | Date: 8-03-20XX | Phone number: 333-444-5566

Sign Here Title (if line 1a above is a corporation, partnership, estate, or trust)
 President

All dates must be legible and unaltered

Enter the individuals business title. Acceptable titles include:
 Form 1120 - President, Vice President, CEO, Owner
 Form 1065 - Member, Manager Member, Partner
 Form 1120s - or 1065s - Member or Manager

For Privacy Act and Paperwork Redu

Form 4506-T (Rev. 9-2015)



DITECH WHOLESALE LOAN TRANSACTION INFORMATION EFFECTIVE 05/14/18

Conforming Fixed/ARM, FHANA and Expanded Criteria Loans

Address of Website	Client Support Telephone	Customer Service (Consumers)	Loan Servicing	Mortgagee Clause
Businesslending.ditech.com	877-700-4622	Ditech Financial LLC 800-643-0202 – phone 866-870-9919 – fax www.ditech.com	Ditech Financial LLC Attn: Customer Service PO Box 6172 Rapid City, SD 57709	Ditech Financial LLC Its Affiliates and/or Assigns PO Box 979282 Miami, FL 33197-9282
Note Delivery Address	1st Payment Address	Overnight Payment Address	Address for Payoffs (Regular Mail)	Address for Payoffs (Overnight)
Wells Fargo Bank GTSL 1100 Virginia Drive Mail Code 190-FTW-W30 Fort Washington, PA 19034	Ditech Financial LLC PO Box 7169 Pasadena, CA 91109-7169	Ditech Financial LLC Ditech Financial LLC - 7169 14005 Live Oak Avenue Irwindale, CA 91706	Ditech Financial LLC Dept CH 9052 Palatine, IL 60055 - 9052	Ditech Financial LLC Attn: Payoff 9052 5505 North Cumberland Ave Suite 307 Chicago, IL 60656
FHA Lender ID Number	VA Sponsor ID Number			
New Holding / Servicing Mortgagee ID: 22947-00224	Sponsor Identification Number: 6393140000			



DITECH WHOLESALE LOAN TRANSACTION INFORMATION EFFECTIVE 09/01/17

All Loan Types

Appraisal Orders

Appraisals must be ordered through the Mercury Network, Ditech's portal for appraisals. The site can be accessed by signing onto Businesslending.ditech.com and using the link from our site. Follow onscreen directions.

DO Sponsorship

To obtain DO Sponsorship, go to <https://www.fanniemae.com/singlefamily/originating-underwriting> and click on Desktop Originator. Select 'ditech Financial LLC' and choose either 'Add New Sponsoring Lender Relationships' or 'DO Online Registration Tool for Brokers'.

Closing Protection Letter

Ditech Financial LLC ISAO/ATIMA
1100 Virginia Drive, Suite 100A
Fort Washington, PA 19034

HMDA Reporting Code

Type of Purchaser – Code 7, Life Insurance Company, Credit Union, Mortgage Bank, or Finance Company

Return Wiring Instructions

Wells Fargo Wiring Instructions			
Bank Name:	Wells Fargo Bank, NA	Account Name:	Corporate Trust Clearing
City, State:	San Francisco, CA	Account Number:	3970771416
ABA #:	121-000-248		

Subordination Agreement
Address for Ditech held
Mortgages

Ditech Financial LLC - Serviced Subordination Requests:
Ditech Financial LLC
Mortgage Amendments Department
7360 South Kyrene Road T316
Tempe, AZ 85283
Refer to Forms Library for detailed information

Subordination Agreement
Address

Ditech Financial LLC ISAO/ATIMA
1100 Virginia Drive, Suite 100A
Fort Washington, PA 19034

Tax Transcripts (4506Ts)

Use the Equifax Broker Network to order transcripts.

Underwriting

Upload loan documentation through Image Central at Businesslending.ditech.com

- Registered/Locked loans can be tracked on **ditech's** website

Wire Sweep Times

- Loans Approved for Funding today by 8:30 am will have funds sent at 11:30 am current date
- Loans Approved for Funding today between 8:31 am and 10:30 am will have funds sent at 1:30 pm current date
- Loans Approved for Funding today between 10:31 am and 12:30 pm will have funds sent at 4:00 pm current date
- Loans Approved for Funding today between 12:31 pm and 3:15 pm will have funds sent at 5:00 pm current date
- Loans Approved for Funding today after 3:15 pm will have funds sent at 11:30 am next business day

You will need DO to gain the ability to offer Fannie Mae products. DO can help generate more loans, gain a competitive edge in the market place, boost profitability and enhance customer service and satisfaction

Step One: Click [this link](#) to go to FannieMae’s DO Online Registration Tool for adding Lenders

- Enter your user ID and password and select **Log In**
 - **You must be a registered user in order to request sponsorship through DO. If you are not yet a registered user please refer to the Registering Online for Desktop Originator job aid**

Step Two: Identify Sponsoring Lender

- Select Desktop Originator
- Select add new Sponsoring Lender Relationship
- Identify ditech as your sponsoring lender: Choose **“Ditech Financial LLC”** to request sponsorship Seller Servicer ID #26184
- Select Submit at the top of the page once Sponsoring Lender is chosen
- This sponsoring lender name is just for requesting sponsorship you will choose Ditech Financial-Wholesale Lending when finalizing your findings. Please see the Finalizing DO Findings Job Aid for further instruction
- Complete the rest of the needed information screens and select **Submit Request on the Verify Existing Originator Request screen**

Step Three: Contact Credit reporting agencies

- Obtain a Fannie Mae account number and password from your credit information provider so that you can pull credit reports or associate already pulled credit reports in DO. This process is performed outside of the DO Online Registration tool.

3/1/19 Underwriting Hotline – 877-700-4622 Option #6

You will need LP access to gain the ability to offer Freddie only products. You can take advantage of the latest Loan Product Advisor flexibilities to work more efficiently in your channel with benefits like:

Use of future income | Streamline Findings | 90% LTV Condos with Reduced Docs | Non-Occupant Co-Borrower Income | Follow findings which may allow reduced documentation

Step One: Click [this link](#) to go the FreddieMac’s Website

- Select Get Started and answer the prompted questions if you do not already have a relationship set up with Freddie/LPA
- Select whether you are going to be a direct seller or Third Party Originator (TPO). TPO – Even if you are not a direct seller you can still take advantage the Freddie Mac product line by originating through ditech
 - This requires a sponsoring lender and you will use ditech’s Seller Servicer number for sponsorship #160397 and Tax ID# 20-8009003
 - This TPO # will also allow you to run the UCDP through Freddie

Step Two: All LPA Sign up forms you will need to complete

Step Three: Contact Credit reporting agencies

- To access merged reports in LPA, you must directly contact the credit reporting companies or their affiliates, provide them with your LP TPO number, and establish service agreements for use with LP with at least one of them
- All credit must be assigned to ditech in order for ditech to update LPA once the file has been assigned. See page 2

Step Four: Begin on-line sign up process

- Begin and complete the online informational request and make sure to include ditech as the lender that you have a relationship with. Help is available at 888 LP ON WEB (576-6932)

- Third Party Originator's using the "Loan Assignment Feature" within Loan Product Advisor will submit loans directly through Loan Product Advisor and then assign them to their "Participating Wholesale Lender".
- Key steps for using Merged Credit when using Loan Product Advisor's Loan Assignment Process:
 - NOTE: Even if you have existing relationships with the CRCs, in order to use Loan Product Advisor's Merged Credit Report Options, you need to specifically update your account for accepting merged credit reports and/or Reference Numbers through Loan Product Advisor.
- Ensure that you have a relationship with a Credit Reporting Company or a Technical Affiliate associated with EMS (Equifax Mortgage Solutions). You need to make sure your Third Party Originator Number is included in your setup. In addition, you will be assigned a specific "branch code" from your credit vendor which will require you to include that assigned "branch code" with your submission to Loan Product Advisor.
- If you are using the "Loan Assignment Feature" to "Final Assign" a LPA transaction to your "Participating Wholesale Lender" you must ensure with "Step 1" above to contact your Credit Reporting Company or your Technical Affiliate and provide them your Participating Wholesale Lender Seller number as part of the setup process. This will allow your Participating Wholesale Lender to view your credit that you provided in your submission to Loan Product Advisor.
- Once your Participating Wholesale Lenders' Seller number is added to your Technical Affiliate account this will allow the reissue of the credit file to your Participating Wholesale Lender.
- If you are using a Technical Affiliate and not sure who to contact, you can obtain their information on this link below. This can only be done by contacting the Technical Affiliate directly to request this setup since there is no "online" capability to perform this action.
 - <http://www.loanprospector.com/about/crc.html#affiliate>
- If, you are using one of the four primary Credit Reporting Companies (Corelogic/Credco/Credstar, CBCInnovis, Factual Data and Equifax Mortgage Solutions) this set up process can be done online via the link below:
 - <http://www.loanprospector.com/getstarted/CRCsetup.html>
- Remember it is important to know that you must have your Credit Report Company or Technical Affiliate setup with your lender in order for your lender to view your credit. Reminder you will need to know your Third Party Originator number assigned to by Freddie Mac, your Participating Wholesaler Freddie Mac Seller Servicer number you are working with and ensure your Credit Reporting Company provides you your specific "Branch Code". Once this setup is completed you are able to successfully submit and assign your loans to your lender.



FHA Wholesale Submissions

Step 1: Register your loan to obtain a ditech loan

Step 2: ditech will obtain the FHA Case Number

- Please include the previous FHA Case Number and also the Condo Project ID (if property is a Condo) on the Request for LE. All condos must be FHA approved and meet ditech guidelines.
- Always attach a copy of the agreement of sale for purchases
- Once ditech obtains the case number, you will be notified via email the Case No. is in Image Central for viewing. We will NOT accept client ordered FHA Case Numbers
- Ditech will also order CAIVRS at this time

Step 3: Order the Appraisal – Must be ordered through Mercury

- Once you have the Case # log into the Mercury Network via the ditech website to order the appraisal
 - Make sure that you are using the User ID and Password that was provided to you through ditech
 - Appraisal may not be in Broker's name
 - Appraiser cannot be on ditech's exclusionary list

Appraisal Transfer

- Case Number must be assigned to ditech and emailed to FHA_Requests@ditech.com . (Allow 24 hours for assignment change in FHA Connection)
 - Assignment letter on lender's letterhead and signed by an authorized officer certifying appraisal was ordered in accordance with Appraisal Independence Standards
 - Paid invoice and XML to AppraisalTransferRequests@ditech.com
- Broker to provide explanation on why the file was assigned
- Ditech will upload XML date to EAD portal and will obtain the SSR and completed appraisal review. If underwriter approves appraisal, Loan Decision Letter will be updating indicating appraisal cleared

- If corrections or additional information is required, AMC and/or appraiser will determine if information can be provided. If information cannot be obtained, appraisal will be rejected and a new appraisal will be required
- If AMC/appraiser is able to have appraisal updated, a new XML is required

92900-A as follows

- Box 13, pages 1&3, will be ditech's **FHA Lender ID (22947-00224)** as the Sponsoring Lender
- Boxes 14&16 are left blank - Box 15 on pages 1&3 will contain ditech's info:
 - Ditech Financial, LLC 1100 Virginia Drive Fort Washington, PA 19034
 - Page 3 will have your legal name and EIN# under the Sponsored Originations section (not in the Lender section)

Step 4: Run the AUS - Total Scorecard

- When submitting your loan to FHA Total Scorecard you will use your EIN in the Lender ID field instead of your actual FHA Mortgage ID (or use 699960996 if your having problems)

Step 5: Closing

- Ditech will remit the appropriate MIP to HUD
- The FHA Insurance Endorsement will be obtained by ditech with the Mortgage Insurance Certificate (MIC) in ditech's name

Recommendations for smoother transactions

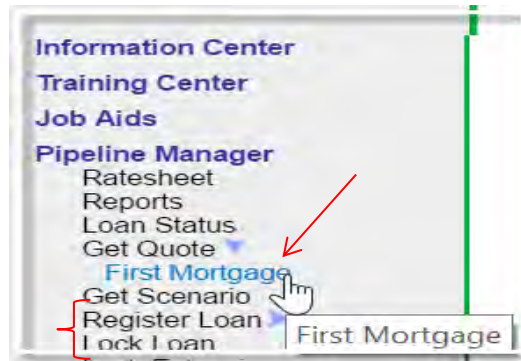
1. Provide the completed FHA Submission Checklist and all necessary notes and explanations to the Underwriter
2. If the FHA Case # is being transferred from another lender to ditech a credit decision letter from the other lender is required. An explanation of why the loan is being transferred is also required.
3. Include all mortgage and rental histories
4. For refi transactions it is important that the payoff statement is requested/received prior to requesting a clear to close. When updated payoffs are obtained please provide appropriate updated information to underwriting as soon as possible
5. Take advantage of the FHA Maximum mortgage calculation worksheets for rate and term and streamline transactions

Get Quote Pricing Scenarios, Registration and Locks



Access Get Quote

Get Quote is ditech's online pricing tool that allows you to price your loans efficiently including all pricing adjustments. You can also use Get Quote to Register or Lock your loans once your quote has been received. You can also access the Lock and Registration links separately under Pipeline Manager



Manual Input or Upload 3.2 File

Get Quote - First Mortgage

Pricing Information:

Please enter the following information:

* Total Loan Amount: \$300,000.00

Fixed/Balloon ARM

Loan Type: CONV

Base Loan Amount:

Product Type: 346 - 30 Yr Fannie/Freddie Fixed

Term (Months): 360

* Final Interest Rate: 3.25%

Borrower Paid Lender Paid

You can manually input the info to receive a quote (all fields marked with a red asterisk are required) or you can upload a 3.2 file. To upload a 3.2 file, scroll to the bottom and select 1003 Import

Review Pricing and Adjustments

	Rate	Margin	Price
Base Rate/Margin/Price:	3.500		102.722
Pricing Adjustments:			
WITH ESCROW			0.125
State Adjustment - MD, NC, NY, PA			0.100
FICO >=740 & LTV >80 <=95 (>15 YR)			-0.250
Rate Adjustments:			
Margin Adjustments:			
Total BU/BD Adjustments:			

Scroll down to review the pricing and the loan level price adjustments. **Price Quote will expire if not accepted in the 119 seconds** - There is a timer at the top of this screen. You will have two minutes to take action on proceeding (register, lock or alter/reprice) or the request will need to be resubmitted. Select Alter and Reprice prior to being timed out to save or update borrower information

Decide Next Step

Pricing quoted as of Aug 29, 2016 at 11:55 AM EDT

Pricing /Lock Information

Price Code: 2016082901

Prod ID: 346

Prod Name: 30 Yr Fannie/Freddie Fixed

Commitment Type: Best Effort

Lock Period: 15

Register Date:

Lock Date:

Lock Exp. Date:

Delivery Exp. Date:

Register This Loan

Alter and Reprice

Lock This Loan

Once pricing and adjustments are reviewed your next step actions are to Register, Alter and Reprice or Lock the Loan. Choosing Alter and Reprice will take you to the previous screen to edit or update loan info

When Registering

Registration successful Aug 29, 2016 at 3:28 PM EDT

Loan Confirmation Letter

Pricing /Lock Information

Price Code: 2016082901

Prod ID: 346

Prod Name: 30 Yr Fannie/Freddie Fixed

Commitment Type: Best Effort

Lock Period: 0

Register Date: 8/29/2016

Lock Date:

Lock Exp. Date:

Delivery Exp. Date:

Lock This Loan

When choosing register as the next step the file will now be registered. You will have access to a the Loan Confirmation Letter by selecting it in the top right hand corner. This will contain the Loan # for the file that will be used to reference the file moving forward. You will have the option to lock from this screen as well.

When Locking

Lock Loan - First Mortgage

Borrower Property Loan Lock

Lock information

Please enter the following information:

Lock Period: 15

<<Prev Price

Pricing quoted as of Aug 29, 2016 at 12:01 PM EDT

Pricing /Lock Information

Price Code: 2016082901

Prod ID: 346

Prod Name: 30 Yr Fannie/Freddie Fixed

Commitment Type: Best Effort

Lock Period: 15

Register Date:

Lock Date: 8/29/2016

Lock Exp. Date: 9/13/2016

Delivery Exp. Date:

Accept Lock

Alter and Reprice

Cancel Lock

When choosing lock you will first need to select the lock period and then price. Next choose to Accept, Alter or Cancel. When choosing to lock you will be taken to the lock confirmation to print out and submit with the file



Ordering VA Appraisals Job Aid

All appraisals must be ordered as LAPP Appraisal Type

Request Appraisal/LIN Only

Attention Lender! Obtaining a Certificate of Eligibility (COE) for your Veteran borrower is an important step in obtaining a VA Home Loan. VA recommends that lenders order the COE as early as possible to avoid processing delays. At the end of the appraisal order process you will have the ability to order the COE if you have not done so already. Thank you for your continued support of Veterans and the VA Home Loan program.

This function assigns a loan number and appraiser to a single property case. Liquidation cases can be initiated with this screen.

Required/Mandatory Fields are denoted with *

Select Appraisal Type *



Origination Appraisals

* If this request is for an Interest Rate Reduction Refinancing (IRRRL) loan, obtain a new VA loan number with the order IRRRL function.

A VA appraisal is not required for an IRRRL loan.

- LAPP -- Lender Appraisal Processing Loans
- IND -- Individual NOV

Liquidation appraisals

- LGI -- Liquidation of a VA Guaranteed Loan

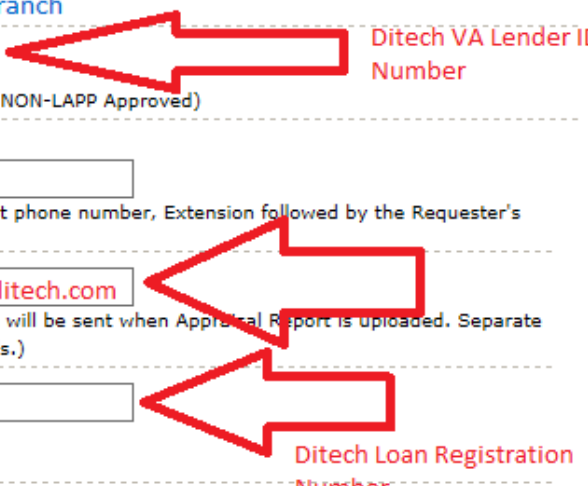
Submit

Section 1

Complete Fields in Section 1 as follows:

- the Ditech Lender ID number 6393140000 must be entered in Field 1 A
- the VAappraisalreview@ditech.com email address must be entered in Field 1C
- the Ditech Loan Registration number must be entered in Field 1D.

1. Requester Information	
User Id	
Name	
Address	
Select a different Branch	
Sponsor's Identification Number	<input type="text" value="6393140000"/>
	(Required if Requester is NON-LAPP Approved)
1B. Requester Phone Number, Extension, Name*	<input type="text"/>
	(Please provide full 10-digit phone number, Extension followed by the Requester's last name)
1C. E-mail Address*	<input type="text" value="vaappraisalreview@ditech.com"/>
	(Address where notification will be sent when Appraisal Report is uploaded. Separate it by ';' for multiple emailIds.)
1D. Institution's Case Number	<input type="text"/>



Ditech VA Lender ID Number

Ditech Loan Registration Number

Section 3

Enter six-digit VA Condo Project ID Number in Field 3A. . A search of VA approved projects and ID Numbers can be accessed directly from the Condo/PUD Builder link provided .

3. Property Information

3A. Condo Appraisal?
Note: Condo must be approved for VA financing purposes prior to loan closing.
Please enter condo name to search our database for VA Approved Condo

No Condo Indicator

Condo ID [Condo/PUD Builder](#)

3B. Name of Owner

3C. Property Address

Street Number*

For purchase transactions, Field 3 I must indicate yes. The initial Sales Contract and any subsequent amendments to the contract must always be uploaded to WebLGY. The client must immediately notify Ditech Appraisal Review and Underwriting if any updates to the sales contract are made prior to closing.

3H. Sale or Refinance?*

Sale or Refinance Amount \$

3I. Proposed Sale contract Provided? **Sales Contract and Amended Addendums must be uploaded**

3J. Is Buyer Purchasing Lot Separately?

3K. Property Occupancy Information

Property Occupancy

Section 4

For properties subject to a leasehold estate, a copy of lease agreement must be uploaded to WebLGY, as soon as possible so the jurisdictional VA Regional Loan Center can review for approval. All Leasehold estates must be approved by the VA.

4. Leasehold Cases	
Lease is	<input type="text" value="v"/>
Expires	<input type="text"/> (MM/YYYY)
Annual Ground Rent	<input type="text"/>

A copy of the lease agreement must be uploaded to WebLGY for VA RLC to review and approve

Section 7

Properties appraised as Proposed Construction or New Construction (built within 1 year) must have a 5-digit VA Builder ID Number entered in Field 7D. The VA Builder ID Number registry can be accessed through the Condo/PUD Builder link provided. Builders without a Builder ID Number can easily apply for one through the jurisdictional RLC. See the [Builder Information Page](#) for instructions.

7D. Building	
Status*	<input type="radio"/> Proposed <input type="radio"/> Existing <input type="radio"/> Built less than one year and never occupied
Builder ID	<input type="text"/> (Required if Building Status is "Proposed") Condo/PUD Builder
7E. Builder Information	
	<input type="checkbox"/> No Builder ID
Builder Name	<input type="text"/>
Address One	<input type="text"/>
City, State and Zip Code	<input type="text"/>
Phone Number	<input type="text"/>

Section 9

The Veteran's first and last name should always be entered in Section 9 for order form for both Purchase and Refinance transactions. This will assure that the NOV is issued in the Veteran's name.

9. Purchaser Information	
	<input checked="" type="checkbox"/> Purchaser Exists (The following fields are required if Purchaser Exists Indicator is selected. First Name, Last Name , First Address line, City, State and 5 digit Zip Code)
Name	<input type="text"/> <input type="text"/> <input type="text"/> Name of Veteran should be entered in these fields for Purchase and Refiance Transactions.
Address One Text	<input type="text"/>
Address Two Text	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> ▼
Zip Code	<input type="text"/> - <input type="text"/>

Request for Initial Closing Disclosure (CD)



Process for Requesting the Initial CD with Ditech

*Ditech will issue all initial and subsequent Closing Disclosures

You will receive an email notification when your loan is eligible for an accelerated or early CD. Your loan approval letter will indicate what items are required to be cleared in order to request the initial CD. Any condition marked with a “yes” under the “Required for CD” column needs to be signed off on or cleared prior to requesting the CD

Below is the process for requesting the Initial Closing Disclosure for eligible loans:

- Log in to the website and select **Pipeline manager** and then **Workflow Tools**

Information Center
Training Center
Job Aids
Pipeline Manager
Ratesheet
Reports
Loan Status
Get Quote
Get Scenario
Register Loan
Lock Loan
Lock Extension
Revise Loan
Revise Locked Loan
Workflow Tools
Image Central

Workflow Tools

After selecting Workflow Tools you will need to choose Request for Initial CD from the red icon drop-down box and then select or search for the appropriate borrower

Select Pipeline Manager and then Workflow Tools

REQUEST FOR INITIAL CD

Loan Id	Borrower Name	Seller Loan Number	Request CD Date	Lock E
401004060	KELLY TEST		05/31/2019	

- This will bring up the **Workflow Tools** Screen. You will need to hover over the red square with your mouse and then select “**Request for Initial CD**” from the navigation dropdown and then choose your borrower from the pipeline of CD eligible loans

NOTE: There must be sufficient time remaining on the lock and the underwriting approval in order to submit the Request for CD

Sufficient time is defined as 10 days remaining for non-rescindable refi or purchase transactions and 12 days remaining for rescindable transactions

- With the Request for Initial CD screen now up you will need to verify the data that is already on the form and complete all of the fillable or “white” fields
- Select “Submit” once the form has been completed to submit your request for the initial CD. Once the form has been submitted it will be available to view in Imaging
- Ditech will prepare and issue the initial Closing Disclosure

***TIP –** There is a feature to import supporting documentation when completing the Request for CD form. We recommend you upload any updated invoices, payoffs or title fees needed to prepare the CD

***TIP –** If necessary, you can update the information on this form and submit it again. This form will be locked once ditech issues the initial CD



Enter all Contact Information for fillable fields

REQUEST FOR INITIAL CD for 401004060

Broker Contact: e.g John Broker Phone: e.g 1234567890 Broker Email: e.g john@email.com
 Loan Officer Name: e.g John Loan Officer Phone: e.g 1234567890 Loan Officer Email: e.g John@email.com

Closing Agent Information

Enter Closing Agent Information

Closing Agent Company: e.g ABC Settlement Co Closing Agent Contact: e.g John Doe Closing Agent Phone: e.g 1234567890
 Closing Agent Fax: e.g 1234567890 Closing Agent Address: e.g John@email.com
 Closing Agent Email Address: e.g John@email.com Closing Agent Email Address for Closing Package, if Different: e.g John@email.com

Borrower Information

Borrower Name: KELLY TEST Borrower Email: Kelly@dftech.com
 Co-Borrower Name: KIERA SMITH Co-Borrower Email:

Property Address and Loan Terms

Select the calendar icon and enter the Estimated Note Date

Select the calendar icon and enter the Estimated Funding Date

Select the calendar icon and enter the 1st Payment Date

Subject Property Address: 4564 TESTER STREET HO
 Estimated Note Date: [calendar icon] Estimated Funding Date: [calendar icon] 1st Payment Date: [calendar icon]

POA (subject to prior approval): Please Select Trust (subject to prior approval): Please Select
 Escrow Taxes: Yes Escrow Insurance: Please Select
 Vesting Changes: Please Select

Complete all as indicated by choosing the appropriate option in the dropdown

Insurance Information

Taxes/Homeowner's Insurance (If due at 60 days of closing, will be collected in full at closing)
 Flood Insurance (If due within 45 days of closing, will be collected in full at closing. If flood zone A or V, flood insurance will be impounded.)

Seller Credit/Earnest Money

Seller Credit \$ (All credits to be approved by underwriting prior to submitting Request for Initial CD): e.g 1000.00
 Earnest Money Deposit \$: e.g 1000.00

Enter any approved Seller Credit and Earnest Money Deposit information

A - Origination Charges

Administration Fee \$: 895.00
 Discount Points \$: 0
 Mortgage Broker Fee \$: 3850.00 LENDER

Enter Discount Point amount for Borrower Paid Comp loans. This field will be lock for Lender paid Comp Loans

B: Services borrower did not shop for

THIRD PARTY FEES REIMBURSEABLE TO BROKER Invoice Required. Total Must Match Provided Invoice

Fee	Total Fee	Borrower Paid At Closing	Borrower Paid Before Closing
Credit Report Fee	0	e.g 1000	e.g 1000
Final Inspection Fee	0	e.g 1000	e.g 1000
LOL Flood Cert Fee	3.90	e.g 1000	e.g 1000
Subordination Fee	0	e.g 1000	e.g 1000
Tax Service Fee	89.50	e.g 1000	e.g 1000
VOD/VOE/VOM Fee	0	e.g 1000	e.g 1000
Processing Fee	0	e.g 1000	e.g 1000
Appraisal	0	e.g 1000	e.g 1000

Insert all fees for services the borrower did not shop for. Please upload current or updated invoices if not previously provided

Special Instructions

Take advantage of this space for comments and special instructions regarding the closing

A history of all documents uploaded through the Req for CD screen will be located here

Additional Documents Imported

Date/Time	Uploaded File	Username
-----------	---------------	----------

Initial Closing History

Submitted By	Submitted Date
--------------	----------------

Import invoices or closing/settlement agent fees, payoffs etc.

Once complete select Submit in order the request to be

Import File Save Submit

Request for Loan Estimate (LE)



Request for LE Process

***Ditech will issue the initial and all subsequent Loan Estimates**

Timeline: Make sure that the file has been registered before requesting the Loan Estimate. Please request the Initial Loan Estimate within 24 hours of the application.

Log in to the website and select **Pipeline manager** and then **Workflow Tools**.

- Information Center
- Training Center
- Job Aids
- Pipeline Manager**
- Ratesheet
- Reports
- Loan Status
- Get Quote ▶
- Get Scenario
- Register Loan ▶
- Lock Loan
- Lock Extension
- Revise Loan
- Revise Locked Loan
- Workflow Tools**
- Image Central

Select Pipeline Manager and then Workflow Tools

Loan ID	Borrower Name	Seller Loan Number	Request LE Date	Borrower SSN	Type	Associated
196307232	UNDERWRITING TEST			XXX-XX-6676	1st Mortgage	
401200004	BROKERCOMPMAIL REINHART			XXX-XX-6653	1st Mortgage	
401000075	TEST WORKFLOWIO		08/19/2016	XXX-XX-5654	1st Mortgage	

This will bring up the Workflow Tools Screen. You will need to hover over the red square with your mouse and then select **Loan Estimate** and then search for the borrower that will be receiving the LE. Select the **Loan ID** number to open the request for LE.

***Tip –** The loan needs to be registered or locked (file needs to have a loan #) before requesting an LE. Client may manually input the borrower information for the registration or lock process or to complete the request for LE but must upload a 3.2 file prior to actually submitting the electronic request for LE. Revisions to the 1003/3.2 file cannot be made once the 3.2 file has been uploaded. Please make sure you have a complete and accurate 1003 before uploading the 3.2 file and requesting the LE.

With the Request for Loan Estimate screen now up you will need to complete all of the fillable or “white” fields starting with the Broker and Loan Officer Contact Info. Once complete select Save or Submit to proceed.

***Tip –** Client may select Save and come back at a later time to complete or submit the request.

Ditech has 3 days to generate the initial disclosure package but this will generally happen within 24 to 36 hours of receiving the initial request for LE.

***Tip –** Refer to the Request for LE Job Aid Supplement for additional instructions on using the “Get Fees” section and inputting the fees correctly.

Intent to Proceed: Ditech will provide the Intent to Proceed with the initial disclosures and notify the Broker once the Intent to Proceed has been received from the borrowers.

Service Provider List: Ditech will issue with the initial disclosures.

See page 2 for LE completion instructions

LOAN ESTIMATE for 199307232

Complete all Broker Contact and LO Name Fields

Input the email for the individual processing the file

Broker Contact: e.g. John, Broker Phone: e.g. 1234567890, Broker Email: e.g. john@email.com
 Loan Officer Name: e.g. John, Loan Officer Phone: e.g. 1234567890, Loan Officer Email: e.g. john@email.com

Borrower Information

Borrower Name: UNDERWRITING TEST, Borrower Email: []

Property Address and Loan Terms

Property Address: 1234 NORTH STREET, borsham PA 19043, County: CHESTER

Anticipated Closing Date: [], Loan Purpose: PURCHASE

Loan Product: II1 HomeReady 30 Year Fixed, Loan Type: Conventional, Amortization type: Fixed

Occupancy: PRIMARY RESIDENCE, Property type: SINGLE FAMILY, Sales Price \$: 800,000.00

Estimated Value (refinance) \$: 600,000.00, Number of Units: 1, Base Loan Amount \$: 0.00

Final Loan Amount \$: 100,000.00, Interest Rate: 4.125, Term: 360

FICO: 700, AUS Decision: [], AUS Value: []

LTV/CLTV: 17, Seller Credit \$: 0.00, Lender Credit \$: 0.00

Number of liens being paid off: e.g. 1000, Number of Subordinate Liens: e.g. 1000, POA: Please Select

Broker Compensation: LENDER

All fields marked in gray have been populated from the 3.2 file upload. Complete all fields that are white or that are fillable to complete the form.

Make sure to check the proper box when vesting changes

Vesting Changes? Removing Borrower Adding Borrower

Mortgage Insurance Information (if applicable)

Mortgage Insurance (if applicable): Please Select, MI Coverage %: []

Select the MI Program and the percentage of Coverage required

A - Origination Charges \$ 895.00

Administration Fee \$: 895.00
Discount Points \$: 0

B - Services Borrower cannot shop for (invoices required) \$ 88.90

Credit Report Fee	0.00
LOL Flood Cert Fee	3.90
Subordination Fee	0.00
Tax Service Fee	85.00
VOD/VOE/VOM Fee	0.00
Processing Fee	0.00

Input all applicable fees the borrower cannot shop for. Processing fee is 3rd party only. Must provide invoices prior to release of the CD

Selecting the Get Fees button obtains Appraisal, Title, Settlement and other associated fees. TIP: Refer to the Request for LE Job Aid Supplement for further instruction

Click the Get Fees button to obtain Appraisal, Title, Settlement, and other associated fees.

C - Title and Settlement Information Fees \$ 0.00

E - Taxes and Other Government Fees \$ 0.00

Prepays/Escrow Payments

Indicate if the item will be escrowed

Indicate how often the item is due and then indicate the months in which payments are due

Enter additional amounts that should be collected and disbursed at closing (not the monthly)

Item	Include in Escrows	Annual \$ Amount	Frequency	Due Dates	Other Amount Due At Closing (Not including impounds)
Homeowners Insurance	<input type="checkbox"/>	0.00	Please Select	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	0.00
Property Taxes County	<input type="checkbox"/>	0.00	Please Select	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	0.00
Property Taxes School	<input type="checkbox"/>	0.00	Please Select	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	0.00
Property Taxes City	<input type="checkbox"/>	0.00	Please Select	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	0.00
Flood Insurance (If Applicable)	<input type="checkbox"/>	0.00	Please Select	JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, DEC	0.00
HOA (If Applicable)	Exclude	0.00			0.00

When Flood Insurance is required it will always be included in escrow

Use the Special Instructions section for notes or for items not covered in a specific field

H - Other (list all Optional and Miscellaneous Charges) \$ 0.00

Special Instructions

[]

Additional Documents Imported

Date/Time	Uploaded File	User Name
[]	[]	[]

Select "Save" if not ready to submit the request or wish to complete at a later time. Select "Submit" when ready for the request to be sent

Submission Info

Request for Loan Estimate (LE)



Job Aid Supplement – Automated Closing Fees and Closing Corp

Log in to the website and select **Pipeline manager** and then **Workflow Tools**.

- Information Center
- Training Center
- Job Aids
 - Pipeline Manager**
 - Ratesheet
 - Reports
 - Loan Status
 - Get Quote
 - Get Scenario
 - Register Loan
 - Lock Loan
 - Lock Extension
 - Revise Loan
 - Revise Locked Loan
 - Workflow Tools**
- Image Central

Select Pipeline Manager and then Workflow Tools

Workflow Tools Last Login: Mar 26, 2019 7:56:02 AM

After selecting Workflow Tools you will need to choose Loan Estimate from the red icon drop-down box and then select or search for the appropriate borrower

Loan ID	Borrower Name	Seller Loan Number	Request LE Date	Borrower SSN	Type	Associated
196307232	UNDERWRITING TEST			XXX-XX-6676	1st Mortgage	
401000004	BROKERCOMPMAIL REINHART			XXX-XX-6553	1st Mortgage	
401000075	TEST WORKFLOWIO		08/19/2016	XXX-XX-5654	1st Mortgage	

This will bring up the Workflow Tools Screen. You will need to hover over the red square with your mouse and then select **Loan Estimate** and then search for the borrower that will be receiving the LE. Select the **Loan ID** number to open the request for LE. Please make sure all fillable fields have been completed. Refer to the Request for LE Job Aid for additional instructions on completing the rest of the Request for LE

SECTION A & B Enter fees if applicable and then select Get Fees to open Closing Corp Smart Fees to obtain Appraisal, Title, Settlement and other associated fees

B - Services Borrower cannot shop for (invoices required) \$ 88.90

Credit Report Fee	0.00
LOL Flood Cert Fee	3.90
Subordination Fee	0.0
Tax Service Fee	85.00
VOD/VOE/VOM Fee	0.00
Processing Fee	0.00

Click the Get Fees button to obtain Appraisal, Title, Settlement, and other associated fees. **Get Fees**

Enter applicable fees in Sections A and B. Select Get Fees to open Closing Corp Smart Fees to select Title and Settlement providers

Once the **Get Fees** button is Selected the following screen will appear. Enter any missing required data as directed below

LOAN ESTIMATE for 401017329

File Data | **Questions** | Fees | SmartFees Reports | Audit Log

File Summary

SmartFees ID: 17958828

Loan Purpose: Purchase

Loan Number: 401017329

Property Address: 10655 Birch St, Winston Salem, NC 27104

Map 511-V12

Required Fields

Total Loan Amount*

Purchase Price*

Amortization Type*

Is this property a Planned Unit Development (PUD)* Yes No

Estimated Property Value

Occupancy Type*

Appraisal Product Name* This field is required

1 Once the Get Fees button is selected you will be on the Questions Tab. Make sure to complete any missing required data

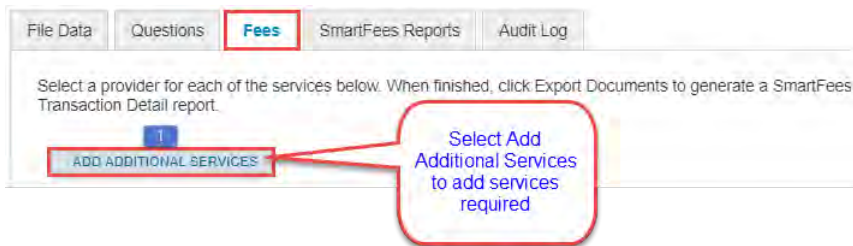
2 Select the appropriate appraisal type: 1004 Uniform Residential appraisal Report Single Family Investment (1004, 1007 & 216) Automated Valuation Model

3 Select Customize to view additional questions that may need to be answered. If applicable please make sure to complete

4 Select Continue to Fees

CONTINUE TO FEES

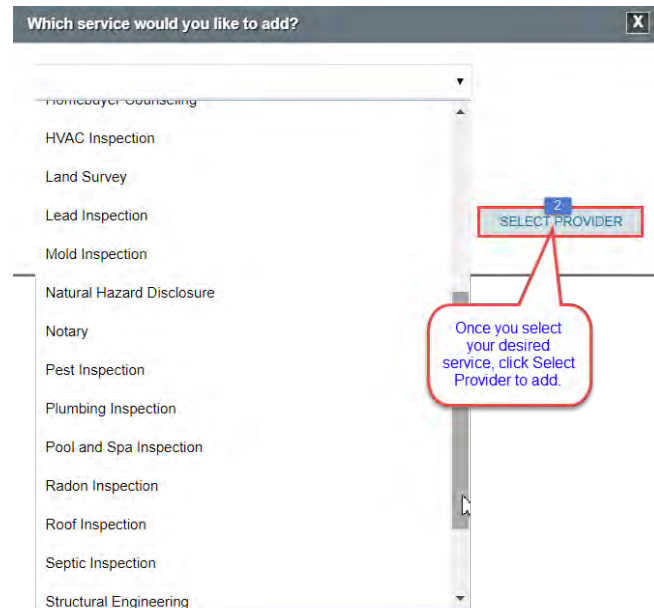
After selecting **Continue to Fees** you will now be on the **"Fees"** tab. Proceed as follows:



Additional Services: Select **Add Additional Services** as needed for items such as Pest Inspection, Home Inspection, etc.

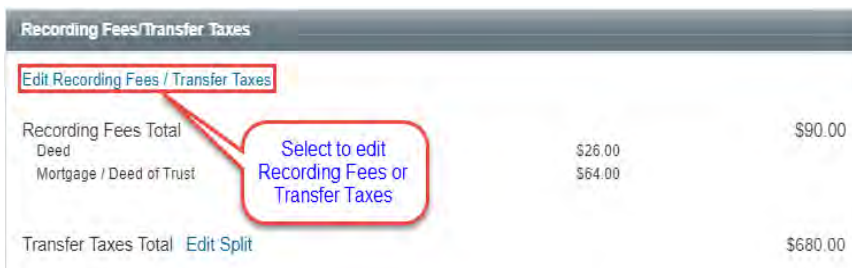
Note: Pest Inspection is required on VA Loans

After selecting **Additional Services** you will need to choose your desired service and then click **Select Provider** to add. To add multiple services, you must select the services one at a time by following the same process



Within the **Lender Selected Services** section, you will see your appraisal fees and you can also select **"Details"** and view the information on the AMC that was selected for this loan

Within the **Title and Closing Services**, you can select **Details** and view information for the Title Company that was selected for this loan or **Select Provider** and choose from a list of approved Title and Closing Agencies



Within the **Recording Fees/Transfer Taxes** section, you can edit the Recording Fees and/or Transfer Taxes

When you have successfully completed all of the sections, you will select **Done** from the bottom right of the screen. This will take you back to the Loan Estimate Screen



After Selecting **Done**, you will see the fees populate in Section C, E and H.

NOTE: The fees are not editable from this location. To edit, please select **Get Fees** again from the Request for Loan Estimate Screen. You may use the **Get Fees** option as many times as desired until the LE is submitted. Once the **Submit** button is selected on the Request for Loan Estimate screen, you will not be able to the **Get Fee** option

Request for Settlement



Request for Settlement Process

*Once the loan has received a Clear to Close Status from Underwriting and Wholesale Operations, and the initial CD has been disclosed to the borrower, a settlement date can be selected

Below is the process for requesting the settlement date for eligible loans:

- Log in to the website and select Pipeline manager and then Workflow Tools

- This will bring up the Workflow Tools screen. You will need to hover over the red square with your mouse and the select “Request for Settlement” from the navigation drop-down and then choose your borrower from the pipeline of eligible loans
- With the Request for Settlement screen now up you will need to verify that the data is complete and accurate in all of the fillable or “white” fields
- Next select the Note date, the funding date and the month of first payment
 - The **Closing Calendar** operates on a 48 hour schedule, and will close each day at the designated time determined by the time zone you are located in. Times are as follows
- Once the form has been completed select “Submit” to submit your request for the initial CD. Once the form has been submitted it will be available to view in Imaging
- Ditech will prepare and issue the initial Closing Documents

Time Zone	Client's Time	Eastern Time
Eastern	3:00 PM	3:00 PM
Central	3:00 PM	4:00 PM
Mountain	4:00 PM	6:00 PM
Pacific	4:00 PM	7:00 PM
Alaska	3:00 PM	7:00 PM
Hawaii	1:00 PM	7:00 PM

NOTE: Timing - The Closing Disclosure must be received by the consumer no less than three business days before loan consummation

***TIP** – There is a feature to import supporting documentation when completing the Settlement Request form. You may upload any additional documentation that is needed to prepare the closing package

***TIP** – If necessary, you can update the information on this form and submit it again. This form will be locked once ditech issues the closing documents

REQUEST FOR SETTLEMENT for 401004060

03/23/2017

Broker Contact: e.g. John | Broker Phone: e.g. 1234567890 | Broker Email: e.g. john@email.com
 Loan Officer Name: e.g. John | Loan Officer Phone: e.g. 1234567890 | Loan Officer Email: e.g. John@email.com

Closing Agent Information

Closing Agent Company: e.g. ABC Settlement Co. | Closing Agent Contact: e.g. John Doe | Closing Agent Phone: e.g. 1234567890
 Closing Agent Fax: e.g. 1234567890 | Closing Agent Address: e.g. John@email.com
 Closing Agent Email Address: e.g. John@email.com | Closing Agent Email Address for Closing Package, if Different: e.g. John@email.com

Borrower Information

Borrower Name: KELLY TEST | Borrower Email: Kelly@ditech.com
 Co-Borrower Name: KIERA SMITH | Co-Borrower Email:

Property Address and Loan Terms

Subject Property Address: 4564 TESTER STREET HORS | Select the calendar icon to choose your Closing Date | Select the calendar icon to choose your Funding Date | Select the calendar icon to choose your 1st Payment Date

Initial Closing Information

Closing Date: | Funding Date: | 1st Payment Date: | Interest Credit is permitted on loans funded within the first ten calendar days of the month

POA (subject to prior approval): Please Select | Trust (subject to prior approval): Please Select
 Escrow Taxes: Please Select | Escrow Insurance: Please Select
 Vesting Changes: Please Select

Insurance Information

Taxes/Homeowner's Insurance (If due at 60 days of closing, will be collected in full at closing.)
 Flood Insurance (If due within 45 days of closing, will be collected in full at closing. If flood zone A or V, flood insurance will be impounded.)

Seller Credit/Earnest Money

Seller Credit \$ (All credits to be approved by underwriting prior to submitting Request for Initial CD): e.g. 1000.00 | Verify Earnest Money and Seller credit amounts are correct
 Earnest Money Deposit \$: e.g. 1000.00

A - Origination Charges

Administration Fee \$: 895.00 | Verify Discount Point amount is correct for Borrower paid Comp loans. Field will be locked for Lender Paid Comp loans
 Discount Points \$: 0 | Indicate which fees are going to be paid by the borrower at closing and which were paid prior to closing
 Mortgage Broker Fee \$: 3850.00 | LENDER

B: Services borrower did not shop for | Verify total fees are correct | **THIRD PARTY FEES REIMBURSEABLE TO BROKER Invoice Required - Total Must Match Provided Invoice**

Fee	Total Fee	Borrower Paid At Closing	Borrower Paid Before Closing
Credit Report Fee	0	e.g. 1000	e.g. 1000
Final Inspection Fee	0	e.g. 1000	e.g. 1000
LOL Flood Cert Fee	3.90	e.g. 1000	e.g. 1000
Subordination Fee	0	e.g. 1000	e.g. 1000
Tax Service Fee	89.50	e.g. 1000	e.g. 1000
VOD/VOE/VOM Fee	0	e.g. 1000	e.g. 1000
Processing Fee	0	e.g. 1000	e.g. 1000
Appraisal	0	e.g. 1000	e.g. 1000

Special Instructions

Take advantage of this space for comments and special instructions regarding the closing

Images Web History

Date/Time	Uploaded File	Username

Settlement History

Submitted By	Submitted Date

The date that the Request for Settlement was submitted and/or edited/updated will be listed in the Settlement History

Once complete select Submit in order for the request to be sent

Import File Save Submit