

# Senior Freedom Inc.

Conference Call August 25, 2015 at 10am

Call in number **712-832-8310** Code 122150

1. 3<sup>rd</sup> Review of FA submission checklist. What happens when you send a loan app to be processed. What you will need to collect. What you will need to complete. What you will get back from processing. Where all the information will be available.
2. Bank Statements: When collecting Bank statements, no pages can be missing. Usually numbered 1 of 6, 2 of 6, 3 of 6, etc. If a page is missing, even if blank, it will get conditioned.
3. Acceptable proof of pension/retirement income: Benefit or award letter, plus tax return, bank statement, or 1099 to prove income and continued receipt of benefits in the future. Same for annuities, cash flow instruments, etc. Always the benefit/award letter coupled with proof of the income.
4. Acceptable Social Security proof of income and proof of continued income going forward.
  - a. SS Award letter
  - b. SS Benefit Letter
  - c. SS Budget letter
  - d. one of these 3 documents, plus a 1099 SS benefit statement, tax return, or bank statements
  - e. How to get one of these letters online for your borrower
5. 1009 Addendum: LO *Must* complete the 1009 Addendum from financial information collected. If the app is mailed directly from applicant to processing, a clean copy of page 1 and 2 of the addendum can be printed and filled out and scanned and emailed to processing. The information necessary to complete the addendum will be uploaded to the notes section of RV.
6. ID's must have an address that matches property address, and must be unexpired at time of application
7. Tax returns: Must have all pages. (if not needed, bank statements are easier for applicants to copy)
8. Appraisal payments: Prepare your client for the possibility that the appraisal must be paid prior to closing. Under the new FA guidelines, loans are taking twice as long as they used to and the AMC is starting to initiate collection process at 30 days.
9. New Compliance Issues: It may seem like before long there will not be any room in advertising for actual information with all the disclosures that have to be included. Effective immediately, all printed information with your name must be followed with the phrase: "Residential Mortgage Loan Originator" This includes emails, which must each have a signature block that includes at a minimum: Name, RMLO phrase, LO's NMLS Number, Company name, company address, company NMLS No. New business cards will be printed with the required information.
10. Audit compliance: Effective immediately, all loan applications taken, must be reported to processing, whether they will be processed in-house or not. A copy of the 1009 or 1003 at a minimum is required. Once a loan closes, all the required audit compliance documents must be received at the office prior to commissions being paid. Compliance docs for reverse mortgages are automatically retained at the office without any input from the LO.
11. Where to Find Docs: Docs such as credit reports, appraisals, etc can be found in RV by clicking on the little pdf emblem where the docs are supposed to be.