



Thank you for choosing Eagle Funding. Our goal is to make the process as smooth and easy as possible. We have put together the following information for your use so you will know what we are looking for when your file arrives, and so we all stay in compliance.

With all the industry changes the last few years the process has become more complicated, but by following these steps, the process will be quick and easy.

Now more than ever, it is critical that you put together a complete 1003 and disclosure package. This will set the tone for the lending process.

Initial Loan Submission Review

Please include the following in your loan package:

1. Submission Sheet – Must include email addresses for the Borrowers, Loan Officer, and Processor. Must also provide contact information for Title / Escrow Companies (if known). It must also include completed figures in the bottom section that match the corresponding areas of the GFE.
2. 1008 or FHA / VA equivalent.
3. 1003 – Must be COMPLETE (data present in all applicable fields) and signed dated by the borrower and loan officer.
4. Credit report
5. Income documentation (not necessary for Streamline Refinance loans).
6. Asset documentation.
7. All applicable disclosures must be present and signed / dated. We have discovered that the following items are frequently absent from submissions...

[Intent to Proceed](#)

[Washington Disclosure Summary](#) (WA properties only)

[Rate Lock Disclosure](#)

Clicking on these links will take you to samples of Eagle Home Mortgage documents used for these purposes. You are welcome to use them if you wish.

8. If you include an Electronic Delivery Disclosure, we can email our disclosures directly to the borrower. Otherwise they will be delivered by regular mail.
9. Closing cost worksheet (with or without a GFE present).
10. Reason for Refinance (rate/term and cash-out)
11. Full-sized, clean/clear 4506-T with names and addresses matching the tax returns.
12. Social Security Number verification order form. The attached form must be used for this purpose.
13. Email the v3.2 FNMA file to your Account Executive.
14. [Compensation & Anti-Steering Certification](#) must be completed by the loan officer.

If any of these items are missing or incomplete, we will not be able to move the file forward. We will advise you via email what is missing and hold the package until the required items are received.

Please remember...

1. Total broker compensation (origination fees, rebate, other fees) cannot exceed 4% of the loan amount.
2. On VA loans, the origination fee cannot exceed 1% of the total loan amount.
3. In the event the Broker has locked the loan and / or re-disclosed to the borrower for any other reason before submitting the loan to Eagle, all applicable revised disclosures and Change of Circumstance forms must be present in the submission.

Initial GFE reconciliation

The Broker is responsible for preparing the initial GFE and presenting it to the borrower. This is also true if the initial loan package to Eagle is for a property that is TBD. In those cases where the initial submission is TBD, when the subject property becomes known (borrower completes their purchase contract), the Broker must prepare initial GFE and present it to the borrower along with all applicable revised disclosures within 3 days. In these cases the Broker will need to provide to Eagle a copy of the email establishing when the Realtor delivered the contract to the Broker...or a Certification on the Broker's letterhead articulating the date on which the Broker was made aware of the property address.

In any event, we will evaluate the contents of your initial GFE. We will advise you of any issues and make recommendations how you might be able to correct your GFE, if possible. Please click on our [Interactive GFE](#) link for special instructions on our GFE review process.

When all outstanding issues have been resolved regarding the GFE and/or any related documents in your submission package, you will be advised by email that your GFE has been accepted. At this point the loan file will be delivered to your sales team / AE such that it can be submitted to underwriting.

GFE Revisions

The GFE may be revised when there is a changed circumstance. Once we have accepted your initial GFE, all revised GFE disclosures will be prepared by Eagle. Once we have accepted your initial GFE, do not send revised GFE disclosures to us.

Be advised that GFE revisions will create a 24 hour waiting period before closing documents can be drawn...possibly extending to the MDIA mandated 3 day waiting period in the event that the change necessitating the GFE revision also changes the APR by more than 0.125%.

Appraisal Ordering

All appraisals (Conventional, FHA, VA and USDA) must be ordered through the Eagle Funding HVCC compliant appraisal department.

You must ensure that no money is collected for the appraisal until we are in possession of all initial disclosures fully executed by the borrower(s)...to include a Truth In Lending disclosure and an Intent to Proceed disclosure. The Intent to Proceed disclosure must include an acknowledgement of receipt of the GFE.

Once we have accepted your loan package and advised you by email that we have accepted your GFE, you and/or your borrower may visit our appraisal deposit collection website to make the payment with Visa, Mastercard or Discover. American Express is not allowed at this time. You will need your loan number.

For Brokers doing business with our Bellevue, WA location, the website is:

www.ehmssl.com/wa

For Brokers doing business with our Coos Bay, OR location, the website is:

www.ehmssl.com/or

When the appraisal arrives, we will send the borrower(s) the 'Acknowledgement of Receipt of the Appraisal' document. We must have this signed / dated document at least 3 days before the closing documents are signed.

The appraisal and its attendant 'Acknowledgement' form may be emailed to the borrower(s) provided that Eagle has received a signed / dated 'Electronic Signature' disclosure.

We Appreciate You

Thank you for your business and for submitting complete, accurate loan packages. You will be providing your borrower the best possible level of customer service by doing so. Please contact us with any questions.