

## Defining Roles One-Time Close Processing Non-Delegated Correspondent Transaction

Prior to Submission to AFR Document/Task	Who's responsible for doing/sending/ordering	
Loan Registration	Correspondent	
Retailer/Builder Approval	Correspondent	
Complete Loan Structuring	Correspondent	
Issue Deal Results/Calculations	AFR	
OTC Project Packet (to be completed by the Builder/Retailer)	Correspondent	
Document:	Should be in the name of:	Who's responsible for doing/sending/ordering
Initial Loan Estimate (LE)	Correspondent	Correspondent to the Borrower
Loan Estimate (re-disclosed based on COC prior to conditional approval)	Correspondent	Correspondent to the Borrower
Loan Estimate (Re-disclosed based on COC after conditional approval, loan is not locked or AFR does not have title invoice, cannot issue CD)	Correspondent	Correspondent to the Borrower
CD	AFR	AFR to the Borrower
FHA Connection Originator	Correspondent	Correspondent
FHA Connection Sponsor	AFR	Correspondent
Appraisal order	Correspondent	Correspondent
Appraisal Conditions	N/A	Correspondent
Appraisal Acknowledgment	Correspondent	Correspondent to the Borrower
AUS- DU, LP, GUS, VA, TOTAL, etc.	Correspondent	AFR
Int. Rate Lock Agreement (in required states)	Correspondent	Correspondent to the Borrower
Commitment (in required states)	Correspondent	Correspondent to the Borrower
ARM Disclosure (if applicable)	Correspondent	Correspondent to the Borrower
Borrower's documents	N/A	Correspondent to the Borrower
Note	Correspondent	AFR
Title ordered	Correspondent	Correspondent
Title Condition	N/A	AFR
HOI	Correspondent	AFR
CPL	Correspondent	AFR
Subordination Agreement	Correspondent	Correspondent
1098	Correspondent	Correspondent to the Borrower
Engineer Cert	N/A	Correspondent
Elevation Cert	N/A	Correspondent
IBTS.org Cert Letter	N/A	Correspondent
All communication with the Builder/Retailer, New Construction Docs, Builder Plans & Specs, Builders Warranty, Certificate of Occupancy NP33A, 33B, 10 year H.O.W	N/A	Correspondent
Termite/Pest Inspection	N/A	Correspondent
Short Sale Approval Letter	N/A	Correspondent
Paystubs	N/A	AFR
Bank Statements	N/A	AFR
Gift Documentation	N/A	AFR
VOR/Cancelled Rent Checks	N/A	AFR
Written VOE	N/A	AFR
Verbal VOE	N/A	AFR
Borrower Identification (Driver's License, Social Security Card)	N/A	AFR
Borrower's Tax Returns	N/A	AFR
Tax Transcripts	N/A	Correspondent
Divorce Decree	N/A	AFR
HOA Dues Letter	N/A	AFR
Condo Questionnaire	N/A	AFR (if fee-paid, Correspondent to provide)
Flood Cert	AFR	AFR
LDP/GSA searches	N/A	AFR
Payoff	N/A	AFR

**Correspondent's responsibilities include:**

- Originate the loan.
- Register the loan via AFR Loan center.
- Work with retailer/builder to complete the registration packet and submit via the AFR loan center for retailer/builder approval
- Submit for loan structuring via AFR Loan Center.
- Send your company's initial disclosures including the Loan Estimate (LE) to the Borrower
- Generate FHA case number (if applicable)
- Upload all supporting documents via Loan Center.
- Place an appraisal order and obtain any appraisal related requirements
- Submit lock request via Loan Center.
- Place initial Title order
- Any borrower related conditions if you have chosen for AFR not to communicate with the borrower
- Order all 3<sup>rd</sup> party inspections such as: termite, engineer, septic, water test  
Order all 3<sup>rd</sup> party requirements that require a fee such as: IBTS, Condo Questionnaire, subordination agreements
- Review the final CD with the borrower
- Once the loan is closed upload a complete closing package that includes all fully executed closing/recorded docs
- Once the loan is closed register the loan with MERS and pay any funding fee (VA, USDA, FHA)\*\*unless you are on AFR approved list of correspondents we remit funding fees for
- Once the loan is closed follow AFR correspondent funding procedures on sending collateral docs for warehouse approval

**AFR's responsibilities include:**

- AFR will perform any required FHA Connection functions, as well as VA, DU/LP/GUS functions.
- AFR will run the AUS as required per the loan program applied for.
- Underwrite the loan to all applicable guidelines. An approval letter or letter of adverse action will be sent to you and the Borrower.
- A Processor will be assigned to your account to collect all underwriting Conditions.
- AFR's Processor will order all the required title updates through the designated Title company or Attorney. (Client to place initial Title order)
- AFR's Processor will work directly with all 3<sup>rd</sup> party companies including the homeowner's insurance company (Title Updates), Attorney (anything closing related), etc.
- AFR's Processor will work directly with the Retailer/Builder to obtain all construction related items.
- AFR's Processor will work directly with the borrower on borrower related items (if client choses AFR to speak to the borrower)
- AFR's Processor will be responsible for ordering all verifications of employment, mortgage, rent, as well as payoff's, LDP/GSA searches, FEMA searches, etc.
- AFR's Processor will be responsible for issuing all Closing Disclosures
- AFR's will be responsible for running all compliance reports to insure the loan is compliance based on State, Federal and Agency requirements
- Once the loan is cleared for closing, we will provide closing documents on your behalf
- AFR is responsible to mail the 1098 forms to the Borrower.
- Once the loan is disclosed and uploaded into our system for underwriting, AFR will be responsible to report the loan to HMDA.