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Retail Loan Officer File Setup

1) Log into Lendingqb.com (https://secure.lendingqb.com/)
2) Create either a Purchase or Refinance loan.

Loans
:: Create Purchase Loan
:: Create Refinance Loan

3) Make sure to select a template that starts with ResMac.

ResMacGOVTPUR
ResMacPurchase

4) After clicking the correct loan template, a new loan file will open.
5) Start at the folder named **Loan Application** and with the *this loan info* screen.

▲ **Loan Application**
  Application Management
  This Loan Info

6) At this screen input the following info:
   a. Loan Type
   b. Subj Prop Occ.
   c. Purchase price *if the loan is a purchase.
   d. Appraised value *needed for both purchase and refinance.
   e. Down Payment % or Down payment
   f. Property Type
   g. Hazard Ins
   h. Property Taxes
   i. HOA
   j. Other Taxes Expenses *if applicable

7) Next go to the *Subject Property Description* screen and enter the following info:
   a. The subject property address
   b. Input just the zip code and the city, state and county will auto populate.
   c. Number of units
   d. Year built
   e. New construction *if it is a new construction
   f. Is mixed use *if the property is mixed use
   g. Planned Unit Development Indicator * if the property is a PUD
   h. Project Name *If applicable

8) Next screen will be *Subject Property Rental Income.*
   a. Here you enter in the gross rent and occupancy rate.

9) The *Refi/ Construction Loan* screen is where you would input the following:
   a. Yr Acquired
   b. Original Cost
   c. Existing Liens
   d. Purpose of Refinance

10) The *Borr Info* screen needs the following information:
   a. First Name
   b. Last Name
   c. SSN
   d. DOB
   e. Citizenship
   f. Marital Status
   g. No. of Deps
   h. Dependents' Ages *If applicable
   i. Home phone, cell phone and/or work phone
      i. At least one is needed.
   j. Email
   k. Type
   l. First time home buyer *If applicable
   m. Current address
      i. Add the street address.
      ii. Input just the zip code.
      iii. Complete the Own/Rent.
      iv. Input the start date.
   n. Add any prior housing history.
11) Please complete the Veteran section if the borrower is a veteran and/or it is a VA loan.
12) The *Title and Estate* screen needs the following information:
   a. Is currently on title.
   b. Manner in which title will be held.
   c. Estate will be held.
   d. Trust Classification type *If trust
   e. Down payment source
   f. Non obligate borrower *If there is a non-obligatory borrower.
   g. Seller info/Vesting
13) Next on the employment info screen the following fields are needed.
   a. All of the company info
   b. If the borrower is self-employed
   c. Position or Title
   d. If currently employed
   e. Job Start/End dates
   f. Profession Start/ End dates
   g. Monthly Income
      i. If the income type is social security income, just use other as the income type.
14) After completing the employment history section, all of the monthly income should flow over.
   a. Please note that if your borrower is using social security income, then just put social security income in the description section.

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15) Next the *other Financing info* screen is where you put in the info for 2ⁿᵈ lien. We require the following info:
    a. Amortization Method
    b. Creditor Name
    c. Current Balance
    d. Financed MI Premium
    e. Rate
    f. Term
    g. Payment Base
    h. Closing Cost
16) The *Present Housing Expenses* screen, is where you would enter all of the payment info for the previous mortgage.
    a. If the borrower rented before this loan then, the monthly rental amount would be entered one the borrower info screen under current address.
17) The *Assets* screen is for all the borrowers' assets. Please add the following information:
    a. Type
    b. Company Name
    c. Address
    d. Zip
    e. Description
    f. Value
18) Enter all the borrower's other properties on the *REO* screen. Each property requires the following info:
    a. Primary Resident indicator *If second home or investment
    b. Subject property indicator *If refi
    c. Street address
    d. Zip code
    e. Market Value
    f. Mtg Amount
    g. Gross Rent *if applicable
    h. Mtg payment
    i. Ins/Maint/Taxes
    j. Type
    k. Status
    l. Intended Occupancy
    m. Occ. Rate *if Investment
19) All of the borrower's liabilities from the credit report, will populate on the *Liabilities* screen in the loan file. At this screen we only the require the following items:
    a. Complete the linkage of the liability to the REO *If applicable
    b. Add any liability that is not listed on the borrower's credit report.
20) The *Declaration* page is where you answer the borrower's declaration questions for the loan application.
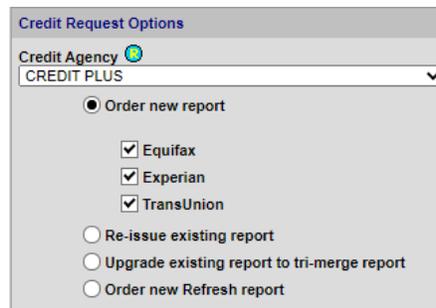
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Ordering a Credit Report (Retail)

1) You will need credit plus credentials to order a credit report through LendingQB.
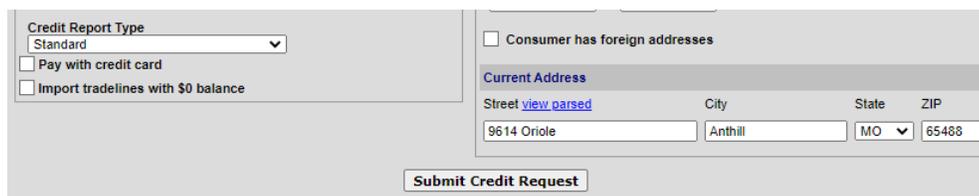2) Your credit plus credentials can be hardcoded through the *your profile* screen on the LQB home screen.
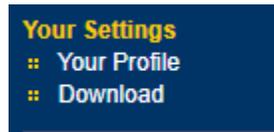
3) Once you have your credentials and/or they are already hardcoded in the system, go into the loan file and head to the **Services** folder and then the *Order Credit* screen.

4) All of the required borrower information should already be there. You should only need to select the following:
   a. Order new report
   b. Reissue existing report
   c. Upgrade existing report to tri-merge report
   d. Order new Refresh report

5) Once that is completed, then simply just hit submit credit request.

6) After the report is order, the following things will happen:
   a. A new window will open with the report
   b. The report will be added to the *Document List* under the **Edocs** folder
   c. The most recent report will be available on the *View Credit* screen.

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Using the Pricing Engine (PriceMyLoan)

1) Prior to using the pricing engine, we require that a AUS submission has been completed. Listed below are the two screens for DO and LPA access:
   a. For DO, use the *Submit to DO/DU* screen under the **Services** folder.
   b. For LPA, use the *Submit to LPA* screen under the **Services** folder.
2) Once an appropriate AUS responds is save to the loan file, go to the *Run PriceMyLoan/Lock Request* screen located under the **Loan Application** or **PriceMyLoan** folder.
3) The following information is required to run the pricing engine: (Note the if any information is missing a red X will appear next to where the information is needed.)
   a. Street Address
   b. Zip Code
   c. Appraised Value
   d. Sales Price
   e. Down Payment
4) After all the require information is in the file, go to the PML Options to select the following:
   a. Term
   b. Amortization
   c. Product
   d. Payment
5) Then click the Run Price My Loan button to pull in eligible programs and pricing.

*- The costs displayed are the borrower's non-financed
** - exceeds the N

	RATE	POINTS	PAYMENT	DTI	APR	CLOSING COSTS	CASH TO CLOSE	RESERVE MONTHS	
– 15 YR FIXED CONFORMING									
pin register request lock	3.375	-4.000	2,835.04	**	3.568	$6,581.50	$106,581.50	-37.6	15YR FIXED CONFORMING RM17 BE
pin register request lock	3.250	-3.625	2,810.68	**	3.441	$6,555.11	$106,555.11	-38.0	15YR FIXED CONFORMING RM17 BE
pin register request lock	3.000	-3.375	2,762.33	**	3.188	$6,502.33	$106,502.33	-38.6	15YR FIXED CONFORMING RM17 BE
pin register request lock	2.875	-2.875	2,738.34	**	3.062	$6,475.94	$106,475.94	-38.9	15YR FIXED CONFORMING RM17 BE
pin register request lock	2.750	-2.500	2,714.49	**	2.935	$6,449.56	$106,449.56	-39.3	15YR FIXED CONFORMING RM17 BE
pin register request lock	2.625	-2.000	2,690.76	**	2.808	$6,423.17	$106,423.17	-39.6	15YR FIXED CONFORMING RM17 BE
pin register request lock	2.500	-1.250	2,667.16	**	2.682	$6,396.78	$106,396.78	-39.9	15YR FIXED CONFORMING RM17 BE

6) Each blue field is a hyperlink and clicking will give more information or a breakdown of each item.
7) Select either registered or request lock based on how the borrower will proceed.
   a. Note: that if an acceptable AUS response is not in the file, the lock request will be denied and you will be responsible to re-request the lock.

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Using Edocs (Retail)

1) The edocs folders is where all the documents of the loan file are housed.
2) To upload documents to a loan file, simply use the **Upload Documents** screen. There are two way to upload files.
   a. Drag and drop documents in the gray area.
   b. Click the "Or Select Files to Upload" and locate the file in your computer.
3) Once the doc is added to the list in the grey area, you will need to select the doc folder and doc type.
4) The easiest way to do this is to hit select doctype and search for keyword i.e paystub, purchase contract.

5) After locating the appropriate doc type, click it to apply it to the document. You will not be able to upload a doc without a doc type. Here is what it looks like if it is done correctly.

6) Lastly, you can view all of the documents that you have access to via the *Document List* screen.