

HB CORRESPONDENT PURCHASE ADVICE GUIDE

HB Correspondent Portal Access

This Guide provides Seller directions for **Purchase Advice** review and approval. Follow these instructions to review and approve Purchase Advice for loans with an **“Approved for Funding/Pending Seller Approval”** status in the Homebridge Correspondent Portal.

1. Click → [HB Correspondent](#) to access Client Site
2. Enter the email address and password for the HB Correspondent Portal profile
3. Click **Logon**

Client Site Login

E-Mail Address:

Password:

Logon **Reset**

[Password Retrieval / Account Lockout Reset](#)

Select the Job Pipeline Summary

1. Select the applicable Job tile for the loan type of the purchased loan
2. Click **6272 for Agency** (Conventional, FHA, VA, USDA) **OR**
3. Click **6273 for Non-Agency** (Non-QM, Access/Elite Access)
4. From the **Main Menu** click **Pipeline Snapshot Summary** under *Reporting Tools* to view loan status summary reports for the current Pipeline of selected Job
5. The **Pipeline Snapshot Summary** will display by *Loan Status, Loan Count, Population Amount* and applicable turn time details

Please select the job below that you would like to access...

Homebridge Correspondent
A Division of Homebridge Financial Services, Inc.
6272 - Homebridge
Agency
Conventional - FHA - VA - USDA

Homebridge Correspondent
A Division of Homebridge Financial Services, Inc.
6273 - Homebridge
Non-Agency / Non QM
Access - Elite Access

Main Menu

[Loan Registration,](#)
[Lock & Pricing](#)
[Image Uploads](#)
[Reports Menu](#)
[User Profile](#)
[Logout](#)

Reporting Tools

- **Pipeline Snapshot Summary**
- [Seller Image Files Not Matching Report](#)
- [Deficiency Details](#)

Pipeline Snapshot Summary

Corr:	Pool:	Review Type:	Product
Demo Correspondent	Enter Pool Number...		
Status	Loan Count	Population Amount	Compliance Turn-Time
Correspondent Image Outstanding/ Registration Data Received	19	\$7,034,599.00	
Compliance Review in Process/Hold for Images	1	\$235,000.00	696.47
Compliance Review Complete/ Credit Review in Process	1	\$400,000.00	50.82
Compliance - Approved/ Credit - Suspended	1	\$400,000.00	50.68
Approved For Funding / Pending Client Approval	17	\$6,389,358.00	347.31
Approved For Funding / Pending Seller Approval	2	\$697,110.00	46.23
Approved for Funding	1	\$348,000.00	8.33
Funding in Process	1	\$400,000.00	50.55
Purchased	6	\$2,268,495.00	63.88

HB CORRESPONDENT PURCHASE ADVICE GUIDE

Purchase Advice Notification & Review

When all outstanding conditions have been cleared, a notification advising that the Purchase Advice is available will be delivered to the Seller via email. Follow these instructions below to view the Purchase Advice.

1. Click **"Approved for funding/Pending Seller Approval"** from the *Pipeline Snapshot Summary* Reports Tool
2. Select the applicable loan from the status list by clicking the loan number in the **Loan #** column
3. Scroll to *Purchase Advice* within **Loan Information** and click **View/Approve**, to view the Purchase Advice details

23938320 | 401 - Group, LLC (Purchase Advice Ready) - Event Notification - 9/4/2024 12:17:02 PM

do-not-reply@evolvemortgageservices.com <do-not-reply@evolvemortgageservices.com>
To: testcom@evolvemtps.com

The system detected a(n) Purchase Advice Ready posted on 9/4/2024 12:17:02 PM. The details of the transaction are presented below:

Loan: 239383
Current Status: Approved for Funding/Pending Client Approval
Correspondent: 401 Group, LLC

What you need to do:

If this is your loan you will need to access the loan and view the details or assignment information. You can locate your Purchase Advice button on the loan information screen after you select a loan number or user the purchase advice search option on the left navigation.

Pipeline Snapshot Summary

Status

Correspondent Image Outstanding/ Registration Data Received
Compliance Review in Process/Hold for Images
Compliance Review Complete/ Credit Review in Process
Compliance - Approved/ Credit - Suspended
Approved For Funding / Pending Client Approval
Approved For Funding / Pending Seller Approval
Approved for Funding
Funding in Process
Purchased

Approved For Funding / Pending Seller Approval

Loan #	Borrower	Pool	Corr #	Corr Name	Loan Purpose	Loan Amount
99990005	Firstimer	200000006	1	Demo Correspondent	Purchase	\$400,000.00

Main Menu

[Loan Registration](#)
[Lock & Pricing](#)
[Image Uploads](#)
[Reports Menu](#)
[Reliance Letter](#)
[User Management](#)
[User Profile](#)
[Logout](#)

Loan Information

Status: **Approved For Funding / Pending Seller Approval**
Loan Review Type: Full
Compliance Decision Final: 1 - Approved - No Issues
Credit Decision Final: 1 - Approved With Guidelines
Loan Number: 99990005
Seller Loan Number: TEST2102011547-5
Seller ID: 1
Seller Name: Demo Correspondent
Product Code: C30
Sub Channel: Best Effort
Commitment #: 200000006
Lock Expiration Date: 01/22/2025
Note Received Date: 01/07/2025
Note Dry/Confirmed Date: 12/30/2024 3:24:36 PM
Wire Date: 12/30/2024
Audit Complete Date: 12/30/2024
Approved For Funding Date: 12/30/2024

Borrowers

Alice Firstimer

Property Address

194 Wood ave
Newton Centre, MA 02459
Property County: Middlesex
Loan Amount: \$400,000.00

Loan Reports

- [Loan Details/Due-Diligence Findings](#)

Purchase Advice

- [View/Approve](#)

Escalation Log

[Escalation Log](#)

HB CORRESPONDENT PURCHASE ADVICE GUIDE

Purchase Advice Review & Approval

1. The Seller is required to review the Purchase Advice for acceptability and to Approve
2. To approve the Purchase Advice, click the **"Seller Approve Purchase Advice"** button on the top left corner of Purchase Advice
3. *Congratulations!* Once the Purchase Advice is approved, the loan will be Purchased

Homebridge Correspondent

A division of Homebridge Financial Services, Inc.

Purchase Advice

Client Approve Purchase Advice

Seller Approve Purchase Advice

Seller ID1

Seller NameDemo Correspondent

Seller Loan NumberTEST2102011547-5

Purchaser Loan Number99990005

Servicer Loan Number

Borrower nameAlice Firstimer

Property Address194 Wood ave
Newton Centre, MA 02459

Rate7%

Loan ProgramC30

Wire Date1/7/2025

Original Loan Amount\$400,000.00

Settlement Date12/15/2024

Note Date12/17/2024

1st Due on Loan2/1/2025

1st Due to Purchaser2/1/2025

Monthly PIT2661.21

Monthly Escrow\$350.00

Loan Term (Months)360

RemittanceActual

Fed Ref #123456

UPB	Price	Fees & Adjustments	Net Escrow Balance	Interest Paid or Deducted	Total Wire Amount
400,000.00	100,2550 \$1,020.00	-\$900.00	-\$1,850.00	\$460.27	\$398,730.27

Note Loan Amount\$400,000.00

Amortization Payments\$0.00

Reduction/Curtailments-\$0.00

☐ Curtailment at Closing or Prior to First Payment

Purchased Balance

400,000.00

Fees & Other

Description	Amount
Administration Fee	\$500.00
Funding Fee	\$200.00
Funding Fee	\$200.00

Fees & Adjustments

\$900.00

Price Adjustment

Base Price	Price Adj	
101,200		\$4,800,000
Pricing Adj Statement		
LTV/FICO FICO >= 720 <= 739 LTV >= 75.01 <= 80	-0.75	\$-3,000,000
State Price Adjustments Escrows = False	-0.1	\$-400,000
State Price Adjustments State = MA	-0.125	\$-500,000
Loan Size Adjustment Loan Amount <= 548250 >= 350000	0.03	\$120,000

Price Paid

100,2550

\$1,020.00

Interest

Paid/Due	
6	\$460.27

Escrow Balances

Initial Escrow Acct Balance	\$1,850.00
Escrow Deposit	\$0.00
Disbursements to be paid by Lender	\$0.00
Net Escrow Balance	1,850.00

Wire Instructions

Wire Information:

Test
123 Test
McKinney TX 75072

For Credit Of:

Demo Correspondent
Account #: 9999999999
ABA #: 123456789

Further Credit:

Further Credit Bank Name:
Further Credit Account Name:
Further Credit Account #:
Further Credit ABA #:
Reference:
Comments:

Purchasing Funder

No Information to display

HB CORRESPONDENT PURCHASE ADVICE GUIDE

Key Contacts

Portal Pricing, Registering, Locking and Uploading Loan Documents

Tan Scott

tan.scott@homebridge.com

Deficiencies and Purchase Advice

Vince Coronado

vcoronado@homebridge.com

Pricing Desk:

Email: correspondentlocks@homebridge.com

Hours of Operation: 8 – 5 PST

Turn Times/Cut-Off Times

Initial Decision Turn Times

Agency Transactions: 48 hours

Non-Agency Transactions: 72 hours

Condition Turn Times: 24 hours

Escalation Turn Times: 24 hours

Cut-off Times:

- Documentation received by **3 PM CST** will be considered as received on the same business day for processing turn times
- Documentation received **after 3 PM CST** will be considered as received for the following business day

NOTE: Weekends and Federal Holidays are excluded from business days