NON-DELEGATED - UNDERWRITE ONLY - NON-QM

Non-Delegated Underwrite-Only Overview

The Non-Delegated Underwrite-Only feature is available for all Non-QM documentation options. Sellers will upload the credit package for approval prior to locking the loan. This feature allows the Seller to receive conditional credit approval and confidently close Non-QM transactions. **AFTER** conditional credit approval is received, the registered loan can be locked.

When all credit conditions are cleared, the Seller will submit the closed loan package (initial disclosures and closing document set ONLY) by uploading to **Job 6273** under the same loan number used for the Underwrite-Only submission in Job 3273. **Credit documentation does not need to be re-submitted**.
A compliance review will be performed, and the loan is eligible for purchase when all compliance related conditions are cleared (as applicable).

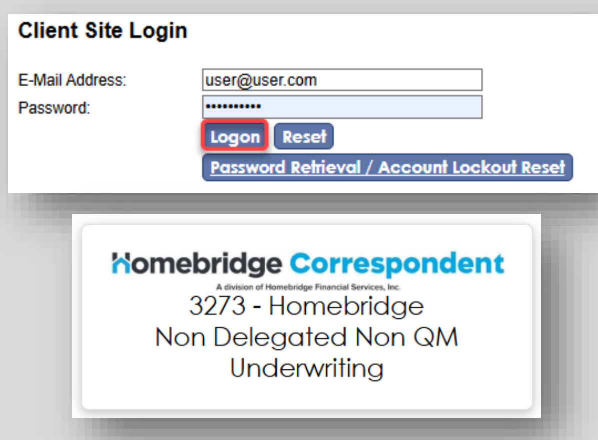
Turn Times for Non-Delegated Underwriting:

- **Initial Underwrite Decision:** 24 hours
- **Conditions:** 24 hours
- **Escalations - Conditions:** 24 hours
- **Cut-off Times:**
    - Documentation received by **3pm CST** is considered as received the same business day for processing turn times
    - Documentation received after **3pm CST** is considered received the following business day

NOTE: Weekends and Federal Holidays are excluded from business days

HB Correspondent Seller Portal Access

1. Click → HB Correspondent to access Client Site
2. Enter the email address and password for the HB Correspondent Portal profile
3. Click **Logon** and select **Job 3273**



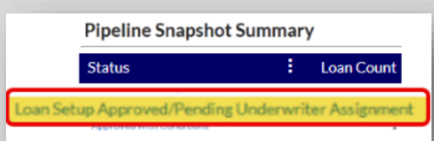
NON-DELEGATED - UNDERWRITE ONLY - NON-QM

Non-QM Underwrite-Only Submission

Register, Float, and Submit Credit Package

Follow the steps below for submitting a Non-Delegated Underwrite-Only request for Non-QM transactions:

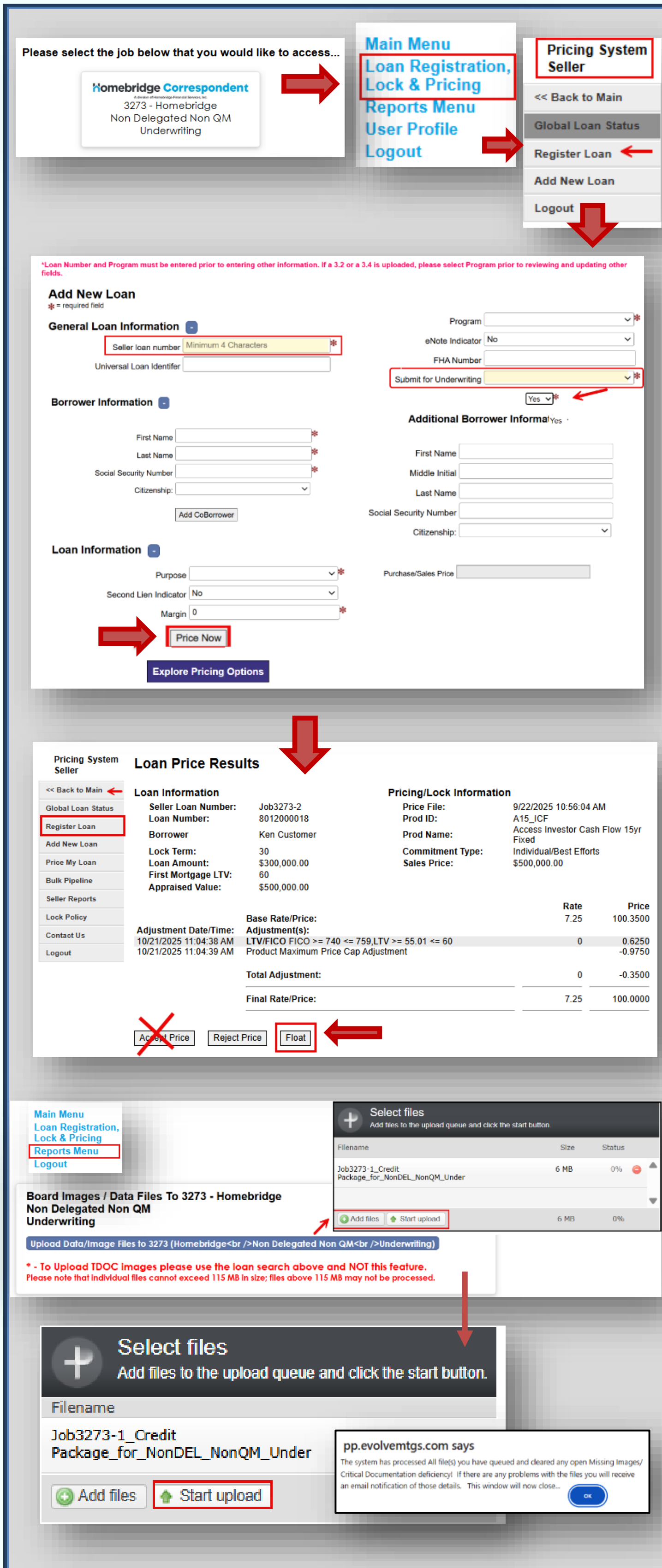
1. **Register** loan using **Job 3273**
2. Click **Loan Registration, Lock & Pricing**, then **Register Loan** on *Pricing System Menu*
3. Enter required loan data; select *YES* for **Submit to Underwriting**
4. Click **Price Now** at the bottom of the screen
5. On *Loan Price Results* click **Float** and retain *Seller Loan Number* to use for the proper naming convention of the credit package*
    - The *Float Confirmation* will be automatically uploaded to the loan file
6. Click **Back to Main** on *Pricing System* Menu
7. Click **Reports Menu**
8. **Upload** the credit package ***only*** for Non-Delegated Non-QM Underwrite by clicking **Upload Data/Image Files to 3273 (Homebridge)**
9. Click **Add Files** or *Drag* files in the **Select Files** Pop-Up window
10. Click **Start Upload,** and a pop-up message confirms successful upload
11. The loan status is updated, and the loan is moved to the *Loan Setup Approved/Pending Underwriter Assignment* Report queue



*Loan File Naming Convention

It is critical to follow the correct naming convention prior to uploading the credit package to ensure the credit file is properly matched to the loan. Document files begin with the Seller Loan Number followed by title of doc or document type; (i.e., .pdf or .xml). Use an underscore (_) for all spaces in the document title.

Examples: 2402006298.pdf, 2402006298.XML, 2402006298_creditdocs_smith.pdf



NON-DELEGATED - UNDERWRITE ONLY - NON-QM

Non-QM Underwrite-Only Loan Information

Loan status for the non-delegated underwriting submission is detailed in **Loan Information.** Loan Information for **Job 3273** includes loan conditions, trailing documents, notice of loan approval, and the conversation & escalation logs.

Homebridge Correspondent
3273 - Homebridge Non Delegated Non QM Underwriting

View Loan Information

1. **Access** Job 3273
2. Click **Reports Menu**, to locate loan details
   - Enter *loan number* and click **Search OR**
   - Click **Project Snapshot Summary** to locate a loan by the loan status
3. Click the loan number hyperlink to view Loan Information

Non-QM Underwrite-Only Approvals & Loan Conditions

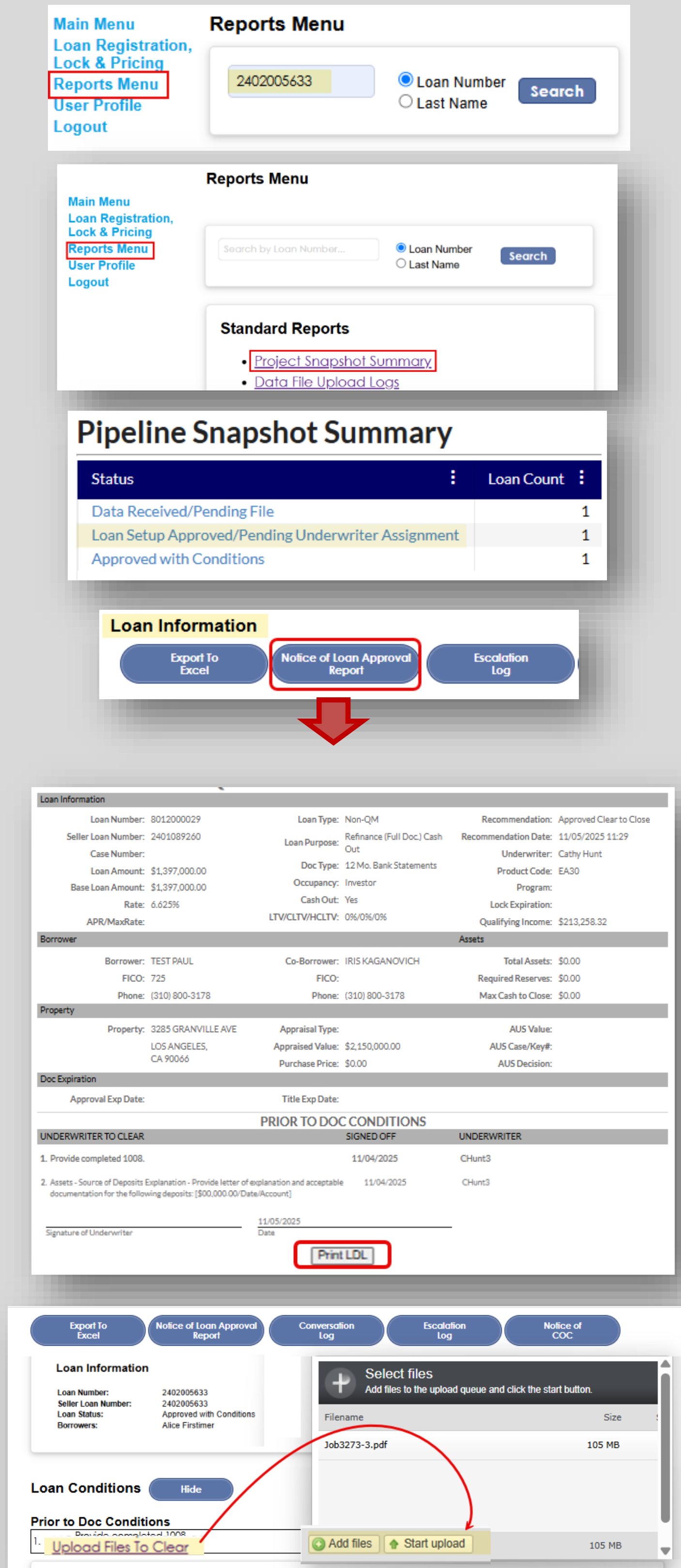
The status of the underwriting approval is detailed in the **Notice of the Loan Approval Report** and requested trailing documents are uploaded in the **Loan Conditions** section.

Review Loan Approval

1. Click **Notice of Loan Approval Report** to view the underwriting approval and list of *Prior to Docs Conditions*
2. For local printing or to print to PDF, click **Print LDL**

Upload Loan Conditions

1. *Prior to Doc Conditions* are detailed under **Loan Conditions**
2. Click the Upload Files to Clear hyperlink to upload documents to satisfy loan condition(s)
3. Click **Add Files** to upload **or** *Drag* documents to upload queue, then click **Start Upload**



Non-QM Escalation & Conversation Logs

The **Conversation Log** summarizes informational comments between seller and underwriter submitted using the Escalation Log.

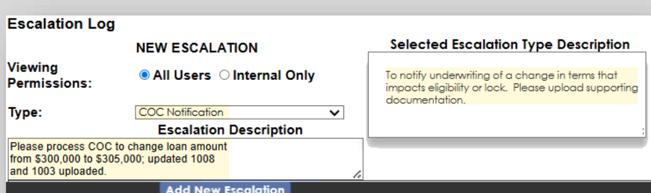
The **Escalation Log** can be used by the Seller for the following features:

- Waiver Request
- Condition Clarification Request/Feedback
- Withdraw/Denied/Cancel
- Dispute Condition
- SLA Status Request
- Rush Request
  (IMPORTANT: The Seller should use the Rush Request feature on limited basis only)
- COC Notification
- Correct Data/Add New Condition
- Exception
  (IMPORTANT: Do not use this feature. Credit Exceptions are unavailable on NonQM transactions)
- Informational; to provide information to the Underwriter for consideration in the underwriting review

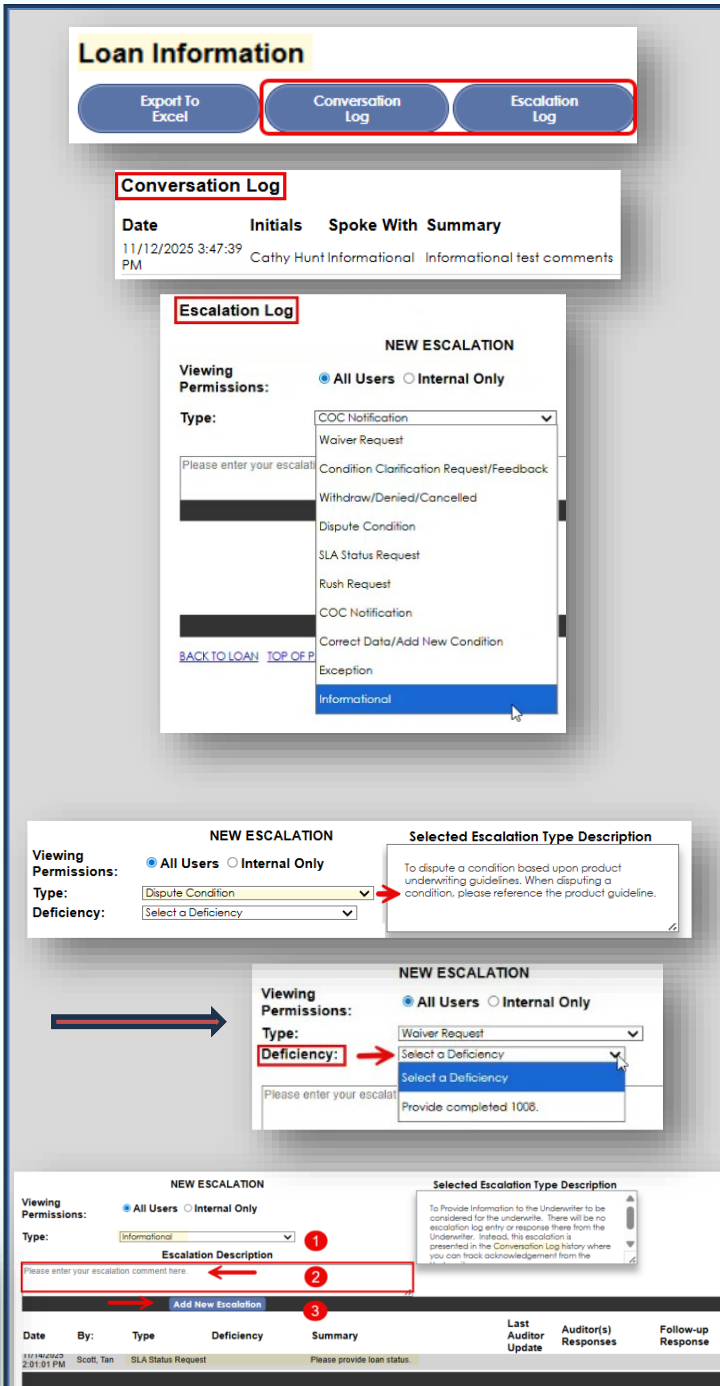
Select the escalation type for a description of each escalation listed above.

Submitting an Escalation

1. Choose the desired escalation in the **Type** list
   - Select **Deficiency & Reason Type**, when applicable
2. Enter **Escalation Comments**
   - When the escalation type is **COC**, provide details on the reason (loan amount, rate, term, or other reason) and upload an updated Loan Transmittal and URLA



3. Click **Add New Escalation** Add New Escalation



NON-DELEGATED - UNDERWRITE ONLY - NON-QM

Non-QM Pricing & Submitting Closed Loan Package

Pricing System Admin: Update Lock Status

The Seller will return to the *Pricing System* to update the registered loan from Float to Locked. A supplemental Underwrite-Only fee for Non-QM loans will be included in the Pricing/Locking Information as:

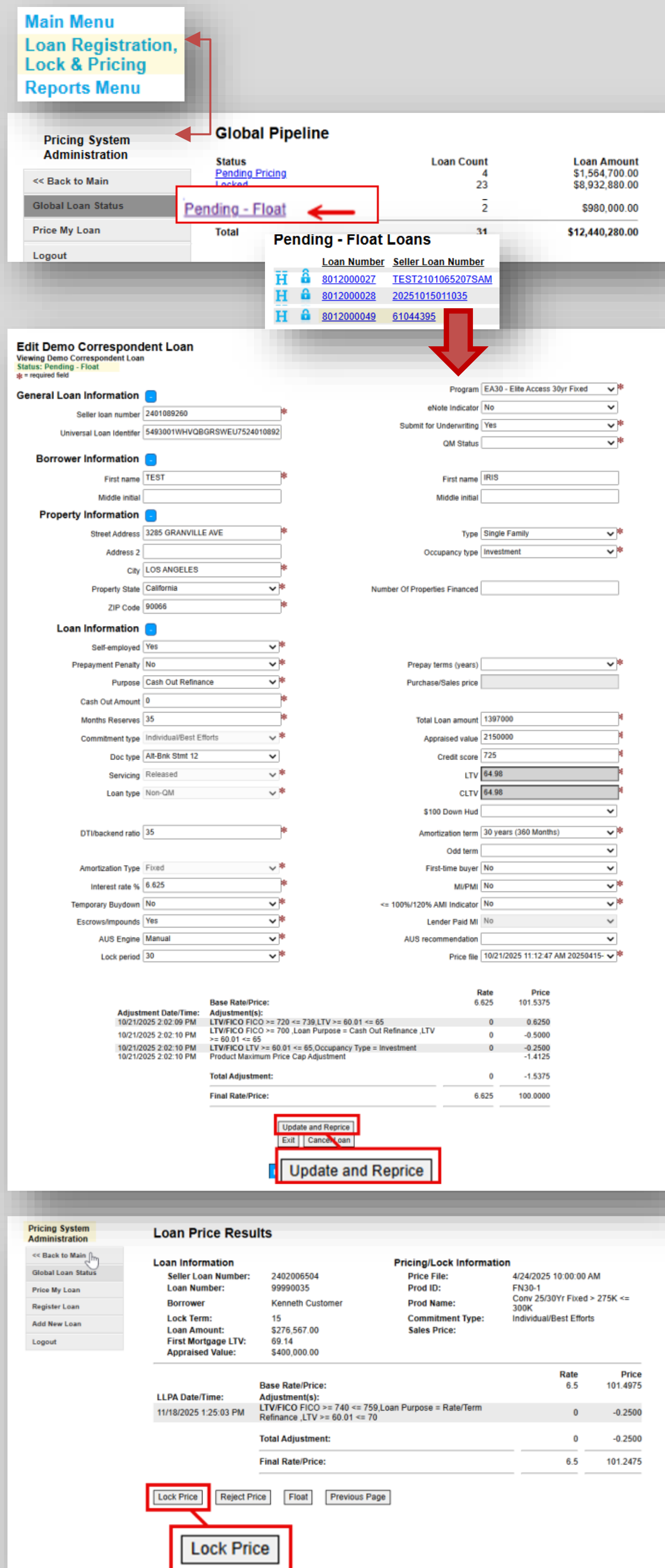
- Alt Doc: $495
- DSCR: $435

Global Pipeline: Lock Floating Loan

1. After all credit conditions are cleared, the loan can be locked from **Job 3273** under *Loan Registration, Lock & Pricing*
   - Locate the **Pending – Float** status on the *Global Pipeline* Menu
   - Click the loan number hyperlink to access Floating loan
   - Click **Update and Price** and the screen, then **Lock Price** to lock the floating loan

Submit Closed Loan (See Quick Start Guide for details)

2. After the loan is locked and clear to close, click **Back to Main**
3. Then, **submit** the remaining **closed** loan package (initial disclosures and closing document set) by uploading to **Job 6273** under the same loan number registered in *Job 3273* by following the HB Correspondent Closed Loan Quick Start Guide procedures
4. **The credit documentation does not need to be re-submitted**
5. A Compliance Review will be performed
6. The loan is eligible for purchase once any compliance related conditions are cleared (as applicable)



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