

SUBMISSION GUIDELINES



Left Side Items - Closing Items

- Final Fee Demand:** WEI Lock Registration with final fee demand section completed. Any POA must be disclosed and prepared by settlement attorney.
- Hazard:** Homeowners' Insurance Declaration Page. Dwelling coverage must be at more of loan amount or replacement cost as long as loan amt is 80% of replacement costs.
- Title:** Title binder, Insured Closing Letter and Wiring Instructions. Loan amount on title binder matches the final approval. Title commitment to be dated within 90 Days of closing.
- HOA:** For attached properties (townhouse and condos), WEI requires PUD Questionnaire. HOA controlled communities, attach master policy for the community with min. of \$1M liability insurance.

Right Side Items - Underwriting Items

- This Cover Page:** Credit Package Stacking Order & Guidelines (this form).
- WEI Lock/Registration Confirmation**
- DU / LP / AUS:** AUS reports.
- 1008 Transmittal Summary:** Indicate Project Name and Property Type.
- 1003 Residential Application:** updated Fannie Mae form; Both typed and handwritten. All four pages signed and dated by loan officer and clients.
- Credit Report & ID Copy:** tri-merge in-file report with credit report invoice amount attached. A copy of photo ID with client signature must be attached per patriot requirement.
- Income: Most recent** two pay stubs covering one month, circle base pay numbers; two years worth of W2 forms. Self-Employed: Two years of tax returns with original signatures on 1040.
- Assets:** Most recent two months worth of bank statements (all pages).
- Purchase:** A copy of ratified contract of sale. Signed by both buyers and sellers.
- Appraisal:** Invoice in front, a copy of appraiser's license.
- Second Mortgage / Subordination:** 2nd Mortgage Note or Equity Line of Agreement, and 2nd mortgage statement. If it's with WEI's simultaneous closing, attach WEI Lock Registration.
- Disclosures:** Signed Good Faith Estimate, Truth in Lending, Arm / Balloon Disclosures if applicable, Broker Fee Agreement and Disclosures, Patriot Form and 4506T. Dated 3 days of app.

Broker Information

Broker Code: _____ Client Name(s): _____
WEI Loan No.: _____ Tel: _____ Fax: _____

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BROKER'S QUICK START GUIDE

BROKER NAME:

BROKER CODE:

PRICING & PRE-QUALIFICATION

1. Run the case through WEI's Pricing Engine and get the latest pricings and get pre-qualified.
 - Access Pricing Engine at: <http://broker.weicorp.com>
 - User ID: / Password: (Primary)
User ID: / Password: (Secondary)
NOTE: Make sure to click on **LOG OUT** before closing the window when using Search Engine. Otherwise, the engine will lock your access for 30 minutes.
 - Check WEI Pricing Guide for system training and maximum yield spread.
2. Check WEI's Daily Ratesheets and Credit Matrices online at: <http://broker.weicorp.com>
3. Call an AE to review package prior to submission OR determine how to place special scenarios OR for urgent files.

SUBMISSIONS

1. Lock and Registration form to be coversheet for every file. Write WEI's Loan number on top from your pipeline. Lock and Registration Form also will be used to document your feesheet and schedule for a closing date.
2. You may submit credit packages via email to **broker@weicorp.com** ; or fax: 240-243-9100 or for local pickup (call AE to schedule.) or overnight to 15200 Shady Grove Rd Ste 206, Rockville, MD 20850
3. Email a DU formatted file with .FNM file extension to broker@weicorp.com for every file submitted. Appraisal files, or scanned conditions and all questions can also be emailed to **broker@weicorp.com**.

SUPPORT

1. Your Account Executive:
Office: (240) 243-9000 x Cell: () -
2. Reference other forms and underwriting guidelines at <http://broker.weicorp.com>
3. Pull through ratings are monitored; Six months early-payoff applies.
4. Underwriting / Mortgagee Address:
15200 Shady Grove Rd Ste. 206, Rockville, MD 20850
Tel: (240) 243-9000 -or- (800) WEI-9785 Fax: (240) 243-9100
5. Underwriting: underwriting@weicorp.com. Please remove all conditions 48 hours prior to closing.
6. Closing: closing@weicorp.com for all closing, scheduling and wire questions.

SUBMISSION FLOW CHART

