



# Broker Training Handbook: Partnering for Success with Brokers Advantage

## We Empower Brokers to Serve Borrowers Beyond Traditional Incomes Types

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Here at Brokers Advantage, we provide brokers with everything they need to offer multiple Non-QM loan products for borrowers of varied financial backgrounds.

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## Broker Guide

[https://brokersadvantagemortgage.com/uploads/Brokers%20Advantage%20Mortgage\\_Broker%20Guide.pdf](https://brokersadvantagemortgage.com/uploads/Brokers%20Advantage%20Mortgage_Broker%20Guide.pdf)

## Brokers Advantage Website

<https://brokersadvantagemortgage.com/>

## Rate Sheet and Pricer Tool

[brokersadvantagemortgage.com/Pricing/Index](https://brokersadvantagemortgage.com/Pricing/Index)

## Loan Submission Form

[brokersadvantagemortgage.com/Pricing/Index](https://brokersadvantagemortgage.com/Pricing/Index)

## Condo Questionnaire (Long Form)

[https://brokersadvantagemortgage.com/uploads/Resources/Forms/Condo%20Cert%20Full%20Form\\_20241113.pdf](https://brokersadvantagemortgage.com/uploads/Resources/Forms/Condo%20Cert%20Full%20Form_20241113.pdf)

## TPO - Connect

[TPO Connect](#)

## Product Matrices

<https://brokersadvantagemortgage.com/Products>

## Appraisal Orders

<https://brokersadvantagemortgage.com/uploads/Reggora%20Appraisal%20Ordering.pdf>

## Condo Questionnaire (Short Form)

[https://brokersadvantagemortgage.com/uploads/Resources/Forms/BrokersAdvantage\\_Condo-Cert-1077\\_20241028.pdf](https://brokersadvantagemortgage.com/uploads/Resources/Forms/BrokersAdvantage_Condo-Cert-1077_20241028.pdf)

The *Resources* page provides support related to: *Appraisal Support, Tools, Loan Submission, Forms, Turn Times* and our *mortgagee clause*.

[Rate Sheet, Pricer, Tools](#)

[Blended Rate](#)

[Products](#)

[Resources](#)

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[TPO Login](#)

[Contacts + Get Approved](#)

### Appraisal Support

[Appraisal Orders](#)

For AVM's and PCI's:

[Clear Capital](#)

### Tools

[Prepayment Penalty Chart](#)

[STR FAQs](#)

[CPA Letter \(Sample\)](#)

[Non-Warrantable Condo FAQs](#)

### Loan Submission

[Loan Submission Package](#)

[Submission Cover Letter](#)

[Business Narrative](#)

### Forms

[Automatic Payment Authorization \(ACH\)](#)

[Appraisal Transfer Confirmation](#)

[Business Purpose Certification](#)

[California Statement of Interest](#)

[CD/Doc Order Request](#)

[Change of Circumstance Request](#)

[Condo Cert Full Form](#)

[Condo Cert Limited \(Short Form\)](#)

[CO Tangible Net Benefit Disclosure](#)

[Non-Occupant Co-Borrower Certifications](#)

[Occupancy Affidavit](#)

[SSA-89](#)

[4506-C](#)

### For CPL's and Escrow Amendments Only

Vista Point Mortgage, LLC dba Brokers Advantage Mortgage

Its Successors and/or Assigns

1920 Main St., Suite 200

Irvine, CA 92614

### Turn Times\*

New loan Setup	Same Day - 24 Hours
Initial Underwrite	48-72 Hours
AM Condition Review	24 Hours
UW Resubmit	24-48 Hours
Initial CD	24 Hours
Docs Ordered- Dry	24 Hours
Docs Ordered- Wet	24-48 Hours
Docs Back Review	Same Day - 24 Hours
Funding Condition Review	Same Day - 24 Hours

TX-add 24 hours for legal review

Requests after 3PM Pacific Time counted as next business day

\*Last Updated Date: 04/15/2026



We **CANNOT LEND** on BPL in the states below, unless the following broker or MLO licensing requirements are met.

States Requiring Licensing - Business Purpose Loans (BPL)			
State		Broker Company License Required	MLO License Required
AZ	Arizona	Yes	No, but only if company is licensed.
CA	California	Yes: CFL License or DRE Company Endorsement	Yes- MLO License or DRE MLO Endorsement
ID	Idaho	Yes	Yes
MI	Michigan	Yes	No
MN	Minnesota	Yes	Yes
NC	North Carolina	Yes	Yes, but only if the Broker Company's loans in NC totaled \$1,000,000 or less in the preceding calendar year.
ND	North Dakota	Yes	Yes
NE	Nebraska	Yes	No
NJ	New Jersey	Yes	No
NV	Nevada	Yes	Yes
OR	Oregon	Yes	Yes
SD	South Dakota	Yes	Yes
UT	Utah	Yes (1 <sup>st</sup> Liens Only): DRE Mortgage Entity License *No License Required for 2nd Lien	Yes (1 <sup>st</sup> Liens only): DRE MLO License *No license required for 2 <sup>nd</sup> lien
VT	Vermont	Yes, but only if loan is less than \$1,000,000.	Yes, but only if loan is less than \$1,000,000.

**Restrictions:**

- HI, MA, MO, VA - Business Purpose only
- We DO NOT LEND in NY

- Broker Company & MLO License Required
- Only Broker Company License Required

## A Loan can be submitted as Business Purpose, if it meets the following parameters:

- DSCR (Debt Service Coverage Ratio) Doc Type
- Non-Owner-Occupied Purchase Transactions
- Non-Owner-Occupied Refinance Rate-Term Transactions with no proceeds disbursed to borrower
- Non-Owner-Occupied Refinance Cash-out Transactions
- Business Purpose Cash-out Letter required at time of submission
- Loan proceeds may not be used to pay-off any consumer debt or for consumer purpose

## Benefits

- Reduced Documentation
- Reduced turn times
- After closing, ability for borrower to opt-out from mortgage reporting on credit
- No LE/CD – greater flexibility on timelines
- Ability to order appraisal at any time in the process
- Greater flexibility on structuring pricing and compensation
- Ability to close loan in an LLC with a personal guaranty (refer to *Personal Guaranty Checklist* on Resources page)
- Reduced broker licensing requirements (Refer to *Licensing Chart* on page 5)

## Items to Note

- A loan that is submitted as business purpose must close as business purpose. Any changes that effect this aspect will require a restart and resubmission of the loan.
- Any consumer debt should be disclosed up-front and cash-out funds may not be used to payoff these accounts
- All cash-out funds must be used for business purpose only

## Prepayment (PPP) Fee Structures

- **Percent.** A flat percentage of the unpaid principal balance (state variations exist).
- **Standard.** The amount of interest accrued during a 6-month period on the amount prepaid that exceeds 20% of the original principal balance (state variations exist).
- **Step.** A declining percentage of the unpaid balance that decreases each year as the prepayment year term increases.
- **State Specific.** For states identified in the *Prepayment Penalty Restriction Chart as State Specific.*

## Prepayment Terms

- 1 year (12 months)
- 2 year (24 months)
- 3 year (36 months)
- 4 year (48 months)
- 5 year (60 months)

## Percent Options

- 5% (all prepayment terms offered)
- 3% (all prepayment terms offered)

## Standard Options

- All prepayment terms offered

## Step Options

- 5%,4%,3%,2%,1% (5 year)
- 4%,3%,2%,1% (4 year)
- 3%,2%,1% (3 year)
- 2%, 1% (2 year)
- 1% (1 year)

## State Specific Options

- All prepayment terms offered
- Prepayment terms vary by state, as identified in the *Prepayment Penalty Restriction Chart*

# Prepayment Penalty Restriction Chart

State	1 <sup>st</sup>	2 <sup>nd</sup>	Restrictions
AK	X	X	Not offered
DC	X	X	Not offered
IL	X	X	Not offered on APR greater than 8%
KS	X	X	Not offered
MD	X	X	Not offered
MI	X		State Specific; 1,2, or 3-year term
MN	X	X	State Specific; 1,2, or 3-year term; restriction applies to loans w/in conforming limits
MS	X	X	Not offered on Percent or Standard PPP structures; Step PPP only
NC	X	X	State Specific; 1,2, or 3-year term; restriction applies to loan amounts ≤ \$100,000
NJ	X	X	Not offered on Interest Rate greater than 6%
NM	X	X	Not offered
OH	X	X	State Specific for 1-2 unit; not offered for loan amounts < \$116,356 in 2026
PA	X	X	Not offered on 1–2-unit loan amounts < \$329,411 in 2026
RI	X	X	State Specific; 1-year term; restriction applies to 1-4 unit purchase transactions
TX		X	Not offered on 50(a)(6)
VA		X	State Specific
WA	X	X	Not offered on ARMs
WI	X	X	Not offered on ARMs

Notes: PPP are offered on Business Purpose loans only. All prepayment penalty options are available for states not listed.

## TPO Connect

# Loan Registration and Submission

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# Steps for a Successful Submission



**Register Loan**  
Upload 3.4 and  
complete all required  
fields



**Upload required  
documents for  
Disclosures and  
Underwriting**



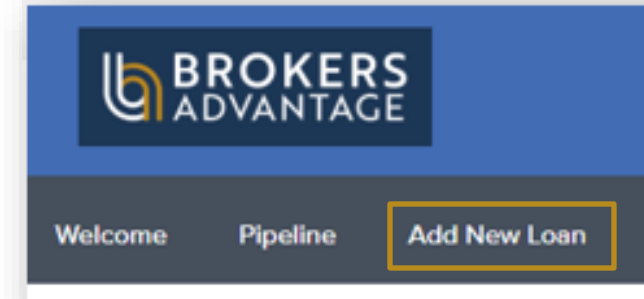
**Reissue Credit and  
import liabilities**





Click ***Ready to Submit  
checkbox***

# Loan Registration: Select TPO Contacts

**Step 1:** Login to the TPO Portal utilizing credentials provided. On the home page, click **Add New Loan** in the top menu bar to begin the process.



**Step 2:** In the *Select Contacts* pop-up window, select the “pencil icon” next to Loan Officer and select the Loan Officer name in the drop down on the next screen and click **Save**. Follow the same steps to select the Loan Processor.

ROLE	CONTACT NAME	COMPANY NAME	EMAIL	CELL #	OFFICE #	FAX #	
Originator Contacts							
Loan Officer				-	-	-	
Loan Processor				-	-	-	


## Important Notes:


- Always select the Loan Officer listed on the URLA application.
- These two contacts will receive all communication pertaining to the loan.

### Add Loan Officer Contact

Loan Officer Company \*  
01-TEST COMPANY

Loan Officer \*  
Select contact

 **01-TEST COMPANY**  
Company

 Loan Officer

Cell:  
Office:  
Fax:

Cancel Save

**Step 3:** In the next pop-up window, you have the option to upload a 3.4 file.fnm, or manually input the loan data using the 1003 form.

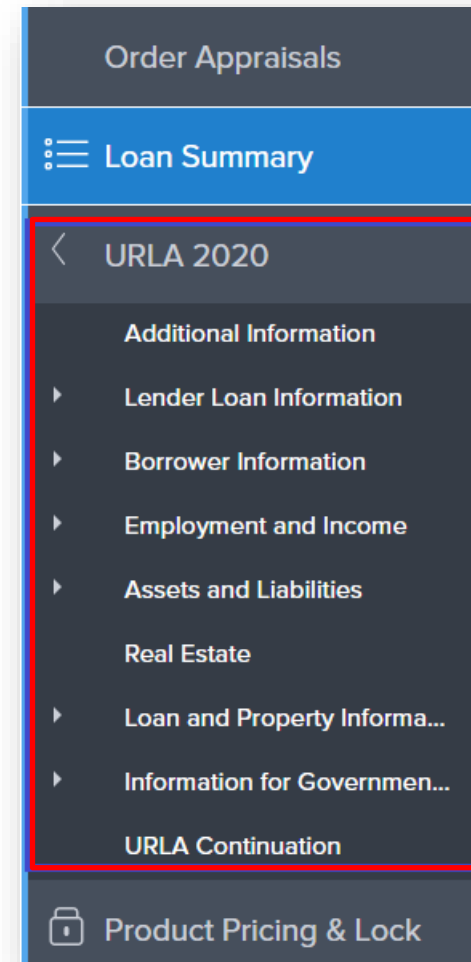
- To import a 3.4 file, simply drag and drop the file from your computer into the popup window or click **“Click to Browse”**, and then select the file.
- If you prefer to enter the loan manually, select the **“Manual”** option (not recommended).
- Click **“Next”** to continue.

The screenshot displays the Brokers Advantage web application interface. At the top, there is a navigation bar with the company logo and menu items: Welcome, Pipeline, Esign Loans, and Add New Loan. Below the navigation bar is a progress indicator with three steps: 'Select Channel', 'Select Contacts', and 'Loan Data Source' (the current step, marked with a '3'). The main content area is titled 'Loan Data Source' and contains the following sections:

- Data Format:** Two radio button options: 'Import Loan Data From FNMA 3.2 File or ULAD / iLAD (MISMO 3.4) File' (selected) and 'Manual'.
- Upload:** A section with a 'Browse: LOCAL DRIVE' link and a dashed box containing a cloud icon and the text 'Drop Files here to upload'. Below this box, it says 'Supported: fnm, 1003, txt, xml'.
- Footer:** A 'Please Note: Downgrading a 3.4 file to a 2009 URLA or upgrading a 3.2 file to a 2020 URLA may cause lost or inaccurate data.' warning.
- Buttons:** A 'Back' button and a 'Go to Register Loan Form' button (highlighted with a red box).

**Note:** If a 3.4 file is imported, the URLA sections will automatically populate with the loan data. If manually entering loan data, the URLA sections will appear in the left navigation panel, allowing for input of the necessary information for each section.

**Step 4:** Complete data entry and/or validation under each section of the URLA and click "**Next**" to move through each screen to ensure complete and accurate.



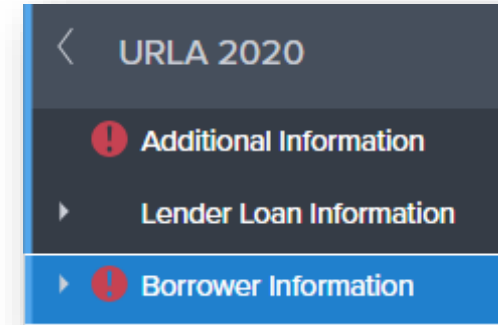
# Loan Registration: Registration Complete

**Step 5:** Once all URLA sections are complete, click the **Register** button to generate a loan number.

If any required fields missing, the following will occur:

- Red exclamation point will appear next to the URLA page with missing info
- Field will be highlighted in yellow
- An *Error Details* pop-up window will appear with any missing fields that require a value

Once all required fields complete, a loan number will generate and registration is complete.



**Contact Information**

Home Phone: 860-999-9999

Work Phone:

Cell Phone \*  Required Field

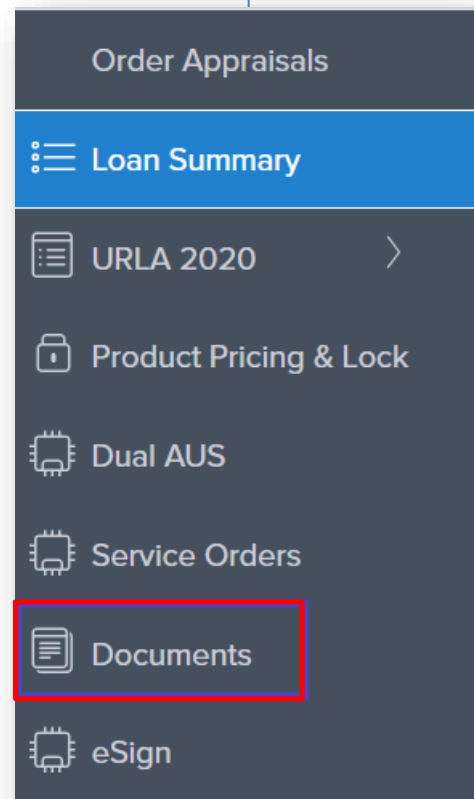
Email \* a@a.com

Error Details

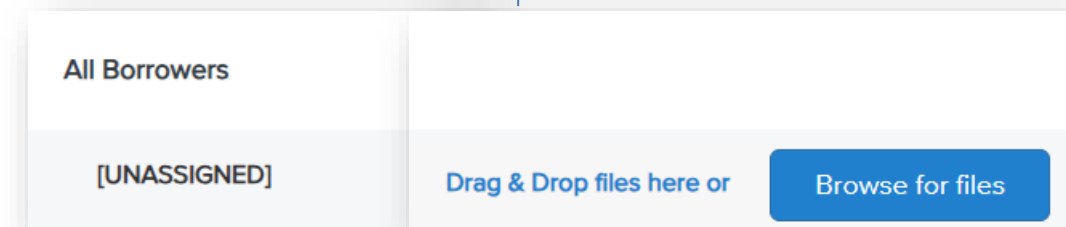
FIELD ID	REQUIRED FIELD NAME	FORM	FIELD
1490	Cell Phone	BORROWER INFORMATION	<input type="text"/>
CX.VP.DOC....	Vista Point Doc Type	ADDITIONAL INFORMATION	Select an Option <input type="text"/>

Cancel Save

Navigate to the Documents page by selecting *Documents* on the lefthand toolbar



Click the *Browse for Files* button to connect to your file explorer to identify documents for upload or Drag and Drop files into the *Unassigned* section.



**Important note: Submissions will be placed on hold if required documents are missing. Please ensure all required documentation is submitted to avoid delays.**

# Disclosure Submission Requirements

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1003 Application (URLA)

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Credit Report

---

Submission Form

---

3rd party processing invoice (if applicable)

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Anti-Steering Disclosure

- Only applicable to files with lender paid comp (LPC)
- 

Pricer must be accompanied with Submission Form if Lender Credit is being requested to be on LE at time of set up. Or if choosing Lender Paid Comp (LPC) on a program that allows LPC.

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All Business Purpose Cash Out Refinances require a cash out letter

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If broker preferred vendor fees\* are to be utilized, an estimated settlement statement is required.

\*Brokers Advantage utilizes Lodestar integrated fees to expedite the disclosure process. We encourage our broker partners to leverage this by not submitting fee sheets.

# Underwriting Submission Requirements

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## Income Documents

- Bank Statements, Paystubs, W2s, P&Ls, etc.
- 

## Evidence of PITIA on other REO's

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## Purchase Contract (purchase only)

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## Preliminary Title Report or Property Profile

- (if prelim is NOT available at submission)
- 

1st TD Mortgage Statement or Note for all properties required on 2nd mortgages.

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## Business Narrative (Self-Employed / Bank Statement / P&L Only loan)

- We may proceed without a business narrative if we can define the type of business, such as Dean's Construction Company vs. Dean's LLC.
-

**LOAN SUBMISSION FORM**
✕

Priority

Business Purpose Loan
 

Investment properties only. Cash-out Letter required on Cash-Out Refinance Transactions.

Broker Information

Company Name		Loan Officer Name	
Company NMLS #		Loan Officer NMLS #	
Contact Phone		Loan Officer Email	
3rd Party Processor		If Yes, Processor NMLS #	
Processor Name		Processor Email	
Compensation Type	Borrower Paid	Account Executive	

Borrower Information

Borrower 1 Name		FICO		Email	
Borrower 2 Name		FICO		Email	
Borrower 3 Name		FICO		Email	
Borrower 4 Name		FICO		Email	
Title Only Borrower		Phone		Email	

Property and Loan Information

Program	Infinite Non-QM (1st Lien)	Interest Rate	8.500
Occupancy	Owner Occupied	Loan Amount	200000.00
Vesting Type		Loan Amount (Other lien)	0.00
Loan Term	30yr Fixed	Value / Purchase Price	0.00
Amortization Type	Full Amortization	LTV	0.00
Loan Purpose	Purchase	CLTV	50.00
Property Type	SFR	DTI	43.000
Impounds	Escrows	DSCR	0.000
Payment	ACH	Estimated Rent (Monthly)	0.00
Prepay Penalty	No Prepay	IPS / Buydown	▼
Doc Type	03-Bank Statement	if IPS, Paid for by	
Bank Statement Months	12mo Bank Stmt		

Subject Property Address

City, State, Zip

Required Documentation for Disclosures

1003 Loan Application, Signed and Dated by LO

3.4 File

Broker Fee Sheet

Cash out Letter (Required on business purpose cash out

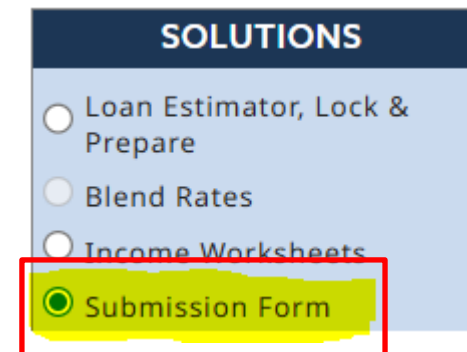
Save & Export
Save & Close
Clear

Navigate to the Pricer Page of the Brokers Advantage Website:  
[brokersadvantagemortgage.com/Pricing/Index](https://brokersadvantagemortgage.com/Pricing/Index)

Complete Pricer fields and click **Get Price**

Click on **Submission Form** under the **Solutions** Menu and complete additional required fields.

Click **Save and Export**. A PDF will generate with checklist and guide for next steps. Review the list of required and recommended items for submission



#1 - 4/10/2026  
Generated Date : 4/12/2026 4:22:32 PM (PST)

**LOAN SUBMISSION FORM**

Priority

Business Purpose Loan Investment properties only.Cash-out Letter required on Cash-Out Refinance Transactions.

Broker Information

Company Name	Brokers Advantage	Loan Officer Name	Joe Smith
Company NMLS #	123456	Loan Officer NMLS #	246810
Contact Phone	9499999999	Loan Officer Email	jsmith@brokersadvantagemtg.com
3rd Party Processor	No	If Yes, Processor NMLS #	
Processor Name		Processor Email	
Compensation Type	Borrower Paid	Account Executive	Rachel To

Borrower Information

Borrower 1 Name	Jane Borrower	FICO	750	Email	jborrower@borrower.com
Borrower 2 Name		FICO		Email	
Borrower 3 Name		FICO		Email	
Borrower 4 Name		FICO		Email	
Title Only Borrower		Phone		Email	

Property and Loan Information

Program	Infinite Non-QM (1st Lien)
Occupancy	Owner Occupied
Vesting Type	
Loan Term	30yr Fixed
Amortization Type	Full Amortization
Loan Purpose	Purchase
Property Type	SFR
Impounds	Escrows
Payment	ACH
Prepay Penalty	No Prepay
Doc Type	03-Bank Statement
Bank Statement Months	12mo Bank Stmt

Interest Rate	8.500
Loan Amount	200000.00
Loan Amount (Other lien)	0.00
Value / Purchase Price	0.00
LTV	
CLTV	50.00
DTI	43.00
DSCR	0.00
Estimated Rent (Monthly)	0.00
IPS / Buydown	
If IPS, Paid for by	

Subject Property Address 123 Main St  
City, State, Zip Irvine, CA 92614

Required Documentation for Disclosures

<input checked="" type="checkbox"/> 1003 Loan Application, Signed and Dated by LO	<input checked="" type="checkbox"/> 3.4 File
<input checked="" type="checkbox"/> Broker Fee Sheet	<input checked="" type="checkbox"/> Cash out Letter (Required on business purpose cash out refi's at time of submission)
<input checked="" type="checkbox"/> Submission Form	<input checked="" type="checkbox"/> Credit Report
<input checked="" type="checkbox"/> 3rd Party Processing Invoice (if applicable)	<input checked="" type="checkbox"/> Anti-Steering Disclosure (Required on Lender Paid Comp)

## Underwriting Fee:

- ❖ 1<sup>st</sup> TD \$1795
- ❖ 2<sup>nd</sup> TD \$1195

Upload the PDF version of submission form and supporting/required documentation

Setup will issue disclosures, or a notification will go out of missing information necessary to disclose

Setup will submit to UW as soon as necessary items are uploaded

Turn time: Refer to **Resources** Page for Turn Times

- Required criteria:
  - Submitted before 3:00pm PST
  - All required disclosure documents are uploaded

## Select *Order Credit* to reissue the credit report and import into Encompass TPO Connect

- **Step 1:** Navigate to the *Assets and Liabilities* page and liabilities section of the URLA and click *Order Credit*.
- **Step 2:** On the Order Credit pop-up, complete the following: (1) credit provider, (2) *Reissue Credit* option; (3) File Reference Number, (4) Enter Credit Provider credentials Remember to utilize credentials issued by your credit provider; (5) Click *Reissue Credit* button.
- **Step 3:** Once the credit report is received, a confirmation message displays.
- **Step 4:** Click the Import Liabilities button to import liabilities.
- **Step 5:** Click the URLA button, proceed to the REO section and link any mortgage lien(s) to its associated property.

Refer to the following page for screenshots

URLA 2020 / Assets and Liabilities

Select Borrower Pair  
Mr Durdon & Mrs Durdon

Liabilities - Credit Cards, Other Debts and Leases that You Owe

Does not apply to  Borrower  Co-Borrower

**Order Credit**

**1**  
**Order Credit Report**

**i** You must order credit for Mr Durdon & Mrs Durdon before AUS order can be placed.

**Credit Details**

Borrower Pair \*  
Mr Durdon & Mrs Durdon

Credit Provider \*  
CIS by Xactus

New Credit Report  
 Re-issue Credit

Reference Number  
abc123

**Report Details**

Request Type \*  
Joint

Report Type \*  
Tri-Merge

**Provider Details**

User Name \*  
credit vendor username

Password \*  
.....

BranchID  
BranchID

Save Login Information

**Re-issue Credit**

IMPORT LIABILITIES

Once all required fields are completed and all required documents uploaded, you are ready to Submit.

Navigate to the *Additional Information* section, select the Ready to Submit checkbox and click Save.

- Complete the Subject Property Est Value for refinances and the Property Address for purchases.

Once required fields are completed, click Save. This will move your loan into the queue for review.

Select 'Ready to Submit' box then the Save button once file is ready for disclosures and credit review. Don't forget to upload required items to Documents: Unassigned section to avoid delays.

<input checked="" type="checkbox"/> Ready to Submit	<input type="checkbox"/> Business Purpose Loan
Purchase or Refinance * Purchase	Vista Point Doc Type * Option 2-Full Doc W2
Subject Property Est Value	Property Address Line Text * TBD

Save

For a quick glance to view submission status, the columns are titled "**Ready to Submit**" and "**Ready to Submit Date**".

If an "**X**" appears in the *Ready to Submit* column, then your file has been successfully submitted and the date it was submitted will appear in the "**Ready to Submit Date**".

TPO READY TO SUBMIT	TPO READY TO SUBMIT DATE
X	05/11/2026

Pipeline

Channel ▾ Wholesale View ▾ All Loans Loan Status ▾ Current

	NAME / LOAN # / PROPERTY ADDRESS	LOCK & REQUEST STATUS	RATE LOCK EXPIRES	LOAN TYPE / LOAN AMOUNT	LOAN CREATED DATE	EST CLOSING DATE
<input type="checkbox"/>	America, Andy 1110000027					
<input type="checkbox"/>	TBD Carrolton HI	Unlocked		Conventional \$800,000.00	02/21/2024	05/25/2026

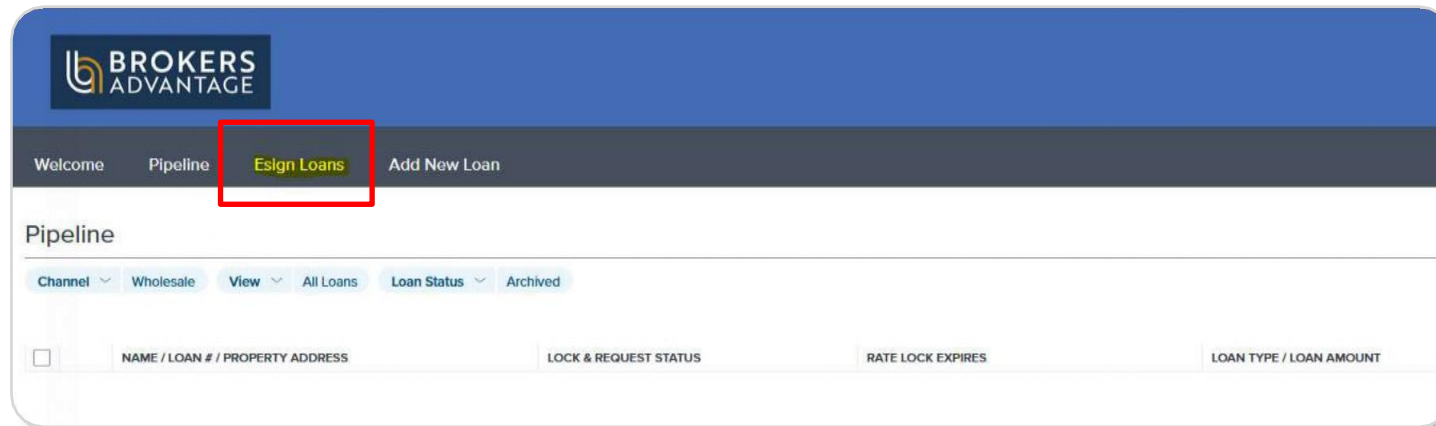
# TPO Connect

## Initial Disclosures

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- If LE review is preferred prior to releasing disclosures, request under the comments section on the submission form.
  - An email from the setup team will be sent once preliminary LE is ready for review.
  - Please Note: This is not recommended and slows down the process.
-

- **It is very important that the borrower's email and cell phone number provided at time of submission are valid and accurate.**
  - Once disclosures are released, a one-time passcode (OTP) is sent to the borrower's email or cell phone. Incorrect contact information will prevent receipt of the OTP and delay or prevent e-signing initial disclosures.
- **The borrower must e-sign disclosures within 2 days of the *TPO Submit Date*, otherwise a physical package will be mailed to the applicant for wet signatures.**
- **Ensure all borrowers sign all disclosures from our portal and preferably not outside of it. Disclosures signed outside of the portal will cause delays.**
- **Loan Officer to e-sign 1003 through the portal as soon as possible. Refer to the following page for steps to complete.**
- **Brokers Advantage utilizes Lodestar integrated fees to expedite the disclosure process. We encourage our broker partners to leverage this by not submitting fee sheets.**



## Step 1: Log into the TPO Portal

## Step 2: Navigate to the “Esign Loans” link in the top Menu Bar

- Click on the Esign Loans link
- All loans that have a 1003 requiring your signature will appear, simply click on the line item corresponding to the borrower you want to e-sign for

## Step 3: Electronically Sign the Disclosures

- Click on the “Start” or “Sign” button to begin the e-signing process.
- Follow the prompts to apply your electronic signature where required.

## Step 4: Submit the Signed Documents

- Once all required signatures are completed, click “Finish” or “Submit” to send the signed disclosures back to the lender.

\*\*For any questions or technical issues, please contact your Account Executive for further support

## Step 1: Receive the Disclosure Notification Email

- You will receive an email from our set up team (i.e., Erica\_White-noreply-mortgagetech@ice.com with a subject line similar to **“Action Required: Review and Sign Your Loan Disclosures.”**
- Click on the secure link in the email to access your disclosures.

## Step 2: Create or Log In to Your Account

- If this is your first time accessing the disclosure portal, you may need to create an account by setting up a username and password.
- If you already have an account, log in using your credentials.

## Step 3: Authenticate Your Identity

- The system may require you to answer security questions or enter a verification code sent to your email or phone.

## Step 4: Review Your Loan Disclosures

## Step 5: Electronically Sign the Disclosures

- Click on the “Start” or “Sign” button to begin the signing process.
- Follow the prompts to apply your electronic signature where required.
- Some documents may require additional actions, such as checking a box or providing initials.

## •Step 6: Submit the Signed Documents

- Once all required signatures are completed, click **“Finish”** or **“Submit”** to send back the signed disclosures.
- You will receive a confirmation email indicating that your disclosures have been successfully signed and submitted.
- You may also have the option to download a copy for your records.

**For any questions or technical issues, please contact your Account Executive.**

# TPO Connect

# Conditional Loan Approval and Condition Upload

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# Conditional Loan Approval



The Loan will be Conditionally Approved, Suspended, Countered, or Denied.



Underwriter will Issue the decision and email the Broker, Account Executive, and Account Manager with the information.



Turn time is typically 24-48 hours. Refer to [Resources](#) page for up-to-date information.



For any questions, the AE or AM on file will be available to help.

To upload conditions, logon to the TPO portal and add documents into the *unassigned* section under the *Documents* page.



Any documents uploaded during this time will be reviewed until moved into the Underwriter Queue for review.

The screenshot displays the TPO portal interface for a user named Belinda Barnes. The top header includes the user's name and address (TBD, Ann Arbor, MI, 48103, 01-TEST COMPANY) on the left, and loan details on the right: Loan #: 1110000253, Total Loan Am... \$248,500.00, Loan Type: Conventional, Loan Purpose: Purchase, Interest Rate: 7.750%, and Loan To Value... 70.00% / 70.00%. A 'Started Wh' button with a lock icon is also present.

The left sidebar contains navigation options: Order Appraisal, Product Pricing & Lock, Service Orders, Documents (highlighted with a red box), Conditions, and Disclosure Tracking.

The main content area shows a message: 'Max attachment size is 200 MB. View Supported Files.' Below this, there are buttons for 'Expand All', 'Collapse All', and 'Print Fax Cover Sheet', along with icons for a spreadsheet and a printer.

The 'All Borrowers' section is visible, with a red box highlighting the '[UNASSIGNED]' area. Below this area, there is a 'Drag & Drop files here or' prompt and a 'Browse for files' button.

# Condition Process Overview

1

Conditions are initially reviewed by the Account Manager. If conditions are acceptable, the Account Manager will mark them as received and will forward to the underwriter.

2

File can be resubmitted to underwriting when any of the following criteria are met:

- 5+ Conditions satisfied
- Appraisal is received
- Change of Circumstance (COC)
- Credit/Income Docs are provided for review

3

Once the underwriting review is complete, and all conditions are met, the loan will be final approved.

4

If conditions are not met, the Underwriter will send out a revised conditional approval to the Account Manager, Account Executive and the Broker.

# Change Of Circumstance (COC) & Initial Closing Disclosure (CD)

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Once loan is locked, we will issue a COC/Revised LE

---

Initial CD can be sent 24 hours after the Locked LE was sent

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## **Required documents for an Initial CD to be released:**

- Satisfactory appraisal report - signed off by the underwriter
  - Value must be established and entered in LOS
- Satisfactory hazard insurance & RCE/flood insurance
- Estimated Closing Statement (with correct loan amount and combined closing statement required for purchases)
- Escrow instructions, vesting and title
- Loan must be locked
- Last LE must be sent 24 hours prior to CD. Confirm LE has been signed, wet signed, viewed, or valid use of mailbox rule days (note: LE & CD cannot go out same day)
- CD/Doc Order with ALL invoices
- Intent to Proceed
- Flood Cert (if property is located in a flood zone)

# TPO Connect Lock Request

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## All loans must be funded on or before the lock expiration date.

- If lock is set to expire before funding, locks may be extended up to a maximum 15 days per request and 30 days cumulative lock extensions.
  - Extension requests must be done prior to lock expiration.
  - Extension fee = .015% per day
- Extension Request must be sent to the lockdesk by 4 pm PST on or before the lock expiration date listed on the Lock confirmation in order to be extended.
- Expired locks or locks that have exceeded maximum extension period may be relocked with worse case pricing.
- Worse case pricing relock terms are the following:
  - 15 days with a 25bps (.25) fee
  - 30 days with a 37.5 bps (.375) fee
  - May be extended up to a total of 15 days
  - Loans may only be relocked one time

## Lock Desk Information

Lock desk email: [lockdesk@brokersadvantagemtg.com](mailto:lockdesk@brokersadvantagemtg.com)

Hours: 8am – 4pm PT

## Rate Sheets

Rate sheet pricing is uploaded to the Brokers Advantage website daily.

- As market conditions change, an intra-day change may occur. Locking during this time will not be permitted and will resume once rate sheets are updated and reposted.

### Lock Desk Info:

Refer to Section 7 of the Broker Guide on the Resources Page

### Price out all loan lock requests on our website

<https://brokersadvantagemortgage.com/Pricing>

[Rate Sheet, Pricer, Tools](#)

[Blended Rate](#)

[Products](#)

[Resources](#)

[About Us](#)

[TPO Login](#)

[Contacts + Get Approved](#)

Credentials are not needed to request a lock or view pricing. Click on the ***Rate Sheet, Pricer, Tools*** link in the menu toolbar to navigate to the pricer page.

PRICE			
Run			
<a href="#">Get Price</a> <a href="#">Need Help With Your Scenario?</a> <a href="#">Click here to contact your AE and discuss your deal with us!</a>			
Scenario Input	LLPA	Message	
Product* <input type="checkbox"/>	Infinite Non-QM (1st L.)	IN30F	INELIGIBLE SCENARIO
Note Rate* <input type="checkbox"/>	8.500	109.375	
Occupancy*	Non Owner Occupied	0.000	Overlay: DSCR - Not 'Short Term' or 'Not-Short-Term-Rental'
Credit Score*	780		
CLTV*	50.00		#N/A
Loan Amount*	200,000.00	-0.125	
Amortization Term*	30yr Fixed	0.000	
Amortization Type*	Full Amortization	0.000	
Document Type*	09-DSCR	0.875	Investor DSCR
Bank Statement*	No Bank Stmt	0.000	
Months Reserves*	6.000	0.000	
DTI*	0.000	0.000	
DSCR*	0.000	0.000	#N/A
Purpose*	Purchase	0.250	
Cash-out Amount*	0.00	0.000	
Property*	SFR	0.000	
Valuation Type*	Full Appraisal	0.000	
State*	CA	0.000	
Housing History*	NoLatesx12	0.000	
Credit Events*	No Events 48mo+	0.000	
Citizenship*	US Citizen	0.000	
Income/Employment*	Wage-Earner	0.000	Select 'Short Term' or 'Not-Short-Term-Rental'
1st Time HB/Inv*	Not FTHB or FTINV	0.000	
Payment*	ACH	0.125	
Servicing*	Escrows	0.000	
Prepay*	No Prepay	-2.000	
Lock Term*	45 Day	-0.250	
Lock Type	Best Efforts	0.000	P&I Pmt: 1,537.83
Compensation Type*	Borrower Paid	0.000	
Total LLPA		#N/A	
	Description	0.000	
Max Price		100.000	
Final Price		#N/A	#N/A

Complete scenario input details and click on the **Get Price** button to view pricing and any messages that could effect pricing.

# Pricing & Locking a Loan: Lock Request

Pricing Matrix			
Rate	Price	LLPA	Final
6.125	99.125	#N/A	0.000
6.250	99.875	#N/A	0.000
6.375	100.625	#N/A	0.000
6.500	101.375	#N/A	0.000
6.625	102.000	#N/A	0.000
6.750	102.625	#N/A	0.000
6.875	103.250	#N/A	0.000
7.000	103.875	#N/A	0.000
7.125	104.375	#N/A	0.000
7.250	104.875	#N/A	0.000
7.375	105.375	#N/A	0.000
7.500	105.875	#N/A	0.000
7.625	106.375	#N/A	0.000
7.750	106.875	#N/A	0.000
7.875	107.375	#N/A	0.000
8.000	107.875	#N/A	0.000
8.125	108.250	#N/A	0.000
8.250	108.625	#N/A	0.000
8.375	109.000	#N/A	0.000
8.500	109.375	#N/A	0.000
8.625	109.750	#N/A	0.000
8.750	110.125	#N/A	0.000
8.875	110.500	#N/A	0.000
9.000	110.750	#N/A	0.000
9.125	111.000	#N/A	0.000
9.250	111.250	#N/A	0.000

View the rate stack and select the pricing row to select preferred rate/price.

Final Price	
<b>8.125</b>	<b>0.000</b>

Complete **Lock Detail** fields and click the **Request Rate Lock** button to email lock request to Brokers Advantage Lockdesk.

LOAN ESTIMATOR						
Inputs			Outputs			
	\$	%	Tests	APR	Pts Fees	Results
Discount Points (%)	0.000	100.000 %	<b>Current Loan(Actual)</b>	8.651	1.398 %	
Lender Fees(\$)	1795.00	0.897 %	High Cost(Fed)	12.620	8 / 1380	Pass
Broker Fees(\$)	1,000.00	0.500 %	High Cost(State)	12.860	6.000 %	Pass
3rd Party Fees(\$)	0.00	0.000 %	QM	8.370	3.000 %	Exempt
Other Fees(\$)	0.00	0.000 %	HPML	7.620		Fail
Interest Days(\$)	0	0.000 %	Loan Type	NonQM HPML		
			Valuation Type	Appraisal		

LOCK						
Lock Detail						
Broker Name*			Broker Loan ID*			
Borrower Name*			Property Address			
Property City	State	Zip				
Comments						
Broker Email*	Acct Exec*					

Request Rate Lock      Export PDF      Lock Desk Hours: 8:00am - 4:00 pm PST

**BROKERS  
ADVANTAGE**  
MORTGAGE

**Condominium Project Questionnaire**

Project Name: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Name of Master Association, if applicable: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Project Eligibility**

1. Is project part of a Master Association? If Yes, provide master insurance policy, full questionnaire and budget Yes  No
2. Is this project a detached condominium (project contains all detached units but is still zoned a condominium?) Yes  No
3. Is the project a condominium hotel? Yes  No
4. Do all units contain full sized kitchen appliances? Yes  No
5. Does project have hotel type services? Yes  No   
If Yes, then provide types of services \_\_\_\_\_
6. Are short-term rentals permitted? Yes  No
7. Is year-round occupancy permitted? Yes  No
8. Is project a timeshare or segmented ownership? Yes  No
9. Is project a houseboat project? Yes  No
10. Are there any manufactured housing units within the project? Yes  No
11. Is project a multi-dwelling unit condominium (including lockout units in project) in which ownership of multiple units is evidenced by a single deed or mortgage? Yes  No
12. Is there a mandatory rental clause? Yes  No
13. Is project an investment security, common interest apartment or does the project have any non-incidental business operation owned or operated by the HOA? Yes  No
14. Does the project have any non-incidental business operations owned or operated by the Homeowners' Association (such as but not limited to a restaurant, spa, health club, etc.) Yes  No
15. Does the association contain any commercial space? Yes  No   
If Yes, what percentage of square footage is used for commercial purposes? \_\_\_\_\_  
If Yes, what is commercial space used for? \_\_\_\_\_

For Condominiums, a questionnaire will be required, per guidelines

Utilization of the Brokers Advantage Mortgage Condominium Project Questionnaire Form is highly recommended.

Both long and short form versions are available for download on the resource page of this guide and on the Resources page of our website.

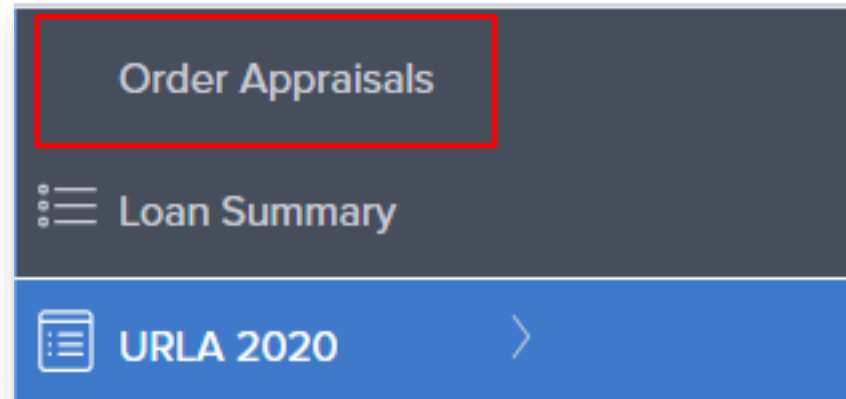
All Condo reviews will be conducted internally by our Condo Desk.

BROKERS ADVANTAGE MORTGAGE		CD/Doc Order Request Form	
Requested Date:		Loan Number:	
Lock Expiration Date:		Anticipated Signing Date:	
<input type="checkbox"/> Request CD Prior to CTC			
<b>Borrower Information (as they should appear on the docs)</b>			
Borrower Name:		Borrower 2 Name:	
Non-Borrowing Spouse/Other Name:			
Non-Borrowing Phone:		Non-Borrowing Email:	
<input type="checkbox"/> Trust	Trust Name:		
<input type="checkbox"/> Is Borrower a Business Entity?	Business Entity Name:		
<input type="checkbox"/> Personal Guarantor	PG Name:		
Vesting:			
<input type="checkbox"/> POA (approval Required prior to Docs) - Attach copy of POA			
<b>Property Information</b>		<b>Loan Information</b>	
Street Address:		Term:	Loan Program:
City:		Appraised Value:	Loan Amount \$:
State:		Sales Price \$:	Interest Rate%:
Zip:		First Payment:	Lien Position:
		PUD/Condo Name:	
		Impounds/Escrows:	<input type="checkbox"/> No Escrows <input type="checkbox"/> Taxes & Insurance <input type="checkbox"/> Taxes Only <input type="checkbox"/> Insurance Only <input type="checkbox"/> Flood Insurance Only
<b>Property Type</b>			
Property Type:		Units:	
Loan Purpose:			
<b>Compensation Plan</b> <i>*If Broker Comp is disclosed as a flat fee (\$) vs. a percentage (%), fee cannot be changed once it is disclosed.</i>			
<input type="checkbox"/> Lender Paid	Comp Plan %:		
<input type="checkbox"/> Borrower Paid	Broker Comp \$: *	Broker Comp %:	
Fees: Must match most recent disclosed LE and within APR Tolerance. Please obtain updated title and escrow fees.			
<b>Broker Fees</b>		<b>Broker Contact Information</b>	
<b>1. Origination Charges</b>		Company Name:	
Underwriting Fees	\$	Loan Officer Name:	
1 <sup>st</sup> Lien	\$	Loan Officer Email:	
2 <sup>nd</sup> Lien	\$	Loan Officer Phone #:	
3 <sup>rd</sup> Party Processing Fee	\$	Processor Name:	
UW Fee Buyout	\$	Processor Phone Number:	
<b>2. Lender Credits, Discount Fees or Broker Credits</b>		<b>Escrow Company Information</b>	
Lender Credit to Borrower	\$	Company Name:	
Bonafide Discount Fee	\$	License #:	
<b>3. Required Services</b>		Escrow Officer:	
Appraisal Fee (Invoice Required)	\$	License #:	
Select one:	<input type="checkbox"/> POC <input type="checkbox"/> PAC	Phone #:	
Select Paid by:	<input type="checkbox"/> Broker <input type="checkbox"/> Borrower	Email for Docs:	
If applicable:	<input type="checkbox"/> Broker Reimbursed	Address:	
Credit Report Fee (Invoice Required)	\$	City:	
Select one:	<input type="checkbox"/> POC <input type="checkbox"/> PAC	State:	
Select Paid by:	<input type="checkbox"/> Broker <input type="checkbox"/> Borrower	Zip:	
If applicable:	<input type="checkbox"/> Broker Reimbursed	<b>Title Company Information</b>	
<b>Business Purpose Dual Comp (YSP)</b>		Company Name:	
\$ Paid to Broker	\$	Title Officer:	
% Paid to Broker	%	Phone #:	
<b>Notes:</b>		Email:	
		Address:	
		City:	
		State:	
		Zip:	
<b>Brokers Advantage Only</b>			
Account Executive:			
Account Manager:			

To request docs, complete the **CD/Doc Request Form** and submit through the TPO portal. This is required in order to request loan documents.

This form is located on the [Resources](#) page.

Refer to [Resources](#) page for turn times for Doc Request.

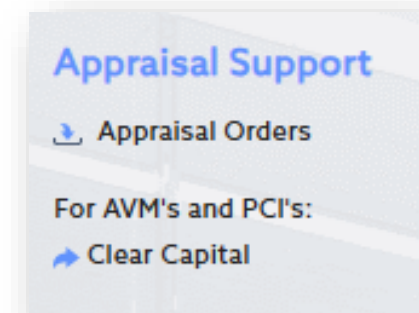


All Appraisal orders are required to be ordered through Brokers Advantage TPO Portal.

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For additional guidance, refer to **Appraisal Orders** material under the *Appraisal Support* section of the *Resources* page.

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## HOI

Carrington Mortgage Services, LLC.  
Its Successor's and/or Assigns  
P.O. Box 692408  
San Antonio, TX 78269-2408

## CPL'S and Escrow Amendments

Vista Point Mortgage, LLC dba Brokers Advantage  
Mortgage Its Successor's and/or Assigns  
1920 Main St., Suite 200  
Irvine, CA 92614

# Thank you for your business.

Contact your dedicated [Account Executive](#) for additional support.