



Broker Guide
May 5, 2026

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Section 1 – Introduction

[1.1 About this Guide](#)

The Brokers Advantage Mortgage, LLC (hereafter referred to as “Brokers Advantage”) Broker Guide (hereafter referred to as “Broker Guide”) oversees certain aspects of the business relationship with Brokers Advantage approved brokers (hereafter referred to as “Broker”). The Broker Guide provides information to assist the Broker in conducting business with Brokers Advantage from Broker Approval through funding.

Brokers are required to comply with the requirements of the Broker Guide. Brokers Advantage may terminate its relationship with the Broker at any time when the Broker does not meet its obligations within this Broker Guide.

[1.2 Announcements](#)

Brokers Advantage will issue announcements when updates to the Broker Guide are required. Announcements will be provided in a timely manner and include an effective date of the change. The Broker is responsible for reviewing and complying with any announcement issued by Brokers Advantage. Announcements are sent out to approved brokers that have opted-in to receive emails.

[1.3 Customer Support](#)

Contact your designated Account Executive with questions on all aspects of doing business with Brokers Advantage including, but not limited to, loans, programs, and systems. General inquiries may be directed to Brokers Advantage main line (833) 393-0547.

[1.4 Website](#)

The Brokers Advantage Mortgage website may be accessed at the URL: <https://brokersadvantagemortgage.com> .

Note: The website includes the Brokers Advantage Pricer for pricing loans, Resources page and a link to the TPO portal where all aspects of the loan process are managed.

[1.5 Brokers Advantage Products](#)

Infinite Series Matrices related to the underwriting and review of the loan and its characteristics related to borrower and property are located on the Brokers Advantage website under the [Products](#) page.

[1.6 Hours of Operation](#)

Brokers Advantage hours of operation are 8:00 am PST to 5:00 pm PST.

[1.6.1 Turn Times](#)

The turn times for loan setup, initial underwrite, AM Condition review, UW Resubmit, Initial CD, Docs Ordered, Docs Back review and funding condition review are posted to the [Resources](#) page on the Brokers Advantage website and updated periodically.

[1.7 Holiday Schedule](#)

Brokers Advantage observes the following holidays:

Martin Luther King, Jr. Day	Presidents Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day
Christmas Eve (open with reduced hours)	New Years Day

[1.8 Licensing](#)

Brokers Advantage is licensed in forty-five (45) states plus D.C. Brokers Advantage is not licensed to lend in NY. The following states are eligible for business purpose loan submissions only: HI, MO, MA, and VA.

Section 2 - Broker Approval

[2.1 Application Process](#)

Applicants interested in obtaining approval to become an approved broker with Brokers Advantage should contact their dedicated Account Executive. If you have not yet been assigned a dedicated AE, please reach out to brokerapproval@brokersadvantagemtg.com.

The Broker Approval packages is located on the [Contacts + Get Approved](#) Page under the link titled: [Broker Approval Package](#).

[2.2 Required Qualifications](#)

Broker must meet the following criteria:

- Be properly licensed to originate and broker loans meeting Brokers Advantage's product and underwriting requirements.
- Have been in business for at least three years OR principals should have a minimum of five years' experience in mortgage lending.
- Have a good reputation in the industry with proven references, and a high level of professionalism and strong ethical standards.
- Have a "good standing" rating with all governmental licensing and revenue collection agencies.

[2.3 Required Documentation](#)

The Broker Approval Department reviews and approves broker applications. Required documentation may vary; however, all items listed below must be submitted. Approval is required before loan applications can be registered. Completed and signed application packages should be sent to your Account Executive or to brokerapproval@brokersadvantagemtg.com.

Application Reviews are typically completed within five (5) business days. The information submitted for approval is validated through state and national licensing search engines and other verification processes.

- Broker Application
- Broker Agreement
- Broker Compensation Addendum
- Broker Compliance Attestation
- Encompass TPO Connect form
- W-9 Form

Required Additional documents for unlicensed business purpose only:

- Entity Formation Documents
- Year-to-date unaudited financial statements (\$50K net with minimum required)
- Fidelity Bond and E&O Insurance (if you have these policies)

Any questions about documentation or the processing of the application, should be directed to your dedicated Account Executive or Broker Approval at brokerapproval@brokersadvantagemortgage.com.

2.4 Notification of Significant Change

Brokers must notify Brokers Advantage in writing of any impending material changes in its organization, including when it receives any notification from any state and Federal Regulators to which it is subject, which shall include, but not limited to, any notice of approval, rejection, suspension, non-compliance, default or eligibility.

2.5 Legal Standing

Broker to be validly existing, duly organized, and in good standing under the laws of the jurisdiction of its organization. In addition, Broker must be qualified to do business in each jurisdiction where it originates mortgage loans.

2.6 Good Standing

Approved brokers must continue to meet the eligibility requirements outlined in this section in order to maintain approval status.

2.7 Fair Lending Commitment

Brokers Advantage does not condone or engage in any business practices that discriminate on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract), disability, military status, or any other basis prohibited by law.

2.8 Compliance

Broker is required to have policies and procedures in place to deliver complete and compliant loan applications and to comply with all applicable laws and regulations, defined as: applicable federal, state, and local laws and legal requirements (as set forth below and otherwise including statuses, rules, regulations, and ordinances), including but not limited to all usury, truth-in-lending, real estate settlement, integrated disclosures, consumer credit, equal credit opportunity, privacy, anti-predatory or abusive lending, or unfair and deceptive acts and practices laws; requirements and guidelines of each governmental agency, board, commission, instrumentality, and other governmental body or office having jurisdiction over a person and/or a mortgage loan, including, but not limited to, the CFPB and all state regulators; and judicial and administrative judgments, orders, stipulations, awards, writs, settlements, and injunctions to which the person is a party.

Regulation B - Equal Credit Opportunity Act
Regulation C - Home Mortgage Disclosure Act
Regulation G - S.A.F.E. Mortgage Licensing Act
Regulation N - Mortgage Acts and Practices –

Regulation P - Privacy of Consumer Financial Information
Regulation V - Fair Credit Reporting Act
Regulation X - Real Estate Settlement Procedures Act
Regulation Z – Truth-in Lending Act Advertising

2.8.1 Compliance: BSA/AML

In addition to the federal regulations listed above, Brokers are also subject to Bank Secrecy Act/Anti-Money Laundering Legislation (BSA/AML). The Financial Crimes Enforcement Network (FinCEN) issues the BSA/AML regulations and is enforced by the IRS. To comply with BSA/AML, Broker must have procedures in place to detect certain fraudulent, criminal, or suspicious activity, and file a Suspicious Activity Report (SAR) as warranted by the applicable statutes and regulations.

Section 3 - Services and Support

3.1 Scenario Desk

Brokers Advantage offers a dedicated Scenario Desk for any questions related to loan programs, matrices and scenarios: scenarios@brokersadvantagemtg.com . Important note: This guidance does not render a credit decision.

3.2 Appraisal Orders

All appraisals are required to be ordered through Brokers Advantage TPO Portal. Brokers Advantage utilizes Reggora vendor software to facilitate the appraisal orders with approved AMC vendors.

For additional information on all items related to appraisals, including ordering and process related to this piece, navigate to the *Appraisal Support* section on the [Resources](#) page of the Brokers Advantage website.

[3.3 Condo Review](#)

For Condominiums, a questionnaire is required. The Brokers Advantage Condo Desk will conduct all Condo reviews.

Brokers Advantage recommends utilization of the Brokers Advantage Mortgage Condominium Project Questionnaire Form. Both long and short form versions are available for download on the [Resources](#) page of the Brokers Advantage website.

Section 4 - Submission Requirements

[4.1 Submission Overview](#)

All submissions must be submitted through the TPO Portal. For step-by-step instructions on how to submit a loan, refer to the **Partnering with Brokers Advantage: Your Guide to a Successful Experience** deck located on the [Resources](#) page on the Brokers Advantage website.

Submissions submitted after 3pm PT will be considered delivered the following business day.

TPO Portal URL: [TPO Connect](#)

[4.1.1 Underwriting Fees](#)

- 1st TD \$1795
- 2nd TD \$1195

[4.2 Submission Requirements: Licensing Requirements for Business Purpose Loans](#)

The following states require licensing in order to submit a business purpose loan. Any states not on this list do not require a license to submit a business purpose loan:

State	Broker Company License Required	MLO License Required
AZ	Yes	No, but only if company is licensed
CA	Yes	Yes
ID	Yes	Yes
MI	Yes	No
MN	Yes	Yes
NC	Yes	Yes, but only if the Broker Company's loans in NC totaled \$1,000,000 or less in the preceding calendar year.
ND	Yes	Yes
NE	Yes	No
NJ	Yes	No
NV	Yes	Yes
OR	Yes	Yes
SD	Yes	Yes
UT	Yes	Yes
VT	Yes, but only if loan is less than \$1,000,000	Yes, but only if loan is less than \$1,000,000

[4.2.2 Submission Requirements Documentation](#)

The following documents are required in order for Disclosures to be externalized:

- Submission Form
- Loan Application (1003/URLA)
- Credit Report
- 3rd Party Processing Invoice (if applicable)

- Anti-Steering Disclosure (only applicable to files with Lender Paid compensation (LPC))
- Pricer (only applicable if lender credit is being requested to be on LE at time of setup OR if choosing LPC on a program that allows LPC)
- If business purpose cash out refinance- a cash out letter is required
- If broker preferred vendor fees are to be utilized, an estimated settlement statement is required

The following documents are required in order to submit the file for Underwriting:

- Income Documents (bank statements, paystubs, W2s, P&Ls etc.)
- Business Narrative (Self-employed/bank statements/P&L loans ONLY)
- Evidence of PITIA on other REOs
- Purchase Contract (purchase only)
- Preliminary Title Report or Property Profile (if prelim is not available at time of submission)

[4.2.3 Submission Requirements: Fields](#)

The following fields must be completed in order to submit the loan:

- All fields related to the application:
 - Borrower information: name, SSN, etc.
 - Property Address
 - Estimated value (required on refinances)
- Doc Type
- Transaction Type (Purchase or Refinance)
- Business Purpose Loan (Yes, No)
- Credit Reissue Date Complete which will bring in FICO scores (or select option to bypass credit import if a credit report pull is required by Brokers Advantage)

[4.2.4 Submission Requirements: Submission Form](#)

The submission form is located under the [Rate Sheet, Pricer, Tools](#) page on the Brokers Advantage website. Loan submissions missing the completed *Submission Form* will be removed from the queue and the loan will not move forward until this document is received.

[4.2.5 Submission Cut-off](#)

Submissions received by 3:00 p.m. PT will be considered received the same business day.

Section 5 - Post-Approval

[5.1 Loan Approval](#)

Once the credit review underwriting is complete, a Loan Approval will be posted to the TPO portal for review.

[5.2 Conditions](#)

Conditions are visible on the TPO portal on the Loan Approval form.

To submit documents for review and clearance, log on to TPO portal and drag and drop the documents into the unassigned section of the Documents Library.

The following parameters are required to move conditions forward for underwriting review:

- 5+ Conditions satisfied
- Appraisal is received
- Change of Circumstance (COC)

- Credit/Income Docs are provided for review

[5.3 Mortgagee Clause](#)

Depending on the documentation, the following mortgagee clauses will be required:

For CPL's and Escrow Amendments	Vista Point Mortgage, LLC dba Brokers Advantage Mortgage Its Successors and/or Assigns 1920 Main St., Suite 200 Irvine, CA 92614
For HOI	Carrington Mortgage Services, LLC. Its Successor's and/or Assigns P.O. Box 692408 San Antonio, TX 78269-2408

Section 6 - Lock Policy

[6.1 Email & Hours](#)

Lock desk email	lockdesk@brokersadvantagemtg.com
Hours of operation	8am – 4pm PT

[6.2 Rate sheets](#)

Rate sheet pricing is uploaded to the Brokers Advantage website, www.brokersadvantagemortgage.com, daily under the [Rate Sheet, Pricer, Tools](#) page ([Refer to Exhibit A for layout](#)).

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.

[6.3 Turn Times](#)

Lock Desk turn times are 2 hours or less within the hours of operation. If a lock request is submitted after business hours, it will be processed on the next business day.

[6.4 Locking a Loan](#)

Lock requests should be completed via the Rate Lock Request button on the [Ratesheet, Pricer, Tools](#) page of the Brokers Advantage website.

Loans that are Underwriting Approved may be locked for 30 days. Loans not Underwriting Approved must be through the *Credit Setup* milestone to be locked and will be locked for 45 days.

Loans with underwriting guideline exceptions will not be locked without underwriting approval.

On an Underwriting approved loan, the changes below require a *Change of Circumstance* (COC) and Underwriting approval before the loan can be locked:

Program changes:

- Value changes
- Property type change from Rural
- Citizenship from Foreign National

- Fico increases outside of the same pricing bucket

A rate lock confirmation (refer to [Exhibit B](#) for example) will be issued once a loan has been locked. It is the responsibility of the broker to notify Lock Desk if any of the information is incorrect. The Lock Desk will determine if a reprice will be necessary.

The Lock Confirmation will be located on the TPO portal in the *Document Library*.

*A lock confirmation does not guarantee Underwriting approval.

[6.5 Updating Loan Data and Repricing](#)

Changes to a locked loan require a [Change of Circumstance Request form](#) (form located on the [Resources](#) page) to be filled out, uploaded to the TPO portal, reviewed by your designated Account Manager (AM) and processed by UW. The loan will be repriced with updated data and the original lock date pricing will be used to obtain the new pricing. In some cases, program changes will be repriced with current day pricing.

[6.6 Extensions](#)

A locked loan must fund on or before the expiration date. If more time is needed, a lock extension will be required. Email the Lock Desk at lockdesk@brokersadvantagemtg.com before 4pm PT. The cost of a lock extension is 1.5 bps (.015) per day with the maximum parameters: 15 days per request and 30 days cumulative lock extensions. Calendar days are used to calculate the new expiration date.

If at the time of the extension request, the rate or scenario are no longer available per current rate sheet or program matrices, the extension request will be denied. The loan will need to be relocked at current market rate and program matrices.

[6.7 Relocks](#)

A loan that is not funded by the expiration date and has not been extended, or a loan that has been previously canceled, will require a relock. Requests for relock should be sent to: Lockdesk@brokersadvantagemtg.com

If a loan is being relocked within 30 days of expiration or cancelation, worse case pricing will apply in addition to a relock fee.

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

Previous or current incentives/specials/concessions are not eligible on worse case pricing relocks; this does not apply to the *Advantage Track* tier incentive. Any previous extensions will carry forward to the relock price. If at the time of relock, the rate or scenario are no longer available, the loan will need to be relocked to current market.

If more than 30 days have passed since expiration or cancelation, the loan will be relocked to current market pricing with no relock fee.

Section 7 - Closing

[7.1 CD Request](#)

In order to request the CD, the [CD/Doc Order Request Form](#) (form located on the [Resources](#) page) must be completed and submitted through the TPO portal.

The following items must be present in order issue an Early CD:

- Appraisal with value indicated by UW
- Satisfactory HOI/RCE and flood insurance if applicable
- Estimated closing statement within 1 week, must list correct loan amount and be a combined statement for purchases
- Preliminary Title Report and vesting instructions
- Lock Confirmation
- Signed ITP and Last LE must have been sent 24 hours prior to CD issuance
- CD/Doc Order Request form
- All invoices

[7.2 Doc Request](#)

In order to request loan documents, the [CD/Doc Order Request Form](#) must be completed and submitted through the TPO portal.

Section 8 - Servicing

[8.1 Servicer Overview](#)


Brokers Advantage utilizes Carrington Mortgage Services, LLC (CMS) as servicer.

[8.2 Servicing Contacts](#)

Borrower Payment Address	Customer Service Phone Number (including payoff requests)
Carrington Mortgage Services, LLC P.O. Box 660586 Dallas, TX 75266-0586	Toll-free phone: 800-561-4567 Monday - Friday 8 a.m. - 9 p.m. EST

The borrower may utilize the following website: <https://www.carringtonmortgage.com> .

Exhibit A- Rate Sheet/Pricer



[Rate Sheet, Pricer, Tools](#)
[Blended Rate](#)
[Products](#)
[Resources](#)
[About Us](#)
[TPO Login](#)

Contacts + Ge

PRICE

Run

[Get Price](#)

Need Help With Your Scenario?

Click here to contact your AE and discuss your deal with us!

Scenario Input	LLPA	Message
Product* <input type="checkbox"/>	Infinite Non-QM (1st L...	
Note Rate* <input type="checkbox"/>	8.500	
Occupancy*	Owner Occupied	
Credit Score*	780	
CLTV*	50.00	
Loan Amount*	200,000.00	
Amortization Term*	30yr Fixed	
Amortization Type*	Full Amortization	
Document Type*	03-Bank Statement	
Bank Statement*	12mo Bank Stmt	
Months Reserves*	6.000	
DTI*	43.000	
DSCR*	0.000	
Purpose*	Purchase	
Cash-out Amount*	0.00	
Property*	SFR	
Valuation Type*	Full Appraisal	
State*	CA	
Housing History*	NoLatesx12	
Credit Events*	No Events 48mo+	
Citizenship*	US Citizen	
Income/Employment*	Wage-Earner	
1st Time HB/Inv*	Not FTHB or FTINV	
Payment*	ACH	
Servicing*	Escrows	
Prepay*	No Prepay	
Lock Term*	45 Day	
Lock Type	Best Efforts	
Compensation Type*	Borrower Paid	0.000

Pricing Matrix

i

Please click on the **Get Price** button to get updated pricing matrix values

LOAN ESTIMATOR

Inputs		Outputs				
	\$	%	Tests	APR	Pts Fees	Result
Discount Points (%)		0.00 %	Current Loan(Actual)			
Lender Fees(\$)			High Cost(Fed)			
Broker Fees(\$)	1,000.00		High Cost(State)			
3rd Party Fees(\$)	0.00		QM			
Other Fees(\$)	0.00		HPML			
Interest Days(\$)	0		Loan Type			
			Valuation Type			

LOCK

Lock Detail

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

Request Rate Lock

Export PDF

Lock Desk Hours: 8:00am - 4:00 pm

PREPARE

Disclosure Required	UW Submission Required	UW Submission Recommended

Exhibit B- Lock Confirmation



Brokers Advantage Lock Desk
lockdesk@brokersadvantagemtg.com
Hours: 9am - 4pm PT

Lock Confirmation

Borrower: Conny, Wells	Loan Number: 11100012276
Lock Date: 11/07/2025	Lock Expire: 12/23/2025
Note Rate: 7.875	Product: IN30F
	Price: 99.650

Lock & Pricing

Product:	IN30F	
Plan Code:	IN30F	
Buy Down:		
Note Rate:	7.875	107.12500
Margin:		
Credit Score:	682	
LTV:	75.000	
CLTV:	75.000	
HCLTV:	75.000	
Loan Amount:	172,500.00	-0.37500
Value:	230,000.00	
Purchase Price:		
Amort Term:	360	
Amort Type:	Fixed	
Int-Only Term:		
Doc:	Option 5-DSCR	-4.00000
Bank Statements:	No Bank Statements	
Months Reserve:	6.00	
DTI:		
DSCR:	1.543	0.50000
Purpose:	Cash-Out Refinance	-1.25000
Property Type:	2-Unit	
Cashout Amount:	155,943.80	
Property:	Detached	-0.37500
Occupancy:	Investor	
Valuation Type:	Full Appraisal	
State:	IL	
Housing History:	No Lates x 12	
Credit Events:	No Events	
Citizenship:	USCites	
First Time Homebuyer:	N	
ADH:	N	
Impound:	Y	
PrePay:		
Prepayment Penalty:		
Prepay Pricer:	No Prepay	-1.75000
Lender Paid Comp		
Lock Term:	46	
Lock Type:		
Total LIPK:		-7.25000
Total Concessions:		
Total Est/Re-lock		-0.22500
Net Price:		99.65000
Max Price:		100.00000
Final Price:		99.650

Property information

Subject Address:	102 W 72nd St
	Chicago IL, 60621
	County: Cook

Broker Contacts

Broker:	
Broker E-Mail:	
Broker Phone:	
Processor:	Azeria Pryor
Processor E-Mail:	azeria@efitecommercial
Processor Phone:	

Brokers Advantage Contacts

Account Executive:	Benjamin Brunner
AE E-Mail:	bbrunner@visiointm
AE Phone:	
Account Manager:	
AM E-Mail:	
AM Phone:	

Note

Pricing cannot be guaranteed on locks taken on a "prior to submission" basis, because add-ons related to pricing cannot be known until the loan file has been received and reviewed.

Pricing on all loans is also subject to change if there are changes to the loan parameters after the rate is locked in.

Loans/home equity lines of credit are not available in all states and are subject to the underwriting standards and independent approval of Brokers Advantage Mortgage. Rates, terms, and programs are subject to change without notice. Other restrictions may apply. The information contained herein should not be construed as a commitment to lend and is meant for distribution to businesses only.

12/25/2025 9:22 AM