Denials – Adverse Action Notice

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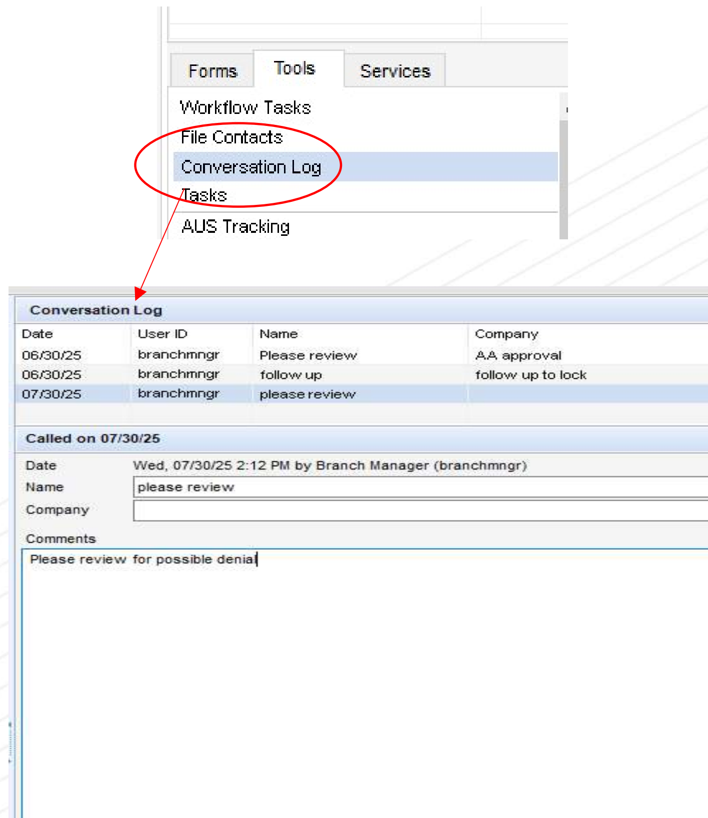
Denials – Adverse Action Notice

Prior to submission to UW for Denial or Adverse Action, make a note in the conversation log to update all parties.



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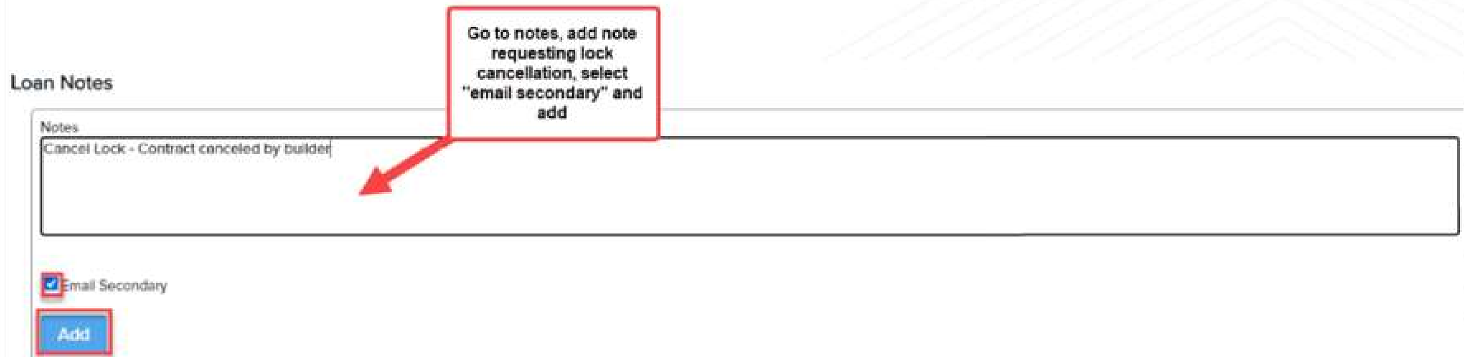
Denials – Adverse Action Notice

If you loan has been locked, you will need to send a cancellation through Optimal Blue.

Optimal Blue: Cancellation

Lock Cancellation requests are to be sent through OB notes. Once the cancellation comment is entered, then you will need to send the loan to Corporate Underwriting for Disposition.

Please Note: You MUST enter OB note first as you will lose edit-access to the loan once the denial is completed.



****If the denial is not certain, you can email the lock desk after the file Is denied to push through the cancellation of the lock****

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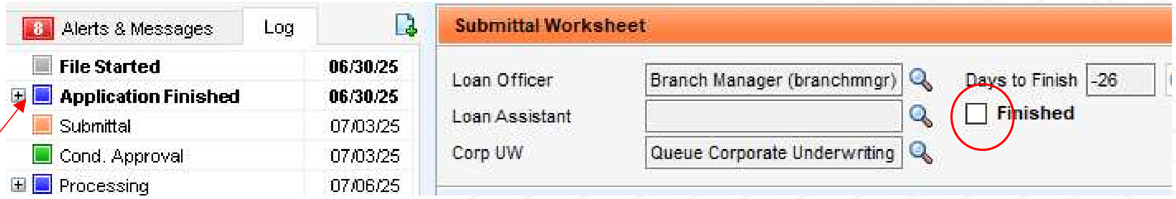
Denials – Adverse Action Notice

To send the loan to corporate underwriting for a decision, if the loan is past the Conditional Approval Milestone, you will want to uncheck the finished box to get the loan back to the Application Finished Milestone.



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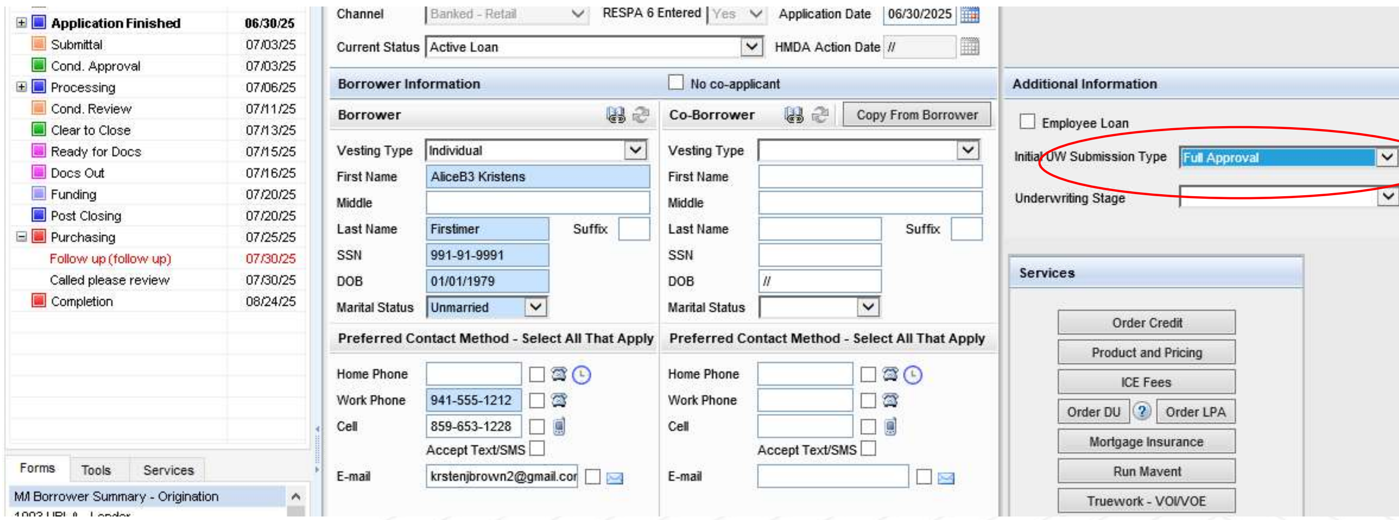
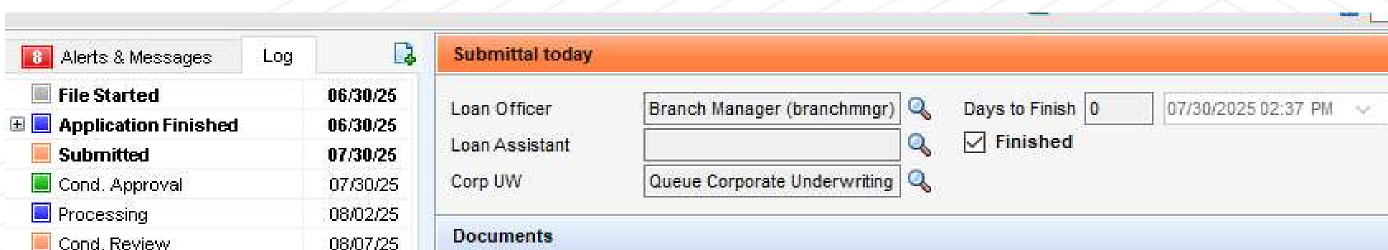
Denials – Adverse Action Notice

To submit to Corporate Underwriting for a decision, in M/I Borrower Summary – Origination, change the Initial UW Submission Type to Full Approval.



Go into the Application Finished Milestone, Confirm Queue Corporate Underwriting is selected, and press the Finished button.



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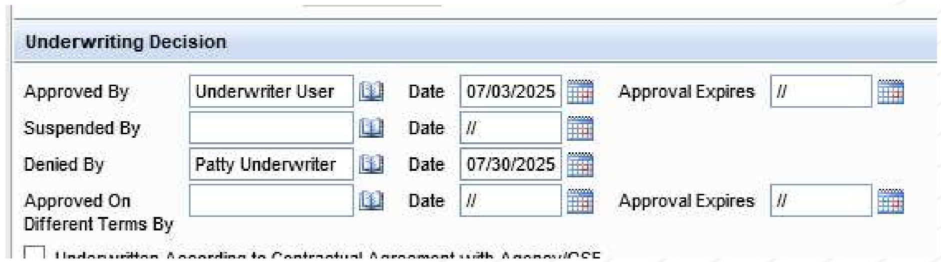
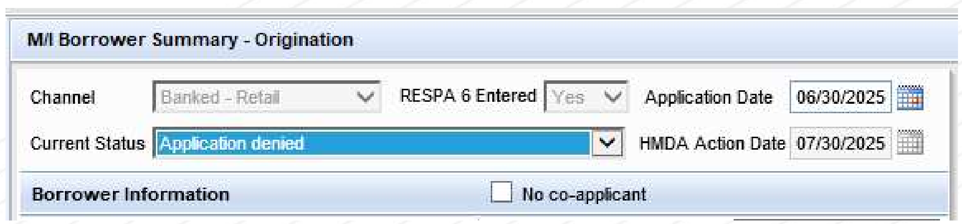
Denials – Adverse Action Notice

UW will decision the loan.

After decision input, The Branch/Operations manager will only have rights to the conversation log and eFolder.





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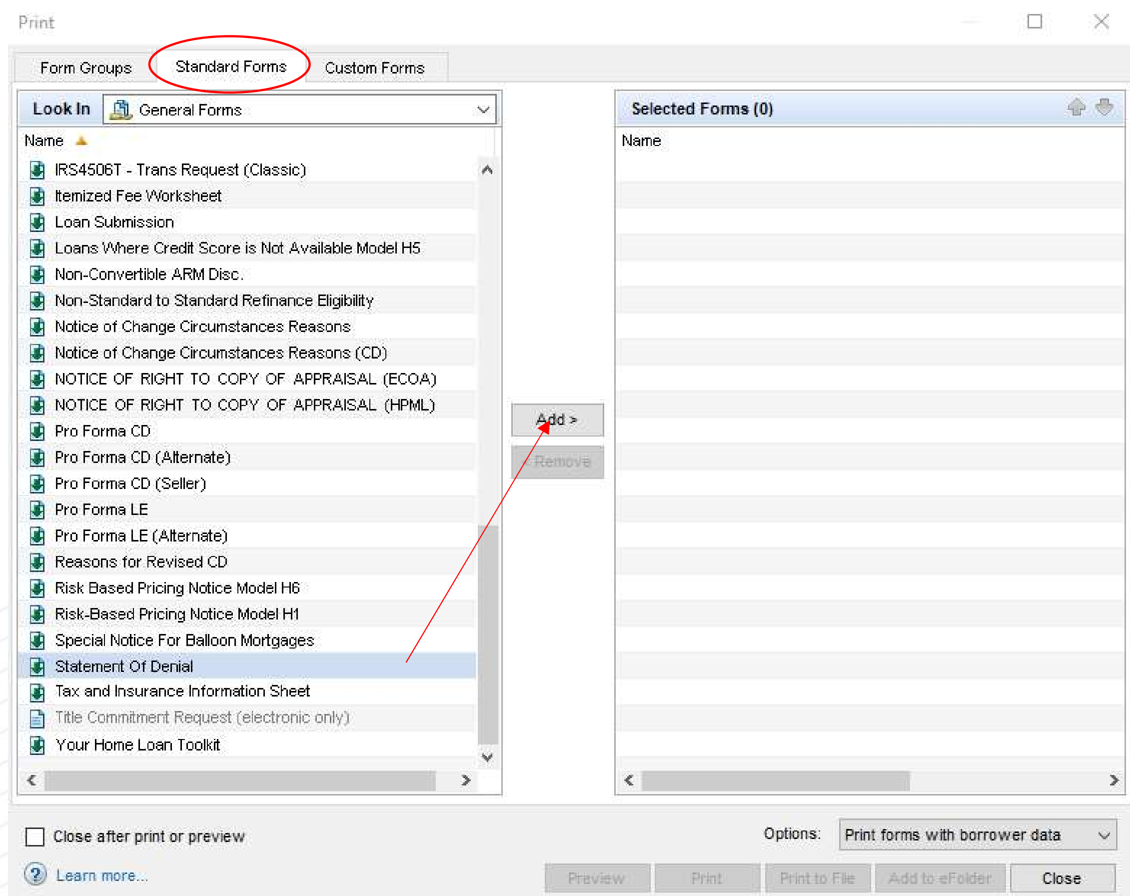
Denials – Adverse Action Notice

Once underwriting has decisioned the loan, the branch will be responsible for sending out the Statement of Denial.

This can be found under the Print icon,

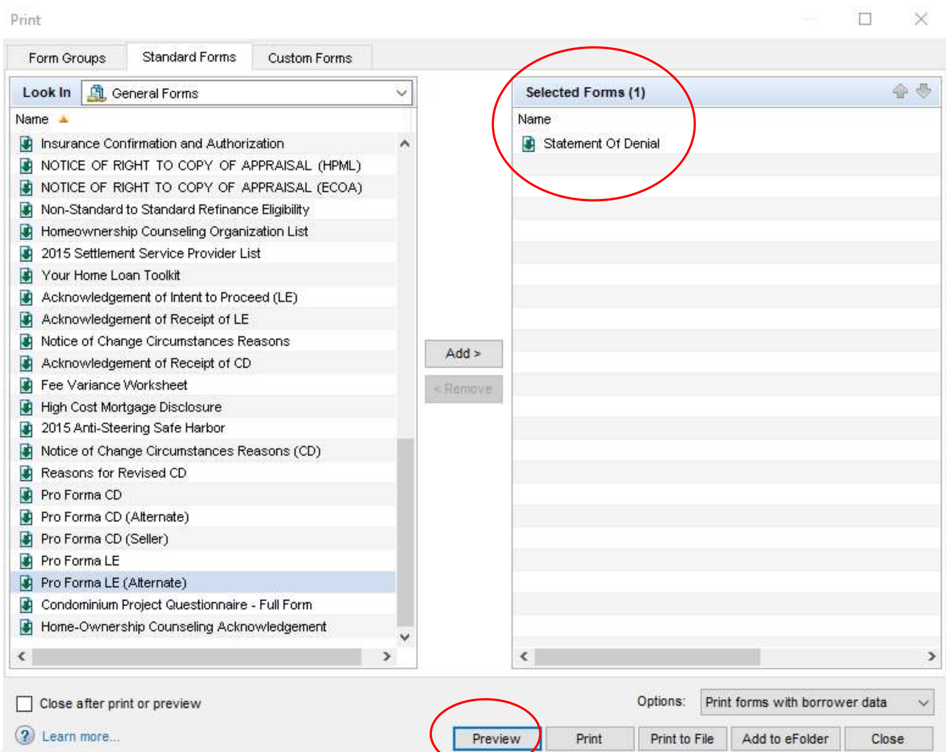
Standard Forms.

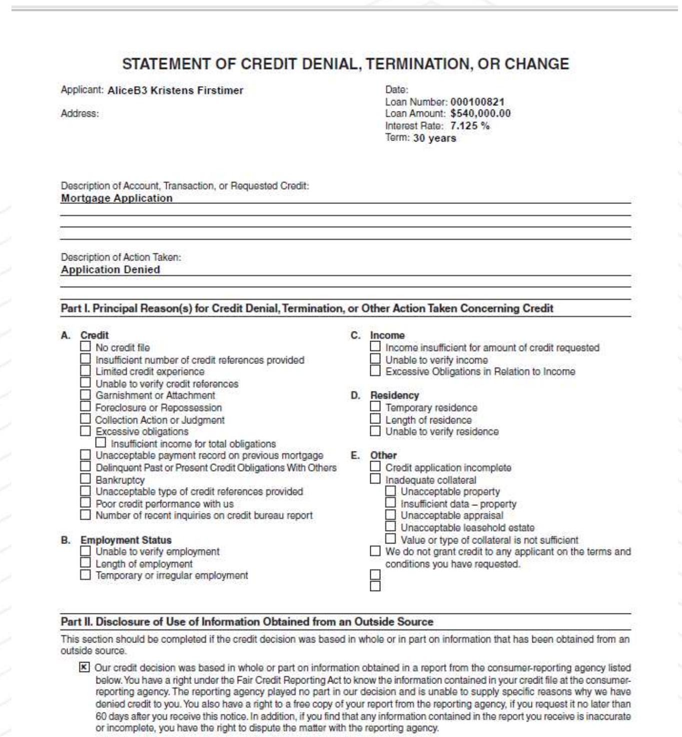
Select the Statement of Denial and add it to the selected forms.



Denials – Adverse Action Notice

Once you add the Statement of Denial to the Selected forms, Preview the form to confirm accuracy.





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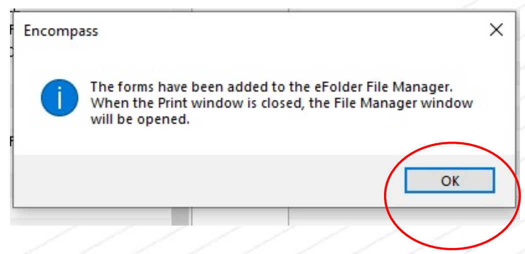
Denials – Adverse Action Notice

After your preview the denial, and review for accuracy, add the document to the eFolder. Press, OK, then close the print folder.



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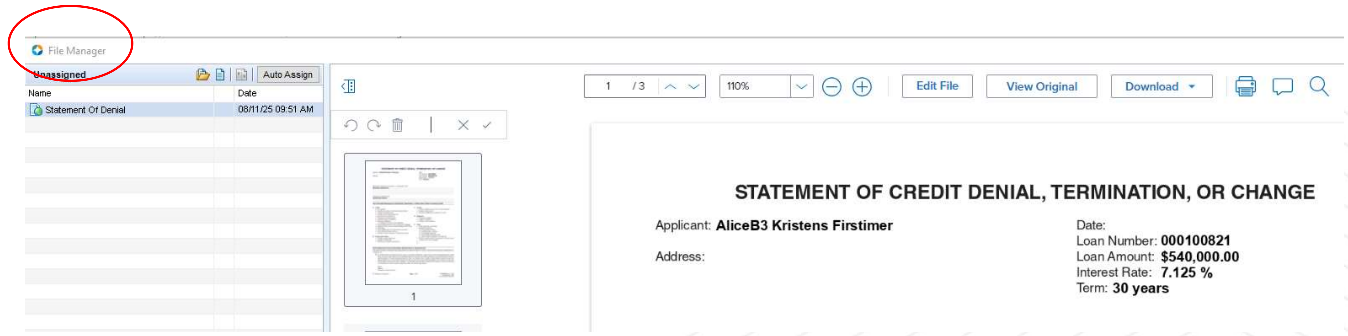
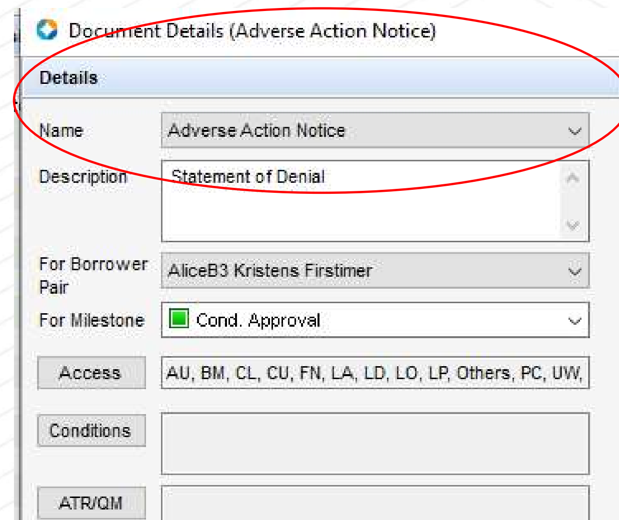
Denials – Adverse Action Notice

Once you have selected the Statement of Denial form and closed the window. File Manager will open up.

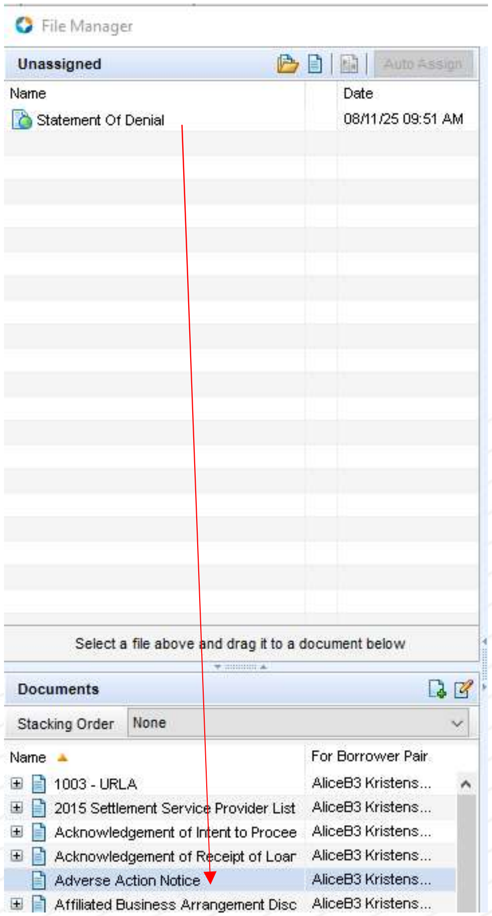
You will need to open up a new file folder. In Details, use the drop down to select Adverse Action Notice.

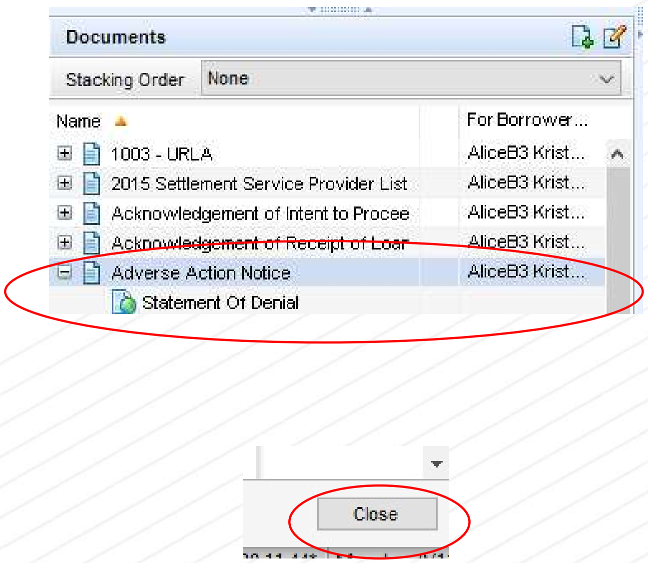




Denials – Adverse Action Notice

Once the Adverse Action Notice is added as a place holder, you will want to drag and drop the Statement of Denial into the Adverse Action Notice and then close the File Manager.





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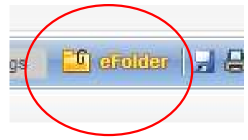
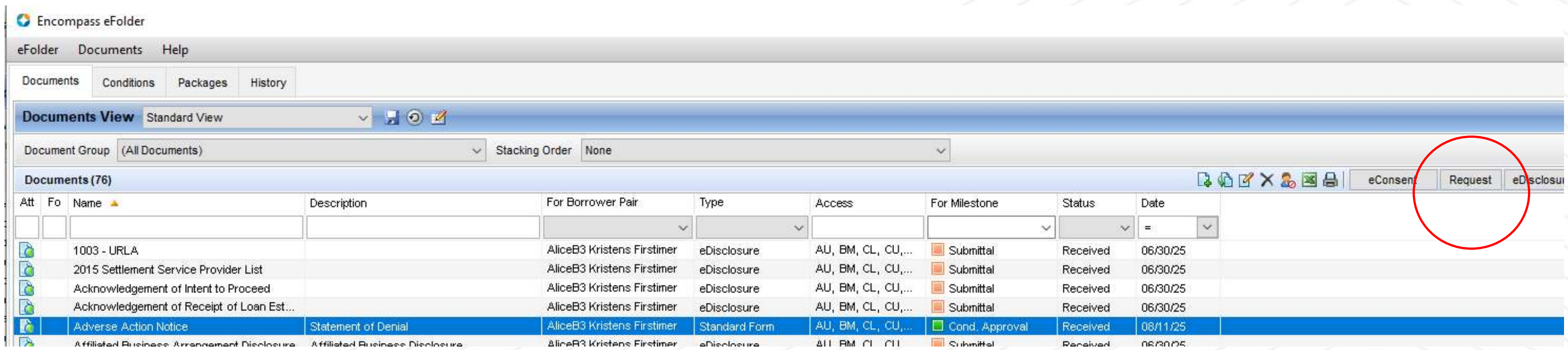
Denials – Adverse Action Notice

Open the eFolder and select/highlight the Adverse Action Notice.

Press the Request Button.





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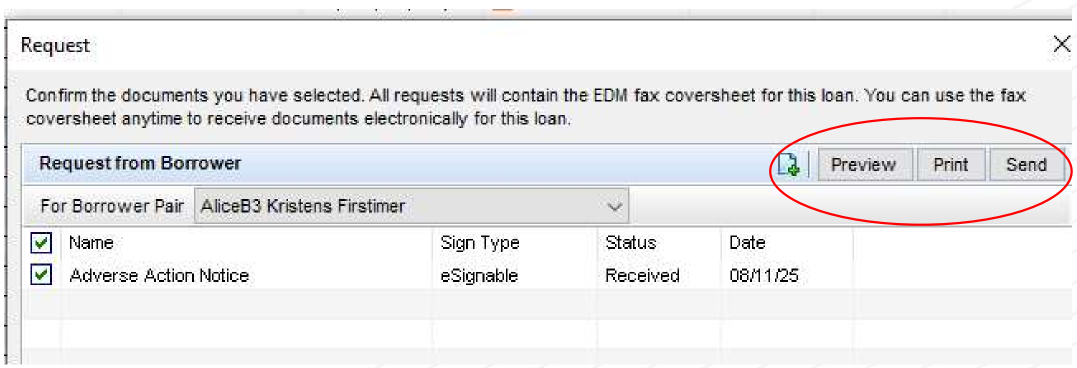
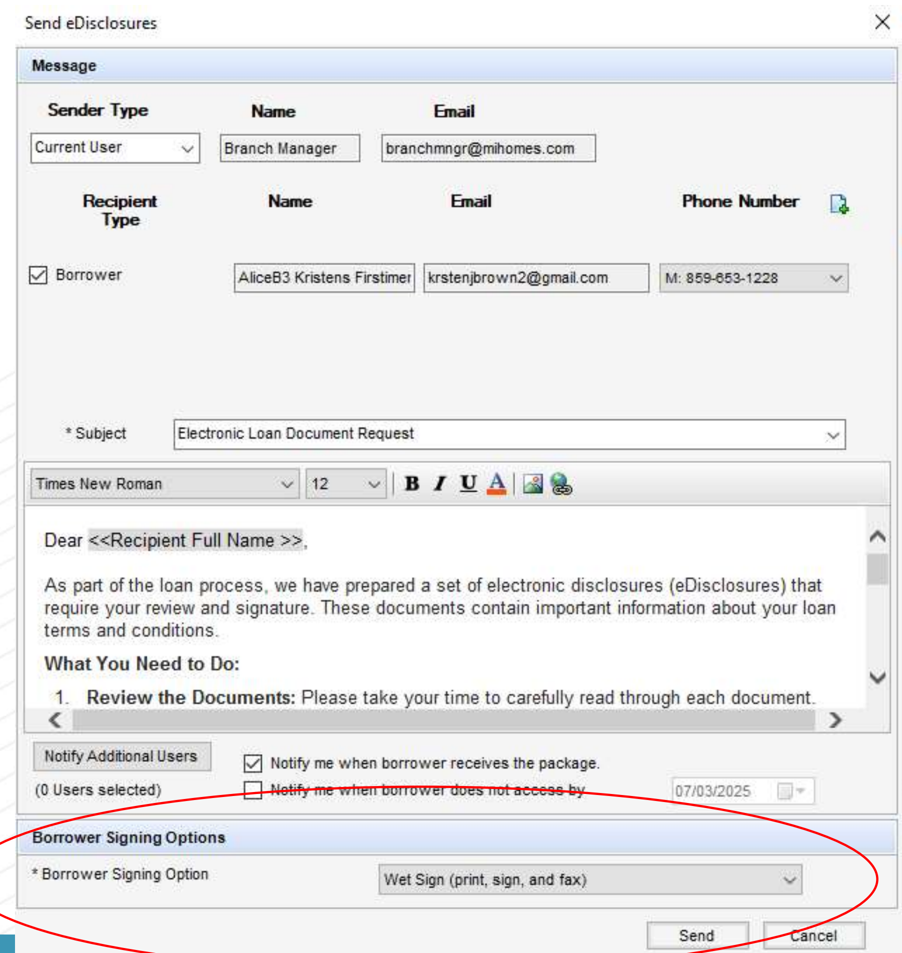
Denials – Adverse Action Notice

The Request window will open, preview the Adverse Action Notice, confirm for accuracy, then press Send.

In the Send eDisclosures window, Borrower Signing Options, select Wet sign, press send.
This will deliver the notice via ECC/Consumer Connect to the borrower.





M/I TITLE AGENCY

M/I TITLE, LLC

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TransOhio Residential Title

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