



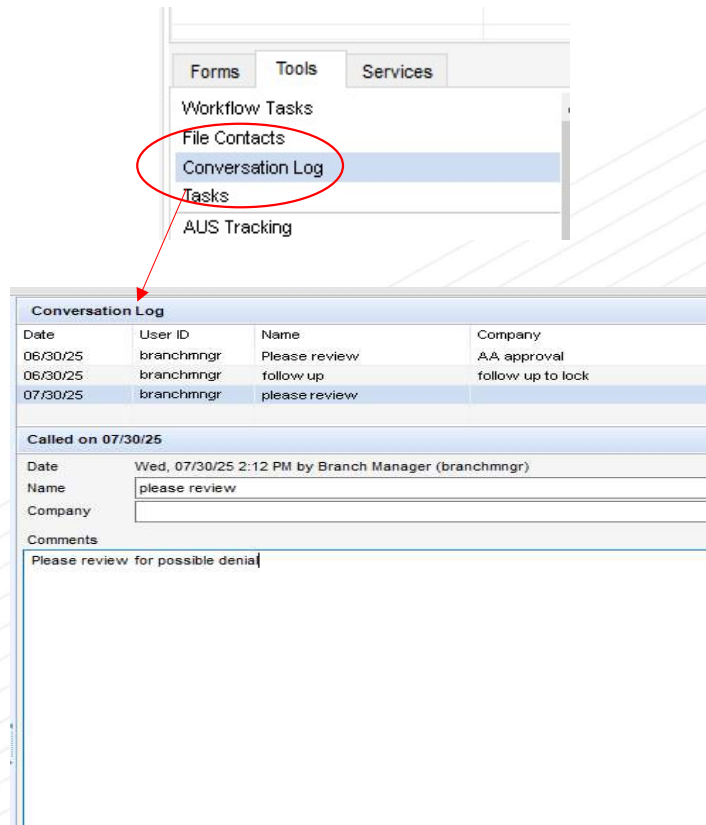
# Denials – Adverse Action Notice



**M/I FINANCIAL, LLC**  
A Subsidiary of M/I Homes, Inc.

# 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.



The screenshot shows a web application interface with a navigation menu on the left. The menu items are: Forms, Tools, Services, Workflow Tasks, File Contacts, Conversation Log (highlighted with a red circle), Tasks, and AUS Tracking. A red arrow points from the 'Conversation Log' menu item to a table below.

| Conversation Log |           |               |                   |
|------------------|-----------|---------------|-------------------|
| Date             | User ID   | Name          | Company           |
| 06/30/25         | branchmgr | Please review | A.A. approval     |
| 06/30/25         | branchmgr | follow up     | follow up to lock |
| 07/30/25         | branchmgr | please review |                   |

Called on 07/30/25

|          |                                                     |
|----------|-----------------------------------------------------|
| Date     | Wed, 07/30/25 2:12 PM by Branch Manager (branchmgr) |
| Name     | please review                                       |
| Company  |                                                     |
| Comments | Please review for possible denial                   |

# Denials – Adverse Action Notice

If your 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.

### Loan Notes

Notes

Cancel Lock - Contract canceled by builder

Go to notes, add note requesting lock cancellation, select "email secondary" and add

☒ Email Secondary

Add

\*\*\*\*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\*\*\*\*

# 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.



| Alerts & Messages                   |                      | Log      |
|-------------------------------------|----------------------|----------|
| <input type="checkbox"/>            | File Started         | 06/30/25 |
| <input checked="" type="checkbox"/> | Application Finished | 06/30/25 |
| <input type="checkbox"/>            | Submittal            | 07/03/25 |
| <input type="checkbox"/>            | Cond. Approval       | 07/03/25 |
| <input type="checkbox"/>            | Processing           | 07/06/25 |

| Submittal Worksheet |                              |                                   |
|---------------------|------------------------------|-----------------------------------|
| Loan Officer        | Branch Manager (branchmgr)   | Days to Finish -26                |
| Loan Assistant      |                              | <input type="checkbox"/> Finished |
| Corp UW             | Queue Corporate Underwriting |                                   |

# 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.

The screenshot displays the M/I Financial application system interface. On the left, a sidebar shows the application progress: Application Finished (06/30/25), Submittal (07/03/25), Cond. Approval (07/03/25), Processing (07/06/25), Cond. Review (07/11/25), Clear to Close (07/13/25), Ready for Docs (07/15/25), Docs Out (07/16/25), Funding (07/20/25), Post Closing (07/20/25), Purchasing (07/25/25), Follow up (follow up) (07/30/25), Called please review (07/30/25), and Completion (08/24/25). The main area shows the 'Borrower Information' tab, with fields for Vesting Type (Individual), First Name (AliceB3 Kristens), Middle, Last Name (Firstimer), SSN (991-91-9991), DOB (01/01/1979), Marital Status (Unmarried), Preferred Contact Method (Home Phone, Work Phone, Cell, E-mail), and Co-Borrower information. The 'Initial UW Submission Type' is set to 'Full Approval' (highlighted with a red circle). The 'Services' section includes buttons for Order Credit, Product and Pricing, ICE Fees, Order DU, Order LPA, Mortgage Insurance, Run Mavent, and Truework - VOI/VOE. Below the main form, a 'Submittal today' section shows the Loan Officer (Branch Manager (branchmgr)), Loan Assistant, Corp UW (Queue Corporate Underwriting), Days to Finish (0), and a 'Finished' checkbox. The bottom right corner features the M/I Financial, LLC logo and the text 'A Subsidiary of M/I Homes, Inc.'

# 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.

| Underwriting Decision                                                                  |                   |      |            |                  |    |
|----------------------------------------------------------------------------------------|-------------------|------|------------|------------------|----|
| Approved By                                                                            | Underwriter User  | Date | 07/03/2025 | Approval Expires | // |
| Suspended By                                                                           |                   | Date | //         |                  |    |
| Denied By                                                                              | Patty Underwriter | Date | 07/30/2025 |                  |    |
| Approved On Different Terms By                                                         |                   | Date | //         | Approval Expires | // |
| <input type="checkbox"/> Underwrites According to Contracted Agreement with Agency/CSE |                   |      |            |                  |    |

| M/I Borrower Summary - Origination |                    |                                          |            |
|------------------------------------|--------------------|------------------------------------------|------------|
| Channel                            | Banked - Retail    | RESPA 6 Entered                          | Yes        |
| Application Date                   | 06/30/2025         |                                          |            |
| Current Status                     | Application denied | HMDA Action Date                         | 07/30/2025 |
| Borrower Information               |                    | <input type="checkbox"/> No co-applicant |            |



# Denials – Adverse Action Notice

Once underwriting has decided 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.

Print

Form Groups: **Standard Forms** Custom Forms

Look In: General Forms

Name

- IRS4506T - Trans Request (Classic)
- Itemized Fee Worksheet
- Loan Submission
- Loans Where Credit Score is Not Available Model H5
- Non-Convertible ARM Disc.
- Non-Standard to Standard Refinance Eligibility
- Notice of Change Circumstances Reasons
- Notice of Change Circumstances Reasons (CD)
- NOTICE OF RIGHT TO COPY OF APPRAISAL (ECOA)
- NOTICE OF RIGHT TO COPY OF APPRAISAL (HPML)
- Pro Forma CD
- Pro Forma CD (Alternate)
- Pro Forma CD (Seller)
- Pro Forma LE
- Pro Forma LE (Alternate)
- Reasons for Revised CD
- Risk Based Pricing Notice Model H6
- Risk-Based Pricing Notice Model H1
- Special Notice For Balloon Mortgages
- Statement Of Denial**
- Tax and Insurance Information Sheet
- Title Commitment Request (electronic only)
- Your Home Loan Toolkit

Add >

Remove

Selected Forms (0)

Name

☐ Close after print or preview

Options: Print forms with borrower data

Learn more...

Preview Print Print to File Add to eFolder Close

# Denials – Adverse Action Notice

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

Print

Form Groups   Standard Forms   Custom Forms

Look In: General Forms

Name

- Insurance Confirmation and Authorization
- NOTICE OF RIGHT TO COPY OF APPRAISAL (HPML)
- NOTICE OF RIGHT TO COPY OF APPRAISAL (ECOA)
- Non-Standard to Standard Refinance Eligibility
- Homeownership Counseling Organization List
- 2015 Settlement Service Provider List
- Your Home Loan Toolkit
- Acknowledgement of Intent to Proceed (LE)
- Acknowledgement of Receipt of LE
- Notice of Change Circumstances Reasons
- Acknowledgement of Receipt of CD
- Fee Variance Worksheet
- High Cost Mortgage Disclosure
- 2015 Anti-Steering Safe Harbor
- Notice of Change Circumstances Reasons (CD)
- Reasons for Revised CD
- Pro Forma CD
- Pro Forma CD (Alternate)
- Pro Forma CD (Seller)
- Pro Forma LE
- Pro Forma LE (Alternate)
- Condominium Project Questionnaire - Full Form
- Home-Ownership Counseling Acknowledgement

Add >

< Remove

Selected Forms (1)

Name

- Statement Of Denial

Options: Print forms with borrower data

Preview   Print   Print to File   Add to eFolder   Close

☐ Close after print or preview

[? Learn more...](#)

**STATEMENT OF CREDIT DENIAL, TERMINATION, OR CHANGE**

Applicant: AliceB3 Kristens Firstimer      Date:      Loan Number: 000100821  
Address:      Loan Amount: \$540,000.00  
Interest Rate: 7.125 %  
Term: 30 years

Description of Account, Transaction, or Requested Credit:  
Mortgage Application

Description of Action Taken:  
Application Denied

**Part I. Principal Reason(s) for Credit Denial, Termination, or Other Action Taken Concerning Credit**

**A. Credit**

- ☐ No credit file
- ☐ Insufficient number of credit references provided
- ☐ Limited credit experience
- ☐ Unable to verify credit references
- ☐ Garnishment or Attachment
- ☐ Foreclosure or Repossession
- ☐ Collection Action or Judgment
- ☐ Excessive obligations
- ☐ Insufficient income for total obligations
- ☐ Unacceptable payment record on previous mortgage
- ☐ Delinquent Past or Present Credit Obligations With Others
- ☐ Bankruptcy
- ☐ Unacceptable type of credit references provided
- ☐ Poor credit performance with us
- ☐ Number of recent inquiries on credit bureau report

**B. Employment Status**

- ☐ Unable to verify employment
- ☐ Length of employment
- ☐ Temporary or irregular employment

**C. Income**

- ☐ Income insufficient for amount of credit requested
- ☐ Unable to verify income
- ☐ Excessive Obligations in Relation to Income

**D. Residency**

- ☐ Temporary residence
- ☐ Length of residence
- ☐ Unable to verify residence

**E. Other**

- ☐ Credit application incomplete
- ☐ Inadequate collateral
- ☐ Unacceptable property
- ☐ Insufficient data – property
- ☐ Unacceptable appraisal
- ☐ Unacceptable leasehold estate
- ☐ Value or type of collateral is not sufficient
- ☐ We do not grant credit to any applicant on the terms and conditions you have requested.

**Part II. Disclosure of Use of Information Obtained from an Outside Source**

This section should be completed if the credit decision was based in whole or in part on information that has been obtained from an outside source.

☒ Our credit decision was based in whole or part on information obtained in a report from the consumer-reporting agency listed below. You have a right under the Fair Credit Reporting Act to know the information contained in your credit file at the consumer-reporting agency. The reporting agency played no part in our decision and is unable to supply specific reasons why we have denied credit to you. You also have a right to a free copy of your report from the reporting agency, if you request it no later than 60 days after you receive this notice. In addition, if you find that any information contained in the report you receive is inaccurate or incomplete, you have the right to dispute the matter with the reporting agency.



# Denials – Adverse Action Notice

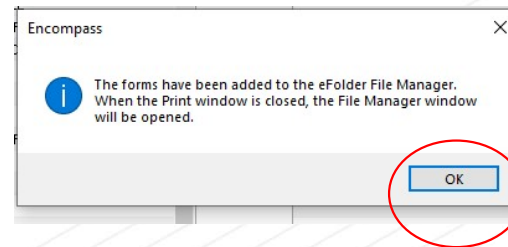
After your preview the denial, and review for accuracy, add the document to the eFolder. Press, OK, then close the print folder.

Selected Forms (1)

| Name                |
|---------------------|
| Statement Of Denial |

Options: Print forms with borrower data

view Print Print to File **Add to eFolder** Close



Selected Forms (1)

| Name                |
|---------------------|
| Statement Of Denial |

Options: Print forms with borrower data

view Print Print to File Add to eFolder **Close**

# 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.

The screenshot displays a software interface for document management. At the top, a 'File Manager' window is open, showing a table with columns 'Name' and 'Date'. A row labeled 'Statement Of Denial' with the date '08/11/25 09:51 AM' is highlighted. To the right, a 'STATEMENT OF CREDIT DENIAL, TERMINATION, OR CHANGE' form is visible, containing fields for 'Applicant: AliceB3 Kristens Firstimer', 'Address:', 'Date:', 'Loan Number: 000100821', 'Loan Amount: \$540,000.00', 'Interest Rate: 7.125 %', and 'Term: 30 years'. Below the File Manager, a 'Documents' section shows a folder icon with a plus sign and a document icon with a checkmark, both circled in red. To the right, a 'Document Details (Adverse Action Notice)' form is shown, with the 'Details' section circled in red. This section includes a 'Name' dropdown set to 'Adverse Action Notice', a 'Description' dropdown set to 'Statement of Denial', a 'For Borrower Pair' dropdown set to 'AliceB3 Kristens Firstimer', and a 'For Milestone' dropdown set to 'Cond. Approval'. Other fields include 'Access' (AU, BM, CL, CU, FN, LA, LD, LO, LP, Others, PC, UW), 'Conditions', and 'ATR/QM'.

| Name                | Date              |
|---------------------|-------------------|
| Statement Of Denial | 08/11/25 09:51 AM |

**STATEMENT OF CREDIT DENIAL, TERMINATION, OR CHANGE**

Applicant: **AliceB3 Kristens Firstimer**

Address:

Date:

Loan Number: **000100821**

Loan Amount: **\$540,000.00**

Interest Rate: **7.125 %**

Term: **30 years**

**Document Details (Adverse Action Notice)**

**Details**

Name: **Adverse Action Notice**

Description: **Statement of Denial**

For Borrower Pair: **AliceB3 Kristens Firstimer**

For Milestone: **Cond. Approval**

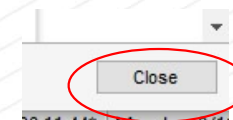
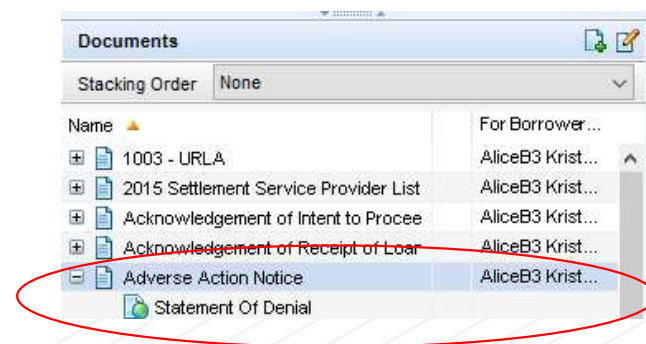
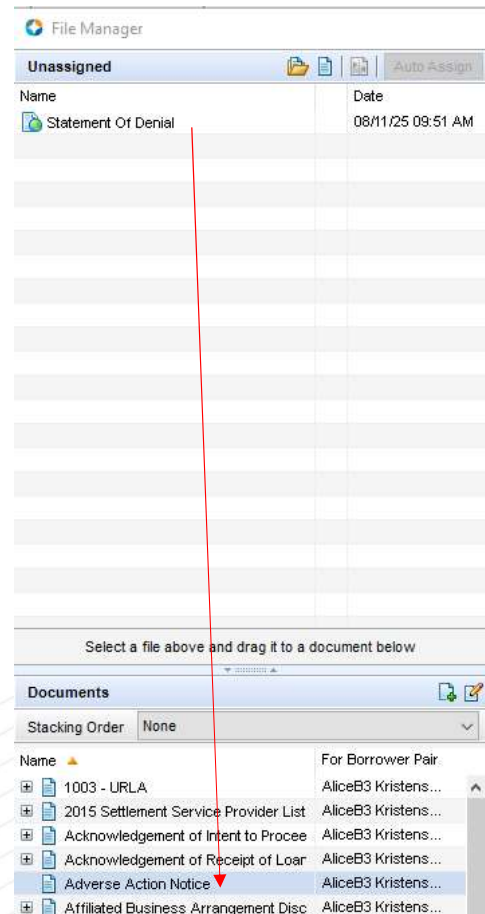
Access: **AU, BM, CL, CU, FN, LA, LD, LO, LP, Others, PC, UW,**

Conditions:

ATR/QM:

# Denials – Adverse Action Notice

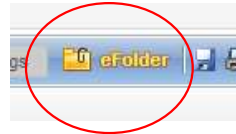
Once the Adverse Action Notice is added as a place holder, you will want to drag and drop the Statement of Denial into the Adverse Action Notice and then close the File Manager.



# Denials – Adverse Action Notice

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

Press the  
Request Button.



Encompass eFolder

Documents View Standard View

Document Group (All Documents) Stacking Order None

| Att | For | Name                                        | Description                     | For Borrower Pair          | Type          | Access             | For Milestone  | Status   | Date     |
|-----|-----|---------------------------------------------|---------------------------------|----------------------------|---------------|--------------------|----------------|----------|----------|
|     |     | 1003 - URLA                                 |                                 | AliceB3 Kristens Firsttime | eDisclosure   | AU, BM, CL, CU,... | Submittal      | Received | 06/30/25 |
|     |     | 2015 Settlement Service Provider List       |                                 | AliceB3 Kristens Firsttime | eDisclosure   | AU, BM, CL, CU,... | Submittal      | Received | 06/30/25 |
|     |     | Acknowledgement of Intent to Proceed        |                                 | AliceB3 Kristens Firsttime | eDisclosure   | AU, BM, CL, CU,... | Submittal      | Received | 06/30/25 |
|     |     | Acknowledgement of Receipt of Loan Est...   |                                 | AliceB3 Kristens Firsttime | eDisclosure   | AU, BM, CL, CU,... | Submittal      | Received | 06/30/25 |
|     |     | Adverse Action Notice                       | Statement of Denial             | AliceB3 Kristens Firsttime | Standard Form | AU, BM, CL, CU,... | Cond. Approval | Received | 08/11/25 |
|     |     | Affiliated Business Arrangement Disclosures | Affiliated Business Disclosures | AliceB3 Kristens Firsttime | eDisclosure   | AU, BM, CL, CU,... | Submittal      | Received | 06/30/25 |

# Denials – Adverse Action Notice

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

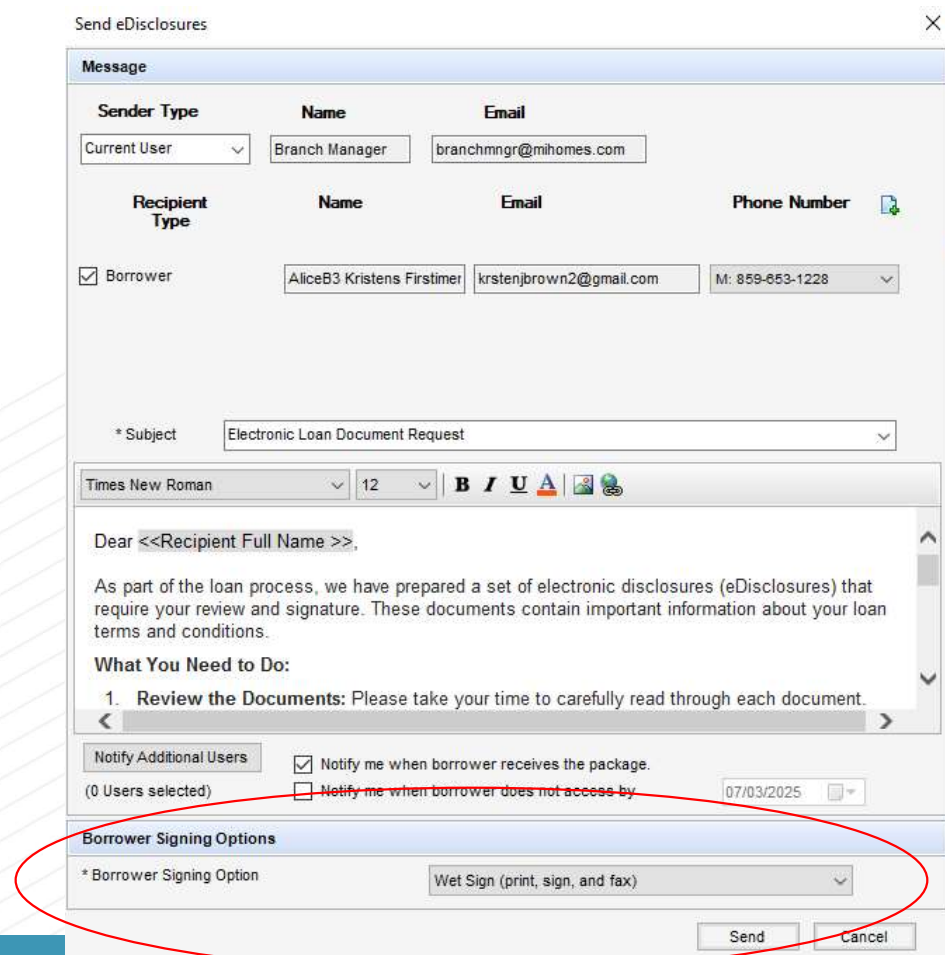
In the Send eDisclosures window, Borrower Signing Options, select Wet sign, press send. This will deliver the notice via ECC/Consumer Connect to the borrower.



The Request window shows a confirmation message: "Confirm the documents you have selected. All requests will contain the EDM fax coversheet for this loan. You can use the fax coversheet anytime to receive documents electronically for this loan." Below this, the "Request from Borrower" section is highlighted. It shows "For Borrower Pair" as "AliceB3 Kristens Firstimer". A table lists the documents to be sent:

|                                     | Name                  | Sign Type | Status   | Date     |
|-------------------------------------|-----------------------|-----------|----------|----------|
| <input checked="" type="checkbox"/> | Name                  |           |          |          |
| <input checked="" type="checkbox"/> | Adverse Action Notice | eSignable | Received | 08/11/25 |

At the bottom right of the table, there are three buttons: "Preview", "Print", and "Send". The "Send" button is circled in red.



The Send eDisclosures window shows the "Message" section. It includes fields for "Sender Type" (Current User), "Name" (Branch Manager), and "Email" (branchmgr@mihomes.com). Below this, the "Recipient Type" is set to "Borrower" (checked), with "Name" (AliceB3 Kristens Firstimer), "Email" (krstenjbrown2@gmail.com), and "Phone Number" (M: 859-653-1228). The "Subject" is "Electronic Loan Document Request".

The message body starts with "Dear <<Recipient Full Name >>," followed by a paragraph: "As part of the loan process, we have prepared a set of electronic disclosures (eDisclosures) that require your review and signature. These documents contain important information about your loan terms and conditions." Below this, the "What You Need to Do:" section lists "1. Review the Documents: Please take your time to carefully read through each document."

Under "Notify Additional Users", there are two checkboxes: "Notify me when borrower receives the package." (checked) and "Notify me when borrower does not access by" (unchecked). The date "07/03/2025" is shown next to the second checkbox.

The "Borrower Signing Options" section is highlighted with a red circle. It shows "\* Borrower Signing Option" set to "Wet Sign (print, sign, and fax)". At the bottom right, there are "Send" and "Cancel" buttons.



M/I TITLE AGENCY



M/I TITLE, LLC



M/I FINANCIAL, LLC  
A Subsidiary of M/I Homes, Inc.



TransOhio Residential Title



M/I FINANCIAL, LLC  
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