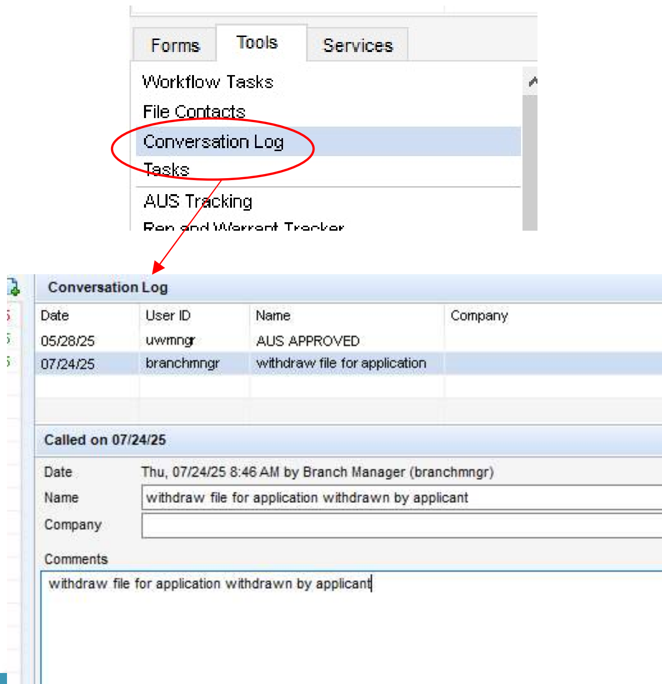
Withdrawing an Application

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

Withdrawing an Application

Prior to any action within Encompass, you will need to make a note in the conversation log.



The three action taken reasons that are permitted for HMDA/Withdraw purposes are:

Application approved but not accepted

If an Approved (conditional) credit decision is provided, and the borrower decides not to move forward, the reason for withdrawal will be "Application approved but not accepted."

Application is withdrawn by applicant:

Use this option if, within 30-days of application, a credit decision is not made on the account, and the borrower has expressed either verbally or in writing they no longer want to move forward with their loan application.

File closed for Incompleteness

It is our goal to provide every applicant(s) adequate time to provide the required documents. If the borrower has failed to return the necessary documents to extend credit LO will issue a " Notice of Incomplete Application" (NOIA), which will detail the missing documents and provide the response

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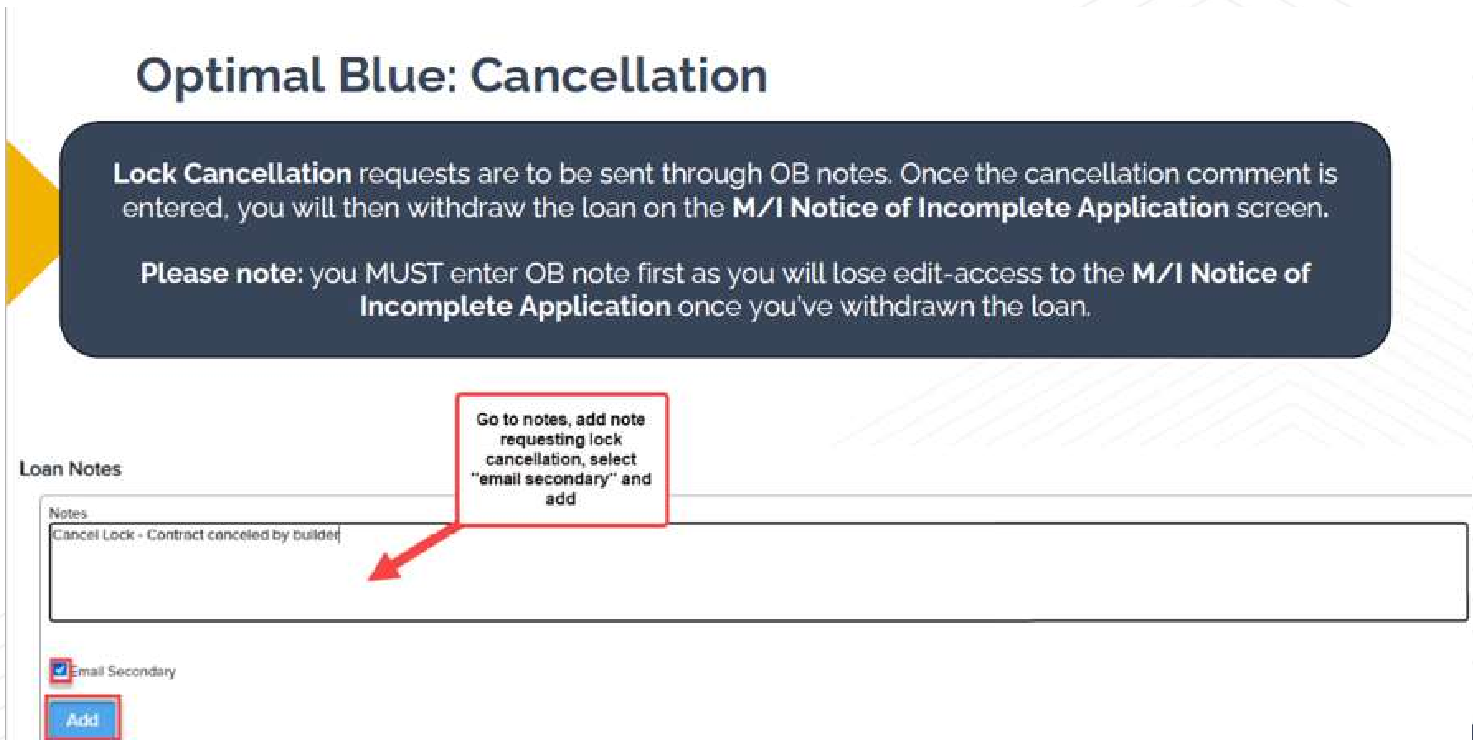
If you loan has been locked, you will need to send a cancellation through Optimal Blue.



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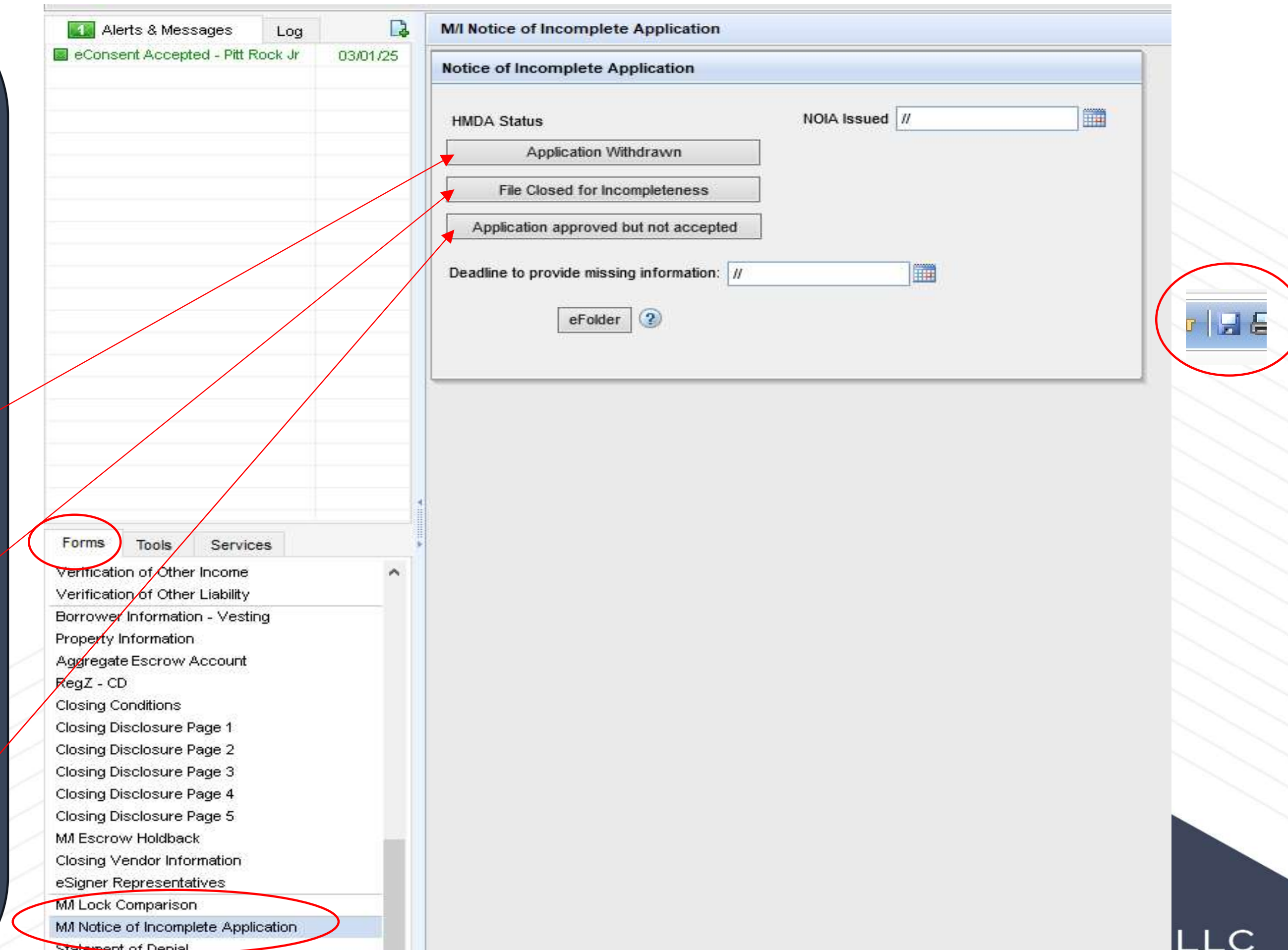
When an application needs to be withdrawn, go into, forms, notice of incomplete action.

Click the button with the applicable reason for withdrawing the loan and press save.

If it's withdrawn by buyer, Press the application withdrawn button.

If it's being withdrawn because buyer won't provide needed information, Press the File closed for Incompleteness button.

If it's approved and buyer doesn't like the terms, Press the Application Approved but not Accepted button.

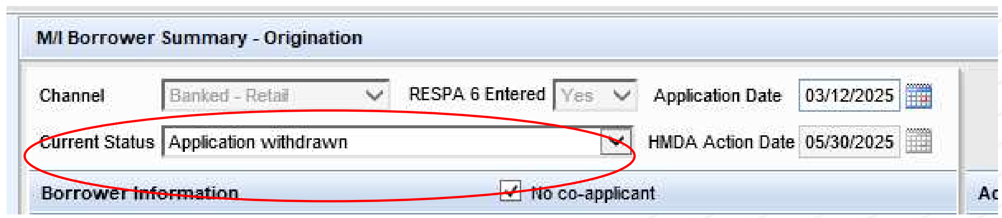


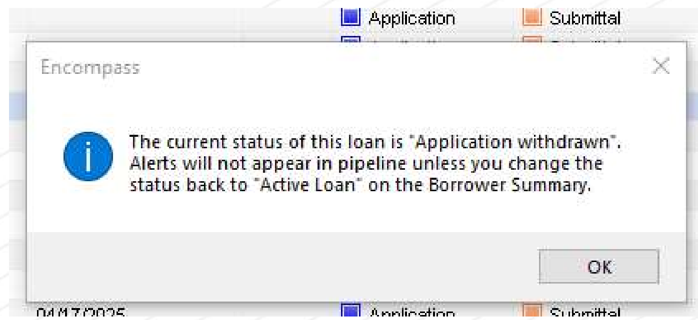
Withdrawing an Application

When you have completed the action taken screen and pressed the save button, and the withdraw is now complete.

You can confirm the file is withdrawn by reviewing the M/I Borrower Summary – Origination screen.

You will also get the following error when trying to go back into the loan.





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M/I TITLE AGENCY

M/I TITLE, LLC

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TransOhio Residential Title

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