



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 software 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. Below the menu is a 'Conversation Log' window. The window contains a table with the following data:

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	

Below the table is a section titled 'Called on 07/30/25' with the following details:

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

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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



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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 (branchmng)	Days to Finish -26
Loan Assistant		<input type="checkbox"/> Finished
Corp UW	Queue Corporate Underwriting	

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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 'Borrower Information' section of the application. The 'Initial UW Submission Type' dropdown menu is highlighted with a red circle and set to 'Full Approval'. Other fields include 'Channel' (Banked - Retail), 'Current Status' (Active Loan), and 'Application Date' (06/30/2025). The borrower's name is AliceB3 Kristens, and the SSN is 991-91-9991. The 'Additional Information' section includes an 'Employee Loan' checkbox and an 'Underswiring Stage' dropdown.

The screenshot displays the 'Submittal today' section of the application. The 'Loan Officer' is Branch Manager (branchmgr), the 'Loan Assistant' is empty, and the 'Corp UW' is Queue Corporate Underwriting. The 'Days to Finish' is 0, and the 'Finished' checkbox is checked. The 'Documents' section is also visible.

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UW will decision the loan.

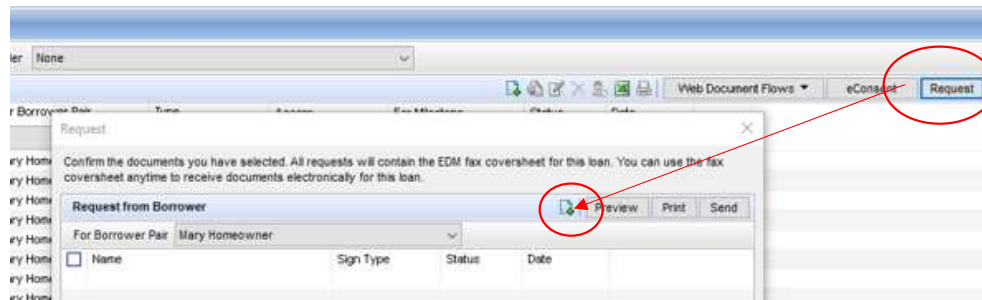
After decision input, The Branch/Operations manager will only have rights to the conversation log and eFolder.

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	//

Underwriter According to Contractual Agreement with Agency/CSE

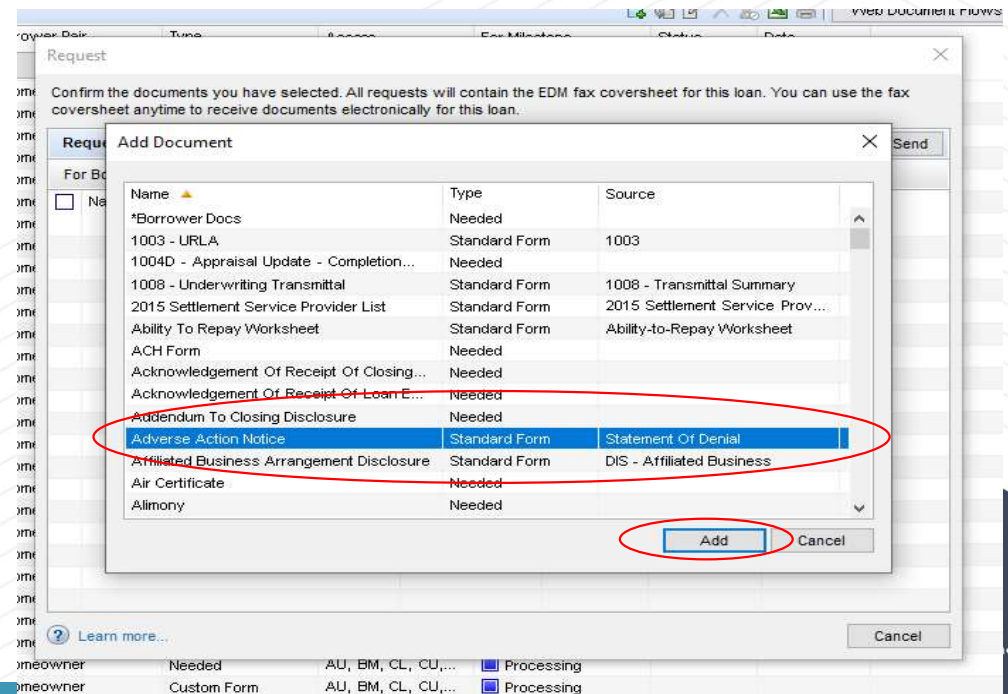
M/I Borrower Summary - Origination					
Channel	Banked - Retail	RESPA 6 Entered	Yes	Application Date	06/30/2025
Current Status	Application denied	HMDA Action Date	07/30/2025		
Borrower Information		<input type="checkbox"/> No co-applicant			

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Once you press the request button, the request from borrower box will open. You will press the addition button.

The Add Document box will open for you to select Adverse Action Notice and press Add.



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After adding the Adverse Action Notice, you will Preview the document for accuracy.

Request

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.

Request from Borrower				
For Borrower Pair: Mary Homeowner				
<input checked="" type="checkbox"/>	Name	Sign Type	Status	Date
<input checked="" type="checkbox"/>	Adverse Action Notice	Informational		

STATEMENT OF CREDIT DENIAL, TERMINATION, OR CHANGE

Applicant: **Mary Homeowner**

Address:

Date: **April 9, 2026**

Loan Number: **4000001301**

Loan Amount: **\$300,000.00**

Interest Rate: **6.875 %**

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.

Name: **Factual Data**
 Address: **PO Box 530090, Atlanta, GA 30353**
 Telephone number (toll free): **877-237-8317**

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Once you have previewed the Adverse Action Notice and confirm the accuracy, press the send button.

This will bring up the email dialogue box, press send. The System will alert you the notice has been sent.

It is very important to press SAVE in the system.

The screenshot shows the 'Send eDisclosures' dialog box. The 'Message' section is visible, showing the sender as 'Current User' (Kristen J Brown-Stout) and the recipient as 'Borrower' (Mary Homeowner). The subject is 'Election Enccompass'. The dialog box includes a 'Send' button and a 'Cancel' button. A red circle highlights the 'Send' button. A red arrow points to the 'eFolder' icon in the bottom right corner of the dialog box.

Sender Type	Name	Email
Current User	Kristen J Brown-St	kbrown-stout@MHOMES.com

Recipient Type	Name	Email	Phone Number
<input checked="" type="checkbox"/> Borrower	Mary Homeowner	acornelisse@mhomes.com	H: 614-570-5281

* Subject: Elec Enccompass

Dear <<Recipient Name>>

As part of the loan process, you will receive a package of documents (including disclosures) that require your review and signature. Please review the documents carefully and sign them as required.

What You Need to Do:

- Review the Documents:** Please take your time to carefully read through each document.

Notify Additional Users (0 Users selected)

Notify me when borrower receives the package.

Notify me when borrower does not access by 04/06/2026

Borrower Signing Options

* Borrower Signing Option: No Signature Required

Send Cancel

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Once you have saved the changes to the loan, make sure and add a conversation log note.



Conversation Log			
Date	User ID	Name	Company
04/09/26	kbrown-stout	Adverse Action Notice	
Called on 04/09/26			
Date	Thu, 04/09/26 2:07 PM by Kristen J Brown-Stout (kbrown-stout)		
Name	Adverse Action Notice		
Company	<input type="text"/>		
Comments	<input type="text" value="Adverse Action Notice sent to borrower"/>		



M/I TITLE AGENCY



M/I TITLE, LLC



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TransOhio Residential Title



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