Conditions Tab in MORRIS

Two purposes:

   i. Submitting a **Full Package after a Skinny Package** was provided for disclosures only

   ii. **Submitting Conditions** after the initial underwrite through funding

1. Click on the **'Conditions'** tab within the loan and use the sub-tabs to view conditions by type:

   Prior to Initial Approval (**PTA**), Prior to Docs (**PTD**), Prior to Funding (**PTF**)

2. To submit a <u>Full Package after a Skinny Package</u>, click on the **'Prior to Initial Approval'** tab and use the upload function to submit the file

3. To <u>Submit Conditions</u> after the initial disposition, click on the PTA, PTD and/or PTF tab(s) to view the outstanding conditions for each category and upload the required documents individually

4. When all **New** [NEW] conditions reflect **Pending** [PENDING] click the **Submit for Review** button
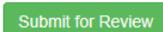
5. There are **4 Condition Status** categories:

   a. **New** – [NEW] : an outstanding condition that has not been submitted yet by broker

   b. **Pending** – [PENDING] : when a document is uploaded and awaiting review

   c. **Complete** – [COMPLETE] : when the condition has been satisfied

   d. **Not Accepted** – [NOT ACCEPTED] : when the documentation provided is not suitable