Wholesale DU Casefile/FNMA 3.2 HELOC Origination Guide

This process guide will provide guidance on how complete the below:

- How to upload a Wholesale DU Casefile
- How to export the FNMA 3.2 File (from the DU Casefile upload)
- How to import the FNMA 3.2 file to create a Wholesale HELOC file (with Retail Loan Number)

How to upload a Wholesale DU Casefile (wholesale registration desk.)

- 1) Open the "Origination Console"
- 2) Proceed to the "Basic Borrower" Screen
- 3) Under "General Information" select Wholesale from the drop down for "App Source" and "Marketing Code"

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	1014	Ē	A! Basic Borrower Starting New Loan For Branch :	
2	Key Dates S	Stipulations	General Information	_ Ori
e L	Applications	2	App Source Wholesale	Er
2	纛 <u>B</u> asic	Borrower	Marketing Code Wholesale	FB
r 1			Private Banking Referred By:	
	Loan Number:	Borrower	New Borrowers	
			8 3.4100 m	

- 4) At the bottom of the screen, click the "Import DU File" button
- 5) Once the Wholesale Contact screen opens, click the "Import Casefile" button

4 Maport DU File	e 🔄 Mailing Address	No.	Stipulations
A! Wholesale Int	ake - Mortgage Broker		
	Import DU File	5	Import Casefile
Broker Company Agency (DBA)	y		

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Once the "Casefile Data Services" screen opens proceed to the steps below:

- 6) Under "Import Method" select the dial for "A Single Loan"
- 7) In the "Casefile Identifier" field, enter the applicable DU Casefile ID number from the DU Underwriting Findings
- 8) Under "Import Into" select the dial for "New Loan"
- 9) In the "Auto App Method" drop down, select "Wholesale Loan Num"
- 10) Click the "Import From DU" button

DU Underwriting Findings					
SUMMARY Recommendation	Approve/Eligible				
Primary Borrower	John Homeowner	Co-Borrower	Mary Homeowner		
Lender Loan Number	6000001234	Casefile ID	1298767458		
Submission Date	05/17/2016 12:19PM	Submitted By	10011111		
First Submission Date	05/17/2016 12:10PM	DU Version	9.3		
Submission Number	3				

Casefile Data Services (DU™ ar	nd DO™ are trademarks of Fannie Mae.)		
File Help			
			🗟 🧵 🤣
Casefile DU Services			
Import Loan from DU	C Export Loan to DU	🔘 Casefile Search	
Values Being Used For Submission			
DU Account ID 10011tna	DU Account Password	Fannie Mae Institution ID	
File Type(s) To Receive From DI (1003 File is received by default) 6	Import Method		
 ✓ Credit Print File Text ✓ Findings ✓ Findings Type ✓ Text ✓ HTML 	Casefile Identifier 1298767458 7 Import Into C Existing Loan • New Loan C Freemode		
Parse Findings	Auto App Method Wholesale Loan Num	🗨 🮐 se Checkdigit	
🔽 Parse MISMO Credit Data	🔲 Leave Loan Open After Single Loan Import		
Build Request Files	10 🦝 Import From DU	X Abort	
Get Response Process Response			

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Once the process response has been completed, the file has been assigned a Fremont Bank loan number. Close out the "Casefile Data Services" screen.

Build Request Files 🥚	Request file built.			
Send Request 🦲	Request sent. Request sent.			
Get Response 🛛 🧧	Finished checking for response.			
Process Response 🦲	Finished processing response.			
Loan Import Results: 0 of 1 Casefile IDs Processed.				
OK: New Loan QA-600002116 Created For Borrower PUBLIC, PENNY (DU Casefile ID: 1332933120)				

The "Basic Borrower" screen will be open and completed with the data from the imported DU Casefile. From here the 1st file will continue its normal process.

In order to export and upload the FNMA 3.2 file proceed with instructions below.

How to export the FNMA 3.2 File from the DU Casefile upload (wholesale registration desk)

- 1) Open the Origination Console
- 2) Click open the AUS DU Screen
- 3) Click the "Export a DU 1003 File" button
- 4) The "Export a DU 1003 File" screen will appear
- 5) Double click in the field with the loan number reflected

Origination Console		+
1 👘 🎼 % Key Dates Stipulations Debt Ratios D	🖭 🚰 🛗 🐖 🔌 🖸 🖉 Gustomer ID Credit Appraisal Request Fee Ctrl FCRA Re-Disclosure Impounds Title Review	€ ⊮ Section <u>3</u> 2
Applications	App 1003 Pricing AUS (Constraints) Pricing 2 0 DU (Constraints) Constraints (Constraints) Constrain	
Loan Number: QA-600002116 Borrower:	Fannie Mae Desktop Underwriter® - XIS File Sections Options Help	
Register Execute Options	🆋 🔌 🎰 🖶 📾 🤮 🤮 层 🔜 🏈 🛛 层	3 🐳 🖏
Adobe R 🕞 🚝 🔂 FB Non Express	Last Underwriting Recommendation : Approve/Eligible	
Basic Borrower Basic Borrower Product And Pricing Complete Application AUS Conditions /Stimulation	n E DU 1003 Export Fil Values Being U DU Account I DU Account I E	
Complia RELIE Appraisal	File Type(s) To	Steel Help

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The Specify RMIC Oasis Export File screen will open.

- 6) Select the location where the exported FNMA 3.2 file will be saved
- 7) Confirm the File name is correct or revise it as desired
- 8) Click "open" to proceed

Specify RMIC C	Oasis Export File
Recent Places Recent Places Desktop Libraries Libraries Computer Computer Network	Libraries Janine Mendoza Computer Network Microsoft Office 2013 Links 3.2 test.RMC test 3.2.RMC
	File name: 7 QA*600002116 8 Open Files of type: RMIC Oasis Export Files Cancel 0

9) Click on the "Export" button to proceed.



The confirmation below will appear once the file has been successfully exported.



Once the file has been exported, the Wholesale registration desk will email the FNMA 3.2 file to the Loan Coordinator who will originate the concurrent HELOC file following the directions outlined below.

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<u>How to import the FNMA 3.2 file to create a Wholesale HELOC file (with Retail Loan</u> <u>Number)- (wholesale specialist)</u>

- 1) Open the "Origination Console".
- 2) Proceed to the "Basic Borrower" Screen.
- 3) Under "General Information" under "App Source" select Retail and under "Marketing Code" select Wholesale from the drop downs.
- 4) The DU Import File screen will appear. Click this button to select the applicable FNMA 3.2 file.
- 5) Find the correct file and select the file. It will then appear in the "File Name" field.
- 6) Click on "Open" to proceed.
- 7) The DU Import File screen will now show that you have selected the file for import. For the "Business Channel" select Fremont Bank.
- 8) Click on "close" to proceed.

Origination Cons	ole A! Basic Borrower Starting New Loan For Branch :	
2 2 Basic Loan Number:	General Information App Source Retail App Source	ancia umbe
Copen DU	Import File k in: Desktop Desktop DoDU-Case1-Import DODU-Case1-Import L Dosu DoDU-Case1-Import L Dosu DoDU-Case1-Import D DODU-Case1-Import L DOSU D DODU-Case1-Import D DDU-Case1-Import D DDU-Ca] .e
Desktop Libraries	Address DODU-Case3-Import DOU-Case3-Import DOU-Case3-Import DOU_Case3-Import DOU_Case3-Import Call Flore Call Call Case3-Import Call Case3-Import Call Case3-Import Call Case3-Import Call Flore Call Call Case3-Import Call Case3-Import Call Flore Call Case3-Import Call Case3-Import Call Flore Call Call Call Case3-Import Call Flore Call Call Call Call Call Call Call Call	2 [ounty lumb
Computer Computer Network	QA-600002116.DAT Res Lending Project Priorities - Combined S Res Lending Project Priorities 20180405 test 3.2.RMC TFS DM Backlog	
	File name: QA-600002106 6 Open 0 Files of type: All Files (*.*) Cancel	

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After that screen closes the borrower's data will be auto populated in the Basic Borrower screen.

On the "Basic Borrower" Screen in the "Loan Information Section" follow the steps listed below:

- 9) In the "Purpose" drop down, select "Equity (HELOC or Loans)
- 10) Be sure to update the "Loan Amount" to the requested Loan Amount

A Basic Borrower Starting New Loan For Branch :		
General Information	Origination Information	Loan Information
App Source	Employee Loan	Property Type 1 Unit (Single Family)
	HELOC Mod Original Loan Number	9 Purpose Equity (HELOC or Loans) 💌
Marketing Lode	FB Expected Payoff:	Occupancy Primary Residence 💌
Private Banking Referred By:	📑 ITI Copy 🔄 Copy Borrower Info	10 Loan Amount \$115,000.00

From the "Basic Borrower" screen proceed to the Pricing screen to make applicable updates.



In the Product & Pricing screen, the changes outlined below must be updated on HELOC files:

11) Loan Amount must be updated for the requested HELOC line amount

Note: Steps #12-19 will follow their normal HELOC procedures, but as a reminder on how to complete the remainder of this screen follow the steps below:

- 12) The "Subordinate Financing" Screen must be completed
- 13) Complete as applicable
 - a. If HELOC 360 Interest Only = No; Term = 30 year
 - b. If Interest Only Interest Only = Yes; Term = 25 year
- 14) Complete as applicable
 - a. If HELOC Line amount is > \$25k PrePayment Penalty = Yes; PrePayment Term = 25 years

Loan Information			13	
Loan Amount	\$192,800.00		LTV 💾	49.440%
Subordinate Financing	12 \$0.90		CLTV 🚽	49.440%
Max Line of Credit	\$0.00	_		49.440%
Sales Price	\$0.00		Interest Only?	No
Estimated Appraised Value	\$0.00		Term	30 Year 💌
Appraised Value	\$390,000.00		DTI Bracket	< = 30%
Down Payment	\$0.00		First Time Homebuyer	No
Interest Rate	0.000%	14	Prepayment Penalty	Yes
Cash-Out Amount	\$0.00		PrePayment Term	3 Year prepay
Total Loan Amount	\$192,800.00		APR	0.000% Section 35 Max 7.940%

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- 15) Loan Purpose = Equity (HELOC or Loans)
- 16) Purpose of HELOC = Select applicable drop down
- 17) Impounds = No
- 18) Lien Position = Select applicable lien
- 19) Closing Cost Option = No Closing Cost

Product Parameters				
Loan Type		Conventional 🗨	Оссиралсу Туре	Primary Residence 💌
Document Type		Full Doc 🔹	Financed Props	1-4
Property Type	_	1 Unit (Single Family) 📃 💌	Non Occ Co-Bor	No
Loan Purpose	15	Equity (HELOC or Loans)	FICO	740+
Purpose of HELOC		Home Purchase 16 💌		
Impounds	17	No	Citizenship	US Citizen
Employment		Not Self Employed	Auto Pay	No
Sub Financing?	_	No	Client Discount	No
Lien Position	18	Second Lien	Closing Date	7 7 Streamline Option None 💌
Closing Cost Option		No Closing Costs 19	Date First Paymen	104/01/2018

After these steps the remainder of this HELOC loan will follow its current process.