

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)



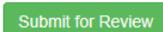
2. To submit a **Full Package after a Skinny Package**, click on the **'Prior to Initial Approval'** tab and use the upload function to submit the file

Condition Description	Created	Status	Upload	Upload History
Full Submission Package & RESPA Documents Required			 Upload	View

3. To **Submit Conditions** 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

Condition Description	Created	Status	Upload	Upload History
Hazard insurance declaration for subject property. Minimum of 60 days on policy must be remaining at close of escrow with amount of renewal disclosed.	08/04/2020	NEW	 Upload	View

4. When all **New**  conditions reflect **Pending**  click the **Submit for Review** button

When all PTF Conditions above are uploaded, you may submit your loan for Funding Clearance Review 

5. There are **4 Condition Status** categories:

- a. **New** –  : an outstanding condition that has not been submitted yet by broker
- b. **Pending** –  : when a document is uploaded and awaiting review
- c. **Complete** –  : when the condition has been satisfied
- d. **Not Accepted** –  : when the documentation provided is not suitable