Rev. 10/2/24

BANCMAC
YOUR COMMUNITY BANK MORTGAGE PARTNER

Partner Responsibility Matrix

Mortgage Responsibilities	Wholesale/Broker Partner	Wholesale/Broker Elite Partner	Correspondent Partner
Take application, input or import initial application into TPO Connect	X	X	X
Obtain rate quote through TPO Connect Pricing Engine	X	X	X
Gather required verification documents (pay stubs, W2's, tax returns, bank statements, etc.), financial information and any other supporting documentation as needed, analyze the applicant's income and debt	X	X	X
Confirm the true identity of the loan applicant(s) by complying with all requirements of Section 326 of the USA PATRIOT ACT and its implementing regulations	X	X	X
Upload Initial Signed Loan Application and all supporting documents, submit into TPO Connect	X	X	X
Provide all invoices to appear on Closing Disclosure 24 hours prior to Closing Disclosure being disclosed	X	X	X
Confirm Closing Date with Assigned BancMac Closer	X	X	X
Advise applicant when Initial Disclosures are ready to be e-signed and assist as necessary	X	X	
Submit Request to Order Appraisal in TPO Connect	X	X	X
Provide Inspection Reports (i.e., termite, well, septic) as applicable	X	X	X
Order/Re-issue Credit Report, Order Credit Supplements, Refresh/Gap Credit Update & assist applicant in understanding their credit history Credit Report (Tri-Merge Trended credit report required; OFAC must be included in the initial report) Correspondent/Wholesale Elite: Credit Report is ordered by TPO Wholesale: Credit Report is ordered by UCB		X	X
Run initial Automated Underwriting System (AUS) DO/DU *		X	X *
Order Title Work (Partner to provide Title Company contact info - Upload Commitment to TPO Connect)		X	X
Obtain Homeowners Insurance (Partner to provide contact information - Upload HO Ins. to TPO Connect)		X	X
Generate Initial Loan Estimate (LE) and Disclosures **			X **
Provide Disclosures to the borrower by eSign or mail **			X **
Order Flood Cert			X
Order Verifications (VOE,VOR,VOD,VOM, etc.)			X
Order payoffs			X
CBMC will obtain all VVOE's unless an automated verification is to be obtained which is the responsibility of the TPO			X
Loan Funded / Net wire sent to title company			X

* Optional ** *BancMac can provide for additional fee*