



REMN Automated Disclosures Broker Training

May, 2024

What's in Today's Training

- Automated Disclosures: Overview
- Broker Resources
- Ineligible Loan Types
- Broker Disclosure Submission Overview
- Fee & Data Entry in the HUB
- Previewing the Initial Disclosure Package
- Generating Initial Disclosures
- Changes of Circumstance
- Submission to Setup
- Workflow Summary
- Live Demo

REM N Automated Disclosures:

With the Blue Sage release on 5/17/24, Blue Sage and the HUB are being updated so Brokers can automatically generate full initial disclosure packages on all eligible loan types.

This will apply to any loans, new or registered, that are submitted for disclosures after the 5/17 release.

Note: Automated Disclosures will be generated by the Broker on all eligible loan types.

If the loan is NOT eligible for Automated Disclosures:

The REM N Disclosure team will generate and send the initial disclosure package as per current business practice

NOTE: This does not apply to Emerging Banker or Broker prepared documents (within their own LOS environment)

Broker Resources for Automated Disclosures:

The **HUB Manual** will be updated to include steps on how to generate Automated Disclosures.

A new **Automated Disclosure Job Aid** will also be uploaded.

Both documents can be used to navigate disclosure submission steps and can be accessed on the [Help Center Website](#) on or after 5/18/2024.

Reminder: The Submission Stop Guide is also accessible within the Help Center Website and may be accessed here: https://help.remnwholesale.com/hc/en-us/article_attachments/22601323185943

Loans that are Ineligible for Automated Disclosures:

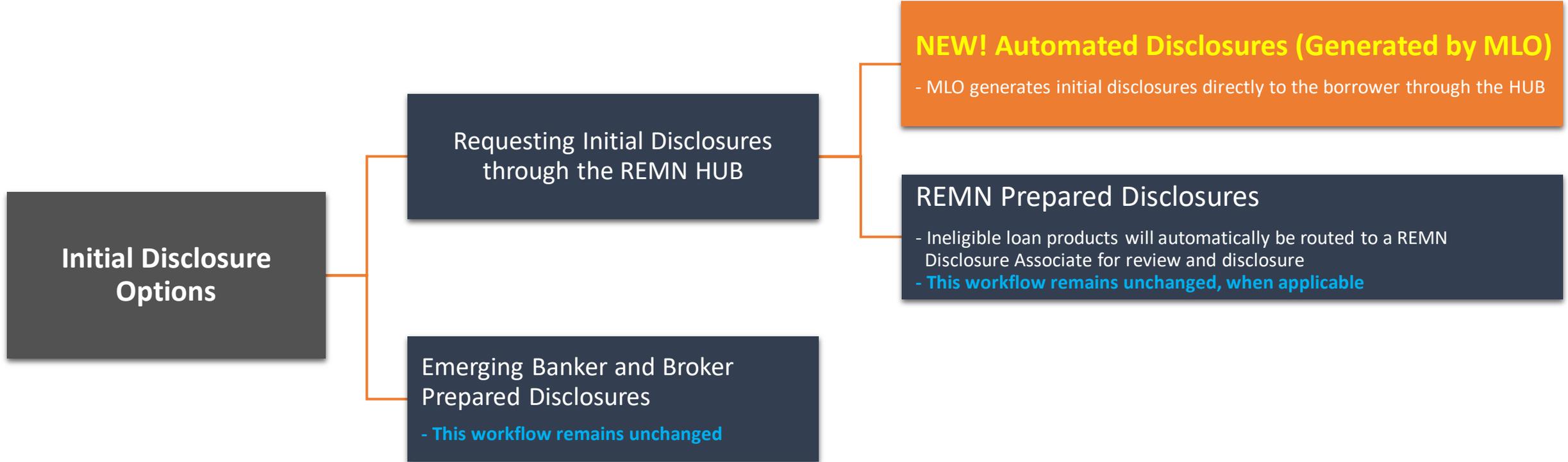
Due to the complexity of disclosing certain loan types, the following products & scenarios are ineligible for Automated Disclosures. These will need to be reviewed and disclosed by a REMN associate:

1. ARM Loans
2. Concurrent secondary financing or DPAs
3. Jumbo Gold
4. Renovation Loans
5. TBD Properties
6. Temporary Buydowns

Broker Disclosure Submission Overview:

Brokers that utilize REMN to generate initial disclosures will now generate their own initial disclosures through the HUB (on all eligible loan types). If an ineligible loan type is submitted, it will automatically be routed to a REMN Disclosure Associate who will complete the disclosure process.

Note: This feature is not available for Emerging Bankers



Brokers can issue Automated Disclosures for the Initial Disclosure Package Only

- The REMN Disclosure team can reissue the initial disclosure package, when necessary
- The REMN Disclosure team will issue all redisclosures of the LE

If the Broker needs to reissue the Initial Disclosure Package, they can email TILA@remn.com (response turn time is 2 hours or less)

Change of Circumstance procedures remain unchanged; any COCs that occur after initial disclosure must be submitted through the HUB. Follow instructions on the following [Change of Circumstance Helpdesk Article](#)

Fee and Data Entry in the HUB

Fee & Data Entry in the HUB

Enter all fees, closing costs, escrows, mortgage insurance, etc. into the loan file before disclosing. Ensure all fees are present, accurate, and in the right section of the LE to meet tolerances (and to avoid cures).

IMPORTANT: Best Practice for inputting all **title-related costs** is to click on the “Generate Title & Recording Fees” button. This will ensure all title fees are pulled in with acceptable Settlement Service Provider information.

(For general instructions on Fee entry, review the [Entering Fees and Closing Costs in the HUB Article](#) found on the REMN Helpdesk website)

Fees and Closing Costs

Credit for Rate Chosen:

Fees and Closing Cost | Service Providers

SECTION	DESCRIPTION	SERVICE PROVIDER	PAID TO	TOTAL ...	BORROWER...	SELLER ...	FINANCE...	FEE M...
A	Underwriting Fees		Lender	\$895.00	\$895.00	\$0.00	\$895.00	
B	Flood Certification Fee	ServiceLink National Flood	Third Party Pr...	\$8.25	\$8.25	\$0.00	\$8.25	
C	Closing Protection Letter	Solidif Title & Closing, LLC	Third Party Pr...	\$50.00	\$50.00	\$0.00	\$50.00	
	Closing Protection Letter - Borrower	Solidif Title & Closing, LLC	Third Party Pr...	\$50.00	\$50.00	\$0.00	\$50.00	
	E-Docs/E-Record/Rec Sys Fee	Solidif Title & Closing, LLC	Third Party Pr...	\$53.00	\$53.00	\$0.00	\$53.00	
	Title Cert/Opinion Fee	Kenneth M Smolar Esq db/a P...	Third Party Pr...	\$65.00	\$65.00	\$0.00	\$65.00	
C	Closing Coordination Fee	Solidif Title & Closing, LLC	Third Party Pr...	\$375.00	\$375.00	\$0.00	\$375.00	
C	Lender's Title Insurance	Solidif Title & Closing, LLC	Third Party Pr...	\$437.50	\$437.50	\$0.00	\$0.00	
E	GA Residential Mortgage Fee		Third Party Pr...	\$10.00	\$10.00	\$0.00	\$0.00	
E	Deed Recording		Third Party Pr...	\$12.00	\$12.00	\$0.00	\$0.00	

Mortgage Insurance (MI) Entry in the HUB

Prior to disclosing, the Broker should ensure that an accurate MI quote has been pulled and that MI will be properly disclosed.

(For general instructions on MI entry, review the [MI Quotes Article](#) found on the REMN website)

Settlement Service Provider List

SSPL Implications:

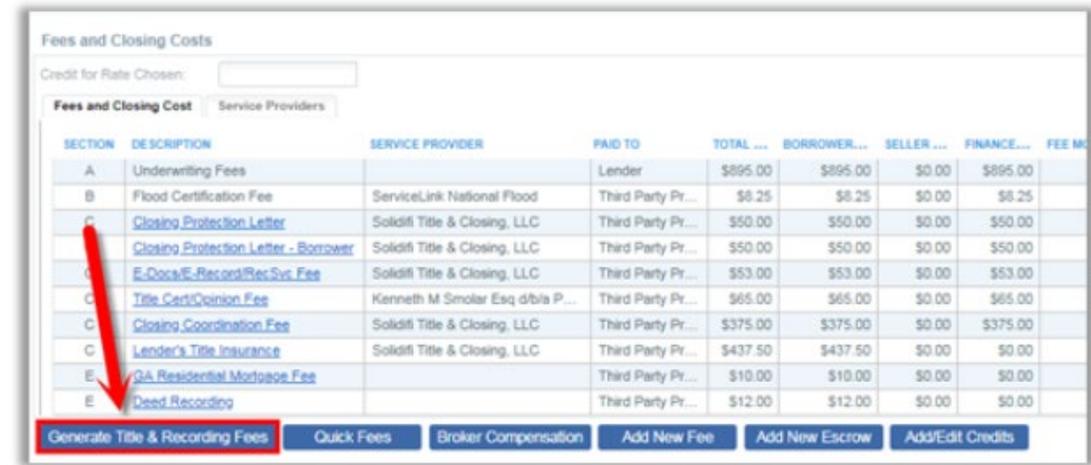
Settlement Service Provider information must be entered accurately for the initial disclosure package (entries such as “TBD”, “Pending”, “123 Title Co”, etc. are non-compliant).

SSPL provider information will be reviewed by a REMN Setup Associate when the loan is submitted to Setup.

Invalid SSPL entries may cause process delays and require file resubmission.

Best Practice:

- When inputting fees, use the “Generate Title and Recording Fees” button to generate title fees with acceptable SSPL information



The screenshot shows a software interface for managing fees and closing costs. At the top, there is a 'Credit for Rate Chosen' field. Below it are two tabs: 'Fees and Closing Cost' (selected) and 'Service Providers'. The main area contains a table with the following columns: SECTION, DESCRIPTION, SERVICE PROVIDER, PAID TO, TOTAL, BORROWER..., SELLER..., FINANCE..., and FEE M... (partially visible). The table lists several fee items, including Underwriting Fees, Flood Certification Fee, Closing Protection Letter, Closing Protection Letter - Borrower, E-Consent/Record/Rec Sys Fee, Title Cert/Opinion Fee, Closing Coordination Fee, Lender's Title Insurance, GA Residential Mortgage Fee, and Deed Recording. A red arrow points to the 'Generate Title & Recording Fees' button at the bottom left of the table area. Other buttons at the bottom include 'Quick Fees', 'Broker Compensation', 'Add New Fee', 'Add New Escrow', and 'Add/Edit Credits'.

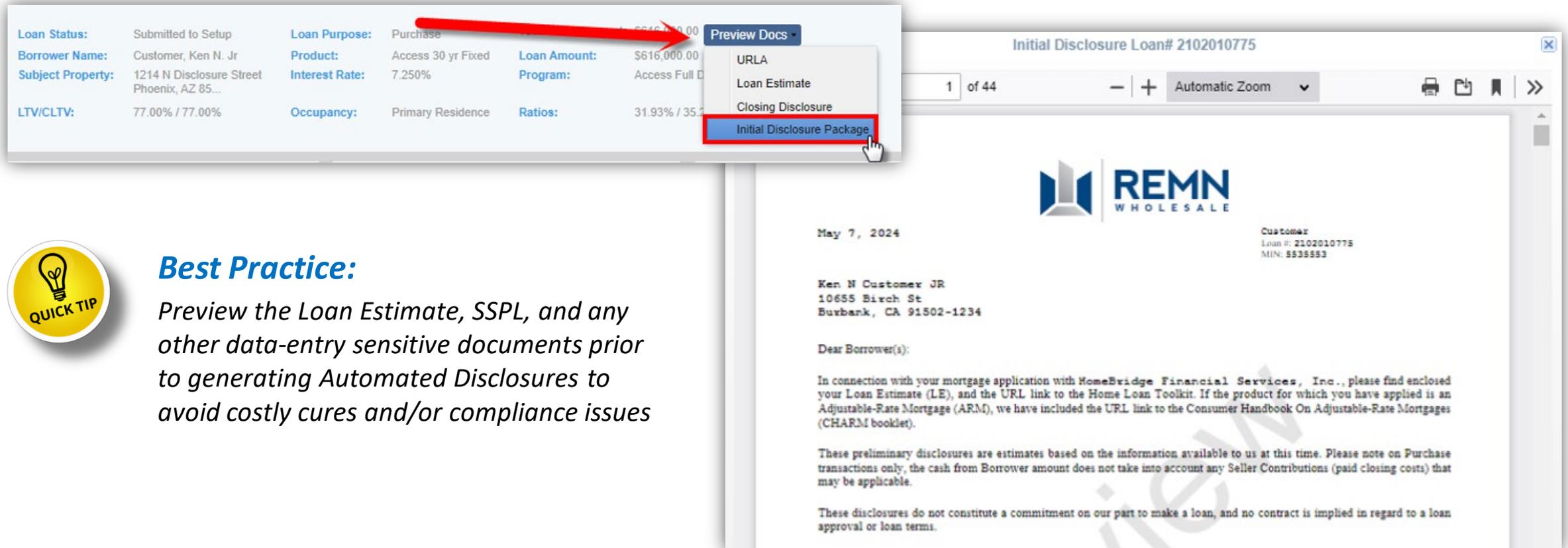
SECTION	DESCRIPTION	SERVICE PROVIDER	PAID TO	TOTAL	BORROWER...	SELLER ...	FINANCE...	FEE M...
A	Underwriting Fees		Lender	\$895.00	\$895.00	\$0.00	\$895.00	
B	Flood Certification Fee	ServiceLink National Flood	Third Party Pr...	\$8.25	\$8.25	\$0.00	\$8.25	
C	Closing Protection Letter	Solditi Title & Closing, LLC	Third Party Pr...	\$50.00	\$50.00	\$0.00	\$50.00	
C	Closing Protection Letter - Borrower	Solditi Title & Closing, LLC	Third Party Pr...	\$50.00	\$50.00	\$0.00	\$50.00	
C	E-Consent/Record/Rec Sys Fee	Solditi Title & Closing, LLC	Third Party Pr...	\$53.00	\$53.00	\$0.00	\$53.00	
C	Title Cert/Opinion Fee	Kenneth M Smolar Esq d/b/a P...	Third Party Pr...	\$65.00	\$65.00	\$0.00	\$65.00	
C	Closing Coordination Fee	Solditi Title & Closing, LLC	Third Party Pr...	\$375.00	\$375.00	\$0.00	\$375.00	
C	Lender's Title Insurance	Solditi Title & Closing, LLC	Third Party Pr...	\$437.50	\$437.50	\$0.00	\$0.00	
E	GA Residential Mortgage Fee		Third Party Pr...	\$10.00	\$10.00	\$0.00	\$0.00	
E	Deed Recording		Third Party Pr...	\$12.00	\$12.00	\$0.00	\$0.00	

Reminder: If the SSPL provider matches the actual provider that the borrower uses, a 10% tolerance threshold applies

Preview Disclosure Packet

NEW! Preview Disclosures:

The Broker may now easily preview the Initial Disclosure Package from any screen while in the loan file. Click on **Preview Docs** → **Initial Disclosure Package** to preview:



The screenshot displays the REMN Wholesale interface. On the left, a loan details panel shows:

Loan Status:	Submitted to Setup	Loan Purpose:	Purchase	Loan Amount:	\$616,000.00
Borrower Name:	Customer, Ken N. Jr	Product:	Access 30 yr Fixed	Program:	Access Full D
Subject Property:	1214 N Disclosure Street Phoenix, AZ 85...	Interest Rate:	7.250%	Ratios:	31.93% / 35.5
LTV/CLTV:	77.00% / 77.00%	Occupancy:	Primary Residence		

A red arrow points to the **Preview Docs** button, which has a dropdown menu open. The menu items are: URLA, Loan Estimate, Closing Disclosure, and **Initial Disclosure Package** (highlighted with a red box).

The main window shows a document preview titled "Initial Disclosure Loan# 2102010775". The document content includes:

May 7, 2024

Customer
Loan #: 2102010775
MIN: 5635553

Ken N Customer JR
10655 Birch St
Burbank, CA 91502-1234

Dear Borrower(s):

In connection with your mortgage application with HomeBridge Financial Services, Inc., please find enclosed your Loan Estimate (LE), and the URL link to the Home Loan Toolkit. If the product for which you have applied is an Adjustable-Rate Mortgage (ARM), we have included the URL link to the Consumer Handbook On Adjustable-Rate Mortgages (CHARM booklet).

These preliminary disclosures are estimates based on the information available to us at this time. Please note on Purchase transactions only, the cash from Borrower amount does not take into account any Seller Contributions (paid closing costs) that may be applicable.

These disclosures do not constitute a commitment on our part to make a loan, and no contract is implied in regard to a loan approval or loan terms.

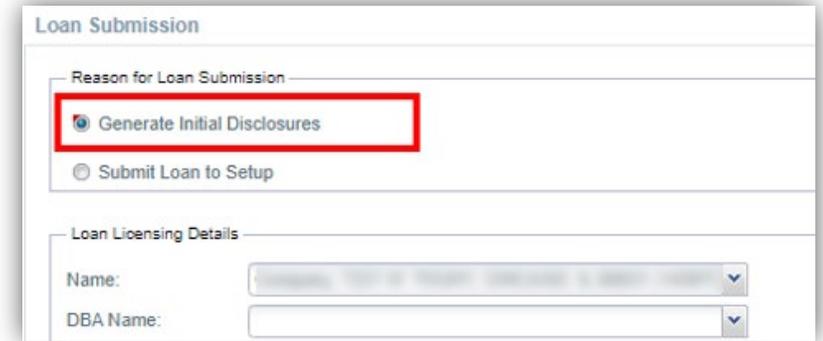


Best Practice:

Preview the Loan Estimate, SSPL, and any other data-entry sensitive documents prior to generating Automated Disclosures to avoid costly cures and/or compliance issues

Generate Initial Disclosures:

While in the submission screen within the HUB, select “Generate Initial Disclosures” to generate the initial disclosure package.

A screenshot of a web form titled "Loan Submission". The form has two main sections. The first section, "Reason for Loan Submission", contains two radio button options: "Generate Initial Disclosures" (which is selected and highlighted with a red rectangular box) and "Submit Loan to Setup". The second section, "Loan Licensing Details", contains two dropdown menus: "Name:" and "DBA Name:".

Reason for Loan Submission	
<input checked="" type="radio"/> Generate Initial Disclosures	
<input type="radio"/> Submit Loan to Setup	

Loan Licensing Details	
Name:	<input type="text"/>
DBA Name:	<input type="text"/>

NOTES:

- REMN’s [Minimum Submission Requirements](#) don’t need to be uploaded at this time. These will be submitted at time of Setup
- Brokers don’t run ComplianceEase; this will be ran by a REMN associate at time of Setup

Broker Responsibility:

The Broker is responsible for accurately entering all loan data, fees, Settlement Service Provider information, escrows, mortgage insurance, etc. and will be responsible for any cures.

Automated Disclosures are Sent

Sending Automated Disclosures:

A “Disclosure in progress” wait message will be received upon submission for initial disclosure.

Once done loading, the package is sent to the borrower(s) and MLO.

In the HUB, you will be automatically released from the loan file and brought to your pipeline view.

You will simultaneously receive an email notification stating initial disclosures were successfully sent (*see slide 15*).



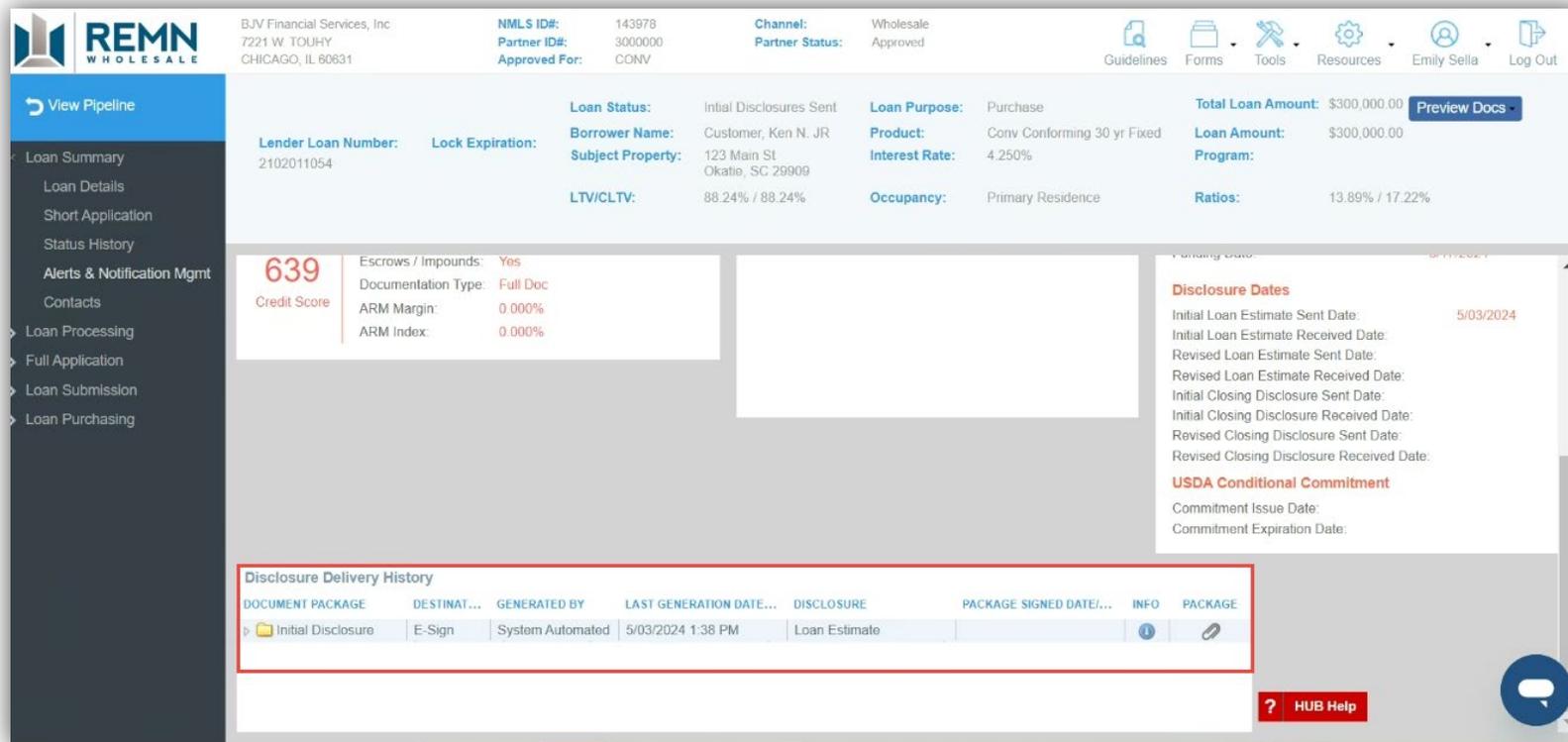
To avoid stalling the Automated Disclosure process: Once released from the loan file, please wait a few seconds before going back into the loan

LOAN NUMBER	BORROWER	OCCUPANCY	LOAN PURPOSE	PRODUCT	PROGRAM	LOAN STATUS	LOAN STATUS DATE	LOAN AMOUNT	PROF TY
2102005528	Biker, Joe	Primary Residence	Refinance	FHA Conforming 30 yr Fixed	FHA 203(k) Limited	Underwriting 2nd Review	4/18/2024	\$289,987.00	Detach
2102007408	Homeowner, John	Primary Residence	Refinance	Conv Conforming 15 yr Fixed	Platinum	Closing Docs Out	4/16/2024	\$192,000.00	Detach
2102010612	Firsttimer, Alice	Primary Residence	Purchase	FHA Conforming 30 yr Fixed		Submit for Automated Disclosures	1/12/2024	\$142,500.00	Detach
2102010786	Homeowner, John	Investment	Purchase	Elite Access 30 yr Fixed	Elite Access 12 Month Alternative Doc	Initial Disclosures Sent	1/11/2024	\$937,500.00	Attach
2102010792	Homeowner, John	Primary Residence	Purchase	Access 30 yr Fixed	Access 12 Month Alternative Doc	Submitted to Setup	1/12/2024	\$385,000.00	Detach
2102010793	Homeowner, John	Primary Residence	Refinance	USDA Conforming 30 yr Fixed		Unfund	2/14/2024	\$220,000.00	Detach
2102010837	Customer, Ken N. JR	Primary Residence	Purchase	Conv Conforming 30 yr Fixed		Submitted to Setup	3/05/2024	\$300,000.00	Attach
2102010839	Customer, Ken N. JR	Primary Residence	Purchase	Access 30 yr 10/6 ARM	Access 12 Month Alternative Doc	Resubmitted to UW	11/13/2023	\$324,800.00	Attach

Disclosure Delivery History + Initial Disclosure Package:

After Automated Disclosures have been sent and upon reentering the loan file:

- The **Loan Status** will have automatically changed to **“Initial Disclosures Sent”**
- The Initial Disclosure package can now be downloaded on the Loan Summary page within the Disclosure Delivery History section at the bottom of the screen.
- Click on the **info icon** for delivery history + status. Click on the **paperclip icon** to download the disclosure package:



The screenshot displays the REMN Wholesale loan summary interface. The top navigation bar includes the REMN logo, company address (7221 W. TOLUHY CHICAGO, IL 60631), NMLS ID# 143978, Partner ID# 3000000, Approved For: CONV, Channel: Wholesale, and Partner Status: Approved. A user profile for Emily Sella is also visible.

The main content area shows loan details:

- Loan Status:** Initial Disclosures Sent
- Loan Purpose:** Purchase
- Total Loan Amount:** \$300,000.00
- Lender Loan Number:** 2102011054
- Lock Expiration:** [Blank]
- Borrower Name:** Customer, Ken N. JR
- Product:** Conv Conforming 30 yr Fixed
- Loan Amount:** \$300,000.00
- Subject Property:** 123 Main St, Okatie, SC 29909
- Interest Rate:** 4.250%
- Program:** [Blank]
- LTV/CLTV:** 88.24% / 88.24%
- Occupancy:** Primary Residence
- Ratios:** 13.89% / 17.22%

Additional metrics include a **Credit Score** of 639, Escrows / Impounds: Yes, Documentation Type: Full Doc, ARM Margin: 0.000%, and ARM Index: 0.000%.

The **Disclosure Dates** section lists:

- Initial Loan Estimate Sent Date: 5/03/2024
- Initial Loan Estimate Received Date: [Blank]
- Revised Loan Estimate Sent Date: [Blank]
- Revised Loan Estimate Received Date: [Blank]
- Initial Closing Disclosure Sent Date: [Blank]
- Initial Closing Disclosure Received Date: [Blank]
- Revised Closing Disclosure Sent Date: [Blank]
- Revised Closing Disclosure Received Date: [Blank]

The **USDA Conditional Commitment** section shows:

- Commitment Issue Date: [Blank]
- Commitment Expiration Date: [Blank]

At the bottom, the **Disclosure Delivery History** table is highlighted with a red box:

DOCUMENT PACKAGE	DESTINAT...	GENERATED BY	LAST GENERATION DATE...	DISCLOSURE	PACKAGE SIGNED DATE/...	INFO	PACKAGE
Initial Disclosure	E-Sign	System Automated	5/03/2024 1:38 PM	Loan Estimate		Info icon	Paperclip icon

A **HUB Help** button is located in the bottom right corner.

Email Notification for Auto-Disclosures Sent:

The MLO, any additional Broker Contacts entered in the HUB, and the Account Executive (AE) will receive an email notification when Automated Disclosures were successfully generated and sent to the borrower(s).

When this occurs, the loan status is **automatically** changed to **Application – Initial Disclosures Sent**.

Initial Disclosures Sent - Customer #2102011054 - BJV Financial Services, Inc

From: no-reply@homebridge.com

To: Test User John Done Cc: Test2 AE

Congratulations! Your disclosures have been sent to your borrower(s) for review and signature. Please ensure they review and sign as soon as possible. The MLO has also received the 1003 and any state-specific disclosures (if applicable) to execute.

If you would like to download a copy of the disclosure package, you may do so by visiting the Loan Details screen in the Portal and reviewing the package details in the Disclosure Delivery History section.

As a reminder, you must submit the loan to setup through the Hub.
For any questions or assistance, please reach out to your Account Executive and/or Account Executive Assistant.

Thank you for your partnership!
REM N
194 Wood Avenue South, 9th Floor
Iselin, NJ 08830

Ineligible Loans: Email Notification

When a loan type that must be disclosed by a REMN associate is submitted, the MLO, any additional Broker Contacts entered in the HUB, and the Account Executive (AE) will receive an email stating the loan has been queued for review by the REMN Disclosure Team for completion.

The loan status is **automatically** changed to **Application – Submit for Disclosures**, and the loan is queued for the REMN Disclosure Team.

Existing workflow is followed for REMN-Prepared Disclosures

Today 1:24 pm

Disclosure Request Notification - Customer #2102011087 - BJV Financial Services,

From: no-reply@homebridge.com

To: test remnhb Kerrin Paul Cc: Test2 AE

Hello,
Your loan does not qualify for broker-generated disclosures, your loan has been submitted to REMN's disclosure team for completion. The assigned Disclosure Specialist will review the loan and send a draft Loan Estimate for your review and approval. Once you approve the draft LE, the initial disclosure package will be delivered to your borrower(s) for signatures.

For any questions or assistance, please reach out to your Account Executive and/or Account Executive Assistant.

Thank you for your partnership!
REMN
194 Wood Avenue South, 9th Floor
Iselin, NJ 08830

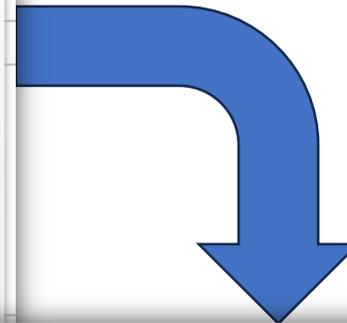
Ineligible Loans (Cont'd):

If a loan is ineligible for Automated Disclosures, there will be a hard stop to upload [Minimum Submission Requirements](#) when submitting for disclosures (**NEW!**: All documents maybe uploaded to the "Submission Docs" category – *this also applies when submitting to Setup!*)

Required Data Fields Missing

The following field(s) are required to be completed before the loan can be submitted:

SEVERITY	ACTION REQUIRED	APPLIES TO	PORTAL SCREEN
Error	Method Application Taken Face-to-Face requires additional information to be entered on the Demographic Screen.		Full Application
Error	Upload Required Disclosure Documents.		Upload / View Documents
Error	Select Broker Compensation type (Lender or Borrower Paid compensation).		Fees & Closing Cost / Broker Compens...



Document Upload

Only PDF,JPG,JPEG,TIF,TIFF,TXT,XML,HTML,HTM,DOC, and DOCX can be uploaded [Add](#)

****Select "Category" based on expected Loan Submission Type.**

****All minimum required documents shown below in the "Doc Type" list must be uploaded individually****

Category: Doc Type: Description: File Name: [Browse or Drop File Here](#)

- Appraisal Order Documents (Core Category)
- Submission Docs**

Broker Auto-Disclosure Certification

The MLO will receive a copy of this disclosure for e-signing (the borrower isn't copied and won't see this document).

Signing this document acknowledges responsibility for any compliance cures that may occur due to under-disclosure on the initial disclosure package and Loan Estimate (LE).



 **REM N**
WHOLESALE

Broker Auto-Disclosure Certification

Customer
Loan #: 2102011084
MIN: 100288221020110840

I agree and understand that I am solely responsible for the fee amounts disclosed on the Initial Loan Estimate generated using the Broker Portal. Further, I also agree and understand that any compliance cures for under-disclosure are my responsibility and will be deducted from my Broker compensation at the time of funding.

Broker: **BJV Financial Services, Inc**

LOAN OFFICER - **Kerrin Paul** - DATE

Review

Homebridge Financial Services, Inc. DBA Real Estate Mortgage Network (NMLS #: 6521) | BJV Financial Services, Inc (NMLS #: 143978) | Kerrin Paul (NMLS #: 12345)

27449.1 Page 1 of 1

COCs After Auto-Disclosure and Prior to Setup:

All COC's must be submitted through the HUB to be **redisclosed by a REMN Associate within 3 days of the COC event.** Refer to the [Change of Circumstance Article](#) for instructions.

If these instructions aren't followed, the REMN Disclosure team will not be notified that a change has occurred.

Once the loan is received in setup, the file will be reviewed for any COCs that may have occurred but were not submitted. *If a COC occurred outside of the 3-day window, the MLO will need to resubmit the loan file.*

Submission to Setup

Submission to Setup workflow remains the same.

The Setup Associate will review the loan file for all [Minimum Submission Requirements](#) and any Changes of Circumstance that may have occurred after the MLO issued Automated Disclosure.

- The Setup Associate will perform a scaled-back, high-level review of loan fees
- The Setup Associate will email the Broker, AE, and AEA a notification when a potential cure is observed
 - The MLO can allow the loan to proceed with the understanding they will be responsible for the cure at closing – OR –
 - The MLO will have to resubmit the loan file with correct data & fee entry
 - ***If the Broker does not respond within 24 hours, it will be assumed the cure will be absorbed and the file will move forward***

Automated Disclosures Workflow Summary

1

MLO uploads loan application and enters all fees, escrows, etc. in the HUB. **NOTE: Whatever fees/data are entered are what will be disclosed!** No REMN associate will review fees and tolerances prior to disclosure

2

When the MLO submits via the “**Generate Initial Disclosures**” button, the disclosure package is sent to the borrower(s) and the MLO. A confirmation email is received and the loan status is automatically updated to “Initial Disclosures Sent”

3

A new **Broker Auto-Disclosure Certification** is sent to the MLO for their signature along with the initial 1003 (the borrower won't receive a copy of this form). The MLO must sign this form to acknowledge full responsibility of fee + data entry

4

Submission to Setup: All [Minimum Submission Requirements](#) must be uploaded at this time. NOTE: The submission screen will allow all documents to be uploaded under only one document header/category (all docs can now be in one PDF)

All remaining steps/workflow for submitting to Setup remains unchanged

REM N-Prepared Workflow Summary

1

REM N-prepared disclosures will be issued on the following loan types: **ARM Loans, Concurrent secondary financing or DPAs, Jumbo Gold, Renovation Loans, TBD Properties, and Temporary Buydowns**

2

When one of these loan types is submitted via the “Generate Initial Disclosures” button, the MLO will receive an email notification stating this loan is ineligible for Automated Disclosures and will be fulfilled by a REM N associate

3

The file is automatically queued for review by the disclosure team. The Disclosure Specialist will still confirm receipt of the Credit Report, Contract of Sale, and MMW (when applicable)

4

Standard workflow is followed and remains unchanged ; a draft LE will be sent to the MLO for approval prior to sending the initial disclosure package

5

The disclosure package is sent to the borrower(s) + MLO for signatures; subsequent Submission to Setup workflow remains unchanged.

Live Demo