



REMN Automated Disclosures for Emerging Bankers

May 2025 *(Emerging Banker Training)*

What's in Today's Training

- Automated Disclosures: Overview
- Example of Eligible “ED” Loan Number
- Resources
- Initial Disclosure Submission Overview
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- Changes of Circumstance
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- Live Demo

REM N Automated Disclosures:

Effective 5/2/24: Emerging Bankers will now have access to generate full initial disclosure packages through the HUB for select states.

NOTE: Only Emerging Bankers that have REM N prepare their CD and Closing Documents may participate with this initial roll-out (loan numbers registered with "ED").

If a loan number is registered with "EB" designation, the loan is ineligible for automated disclosures. See example on next slide

States eligible for automated disclosures include:

- Alabama
- Arkansas
- Arizona
- California
- Florida
- Georgia
- New Jersey

This option will be available for any loans, new or registered, that are submitted for disclosures after the 5/2 release.

Eligible “ED” Emerging Bankers:

Only Emerging Bankers that have REMN prepare the CD and closing package are eligible to generate automated initial disclosures through the HUB.

Loans submitted by eligible Emerging Bankers are flagged with an “ED” in the REMN-Issued Loan Number.

If “EB” is shown instead, initial disclosures cannot be generated through the HUB.

NOTE: Disclosures generated through the HUB will print with the REMN-generated loan number.



| REM N WHOLESALE | | NMLS ID#: | Channel: |
|-------------------------------|----------------------------|--------------------------|----------------------------------|
| | | Partner ID#: | Wholesale |
| | | Approved For: CONV | Partner Status: Approved |
| View Pipeline | | Loan Status: | Submit for Automated Disclosures |
| ▶ Loan Summary | Lender Loan Number: | Borrower Name: | Firsttimer, Alice |
| ▶ Loan Processing | 210203024 ED | Subject Property: | 184 Woodlawn |
| ▶ Full Application | | | Iselin, NJ 08830-2710 |
| ▶ Loan Submission | | LTV/CLTV: | 80.00% / 80.00% |

Resources for Automated Disclosures:

A new **Automated Disclosure Job Aid** is available for Emerging Bankers on the REMN website:

[Request Initial Disclosures Job Aid for Emerging Bankers](#)

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/articles/22601378329879-Submission-Stop-Guide>

Automated Disclosures may be issued 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 Initial Disclosure Package needs to be reissued, please email TILA@remn.com
(response turn time is 2 hours or less)

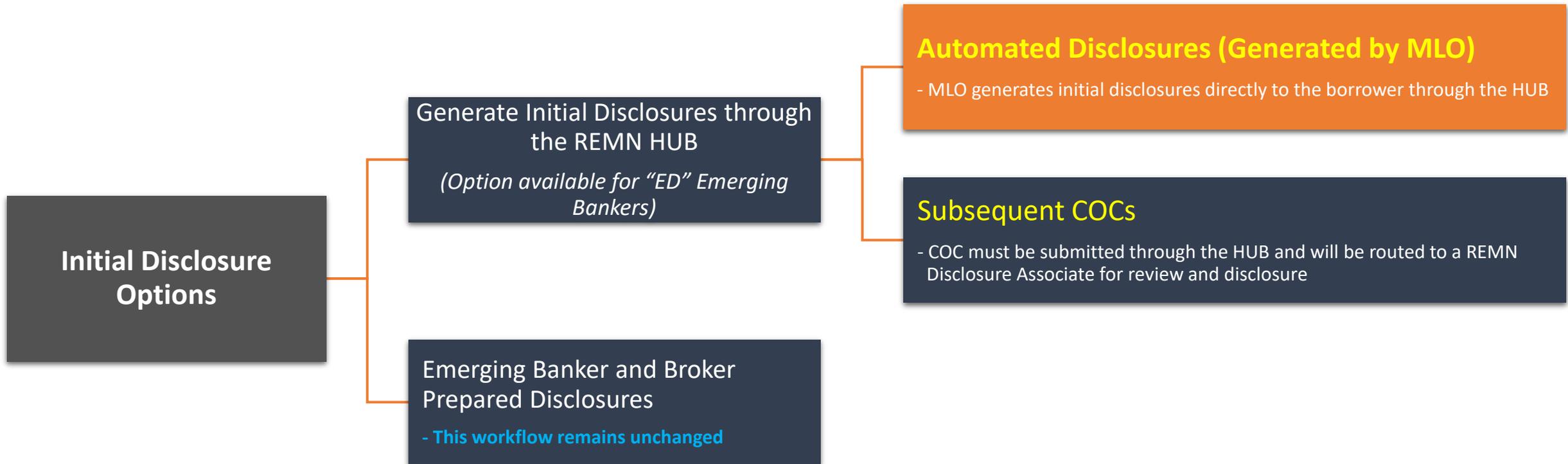
Any COCs that occur after initial disclosure must be submitted through the HUB. Follow instructions on the following [Change of Circumstance Helpdesk Article](#)

Disclosure Submission Overview

Disclosure Submission Overview:

Eligible Emerging Bankers can now generate their own initial disclosures through the HUB. Emerging Bankers may choose this option on a per-loan basis.

NOTE: If generating automated initial disclosures through the HUB, REMN will issue any subsequent LE's or CD's.



Disclosure Package Contents:

The following disclosures will be included within the disclosure package generated through the HUB:

Initial Disclosure Packages will Include:

- **All Federal and State required disclosures including the Loan Estimate (LE)**
- **All USDA disclosures**
- **All FHA disclosures except:**
 - Lead based paint disclosure (purchase)
 - Amendatory clause (purchase)
- **All VA disclosures except:**
 - Amendatory Clause (purchase)
- *For Emerging Banker generated disclosures, the **REM N-issued loan number** will populate onto all applicable forms*
- *4506 Form for Emerging Bankers: The 4506 form will show Homebridge as the requestor (Homebridge's address will also be listed)*

What is NOT Included (for Emerging Bankers ONLY):

- **Anti-Steering:** *This is not required for Emerging Bankers*
- **Lender's Privacy Notice:** *This will NOT be included; the EB is responsible for providing this directly to the borrower*

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 | |
| 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 | 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, 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:

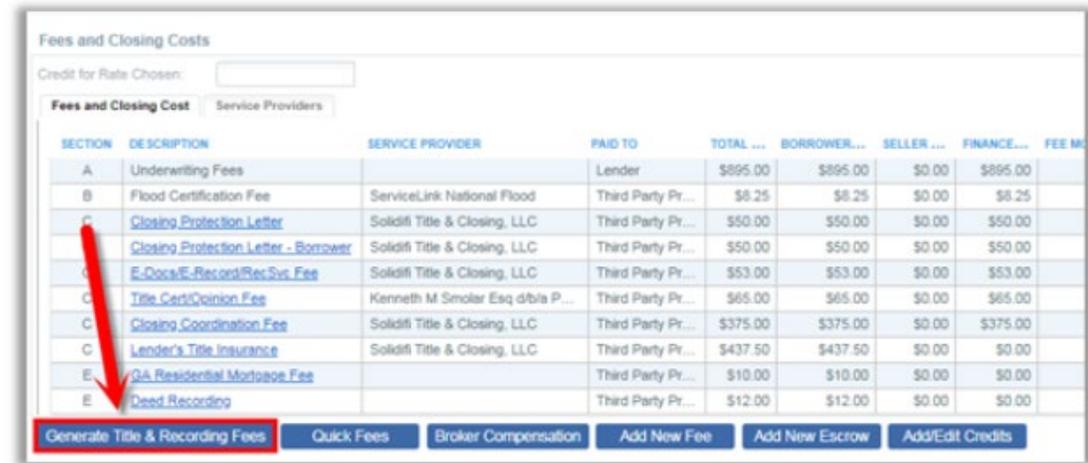
Settlement Service Provider information must be entered accurately for the initial disclosure package (entries such as “TBD”, “Pending”, “123 Title Co”, etc. are non-compliant).

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



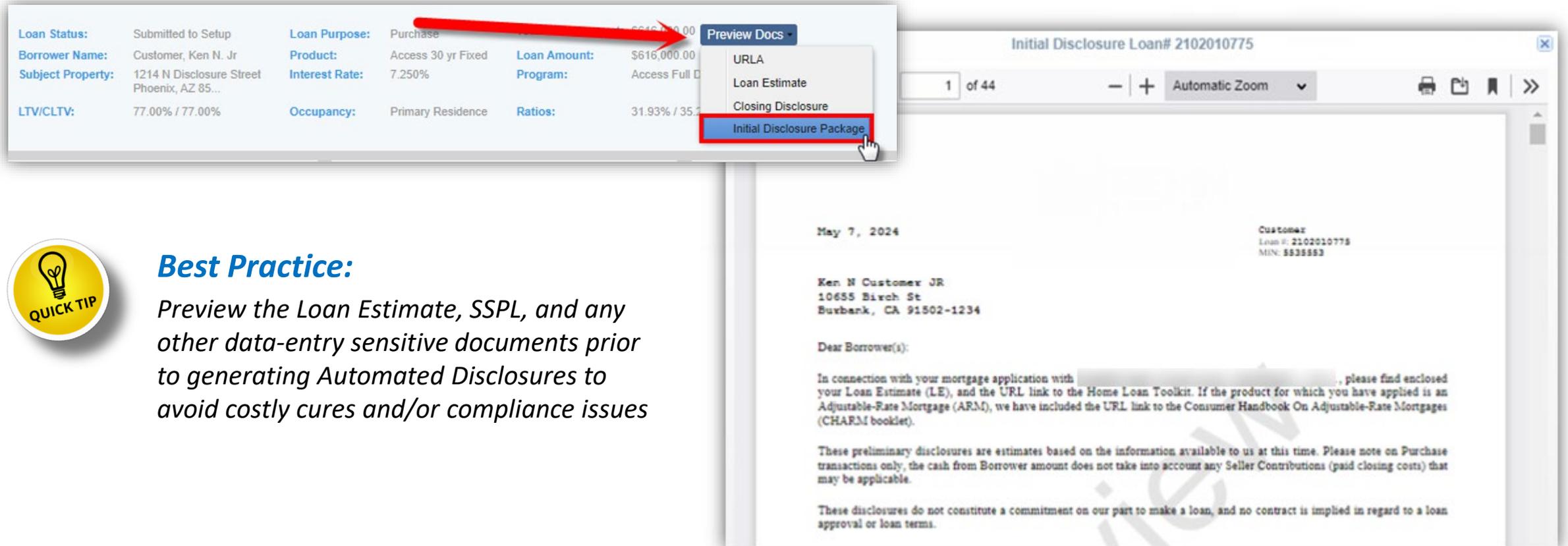
The screenshot shows a software interface for managing fees and closing costs. It includes a table with columns for SECTION, DESCRIPTION, SERVICE PROVIDER, PAID TO, TOTAL, BORROWER, SELLER, FINANCE, and FEE. A red arrow points to the 'Generate Title & Recording Fees' button at the bottom of the table.

| 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 Disclosures:

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



| | | | | | |
|--------------------------|---|-----------------------|--------------------|---------------------|---------------|
| 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% | | |
| LTV/CLTV: | 77.00% / 77.00% | Occupancy: | Primary Residence | Ratios: | 31.93% / 35.5 |

Preview Docs

- URLA
- Loan Estimate
- Closing Disclosure
- Initial Disclosure Package**

Initial Disclosure Loan# 2102010775

1 of 44 Automatic Zoom

May 7, 2024

Customer:
Loan #: 2102010775
MIN: 5535553

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

Dear Borrower(s):

In connection with your mortgage application with [REDACTED], 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.

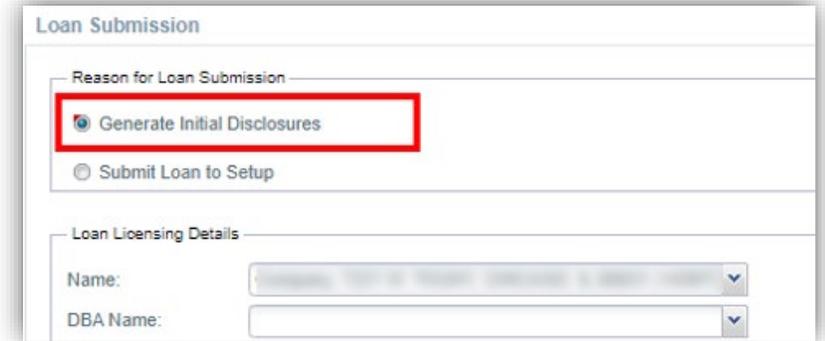


Best Practice:

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. (Refer to the [Request Initial Disclosures Job Aid for Emerging Bankers](#) for full instructions)

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:". The "Name:" dropdown is currently open, showing a list of names.

NOTES:

- REMNM’s [Minimum Submission Requirements](#) don’t need to be uploaded at this time. These will be submitted at time of Setup

Emerging Banker Responsibility:

The Emerging Banker 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*).



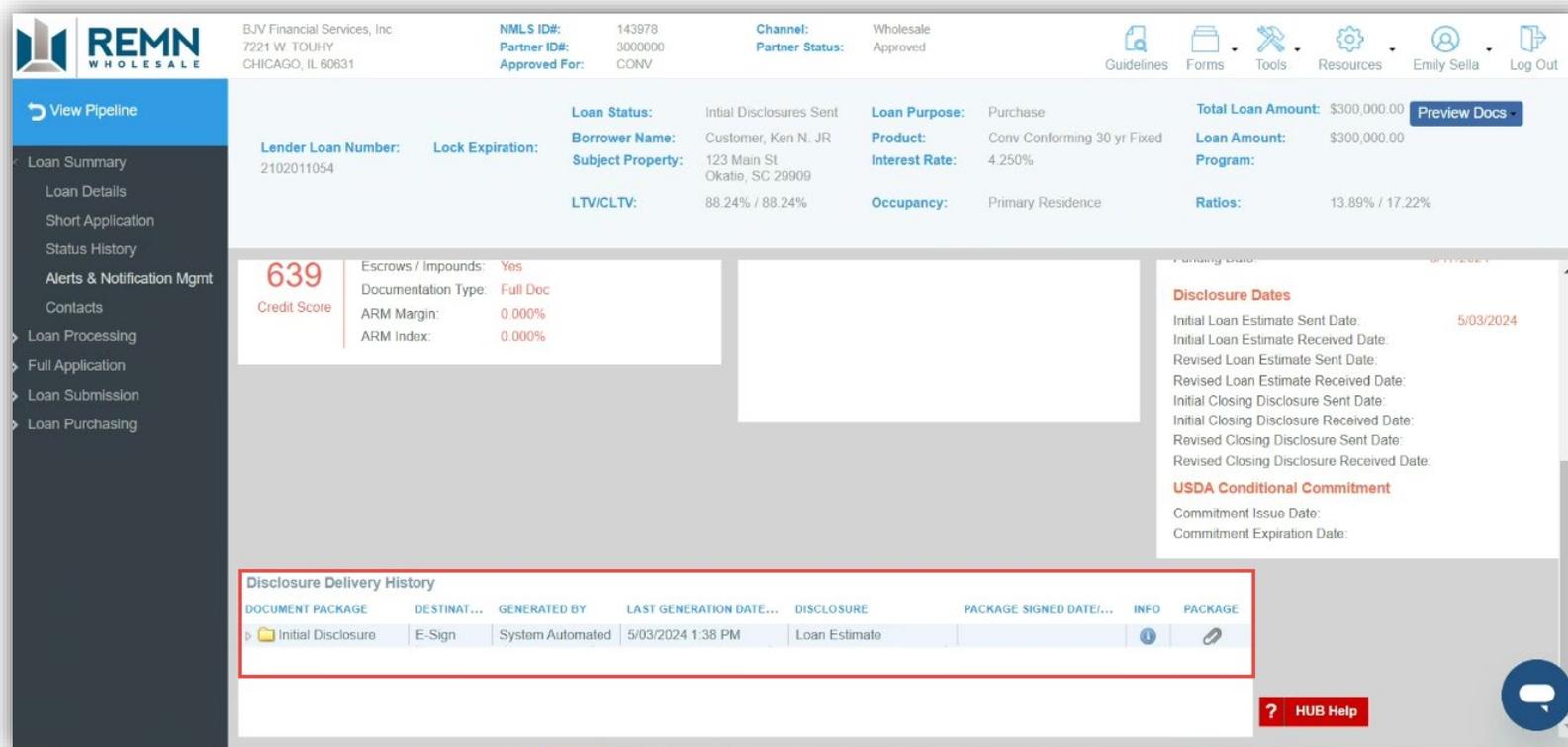
To avoid stalling the Automated Disclosure process: Once released from the loan file, please wait a few seconds before going back into the loan

| 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 | Firstimer, 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 REMNN WHOLESALE interface for a loan summary. The top navigation bar includes the company logo, user information (Emily Sella), and various utility icons. The main content area is divided into several sections:

- Loan Summary:** Displays key loan details such as Lender Loan Number (2102011054), Loan Status (Initial Disclosures Sent), Loan Purpose (Purchase), and Total Loan Amount (\$300,000.00).
- Credit Score:** Shows a credit score of 639, along with other metrics like Escrows / Impounds (Yes), Documentation Type (Full Doc), ARM Margin (0.000%), and ARM Index (0.000%).
- Disclosure Dates:** Lists various dates related to the loan estimate and closing disclosures, with the Initial Loan Estimate Sent Date noted as 5/03/2024.
- USDA Conditional Commitment:** Shows the Commitment Issue Date and Commitment Expiration Date.
- Disclosure Delivery History:** A table at the bottom of the page, highlighted with a red box, showing the history of document packages. The table has columns for Document Package, Destination, Generated By, Last Generation Date, Disclosure, Package Signed Date, Info, and Package. A single entry is visible: "Initial Disclosure" (E-Sign) generated by "System Automated" on "5/03/2024 1:38 PM" for "Loan Estimate".

At the bottom right of the interface, there is a "HUB Help" button and a chat icon.

Email Notification for Auto-Disclosures Sent:

The MLO, any additional 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

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 Emerging Banker, 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 Emerging Banker 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

An **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