



Issue Date: May 14, 2014
Updated: May 3, 2017

Memo No. 14-05-14

Effective Date: Immediately

EMB Closed Loan Submission and Purchase Conditions – Upload Process – Update

NOTE: This communication includes new and previously published material. **Updated** sections are shown in **green font**. Previously published communications on this topic should be considered outdated; this document, in addition to the Lending Guide, should be referred to for current information.

Overview – Updated

Emerging Mortgage Banker (EMB) lenders should upload closed loan packages and purchase conditions via Franklin American Mortgage Company's (FAMC's) website.

Please note that EMB lenders that use fulfillment companies will still need to submit closed loan packages via email using the process outlined in the [EMB Procedures \(P. Closed Loan Submissions > 2. Via Email\)](#).

Closed Loan Submission Upload Process – Updated

Once the loan receives final approval and is in the "U/W – Approved" or "Docs-Out" stage, a closed loan package may be uploaded by following the steps below. Please note that only PDF or TIFF files can be uploaded. Additionally, the [EMB Universal Closed Loan Submission Form \(For Purchase\)](#) (available at franklinamerican.com > Forms > EMB) should be utilized as a cover sheet.

- 1) Log into franklinamerican.com and select a loan from your pipeline to be rerouted to the *Loan Status* page.
- 2) Under the *Closed Loan Submission* section toward the bottom of the page, select the applicable file using the browse function and then click *Upload*. If *Closed Loan Submission* does not appear in the green banner, please contact an EMB auditor.

Closed Loan Submission		View Upload History
File Name	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

- 3) Once the package is uploaded, the *Closed Package Received* date will populate. The name of the FAMC EMB auditor will populate in the *Auditor* field once the loan is assigned to an auditor.

Note: If the package is uploaded on a holiday or weekend, or after 5 p.m. local time of the EMB lender, the following business day will populate.

Rescission Date	
Closed Package Received	04/07/14
Auditor	
Funded	
Account Exec	ARSTA, BRETT

Purchase Conditions – Upload Process – Updated

When applicable, EMB lenders can upload **purchase** conditions on the *Loan Status* page. Please note that only PDF or TIFF files can be uploaded.



- 1) Select the corresponding checkbox of the condition(s) being uploaded. If an item being uploaded is not a condition, select *This is not a requested condition*. This checkbox should only be checked for items being uploaded that are not listed as a condition on the screen. If an item being uploaded is listed as a condition on the screen, be sure to select the corresponding checkbox of the condition(s) being uploaded.

Note: A condition and a non-condition cannot be uploaded at the same time; however, multiple conditions can be uploaded at once.

Upload Condition(s)
View Upload History

*Uploading Condition(s) is disabled until you have identified which condition(s) are being uploaded or the "This is not a requested condition" checkbox is marked.

Select File

Upload

Prior To Wire

Upload	#	Condition	Received	Signed Off
<input type="checkbox"/>	1.	All signatures on the closing documents must be completed above the signature line provided and cannot be signed through the seal.		
<input type="checkbox"/>	2.	Please provide invoices for all fees that are paid to third parties.		
<input checked="" type="checkbox"/>	3.	condition 1		
<input type="checkbox"/>	4.	condition 2		

This is not a requested condition

- 2) Once the selection(s) are made, click on *Select File*. Select the applicable document(s) using the browse function.

Upload Condition(s)
View Upload History

Select File

Upload

Prior To Wire

Upload	#	Condition	Received	Signed Off
<input type="checkbox"/>	1.	All signatures on the closing documents must be completed above the signature line provided and cannot be signed through the seal.	04/07/14	
<input type="checkbox"/>	2.	Please provide invoices for all fees that are paid to third parties.	04/10/14	
<input checked="" type="checkbox"/>	3.	condition 1	04/10/14	

Files selected will appear in the *Upload Condition(s)* section. Files chosen in error can be deselected by clicking *Remove*. Click *Upload* when complete.

Upload Condition(s)
View Upload History

Select File

Upload

1001620329.pdf (67.41KB) Conditions: 14,19,20	✕
20130130165341008.pdf (100.13KB) Conditions: 23,31	✕



3) Once the files are uploaded, the *Received* column will populate.

Note: If conditions are uploaded on a holiday or weekend, or after 5 p.m. local time of the EMB lender, the following business day will populate.

Prior To Wire			
Upload	#	Condition	Received Signed Off
<input type="checkbox"/>	1.	All signatures on the closing documents must be completed above the signature line provided and cannot be signed through the seal.	
<input type="checkbox"/>	2.	Please provide invoices for all fees that are paid to third parties.	
<input type="checkbox"/>	3.	condition 1	04/10/14

4) Click on *View Upload History* for details, including which condition numbers have been submitted, the document type, and date and time of submission. The *Current Stage* column will change from “Pending” to “Successful” once the document(s) have been indexed by FAMC.

Upload Condition(s) [View Upload History](#)

Date of Request	Condition Numbers	Document Type	# Pages	Current Stage	Results	Note	Download
04/28/2014 11:37	5	EMB - Conditions	0	Pending	SUCCESS		
04/10/2014 15:50	1,2,3,4,5,6,7	1003 Application - Final	1	Successful	SUCCESS		Download
04/07/2014 13:26	1	1003 Application - Final	1	Successful	SUCCESS		Download

Once a condition has been cleared by the EMB auditor, the *Signed Off* column will populate, and the corresponding checkbox will be removed. In the event the document does not satisfy the condition, the *Received* date will be removed, and FAMC will email the EMB lender and AE requesting the documentation still required.

Prior To Wire			
Upload	#	Condition	Received Signed Off
<input type="checkbox"/>	1.	All signatures on the closing documents must be completed above the signature line provided and cannot be signed through the seal.	04/07/14
<input type="checkbox"/>	2.	Please provide invoices for all fees that are paid to third parties.	04/10/14
	3.	condition 1	04/10/14 04/14/14

All upload functionality will be disabled once the funds have been ordered by FAMC.

Collateral Documents – Updated

The following original documents have to be shipped to the delivery address shown below for processing.

Document	Delivery Address
<ul style="list-style-type: none"> • Original Note • Original Allonge (if applicable) • Bailee Letter 	<p>Franklin American Mortgage Company EMB-1000 5221 N. O'Connor Blvd, Ste. 1000 Irving, TX 75039</p>

Please contact your Account Executive if you have any questions. We thank you for your continued business!