

This guide provides the necessary steps to re-submit conditions to Underwriting.

1 Accessing Underwriting Condition - From the **Activities** Menu, click **UW Conditions** to review all conditions on the loan. All **Prior To Approval Conditions** are the **Broker’s responsibility**. To get the loan **CTC (Cleared-to-Close)**, all **Approval** and **Docs conditions** must be cleared.

2 Sorting Conditions - In the Filter By Prior To section click on **Approval, Closing, Docs, or Funding** to sort to those specific conditions. You can select more than one at a time. This section also displays the # Satisfied to the total for each condition type. Remove check marks to go back to displaying all conditions.

Activities

Workflow

Loan Summary

Application

Order/Reissue Credit

Product & Pricing

Fees and Disclosure Request
Must Enter Est Appraised Value Before Proceeding

Loan Documents

UW Conditions **For Underwriter to Review Conditions, Click UW or Processing Submissions then Click Resubmit.

Submit/Resubmit to UW or Processing **First Complete Product & Pricing**

Submit Loan

Re-Submit Loan

Conditions (62)

Filter By Prior To

Approval
5/22 Satisfied

Closing
1/8 Satisfied

Docs
2/12 Satisfied

Funding
0/20 Satisfied

0/54 SATISFIED | 8 ALL | 62

Condition Type

All Conditions

CLEAR FILTERS

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION			DISPOSITION	
08/04/2025	Added	Miscellaneous	Docs	Underwriting	2nd Level Review	Loan amount is \$750k or greater and requ...			Ready For Rev	
08/04/2025	Fulfilled	Property	Approval	Underwriting	Appraisal Delivery	Provide evidence Appraisal was download...			Re-Open	
08/04/2025	Added	Property	Docs	Underwriting	Appraisal Lender and AMC	Underwriter to confirm the appraisal show...			Ready For Rev	
08/04/2025	Fulfilled		Docs	Underwriting	Appraisal Review - Clear Capital	Dominion Financial Wholesale will order a...			Re-Open	
08/04/2025	Fulfilled	Property	Approval	Underwriting	Appraisal: Air Disclosure	Correspondent/Broker to rep & warrant tha...			Re-Open	

3 Uploading Conditions - Click on the **arrow** to the left of the **date for the condition** > in the **expanded section** it will describe what is needed for the condition. Then either **drag & drop** the items to the **cloud icon** or click **LOCAL DRIVE** to browse to upload. If the section to **drag & drop** or **browse** is missing, contact your Loan Account Manager or Underwriter to fix.

Condition Type

All Conditions

CLEAR FILTERS

PUBLISHED	STATUS	CATEGORY	PRIOR TO	TYPE	NAME	DESCRIPTION			DISPOSITION	
08/04/2025	Added	Income	Approval	Underwriting	Income: Entity Documents - Corpor...	Provide the following: * By-Laws (and all a...			Ready For Rev	

Description:

Provide the following:

- By-Laws (and all amendments)
- Tax Identification Number (EIN)
- Borrowing Resolution/Corporate Resolution granting authority of signer to enter loan obligation
- Receipt of current year franchise tax payment or clear search

Linked Document Folders | 1

Income: Entity Documents

Browse

LOCAL DRIVE

UNASSIGNED FILES

4 Preparing to Send Condition(s) to UW - click on the **Ready For Review** button to the far right of the condition. The **STATUS** changes from **Added** to **Fulfilled** and the far-right column the button changes to **Re-Open**.

08/04/2025	Fulfilled	Income	Approval	Underwriting	Income - VVOE Self Employed	Third party verification from licensed tax pr...			Re-Open
08/04/2025	Added	Income	Approval	Underwriting	Income: Entity Documents - Corpor...	Provide the following: * By-Laws (and all a...			Ready For Rev
08/04/2025	Fulfilled	Income	Approval	Underwriting	Income: Profit and Loss	Profit and loss for most recent 12 months si...			Re-Open

5 Re-submitting Conditions to UW - Once conditions are marked **Fulfilled** and ready to be reviewed by UW, from the **Activities Menu** > click **Submit/Resubmit to UW or Processing** > **Submit Loan** and **Re-submit Loan** will appear below on the **Activities Menu** > click **Re-submit Loan (Do NOT click Submit)** > then click the **Confirm button** in the upper right corner to send the conditions/docs for review. **If you don’t click the Confirm button UW will not see conditions.**

Activities

Workflow

Loan Summary

Application

Order/Reissue Credit

Product & Pricing

Fees and Disclosure Request
Must Enter Est Appraised Value Before Proceeding

Loan Documents

UW Conditions **For Underwriter to Review Conditions, Click UW or Processing Submissions then Click Resubmit.

Submit/Resubmit to UW or Processing **First Complete Product & Pricing**

Submit Loan

Re-Submit Loan

Re-Submit

Complete Product and Pricing prior to submitting file to Underwriting or Processing

Confirm

Overview

Application Date
07/15/2025

Submission Status
Submitted

Initial Re-Submit Date
07/22/2025

Last Re-Submit Date
07/22/2025

Borrower

First Name
Middle Name
Suffix
Last Name
Cell Phone Number
Email Address
SSN

Enrique
-
-
Jurcia
210-
enrique.a.
###-##-5835

Co-Borrower

First Name
Middle Name
Suffix
Last Name
Cell Phone Number
Email Address
SSN

M...
-
-
-
210-
manu...
###-##-3825

Subject Property Address

Street Address
City
State
Zip
County

735 ... Way B...
San Antonio
TX
78210
Bexar

Product & Pricing

Loan Program
Investor Premier Elite 30 PP

Loan Details

Loan Purpose
NoCash-Out Refinance