



## Process Update

**SUBJECT:** MSF Loan Submission Form Updates

**DATE OF DISTRIBUTION:** 6/28/2024

**CHANNEL:** Wholesale

**EFFECTIVE DATE:** 6/28/2024

**REFERENCE ID:** P-2024-4-W

**RETIRED DOCUMENTS:** None

### Executive Summary

Mortgage Solutions has updated the Loan Submission Form as of June 28, 2024. A Summary of the updates made can be found below.

### **SECTION: WHOLESALE FEES/CERTIFICATION (WHOLESALE ONLY)**

- Changed “Other” to “Describe Other” and made the field larger for more characters. Disclosure Specialists require additional information for amounts entered into this field before they can disclose the loan.

### **SECTION: WHOLESALE DISCLOSURE REQUIREMENTS**

- Removed requirement for CONTACTS FOR VOE & VOR (IF APPLICABLE).
- Removed link for VOE/VOR Help Guide.
- Added:

**BROKER TO ORDER VOE/VOR:**  **YES**

- See TPO Verifications process update linked [here](#).

### **SECTION: REQUIRED VA ADDITIONAL ITEMS**

- Changed “LOE on Extenuating Circumstance/Derogatory Credit” to “Manual Underwriting LOE on All Derogatory Credit” to clarify minimum submission requirement for manual underwriting. This LOE is required before MSF can submit the loan to Underwriting for initial review.