



Broker Training Handbook: Partnering for Success with Brokers Advantage

We Empower Brokers to Serve Borrowers Beyond Traditional Incomes Types

Here at Brokers Advantage, we provide brokers with everything they need to offer multiple Non-QM loan products for borrowers of varied financial backgrounds.

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Broker Guide

https://brokersadvantagemortgage.com/uploads/Brokers%20Advantage%20Mortgage_Broker%20Guide.pdf

Brokers Advantage Website

<https://brokersadvantagemortgage.com/>

TPO - Connect

[TPO Connect](#)

Rate Sheet, Pricer Tool and Loan Submission Form

brokersadvantagemortgage.com/Pricing/Index

Product Matrices

<https://brokersadvantagemortgage.com/Products>

Condo Questionnaire (Long Form)

<https://brokersadvantagemortgage.com/uploads/Resources/Forms/Condo%20Certificate%20Full%20Form.pdf>

Appraisal Orders

<https://brokersadvantagemortgage.com/uploads/Reggora%20Appraisal%20Ordering.pdf>

The *Resources* page provides support related to: *Appraisal Support, Tools, Loan Submission, Forms, Turn Times* and our *mortgagee clause*.



[Rate Sheet, Pricer, Tools](#)
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[About Us](#)
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NEW

How-To Video Library

2 videos · more added weekly



Welcome To Brokers Advantage
Brokers Advantage Mortgage

**BROKERS
CIRCUIT**

Welcome to Brokers Advantage: Your Keys To Success
Watch on  YouTube

Welcome To Brokers Advantage
A 2-minute intro to our process, your team, and where to find what you need.



Welcome To Brokers Advantage
2:30



How To Lock
1:16 [PDF Guide](#)



How To Re-Issue Credit
2:07 [PDF Guide](#)



How To Order An Appraisal
2:10 [PDF Guide](#)

LIBRARY

Forms, Guides & Tools

24 of 24 shown

All

Appraisal

Loan Submission

Tools & Guides

Forms

Turn Times

Updated 08/05/2026

New Loan Setup	Same Day-24h
Initial Underwrite	24-48h
AM Condition Review	24h
UW Resubmit	24-48h
Initial CD	24h
Docs Ordered – Dry	24h
Docs Ordered – Wet	24-48h
Docs Back Review	Same Day-24h
Funding Cond. Review	Same Day-24h
TX-add 24 hours for legal review	

Turn times are estimates and can vary with file complexity and volume. TX adds 24 hrs for legal review; requests after 3 PM PT count as the next business day. For real-time status, contact your Account Executive or Account Manager.

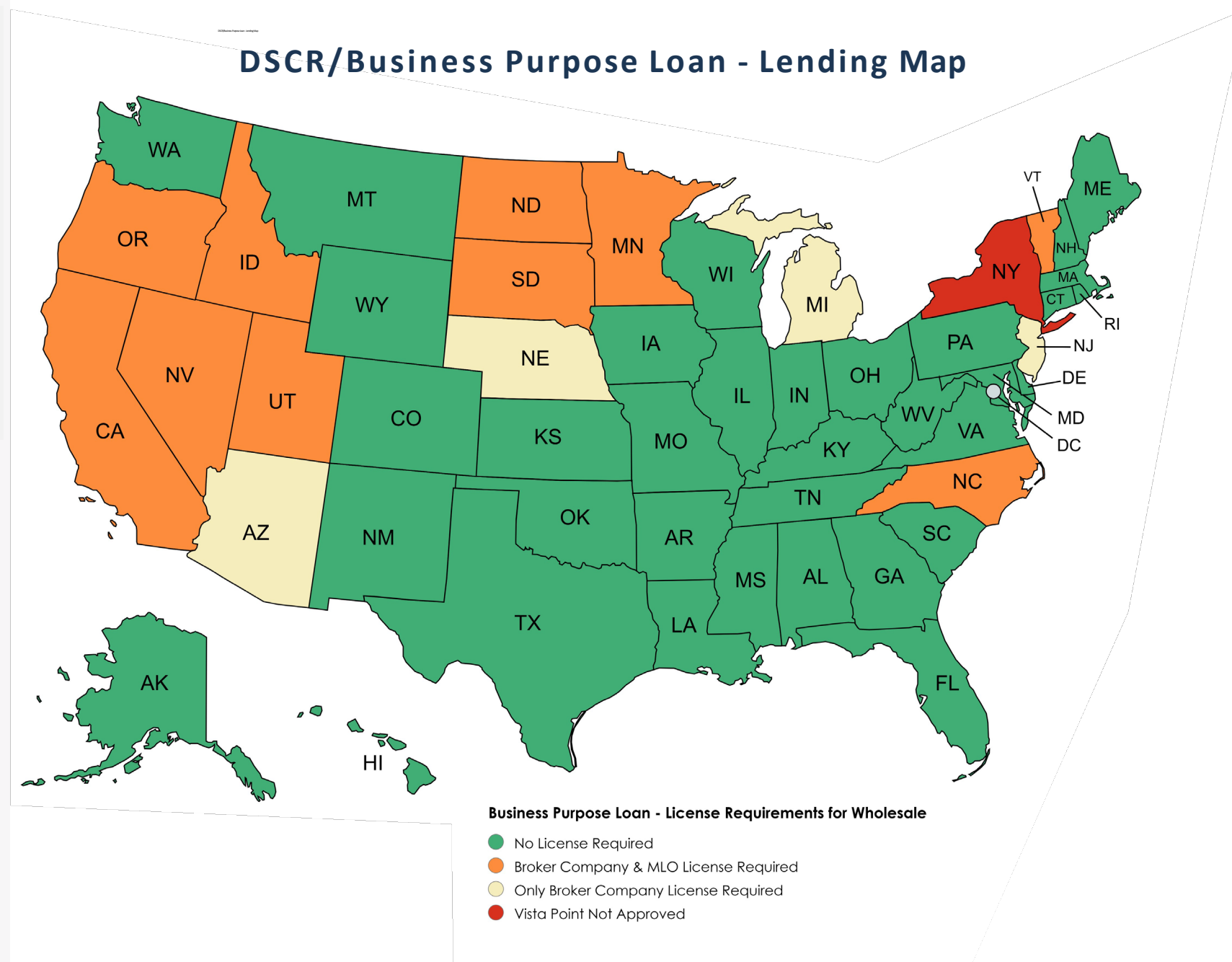
[Find your contact →](#)

Brokers Advantage is licensed in 45 states plus D.C.

*Brokers Advantage Mortgage does not lend in New York.

Unlicensed Brokers can originate business purpose loans (DSCR), except in the following states:

- Arizona (AZ)
- California (CA)
- Idaho (ID)
- Michigan (MI)
- Minnesota (MN)
- Nebraska (NE)
- Nevada (NV)
- New Jersey (NJ)
- New York (NY)*
- North Carolina (NC)
- North Dakota (ND)
- Oregon (OR)
- South Dakota (SD)
- Utah (UT)
- Vermont (VT)



We **CANNOT LEND** on BPL in the states below, unless the following broker or MLO licensing requirements are met.

States Requiring Licensing - Business Purpose Loans (BPL)			
State		Broker Company License Required	MLO License Required
AZ	Arizona	Yes	No, but only if company is licensed.
CA	California	Yes: CFL License or DRE Company Endorsement	Yes- MLO License or DRE MLO Endorsement
ID	Idaho	Yes	Yes
MI	Michigan	Yes	No
MN	Minnesota	Yes	Yes
NC	North Carolina	Yes	Yes, but only if the Broker Company's loans in NC totaled \$1,000,000 or less in the preceding calendar year.
ND	North Dakota	Yes	Yes
NE	Nebraska	Yes	No
NJ	New Jersey	Yes	No
NV	Nevada	Yes	Yes
OR	Oregon	Yes	Yes
SD	South Dakota	Yes	Yes
UT	Utah	Yes (1 st Liens Only): DRE Mortgage Entity License *No License Required for 2nd Lien	Yes (1 st Liens only): DRE MLO License *No license required for 2 nd lien
VT	Vermont	Yes, but only if loan is less than \$1,000,000.	Yes, but only if loan is less than \$1,000,000.

Restrictions:

- HI, MA, MO, VA - Business Purpose only
- We DO NOT LEND in NY

-  Broker Company & MLO License Required
-  Only Broker Company License Required

Business Purpose Loans

A Loan can be submitted as Business Purpose, if it meets the following parameters:

- DSCR (Debt Service Coverage Ratio) Doc Type
- Non-Owner-Occupied Purchase Transactions
- Non-Owner-Occupied Refinance Rate-Term Transactions with no proceeds disbursed to borrower
- Non-Owner-Occupied Refinance Cash-out Transactions
- Business Purpose Cash-out Letter required at time of submission
- Loan proceeds may not be used to pay-off any consumer debt or for consumer purpose

Benefits

- Reduced Documentation
- Reduced turn times
- After closing, ability for borrower to opt-out from mortgage reporting on credit
- No LE/CD – greater flexibility on timelines
- Ability to order appraisal at any time in the process
- Greater flexibility on structuring pricing and compensation
- Ability to close loan in an LLC with a personal guaranty (refer to *Personal Guaranty Checklist* on Resources page)
- Reduced broker licensing requirements (Refer to *Licensing Chart* on page 5)

Items to Note

- A loan that is submitted as business purpose must close as business purpose. Any changes that effect this aspect will require a restart and resubmission of the loan.
- Any consumer debt should be disclosed up-front and cash-out funds may not be used to payoff these accounts
- All cash-out funds must be used for business purpose only

Prepayment Penalty Offerings

Prepayment (PPP) Fee Structures

- Percent. A flat percentage of the unpaid principal balance (state variations exist).
- Standard. The amount of interest accrued during a 6-month period on the amount prepaid that exceeds 20% of the original principal balance (state variations exist).
- Step. A declining percentage of the unpaid balance that decreases each year as the prepayment year term increases.
- State Specific. For states identified in the *Prepayment Penalty Restriction Chart as State Specific*.

Prepayment Terms

- 1 year (12 months)
- 2 year (24 months)
- 3 year (36 months)
- 4 year (48 months)
- 5 year (60 months)

Percent Options

- 5% (all prepayment terms offered)
- 3% (all prepayment terms offered)

Standard Options

- All prepayment terms offered

Step Options

- 5%,4%,3%,2%,1% (5 year)
- 4%,3%,2%,1% (4 year)
- 3%,2%,1% (3 year)
- 2%, 1% (2 year)
- 1% (1 year)

State Specific Options

- All prepayment terms offered
- Prepayment terms vary by state, as identified in the *Prepayment Penalty Restriction Chart*

Prepayment Penalty Restriction Chart

State	1 st	2 nd	Restrictions
AK	X	X	Not offered
DC	X	X	Not offered
IL	X	X	Not offered on APR greater than 8%
KS	X	X	Not offered
MD	X	X	Not offered
MI	X		State Specific; 1,2, or 3-year term
MN	X	X	State Specific; 1,2, or 3-year term; restriction applies to loans w/in conforming limits
MS	X	X	Not offered on Percent or Standard PPP structures; Step PPP only
NC	X	X	State Specific; 1,2, or 3-year term; restriction applies to loan amounts ≤ \$100,000
NJ	X	X	Not offered on Interest Rate greater than 6%
NM	X	X	Not offered
OH	X	X	State Specific for 1-2 unit; not offered for loan amounts < \$116,356 in 2026
PA	X	X	Not offered on 1–2-unit loan amounts < \$329,411 in 2026
TX		X	Not offered on 50(a)(6)
VA		X	State Specific
WA	X	X	Not offered on ARMs
WI	X	X	Not offered on ARMs

Notes: PPP are offered on Business Purpose loans only. All prepayment penalty options are available for states not listed.

TPO Connect

Loan Registration and Submission

Steps for a Successful Submission



Register Loan
Upload 3.4 and
complete all required
fields



**Upload required
documents for**
Disclosures and
Underwriting



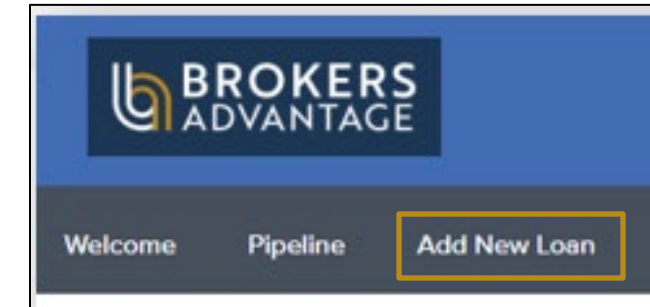
Reissue Credit and
import liabilities



Click ***Ready to Submit***
checkbox

Loan Registration: Select TPO Contacts

Step 1: Login to the TPO Portal utilizing credentials provided. On the home page, click **Add New Loan** in the top menu bar to begin the process.



Step 2: In the *Select Contacts* pop-up window, select the “**pencil icon**” next to Loan Officer and select the Loan Officer name in the drop down on the next screen and click **Save**. Follow the same steps to select the Loan Processor.

ROLE	CONTACT NAME	COMPANY NAME	EMAIL	CELL #	OFFICE #	FAX #	
Originator Contacts							
Loan Officer				-	-	-	
Loan Processor				-	-	-	

Important Notes:

- Always select the Loan Officer listed on the URLA application.
- These two contacts will receive all communication pertaining to the loan.

Add Loan Officer Contact

Loan Officer Company *
01-TEST COMPANY

Loan Officer *
Select contact


01-TEST COMPANY
Company


Loan Officer

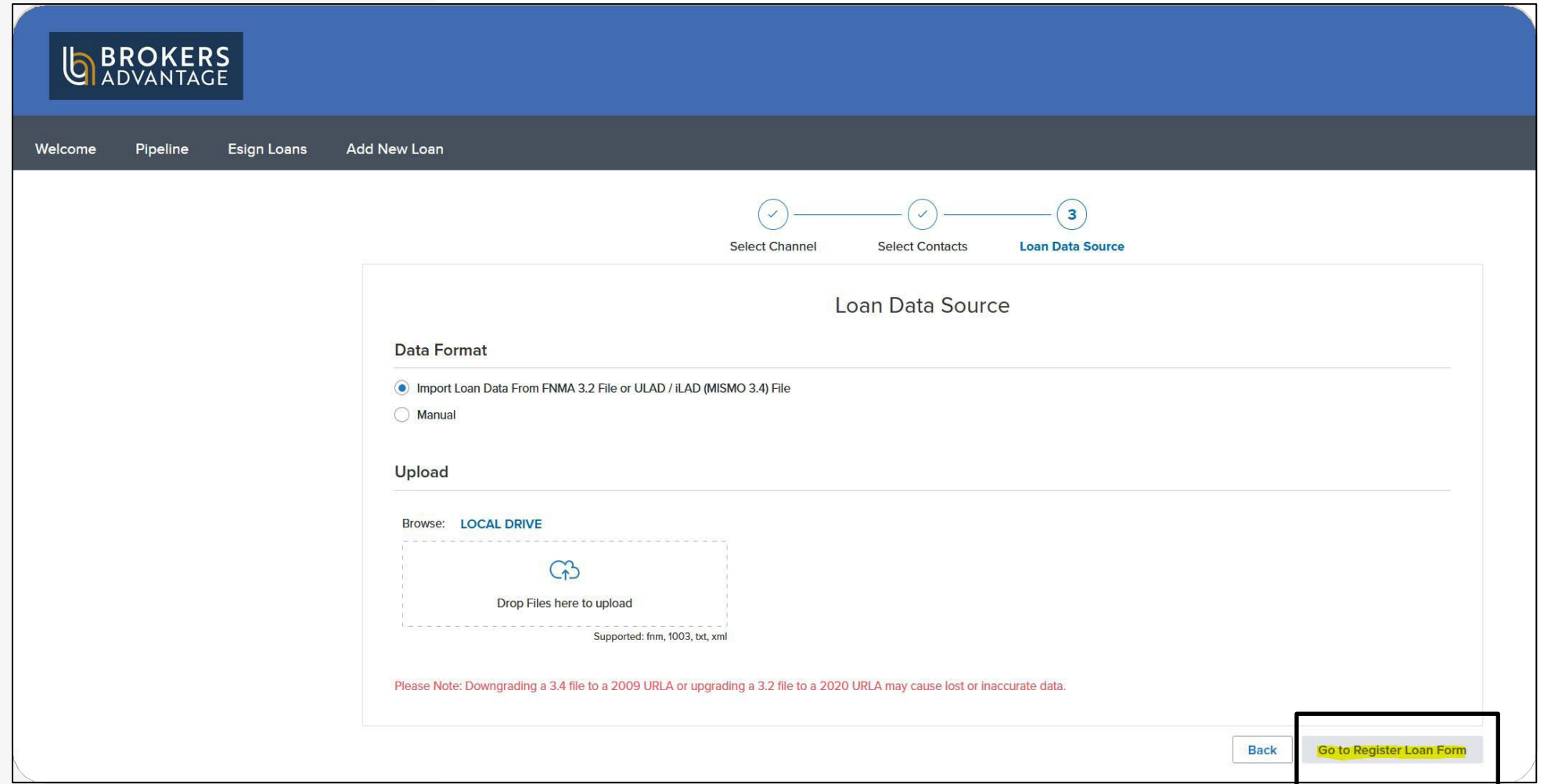
Cell:
Office:
Fax:

Cancel
Save

Loan Registration: Upload 3.4 File

Step 3: In the next pop-up window, you have the option to upload a 3.4 file.fnm, or manually input the loan data using the 1003 form.

- To import a 3.4 file, simply drag and drop the file from your computer into the popup window or click “**Click to Browse**”, and then select the file.
- If you prefer to enter the loan manually, select the “**Manual**” option (not recommended).
- Click “**Next**” to continue.

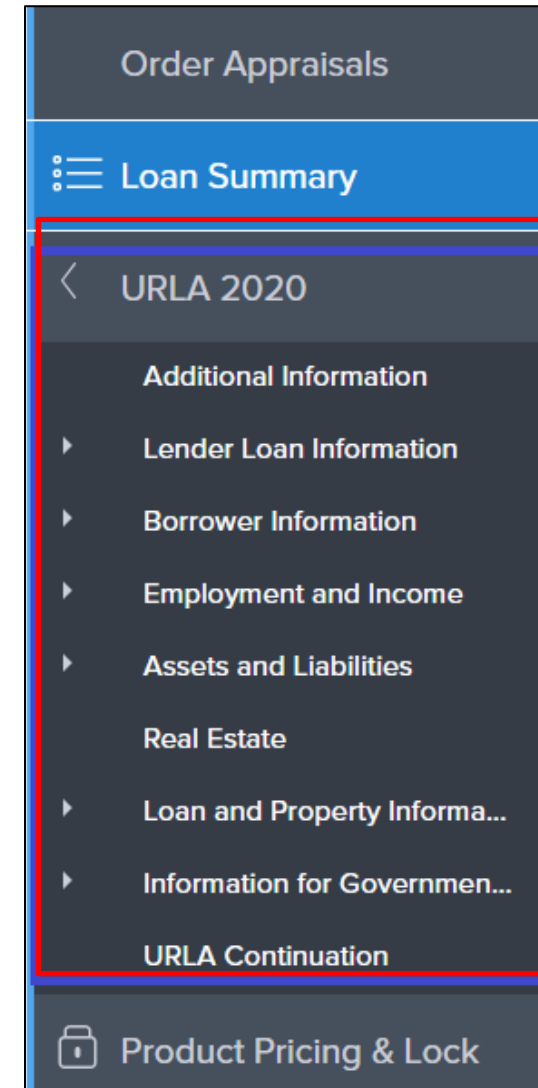


The screenshot shows the 'Loan Data Source' form in the Brokers Advantage Mortgage system. The form is part of a three-step process: 'Select Channel', 'Select Contacts', and 'Loan Data Source' (the current step, indicated by a blue circle with the number 3). The form has two main sections: 'Data Format' and 'Upload'. In the 'Data Format' section, the 'Import Loan Data From FNMA 3.2 File or ULAD / iLAD (MISMO 3.4) File' option is selected with a radio button, while the 'Manual' option is unselected. The 'Upload' section shows a 'Browse: LOCAL DRIVE' button and a dashed box for dropping files, with the text 'Drop Files here to upload' and 'Supported: fnm, 1003, txt, xml'. At the bottom of the form, there is a 'Please Note: Downgrading a 3.4 file to a 2009 URLA or upgrading a 3.2 file to a 2020 URLA may cause lost or inaccurate data.' A 'Back' button is located at the bottom right, and a 'Go to Register Loan Form' button is highlighted with a black box.

Loan Registration: Complete Data Entry

Note: If a 3.4 file is imported, the URLA sections will automatically populate with the loan data. If manually entering loan data, the URLA sections will appear in the left navigation panel, allowing for input of the necessary information for each section.

Step 4: Complete data entry and/or validation under each section of the URLA and click "**Next**" to move through each screen to ensure complete and accurate.



Loan Registration: Registration Complete

Step 5: Once all URLA sections are complete, click the **Register** button to generate a loan number.

If any required fields missing, the following will occur:

- Red exclamation point will appear next to the URLA page with missing info
- Field will be highlighted in yellow
- An *Error Details* pop-up window will appear with any missing fields that require a value

Once all required fields complete, a loan number will generate and registration is complete.

< URLA 2020

- ! Additional Information
- ▶ Lender Loan Information
- ▶ ! Borrower Information

Contact Information

Home Phone
860-999-9999

Work Phone

Cell Phone *

Required Field

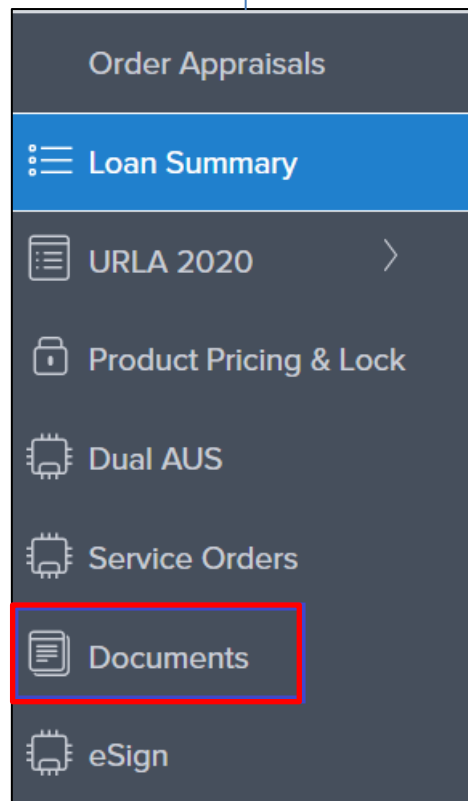
Email *
a@a.com

Error Details

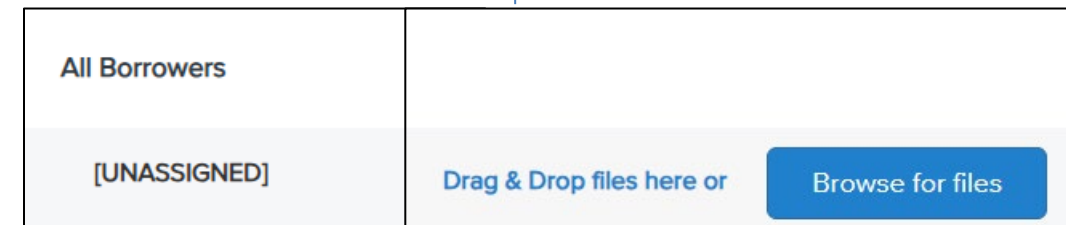
FIELD ID	REQUIRED FIELD NAME	FORM	FIELD
1490	Cell Phone	BORROWER INFORMATION	
CX.VP.DOC....	Vista Point Doc Type	ADDITIONAL INFORMATION	Select an Option

Cancel Save

Navigate to the Documents page by selecting *Documents* on the lefthand toolbar



Click the *Browse for Files* button to connect to your file explorer to identify documents for upload or Drag and Drop files into the *Unassigned* section.



Important note: Submissions will be placed on hold if required documents are missing. Please ensure all required documentation is submitted to avoid delays.

Disclosure Submission Requirements

☐ **Submission Form**

☐ **Loan Registration / Completed Application**- Upload of the ULAD data file is strongly recommended when registering the loan to help ensure accurate and complete data entry. If the Manual data entry option selected, ensure a completed application is provided for all applicants, including date of birth, Declarations, Government Monitoring Information, application date, and all other applicable borrower information.

☐ **Credit Report and Reissue** – The credit report must be reissued at time of registration. If requesting an exception for Broker's Advantage to run the credit, please provide our borrower authorization form.

☐ **Third-Party Processor Information** – Provide the third-party invoice or complete the third-party processor information section on the submission form.

☐ **Fees** – Include escrow fee sheet, or Broker's Advantage will use the default fees (preferred). *Brokers Advantage utilizes Lodestar integrated fees to expedite the disclosure process. We encourage our broker partners to leverage this by not submitting fee sheets.

Underwriting Submission Requirements

- ☐ **Business Narrative** (Self-employed/bank statements/P&L loans ONLY)
- ☐ **Evidence of PITIA on other REOs**
- ☐ **Purchase Contract** (purchase only)
- ☐ **Preliminary Title Report or Property Profile**
(if prelim is not available at time of submission)
- ☐ **Copy of 1st lien note or mortgage statement** (2nd liens only)
- ☐ **Applicable Income Documents for Document Type selected-** Specific required income documents are available on the Submission Form Checklist

Navigate to the Pricer Page of the Brokers Advantage Website: brokersadvantagemortgage.com/Pricing/Index

Complete Pricer fields and click **Get Price:**

Scenario Input		LLPA
Product*	☒ Infinite Non-QM (1st L...	
Note Rate*	☒ 8.500	
Occupancy*	☒ Owner Occupied	
Credit Score*	780	
CLTV*	50.00	

Click on **Submission Form** under the **Solutions** Menu and complete additional required fields.

SOLUTIONS	
☐	Loan Estimator, Lock & Prepare
☐	Blend Rates
☐	Income Worksheets
☒	Submission Form
☐	Input
☐	Output

Click **Save and Export**. A PDF will generate with Submission Form, Pricer details, and submission checklist for next steps. Review the list of required and recommended items for submission and move forward with uploading on the portal at time of registration.

LOAN SUBMISSION FORM		
Special Handling		
☐ Business Purpose Loan	Investment properties only. Cash-out Letter required on Cash-Out Refinance Transactions.	
☐ Exception Request	Type in exception request details in the Notes section.	
Third Party Processor Information-Complete the below section if applicable, or provide invoice with all items		
3rd Party Processor	Yes	If Yes, Processor NMLS #
Processor Name		Processor Email
3rd Party Processor Company Name		
Property and Loan Information		
Subject Property Address		
Borrower Paid		
Broker's Origination	\$	0.00
Fees		
Type in Fee Name	(Invoice Required)	Fee Amount
	(Invoice Required)	0.00
3rd Party Processing Fee	(Invoice Required)	0.00
Notes		
Save & Export Save & Close Clear		

Underwriting Fee:

❖ 2nd TD \$1195

Upload the PDF version of submission form and supporting/required documentation

Setup will issue disclosures, or a notification will go out of missing information necessary to disclose

Setup will submit to UW as soon as necessary items are uploaded

Turn time: Refer to **Resources** Page for Turn Times

- Required criteria:
 - Submitted before 3:00pm PST
 - All required disclosure documents are uploaded

Pricing Matrix				
Rate	Price	LLPA	Final Price	
5.990	97.125	1.250		98.375
6.000	97.125	1.250		98.375
6.125	97.875	1.250		99.125
6.250	98.500	1.250		99.750
6.375	99.125	1.250		100.375
6.500	99.750	1.250		101.000
6.625	100.375	1.250		101.625
6.750	101.000	1.250		102.000
6.875	101.625	1.250		102.000
6.990	102.125	1.250		102.000
7.000	102.125	1.250		102.000
7.125	102.625	1.250		102.000
7.250	103.125	1.250		102.000
7.375	103.500	1.250		102.000
7.500	103.875	1.250		102.000
7.625	104.250	1.250		102.000
7.750	104.625	1.250		102.000
7.875	105.000	1.250		102.000
7.990	105.375	1.250		102.000
8.000	105.375	1.250		102.000
8.125	105.750	1.250		102.000
8.250	106.125	1.250		102.000
8.375	106.375	1.250		102.000
8.500	106.625	1.250		102.000
8.625	106.875	1.250		102.000
8.750	107.125	1.250		102.000

Final Price

6.625	101.625
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Select *Order Credit* to reissue the credit report and import into Encompass TPO Connect

- **Step 1:** Navigate to the *Assets and Liabilities* page and liabilities section of the URLA and click *Order Credit*.
- **Step 2:** On the Order Credit pop-up, complete the following: (1) credit provider, (2) *Reissue Credit* option; (3) File Reference Number, (4) Enter Credit Provider credentials Remember to utilize credentials issued by your credit provider; (5) Click *Reissue Credit* button.
- **Step 3:** Once the credit report is received, a confirmation message displays.
- **Step 4:** Click the Import Liabilities button to import liabilities.
- **Step 5:** Click the URLA button, proceed to the REO section and link any mortgage lien(s) to its associated property.

Refer to the following page for screenshots

URLA 2020 / Assets and Liabilities

Select Borrower Pair
Mr Durdon & Mrs Durdon

Liabilities - Credit Cards, Other Debts and Leases that You Owe

Does not apply to ☐ Borrower ☐ Co-Borrower

Order Credit

1
Order Credit Report

i You must order credit for Mr Durdon & Mrs Durdon before AUS order can be placed.

Credit Details	Report Details	Provider Details
Borrower Pair * Mr Durdon & Mrs Durdon	Request Type * Joint	User Name * credit vendor username
Credit Provider * CIS by Xactus	Report Type * Tri-Merge	Password *
☐ New Credit Report ☒ Re-issue Credit Reference Number abc123		BranchID BranchID ☒ Save Login Information Re-issue Credit

IMPORT LIABILITIES

Completing Your Submission

Once all required fields are completed and all required documents uploaded, you are ready to Submit.

Navigate to the *Additional Information* section, select the Ready to Submit checkbox and click Save.

- Complete the Subject Property Est Value for refinances and the Property Address for purchases.

Once required fields are completed, click Save. This will move your loan into the queue for review.

Select 'Ready to Submit' box then the Save button once file is ready for disclosures and credit review. Don't forget to upload required items to Documents: Unassigned section to avoid delays.

☒ Ready to Submit	☐ Business Purpose Loan
Purchase or Refinance *	Vista Point Doc Type *
Purchase	Option 2-Full Doc W2
Subject Property Est Value	Property Address Line Text *
	TBD

Save

For a quick glance to view submission status, the columns are titled "**Ready to Submit**" and "**Ready to Submit Date**".

If an "**X**" appears in the *Ready to Submit* column, then your file has been successfully submitted and the date it was submitted will appear in the "**Ready to Submit Date**".

☐		TPO READY TO SUBMIT	TPO READY TO SUBMIT DATE
☐		X	05/11/2026

Pipeline							L
Channel Wholesale View All Loans Loan Status Current							
☐		NAME / LOAN # / PROPERTY ADDRESS	LOCK & REQUEST STATUS	RATE LOCK EXPIRES	LOAN TYPE / LOAN AMOUNT	LOAN CREATED DATE	EST CLOSING DATE
☐		America, Andy 1110000027 TBD Carrolton HI	Unlocked		Conventional \$800,000.00	02/21/2024	05/25/2026

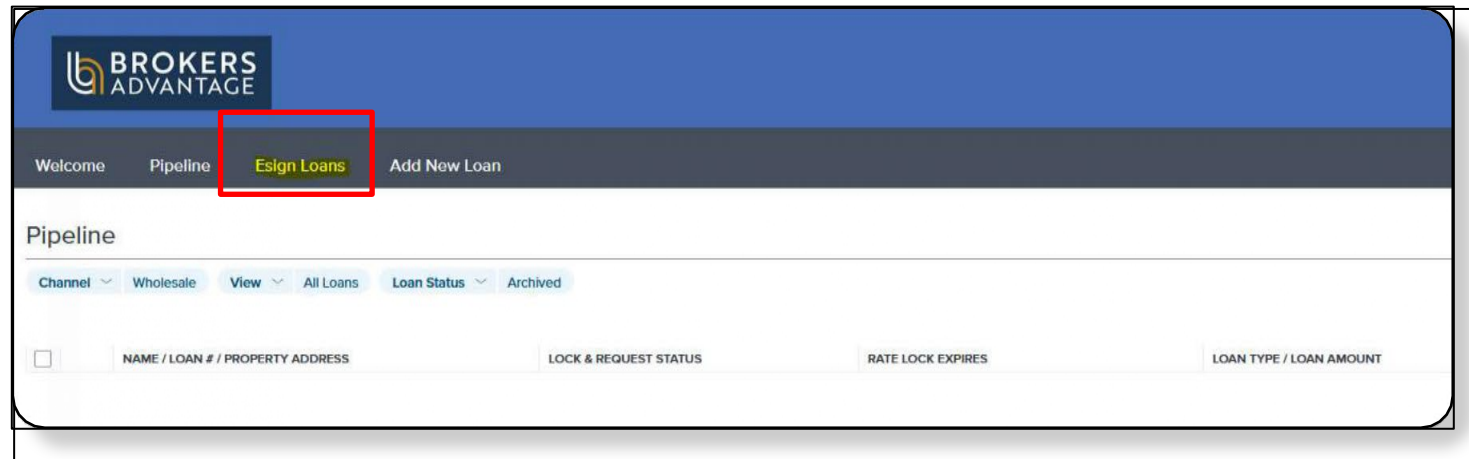
TPO Connect

Initial Disclosures

- If LE review is preferred prior to releasing disclosures, request under the comments section on the submission form.
 - An email from the setup team will be sent once preliminary LE is ready for review.
 - Please Note: This is not recommended and slows down the process.
-

- **It is very important that the borrower's email and cell phone number provided at time of submission are valid and accurate.**
 - Once disclosures are released, a one-time passcode (OTP) is sent to the borrower's email or cell phone. Incorrect contact information will prevent receipt of the OTP and delay or prevent e-signing initial disclosures.
- **The borrower must e-sign disclosures within 2 days of the *TPO Submit Date*, otherwise a physical package will be mailed to the applicant for wet signatures.**
- **Ensure all borrowers sign all disclosures from our portal and preferably not outside of it. Disclosures signed outside of the portal will cause delays.**
- **Loan Officer to e-sign 1003 through the portal as soon as possible. Refer to the following page for steps to complete.**
- **Brokers Advantage utilizes Lodestar integrated fees to expedite the disclosure process. We encourage our broker partners to leverage this by not submitting fee sheets.**

Access and E-Sign your 1003 Electronically



Step 1: Log into the TPO Portal

Step 2: Navigate to the “Esign Loans” link in the top Menu Bar

- Click on the Esign Loans link
- All loans that have a 1003 requiring your signature will appear, simply click on the line item corresponding to the borrower you want to e-sign for

Step 3: Electronically Sign the Disclosures

- Click on the “Start” or “Sign” button to begin the signing process.
- Follow the prompts to apply your electronic signature where required.

Step 4: Submit the Signed Documents

- Once all required signatures are completed, click “Finish” or “Submit” to send the signed disclosures back to the lender.

****For any questions or technical issues, please contact your Account Executive for further support**

Access and Sign your Initial Disclosures Electronically

Step 1: Receive the Disclosure Notification Email

- You will receive an email from our set up team (i.e., Erica_White-noreply-mortgagetechn@ice.com) with a subject line similar to **“Action Required: Review and Sign Your Loan Disclosures.”**
- Click on the secure link in the email to access your disclosures.

Step 2: Create or Log In to Your Account

- If this is your first time accessing the disclosure portal, you may need to create an account by setting up a username and password.
- If you already have an account, log in using your credentials.

Step 3: Authenticate Your Identity

- The system may require you to answer security questions or enter a verification code sent to your email or phone.

Step 4: Review Your Loan Disclosures

Step 5: Electronically Sign the Disclosures

- Click on the “Start” or “Sign” button to begin the signing process.
- Follow the prompts to apply your electronic signature where required.
- Some documents may require additional actions, such as checking a box or providing initials.

•Step 6: Submit the Signed Documents

- Once all required signatures are completed, click **“Finish”** or **“Submit”** to send back the signed disclosures.
- You will receive a confirmation email indicating that your disclosures have been successfully signed and submitted.
- You may also have the option to download a copy for your records.

For any questions or technical issues, please contact your Account Executive.

TPO Connect

Conditional Loan Approval and Condition Upload

Conditional Loan Approval



The Loan will be
Conditionally
Approved, Suspended,
Countered, or Denied.



Underwriter will Issue
the decision and email
the Broker, Account
Executive, and Account
Manager with the
information.



Turn time is
typically 24-48
hours. Refer to
[Resources](#) page
for up-to-date
information.



For any questions, the
AE or AM on file will be
available to help.

To upload conditions, logon to the TPO portal and add documents into the *unassigned* section under the *Documents* page.



Any documents uploaded during this time will be reviewed until moved into the Underwriter Queue for review.

Belinda Barnes

TBD, Ann Arbor, MI, 48103
01-TEST COMPANY

Loan #:

1110000253

Total Loan Am...

\$248,500.00

Loan Type:

Conventional

Loan Purpose:

Purchase

Interest Rate:

7.750%

Loan To Value...

70.00% / 70.00%

Started

Wh

Order Appraisal

Product Pricing & Lock

Service Orders

Documents

Conditions

Disclosure Tracking

Max attachment size is 200 MB. [View Supported Files.](#)

Expand All

Collapse All

Print Fax Cover Sheet

All Borrowers

[UNASSIGNED]

Drag & Drop files here or

Browse for files

Condition Process Overview

1

Conditions are initially reviewed by the Account Manager. If conditions are acceptable, the Account Manager will mark them as received and will forward to the underwriter.

2

File can be resubmitted to underwriting when any of the following criteria are met:

- 5+ Conditions satisfied
- Appraisal is received
- Change of Circumstance (COC)
- Credit/Income Docs are provided for review

3

Once the underwriting review is complete, and all conditions are met, the loan will be final approved.

4

If conditions are not met, the Underwriter will send out a revised conditional approval to the Account Manager, Account Executive and the Broker.

Change Of Circumstance (COC) & Initial Closing Disclosure (CD)

Once loan is locked, we will issue a COC/Revised LE

Initial CD can be sent 24 hours after the Locked LE was sent

Required documents for an Initial CD to be released:

- Satisfactory appraisal report - signed off by the underwriter
 - Value must be established and entered in LOS
- Satisfactory hazard insurance & RCE/flood insurance
- Estimated Closing Statement (with correct loan amount and combined closing statement required for purchases)
- Escrow instructions, vesting and title
- Loan must be locked
- Last LE must be sent 24 hours prior to CD. Confirm LE has been signed, wet signed, viewed, or valid use of mailbox rule days (note: LE & CD cannot go out same day)
- CD/Doc Order with ALL invoices
- Intent to Proceed
- Flood Cert (if property is located in a flood zone)

TPO Connect Lock Request

Lock Policy and Information

All loans must be funded on or before the lock expiration date.

- If lock is set to expire before funding, locks may be extended up to a maximum 15 days per request and 30 days cumulative lock extensions.
 - Extension requests must be done prior to lock expiration.
 - Extension fee = .015% per day
- Extension Request must be sent to the lockdesk by 5 pm PST on or before the lock expiration date listed on the Lock confirmation in order to be extended.
- Expired locks or locks that have exceeded maximum extension period may be relocked with worse case pricing.
- Worse case pricing relock terms are the following:
 - 15 days with a 25bps (.25) fee
 - 30 days with a 37.5 bps (.375) fee
 - May be extended up to a total of 15 days
 - Loans may only be relocked one time

Lock Desk Information

Lock desk email: lockdesk@brokersadvantagemtg.com

Hours: 8am – 5pm PT

Rate Sheets

Rate sheet pricing is uploaded to the Brokers Advantage website daily.

- As market conditions change, an intra-day change may occur. Locking during this time will not be permitted and will resume once rate sheets are updated and reposted.

Lock Desk Info:

Refer to Section 7 of the Broker Guide on the Resources Page

Price out all loan lock requests on our website

<https://brokersadvantagemortgage.com/Pricing>

[Rate Sheet, Pricer, Tools](#)[Blended Rate](#)[Products](#)[Resources](#)[About Us](#)[TPO Login](#)[Contacts + Get Approved](#)

Credentials are not needed to request a lock or view pricing. Click on the ***Rate Sheet, Pricer, Tools*** link in the menu toolbar to navigate to the pricer page.

Pricing & Locking a Loan: Scenario Input

PRICE			
Run			
Get Price		Need Help With Your Scenario? Click here to contact your AE and discuss your deal with us!	
Scenario Input		LLPA	Message
Product*	☐ Infinite Non-QM (1st L...)	IN30F	INELIGIBLE SCENARIO
Note Rate*	☐ 8.500	109.375	
Occupancy*	Non Owner Occupied	0.000	Overlay: DSCR - Not 'Short Term' or 'Not-Short-Term-Rental'
Credit Score*	780		
CLTV*	50.00		#N/A
Loan Amount*	200,000.00	-0.125	
Amortization Term*	30yr Fixed	0.000	
Amortization Type*	Full Amortization	0.000	
Document Type*	09-DSCR	0.875	Investor DSCR
Bank Statement*	No Bank Stmt	0.000	
Months Reserves*	6.000	0.000	
DTI*	0.000	0.000	
DSCR*	0.000	0.000	#N/A
Purpose*	Purchase	0.250	
Cash-out Amount*	0.00	0.000	
Property*	SFR	0.000	
Valuation Type*	Full Appraisal	0.000	
State*	CA	0.000	
Housing History*	NoLatesx12	0.000	
Credit Events*	No Events 48mo+	0.000	
Citizenship*	US Citizen	0.000	
Income/Employment*	Wage-Earner	0.000	Select 'Short Term' or 'Not-Short-Term-Rental'
1st Time HB/Inv*	Not FTHB or FTINV	0.000	
Payment*	ACH	0.125	
Servicing*	Escrows	0.000	
Prepay*	No Prepay	-2.000	
Lock Term*	45 Day	-0.250	
Lock Type	Best Efforts	0.000	P&I Pmt: 1,537.83
Compensation Type*	Borrower Paid	0.000	
Total LLPA		#N/A	
	Description	0.000	
Max Price		100.000	
Final Price	#N/A		#N/A

Complete scenario input details and click on the ***Get Price*** button to view pricing and any messages that could effect pricing.

Pricing & Locking a Loan: Lock Request

Pricing Matrix			
Rate	Price	LLPA	Final Price
5.990	97.125	1.250	98.375
6.000	97.125	1.250	98.375
6.125	97.875	1.250	99.125
6.250	98.500	1.250	99.750
6.375	99.125	1.250	100.375
6.500	99.750	1.250	101.000
6.625	100.375	1.250	101.625
6.750	101.000	1.250	102.000
6.875	101.625	1.250	102.000
6.990	102.125	1.250	102.000
7.000	102.125	1.250	102.000
7.125	102.625	1.250	102.000
7.250	103.125	1.250	102.000
7.375	103.500	1.250	102.000
7.500	103.875	1.250	102.000
7.625	104.250	1.250	102.000
7.750	104.625	1.250	102.000
7.875	105.000	1.250	102.000
7.990	105.375	1.250	102.000
8.000	105.375	1.250	102.000
8.125	105.750	1.250	102.000
8.250	106.125	1.250	102.000
8.375	106.375	1.250	102.000
8.500	106.625	1.250	102.000
8.625	106.875	1.250	102.000
8.750	107.125	1.250	102.000

Final Price

6.625

101.625

View the rate stack and select the pricing row to select preferred rate/price.

Complete **Lock Detail** fields and click the **Request Rate Lock** button to email lock request to Brokers Advantage Lockdesk.

LOCK

Lock Detail

Broker Name*

Encompass Loan Number*

Borrower Name*

Property Address

Property City

State

Zip

Comments

Broker Email*

Acct Exec*

Request Rate Lock

Export PDF

Lock Desk Hours: 8:00am - 5:00 pm PST

LOAN ESTIMATOR

Inputs		Outputs				
	\$	%	Tests	APR	Pts Fees	Results
Discount Points (%)	0.000	0.000 %	Current Loan(Actual)	8.651	1.398 %	
Lender Fees(\$)	1795.00	0.897 %	High Cost(Fed)	13.210	8 / 1380	Pass
Broker Fees(\$)	1,000.00	0.500 %	High Cost(State)	13.310	6.000 %	Pass
3rd Party Fees(\$)	0.00	0.000 %	QM	8.960	3.000 %	QM
Other Fees(\$)	0.00	0.000 %	HPML	8.210		Fail
Interest Days(\$)	0	0.000 %	Loan Type	QM Rebuttable Presumption		
			Valuation Type	Appraisal		



Condominium Project Questionnaire

Project Name:

Loan Number:

Name of Master Association, if applicable:

Property Address:

Project Eligibility

1. Is project part of a Master Association? If Yes, provide master insurance policy, full questionnaire and budget

Yes ☐ No ☐

2. Is this project a detached condominium (project contains all detached units but is still zoned a condominium?)

Yes ☐ No ☐

3. Is the project a condominium hotel?

Yes ☐ No ☐

4. Do all units contain full sized kitchen appliances?

Yes ☐ No ☐

5. Does project have hotel type services?

Yes ☐ No ☐

If Yes, then provide types of services

6. Are short-term rentals permitted?

Yes ☐ No ☐

7. Is year-round occupancy permitted?

Yes ☐ No ☐

8. Is project a timeshare or segmented ownership?

Yes ☐ No ☐

9. Is project a houseboat project?

Yes ☐ No ☐

10. Are there any manufactured housing units within the project?

Yes ☐ No ☐

11. Is project a multi-dwelling unit condominium (including lockout units in project) in which ownership of multiple units is evidenced by a single deed or mortgage?

Yes ☐ No ☐

12. Is there a mandatory rental clause?

Yes ☐ No ☐

13. Is project an investment security, common interest apartment or does the project have any non-incidental business operation owned or operated by the HOA?

Yes ☐ No ☐

14. Does the project have any non-incidental business operations owned or operated by the Homeowners' Association (such as but not limited to a restaurant, spa, health club, etc.)

Yes ☐ No ☐

15. Does the association contain any commercial space?

Yes ☐ No ☐

If Yes, what percentage of square footage is used for commercial purposes?

If Yes, what is commercial space used for?

For Condominiums, a questionnaire will be required, per guidelines.

Utilization of the Brokers Advantage Mortgage Condominium Project Questionnaire Form is highly recommended. The form is available on the [Resources](#) page of our website.

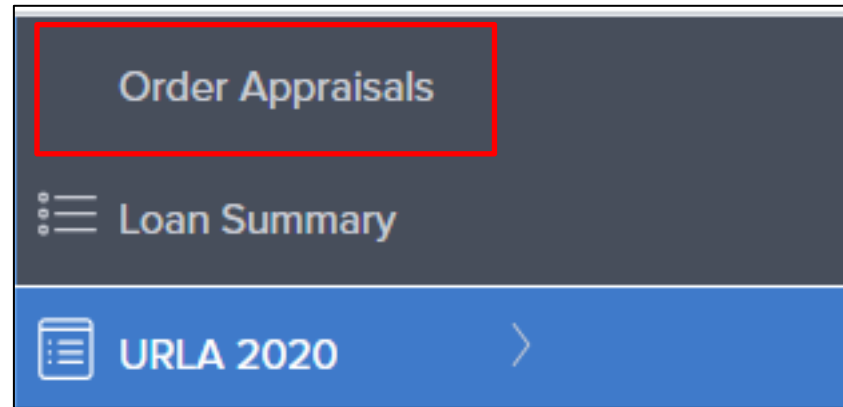
All Condo reviews will be conducted internally by our Condo Desk.

 BROKERS ADVANTAGE MORTGAGE				CD/Doc Order Request Form			
Requested Date:				Loan Number:			
Lock Expiration Date:				Anticipated Signing Date:			
☐ Request CD Prior to CTC							
Borrower Information (as they should appear on the docs)							
Borrower Name:				Borrower 2 Name:			
Non-Borrowing Spouse/Other Name:							
Non-Borrowing Phone:				Non-Borrowing Email:			
☐ Trust		Trust Name:					
☐ Is Borrower a Business Entity?		Business Entity Name:					
☐ Personal Guarantor		PG Name:					
Vesting:							
☐ POA (approval Required prior to Docs) - Attach copy of POA							
Property Information				Loan Information			
Street Address:				Term:		Loan Program:	
City:				Appraised Value:		Loan Amount \$:	
State:				Sales Price \$:		Interest Rate%:	
Zip:				First Payment:		Lien Position:	
				PUD/Condo Name:			
				Impounds/Escrows:		☐ No Escrows ☐ Taxes & Insurance ☐ Taxes Only ☐ Insurance Only ☐ Flood Insurance Only	
Property Type							
Property Type:				Units:			
Loan Purpose:							
Compensation Plan <i>*If Broker Comp is disclosed as a flat fee (\$) vs. a percentage (%), fee cannot be changed once it is disclosed.</i>							
☐ Lender Paid		Comp Plan %:					
☐ Borrower Paid		Broker Comp \$: *		Broker Comp %:			
Fees: Must match most recent disclosed LE and within APR Tolerance. Please obtain updated title and escrow fees.							
Broker Fees				Broker Contact Information			
1. Origination Charges		Amount					
Underwriting Fees		\$		Company Name:			
1 st Lien		\$		Loan Officer Name:			
2 nd Lien		\$		Loan Officer Email:			
3 rd Party Processing Fee		\$		Loan Officer Phone #:			
UW Fee Buyout		\$		Processor Name:			
				Processor Phone Number:			
2. Lender Credits, Discount Fees or Broker Credits				Escrow Company Information			
Lender Credit to Borrower		\$		Company Name:			
Bonafide Discount Fee		\$		License #:			
3. Required Services				Escrow Officer:			
Appraisal Fee (Invoice Required)		\$		License #:			
Select one:		☐ POC ☐ PAC		Phone #:			
Select Paid by:		☐ Broker ☐ Borrower		Email for Docs:			
If applicable:		☐ Broker Reimbursed		Address:			
Credit Report Fee (Invoice Required)		\$		City:			
Select one:		☐ POC ☐ PAC		State:			
Select Paid by:		☐ Broker ☐ Borrower		Zip:			
If applicable:		☐ Broker Reimbursed		Title Company Information			
Business Purpose Dual Comp (YSP)				Company Name:			
\$ Paid to Broker		\$		Title Officer:			
% Paid to Broker				Phone #:			
Notes:				Email:			
				Address:			
				City:			
				State:			
				Zip:			
Brokers Advantage Only							
Account Executive:							
Account Manager:							

To request docs, complete the ***CD/Doc Request Form*** and submit through the TPO portal. This is required in order to request loan documents.

This form is located on the **Resources** page.

Refer to **Resources** page for turn times for Doc Request.



All Appraisal orders are required to be ordered through Brokers Advantage TPO Portal.

For additional guidance, refer to **Appraisal Orders** material under the *Appraisal Support* section of the *Resources* page.



HOI

**Carrington Mortgage Services, LLC.
Its Successor's and/or Assigns
P.O. Box 692408
San Antonio, TX 78269-2408**

CPL'S and Escrow Amendments

**Vista Point Mortgage, LLC dba Brokers Advantage Mortgage
Its Successor's and/or Assigns
1920 Main St., Suite 200
Irvine, CA 92614**

Thank you for your business.

Contact your dedicated [Account Executive](#) for additional support.