REI Oklahoma

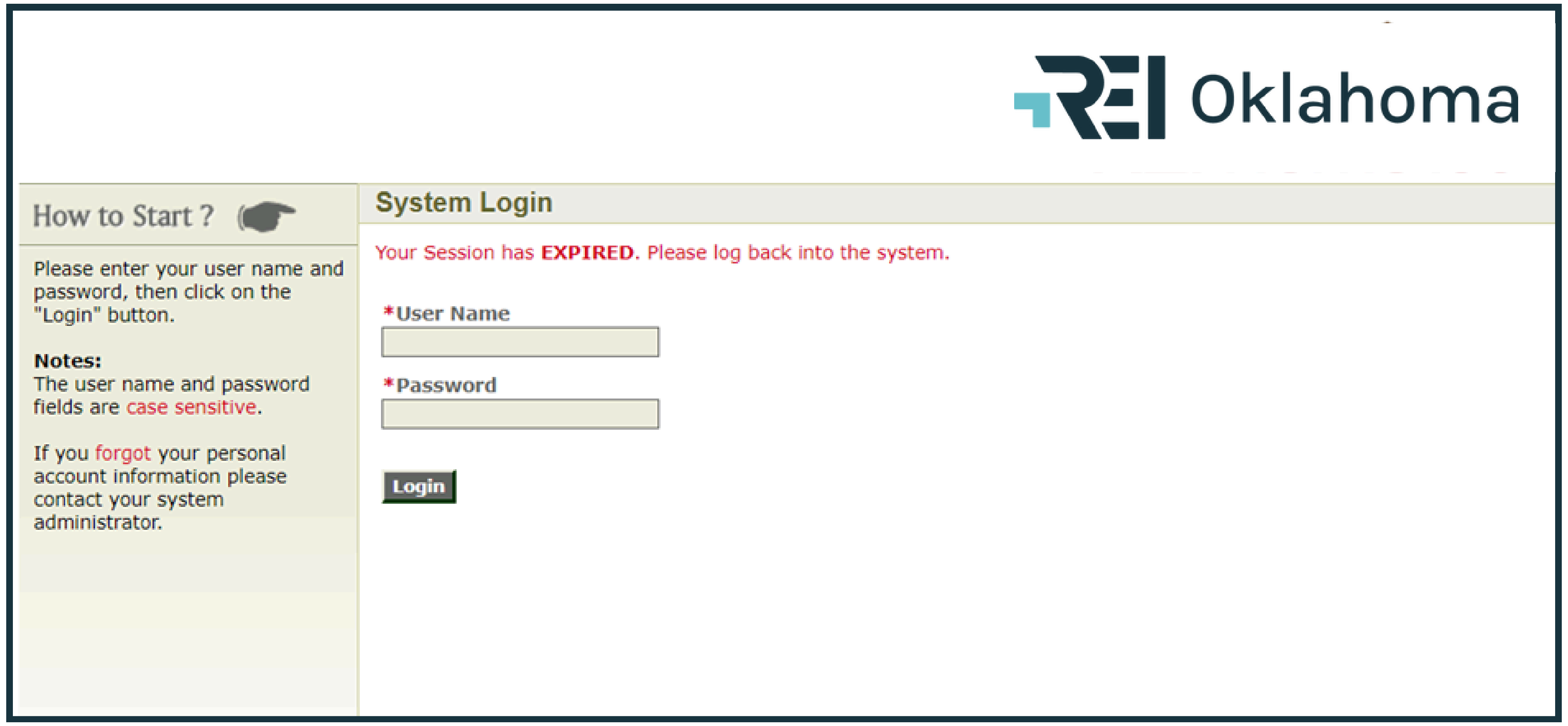
REI Home 100
Loan Program

How to Complete the Pre-Closing Compliance Package

HilltopSecurities
A Hilltop Holdings Company.

How to Complete the Pre-Closing Compliance

REI Home100 Portal Link: https://www.reihome100.org/

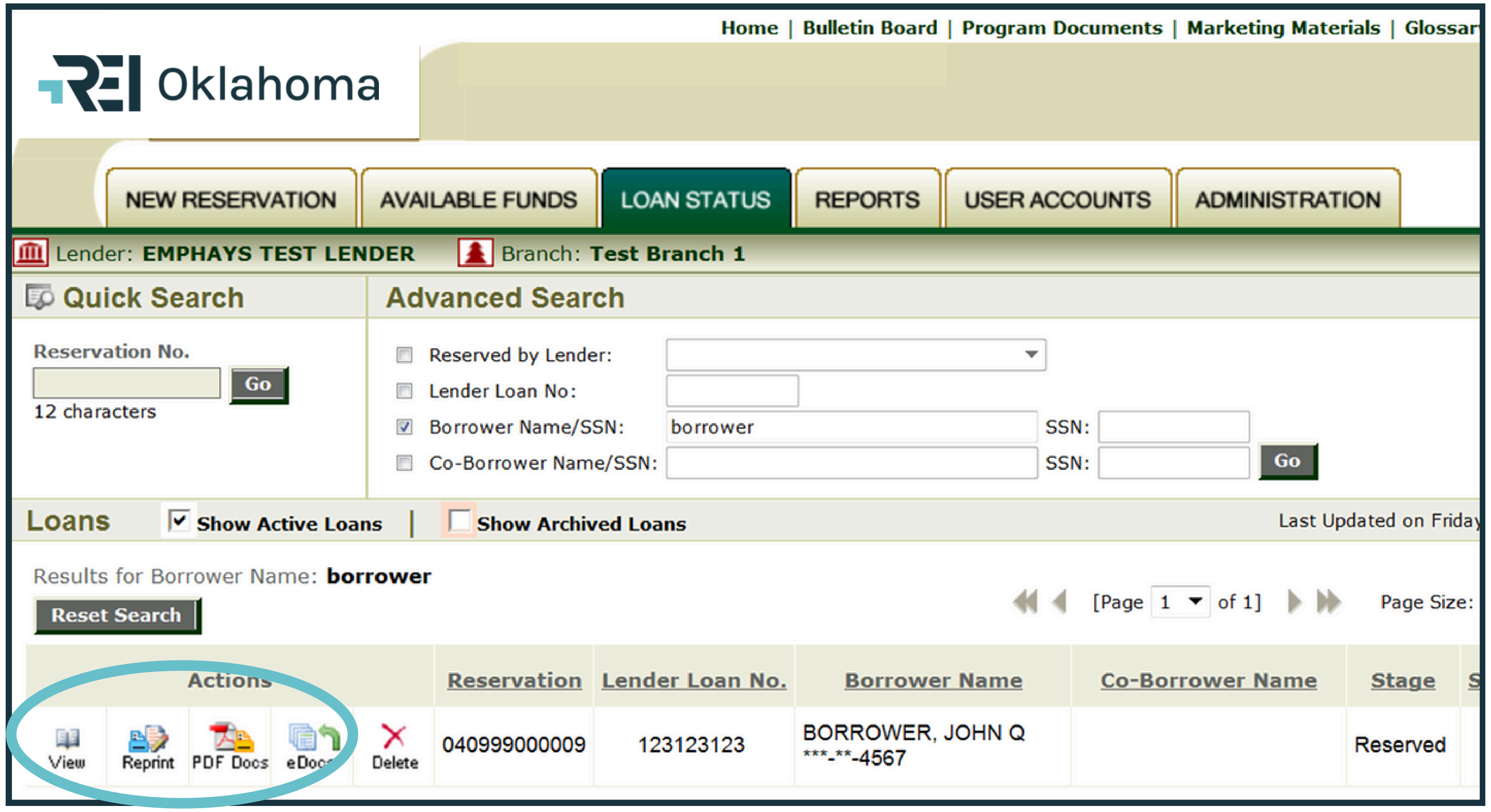


To obtain login credentials to the portal, you will contact the portal administrator for your company. If you do not know who your portal administrator is, please contact us at reidpa@reiok.org, and we can send you that information.

How to Complete the Pre-Closing Compliance Package

Loan Status Tab

- Click the Loan Status tab to access the list of loans in your pipeline. This will show you information such as loan number, borrower(s) name, stage, and status for each loan.
- The icons circled in red will navigate to everything you need for each loan file.



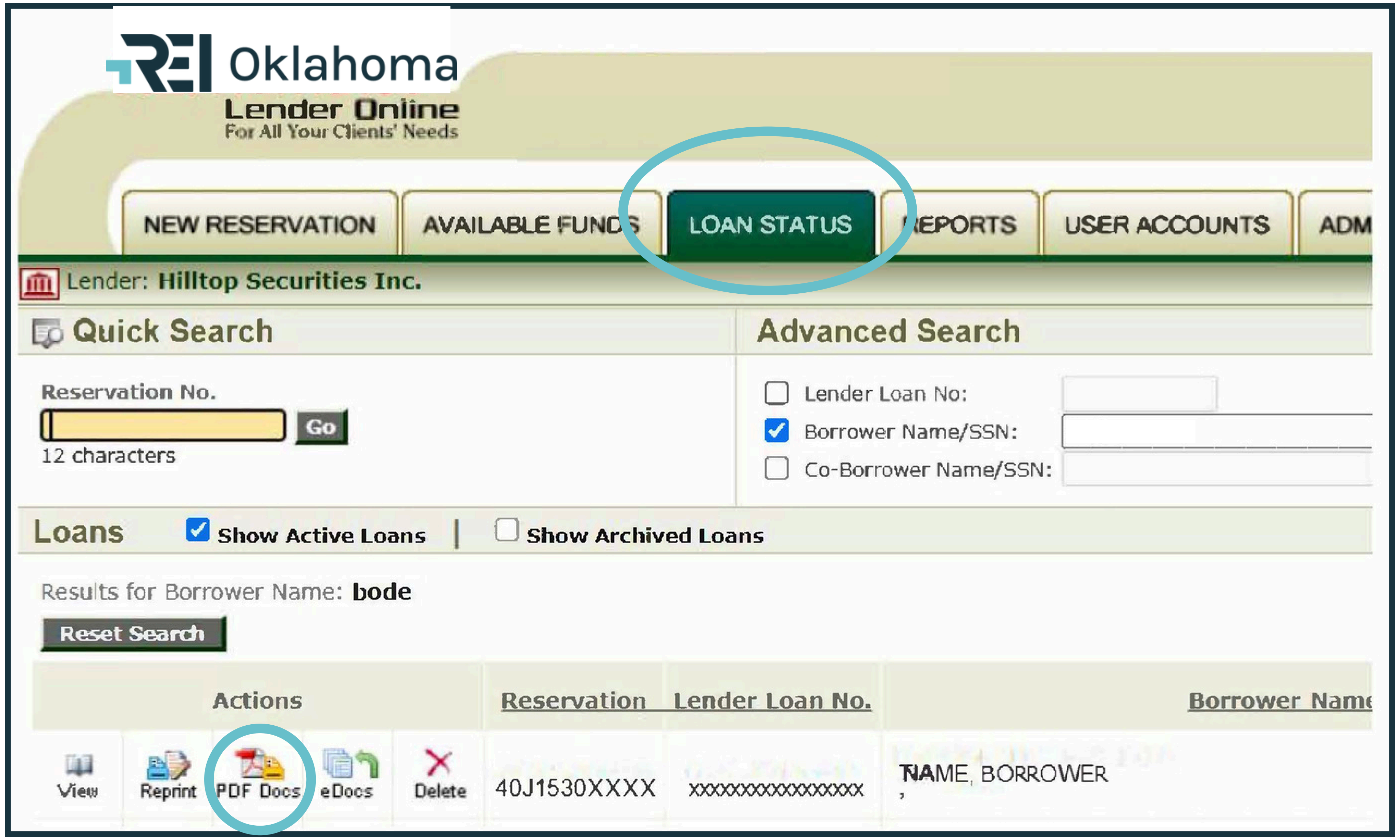
- View - General borrower and loan information as well as loan conditions and status
- Reprint - Reprint loan confirmation
- PDF Docs - Download DPA related loan documents and checklists
- eDocs - Upload documents for review

Submitting Packages For Review

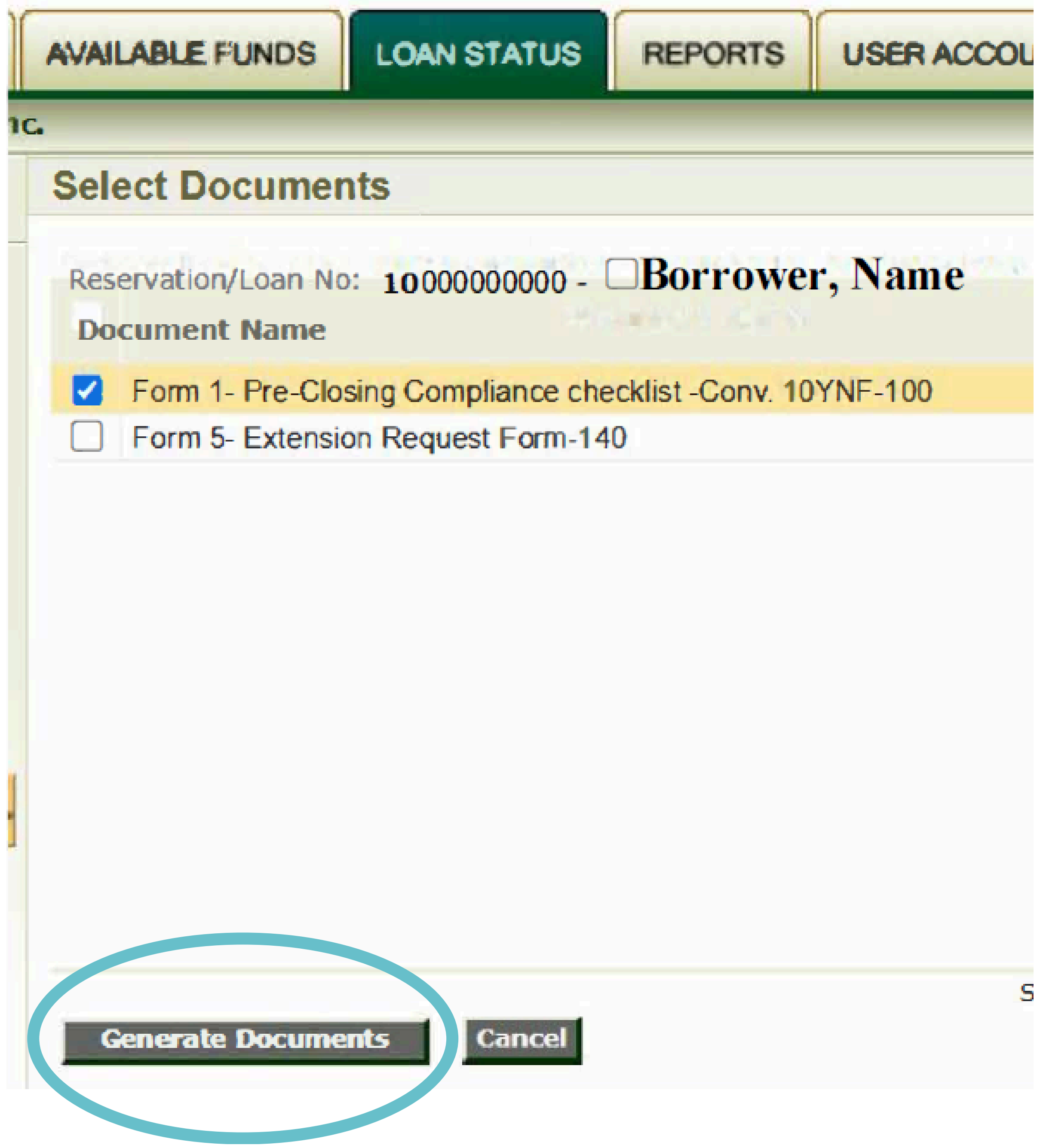
- For each stage, there is a Checklist to advise you on what documents are required for approval. The checklists are specific to the stage you're in and the type of down payment assistance program you're using.
  - For example: the documents required for the Conventional Option 2 Amortizing 2nd Mortgage will be different than the documents required for the Government Option 2 Hybrid Gift + 2nd Mortgage.
- The documents are pre-populated with information collected during the locking of the loan, but there are some active fields. Please complete all active fields-in the Pre-Closing Compliance stage, the active fields will include contact information.
- All documents are uploaded and submitted electronically through the portal. (PDF Format Preferred)
  - See slides 8-13 of this training for instructions on how to upload and submit through the portal.

Where to Find the Pre-Closing Compliance Checklist

- Go to the “Loan Status” tab in the portal and locate the appropriate loan.
- Click on the “PDF Docs” icon.



How to Complete the Pre-Closing Compliance Package



Select the desired documents and click the “Generate Documents” button on the bottom of the page.

- During the Pre-Closing Compliance stage, you will only have access to the documents needed for that stage:
  - Form 1 – Pre-Closing Checklist: This will list all documents needed for upload.
  - Form 5 - Extension Request Form: This will only be needed for loans in which you need to extend the lock.

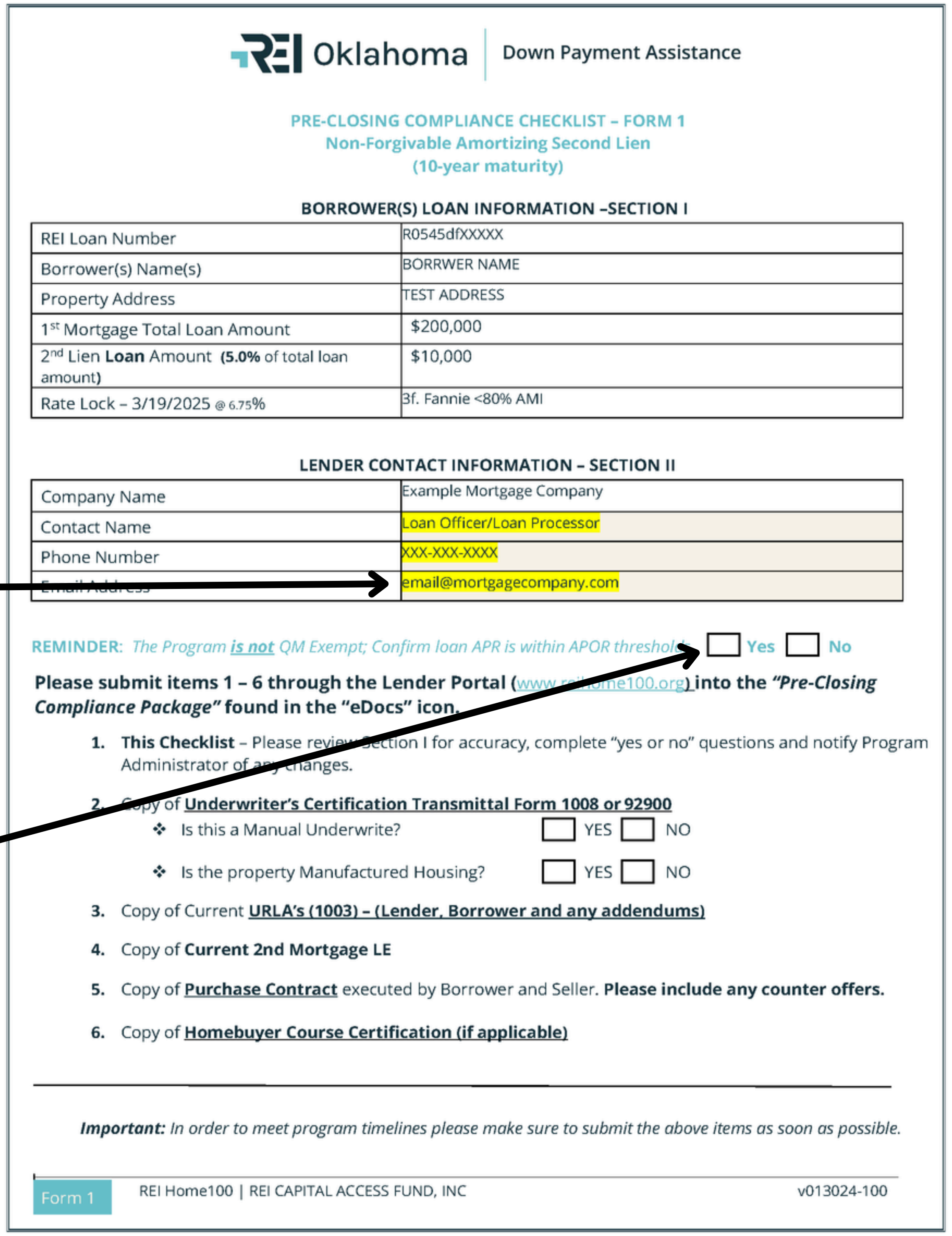
How to Complete the Pre-Closing Compliance Package

Pre-Closing Compliance Checklist

Most fields in the documents are pre-populated based on the information entered during the lock process. Any active fields should be completed.

Here is an example of a Pre-Closing Compliance Checklist and the active fields which include contact information. Please list the information for the point of contact for this file (who we should contact if we have conditions or questions):

Active Fields



REI Oklahoma | Down Payment Assistance

PRE-CLOSING COMPLIANCE CHECKLIST – FORM 1
Non-Forgivable Amortizing Second Lien
(10-year maturity)

BORROWER(S) LOAN INFORMATION –SECTION I

REI Loan Number	R0545dfXXXXX
Borrower(s) Name(s)	BORRWER NAME
Property Address	TEST ADDRESS
1st Mortgage Total Loan Amount	$200,000
2nd Lien **Loan** Amount (**5.0%** of total loan amount)	$10,000
Rate Lock – 3/19/2025 @ 6.75%	3f. Fannie <80% AMI

LENDER CONTACT INFORMATION – SECTION II

Company Name	Example Mortgage Company
Contact Name	Loan Officer/Loan Processor
Phone Number	XXX-XXX-XXXX
Email Address	email@mortgagecompany.com

REMINDER: *The Program **is not** QM Exempt; Confirm loan APR is within APOR thresholds* ☐ Yes ☐ No

Please submit items 1 – 6 through the Lender Portal (www.reihome100.org) into the *"Pre-Closing Compliance Package"* found in the "eDocs" icon.

1. **This Checklist** – Please review Section I for accuracy, complete "yes or no" questions and notify Program Administrator of any changes.
2. Copy of **Underwriter's Certification Transmittal Form 1008 or 92900**
   - Is this a Manual Underwrite? ☐ YES ☐ NO
   - Is the property Manufactured Housing? ☐ YES ☐ NO
3. Copy of Current **URLA's (1003) – (Lender, Borrower and any addendums)**
4. Copy of **Current 2nd Mortgage LE**
5. Copy of **Purchase Contract** executed by Borrower and Seller. **Please include any counter offers.**
6. Copy of **Homebuyer Course Certification (if applicable)**

Important: *In order to meet program timelines please make sure to submit the above items as soon as possible.*

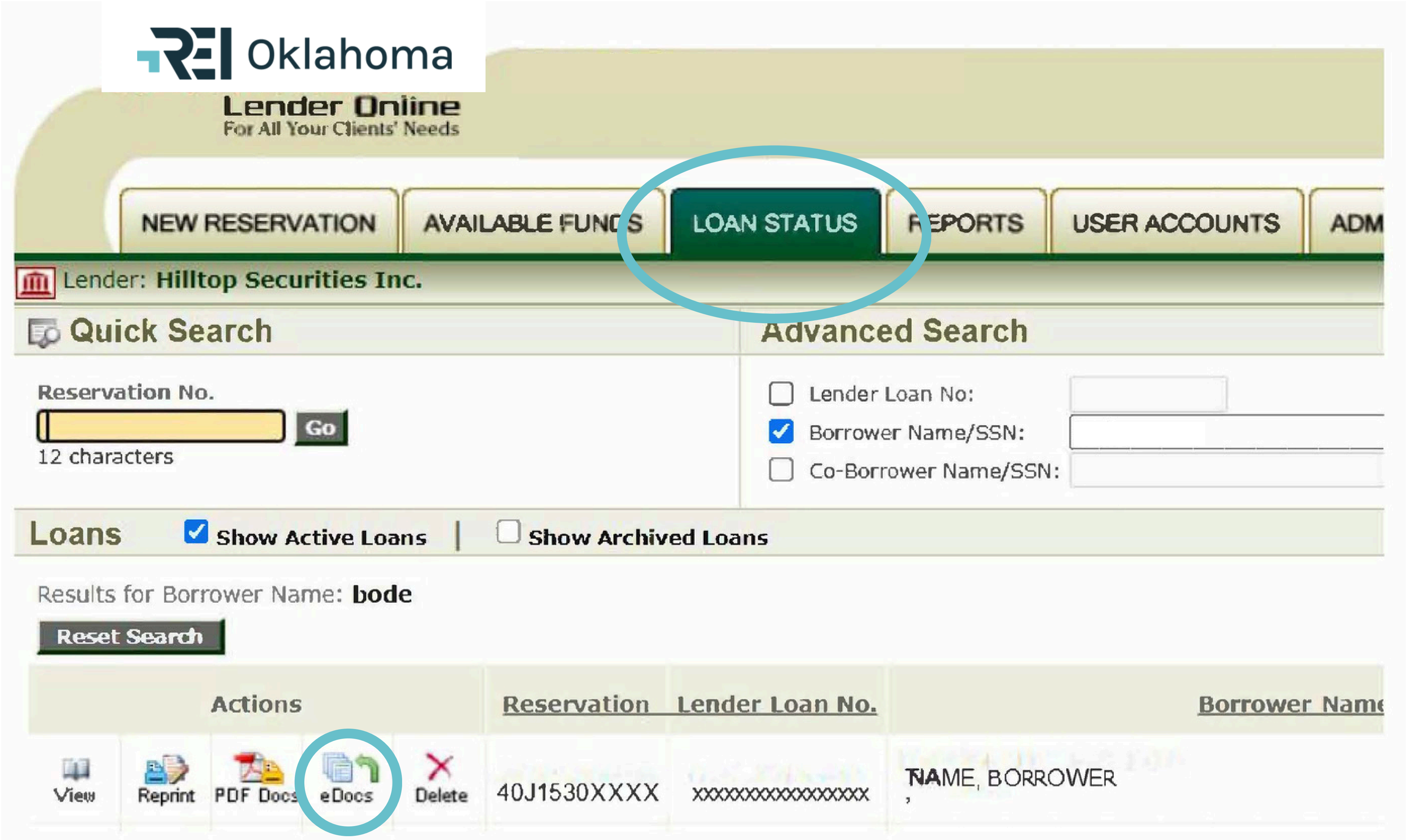
Form 1 REI Home100 | REI CAPITAL ACCESS FUND, INC v013024-100

REI is not QM/ATR exempt, so all loans must meet standard QM. You will need to confirm this by checking the box shown above. HPML loans are acceptable.

How to Complete the Pre-Closing Compliance Package

Uploading the Pre-Closing Compliance Package

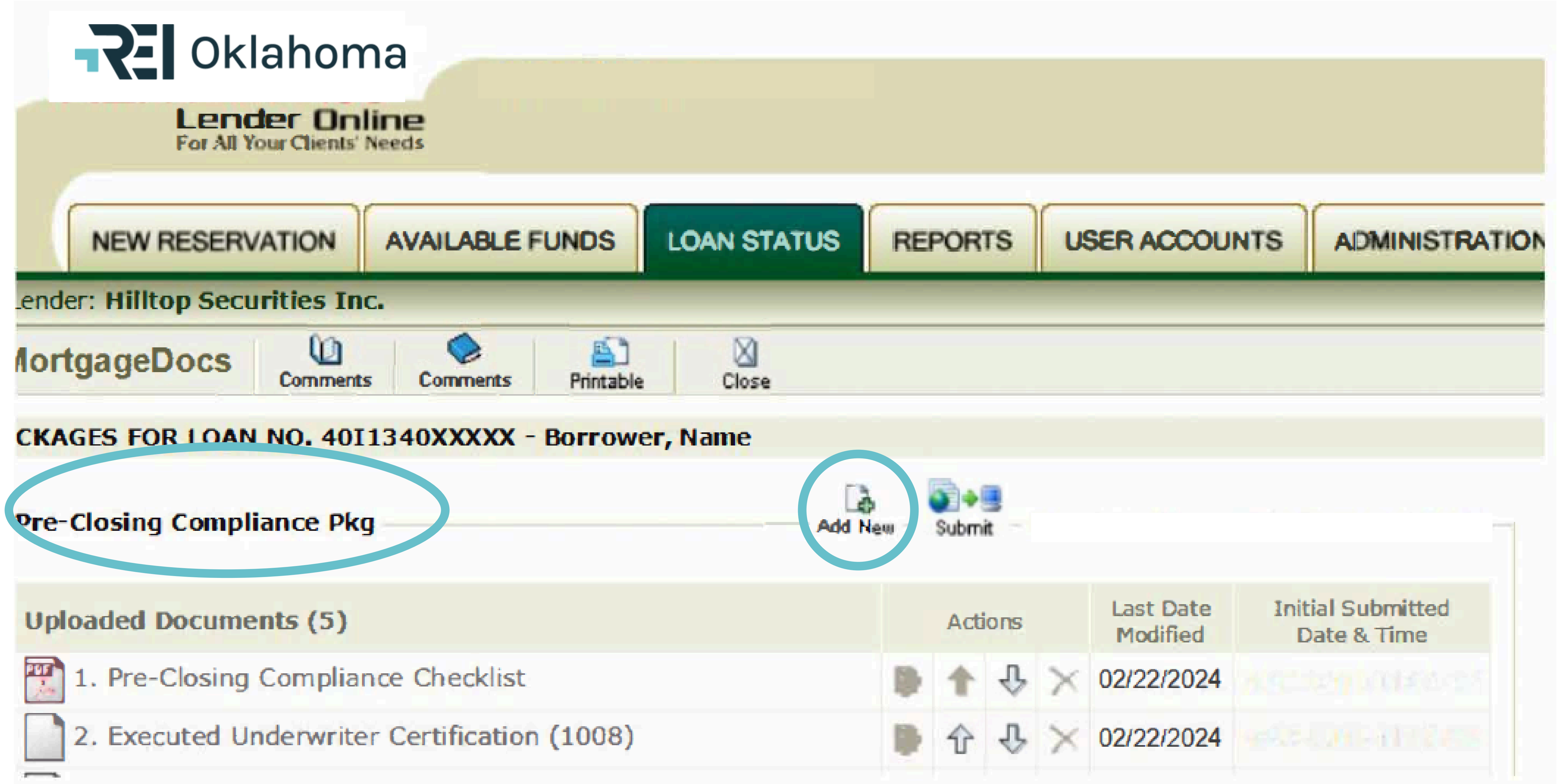
- Go to the “Loan Status” tab in the portal once again, and locate the loan you are working on.
- Click on the “eDocs” icon.



How to Complete the Pre-Closing Compliance Package

Uploading the Pre-Closing Compliance Package

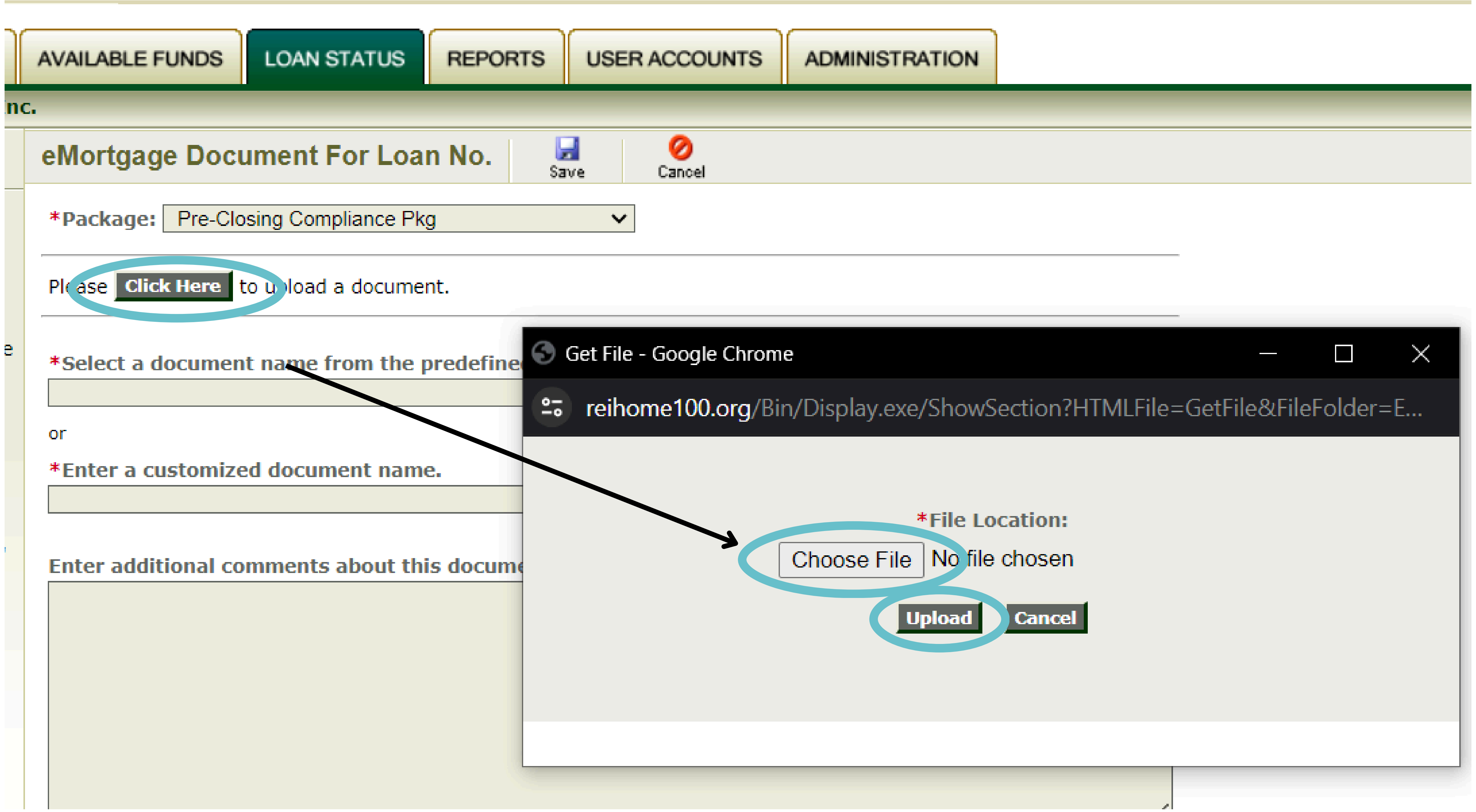
- Click on the “Add New” icon for the package you are uploading.



Uploading the Pre-Closing Compliance Package

1. Click Here to upload document
2. Choose file from where it is saved on your computer
3. Click Upload

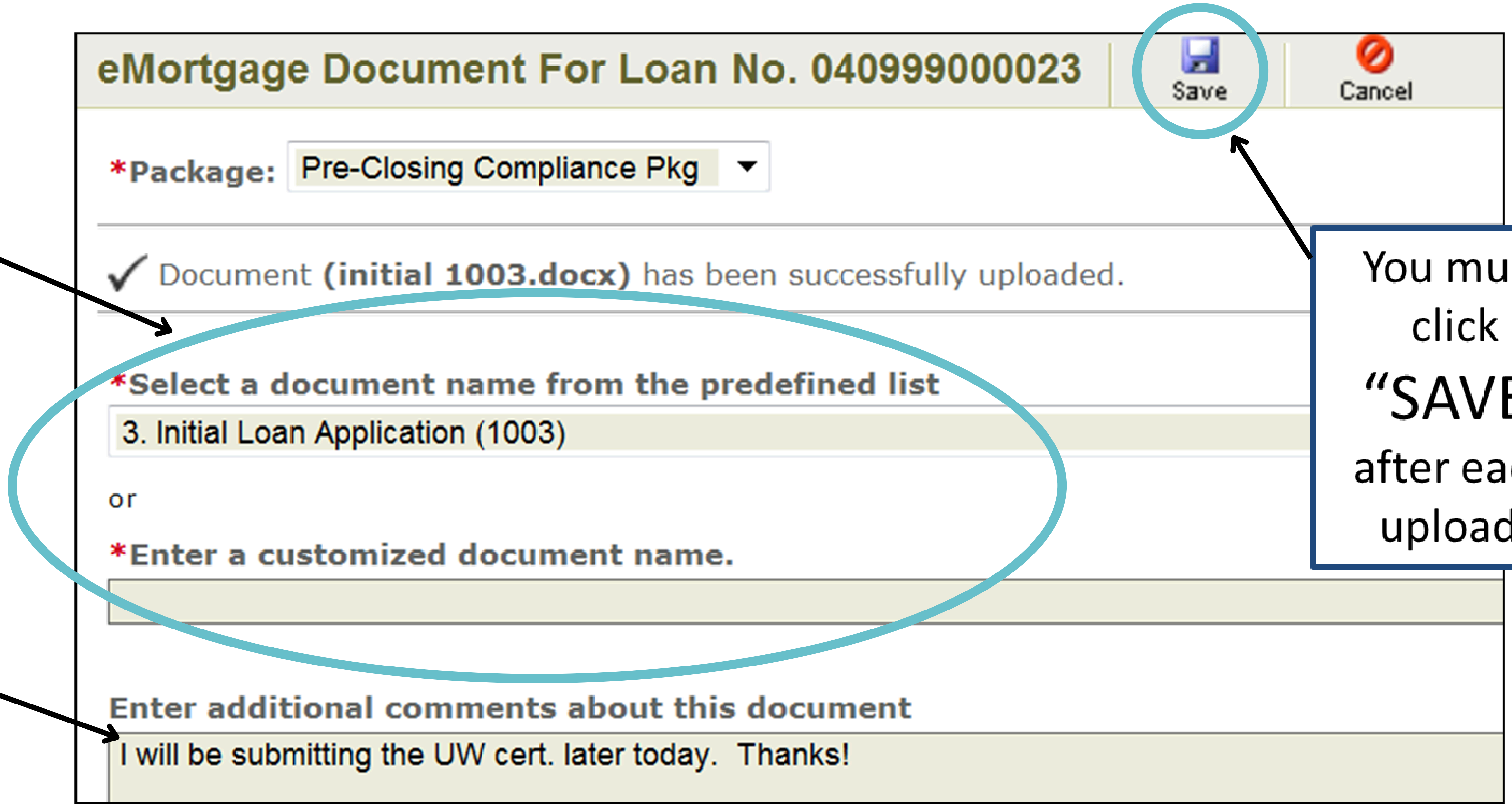
*All documents should be in PDF format.



Uploading the Pre-Closing Compliance Package

Name the document you are uploading via the drop down menu or by typing a customized name.

- The documents can be uploaded individually or as a complete package.
- You can add additional comments at the bottom of the page such as shown here.

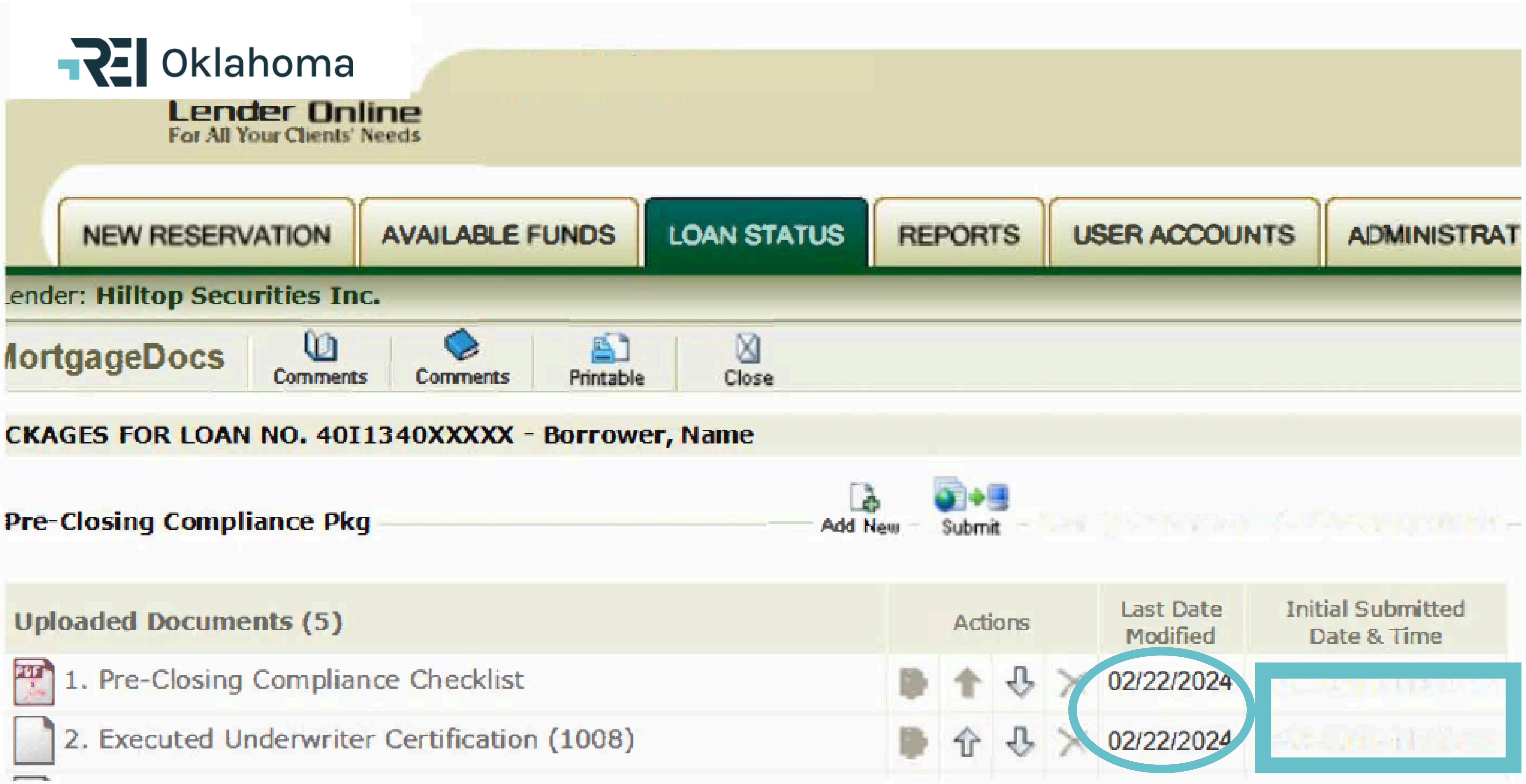


You must click "SAVE" after each upload.

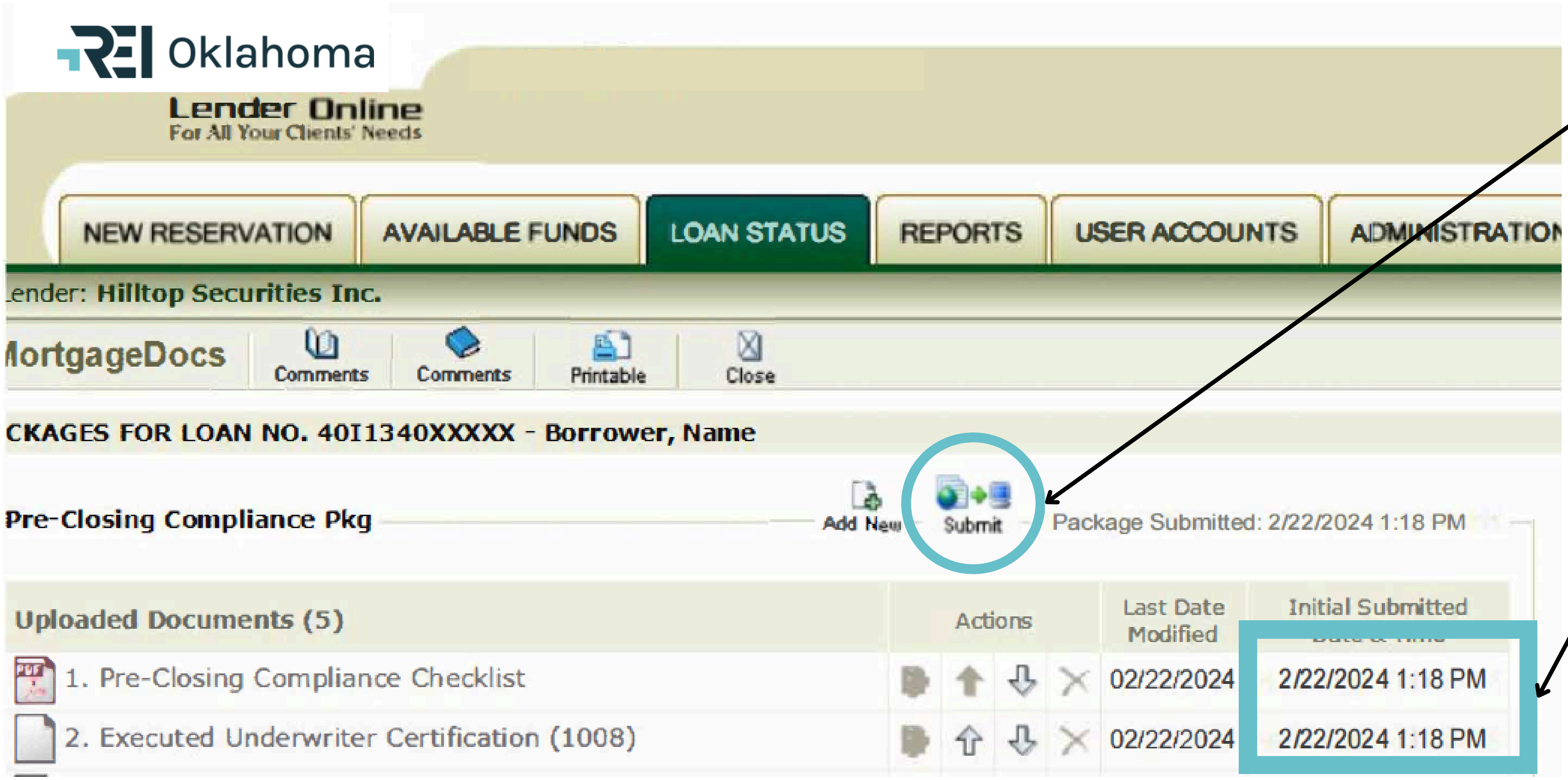
How to Complete the Pre-Closing Compliance Package

Uploading the Pre-Closing Compliance Package

Once the document is saved, the date will show up, and you are safe to log out without losing progress.



Submitting the Pre-Closing Compliance Package



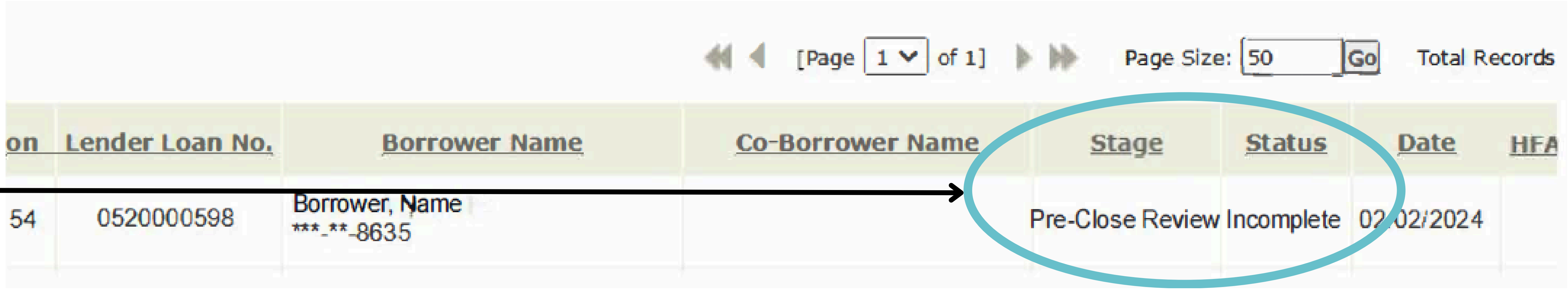
Once all documents have been uploaded, you MUST click on the Submit button. The Submit button sends an email that notifies Hilltop Securities there is a package uploaded for review.

You will know the package has been submitted when you see a date and time listed here.

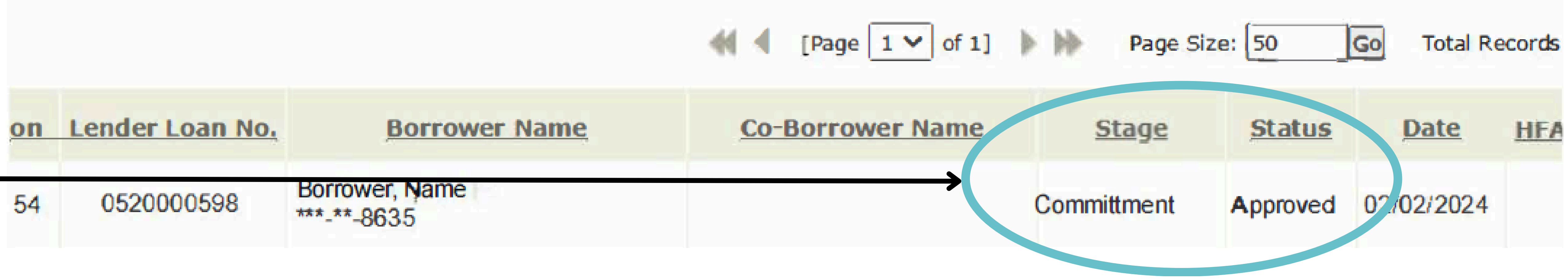
Checking for Conditions

After submitting the package, you will log back into the portal to check for conditions or approval. The file should be reviewed within 24 hours, but it is often quicker than that. Clicking the “Loan Status” tab will bring up a list of the loans in your pipeline. Information such as the loan number, borrower(s) name, stage, and status will be listed for each loan.

If the Stage and Status show, “Pre-Close Review Incomplete,” this means there are conditions.



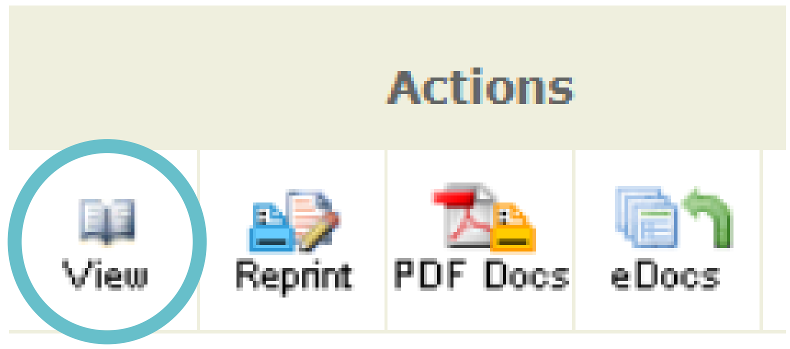
If the Stage and Status show, “Commitment Approved,” this means you are approved to move to the Funding Package.

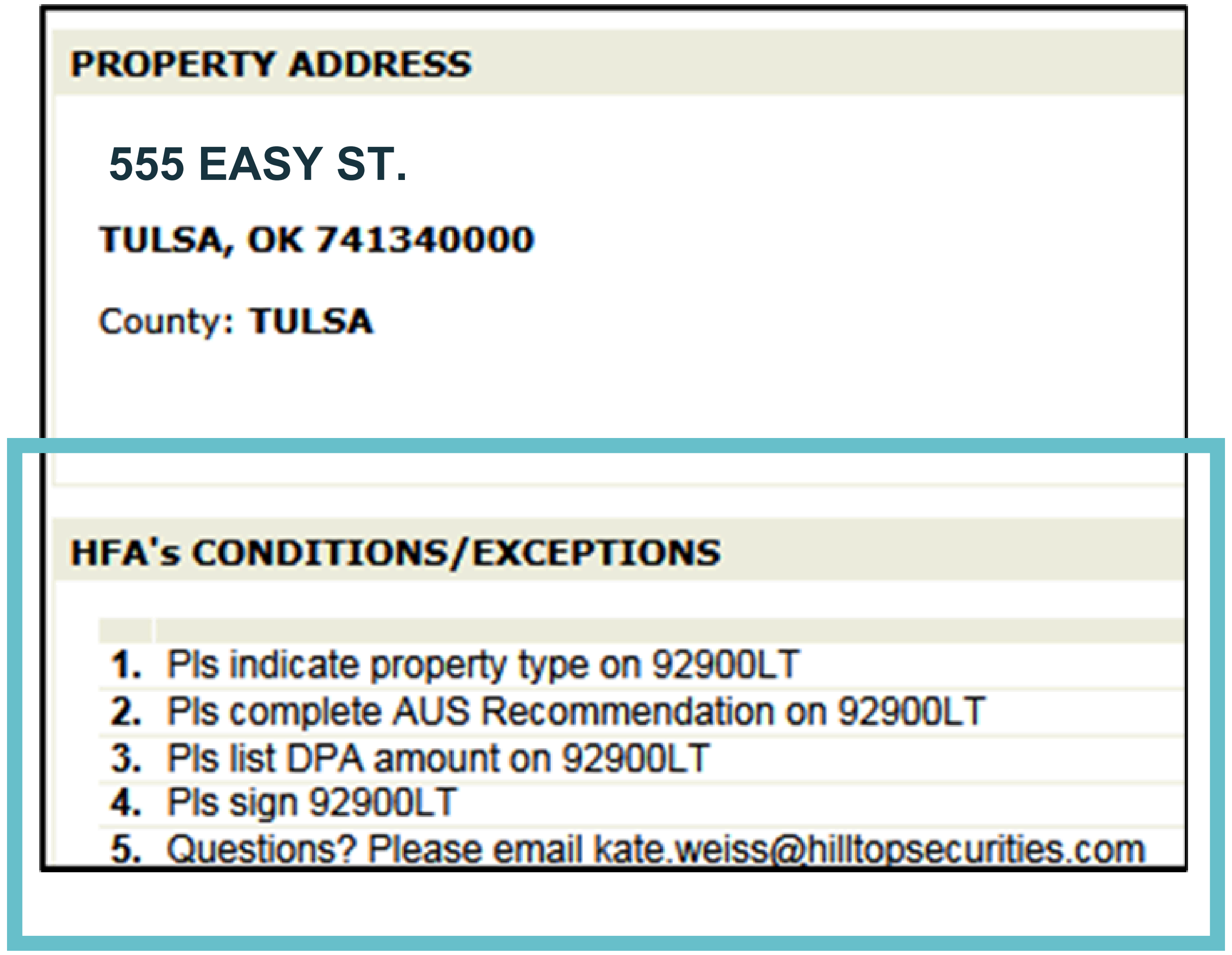


How to Complete the Pre-Closing Compliance Package

Checking for Conditions

To view conditions, click on the “View” icon on the “Loan Status Tab.





PROPERTY ADDRESS

555 EASY ST.

TULSA, OK 741340000

County: **TULSA**

HFA's CONDITIONS/EXCEPTIONS

1. Pls indicate property type on 92900LT
2. Pls complete AUS Recommendation on 92900LT
3. Pls list DPA amount on 92900LT
4. Pls sign 92900LT
5. Questions? Please email kate.weiss@hilltopsecurities.com

On the bottom, left-hand side of the “View” page, you will see the HFA’s Conditions/Exceptions along with a contact email should you have questions.

- Next, upload the corrected documents via the upload and submit process you used to submit the initial file, detailed on Pages 8 – 13.
- Check back for additional conditions or approval in the same location.

*For questions regarding pre-closing compliance conditions, please contact htshousing@hilltopsecurities.com

How to Complete the Pre-Closing Compliance Package

Once you have received Commitment Approval, you are now ready to proceed to the Funding stage of the REI Home100 Process.

REI Home 100
Loan Program

See our slideshow, “How to Complete the Funding Stage” for a step-by-step guide.

Reach out to us at reidpa@reiok.org with questions.