

Equity Prime Mortgage – Updated Work Flow

1. Register Loan – When you have a completed application from the borrower, you are ready to register your loan with Equity Prime. Once registered, you will be able to lock your loan from the Product & Pricing Menu.
2. Request Disclosures- Within 24 hours of registration, you must upload your EPM Submission Form, 1003, & Fee Sheet (under the Documents tab) and COE exemption verification (VA loans only), then select the “Ready to Disclose” option from the Loan Actions Menu.
3. Submit Loan- Once you have uploaded all necessary documentation to submit your loan to underwriting, select “Submit Loan” from the Loan Actions Menu. This lets your Account Manager know that your file is ready to be reviewed. Your Account Manager will review your file, and you will receive an automated e-mail when your loan has been officially submitted.
4. Decision Received- Your loan will be reviewed, and our underwriter will make a decision on the loan file. You will be notified via e-mail once the loan has been decided, and your underwriter will follow up with a phone call to review your conditions with you.
5. Re-Submit Loan- Upload all your conditions to the TPO-Conditions folder (under the Documents Tab). When you are ready to send the loan back for condition review, select the “Re-Submit” option from the Loan Actions Menu
6. Final Approval Received- you will be notified via eMail when your loan is clear to close