



InterFirst
MORTGAGE COMPANY

Prelim CD Request

For Mortgage Professionals Only

How to Create a Prelim CD Request

Please Note: This is an *optional* step, if the broker would like to request the CD prior to scheduling the closing, which still must be done.

To create a Prelim CD Request, a loan must meet the following eligibility criteria:

1. All “Incomplete CD” conditions must be received and signed off
2. All Appraisal conditions must be received and signed off
3. All Homeowner’s Insurance and Condo conditions must be received and signed off
4. Preliminary Title Commitment must be received and signed off
5. Loan does not have an unexpired lock
6. Loan is Approved status
7. A CD Must not have been already been issued

How to Create a Prelim CD Request (Cont'd)

Once eligibility criteria is met, a Prelim CD can be requested by clicking on the Prelim CD icon in either:

- Manage Pipeline

		\$303,731	12/8/2016 10:48:59 AM	11/29/2016 12:00:00 AM	12/20/2016 12:00:00 AM		Approved			
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- Actions section on the right side on a specific loan

The screenshot displays a mortgage management dashboard for a specific loan. At the top, a progress bar shows the loan's status: Registered, Locked, Submitted to U/W, and Approved. Below this, a table lists loan details such as Loan FICO (781), Loan Amount (\$303,731), and LTV/CLTV (75.00%/75.00%). A central section titled 'Estimated Closing' shows 'N/A' and 'Actual LW Date' as 'Dec 7'. On the right, an 'Actions' section includes 'Upload Conditions', 'Start a Change in Circumstance', 'Order Appraisal', and 'Create/Edit CD Request'. A 'Resources' section at the bottom right provides links for 'View Amortization Table', 'View Appraisal Orders', 'View Lock Confirmation', and 'Est. Loan Rates'.

How to Create a Prelim CD Request (Cont'd)

A CD Request popup will open that prompts the Desired Closing Date to be entered.

If the funding date falls within the first 5 days of the funding month, a choice of first payment date is given: one with interest credit and one without.

Otherwise, this choice is not available, and the First Payment Date will be automatically determined based on the Desired Closing Date. Any comments/requests for the CD Preparation Staff can be added.

The screenshot shows a 'Create/Edit CD Request' popup window. At the top, there is a blue information banner with a close button (X) that reads: 'Creating a CD Request does not guarantee your closing date. A closing must still be scheduled via 'Schedule a Closing' function, once the loan is cleared to close.' Below this, the 'Desired Closing Date' is set to 7/4/2016 with a calendar icon. The 'First Payment Date' is shown as a dropdown menu with three options: 8/1/2016 (Interest Credit) (selected), 8/1/2016 (Interest Credit), and 9/1/2016. A 'Save' button is located at the bottom left of the form. The background shows a table with columns for company names and page numbers.

CD Request Eligibility Info

If the Prelim CD icon is not available, click on the *Key Dates* tab to view which requirements do not meet an eligibility criteria to request the Prelim CD

CD Request Eligibility Info	
Is Eligible?	No See Detailed Guide
CD Conditions Signed Off	0/3
HOI Conditions Signed Off	0/1
Title Conditions Signed Off	1/1
Locked and not Expired	Yes
Appraisal Reviewed	No
CD Not Drawn Yet	CD Not Drawn
Loan Not Scheduled Yet	Eligible, Not scheduled

Calculating earliest Prelim CD Request Date

Available dates are constrained by the loan's Lock Expiration Date requiring sufficient time for: 2 days CD Prep Time, 3 business day CD review period, and 3 business day rescission period (for rescindable transactions only).

NOTE: If the Anticipated Funding Date is beyond the Lock Expiration Date, the lock must be extended with an LE CIC prior to requesting the Prelim CD

- - CD Prep Time
- - CD Review Time
- - Rescission

How the Last Day To Request Early CD is Calculated for Rescindable Transactions

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4 last day to request early cd	5
6	7	8 cd disclosure deadline for last closing date	9	10	11 last closing date that won't need a lock extension	12
13	14	15	16 lock expiration loan must fund	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

start from here and count backwards

Other Deadlines

Under *Key Dates*, the *Other Deadlines* section lists the CD Deadline date, which is the latest date that the CD must be received based on the earliest of the Note Date, Closing of Escrow Date (for purchases), or the Lock Expiration Date. The CD Deadline Basis will indicate which criteria is triggering this date.

In the example below, a refinance with rescission period: lock date of 12/20 will expire sooner than the COE date of 12/23; therefore, the Lock Expiration is setting the CD Deadline Basis. Based on the lock expiring on 12/21, the loan must fund by 12/21 and close by 12/16, so CD must go out by 12/13, which is the CD Deadline.

Other Deadlines:	
Note Date (Scheduled Closing Date):	
Closing of Escrow Date (Purchases only):	
Lock Expiration:	12/21/2016
CD Deadline:	12/13/2016
CD Deadline Basis:	Lock Expiration

The CD request has been created and may be adjusted until the CD Prep has been started. Status will be reflected in the Loan Progress

Loan Stage		Loan Amount				Tools			
U/W Approved		\$993,750				1			
Loan #	Broker	Loan Amount	Last Changed	Registered	Lock Exp	Alerts	Borrower	Loan Progress	Tools
		\$993,750	12/7/2018 3:19:22 PM	10/12/2018 12:00:00 AM	12/20/2018 12:00:00 AM			<input type="text" value="Start CD Prep"/>	
		\$993,750							
		\$993,750							

Key Dates | Lock Info | Annraisal and Disclosure | Unloaded Documents | Underwriter Decision

Create/Edit CD Request


Your request has been successfully submitted to our Closing Team.

DURC
E CO

CONV

Scheduling Your Closing

- Please Note: You must still schedule your closing once your Cleared to Close has been issued in order to receive your Closing Package and finalized CD. In Manage Pipeline, click the *Schedule Closing* icon

Loan #	Broker	Loan Amount	Last Changed	Registered	Lock Exp.	Alerts	Borrower	Loan Progress	Tools
		\$415,170	12/2/2016 2:12:01 PM	11/17/2016 12:00:00 AM	1/2/2017 12:00:00 AM			Cleared to Close	

Schedule a Closing for Loan #88336275 SINGH, GURMINDER

Pick a Closing Date & Time

Pick a signing time:

Pick a signing date: (green dates are available)

DRY States: Closing is defined as date borrower signs loan documents.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Interest Credit/Short Pay?

First Payment Date:

Broker Contact:

Broker Contact Email:

Broker Contact Phone #: Fax #:

Special Instructions:

Select Wire To, and Closing Agent Company: [Refresh Companies](#)

Verify Loan Information

Loan Number: 88336275
Borrower: SINGH, GURMINDER
Property Address : 2063 WESTMINSTER DR YUBA CITY, CA, 95991-
Loan Term: FHLMC 30 YR FIXED
Note Rate: 3.875 %
Loan Amount: \$265,000.00
Loan Purpose: Refinance
Purpose of Ref: CHANGE IN RATE / TERM
Impounds?: Yes
Occupancy: Owner Occupied
County: SUTTER
Lock Expires: 12/14/2016
Approval Expires: 01/29/2017
Initial Disclosure: 11/09/2016
Earliest Closing Date: 12/12/2016
Appraisal Expires Date: 03/18/2017

Incomplete CD Conditions

- #860: All required payoffs for qualification
- #836: Credit report invoice
- #861: Condo questionnaire invoice, if applicable
- #862: Title invoice/settlement statement
- #863: Condo certificate of insurance invoice, if applicable
- #864: Subordination invoice, if applicable
- #870: Realtor contact information, if applicable
- #871 Settlement contact information
- #872: HOA invoice, per title invoice, if applicable
- #873: Attorney fees invoice, per title invoice, if applicable
- #874: 1) Documentation to evidence Seller prorations 2) Full rate (Undiscounted) Owner's Title policy 3) Full rate (Undiscounted) Lender's Title Policy 4) Discounted rate of Lender's Title Policy for Simultaneous Issue on purchase transactions
- #235: Non-borrowing Entity contact information (First Name, Last Name, Address, City, State, Zip, and Email Address)

Appraisal Conditions

- #20: Satisfactory Appraisal
- #298: Appraisal corrections, if applicable
- #299: Field Review, if applicable
- #22: 1004D Final Inspection/Appraisal Update, if applicable

Insurance and Condo Conditions

1. Condos: Must have condition #9, #7 or #10, AND either #25 or #26 signed off
 - a. #9: HO-6 policy and evidence of the annual premium paid in full (unless included in master policy)
 - b. #7/#10: Master Condominium Certificate of Insurance (#7=Condo; #10=PUD)
 - c. #25: Limited review questionnaire
 - d. #26: Full Condo Questionnaire, CC&RS, budget and by-laws
2. All other property types: Must have condition (#6 or #167) plus #89 (if applicable) signed off
 - a. #6/#167: HOI policy (#6=wet states; #167=dry states)
 - b. #89: Paid in full receipt or proof of balance due for HOI
3. #138 for Flood Insurance, if applicable