



Contact Info

Phone:

803-234-0550 **Processing and Compliance Department**

803-237-8303 **SALES AND NEW BROKER SETUP**

Fax:

858-815-0317

Email:

New Submissions: submit@citiusprocessing.com

Sales and Support: mike@citiusprocessing.com

Conditions: conditions@citiusprocessing.com

Website:

www.citiusprocessing.com

Address:

**5000 Thurmond Mall Blvd, Suite 205
Columbia, SC 29201**

How to submit file

ONLINE go to www.citiusprocessing.com and click on “submit a Full Package to Citius”. Complete form, attach POINT or FNMA file, and Minimum items needed.

FAX fax to **858-815-0317**. Include Submission Sheet and Minimum items needed. Email POINT or FNMA file to submit@citiusprocessing.com Please indicate that package has been faxed.

EMAIL email it to submit@citiusprocessing.com. Include POINT or FNMA file, Submission Sheet, and Minimum items needed.

OVERNIGHT send file to Citius Processing; 5000 Thurmond Mall Blvd, Suite 205. Columbia, SC 29201. Email POINT or FNMA file to submit@citiusprocessing.com. Include Submission Sheet, and Minimum items needed.

IF FAXING OR OVERNIGHTING Please call to confirm receipt. You will receive a welcome email within 24 hours of receipt.

The POINT (PCF) file is preferred because it maintains your fees and the credit report when imported. See next page for instructions.

Instructions on send a POINT data file (PCF)

While in loan

Go to “file”- located in the upper left hand corner

Scroll down to “email”

Choose “Point date file”

A box will appear

Password protect using 1234

Then save as PCF (located at the bottom left of the box)

Save to desktop using borrower’s last name as file name.

Fee Schedule

FHA/VA/USDA	\$595
Conventional	\$495
Conv w/subordination	\$525
FHA 203k	\$695
FHA Streamline/VA IRRRL	\$445
FHA under 620	\$695

No fee is due if loan doesn't close. Fees include resubmits up to 2 additional times.

Fees do not include fees for third party services such as "The work number" or "Bank VOD". A final invoice will be sent with Compliance File for payment.

FILE FLOW

Stage 1 (Setup)

File received in Setup Dept.

Case numbers ordered

VOE(s) ordered

Insurance Binder requested

Payoff(s) requested

Title requested

Stage 2 (Compliance Review)

Compliance Specialist reviews RESPA docs, including GFE and TIL to insure proper compliance with Federal and State Laws

Stage 3 (Submission)

Senior Processor Stacks file, completes Lenders submission form, and delivers package to Lender

Stage 4 (Stip Clearance)

Processor clears conditions

Stage 5 (Closing)

Closing Processor coordinates closing and sends Broker closing docs to Atty/Title Agent.

Stage 6 (Post Closing/Compliance)

Compliance Officer breaks file down into Broker specific file order and emails or delivers items via "DropBox"

Items Needed

- DU/LP Findings

Disclosures

- 1003 – All pages signed and dated
- GFE
- Itemized Fee Sheet
- Service Providers List
- TIL
- Servicing Disclosure
- Borrower(s) Authorization
- Credit Score Disclosure
- Disclosure Notice
- ECOA
- Patriot Act
- Privacy Policy Disclosure
- Right to Receive Appraisal
- Signed 4506T
- State Specific Disclosures

Income Docs

- Paystubs covering 30 day period
- 2010 and 2011 w2's or 1099's
- 2010 and 2010 Tax Returns (Corporate/Personal) for S/E Borrowers and Rental Income
- Award Letters and Current bank statement showing recent receipt of income

Asset Documents

- Earnest Monies Check
- Current 401k statement
- Last 2 months bank statements
- Gift Letter, proof of donors ability, copy of cashiers check, and proof of deposit if applicable

Other

- VOR or Cancelled Rent Checks
- Drivers License
- Social Security Card
- Credit Report
- Purchase Contract

FHA:

- FHA Case Number/CAIVRS Unless we are ordering
- Amendatory Clause / Real Estate Certification **Purchase Only**
- Assumption Notice / Release of Liability
- Consumer Choice Disclosure
- For Your Protection get a Home Inspection **Purchase Only**
- HUD Appraised Value **Purchase Only**
- Identity of Interest **Purchase Only**
- Notice to Homebuyers (HUD92900-B)
- 92900A FHA/VA Addendum (All pages)

USDA:

- Completed Form 1980-21
- Home Buyer Education Certificate
- Evidence of other Family members (spouse, adult child) income

VA:

- 92900A FHA/VA Addendum (pages 1 and 2)
- VA 26-0551: Debt Questionnaire
- VA 26-0503: Federal Collection Policy Notice
- VA 26-8978: Important Notice – Rights of VA Borrowers
- Child Care Letter (If dependents under age 12)
- Nearest Living Relative
- Clear CAIVRS
- VA 26-8937: Verification of VA Benefits (If exempt from funding fee)
- Certificate of Eligibility or Form 26-1880 Request for COE
- Amendatory Clause / Real Estate Certification **Purchase Only**
- VA 26-095: Counseling Checklist (If active duty)
- Interest Rate and Discount Disclosure Statement

Items Needed (Streamlines)

All:

Disclosures

- 1003 – All pages signed and dated
- GFE
- Itemized Fee Sheet
- Service Providers List
- TIL
- Servicing Disclosure
- Borrower(s) Authorization
- Credit Score Disclosure
- Disclosure Notice
- ECOA
- Patriot Act
- Privacy Policy Disclosure
- Right to Receive Appraisal
- Signed 4506T
- State Specific Disclosures
- Mortgage Broker Fee Agreement

Asset Documents

- Last 2 months bank statements

Other

- Prior Note
- Drivers License
- Social Security Card
- Credit Report (Mortgage Only or Full depending on Investor)
- Appraisal (If Required by Investor)
- Payoff

FHA:

- Assumption Notice / Release of Liability
- Consumer Choice Disclosure
- Notice to Homebuyers (HUD92900-B)
- 92900A FHA/VA Addendum (All pages)

VA:

- 92900A FHA/VA Addendum (pages 1 and 2)
- Old vs New Worksheet
- Nearest Living Relative
- VA 26-8937: Verification of VA Benefits (If exempt from funding fee)

Fax 858-815-0317

submit@citiusprocessing.com

Submission Sheet

Broker Name: _____ **Contact:** _____

Phone: _____ **Cell:** _____

Fax: _____ **email:** _____

Borrower: _____

Phone: _____ **email:** _____

CoBorrower: _____

Phone: _____ **email:** _____

Lender: _____

Lender paid _____ **Borrower paid** _____

Term: _____

fha	C/O	Pur	R/T	203k	Streamline
Conv	C/O	Pur	R/T	HARP	DU Refi Plus
Va	C/O	Pur	R/T		IRRRL
USDA		Pur			

Attorney/Title: _____ **Contact:** _____

Phone: _____ **Fax:** _____

Ordered: Yes No If "No" we will order on your behalf

Hazard Company: _____ **Agent:** _____

Phone: _____ **Fax:** _____

Notes:

Thank you for your interest in Citius Processing and Compliance. If you have any questions or suggestions please contact Mike Rinaudo, Operations Manager, at 803-237-8303 or mike@citiusprocessing.com

