

Operations Guide

Underwriting Resubmittal Rush Request

Towne Mortgage Company

Document Revisions

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What is considered a Rush request?

The loan needs to be reviewed within 24 hours. When requesting a rush, please indicate reason rush required in order to prioritize the file, i.e. lock expiring, PA expiring. The reason for the rush is required due to prioritizing rush requests.

What is required for a rush request?

The Loan Officer and Processor are responsible for ensuring all conditions to allow the underwriter to clear all remaining conditions and issue a clear to close are in the file ready for review.

Failure to have all conditions in the file when requesting rushes, may result in individual(s) not being allowed to submit future rush requests. Individuals notified they are no longer allowed to submit rush requests will need another individual associated with the loan review the loan and request the rush for them.

Who can request rush requests?

Loan Originators, Loan Processors and Management may request rush requests. It is the responsibility of the party requesting the rush to make sure both the Loan Officer and Processor are aware of the rush request and the loan is ready for review.

Where to send rush requests?

When submitting a loan for a rush request, please email rushrequests@townemortgage.com.

Please indicate in the subject line the loan number and borrower name. In the body of the email please indicate the reason for the rush and close date.

What to expect?

Rush requests are typically completed within 2 hours of confirmation the rush has been approved.

Operations

Please Note the below Pre- CD and Closing Final Package turn times. If the rush request for underwriting will also result in an exception to the normal turn times listed below, you must also reach out to the Closing Dept. Lead and request a rush.

- **Requests received after the 2pm cutoff and that need CD's out the next business day to meet the closing date will have initial CD's out by 2pm the next day, with the understanding that at month end these times could fluctuate.**
- **Final packages will be sent to title 1 business day prior to the closing, with the understanding that at month end these times could fluctuate.**