

TOWNE MORTGAGE COMPANY

BULLETIN

TO: Our Valued Clients

DATE: June 15, 2016

SUBJECT: Photographed Documents Policy

BULLETIN: 16-13

***** IMPORTANT NOTICE *****

We would like to clarify that Towne Mortgage does accept a photographed image of a document provided the following criteria are met:

- The image is legible
- The image is a full and complete representation of the document with no redaction or missing areas of the document

Towne Mortgage does not accept screenshots of any document. Please contact your Account Executive with any questions.

Thank you,
Operations Group
Towne Mortgage Company