

Did You Know?



DYK – TPOC Volume 2 – May 2, 2018

Request Early CD / Closing

How-To Job Aid: [Request Portal-Request an Early CD and/or Closing](#)

DID YOU KNOW?

- When your file is **Resubmitted** to underwriting or is at **Conditional Approval**, the TPO Connect request portal is limited to requesting the early CD disclosure or updating vendor information only.
- Early CDs cannot be issued prior to, or on the same date that the borrower receives/signs a Loan Estimate. CDs will be issued the next business day.

Early CD Request

The request can only be completed once all of the conditions required to issue the early CD have been met. These conditions are:

- Conditionally Approved by underwriting
- Lock valid through disbursement
- Appraisal and Title approved by underwriter
- Hazard & MI quote in the eFolder
- Property tax info entered
- Vendor info to complete CD page 5 entered
- CD request screen completed entirely

Important! Request for early CD is independent of the request for closing. This allows you to request the early CD prior to having a clear to close.

Closing Request

Once **clear to close** and a **Final Approval** has been issued, you must submit the closing request through the TPO Connect portal in order to:

- Reserve the requested closing date and preferred closing time, and
- Get your closing documents issued to the settlement agent
- Permits the pre-closing validation to take place
- Releases the file to the closing department for completion

CD COC

In the event of a changed circumstance after disclosure of the early CD, please remember to complete the request for a COC CD using the TPO Connect Request Portal. Keep in mind, changed circumstance events may trigger an additional 3-day closing waiting period.

Service Level Standard

<u>Early CD Requests:</u>	Submit request no later than 2PM EST for same day disclosure.
	Requests for disclosure submitted after 2PM EST to meet the closing date, will have CDs out by 2PM EST the next business day. There are exceptions to time at month end on a case by case basis. Requests are completed first-in, first-out
<u>Closing Document Requests:</u>	Requests for closing documents must be received 1 business day in advance of closing. Requests are completed first-in, first-out
	Loans must be clear to close and have a Final Approval issued in order to request closing documents.

If you need additional training on how to use the TPO Connect Request Portal, please contact your Account Executive or Client Relations Representative.