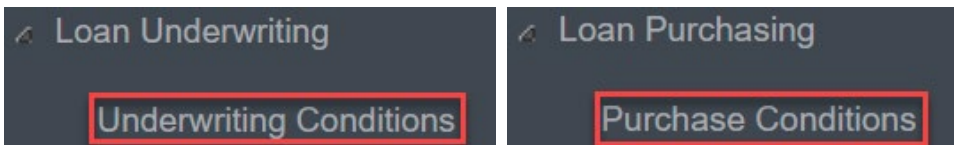


Review/Upload Conditions

REVIEW CONDITIONS - THERE ARE TWO WAYS TO REVIEW CONDITIONS ASSOCIATED WITH A LOAN:



- 1. Conditions Tabs** - All Underwriting and Purchase Conditions can be viewed from the prospective tab on the navigation tree.
- 2. Document Library Tab**
 - The *Notice of Loan Action (UW) and Purchase Disposition* issued by Planet will be located under *Additional Uploaded Documents* and will reflect only outstanding conditions.
 - Double-click on documents to view

Document Library			
Upload			
Seller Uploaded Documents			
TITLE	DATE/TIME	DOCUMENT TYPE	COMMENTS
fnm32-9102002377_9-27-2018_-...	10/09/2018 9:27 PM	Loan Conditions Package	1003
Additional Uploaded Documents			
TITLE	DATE/TIME	DOCUMENT TYPE	COMMENTS
Purchase Disposition	10/07/2018 9:24 PM	Purchase Disposition	pd

GOOD TO KNOW

- Acceptable document types: PDF, Tiff, TXT, HTM, HTML, and XML
- Maximum document size: 500MB

UPLOAD CONDITIONS – BELOW ARE TWO WAYS YOU CAN ADD DOCUMENTS TO CONDITIONS:

Document Upload


* Category: * Document Type:

Condition:

Only PDF's, TIFF's, TXT, HTM, HTML and XML files can be uploaded

Drop up to 5 files here or

File: Description: Quality: Review:

- From either the Underwriting or Purchasing Conditions tab: Select the upload icon  and the document upload screen is presented.
 - Type a description in the Description box.
 - Browse and attach file(s).
 - Select UPLOAD











- Select the condition under the *Condition* column to open the *Conditions Documents*.
 - Search for the relevant document from the *Document Library* pane
 - Select the paperclip icon under the *Attach* column
 - Click "Yes" when prompted to Confirm Attach

Condition Documents

Condition Status:

Description:

Attached Documents

FILE NAME	DOCUMENT TYPE	DOCUMENT QUALITY	DOCUMENT REVIEW	DATE/TIME	REMOVE
Document Library					
DOCUMENT TYPE	DOCUMENT QUALITY	DOCUMENT REVIEW	DATE/TIME	FILE NAME	ATTACH
Payment History	Not Reviewed	Received	9/22/2021 12:54 PM	Pay History.pdf	
Payment History	Not Reviewed	Received	8/20/2021 2:01 PM	AUS-3.2 File Update...	
Payment History	Not Reviewed	Received	7/08/2021 12:14 PM	HMDA institutional c...	
Loan Conditions Pac...	Not Reviewed	Received	5/25/2021 11:24 AM	Escrow wavier.pdf	
Loan Conditions Pac...	Not Reviewed	Received	5/11/2021 2:50 PM	Escrow wavier.pdf	
Payment History	Not Reviewed	Received	5/04/2021 3:48 PM	20116M_NHLA.pdf	
Loan Conditions Pac...	Not Reviewed	Received	4/28/2021 1:21 PM	Escrow wavier.pdf	
Bank Statement	Not Reviewed	Received	3/15/2021 5:27 PM	20116M_NHLA.pdf	
Payment History	Not Reviewed	Received	3/05/2021 4:54 PM	Quick Start - Locks.pdf	
Loan Conditions Pac...	Not Reviewed	Received	2/03/2021 2:18 PM	Escrow wavier.pdf	

Confirm Attach

Do you want to attach this document to the condition?

SUBMITTING CONDITIONS

- Once you have added & attached the document to the condition it is now ready to be submitted
- Select *Submit* for each uploaded condition in the drop-down menu under the *Action* column.
 - Submit condition action requires at least 1 document attachment to condition.
 - Utilize the *Note* feature to add in any comments regarding your upload/condition.
 - All purchase conditions will be cleared by the purchasing department.
 - All underwriting conditions will be cleared by our underwriters.
- Select *Execute Seller Actions* to complete the process. This step is required to notify Planet of the action. The uploaded document(s) appears in the Seller Uploaded Documents section.

Underwriting Conditions

Execute Seller Actions | Cancel | Print Conditions | Help

3 condition(s) with attachment(s) in Open status

OPEN | CLEAR | WAIVED | SUBMIT

CONDITION	DESCRIPTION	STATUS	DATE SATISFIED	ACTION	UPLOAD	ATTACHED	NOTE
Cancelled Ch...	Provide 12 months cancelled checks, front and back, evidencing the following account is paid by	Open		Submit			
Final 1003	Fully executed final loan application/1003 must match Final DU and loan transaction	Open		- Choose -			
Credit Supp...	Credit supplement to verify the following revolving accounts have been paid off and closed.	Open					
Mortgage Sta...	Provide mortgage statements along with hazard insurance policies, most recent tax bills and applicable HCA dues for ALL real estate owned (REO) properties.	Open					
3.2/AUS Upload	DU findings, and 3.2/AUS import to HIP.	Open					
Letter Explan...	Letter explanation is required for	Open					

Callouts: Highlight condition by clicking on it; Use upload icon to upload documents; Add any applicable notes; Select the applicable action (cleared, waived or submit); Indicates document has been uploaded; Click "Execute Seller Actions" to complete the process. REQUIRED

A message will appear stating “conditions updated successfully” to confirm the action. Click OK and conditions status will indicate Submit.

Seller Actions [X]

Conditions updated successfully.

OK

CONDITION	DESCRIPTION	STATUS	DATE SATISFIED	ACTION	UPLOAD	ATTACHED	NOTE
Cancelled Ch...	Provide 12 months cancelled checks, front and back, evidencing the following account is paid by	Submit					