

## Process for Alternate Products Team (APT)

### What will I be paid as a Loan Officer to give an internal employer referral to APT?

Correspondent loans disclosed in your name, you will be paid your normal BPS.

On all APT Broker product offerings, you will be paid 50 BPS. On State Bond loan programs, you will be paid 35 BPS.

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### Steps for the Referring Loan Officer

- 1) Please setup, a prequal or loan request within MBOT in normal procedure. You do NOT have to change any loan numbers, the APT Unit will change this to a branch 38 code at a later time.
- 2) Except for all HELOAN requests, please pull credit and data verify (like normal) when you set up each loan file.
- 3) Please make sure that the MBOT file has the best contact email address and phone contact on the borrower summary screen within MBOT:

### Borrower Summary

Expand All Collapse All

Configuration

Loan Origination Type  
Retail

RESPA 2010 Loan:

Borrower Information

First Name	Middle Initial	Last Name	Generation
Z-APT-HELOAN-REM		Test	
Email Address	Date of Birth	SSN	
malindabridges65@gmail.com	2/23/1956	*****	
Home Phone	Work Phone	Cell/Alt Phone	Fax
661-496-3865			

- 4) Please make sure to review rates / pricing from the weekly APT Rate Sheet to get indication pricing. These rates are subject to change daily. Please enter the current rate of each product. NOTE – eventually these products will reflect within Scenario Pricer in MBOT. All Products will be locked ONLY at time of initial approval. The assigned APT staff member will check each rate entered prior to disclosure to make sure the rate is correct based on each product and each LO's Correspondent MSA. If you require a possible exception on Corr loans, please email APT and Josh Heinrich will advise further. \*Note – For Rate Quotes on all broker product offerings please send an email to [APT@flanaganstatebank.com](mailto:APT@flanaganstatebank.com) and we will respond to you promptly.

- 5) Please make sure to select the correct APT Product from the drop-down in MBOT on the borrower's summary screen (\* Note – The APT Unit will email you to complete this if you do not prior to proceeding on any new loan request):

The screenshot shows a 'Loan Information' form with the following fields:

- Sales Price:** \$265,000.00
- Estimated Balance on Home:** \$0.00
- Property Type:** Detached
- Estimated/Appraised Value Same as Sales Price:** \$303,000.00
- Approx. Mtg Payment:** \$0.00
- Property will be:** Primary Residence
- Purpose of Loan:** Purchase
- Base Loan Amount:** \$200,000.00
- Is Employee Loan?:** No (selected)
- Product:** Z-APT B HELOAN REMN (highlighted with a red arrow)
- Financed FHA MIP or VAFF:** \$0.00
- LTV:** 75.472%
- Lien Type:** First Mortgage
- Mortgage Applied For:** Conventional

- 6) Please refer to the specific power point presentations for each product for any instructions on how to complete a proper URLA for each product! There may be differences from normal agency loans you have originated in the past.
- 7) DO NOT make any decision as it pertains to Reg B (denial, etc.) The APT unit will decide the correct course of action as it pertains to Reg B.

8) You have choices to make!

- A) On correspondent loans, the loan will be disclosed in your name based on each disclosed rate. When the loan is disclosed in your name you will be the borrower(s) contact throughout the loan process.
- B) On broker products you may elect to be the intermediary with each borrower and be their main contact throughout the loan process. When you select this choice, please note, that our processor will NOT procure necessary conditions from the borrower, but only you throughout the loan process. OR,

You may elect to simply turn over the communication completely to the APT Unit. If you elect this option, Prepare your borrower(s) for a "Soft Pass"! APT will contact the borrower(s) within 24 hours the outcome of our discussion with the borrower(s).

\*Note – On all State Bond Loan Programs, the referring loan office must be the contact with each borrower.

- 9) Send an email to [APT@flanaganstatebank.com](mailto:APT@flanaganstatebank.com) the following information:
- Reference the loan number within MBOT and the primary borrower's first and last name.
  - If applicable, advise of your selection as it pertains to the interaction with the borrower(s).

10) Weekly Communication

APT will distribute to all referring LO's a "Weekly Status Report" on all APT loans in process each week on disclosed loans only.

- 11) Our APT Loan Processors will disclose either in MBOT (Corr Products) or within our investor sites and process all loans throughout the entirety of each loan submission.