

# Guide for TBD Loans

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## How to Submit a TBD Loan

From the Home Page, select "Create Loan" from the top menu, and then select "Import Loan File (MISMO 3.4)"



#### Import MISMO 3.4

Click to choose the file saved on your desktop or drag and drop your MISMO 3.4 into the upload box. Click on "Import Loans" to move on to the next step.

Import MISMO 3.4 File Home - Create a new Ioan



Once your 3.4 is successfully uploaded, you will be taken to a new landing page. Note: for the system to recognize the file as a TBD loan, the subject property address must include the words "TBD" in it. If any other variation is used, the system will not recognize it as being a TBD.

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oker Pipeline Quick Pricer Crea	te New Loan	Wholesale Rateshe	ets Resources	Appraisal		0	Complete Application
Loop Number : 2001108 Ne	TRD						Go to Application
Alice Firstimer / TBD, Ontario, CA 917	761						Go to Credit Scores
\$400,000.00 61.539% Loan Amount LTV	61.539% CLTV	61.539% HCLTV	21.733% DTI	0.00 DSCR	N/A Program	0	Run Pricing & Register Go to Pricing
N/A O							Run Smart Fees & Review Fee Go to Closing Cost
							Run AUS Go to AUS
Status & Agents Application -	Pricing/Credit -	Closing Costs	a - AUS Loan	n Info 👻 Dis	closures F	Rate O	Generate Initial Disclosure Preview Go to Disclosure
Conditions							Submit Initial Disclosure & Se for E-Signing
							Upload Submission Package
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#### **Status and Agents**

Review the agents assigned to the loan file and confirm they are correct. To pick or change the Loan Officer or Loan Processor on the file, click on the "re-assign" button and select the user from the drop down. If a new user needs to be added or you do not see your user in the drop down, please contact <u>technicalsupport@mcfunding.com</u>.



Agents Assigned Agents in Mega Capital Funding, inc.



You will also see your Mega contacts here along with their contact information should you need to reach out to a Mega Team Member. As Mega Team Members get assigned to the loan during the process, the agents list will expand to include those contacts as well.

#### **Beginning Your Submission Progress**

To begin your submission process, you will want to refer to the "Submission Progress" tab and complete each step to finish sending our disclosures and submitting your loan to Mega. As you move through the steps, your loan status will advance to indicate where you are at in the process.

Kelease Notes Broker V 🔆								Submission Progress ×		
oker Pipeline	Quick Pricer C	reate New Loan New TBD 91761	Wholesale Rates	neets Resource	s Appraisal					<ul> <li>Import MISMO 3.4</li> <li>Complete Application Go to Application</li> <li>Reissue Credit Go to Credit Scores</li> </ul>
<b>\$400,000.00</b> Loan Amount	61.539% LTV	61.539% CLTV	61.539% HCLTV	<b>21.733%</b> DTI	0.00 DSCR	N/A Program	6.500% 📄 Rate	N/A O Credit Score		Run Pricing & Register     Go to Pricing     Run Smart Fees & Review Fees
Status & Agents	Application -	Pricing/Credit	t - Closing Cos	its <del>-</del> AUS Lo	oan Info 👻 Dis	closures Rate L	.ock E-docs	Conditions		Go to Closing Cost Run AUS Go to AUS
Status New Status Date: 5/12	/2025						Þ			Generate Initial Disclosure Preview Go to Disclosure Submit Initial Disclosure & Sen
New Regist 5/12/2025	ered Loan S Disclosed- Pending Documents	Submission Missing Documents Submission Received Document	Submitted to Con DUW Appr	d'I Condition Fi avat Review	nal UW Pre-Doc QC	C Clear to Docs Close Ordered	Docs Out Docs R	ack Funding Conditions	Funded	for E-Signing Upload Submission Package

#### **Submission Progress: Complete Application**

You can review the Loan Application by selecting "Application" and then picking which section of the application you'd like to review from the dropdown. Review each section for accuracy and confirm no pertinent information is missing or did not import from the 3.4.

\$400,000.00 (	61.539%	61.539%	61.539%	21.733%	0.00	N/A	6.500% 💕	N/A 🕚
Loan Amount	.TV	CLTV	HCLTV	DTI	DSCR	Program	Rate	Credit Score
	Borrowers	rnong/credit	Groany Cost	AU3 L		Civaurea Rate L	UCK L'OULS	Conditiona
tatue New	Other Income							
tatus New tatus Date: 5/12/202	Other Income Assets							
tatus New	Other Income Assets Liabilities							
tatus New tatus Date: 5/12/20.	Other Income Assets Liabilities REOs	)•			• • -			
tatus Date: 5/12/20	Other Income Assets Liabilities REOs Loan & Property	jon Missing	Submitted to Cond	Condition	al UW Pre-Doc QC	Clear to Docs	Docs Out Docs B	Sack Funding Funded

#### Submission Progress: Reissue Credit

To reissue credit, enter your credit report ID, select your credit report provider, and your login and password you use with the credit provider. Once completed, click "Reissue Credit."

Status & Agents	Application -	Pricing/Credit -	Closing Cost -	AUS	Loan Info 🔻	Disclosures	Rate Lock	E-docs	Conditions	
Re-issue Credit Repo	ort				$\searrow$					
Alice Firstimer	•									
Credit Report ID *										
Credit Provider *			CREDCO (001)							~
Login ID *										
Login Password *										
									Reissue Cre	edit

#### Submission Progress: Run Pricing & Register

Review the Pricing details and make any changes to the data (i.e.: Impounds, Lock Period, Compensation Plan, Lender Fee Waiver, etc.)

Property Use *		Sales Price *		Impound Type *			
Primary Residence	~	\$650,000.00		Tax and insurance escro	<i>"</i> ~		
Property Type *		Appraised Value		Has Property Inspe	Has Property Inspection Waiver		
SFR	~	\$0.00		Expected AUS Response	Expected AUS Response *		
Structure Type *		Down Payment *		DU	~		
Detached	~	38.462%	\$250,000.00	Conv Loan PMI Type *			
Doc Type *		1st Lien		No MI	~		
Full Document	~	61.539%	\$400,000.00	Financed PMI,	Override		
.oan Originator is Paid By *		Rate Lock Period *		Fee	Calculated UFMIP/FF?		
Lender Paid	~	30	~	FHA UFMIP	VA Funding Fee		
ender Fee Buyout Requested? *				1.750%	0.000%		
No	~				USDA Guarantee Fee		
Area Median Income					1.000%		
\$0.00				Total Properties Owned	Total Businesses Owne		
Number of Financed Properties * 🕐				0.00	0.00		
1				Prepayment Penalty			
				No V			
				Include Buydown			

Property & Loan Info Loan Program & Term Options

You can further fine tune your search by clicking on "Loan Programs & Term Options" to narrow down your search results. Once all information needed is entered, click on "Run Pricing"

roperty & Loan Info	ogram & Term Options
Terms	10 Year 15 Year 20 Year 25 Year 30 Year Other
Amortization	Fixed 3 Year ARM 5 Year ARM 7 Year ARM 10 Year ARM Other
Product	Conventional FHA VA USDA Home Possible HomeReady
Payment	V P&I VO
	Run Pricing

You will then see all the eligible programs available. Pricing will be stacked in order of best priced. To select your program and rate, click on the + sign to expand.

Note: If you do not see the program type you were looking for, review the "Ineligible Programs" tab. There will be a list of program types and a short description of why you are not eligible for it. If you need to make any changes to the application to qualify for a program, you can return to the "Application" tab and update any information as needed.

Eligible Programs 🖉									
*Rates show	vn in red are expir	red							
		Rate	Points	Payment	DTI	APR	Closing Cost	Cash To Close	
•	MAX30	6.625	-0.021	2,561.24	22.969	6.692	\$9,806.07	\$259,806.07	
+	AGN-30	6.625	0.104	2,561.24	22.969	6.703	\$10,306.07	\$260,306.07	
+	MVP30	7.125	0.121	2,694.87	23.860	7.217	\$10,765.18	\$260,765.18	MVP 30yr Fixed
+	MVPX30	7.625	0.121	2,831.17	24.769	7.722	\$10,876.29	\$260,876.29	MVP Express 30yr Fixed

Once you expand the pricing results in the program you are looking to register, you will be given the opportunity to either register (float) or lock the loan.

- MAX30	6.500	-0.177	2,528.27	23.102	6.603	\$12,023.02	\$262,023.02	
Availat	ole 5.990	1.906	2,395.63	22.218	6.084	\$11,790.69	\$261,790.69	Register/Lock show detail
Availab	ole 6.000	1.858	2,398.20	22.235	6.095	\$11,795.24	\$261,795.24	Register/Lock show detail
Availab	ole 6.125	1.328	2,430.44	22.450	6.222	\$11,852.19	\$261,852.19	Register/Lock show detail
Availab	ole 6.250	0.784	2,462.87	22.666	6.349	\$11,909.13	\$261,909.13	Register/Lock show detail
Availab	ole 6.375	0.272	2,495.48	22.884	6.476	\$11,966.08	\$261,966.08	Register/Lock show detail
Availab	ole 6.500	-0.177	2,528.27	23.102	6.603	\$12,023.02	\$262,023.02	Register/Lock show detail
Availab	ole 6.625	-0.651	2,561.24	23.322	6.730	\$12,079.97	\$262,079.97	Register/Lock show detail
Availab	ole 6.750	-1.070	2,594.39	23.543	6.858	\$12,136.91	\$262,136.91	Register/Lock show detail
Availab	ole 6.875	-1.494	2,627.72	23.765	6.985	\$12,193.85	\$262,193.85	Register/Lock show detail

If you are looking for more information on the rate you are selecting, you can click on the "show detail" button and it will open up a Loan Details & Summary to give you additional information on the rate.

#### Loan Details & Summary

Adjustments Rate & Payment Fees			
		3	
Description	Rate	Point	Margin
Base	5.990%	1.531%	-
PUR, >15 YR, LTV >60%-70%, SCORE 700 - 719	0.000%	0.375%	0.000%
, , ,			
Total	5.990%	1.906%	-

Once you have selected the desired rate, click on "Register/Lock" and you will get a pop up to confirm to register. We currently do not allow locks on TBD loans. After selecting "Register", click on "Confirm" to complete the request.

Click Confirm to register th	is loan. Note that	by doing so you may lose edit access.
Program Name:		
MAX30		
Requested Rate:		Requested Points:
6.625		-0.021
Locks not permitted or before locking.	1 TBD property. F	Please add a property address
Register		C Lock Rate
WARNING: Worst case prici	ing will apply if lock closing date.	Lock Rate
WARNING: Worst case prici	ing will apply if lock closing date.	Lock Rate
WARNING: Worst case prici if you are unsure about the Registrations are held in our uploaded within that timefra	ing will apply if lock closing date. system for 5 busin me or the loan will t	Lock Rate

#### Submission Progress: Run Smart Fees & Review Fees (optional)

This section is where we will review/add/edit the closing costs on the loan. Note: since this is a TBD loan, you will not be sending out initial disclosures. This step is only to have a more accurate estimate of closing costs for when your file is reviewed by an Underwriter. You will not be tied to any fees entered here. Once a property is found, you can update the fees. This step in the process can be skipped if desired.

You have the option to pull in Smart Fees by pressing "Apply Smart Fees" or you can enter the fees on your own based on an estimate if you have one.

You can add fees by clicking "add" or you can delete or edit the fee using the "Actions" button.

You can also remove multiple fees at the same time by check marking the box in front of the fees you want to remove and then clicking "Delete Selected Fees".

Del	lete Selected Fees				Apply Smart Fees	Not Applied	
A - 0	rigination Charges						
	DESCRIPTION/MEMO	PAID TO	AMOUNT	PAID BY	PAYABLE	DATE PAID	
	Underwriting fee	Lender	\$1,295.00	borr pd	At Closing	6/11/2025	
B - Se	ervices You Cannot Sl	hop For					Add new to section B
	DESCRIPTION/MEMO	PAID TO	AMOUNT	PAID BY	PAYABLE	DATE PAID	
$\bigcirc$	Appraisal fee	Appraisal Management Compan	y \$800.00	borr pd	At Closing	6/11/2025	Actions 🗸
$\bigcirc$	Credit report	Credit Report	\$100.00	borr pd	At Closing	6/11/2025	Actions 🗸
C - Se	ervices You Can Shop	For					Add new to section C

Some things to note in each section:

A – Origination Charges: Section A will default to how you registered your loan. The underwriting fee will be based on the loan program you registered. If you are doing borrower paid compensation, the compensation will flow through with what you registered it at in the Pricing/Credit section. If you need to adjust the amount, you'd have to correct it in the compensation field register the loan once more.

B – Services You Cannot Shop For: the fees in this section that are prepopulated are template fees estimating what the fee may cost. You'd want to adjust these fees to what is applicable to your loan. Please note: these are NOT Smart Fees.

C - Services You Can Shop For and E - Taxes And Other Government Fees: If you opted to apply Smart Fees, these will automatically be added in for you. If you are not using Smart Fees, you will need to manually enter them in.

F – Prepaids and G - Initial Escrow Payment At Closing: you can edit the number of months being collected by using the "Actions" button and then can edit the amount, or the number of months being collected.



Alternatively, you can edit by selecting "Non- P&I Housing Expenses" from the Closing Cost tab, and then expanding the selection to edit the fee you are looking to adjust. If you are adjusting the number of months, unlock the field and leave it unlocked to apply.

Status & Agents Application - Pricing/Credit -	Closing Cost  AUS Loan Info  Disclosures Rate Lock E-docs Conditions
Azard Insurance \$116.67/month	Borrower Responsible Non-P&I Housing Expenses
Monthly Amount (PITI) (( 0.350%	of         Loan Amount         >         ) / 12)         +         \$0.0000         =         \$116.67
Prepaid? Prepaid Months 0	
Escrowed? 🗹 Reserve Months 2	Reserve Months Cushion 2
✓ Condo HO-6 Insurance \$0.00/month	
V Windstorm Insurance \$0.00/month	
✓ Flood Insurance \$0.00/month	
V Property Taxes \$653.38/month	

#### **Submission Progress: Run AUS**

To run AUS, you will select either "Submit to DU" or Submit to LP" (depending on which you want to run). You will then select your credit provider name from the drop down and enter your login and password. Once completed, click on "Submit to DU" or "Submit to LP"

Note: Typically, it will be the same login and password as your credit reissue information. However, there are a few credit vendors that may have a separate login for running DU. Confirm with your credit vendor to ensure you have the correct login information.

Status & Agents Application - Pricing/Credit -	Closing Cost -	AUS	Loan Info 👻	Disclosures	Rate Lock	E-docs	Conditions
AUS Results Submit to DU Submit to LPA							
Credit Provider * 💿	CREDCO (001)						~
Login ID *							
Login Password *							
							Submit to DU

Once it's done running, you can see the results in the "AUS Results" tab. You can also find a copy of the results in the e-Docs.

	TYPE	CASE NUMBER / LPA KEY NUMBER	REC	OMMENDATION	V / RISK CLASS	
21/2025 10:51 PM	DU	1697776586	App	orove/Eligible		
Show Changes o	FF			View	All Messages	~
Summary	of Findin	gs		•	Summary of Findings Day 1 Certainty	
Casefile ID		Recommendation			Risk / Eligibility Findings	
1697776586		Approve/Eligib	le	•	Verification Messages / Approval Conditions	3
Borrower 1	Alice Firstimer	Submission Number	1		Observations	
	900233	Submission Date	04/22/2025 01:50AM	•	Underwriting Analysis Report	
Lender Loan Number			04/22/2025 01:50AM			
Lender Loan Number DU Version	12.0	First Submission Date				

#### Submission Progress: Generate Initial Disclosure Preview

Since you will not be sending out any disclosures, you can now proceed by clicking on "Submit Loan". You will get confirmation once it's completed.

Status & Agents	Application -	Pricing/Credit -	Closing Costs -	AUS	Loan Info 🝷	Disclosures	Rate Lock	E-docs	Conditions
Submit Loan									Submit Loan
If you need to submit	t TBD loans without	the initial disclosures,	please use above butt	on to sub	mit.				
				(					
				0					
		Th	ie Loan has b	een s	ubmitted s	uccessfull	у.		
					Dk				

#### Submission Progress: Upload Submission Package

Click on the green box to select the items you want to upload. You can upload multiple documents or a bulk PDF. Once you are done, click on "Upload" to send the items in for our Submissions Team to review. The "Upload Submission Documents" button will flash until you have uploaded the files.

lice Firstimer / TI	BD, Ontario, CA 91	1761						
\$400,000.00 Loan Amount	61.539% LTV	61.539% CLTV	61.539% HCLTV	21.953% DTI	0.00 DSCR	MAX30 Program	6.625% 💕 Rate	710 O Credit Score
atus & Agents Request ▼	Application -	Pricing/Credit -	Closing Cos	sts ▼ AUS L	oan Info ▼ Dis	closures Rate Lo	ock <mark>E-docs</mark>	Conditions
Upload	l Submission	Package						
Lupicad f	d Submission files here will chang	Package ge the loan status to	Submission Doc	cuments Received (I	oc Check) autom	atically for review by	our submission desk	
Upload     Upload     Upload	I Submission files here will chang n size of each file: 20	Package ge the loan status to MB.	Submission Doc	cuments Received (I	oc Check) autom	atically for review by	our submission desk	
Uploac     *Upload 1     *Upload 1	I Submission files here will chang n size of each file: 20 Files. file types: PDF Files o	Package ge the loan status to MB. nly.	Submission Doc	cuments Received (I	oc Check) autom	atically for review by	our submission desk	
Upload     Upload     Upload	I Submission files here will chang n size of each file: 20 Files. file types: PDF Files o	Package ge the loan status to MB. nity.	Submission Doc	cuments Received (I	oc Check) autom	atically for review by i	our submission desk	

You will get confirmation once the uploads have gone through.



Once done, the "Upload Submission Docs" will disappear and you will be redirected to the eDocs Folder where you can confirm your uploads went through. You are all set!

## How to Convert from TBD to a Live Loan

Once a property has been found, we will need the following items uploaded to the loan file (links to forms provided below):

- TBD to Live LE Request Form
- COC completed on MGenius with the new address and any changes to the loan terms
- Purchase Contract
- Fee sheet (or we can use smart fees if directed on the TBD to Live LE Request Form)
- Anti Steering Information (if LPC)
- <u>Settlement Service Provider Information</u> (or we can use the one on the smart fees if directed on the TBD to Live LE Request Form)

Once these items are completed and uploaded, notify your Account Manager to coordinate the processing. The Submission Team will send you a sample LE to review and approve prior to sending out disclosures.

After the loan is disclosed, it will go back in line for underwriting to review with the new property information.