# Non-Delegated

## **Correspondent Lender Reference Guide**

Submit a Credit Package





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Once all the required documents are ready to be submitted, prepare, and upload the credit package to the lender using the submit credit package feature in the portal.

- 1. Select the loan number from the **Pipeline** to open the loan.
- 2. Click Submit Credit Package from the loan level menu.

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new URLA - Loan Summary Conditions	Submit Credit Package	
new URLA Product & Pricing	The following preconditions must be met to Submit Credit Package documents	
	Request Full Disclosure is complete	
Pricing		
Submit Credit Package		

### Outcome: The Submit Credit Package screen displays.

Note: The user cannot upload the credit package unless the pre-condition below is satisfied.

• Request Full Disclosure is complete

i) The system validates and shows the green checkmark for the satisfied pre-condition and a red cross mark for the condition when it is not satisfied. In the below image, only the **Request Full Disclosure** condition is satisfied.

New URLA - Loan Summary	Submit Cradit Daskage
Conditions	Submit Credit Package
new URLA	The following preconditions must be met to Submit Credit Package documents
Product & Pricing	Request Full Disclosure is complete
Pricing	
Submit Credit Package	





## **Minimum Submission Requirements**

The Minimum Submission Requirements section displays the pre-configured list of credit package documents that the lender must upload as a part of the credit package. The list of minimum required documents varies based on the loan type (Conventional, FHA/FHA Streamline, VA/VA IRRRL, and Non-Agency). Authorized user(s) can view the requirements for submitting a credit package and ensure the correct documents for processing the loan are submitted to the lender.

**Note:** The list of submission requirements is an expandable/collapsible section.

• The user submits the credit package only once. The image below identifies all required pre-conditions.

Submit Credit Package View/Upload Documents		Minimum Submission Requirements
		3rd Party Rent Estimate from approved provider
		AML Beneficial form (25% or more equity ownership)
		Asset Verification
		Background Check on borrowerguarantor and entity
		Certificate of Formation; Articles of Incorporation
		Credit Report
		Current Certificate of good standing
		DSCR Income Calculation Worksheet
		Flood Certificate
		Initial 1003 - URLA
	V	Intent to Proceed



3. Select the **Estimated Closing Date** using the **Calendar** icon or enter manually. The estimated closing date is a mandatory field.

Ect	n	nm/dd/ 13/28/	уу 2025		4	1			
ESI	timated Closing Date	~	•						
		<		Ma	rch 202	25		>	
	By checking this box	Su	Мо	Tu	We	Th	Fr	Sa	ete
	complete list of docu	23	24	25	26	27	28	1	ing
	not be marked as co may delay the closin	2	3	4	5	6	7	8	ryt
		9	10	11	12	13	14	15	
		16	17	18	19	20	21	22	
	Additional Submiss	23	24	25	26	27	28	29	
		30	31	1	2	3	4	5	

4. Check the checkbox to confirm that minimum documentation required for the loan is in the submission package. The loan submission cannot be reviewed until the lender has submitted all required documents.

#### \* Required Field

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By checking this box, I confirm that I have submitted a complete loan application, read the list of required documents, and have provided the complete list of documents. I, also, understand that by checking this box, if I have not submitted all the required documents, the loan package will not be marked as complete and will not be reviewed until everything is received. By failing to submit the entirety of documents, I understand this may delay the closing of the loan.



## **Additional Supporting Documentation**

The **Additional Supporting Documentation** section displays the pre-configured list of additional supporting documents that, when provided, help perform efficient loan reviews and make a comprehensive decision. The list of additional supporting documents is an expandable/collapsible section. The list of additional supporting documents displayed here can vary based on the type of the loan (Conventional, FHA/FHA Streamline, VA/VA IRRRL, and Non-Agency).

Additional Submission Requirements
nclusion of the following items in the submitted loan file will provide a more efficient loan review and comprehensive decision. Please nclude where applicable
Appraisal
Business Purpose Affidavit
Condo Questionnaire; if applicable
Hazard Insurance (subject property) with Rent Loss Coverage
Letter(s) of Explanation, if applicable
None-Owner Occupied Affidavit
PITIA for REO owned

## **Upload Documents**

The **Upload Documents** section enables documents to be uploaded and the credit package to be submitted with the appropriate validations and ensures the Lender uploaded the proper documents for processing.

Complete the following steps to upload the documents.

1. When needed, enter the comments that may be associated with the loan in the comments text box.

Upload documents

Comments	
(Max 250 Characters)	

Note: Maximum characters are limited to 250. This field is optional.



2. Click Choose File and select the required loan files from the local drive to upload the files to the portal. Alternatively, drag and drop the loan documents in the box.

*Note:* Files can be added to the grid until the max limit of 100 MB is reached either through drag and drop or by choosing files from a local drive.

Accepted file formats: pdf,doc,docx,txt,tif,jpg,jpeg,jpe	emf xps	Note: Max 100MB, Max 50MB for each docume
	Drag & Drop	
	or	
	Choose File	
L		

Credit Package Documents

## **Credit Package Documents**

The Credit Package Documents section displays the documents uploaded.

- Document Name: This column displays the name of the document uploaded.
- **Comments:** This column shows the comments entered by the lender. Hover the mouse over the comments icon, and the comments entered while uploading the document are visible.
- **Progress:** This column shows the file upload progress from the local drive to the portal. The progress bar turns red when the document upload fails, and the user can cancel the upload.
- **Delete:** The **trash can** icon lets the user delete the uploaded document. It is only enabled when the progress bar is complete. Users can delete the uploaded document by clicking on the delete icon.

Credit Package Documents			
Document Name	Comments	Progress	Delete
NonDel-SubmitCreditPKG.pdf	<u>(</u> )		Ŵ



3. Click **Submit** to submit document(s) into LOS.

*Note:* The **Go back to pipeline** button enables if there are no documents in the **Credit Package Documents** grid. The **Submit** button is only enabled once the documents upload to the **Credit Package Documents** grid. To return to the Pipeline, click **Go back to pipeline**.

Credit Package Documents				
Document Name	Comments	Progress	Delete	
NonDel-SubmitCreditPKG.pdf	<b>(</b> )		<b>-</b>	
			Go back to pipeline	Submit

Outcome: The package submits successfully.

