

Correspondent Loan Submission Checklist

This checklist is your essential guide to setting your loans up for success and achieving CTC faster.

Structure Your Loan

- ☐ Use AIM > [Quick Pricer Pro](#), Correspondent Rate Sheets, or Partner Pricing on Optimal Blue, Polly, EPPS, etc. to check eligibility and pricing.
- ☐ Calculate borrower income – use [AD Concierge Service](#) for Bank Statements or Self-Employed Tax Returns.

Loan Origination & Appraisal

- ☐ Complete loan origination and ensure all disclosures are fully signed by all parties.
- ☐ Order an AIR-compliant appraisal through your designated platform.

Submit Your Loan in AIM

- ☐ Follow our [Submit Loan](#) guides to ensure a smooth submission process.
- ☐ For Conventional Loans with LTV > 80%, request MI quotes in the *Mortgage Insurance* tab.

TIP: For Non-QM loans, use [AD Non-QM AUS](#) for early condition results, even before UW review.

- ☐ Upload loan documents to [AD Document Manager](#) for AD Team review. Make sure to provide ID, Credit Report, Purchase Contract (when applicable) as a minimum set of documents.

- ☐ Click the 'Submit to AD' button to send the loan into the AIM system.
The loan status will automatically update to 'Submitted'.

NEED HELP? [AD Learning Center](#) has a full library of step-by-step guides ready for you. Our [Partner Support](#) is just a phone call away and happy to help with any questions you may have.

AD Document Review

- ☐ AD verifies all required documents, including signed disclosures.
 - If incomplete, loan status becomes 'Pending Docs' with Submission Conditions listed.
 - If complete, the loan proceeds to Initial Underwriting.

Initial Underwriting

- ☐ Receive the Initial UW decision and condition list in the 'Approval Letter' via email or by going to AIM > Loan > Actions > Print Approval Letter.
- ☐ Your Senior Underwriter will call to discuss conditions and answer any questions.

Work on Conditions

- ☐ Upload and submit the required conditions at your earliest convenience.

TIP: For detailed instructions, please refer to the step-by-step guide on [Conditions](#).

HAVE QUESTIONS? Reach out to your assigned Underwriter. Their contact details are available in AIM > Loan > Contacts.

TIP: The fewer Senior UW touches on a file, the more bonus Loyalty Points you earn in [ADvantage Loyalty Program](#).

Lock Your Loan

- ☐ **Lock Your Loan** any time before Clear to Close – just make sure it’s valid through final closing package submission.

TIP: Use your **ADvantage Loyalty Points** to request 1-5-days Lock Extension.

Get Clear to Close

- ☐ Once all CTC conditions are cleared, you’ll receive a CTC email notification.
- ☐ Review document expiration dates carefully to ensure your Closing is completed before those dates.

Closing

- ☐ Correspondent Lender closes and funds the loan via warehouse line.

PLEASE NOTE: Closings should only take place after receiving CTC status from AD.

Post-Closing Review

- ☐ Submit the final closing package for the **PC Review** via AIM > Loan > Conditions or by clicking the ‘Submit Final Closing Package’ button.
- ☐ Promptly send the initial collateral documents for physical delivery to the AD Office so the loan can be cleared for purchase.
- ☐ Provide any pending Post-Closing conditions if applicable.

PLEASE NOTE: If the requested information is not received within 48 hours, a pricing adjustment may be applied.

Loan Purchase Cleared

- ☐ Once the initial collateral documents are delivered to AD and PC review is completed, you will receive 'Loan Purchase Cleared' email notification.
- ☐ Loan is sent to AD Funding Team for review.
- ☐ Receive Purchase Advice within 24–48 hours.

Finalize Loan Purchase

- ☐ Wire transfer is initiated after Purchase Advice is issued.
- ☐ Loan officially purchased and funded by AD, loan status updates to 'Funded' and email notification is sent.

TIP: *On the 5th of the month following the funding date, check your Loyalty Points balance. One loan can earn you up to 4,800 points that can be redeemed on your next file.*

Final Trailing Docs

- ☐ Submit all final trailing documents within 90 days of loan purchase.

TIP: Refer to the [Trailing FAQ](#) for detailed submission requirements.

- ☐ **Congratulations!** Your loan is now funded!

Servicing Inquires

- ☐ In a couple of days following funding, borrowers will receive a 'Welcome Letter' and a call from the AD Servicing Team.
- ☐ Please advise your clients to reach out to the AD Servicing Team at [305-760-9090](tel:305-760-9090) or toll-free [855-760-7600](tel:855-760-7600) (Mon-Fri 8 AM-7 PM EST) for any mortgage assistance after funding. For more information, visit [My Mortgage](#).

NEED HELP? [AD Partner Support](#) is always available to assist you with any technical questions. For inquiries related to your Pipeline or loan scenarios, please reach out to your Account Executive. Their contact details are available on the AIM Homepage.