

Effective Date: February 20, 2024

A&D Mortgage is changing how files are transferred to initial underwriting. Here's what you need to know:

Key Update Highlights:

1. **Signed Initial Disclosure Requirement:** Starting February 20, 2024, a file must include the signed initial disclosure from the borrower and broker to be eligible for transfer to UW for initial review.
2. **Initial Disclosure E-Sign Deadline:** The link for the initial disclosure will remain active for 15 calendar days after the disclosure date is sent. It is crucial that the e-sign process is completed within this timeframe. Failure to do so will be interpreted as a lack of intent to proceed with the loan transaction, resulting in the withdrawal of the file. This measure is to ensure timely processing and commitment to the loan process.
3. **Document Submission:** Alongside the signed disclosure, please make sure all required documents are uploaded according to the program checklist to submit your file to Underwriting. This is essential for a smooth and efficient review process.

To Submit a File to UW:

- Include signed initial disclosure by borrower and broker.
- Upload all required documents according to the program checklist.

This update is to ensure efficiency and commitment throughout the loan process. We appreciate your cooperation and adherence to these new requirements.

Should you have any questions or need further clarification, please do not hesitate to reach out to your A&D Mortgage representative.