

# How to close your loan faster



## 1. Structure the loan with your AE

- Discuss scenario
- Address all questions to your AE
- Pay attention to state restrictions



## 2. Submit the file with all the docs you have

- Upload ID, credit report, purchase contract
- Prepare income documents
- Address all hard stops to your AE



## 3. Initial disclosures

- Make sure that you and your client sign disclosures once they are sent
- Order appraisal
- Upload income documents & benefit from our Concierge Service



## 4. Initial approval

- Check your conditions in ADM Portal
- Submit at least 80% of the conditions for faster review



## 5. CTC — Closing

- Inform your AE on a desired closing date
- Check the available dates and schedule your closing



## 6. Funding

- Make sure your lock is up until funding day

**THE POWER OF YES** 855-710-7100 | [sales@admortgage.com](mailto:sales@admortgage.com) | [admortgage.com](http://admortgage.com)

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