

BROKER Application Submission & Loan Process Instructions

Note: If this is your first application, you will need to go through a brief training session and be onboarded into our system before you can submit an application.

Please reach out to your Triad Regional Manager to schedule your training.

Application Submission

- Applications are submitted manually via email. There is no portal to upload files.
 - Email the following 3 documents to Originations@triadfs.com
 - * **1003 credit application (must be signed by the loan officer).**
If using a Triad (or other industry lender) application. It must be signed & dated by the loan officer and include their NMLS #.
 - * **Broker application information sheet (must be complete)**
 - * **Broker certification form (must be signed by the loan officer)**
- * **DO NOT SEND ANY CONDITIONS WITH THE INITIAL APPLICATION SUBMISSION, ONLY THE 3 DOCUMENTS STATED ABOVE.** Conditions are sent after approval to a different email address to be processed by a different department.

Additional application submission information.

- **Home MUST be Hud Code (mfg'd June 15th, 1976 or newer). We do not finance pre-Hud homes.**
- Applications must include home information. (Borrower does not have to be under contract).
- We do not process max loan amount applications.
- An exception for conditions submitted with the application would be tax returns for self-employed borrowers. If self-employed, send in the past 2 years complete, all pages, all schedules, signed personal & business tax returns & a current P&L statement with the application and request they be reviewed at initial underwrite.

Incomplete applications will not be processed and will result in an automatic denial.

Processing timeframe for initial decisions: 48 hours.

If you have not received a response within this timeframe, please contact your Triad Regional Manager immediately.

Submitting Conditions After Conditional Approval

- **Email conditions to:** Conditions@triadfs.com
- Remember to include the loan number & the borrower's last name and "Conditions" in the subject line
- Do **NOT** piecemeal conditions in one at a time. Best practice is to send in as many conditions as possible together.
- Remember if conditions are sent in separate emails at different times, there may be a lag in receiving an update. Please allow for the conditions to be reviewed in the order received.
- Remember to use the "change in figures / home" form for address, sales price, home information or loan structure information changes.

Ordering Appraisals

- Chattel loans – You order the appraisal
 - Use Datacomp for all states except CA
 - Use the CA approved appraiser's list for CA
 - Cost is POC paid by the borrower and cannot be included in the closing costs
- Land/Home loans – We order the appraisal after VOE & VOI have been cleared
 - Cost is POC paid by the borrower and cannot be included in the closing costs

For both chattel and land/home, the home must be in good or better condition. No escrow holdbacks for needed repairs allowed.

Processing timeframe for conditions to be reviewed: 48 – 72 hours.

If you have not received a response within this timeframe, please contact your Triad Regional Manager immediately.

Closing & Funding

Please see the Closing & Funding Process Instructions.

OVERALL TIMELINE FROM APPROVAL TO CLOSE AND FUND

- **Chattel: 45 days**
- **Land/Home: 45-60 days**