



a Mortgage Boutique is a division of  
first community mortgage

# NDC PURCHASING PROCESS

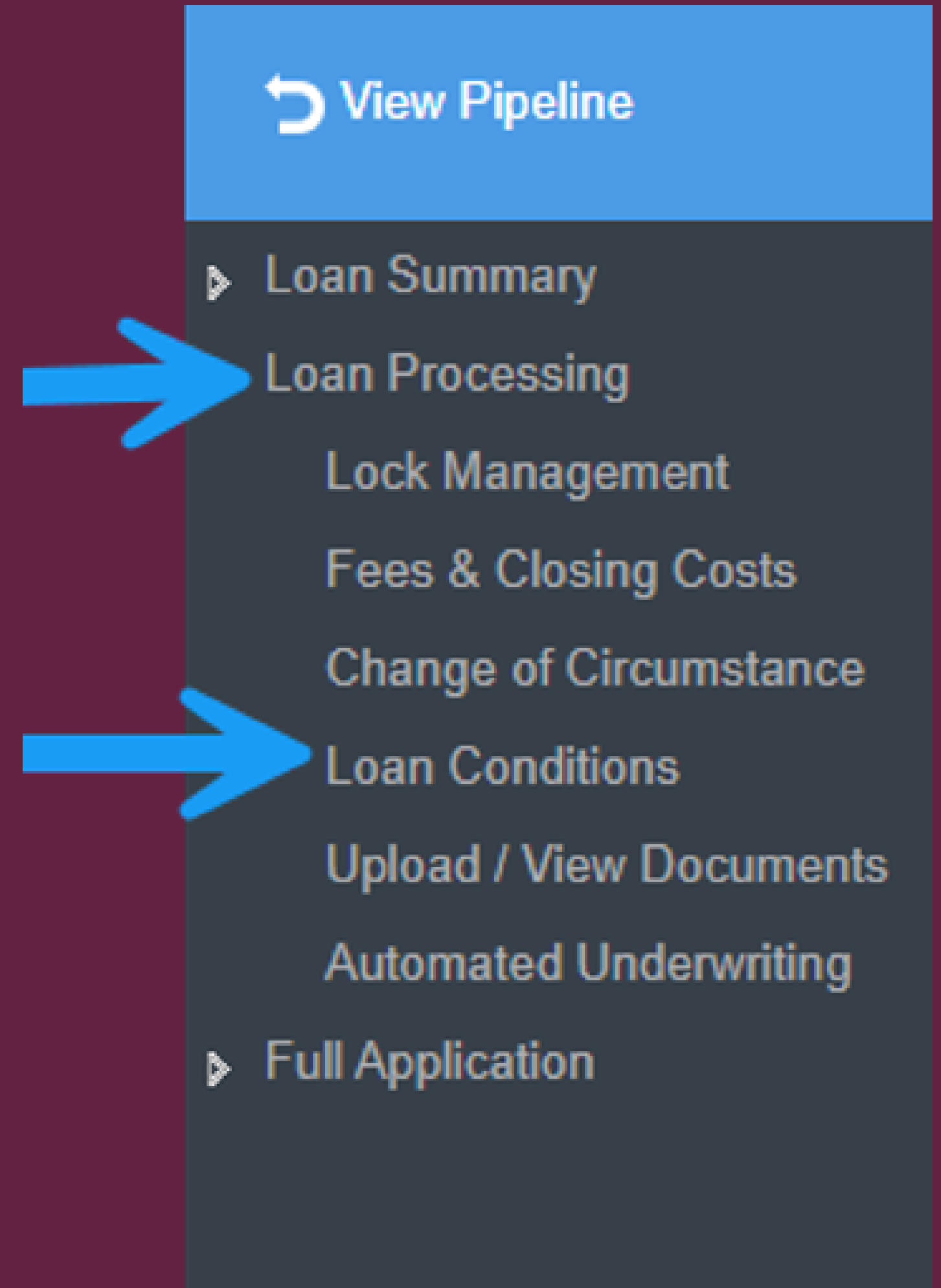


This is not a consumer advertisement. It is for industry professionals only and not for delivery to consumers for a commercial communication purpose. FCM NMLS ID 629700

Blue Sage

# NDC PURCHASING PROCESS

- Uploading Closed Loan Package
- After closing:
  - In the Left-hand Tool bar click on “Loan Processing” then
  - “Loan Conditions”



Under the Prior to Funding Section of the conditions, choose “Provide Executed Closed Loan Package for Review”  
Please upload your closing package by clicking on the “Green Up Arrow” icon button

Change of Circumstance

Loan Conditions

Upload / View Documents

Automated Underwriting

All Application

Loan Conditions

Filter: All - Open/Submit/Received

Show Condition Details

Manage Conditions

DESCRIPTION	STATUS	RESPONSIBLE PARTY	CONDITION ASSIGNED TO	DATE SATISFIED	UPLOAD	ATTACHMENTS	NOTE	SUBMIT
loan number, proper mortgage clause and evidence of sufficient coverage OR contain a replacement cost estimate								
Must be signed on the day of closing	Open	Closer/Funder						
If this loan does not close and fund in the month of: A new payoff and documentation to verify payment has been made on time will be required	Open	Closer/Funder						
Must sign an ICD and complete TRID waiting period	Open	Closer/Funder						
Provide executed Closed Loan Package for review	Open	Post Closing						
Provide Original Note, Allonge (if required) and Wiring Instructions or Bailee Letter. If Purchase cleared > 30 days, minimum .25% Aged Note Fee will be charged.	Open	Post Closing						
Loan is closing with a Power of Attorney (POA), Closer to verify file contains checklist completed and signed by Underwriter.	Waived	Closer/Funder		4/14/2025 5:08 PM				
Closer to ensure the 4506 screen is accurate 4506C requirements: Form(s) and Year(s)	Waived	Closer/Funder		4/14/2025 5:08 PM				

Condition Text:

Name and contact info for your Homeowner's Insurance agent or a copy of the Declarations Page

Detailed Explanation:

Submit for Review

Blue Sage













# NDC PURCHASING PROCESS

Select Files to Upload

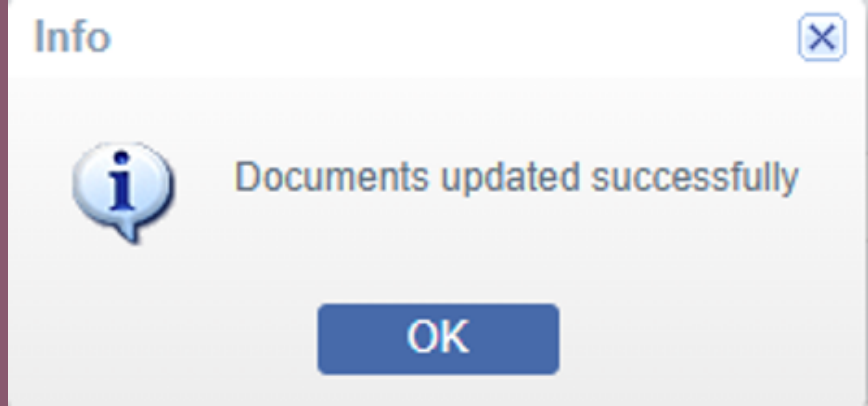
or Drag and Drop, Copy and Paste Files







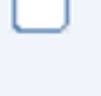





**\*\*Please note Under the Submit Column there must be check mark present in box before you click submit the lender**

Manage Conditions ?

	UPLOAD	ATTACHMENTS	NOTE	SUBMIT
				
				
				

Once you upload, the system will notify you that upload was successful and add a paper clip icon to indicate your attachment



Blue Sage

# NDC PURCHASING PROCESS

Once you have uploaded the “Executed Closed Loan Package” to be reviewed by our post-closing team, please be sure to click the “SUBMIT for REVIEW” at the bottom of the page

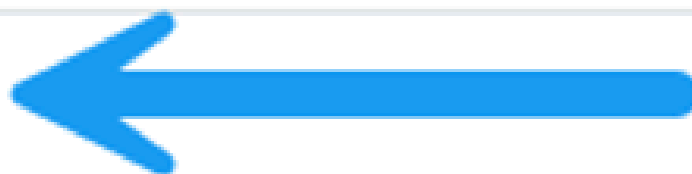
Provide executed Closed Loan Package for review.

Provide Original Note, Allonge (if required) and Wiring Instructions or Bailee I

Condition Text:

Complete Bank/Asset statements for the past 2 months - all pages

Submit for Review




Blue Sage  
**NDC  
PURCHASING  
PROCESS**

## CONDITIONS

Once the post-closing package has been reviewed your package, if any new conditions are needed you will receive an email. You will upload the condition documents the same way you did the closing package; by attaching to the applicable condition, clicking the “submit” box and then “Submit for Review”

## STATUS NOTIFICATIONS

If Loan is suspended for purchase, you will receive the following email notification:

 Send	To	
	Cc	
	Bcc	
Subject	Purchase Loan Suspended	



Borrower Name: Doe, John  
Loan #: 123456789

Please review conditions in Blue Sage and upload documentation to the applicable condition.

Thank you

*Blue Sage*  
**NDC  
PURCHASING  
PROCESS**

Once your file has been cleared for purchase, you will receive the following notification:

 Send	To	
	Cc	
	Bcc	
Subject		Purchase Loan Cleared

The following loan has been reviewed, cleared for purchase and funds requested:

Borrower Name: Doe, John  
Loan #: 12345678

Purchase Advice can be located on Portal under Purchase Advice in left-hand margin.

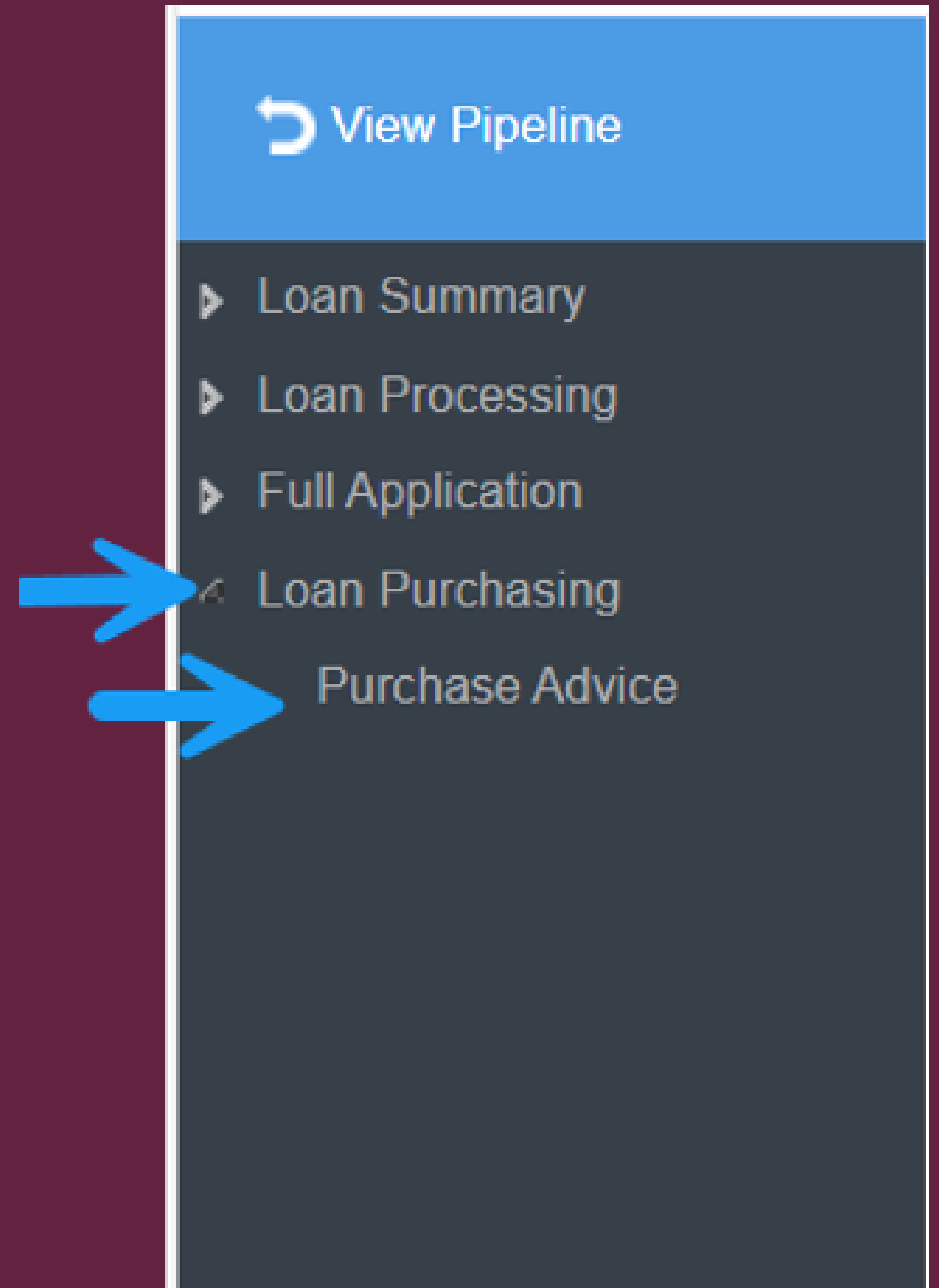
Blue Sage

# NDC PURCHASING PROCESS

## PURCHASE ADVICE

Once your file has been Purchased you can locate your Purchase Advice by following these steps:

Left hand tool Bar > Loan Purchasing > Click on "Purchase Advice"



From the Purchase Advise Screen, Please Click “paperclip” icon to download your purchase advice.

Loan Purchasing

Purchase Advice

Purchase Advice

Current Purchase Advice


Purchase Price:99.543%

Additional Adjustments:0.000%

DATE / TIME▼FORMPRINT

4/04/2025 6:59 AM

PA Funds Sent




Archived Purchase Advice

DATE / TIME▼FORMPRINT

4/04/2025 5:57 AM

PA Approved



Blue Sage

**NDC**

**PURCHASING**

**PROCESS**

Any questions or concerns regarding the NDC Purchasing process, please contact your Account Manager or email [NDCPurchasing@fcmpartners.com](mailto:NDCPurchasing@fcmpartners.com).