



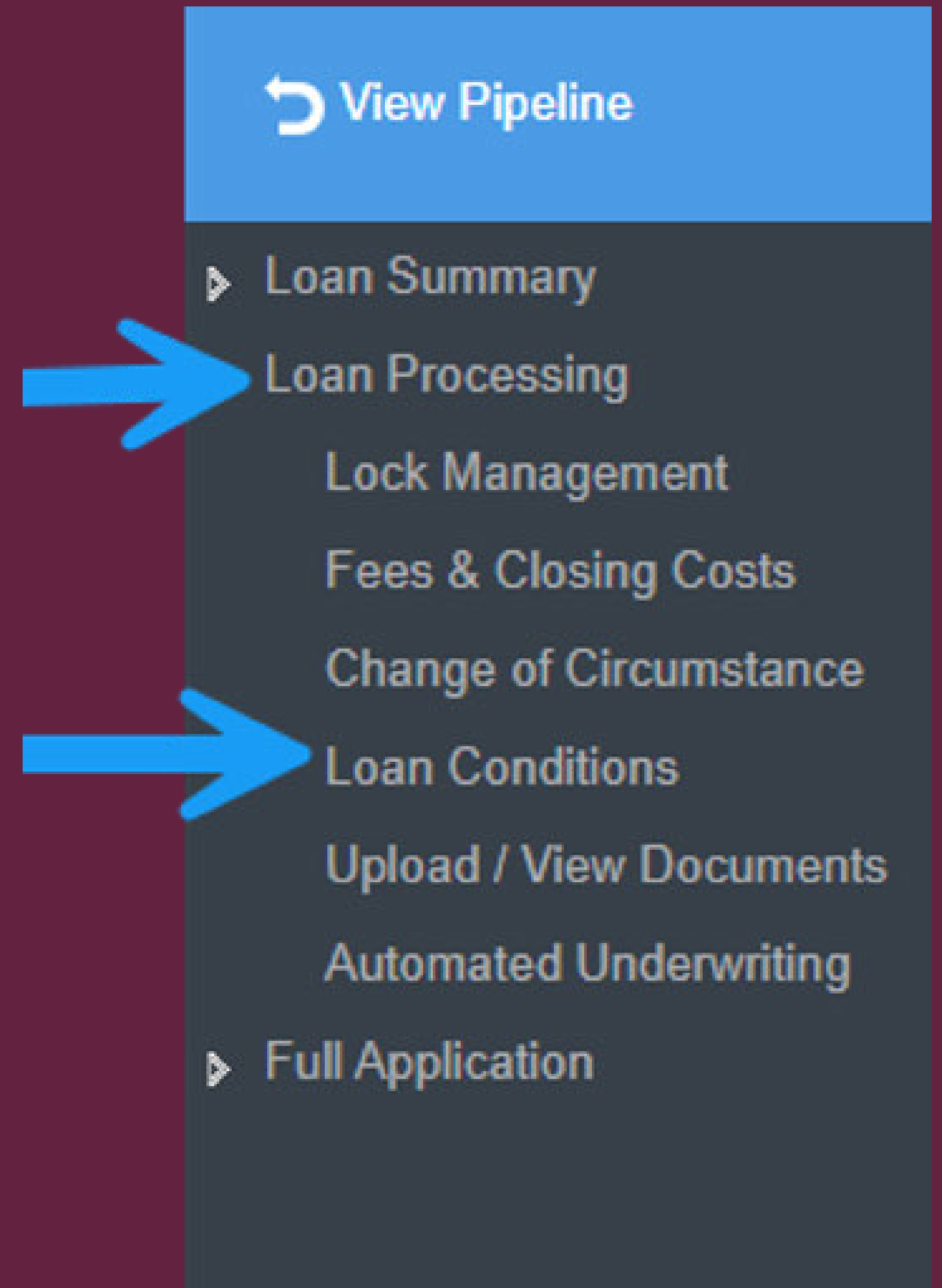
a Mortgage Boutique is a division of first community mortgage

NDC PURCHASING PROCESS

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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

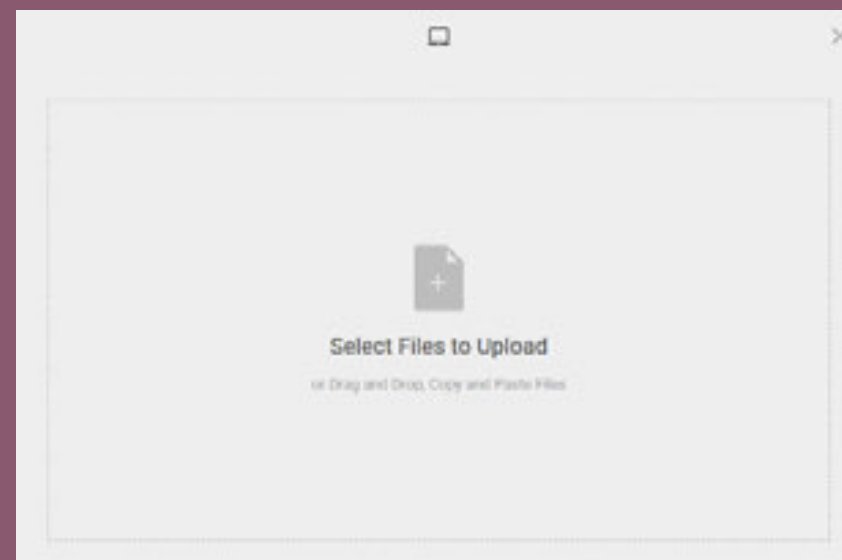
DESCRIPTION	STATUS	RESPONSIBLE PARTY	CONDITION ASSIGNED TO	DATE SATISFIED	UPLOAD	ATTACHMENTS	NOTE	SUBMIT
loan number, proper mortgage clause and evidence sufficient coverage. Or contain a replacement cost estimate								
Must be signed on the day of closing	Open	Closer/Funder						
If this loan does 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

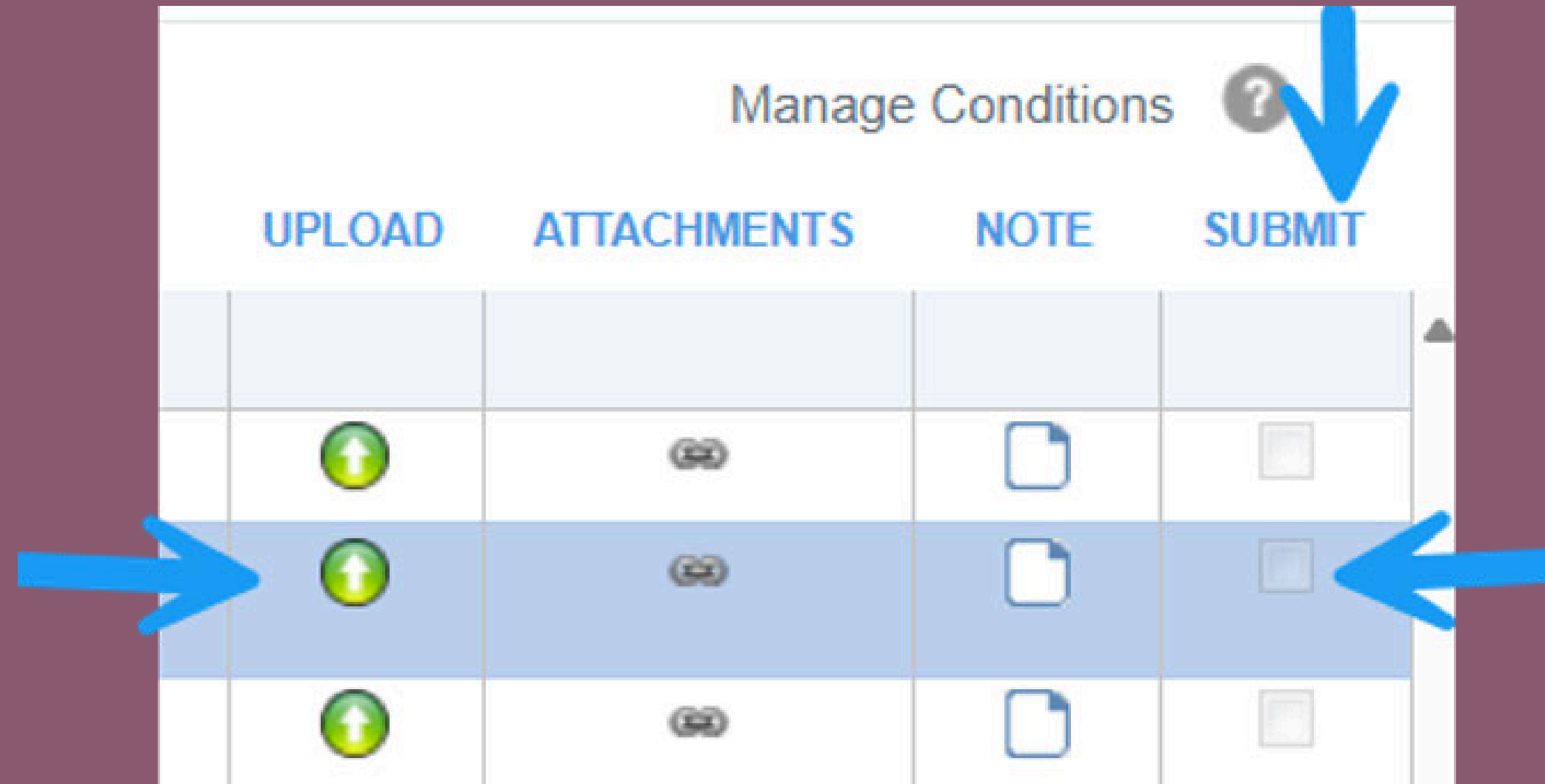
Detailed Explanation:

Submit for Review

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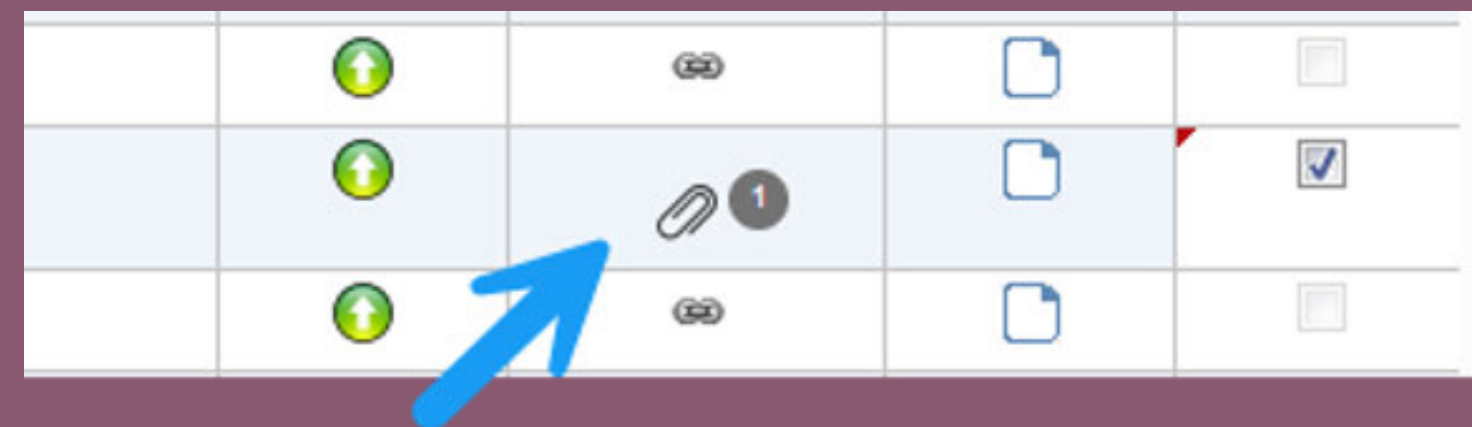
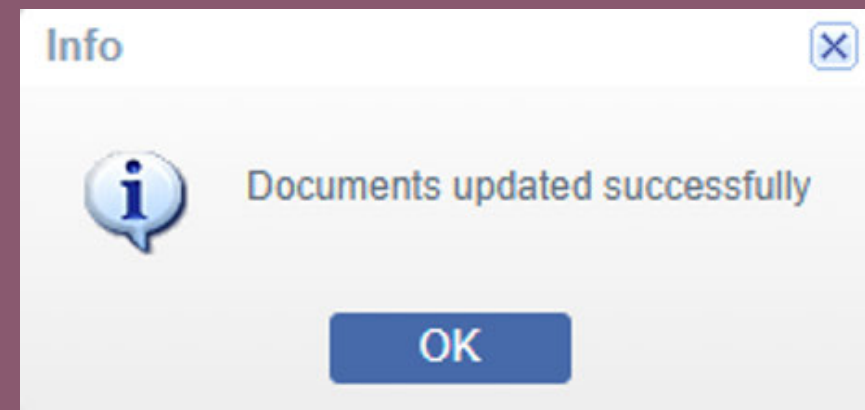
**Please note Under the Submit Column there must be check mark present in box before you click submit the lender




The screenshot shows a table titled "Manage Conditions" with four columns: "UPLOAD", "ATTACHMENTS", "NOTE", and "SUBMIT". The table has three rows. The middle row is highlighted in blue. Blue arrows point to the "SUBMIT" column header, the middle row, and the "SUBMIT" cell of the middle row. A question mark icon is visible in the top right corner of the table area.

	UPLOAD	ATTACHMENTS	NOTE	SUBMIT
				<input type="checkbox"/>
				<input checked="" type="checkbox"/>
				<input type="checkbox"/>

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



The screenshot shows the same table as above, but with a paper clip icon and a "1" in the "ATTACHMENTS" column of the middle row. A blue arrow points to this icon. The "SUBMIT" cell of the middle row now contains a checked checkbox.

				<input type="checkbox"/>
				<input checked="" type="checkbox"/>
				<input type="checkbox"/>

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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

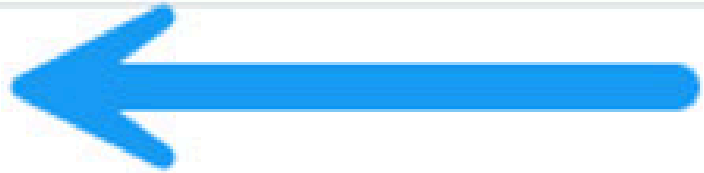
Provide executed Closed Loan Package for review.

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



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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:

The screenshot shows an email composition interface. On the left is a 'Send' button with a paper plane icon. To its right are three input fields for 'To', 'Cc', and 'Bcc'. Below these is a 'Subject' field containing the text 'Purchase Loan Suspended'. The email body contains the following text: 'Borrower Name: Doe, John', 'Loan #: 123456789', 'Please review conditions in Blue Sage and upload documentation to the applicable condition.', and 'Thank you'.

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

 Send	To	[Redacted]
	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.

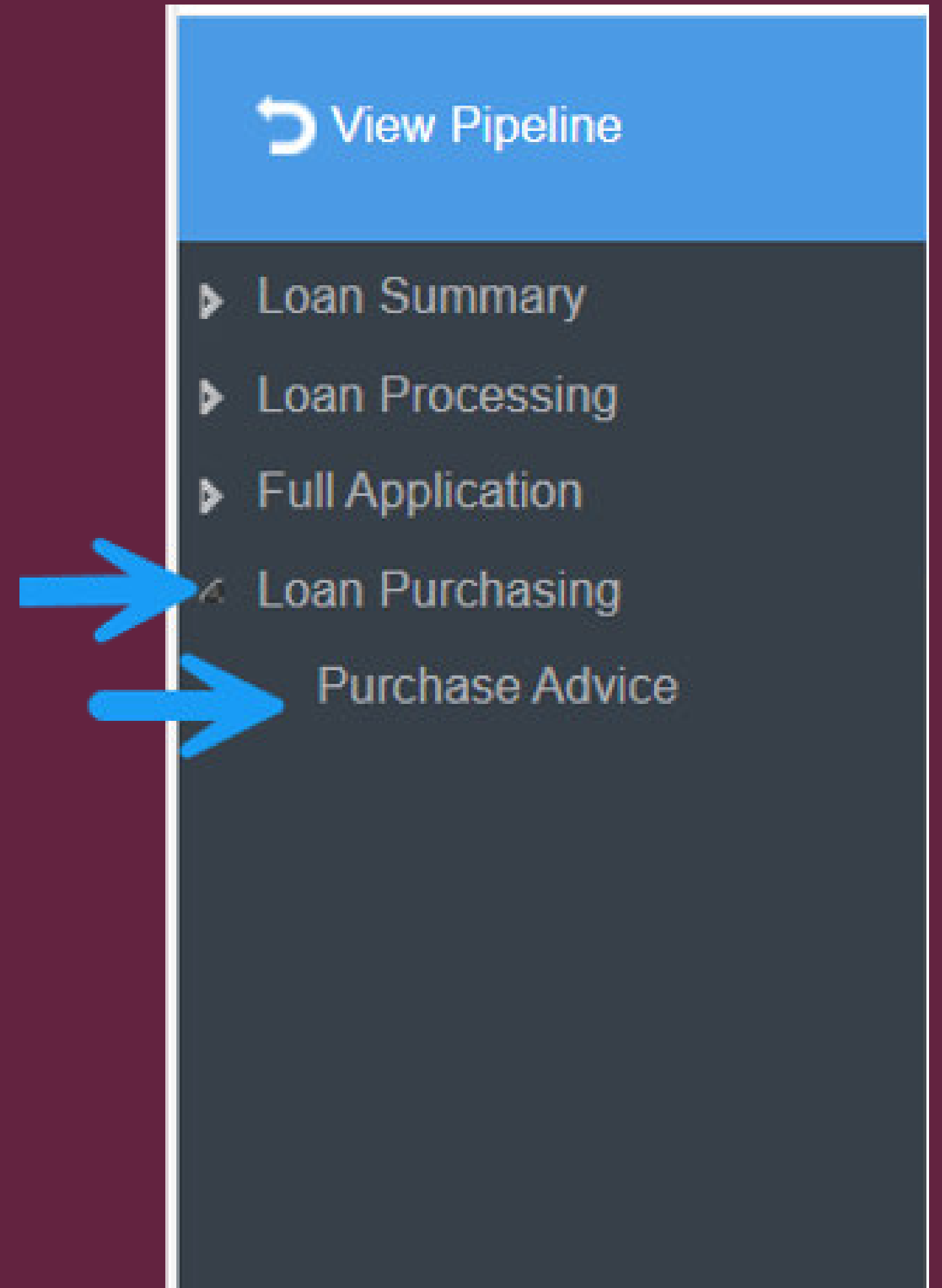
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PURCHASE ADVICE

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 ▼	FORM	PRINT
4/04/2025 6:59 AM	PA Funds Sent	

Archived Purchase Advice

DATE / TIME ▼	FORM	PRINT
4/04/2025 5:57 AM	PA Approved	

Any questions or concerns regarding the NDC Purchasing process, please contact your Account Manager or email NDCPurchasing@fcmpartners.com.

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