



# STRONGHILL CAPITAL

## Investment Achiever – Entity Borrower - Process

### TPO Connect

- Go to <http://mortgage.stronghill.com>
- Login with credentials - Broker
- Click on Add New Loan
- Click on Wholesale
- Add Loan Officer and Loan Processor for Broker from dropdown
- Click Import Loan Data From ULAD/iLAD(MISMO 3.4 file OR Click Manual (Click Next)

Follow these steps for manual upload (the fields highlighted in yellow must be completed):

- Add Estimated Closing Date
- Under **Additional Fields**
  - Borrower Type = Entity
  - Entity Type = select from dropdown list
  - Entity Name = Will auto-populate
  - Add Entity Address, City, State, Zip Code
  - Entity Telephone Number
  - Property Held By = Entity
  - Property Type = Long Term, Short Term or Mixed Use
  - Number of Commercial Units = Answer if property type is Mixed Use
  - FICO scores = Stronghill will add after submission (not required prior)
  - Specialty Products = Entity Borrower (Hardstop at Registration)
  - Credit Report By (Hardstop at Registration)
- Go to **Lender Loan Information** on the Left Side of the Screen
  - **L1. Property and Loan Information**
    - Add Subject Property Street Address
    - Unit #, if applicable
    - City
    - State
    - Zip Code
    - County (will auto-populate)
    - Number of Units
    - Year Built
  - Purpose of Loan
    - Select Purchase, Cash-Out Refi or No-Cash Out Refi
  - Project Type
    - Select Condominium, PUD, or Property is not located in a project
    - Attachment Type = Select one of the options
    - Property Type = Select one of the options
    - Project Design Type = Only select from dropdown if applicable



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- If property Condotel, click Subject Property is a Condotel
- If property non-warrantable condo, click Subject Property is a Non-Warrantable Project
- Add Estimated Appraised Value
- Property Will Be
  - Select Investment
- Subject Property
  - Add Gross Rent for subject property
  - Occupancy Rate = 100%
- **L2. Title Information**
- Estate Will Be Held in
  - Fee Simple
- **L3. Mortgage Loan Information**
- Mortgage Type Applied For
  - Click Conventional
  - HELOC (Not Available until first Quarter of 2023)
- Amortization Type
  - Fixed
  - Arm
- Loan Features
  - If Interest Only, add 120 as the Interest Only Term (Interest Only Box will populate)
- Mortgage Lien Type
  - First Lien
- Terms of Loan
  - Purchase Price = on a purchase transaction only
  - Loan Amount
  - Note Rate
  - Loan Term (360 or 480)
- Impounds Required
  - Click *Waived* if not escrowing taxes and insurance
  - Click *Not Waived* if escrowing taxes and insurance
- Proposed Monthly Payment for Property
  - Add Proposed Hazard Insurance
  - Add Proposed Property Taxes
  - Add Association Dues, if applicable
  - Add Flood insurance, if applicable under Other (click lock to Yellow, then add)
- Click on **Information for Government Monitoring** on the Left Side of the Screen
  - **Loan Originator Information**
    - Loan Originator Name – will auto populate, do not need to complete this field
    - Loan Originator NMLS ID, if applicable
    - State License ID#, if applicable
    - First Name of Loan Originator
    - Last Name of Loan Originator



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- Email Address
- Phone Number
- Go to **Borrower Information** on the Left Side of the Screen
  - Under First Name, add Company Name
- Add Guarantor by clicking on plus sign to add borrower pair (Do not add a Co-Borrower, if more than 1 guarantor add as another borrower pair)
  - Guarantor First Name
  - Guarantor Last Name
  - Guarantor SSN/ITIN
  - Click Save
  - Guarantor 1-4 = add names to the Select Borrower Pair then names will populate
    - Borrower 1 will always be the Entity
    - Borrowers 2-4 will be the Guarantors
    - Please do not enter Co-borrowers ONLY borrowers
  - To Change the Order of the Borrowers,
    - Go to Borrower Pair
    - Click on the arrows>Drag and drop the order of the Borrowers
    - Click Apply
  - **\*\*\*Do not apply personal guarantor information to the Entity section of the application**
- Under **Additional Information**
  - For Guarantor 1-4 enter the % of ownership
  - FICO scores not required
- From Select Borrower Pair, click down arrow and click on Guarantor 1-4 (complete the information below for all guarantors)
  - Click on **Borrower Information Tab** on the Left Side of the Screen
  - **Under 1A. Personal Information**
    - Add Date of Birth
    - Click on Citizenship
    - Click on Marital Status
    - Add Cell phone, Work phone and Email Address
  - **Under 1a. Current/Form/Mailing Address**
    - Current Address
      - Street Address
      - Unit #, if applicable
      - City
      - State
      - Zip Code
      - County
      - Add the Years and Months lived at residence
    - Housing
      - Select one of the options
      - Click Present and Proposed Housing



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- If Own,
  - Click on Present and Proposed Housing
  - Add PITIA info for primary residence
- If Rent,
  - Add amount to Monthly Payment
- **Former Address** (*Only Complete if lived at current address for less than 2 years*)
  - Street Address
  - Unit #, if applicable
  - City
  - State
  - Zip Code
  - County
  - Add the Years and Months lived at residence
- **Housing**
  - Select one of the options
  - Click Present and Proposed Housing
    - If Own,
      - Click on Present and Proposed Housing
      - Add PITIA info for primary residence
    - If Rent,
      - Add amount to Monthly Payment
- **Mailing Address**
  - Click on Copy from Current
- Click on **Employment and Income Tab** on the Left Side of the Screen
- **Current Employment/Self Employment and Income**
  - Under Gross Monthly Income
    - Add Base Income
- Click on **Assets and Liabilities Tab** on the Left Side of the Screen (*Need to verify enough money to cover cash to close and reserve requirements*)
  - Click Add button
  - Account Owner = Borrower
  - Add Financial Institution Name Only
  - Account Type = Select from drop down
  - Add Account Number
  - Add Cash or Market Value
- Click on **URLA/Real Estate** on the Left Side of the Screen
  - Click on Add button
  - First entry is the subject property (purchase and refinance)
  - Owned by = Borrower
  - Street Address
  - Unit#, if applicable
  - City
  - TX
  - Zip Code



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- **Declarations**

- Complete questions A-M

- **SAVE** all Changes and Register Loan

## Fees and Disclosure Request Tab

- Broker to Add Loan Origination Fee Percentage, if fee applicable

## Run Product and Pricing

- Under URLA>Additional Information>Product and Pricing Confirmed = Yes

## Broker Re-Issue Credit OR Borrower Sign Credit Authorization

### Re-Issue Credit or Stronghill Credit Authorization

Broker to Re-Issue Credit or Borrower to sign credit authorization for Stronghill to pull credit report.

- **Re-Issue Credit Report (If Broker has ability to Pull Credit)**
  - Go to Order Credit in Stronghill Portal (TPOC)
    - Select Credit Provider
    - Click Reissue Credit
    - Enter Reference Number
    - Enter Broker credentials
    - Click Reissue Credit
    - Credit report to populate in Loan Documents>Credit Report bucket
- Stronghill Credit Authorization
  - **Broker Obtain Authorization**
    - Go to Stronghill.com website>Residential>Checklist & Forms
    - Click on Stronghill Credit Authorization
    - Broker to send form to borrower to sign
    - Upload signed form in portal under Loan Documents tab
      - Disclosures: Commercial Credit Authorization
  - **Stronghill Send Authorization (Must have Borrower(s) email addresses)**
    - Go to file in Encompass
    - Click on eFolder>Request
    - Select Borrower Pair to send authorization (if there are multiple borrowers then send one to each separately)
    - Click the plus sign with a piece of paper
    - Click Disclosures: Commercial Credit Authorization >Add
    - Click Send
      - Change Send Type to Loan Officer
      - Add last 4 digits of borrower's social security number
      - Subject = Credit Authorization (Action Required)
      - Click Notify Additional Users



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- Add email address of user> Add> Save
- Click Send
- Retrieve Signed Document
  - Monitor Message box to download authorization to bucket
  - Go to eFolder>Click Retrieve
  - Click Document to download
  - Click Download

## Order Credit Report

- Sales Assistant to review pipeline called Credit Reports Needed
- Order Credit (If not already in the file)
  - Need written consent to pull credit – Review Disclosures: Commercial Credit Authorization Bucket
    - Yes,
      - Go to Business Loan Application>Assets/Liabilities/REO screen
      - Under 2c>Borrower, click Authorized Credit Report box
      - Add Date Authorized (Per the authorization)
    - No,
      - Wait until disclosures returned to order credit
  - Go to Business Loan Application> Assets/Liabilities/REO button
    - Click Order Credit
    - My Providers>Factual Data by CBC>Submit
    - Select Guarantor (will need credit for all guarantors on the application)>Next
    - Add credentials
    - Click all three bureaus
    - Click Finished
    - Import Liabilities
  - Link mortgages to REO section
  - Go to Business Loan Application>Add appropriate FICO score for each Guarantor

## Loan Documents Tab (If Not Approved Fast Track)

- Upload Supporting Documents under Loan Documents
  - Loan Submission Bucket
    - Entity Documents per guidelines (If company formed, see exception below)
      - Purchase – If Entity not yet formed, add Borrower’s Last Name to Entity Name field
      - Refinances – add Entity Name (required)
    - **Most recent two months bank statements or other supporting documentation to support cash to close and reserves (On Refinances, if program required)**
  - Lease Agreements, if applicable
    - If no lease agreements, Intake Coordinator will pull AirDNA for estimated rent
  - Credit Report Bucket (See Credit section)
  - Credit Authorization - Commercial (See Credit section)



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- If purchase, Sales Contract – all pages

## Submit to Intake Coordinator (Review Prior to UW)

- Click UW Review Request

## Adverse a File

### Decline

- If credit score below product parameters, submit for UW review
  - Go to Business Loan Application
  - Click on Adverse Screen button>Initial Declination Request
  - File will no longer appear on the **Files Not Submitted to UW pipeline or AE Pipeline**

### Withdrawn

- Encompass - If a borrower expresses to no longer move forward and the UW has not made a credit decision
  - Go to Business Loan Application
  - Click Adverse Screen button>Check the Withdrawal Request box
- TPOC
  - Under Loan Action>Click Request Withdrawal

## AE Pipelines

- Files Pending UW Cond Approval – Track All Files Pending Submission to UW
- AE Pipeline – LO may track files in their name thru Funding