

On-Demand Processing (ODP) -Credit Unions

On-Demand Processing is a product of AFR Wholesale whereby AFR will process, underwrite, close and fund the loans for the Wholesale client. We will contact the Applicants and all 3rd parties directly for documentation that is needed to close the loan.

| Document: | Should be in the name of: | Who's responsible for doing/sending/ordering |
|--|---------------------------|--|
| Client Fee Agreement | Client | Client to the Member |
| Initial Loan Estimate (LE) | Client | Client to the Member |
| Loan Estimate (re-disclosed based on COC prior to conditional approval) | Client | Client to the Member |
| Loan Estimate (Re-disclosed based on COC after conditional approval, loan is not locked or AFR does not have title invoice, cannot issue CD) | AFR | AFR to the Member |
| CD | Client | Client to the Member |
| FHA Connection Originator | AFR | AFR to the Member |
| FHA Connection Sponsor | AFR | AFR to the Member |
| Appraisal order | AFR | AFR to the Member |
| Appraisal Final Inspection | Client | AFR |
| Appraisal Conditions | AFR | AFR |
| Appraisal Acknowledgment | AFR | Client |
| AUS- DU, LP, GUS, VA, TOTAL, etc. | AFR | Client |
| Int. Rate Lock Agreement (in required states) | N/A | AFR |
| Commitment (in required states) | AFR | AFR to the Member |
| ARM Disclosure (if applicable) | AFR | AFR |
| Member's documents | AFR | AFR to the Member |
| Note | AFR | AFR to the Member |
| Title ordered | N/A | AFR from the Member |
| Title Condition | AFR | AFR (Client will review the document with the Member prior to closing.) |
| HOI | AFR | AFR |
| CPL | AFR | Client |
| Subordination Agreement | N/A | AFR |
| 1098 | AFR | AFR |
| Engineer Cert | AFR | AFR |
| Elevation Cert | AFR | Client |
| IBTS.org Cert Letter | AFR | AFR to the Member |
| New Construction Docs, Builder Plans & Specs, Builders Warranty, Certificate of Occupancy NP33A, 33B, 10 year H.O.W | | Client |
| Termite/Pest Inspection | | Client |
| Short Sale Approval Letter | | Client |
| Paystubs | | Client |
| Bank Statements | | Client |
| Gift Documentation | | Client |
| VOR/Cancelled Rent Checks | | AFR |
| Written VOE | | AFR |
| Verbal VOE | | AFR |
| Member Identification (Driver's License, Social Security Card) | | AFR |
| Member's Tax Returns | | AFR |
| Tax Transcripts | | AFR |
| Divorce Decree | | AFR |
| HOA Dues Letter | | AFR |
| Condo Questionnaire | | AFR |
| Flood Cert | | AFR |
| LDP/GSA searches | | AFR |
| Payoff | | AFR (if fee-paid, Client to provide) |

Client's responsibilities include:

- Originate the loan.
- Send your company's initial disclosures including the Loan Estimate (LE) to the Member.
- Request a case number from AFR's Case Number desk using our [form](#) on our website. (if applicable)
- Place an appraisal order with the assigned AMC. Note- the appraisal order will be on hold when the order is initially placed. AFR will automatically notify the AMC when the order can proceed once the MDIA is met.
- Register your loan in Loan Center.
- Upload all supporting documents via Loan Center.
- Submit lock request via Loan Center.
- Review the final CD with the Member.
- Order subordinations
- Order all 3rd party inspections such as: termite, engineer, septic, water test

AFR's responsibilities include:

- Send out all lender disclosures including the CD.
- AFR will order the case number and perform all FHA Connection, VA and GUS functions.
- AFR will run the AUS as required per the loan program applied for.
- Underwrite the loan to all applicable guidelines. An approval letter or letter of adverse action will be sent to you and the Member.
- A Processor will be assigned to your account to collect all underwriting conditions.
- AFR's Processor will order all of the title Conditions through the designated Title company or Attorney. (Client to place initial Title order)
- AFR's Processor will work directly with all 3rd party companies including the home owner's insurance company, appraisal company), attorney, etc.
- Once the loan is cleared for closing, we will provide the closing documents and send them to the approved closing agent.
- AFR is responsible to mail the 1098 forms to the Member.
- Once the loan is disclosed and uploaded into our system for underwriting, AFR will be responsible to report the loan to HMDA.