



CLIENT GUIDE | CHAPTER 7

Underwriting Guidelines

CORRESPONDENT LENDING



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Gateway

CORRESPONDENT LENDING

Table of Contents

Chapter 7

Correspondent Lending	4
What our Non-Delegated Underwriting Service Offers	
Multiple Programs	4
Overlays.....	4
Underwriting Scenario Desk.....	4
Dedicated Website.....	5
Underwriting Team	5
Our System.....	5
Non-Delegated Client Responsibilities.....	5
Submitting Non-Delegated Loans to Gateway for Underwriting Review.	
8-Easy Steps.....	6
Credit Submission Checklist.....	6
Assign & Final AUS Findings	7
Share Appraisal in UCDP	7
Upload 3.4 Data File and Documents	7
Change Status	7
Underwrite Resubmissions	8
Clear to Close Reminders.....	8
Changes After Clear to Close	9
Credit refresh	9
Declines	9
Loan Status.....	9
General Underwriting Policies & Procedures	
LQI Reviews, Condo Reviews, Appraisal Reviews & Flood Reviews.....	10
Appraisals	10
Reconsideration of Value (ROV)	11
Credit.....	12
Income.....	12
Pending Divorces.....	12
Hazard/Windstorm/Flood Insurance	12
Title Insurance & Property Taxes.....	13
Clear to Close & Loan Closings	13



Conventional: Fannie Mae & Freddie Mac Eligibility

Conventional: Permanent & Non-Permanent Resident Alien..... 14

Cryptocurrency: FNMA/FHLMC 14

FHA Policies

FHA Case ID Numbers..... 15

FHA Eligibility

FHA: Permanent & Non-Permanent Resident Alien 17

Cryptocurrency: FHA..... 18

VA Policies

VA Case ID..... 18

VA Eligibility

VA: Permanent & Non-Permanent Resident Alien 18

Cryptocurrency: VA..... 18

HUD 184 Policies

HUD-184: Case ID Numbers..... 19

HUD 184 Eligibility

HUD-184: Permanent & Non-Permanent Resident Alien..... 19

USDA Policy

GUS..... 19

Approval from USDA..... 19

USDA Eligibility

USDA: Permanent & Non-permanent Resident Aliens 20

Cryptocurrency: USDA 20

Closed Loan File Delivery

Closed Loan File 20



The Gateway First Bank

CORRESPONDENT LENDING SUPPORT CONTACTS



Registration and Commitment/Lock Desk

[Refer to Chapter 3, Loan Registration & Lock Policies for additional information](#)

General Questions

Questions on specific loans already submitted to Gateway First Bank should be directed to the Underwriter of record or Underwriting Manager.

Questions regarding post-delivery operational issues or compliance should be directed to the Client Liaison team – Toll Free 855.825.6522

What our Non-Delegated Underwriting Service Offers

A. Multiple Programs - <https://www.gatewaycorrespondent.com/client-guide/our-products/> based on Client Approval. Fannie Mae's Desktop Originator will be used for Conventional, FHA & VA. Freddie Mac Loan Product Advisor is also used for Conventional files. USDA loans require GUS.

1. Conventional Purchase & Refinances (including Specialty Products)
2. Government Purchases & Refinances (including manual underwrites)
 - a. FHA
 - b. HUD-184
 - c. USDA
 - d. VA
 - e. Specialty Lending

B. Overlays - <https://www.gatewaycorrespondent.com/overlay-matrix/>

- Our Overlay Matrix consists of a minimal amount of overlay requirements from standard Agency guidelines.

C. Underwriting Scenario Desk – CorrUnderwriting@GatewayLoan.com

- Not sure if a particular scenario is eligible or have questions on a program or policy? Simple send our Correspondent Underwriting Scenario Desk an email and we will assist you in finding an answer/clarification.
 1. The Correspondent Underwriting Scenario Desk is for informational purposes only and any response given is an opinion of published guidelines, not a loan approval.



Final approvals on any non-delegated approvals will be issued from a Gateway Underwriter through our GEMS Portal. All non-delegated loans are subject to program guidelines and authorized final underwriting approval.

D. Dedicated Website to house all our Resources, Documents, Overlays, Products, System Log-ins, Contact Information & Announcements available for your use. <https://www.gatewaycorrespondent.com/>

E. Underwriting Team

- Our Underwriting team includes a full-time, dedicated staff with VA SAR, FHA DE, USDA, HUD 184 authority levels.
- Additional support staff that assist with condition reviews and Set-Up.
- Support from dedicated Flood Insurance review department, Condo review team and Appraisal review department.

F. Our System. We utilize GEMS – Gateway’s Expert Mortgage System for Submission of loan files.

1. As a GEMS user, your Regional Sales Manager will assign dedicated user credentials to access our system. This will allow you to:
 - a. Lock loans, import a MISMO 3.4 file, & make changes to the loan submission
 - b. Upload loan packages and conditions
 - c. Pull pipeline reports
 - d. Access to our Resource Center (Marketing Flyers, Gateway Fee Schedule, Specialty Program Descriptions & Guidelines, Welcome call for Non-Delegated Loans and Previous Spotlights)
 - e. Reset your password
 - f. View current turn times

Non-Delegated Client Responsibilities

- A. Pull credit reports, reports should be valid for a minimum of 30 days at the time of submission for underwriting
- B. Order 4506 transcripts, flood certs (if utilizing CoreLogic) & appraisals
- C. Import 3.4 data or manually key data into GEMS system URLA screens
- D. Submit to FNMA Desktop Originator, FHLMC Loan Product Advisor or GUS to acquire AUS Findings that match the data submitted to GEMS
- E. Upload all required credit documents and color appraisal to GEMS
- F. Order MERS MIN for closing documents
- G. Complete all Verbal VOE’s prior to closing



- H. Order FHA & VA Case Numbers
- I. Pull clear CAIVRS
- J. Order Mortgage Insurance certificates, when applicable
- K. Pay Single Mortgage Insurance Premium or Funding Fee for FHA, VA, USDA or HUD-184 Loans
- L. Extend lock(s) when necessary to ensure closed loan is uploaded & received by lock expiration date
- M. Adjust loan program & loan amounts
- N. \$100 insuring fee is required if Gateway insures the loan
- O. Provide the FHA UAD (when applicable), UCD and UCDP Submission Summary Reports as applicable
- P. If LPA is the AUS used, Credit Plus is the only approved credit report vendor allowed. Credit Fee will be added to the administration fee. See Conventional Policies.
- Q. Pulling GSA, LDP, OFAC Checks for all loan transaction parties
- R. Utilize & submit all the required Non-Delegated Checklists, coversheets as needed

Submitting loans to Gateway for Underwriting review.

A. 8-Easy Steps. There are 8-easy steps to successfully submitting a file to Gateway:

1. Credit Submission Checklist
2. Assign & Final AUS findings
3. Share Appraisal in UCDP
4. Upload 3.4 Data File and Documents
5. Change Status to “Submit to Gateway”
6. Underwrite Resubmissions
7. Clear to Close Reminders
8. Changes After Clear to Close are Issued.



B. Credit Submission Checklist Non-Del Initial Submission Checklist

1. The “Non-Delegated Initial Submission Minimum Document Checklist” (consists of 2 pages) must be completed in its entirety and provides, not only the steps needed to complete your setup/submission but, the minimum documentation requirements for our Underwriting team to complete your file review. This checklist is found on our website or in the GEMS Resource Center.
2. The checklist is sorted by program types and all items must be submitted from this checklist. Also, any contact listed on the top of the form will be the contact for the entire loan process. More than one contact listed is recommended.



- C. Assign & Final AUS Findings.** Make sure you are assigning your AUS findings to Gateway before loan is submitted.
1. When using DO, complete the Assign and Final to Gateway.
 2. When using LPA, you will select “Seller” and not “Correspondent” as the User Role
 3. When using GUS, select Gateway First Bank as the Sponsor.
- D. Share Appraisal in UCDP** – You may not have the appraisal with the initial credit package, but once your appraisal is received and a color copy has been uploaded to the system you will need to share the Appraisal in UCDP. Gateway Aggregator ID is AAZ008
- VA, USDA & HUD-184 loans – do not require UCDP reports.
- E. Upload 3.4 Data File and Documents.** Ensure your initial URLA is completed in full and most recent 3.4 data file is merged to GEMS. This must match the data being provided to Underwriting. Be sure you have successfully uploaded your checklist and initial documentation.
- F. Change Status to “Submitted to Gateway”.**
1. After you have successfully uploaded your initial credit package and Minimum Submission Checklist, you will change the status of the file in GEMS to “Submitted to Gateway”.
 2. Your loan will be directed to our Set-Up Associates. They will sort your initial package, and review the minimum documentation & data provided to verify it meets the requirements. Failure to provide any of the minimum documentation will result in an automatic return of your loan file. The loan will be placed back into “New File” Status. You will receive an email with the list of necessary information to be provided. This will be your responsibility to upload any new items to the GEMS portal and resubmit the loan back to “Submitted to Gateway” Status.
 3. After the Set-Up Associate has validated all necessary items have been provided, your loan will go into the Underwriters queue for review.
 4. The Underwriting Manager for Correspondent Lending will assign your file to one of our dedicated Underwriters for review.
 5. The Underwriter will review your file. Once complete, you can receive one of three statuses via a Loan Determination Document which will show the status and list all open conditions for your file. This will be emailed to the contact on your Non-Del Initial Submission Checklist.
 - a. UW Suspend: Significant information is missing or needed to properly decision your file or we may recommend a decline based on the information provided
 - b. Approved w/ Conditions: Loan is conditionally approved, but additional information is needed to clear the file for closing, or
 - c. Clear to Close: your loan is final approved and has meet all Agency and Gateway requirements and you may close your file.



6. UW Suspend: Please review in detail every condition that is marked as SUSPEND to determine what is needed to overturn this decision. Each item must be provided in its entirety, or a valid rework is needed to complete the file review. You will have 30 days from the original date of submission to Gateway to get your loan overturned to either Approved w/Conditions or Clear to Close. If you still cannot obtain an Approval or Clear to Close, the loan will be declined.
7. Approved w/ Conditions: Your Loan Determination will provide both Prior to Doc (PTD) and Prior to Purchase (PTP) conditions listed. Each PTD condition must be satisfied prior to obtaining a Clear to Close status.
8. Clear to close: you have successfully cleared all open PTD conditions. The only conditions left on your Loan Determination will be Prior to Purchase conditions. These will be required once the loan is submitted for Purchase.

G. Underwrite Resubmissions. Once you obtain status of UW Suspend or Approved w/ Conditions, it will be your responsibility to upload each required document separately into the GEMS portal and change status to Submit to Gateway. Unlike the initial credit package which can be a large PDF document (including multiple items), a resubmission review must have every document separated for your Underwriter to review quickly & efficiently. For Example: you need to submit a Hazard Policy and Appraisal Report with UCDP Summary for review. Please upload the Hazard Policy, then the Appraisal Report and then the UCDP reports. Do not upload one PDF with all these combined. Your loan will be returned and not reviewed by underwriting if this happens.

1. Every resubmission to Underwriting, will require the “Non-Delegated Clear to Close/ Resubmission Coversheet”. This form must be completed and will be used by the Underwriter to verify closing costs, prepaids, credits and fees. It also allows for you to provide additional commentary to your Underwriter with changes you made, or any other helpful information. [CTC Coversheet](#)
2. Also, do not submit incomplete reviews. If your loan was Approved W/Conditions and you were missing Title, and Appraisal, do not submit only Title for review. Please wait until the Appraisal is received and submit all at one time. This will allow us to meet turn time requirements for all our clients and avoid multiple touches on files. Incomplete condition resubmissions will be returned without review.

H. Clear to Close Reminders.

1. Check all details on the Loan Determination for accuracy,
2. Export the 3.4 data file from GEMS to your LOS so your final 1003 will match GEMS,
3. Check GEMS stored documents for labels starting with “Final” for Gateway approved underwriting documents for your loan closing,
4. Review Prior to Purchase conditions for required closing conditions and document expiration dates, and
5. Do NOT close the loan until you receive a Clear to Close status on a Loan Determination Notice from Gateway.



- I. Changes After Clear to Close.** Loans needing changes to anything outside of the loan approval (loan amount, debts, assets, program) will require a “Non-Delegated Changes After CTC Submission Request”. The new documentation must be uploaded to your file through the GEMS portal and the form is to be emailed to the address on the form. **DO NOT CHANGE STATUS OF THE FILE WITHIN GEMS.** A Gateway Team Member will review your request and put the loan back in front of the Underwriter for review. Once the Underwriter is complete, you will receive any necessary updated final documentation.
Changes After CTC
- J. Credit refresh** - Gateway monitors credit inquiries and undisclosed debt on all non-delegated loans. If you pull a credit refresh or soft pull yourself, please **DO NOT** change debts from original credit report. If within tolerance levels per agency, please proceed. If not, you will need to provide this additional information to Underwriting for a Change After CTC.
- K. Declines:** if your loan is eventually declined, you will be provided a credit denial letter via email. It is the responsibility of the Client to notify the borrower(s) per Federal Reg. B.
- L. Loan Status.** Here is a list of all Gateway Statuses processed throughout the life of your loan
1. New File: Loan has been registered by the client and not submitted for review
 2. Submitted to Gateway: Loan Documents were received and is in process
 3. Approved w/ Conditions: Underwriter review is complete, and conditions are available for review
 4. UW Suspend: Underwriter is not able to complete the review or loan is potentially ineligible for purchase
 5. Resubmitted for Underwriting: Loan has been resubmitted to clear Gateway conditions for loan approval
 6. Clear to Close: Gateway final loan approval, ready for docs
 7. Submitted for Purchase: The closed loan has been submitted for Gateway review
 8. Pended: Gateway has reviewed the loan and is approved for purchase pending conditions
 9. Resubmitted for Purchase: The loan has been resubmitted to clear Gateway conditions for loan approval
 10. Approved for Purchase: Gateway has approved the loan for purchase
 11. Wire Authorized: Gateway has authorized the wire
 12. Funded: Funds have been disbursed to the Client
 13. Suspended: Gateway has Suspended the loan for purchase or is potentially ineligible for purchase



14. Declined: Gateway has determined the loan is not eligible for purchase
15. Cancelled: The loan is cancelled and no longer has an active lock confirmation.

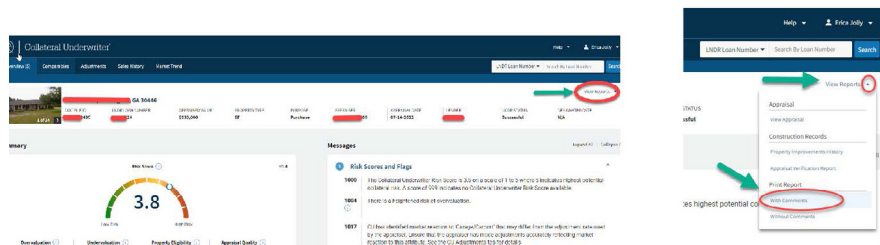
General Underwriting Policies & Procedures

A. LQI Reviews, Condo Reviews, Appraisal Reviews & Flood Reviews

1. Our Underwriting team uses a variety of specialized groups within our company to complete certain reviews. These reviews can take additional time from your Underwriting timeline and need to be accounted for. Each review required can take an additional 24-48 hours. Please pay close attention to the condition on your Loan Determination to verify how much extra time you need to allow yourself to obtain your clear to close.

B. Appraisals

1. Gateway will follow AUS findings with respect to appraisal reviews. Property Inspection Waivers (DU PIW), Automated Collateral Evaluation (ACE LPA) and Desktop Appraisals are acceptable if they meet agency guidelines.
2. Full appraisals are always required for the following transaction types or according to all Agency requirements:
 - a. Texas Section 50(a)(6) loans
 - b. Two- to four-unit properties
 - c. Transactions with gifts of equity
 - d. Transaction when purchase price or estimated value provided to DU is over \$1,000,000
 - e. Government transactions that require appraisals
3. UCDP reports are required for Conventional & FHA Loans. FHA loans will also require FHA EAD. Any property with UCDP score of 4 or greater will also require a Collateral Underwriter Report (CU Report).
 - a. To pull the CU reports – Follow these instructions: Go to this link. <https://singlefamily.fanniemae.com/applications-technology/collateral-underwriter>
 - b. The sign-in is the same as your DU login information.
 - c. Once you find the property using the search, you will go View Report, and then select, “Print Report - With Comments”. The report that opens is what we are looking for.
 - d. Upload the report to GEMS for your Underwriter to review.



4. Final inspections and/or Certificate of Occupancy. These can be moved to closing if these are the last conditions remaining open.
5. Reconsideration of Value (ROV) Process for Conventional, USDA, and FHA Loans - applicable for all applications starting October 31, 2024.
 - a. Client will provide the borrower with the initial ROV disclosure
 - Must be dated same as Initial Disclosure Dates
 - b. Conventional and USDA - After Gateway appraisal review is completed; client notification will include condition for the second ROV Disclosure (dated after appraisal review completed), and appraisal delivery to the borrower. This requires borrower receipt.
 - c. FHA - After Gateway appraisal review is completed; client notification will include condition for the second ROV Disclosure (dated after appraisal review completed), Conditional Commitment, and appraisal delivery to the borrower. This requires borrower receipt.
 - d. Borrower can submit ROV Request any time between appraisal approval and loan closing. If the borrower initiates an ROV Request, Client is responsible for ROV Review. The ROV Review must be completed by the Client who ordered the appraisal. If needed, Gateway is available to assist the Client with the ROV Review.
 - e. Once the ROV Request/Review is complete, Client will provide the updated appraisal and ALL communications/documentation between the Client/Borrower/Appraiser. Required data for ROV Requests.
 - Date ROV Request received by the Client from the Borrower
 - Date Client acknowledged to borrower receipt of the ROV Request
 - Dates ROV Revision Request sent to borrower
 - Date Final Revised ROV Request is received from borrower
 - Date ROV documentation forwarded to appraiser or Client denial of ROV Request
 - Date borrower notified that the ROV documentation was forwarded to appraiser with expected date of completion
 - Date appraiser sends report with ROV response included
 - Date appraisal with ROV response delivered to borrower
 - f. Gateway will review ALL communications/documentation received for the appraisal approval.
 - g. Once Appraisal is approved and all other conditions are cleared the loan will be moved to Clear To Close status. If ROV Request is received after Gateway issued Clear To Close status, contact Gateway Underwriter for additional review. If ROV Request is received by Client and not shared with Gateway Underwriter prior to loan closing, loan may be subject to denial or repurchase.
 - h. Gateway ROV Attestation Form signed by Client required in Closed Loan Package delivery to ensure Borrower has not submitted ROV Request or if submitted ROV Request ALL documentation was shared with Gateway Underwriter prior to loan closing.



C. Credit

1. Loans submitted using Loan Product Advisor as their AUS can only be submitted with a Credit Plus Credit Report. If your company does not utilize Credit Plus, we can pull new credit for you with your initial submission. The LP Credit Authorization form must be completed and included with the initial upload. The cost of the new report will be netted with our purchase of the loan. [LP Credit Authorization](#)
2. We will monitor any new inquiries and credit obtained during the loan process. Be aware of any emails you receive from us regarding undisclosed debt monitoring. These may not come from your Underwriter, but conditions will be added to your file.
3. Letters of Explanation provided from a borrower typically need to be signed & dated prior to closing. Emails from borrowers are accepted provided the email address is clear and can be readily tied to the borrower. Some Letters of Explanation can be signed at closing, but every effort to obtain signatures prior to closing should be exhausted. Final determination of the signature time frame requirement will be at the discretion of the Underwriter.

D. Income

1. Tax transcripts are not required on every loan. They are currently required:
 - a. On all USDA loans (2 years),
 - b. Second homes require tax transcripts when tax return income is used to qualify,
 - c. Loans with handwritten paystubs or tax returns, or
 - d. Any other loan deemed necessary by Underwriter or per Agency guidelines.

E. Pending Divorces

1. If the application is taken as married, we will proceed as such so long as there is not a legally binding final divorce decree or separation agreement.
2. If the application is taken as separated, we need the legal binding separation agreement if they exist in that state – depending on the state, this could warrant a waiver of homestead rights and/or sole and separate agreement from the spouse who is not on the loan and confirmation that Title is not going to take exception
3. We will not stop a closing from moving forward so long as the borrower's divorce isn't finalized prior to closing and they are signing as married or sign a waiver of homestead rights and/or sole and separate agreement per state.
4. If the pending divorce is on title, must be sure title will not take exception to this and that the loan will be perfected using a sole and separate/homestead waiver.

F. Hazard/Windstorm/Flood Insurance

[Refer to Chapter 4 Loan Delivery](#)



G. Title Insurance & Property Taxes

1. Owners' Title policy is not required, but we must always have a Lenders Policy. Coverage for the Title policy must include the full loan amount at a minimum for clear to close. Final Title policy should be updated prior to purchase to match the loan amount exactly.
2. If property is vested in an LLC on a refinance, and meets all seasoning requirements per agency, the property can change vesting from the LLC to the borrower(s) as individuals at closing if the deed is filed prior to the mortgage. The borrower(s) must own the property at the time of the refinance.
3. Properties vested in Trust, must provide a copy of the trust agreement to verify agency acceptability. A Certification of Trust is acceptable in lieu of the full trust agreement
4. Property taxes. You must provide evidence of property taxes for subject properties on improved values. When improved value is not provided, Gateway Underwriters will utilize the following calculation unless another estimate is provided. 90% is used for Homestead exemptions.

Memo on Tax Certificates/Property Taxes
The current Tax Cert is based on unimproved taxes therefore the following calculation is improved taxes with the county tax rates.
Appraised Value of \$531,000 times 90% = value \$477,900
Tax Rates: Total \$1.894068
Parker County Rate = 0.262643
Weatherford ISD Rate = 1.2393
Parker County College Rate = 0.122476
Parker County Hospital Rate = 0.10508
Parker County Lateral Road Rate = 0.066719
Parker County ES6 Emergency Serv #6 Rate = 0.09785
Value of \$477,900 x rate of 1.894068% = \$9,051.75 divided by 12 months = \$754.31 per i

H. Clear to Close & Loan Closings

1. Your Underwriter will provide the following final documents for your closing. Please be sure and use the Underwriters final numbers.
 - a. Conventional files: Copy of flood cert, if pulled by GFB, Final 1008 signed, Final URLA, Final AUS run
 - b. FHA Files: Copy of flood cert, if pulled by GFB, Conditional commitment (if not previously sent), FHA Loan Transmittal-signed (92900LT), FHA Addendum to URLA signed (92900A), Final URLA, final AUS run, if applicable.



- c. VA Files: Copy of flood cert, if pulled by GFB, Final URLA, Final AUS run, VA NOV (if not previously sent & if applicable), FHA/VA Loan Addendum-signed (VA 1802a), VA Loan Analysis-signed (VA 26-6393), if applicable; VA Certification of Loan Disbursement-signed (VA 26-1820), VA Loan Summary (VA 26-0286), VA Cash out refi Certification finalized (if applicable), VA Interest Rate Reduction Worksheet finalized (if applicable) (VA 26-8923), VA Rate Reduction Certification-finalized (if applicable)
 - d. USDA: Copy of flood cert if pulled by GFB, Final URLA, Final signed 1008 (if applicable), Final GUS, USDA Request for Single Family Housing Loan Guarantee-final signed (RD 3555-21) USDA Conditional Commitment issued (RD 3555-18).
 - e. HUD-184: Copy of flood cert, if pulled by GFB, Final URLA, HUD-184 Cohort-signed, HUD-184 MCAW-signed, HUD-184 Amortization, HUD-184 Addendum to URLA-signed (HUD-50111)
2. Power of Attorney (POA): Be sure that any POA you utilize for closing meets agency guidelines. We provide a guide for use on our website. Please note you cannot use a POA on a Cash out transaction. [Electronic Signatures & Power of Attorney](#)

Conventional: Fannie Mae & Freddie Mac Eligibility

A. Conventional: Permanent & Non-Permanent Resident Alien

1. Requirements for Permanent Residents
 - a. Unexpired Permanent Resident Card (Form I-551 AKA Green Card) and
 - b. Valid Social Security Number
2. Requirements for Non-Permanent Resident Aliens
 - a. Unexpired Employment Authorization Document (EAD) Form I-766 (AKA Work Permit) and,
 - b. Valid Social Security Number.
3. EAD/VISA Status with C33 (DACA) is eligible for FNMA only.
4. Individual Tax Identification Number (ITIN) is not acceptable.

B. Cryptocurrency: FNMA/FHLMC

1. Proceeds from bitcoin or other digital currency exchange to be considered as an eligible asset, must be converted to U.S. Currency and deposited into an eligible asset acct.
 - a. Source of a large deposit may be from bitcoin or other digital currency, provided there is documentation to show the funds coming from the digital currency account that was owned by the borrower.
 - b. Source must identify what funded the cryptocurrency account.
 - c. Borrower must provide a statement or printout (including valid URL or banking information) of the activity.



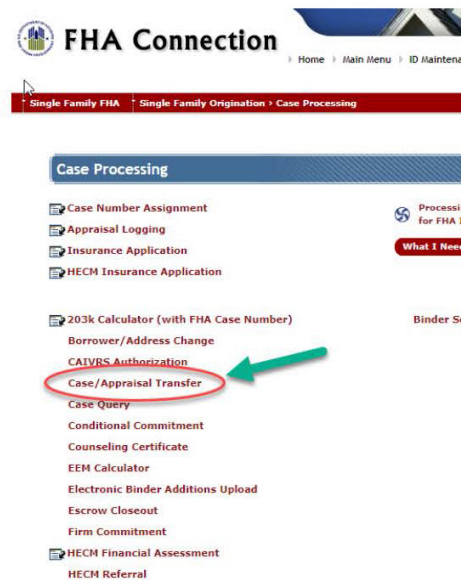
FHA Policies

A. FHA Case ID Numbers

1. DO NOT add Gateway First Bank as sponsor in FHA connection until AFTER the appraisal is logged & you have printed the Appraisal Logging Screen and uploaded to GEMS. Once the Appraisal Logging Screen has been uploaded, you can then add Gateway First Bank as sponsor. Doing this before the appraisal logging will require the Case ID to be released back to you and the appraisal processed.
2. The following will outline how to assign your FHA Case Number to show Gateway Mortgage as the approved Sponsor. Gateway should ONLY be listed as the sponsor, and YOUR company as Originator.
 - a. Log into FHA connection as normal. Go to the Single-Family Origination Menu. Select Case Processing



- b. On the Case Processing Menu, Choose Case/Appraisal Transfer.



- c. On the Case/Appraisal Transfer page, type the 10-digit case number assigned to the mortgage in the FHA Case Number field.
- d. Type your current 10-Digit FHA ID in the New Originator ID Field. DO NOT change the Originator ID drop-down, this needs to remain as Originator ID.
- e. Type Gateway's 10-digit FHA ID 1578300007 into the New Sponsor/Agent ID field.

FHA Connection

Home | Main Menu | ID Maintenance | E+

Single Family FHA | Single Family Origination | Case Processing | Case/Appraisal Transfer

Case/Appraisal Transfer

FHA Case Number: 123-4567894

New Originator ID: YourIDHere

New Sponsor/Agent ID: 1578300007

Date of Assignment Letter: 01/01/22

Appraisal Transfer: Yes

Send Reset

- f. Select the date of transfer (the current date is acceptable) into the Date of Assignment Letter
- g. Under the Appraisal Transfer drop-down, select YES. Then Select SEND.

FHA Connection

Home | Main Menu | ID |

Single Family FHA | Single Family Origination | Case Processing | Case/Appra

Case/Appraisal Transfer

FHA Case Number: 123-4567894

New Originator ID: YourIDHere

New Sponsor/Agent ID: 1578300007

Date of Assignment Letter: 01/01/22

Appraisal Transfer: Yes (dropdown menu open with Yes, Select, Yes, No options)

Send Reset

- h. If processing was successful, the Case/Appraisal Transfer Results page appears with a Success message near the top of the page (see screen shot on this page).

-or-

If there was an error, one of the following occurs:

- i. An error message box appears. Click OK to clear the message. Make the correction and process again OR



- j. The Case/Appraisal Transfer page appears with an error message near the top of the page and an Error(s) Detected field in the Details section near the bottom of the page. Make the correction and process again.

7/8/22, 9:32 AM Case/Appraisal Transfer Re

FHA Connection

Home | Main Menu | ID Maintenance | Exit

Single Family FHA | Single Family Origination | Case Processing | Case/Appraisal Transfer

Case/Appraisal Transfer Results

SUCCESS

CASE TRANSFER SUCCESSFULLY COMPLETED

FHA Case Number: 123-456789
 New Sponsored Originator/EIN: YourDHere
 New Sponsor/Agent ID: 1578300007
 GATEWAY FIRST BANK
 FHA MORTGAGE DEPARTMENT
 DALLAS TX 752878214
 Date of Assignment Letter: 07/08/22
 Appraisal Transfer: Yes

New Request

OR

Case/Appraisal Transfer

ERROR

CASE TRANSFER NOT PROCESSED DUE TO ERROR(S): BadUser.SessionId

FHA Case Number: 123 4567890
 New Originator ID: YourDHere
 New Sponsor/Agent ID: 1578300007
 Date of Assignment Letter: 07 /08 /22
 Appraisal Transfer: Yes

Details

Error(s) Detected: [2x]
 BadUser.SessionId

Send Reset

- k. Once the Case Number has been successfully completed showing Gateway First Bank as your Sponsor, your FHA Connection Case Number Assignment Results will look like this. This document should be submitted to Gateway through your GEMS upload.

FHA Connection

Welcome Erica Jolly

Case Query Results

SUCCESS

CASE QUERY SUCCESSFULLY COMPLETED
 ALL BORROWERS PASSED SSN VALIDATION -NAME, SSN OR DOB CHANGES WILL REVALIDATE

FHA Case Number: 123-4567890
 Borrower Name: Mae, Sallie Jo
 Property Address: 123 Main St
 HELOTES TX 780230000

Sponsored Originator Name: Your Company Name
 Sponsor/Agent Name: GATEWAY FIRST BANK
 Case Type: REGULAR DIRECT ENDORSEMENT (ADP Code 703)
 Endorsement Processed by: N/A Binder Status: NOT REQUESTED
 Appraiser License: Case Number Assigned Date: 07/C1/22
 Appraiser Name: Appraisal Logged Date: 07/08/22
 Insurance Application Date: Appraisal Update Processing Date:
 Insurance Date: Closing Date:
 Upfront MIP Due: Upfront MIP Received Date:

FHA Eligibility

A. FHA: Permanent & Non-Permanent Resident Alien

1. Requirements for Permanent Residents
 - a. Unexpired Permanent Resident Card (Form I-551 AKA Green Card) and
 - b. Valid Social Security Number
2. Requirements for Non-Permanent Resident Aliens
 - a. Unexpired Employment Authorization Document (EAD) Form I-766 (AKA Work Permit) and,
 - b. Valid Social Security Number.



3. If the card will expire within one year and a prior history of residency status renewal exists, obtain proof of previous renewal, and assume that continuation will be granted. If no previous renewal exists, must determine likelihood of continuance based on information from USCIS.
4. H1-B Status, Borrower must be employed a minimum of 1 year with the authorized employer.
5. EAD/VISA Status with C33 (DACA) is eligible for FHA.

B. Cryptocurrency: FHA

1. Cryptocurrency (bitcoin or other digital currency exchange) is not an acceptable source of funds as there is no meaningful way to source the funds. FHA does not accept as an eligible source of funds.

VA Policies

A. VA Case ID

1. Once you have added Gateway as the Sponsor in WebLGY, we will be advised of the appraisal being completed. See VA section for further details. Our SAR (Staff Appraisal Reviewer) will issue the NOV and email a copy of the appraisal and completed NOV to you. You will be responsible to send copies to the borrower.
2. The following will outline how to assign your VA Case ID Number to show Gateway First Bank as the Sponsor. Gateway should ONLY be listed as the Sponsor, and YOUR company as Lender.

The screenshot shows the WebLGY interface for a 'LAMP APPRAISAL'. The 'Lender Information' section includes fields for 'Lender ID', 'Lender Name', 'Sponsor Lender ID', and 'Sponsor Lender Name'. The 'Lender Point of Contact (POC)' section includes fields for 'Name', 'Phone Number', and 'E-mail Address'. Red arrows and text boxes provide instructions for entering Gateway's information: 'leave your lender id here' points to the Lender ID field; 'leave your lender name here' points to the Lender Name field; 'add Gateway id here - 605620' points to the Sponsor Lender ID field; and 'you can add my name/ email address as contact' points to the Lender Point of Contact section.

VA Eligibility

A. VA: Permanent & Non-Permanent Resident Alien

1. A Veteran with a valid Certificate of Eligibility (COE) is eligible. The remaining section would apply to non-Veteran borrowers.
2. Requirements for Permanent Residents
 - a. Unexpired Permanent Resident Card (Form I-551 AKA Green Card) and
 - b. Valid Social Security Number
3. Requirements for Non-Permanent Resident Aliens
 - a. Unexpired Employment Authorization Document (EAD) Form I-766 (AKA Work Permit) and,
 - b. Valid Social Security Number.
4. EAD/VISA Status with C33 (DACA) is not eligible.



- B. Cryptocurrency: VA (bitcoin or other digital currency exchange) may not be used for funds to close.**

HUD 184 Policies

A. HUD 184 Case ID Numbers

1. Gateway will assist with ordering HUD 184 Case #:
 - a. Loan must be registered with Gateway First Bank.
 - b. Client to complete **Case Number Request Form 50131** and upload to GEMS with legible copy of Tribal Card.
 - c. Tribal Card name must match Borrower Name on **Case Number Request Form 50131**. And loan must close in Tribal Card name.
 - d. Client to email SpecialCorrSupport@gatewayloan.com and CorrPAManagement@gatewayloan.com to request HUD 184 Case #.
 - e. Gateway First Bank will respond to email request with HUD 184 Case # and upload document to GEMS. Allow 48 hours for completion.

HUD 184 Eligibility

A. HUD-184: Permanent & Non-Permanent Resident Alien.

1. Requirements for Permanent Residents
 - a. Unexpired Permanent Resident Card (Form I-551 AKA Green Card) and
 - b. Valid Social Security Number
2. Requirements for Non-Permanent Resident Aliens
 - a. Unexpired Employment Authorization Document (EAD) Form I-766 (AKA Work Permit) and,
 - b. Valid Social Security Number.
3. EAD/VISA Status with C33 (DACA) is not eligible.

USDA Policy

A. GUS

1. Transfers: To obtain the ability to transfer GUS to Gateway, you must request to be set up as Lender Agent with Gateway First Bank. To complete this, send an email to: Your Regional Sales Manager with Gateway First Bank with the following information.
 - a. eAuthentication ID of the user needing the ability to transfer GUS
 - b. Your company's Federal Tax ID
 - c. User's Full name
 - d. Your Company full Legal Name
 - e. User's Email address
 - f. User's Phone Number
2. Requests are usually completed within 24-48 hours.

B. Approval from USDA

1. Gateway Underwriters will send the loan to USDA for Conditional Commitment once all PTD conditions have been satisfied.



USDA Eligibility

A. USDA: Permanent & Non-permanent Resident Aliens

1. Requirements for Permanent Residents
 - a. Unexpired Permanent Resident Card (Form I-551 AKA Green Card) and
 - b. Valid Social Security Number
2. Requirements for Non-Permanent Resident Aliens
 - a. Unexpired Employment Authorization Document (EAD) Form I-766 (AKA Work Permit) and,
 - b. Valid Social Security Number.
3. EAD/VISA Status with C33 (DACA) is not eligible.

B. Cryptocurrency: USDA

1. Proceeds from bitcoin or other digital currency exchange to be considered as an eligible asset, must be converted to U.S. Currency, and deposited into an eligible asset acct.
2. Source of a large deposit may be from bitcoin or other digital currency, provided there is documentation to show the funds coming from the digital currency account that was owned by the borrower.
3. Source must identify what funded the cryptocurrency account.
4. Borrower must provide a statement or printout (including valid URL or banking information) of the activity.

Closed Loan File Delivery

A. Closed Loan File –

1. Please utilize the chapter of our Client Guide for full guidance on the Closed Loan File Delivery. This can be located on our website. <https://www.gatewaycorrespondent.com/client-guide/loan-delivery/>

