

# Gateway First Bank, Correspondent Lending

Power of Attorney, Hybrid Electronic Signatures(s) and/or Combination of Both (applicable for ALL loan programs, including specialty loan programs)

POWER OF ATTORNEY	SPECIALTY LOAN PROGRAMS	FHA/RD-USDA	SECTION-184	VA	CONVENTIONAL	TX(a)6
Allow a Specific POA for Purchase Contract and Initial URLA If POA used for Purchase Contract and Initial URLA, POA cannot be used for Closing Documents.	Yes	Yes HUD 4000.1	Yes Section 184 Processing Guidelines	Yes VA Handbook Chapter 9 Along with an Alive & Wellness Cert	Yes FNMA Selling Guide B8-5-05 FHLMC Seller Guide 6301.4 NO on all cash out transactions	No TX Supreme Court Ruling 10-0121
Allow a Specific POA for Loan Closing Documents	Yes	Yes HUD 4000.1	Yes Section 184 Processing Guidelines	Yes VA Handbook Chapter 9	Yes FNMA Selling Guide B8-5-05 FHLMC Seller Guide 6301.4 NO on all cash out transactions	No TX Supreme Court Ruling 10-0121
Remote Online Notary (RON) and In-Person Electronic Notarization (IPEN)	No	No	No	No	No	No
WET SIGNED CLOSING DOCUMENTS	SPECIALTY LOAN PROGRAMS	FHA/RD-USDA	SECTION-184	VA	CONVENTIONAL	TX(a)6
<b>NOTE: Closing Documents CANNOT be wet signed prior to the closing date.</b> <ul style="list-style-type: none"><li>Notary must wet sign any notarized document</li><li>Original Note/Allonges and any Addendums/Riders to the Note</li><li>Security Instrument and any Addendums/Riders to the Security Instrument</li><li>Power of Attorney</li><li>Any documents requiring notarization (i.e., Affidavit of Occupancy)</li><li>Any recorded documents (i.e., Correction Affidavit)</li><li>Right To Cancel</li><li>Final Closing Disclosure</li><li>USA Patriot Act Information Form</li><li>Name Affidavit</li><li>4506-C at closing (if esigned, must absolutely include the document specific detailed e-consent tracking)</li><li>Any document that supplements or amends Security Instrument or Note (i.e., Buydown Agreement)</li></ul>	Yes	Yes	Yes	Yes	Yes	Yes

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## HYBRID ELECTRONIC SIGNATURES

**Borrower(s) Electronic Signature or Electronic Delivery of Document Consent:**

- The loan file must contain the borrower’s consent form and document tracking (i.e., audit or fulfillment) log for the use of any electronic signature, electronic disclosures or document sent.
- The e-consent disclosure must be provided to the borrower prior to sending any documents or appraisals electronically.
- Closing Documents cannot be electronically signed more than one business day prior to the computer generated document date.
- Client is responsible for following applicable Agency Guidelines for Power or Attorney and Electronic Signatures.

**NOTE: 4506-C signed at closing (if e-signed, must absolutely include the document specific detailed e-consent tracking)**

## LOAN OFFICER/LENDER ELECTRONIC SIGNATURE DOCUMENTATION REQUIREMENTS

**Lenders or Document Custodians must collect and retain appropriate evidence to:**

- document a signer’s agreement to use an electronic signature,
- demonstrate a signer’s execution of a particular electronic signature, and
- prove its attribution of the electronic signature to that signer.

**Any files that a Lender maintains must include:**

- the name of the person and related entity, if applicable, who signed each document in the loan file;
- the borrower’s consent for the use of any electronic signature or disclosure;
- the date of the signature;
- the method by which the document was signed; and
- any associated information that can be used to verify the electronic signature.

