



How to Upload Conditions Guide

1. Once you are inside the loan click on **Conditions** tab near the bottom left.

Pipeline

Loan Number: UNI21110477 Borrower Name: Alice Firstimer Loan Amount: \$408,500.00 DTI: 42.537% LTV: 95.000%

Status and Agents

Status

Current Status: Registered Status Date: 11/15/2021

Loan Open Registered

11/13/2021 11/15/2021

Agents

Assigned Agents in Unite Mortgage

Loan Officer [re-assign](#) Processor [assign](#)

Name: Jared Hilton Name:

Email: jared.hilton@unitemtg.com Email:

Phone: (800) 777-1207 Phone:

Assigned Agents in HOME MORTGAGE ALLIANCE CORP (HMCA)

Underwriter

Name:

Email:

Phone:

2. You will now see your list of conditions. Find the condition that you want to upload an item for. Then on the far right side of that row click on the orange button that says **OR SELECT FILES TO UPLOAD**. Then select the file from your computer that you want to upload.

Active CSXPPLH / PTD INCOME WRITTEN VOE TO SUPPORT INCOME AS INDICATED FOR: ***MUST BE DATED WITHIN 30 DAYS OF FUNDING...PTD Opened and assigned by Jared Hilton 11/13/2021 11:03 AM PT view all

Association: None CALC Stephanie Nunez

[associate previously uploaded](#)

Drag and Drop Files Here Files to Upload (Max 12)

OR SELECT FILES TO UPLOAD

3. Click on the blue button that says **select Doc Type** and select the accurate doc type. Then click **Upload Document** in the bottom right corner.

Upload Docs ✕

Condition	Category	Subject	Required DocType
C9XPPLG	WARNING	THE LOAN OFFICER MAY NOT HAVE A VALID LICENSE FOR THE SUBJECT PROPERTY STATE. PLEASE VERIFY.	None

Please select document(s) to upload and associate with this condition.

File Name	Doc Type	Description	Application
Lock Policy.pdf	select Doc Type ✕	<input type="text"/>	Alice Firstimer remove

[CANCEL](#) [UPLOAD DOCUMENT](#)

4. MOST IMPORTANTLY, click the orange button that says **SUBMIT TO CONDITION REVIEW** in the top right corner. Then click **OK** in the pop up box.

Conditions

REFRESH Display Condition assigned to: Anyone ▾

Condition # **SEARCH**

Open Conditions

<input type="checkbox"/>	Status	Condition / Category	Subject	Latest Comment or Task History Event	Supporting Documents	Due Date < / Assigned To
<input type="checkbox"/>	Active RESOLVE	C9XXNNH / PTD	CREDIT - QIC DEPT - PULL SOFT CREDIT CHECK ON BORROWER(S) AND CHECK FOR NEW OR INCREASE IN LIABILITIES****MUST BE WITHIN 7 DAYS OF FUNDING**	Opened and assigned by Task System 11/15/2021 10:28 AM PT view all	Requirement: None Association: None associate previously uploaded <div style="border: 1px dashed gray; padding: 2px;"> Drag and Drop Files Here Files to Upload (Max 12) OR SELECT FILES TO UPLOAD </div>	11/15/2021 Stephanie Nunez
<input type="checkbox"/>	Resolved re-activate	C9XPPLF / PTD	INCOME SIGNED & DATED J596-T FORMS ON ALL BORROWERS FOR THE MOST RECENT 2-TAX YEARS _pid ****MUST BE COMPLETED BY DISCLOSURE DESK AND ORDERED BY THE ORDER DESK****	Resolved and assigned by Jared Hilton 11/15/2021 10:19 AM PT view all	INCOME - CHILD/SPOUSAL SUPPORT - INCOME	CALC Stephanie Nunez
<input type="checkbox"/>	Active RESOLVE	C9XPPLF / PTD	INCOME WRITTEN VOE TO SUPPORT INCOME AS INDICATED FOR: ****MUST BE DATED WITHIN 30 DAYS OF FUNDING...PTD	Opened and assigned by Jared Hilton 11/19/2021 11:03 AM PT view all	Requirement: None Association: None associate previously uploaded <div style="border: 1px dashed gray; padding: 2px;"> Drag and Drop Files Here Files to Upload (Max 12) OR SELECT FILES TO UPLOAD </div>	CALC Stephanie Nunez