



File Submission Steps

Money House accepts files created in any Reverse Mortgage Loan Origination System. If using an origination system other than Reverse Express (REX), the file can be submitted via email as described below. If Reverse Vision (RV) is used, the file can be submitted via email or via RV.

The below steps apply to REX but you can use your chosen LOS to create the Pre-Counseling and Application Packages. You can also contact your Sales Director to create these packages for you.

Complete the Pre-Counseling (Quote) Package:

- Log into REX (<https://moneyhouseus.baydocs.net/index.php>) and then click on “Instant Quote” and fill in the required (*) fields.
- Click on “Benefit Comparison” and customize the desired Product per your Client’s Needs/Wants. There should be three different (3) products; one fixed, one adjustable and one additional product.
- Click on “Get Documents” at the bottom of the column for the Product you plan to disclose to your client and create the Pre-Counseling Package. This will move the chosen product to the left hand column of the print out, but not on the computer screen.
- Present to Client so they can arrange for Counseling which they must do on their own.

Once Counseling is completed:

- Obtain the Counseling Certificate from your Client after they have signed and dated it with the date they received it from the Counseling Agency
- Log into REX, click on “Instant Quote” and then on “Borrower Search” and then on your client’s file
- Once the file is opened, make any necessary edits to the “Borrower Information” screen, and then click on “Benefit Comparison” and make any necessary edits to the product customization.
- At the bottom of the chosen Product, click on “Promote to Application”
- Once the file is converted from a Quote to a File, click on the Origination dropdown on the left-hand side and complete any required information (will be highlighted in Orange) as well as fill in any fields that you have data for. Only those highlighted Orange are required.
 - The usual items that need to be completed are:
 - Origination Menu > Borrowers: Click on “Create Borrower Code”
 - Origination Menu > Property (**): Only fill in data that you have confirmed
 - Origination Menu > Loan Info: Click on Application Date and choose the current date (**it is important that you do not edit any other dates on this screen**)
 - Origination Menu > Closing Costs (**): Edit the closing costs based on your closing costs, estimates received from your chosen AMC and your chosen Title Agent
 - Origination Menu > Financial Assessment (**): Click on each of the tabs and input info that you have confirmed.
 - Origination Menu > Comparison: Edit this screen to customize the chosen product, which is now in the left-hand column, to your client’s needs/wants.
 - (**): These are optional items
- Once you have completed the fields, click on the gray “Order Docs” button in the upper right-hand corner and your application package will be created. Click on “HERE” in the message of “Order Complete. Click here to view pdf” which will appear just above the borrower’s name at the top of the screen to create the application document. The application can be wet-signed or if you have the appropriate software, it can be e-signed. Once the application package is completed, you are ready to proceed with processing and submitting. If MH is processing, you can skip the Case Number Ordering process.



Request FHA Case Number:

- Complete Money House FHA Case Number Request Form and email it to caserequest@moneyhouseus.com along with the required items listed on the form.

Upon receipt of the Case Number (if you are processing the file):

(Use either the FHA Case Number or Money House Loan Number for any items requiring our Loan Number)

- Obtain Tri-Merge Credit Report for all Borrowers and submit with file
- Order Appraisal from one of Money House's approved AMC's and submit PDF and XML of Appraisal (*)
- Order Title Commitment from your chosen Title Agent and submit with file (*)
- Verify Employment or Self-Employment (VOE's, CPA Letter, etc...) (*)
- Gather Required Documents from your Client:
 - Driver's License or Government Issued Identification with Photo
 - Social Security Card or Government Issued document with full Social Security Number
 - Income Documents (*standard FHA documentation – see page 3 of Submission Sheet for guidance*):
 - Most recent Award Letters and at least 1 bank statements showing receipt for Social Security, Pensions, etc...
 - W-2 and paystubs (if they are employed)
 - Tax Returns (if they are self-employed, have rental or other income)
 - Leases for any rental properties
 - 60 days of statements for any assets that can be used for income via Asset Dissipation and/or are needed to close
 - Standard Refinance Items:
 - Deed
 - Homeowner's Insurance with updated endorsement (*)
 - Survey (if exists)
 - Existing Owner's Title Policy (if exists)
 - Most recent Mortgage Statement(s)
 - Proof that Taxes, Insurance and HOA (if applicable) have been paid on time for last 2 years if they are not paid through mortgage company's escrow (*)
 - LOE's for any derogatory Credit, FKA or AKA names shown on Credit Report and any addresses shown on credit report that conflict with time indicated occupying the Subject Property
- (*) MH will handle if MH is processing

Prepare Cover Letter:

- Outline the file including any issues the underwriter should be aware of and the documentation included in the file addressing those issues.
- Advise Set-up if you want the file underwritten for Financial Analysis prior to Appraisal (Title Commitment is required). Otherwise, the file will not be submitted to underwriting until all items are received.
- Provide us with target closing date
- If Money House is to process the loan for you, provide contact information for your preferred Title Agent and which AMC you prefer to use from Money House's approved AMC list as well as contact information for appraisal

Complete Money House Submission Form and include it in the submission file



Submit to Money House in one of the following Three Ways:

1. In REX, open the file in the Pipeline and click on the “Documents” dropdown at the bottom of the left-hand menu and then click on “Documents” tab. Then click on “Upload New Document” button and choose “Submission Package” in drop down and do a mass upload of the file (you can do this more than once if your file exceeds 64 mbs in size).
2. If you are using Reverse Vision, submit the file via Reverse Vision and email intake@moneyhouseus.com to let us know that you have done so. **We accept files via Reverse Vision as a courtesy and we do not edit or update any information in Reverse Vision.**
3. The Submission can also be made via email using intake@moneyhouseus.com
 - a. Place borrower’s name and Money House Loan Number in Subject Line
 - b. Number the emails if sending more than one
 - c. Do not exceed 15 mbs in each email

Once the file is submitted to underwriting, access to REX will be view only.

Once the file has been underwritten, you will be sent a Conditional Approval. Use the condition numbers shown when submitting conditions and always include a cover letter if it is not clear as to which condition the item(s) is/are for.

Conditions can be submitted in one of the same three submission methods mentioned above.

- If sending via email, place Borrower name and Loan number in the Subject line
- If submitting via REX, select “Condition Response” in dropdown and upload the conditions all together. You do not need to upload the conditions individually.
- If submitting via Reverse Vision, email to advise that you have done so

Once the file receives Final Approval and is Clear to Close, the loan can be locked in at current pricing and you will be provided with a Fee Sheet and Document Request Form to be completed by you and your title agent. This is the last opportunity to advise us of your origination fee, any lender credit that you are providing and any invoices that need to be paid or reimbursed. Once you have completed the form, email it to intake@moneyhouseus.com so that we can make final arrangements with your title agent for the closing and provide documents for the closing.

Money House Processing:

If Money House processes the file for you, a charge of \$495 will be netted out of your compensation. You will be consumer facing and responsible for any items needed from the borrower as our processor cannot communicate directly with the borrower. Make sure to include a completed Credit Card form with the submission so the appraisal can be ordered.

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