JOB AID | BLUEPRINT

Closed-End Second Loan

From loan creation to UW submission

A step-by-step walkthrough for Account Executives and mortgage brokers submitting a closed-end second (CES) loan in Blueprint.

Contents

Overview

This job aid walks you through every Blueprint step required to move a closed-end second (CES) loan from creation to underwriting submission. Follow the steps in order — each builds on the previous one, and the Submission Steps tracker at the top of the loan will keep you on the path.

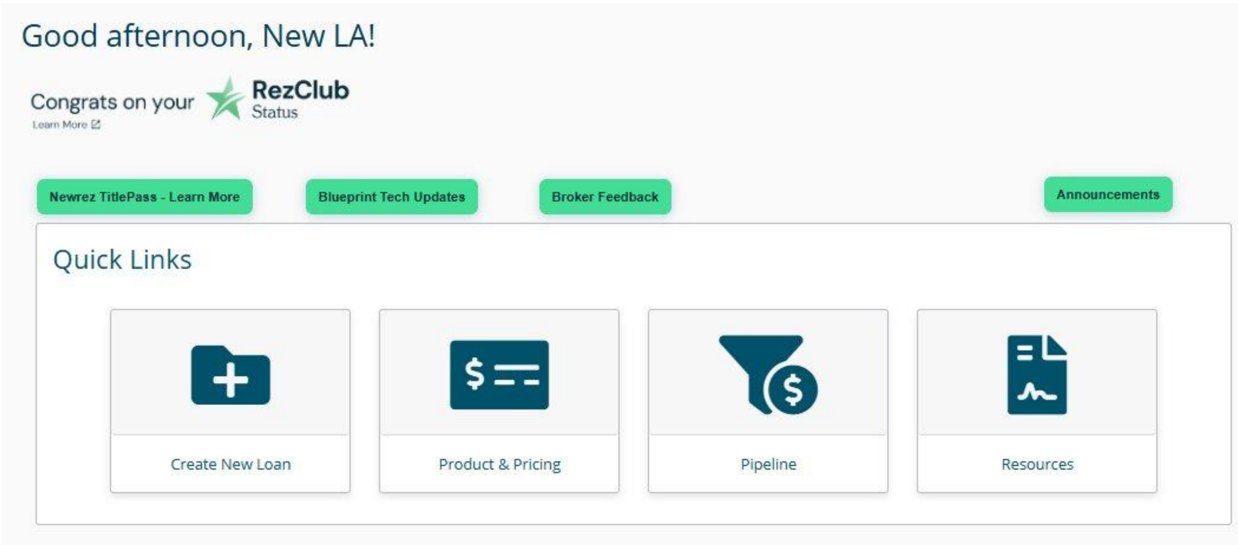
What you'll do

- Create the loan in Blueprint by importing a 3.4 file
- Assign a CES product and rate through Loan Advisor 2.0
- Review the AVM banner to determine whether an appraisal is required
- Perform a soft credit pull and complete the 1003
- Prepare the Loan Estimate and disclosures, then lock the loan
- Confirm Pre-Qualification, order the appraisal if required, and submit the loan to underwriting

> **TIP**
>
> Before you start, have the following on hand:
>
> - A MISMO 3.4 or .fnm file for the loan (recommended), or all borrower and property details for manual entry
> - The subject property address and state
> - The first mortgage P&I payment amount
> - The borrower's email address for eSign delivery

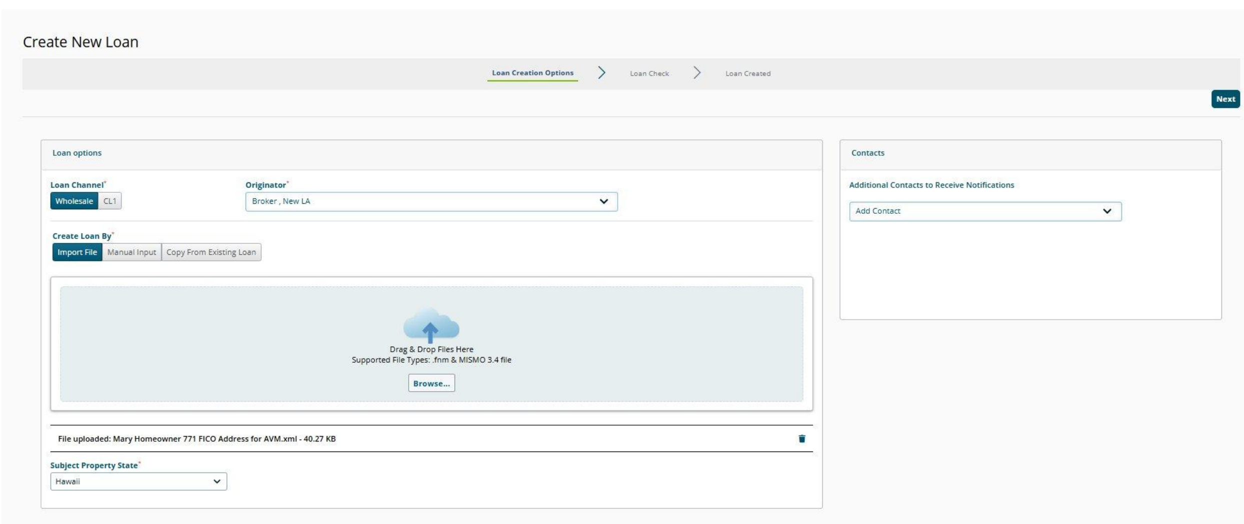
Step 1: Create a new loan in Blueprint

Start from the Blueprint home screen and create a new loan record by importing a MISMO 3.4 file from your LOS.



1a. Import a 3.4 file

- **Loan Channel:** select **Wholesale**
- **Originator:** confirm the correct originator is selected
- **Create Loan By:** choose **Import File** (preferred)
- **Subject Property State:** select the property state — this drives downstream eligibility
- **Click Next to continue**



TIP

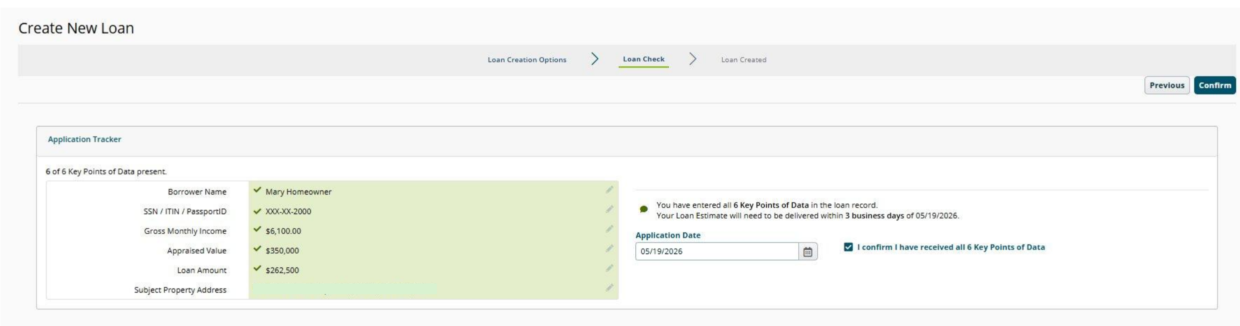
Importing a MISMO 3.4 or .fnm file is the fastest path. It pre-populates borrower, property, and loan details so there's less manual entry later.

1b. Complete the Application Tracker

The Application Tracker confirms that all six Key Points of Data are present in the loan record. Verify each field is correct, then confirm receipt of the data.

- Borrower Name
- SSN / ITIN / Passport ID
- Gross Monthly Income
- Appraised Value
- Loan Amount
- Subject Property Address

Enter the **Application Date**, check **I confirm I have received all 6 Key Points of Data**, and click **Confirm** in the top-right corner.

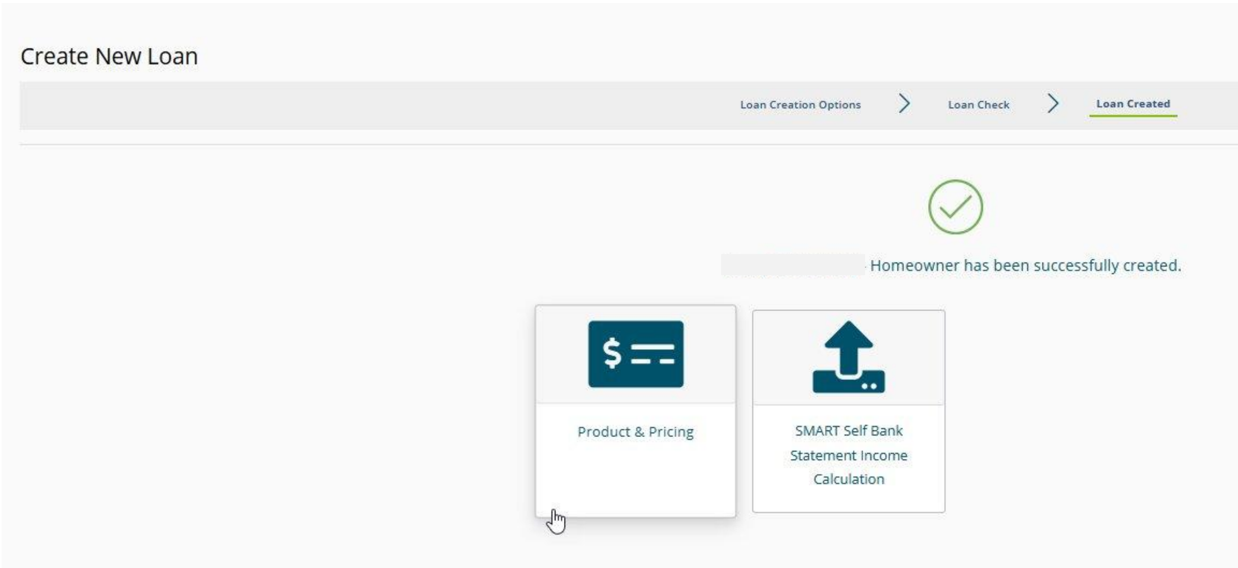


IMPORTANT

Once you confirm receipt of the 6 Key Points of Data, the Loan Estimate must be delivered to the borrower within 3 business days. Plan the rest of the process around that clock.

Step 2: Assign a CES product through Loan Advisor 2.0

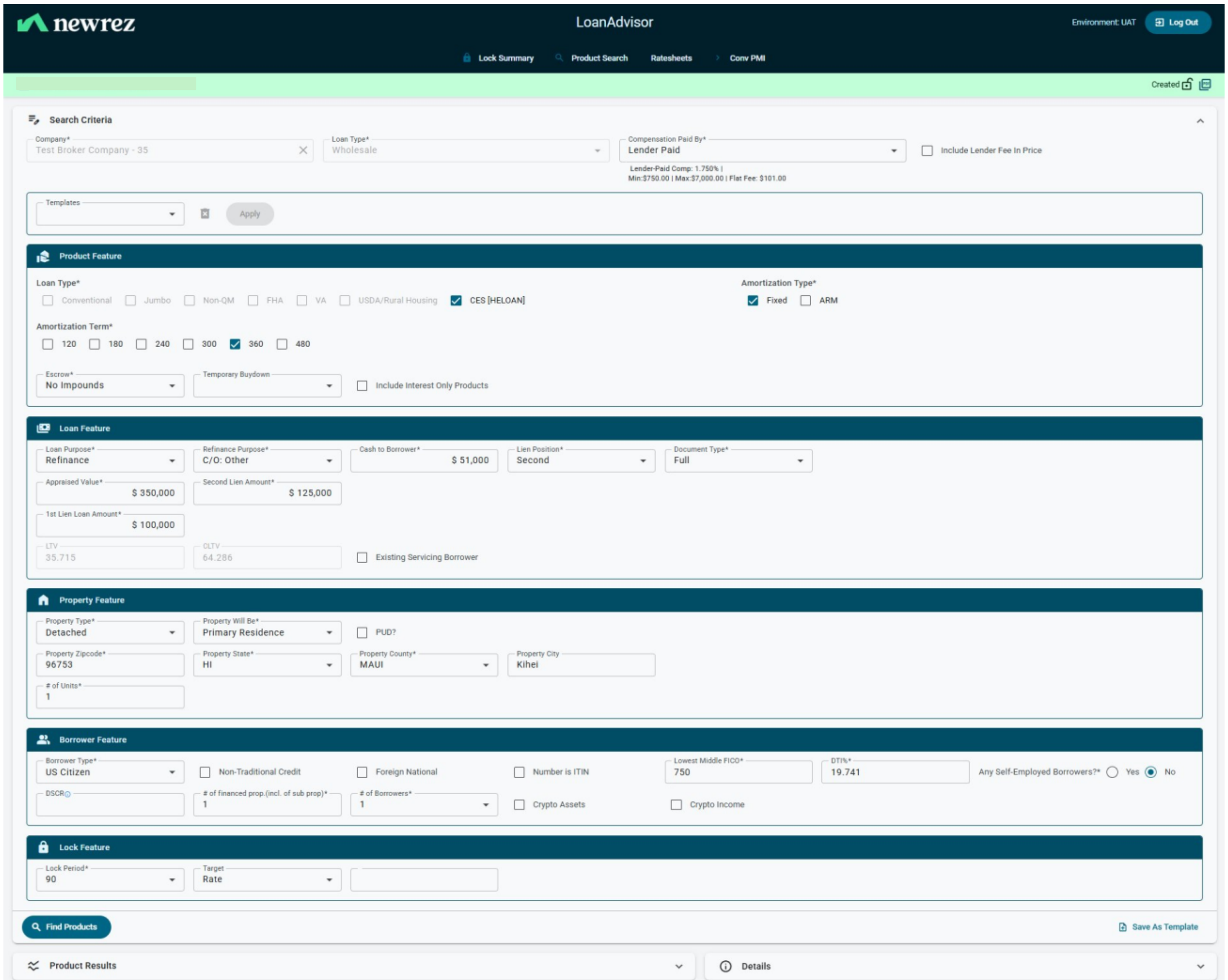
From the Second Lien Loan Overview, the first submission step is Assign Product. Click into Loan Advisor 2.0 to search for and assign a closed-end second product.



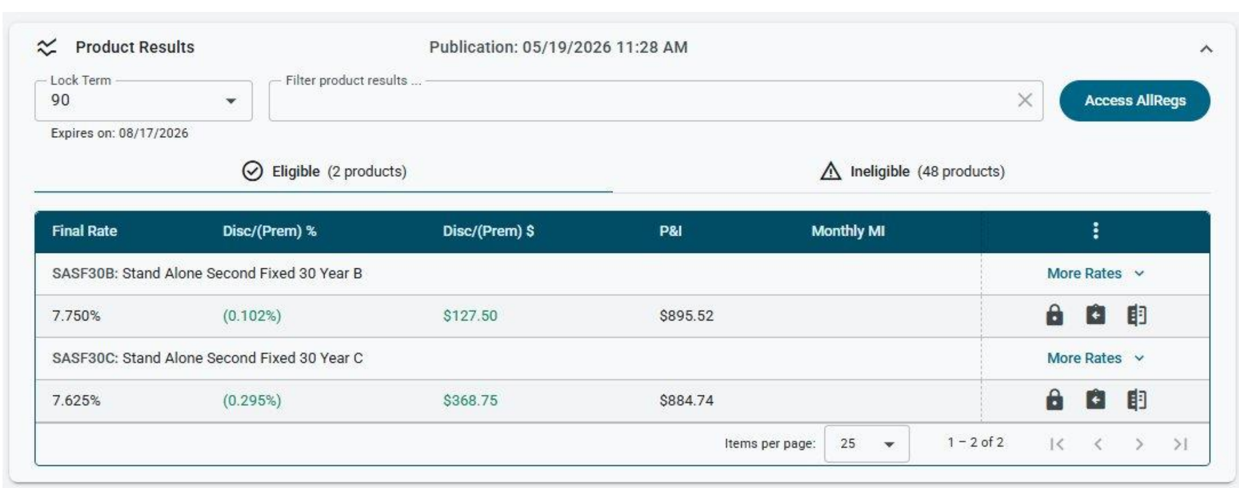
2a. Select and assign a rate and product

Inside Loan Advisor 2.0, complete the Search Criteria, Product Feature, Loan Feature, Property Feature, Borrower Feature, and Lock Feature sections, then click Find Products.

- **Loan Type:** select **CES [HELOAN]**
- **Amortization Type:** select **Fixed** or **ARM** as applicable
- **Amortization Term:** check the appropriate term (120, 180, 240, 300, 360, or 480 months)
- **Lien Position:** confirm **Second**
- **Loan Feature:** verify appraised value, second lien amount, 1st lien amount, LTV, and CLTV are correct
- **Borrower Feature:** confirm Lowest Middle FICO and DTI%
- **Lock Period:** select the lock period (e.g., 90)



After clicking Find Products, eligible products display in the Product Results panel. Choose a product and rate that meets the borrower's needs, then assign it to the loan.



NOTE

If no eligible products appear, check the Ineligible tab to see which guideline is excluding the loan. Common causes include LTV/CLTV out of range, FICO below product minimum, or property type restrictions.

Step 3: Review the AVM banner

After product assignment, Blueprint runs an Instant AVM and displays a banner indicating whether the loan can proceed with AVM only or whether a full appraisal will be required. The behavior depends on the subject property state, the loan amount, and the AVM confidence outcome.

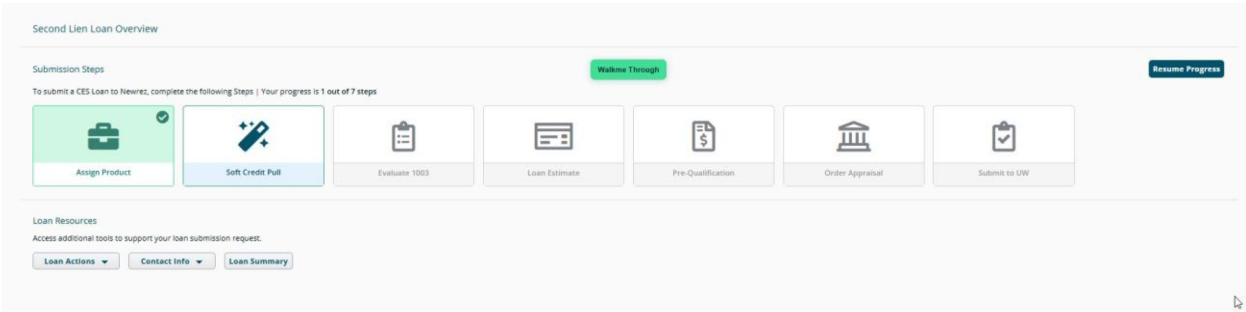
AVM banner reference

Use the IMPORTANT callout below to determine whether an appraisal is required based on the AVM banner result.

> **IMPORTANT**
>
> Use these rules to determine the next step after reviewing the AVM banner:
>
> - Appraisal NOT required: non-Texas loans under $350,000 with an Acceptable Instant AVM — the loan can proceed with AVM only
> - Appraisal REQUIRED: any loan in Texas, regardless of loan amount or AVM result
> - Appraisal REQUIRED: any loan of $350,000 or more, regardless of state or AVM result
> - Appraisal REQUIRED: any non-Texas loan under $350,000 where the Instant AVM returns "Not Sufficient" or "Not Available” complete the Order Appraisal step (Step 8) for a standard AVM

Step 4: Perform the soft credit pull

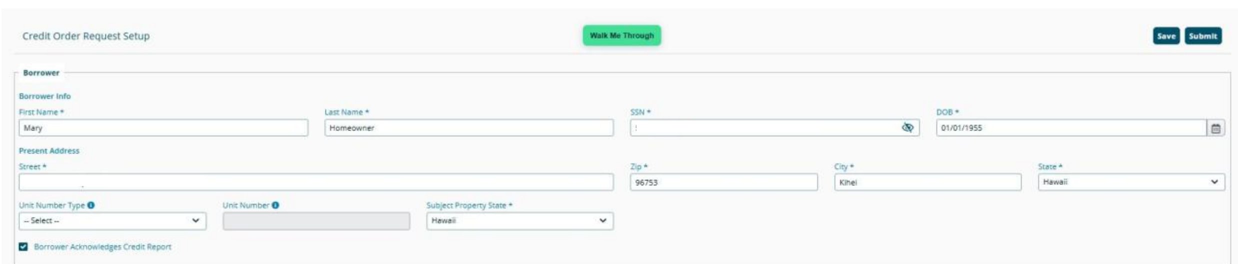
The next submission step is Soft Credit Pull. This pulls the borrower's tri-merge credit report without impacting their score.



4a. Confirm borrower info and acknowledge consent

On the Credit Order Request Setup screen, verify the borrower's information is correct: first name, last name, SSN, DOB, street address, ZIP, city, state, and subject property state.

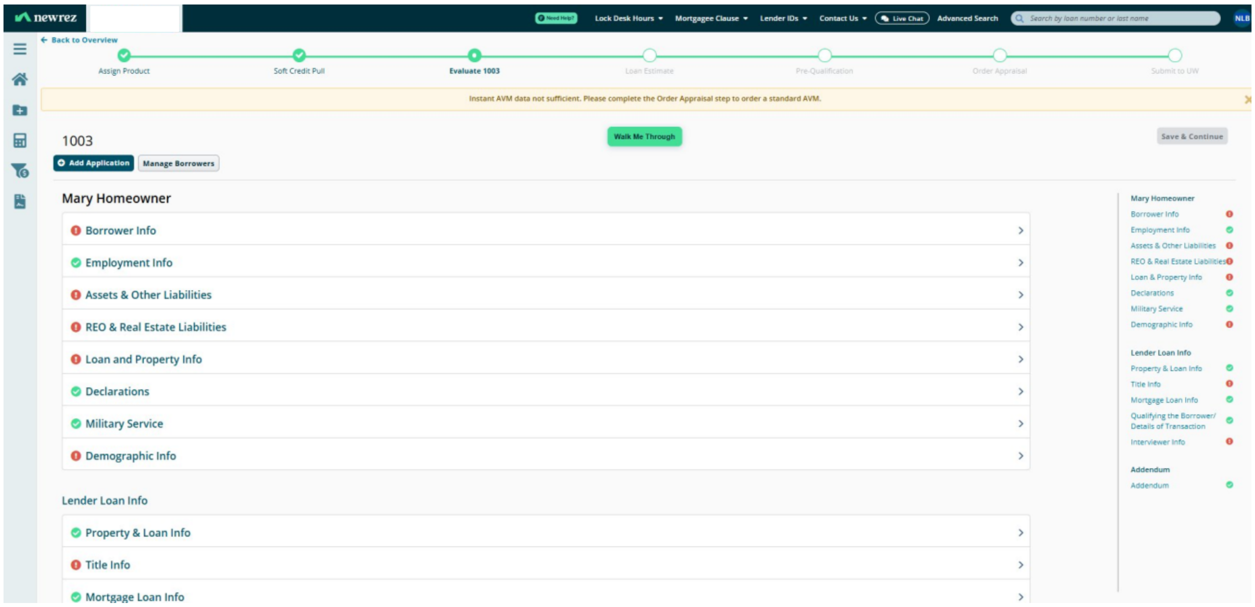
Check the box for **Borrower Acknowledges Credit Report** to confirm the borrower has authorized the pull, then click **Submit** in the top-right corner.



> **IMPORTANT**
>
> After clicking Submit:
>
> - Ideal state: a success message confirms the credit report was returned
> - If you receive an error message asking you to contact the Account Executive, the most likely cause is a frozen tradeline. The borrower will need to unfreeze their credit before you can re-run the pull.

Step 5: Complete the Evaluate 1003 screens

Once the credit report returns, the Evaluate 1003 step opens. Work through every section of the 1003 to ensure the URLA is complete and accurate. The right-hand navigation tracks completion status for each section.



Sections to complete

- Borrower Info
- Employment Info
- Assets & Other Liabilities
- REO & Real Estate Liabilities
- Loan and Property Info
- Declarations
- Military Service
- Demographic Info
- Lender Loan Info (Property & Loan Info, Title Info, Mortgage Loan Info, Qualifying the Borrower / Details of Transaction, Interviewer Info)
- Addendum

> **IMPORTANT**
> Every category must show a green checkmark in the right-hand navigation before you can continue. A red exclamation icon indicates the section still has required fields to complete.

> **NOTE**
> You may see an AVM banner at the top of the screen reminding you to complete the Order Appraisal step. That message is informational at this stage — keep working through the 1003 and return to the appraisal in Step 8.

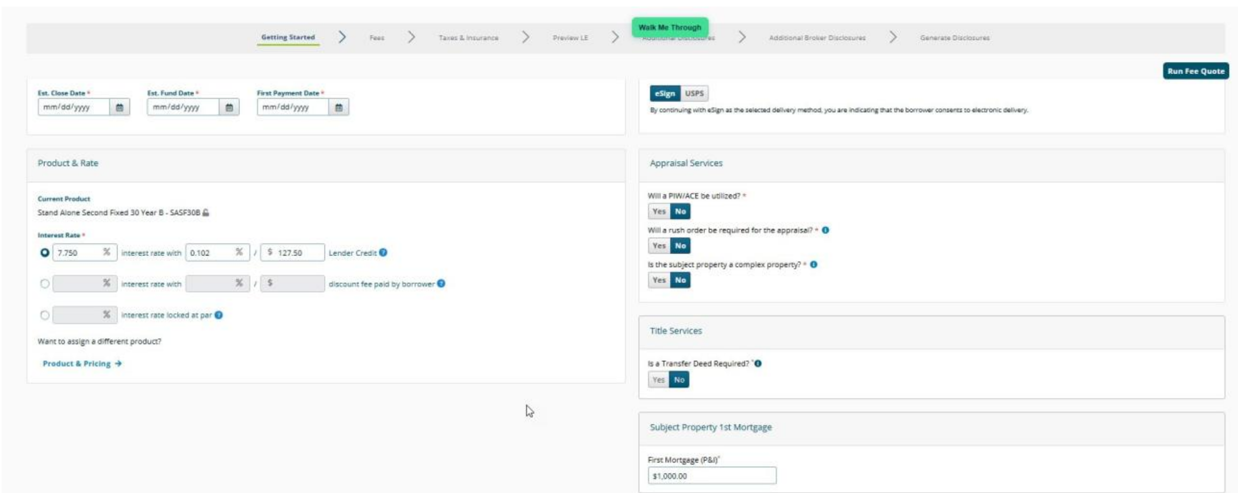
Step 6: Prepare the Loan Estimate and disclosures

The Loan Estimate step has seven sub-screens that run in order: Getting Started, Fees, Taxes & Insurance, Preview LE, Additional Disclosures, Additional Broker Disclosures, and Generate Disclosures. Complete each one and click Save & Continue to advance.

6a. Complete the Getting Started screen

On the Getting Started screen, enter the estimated dates, confirm the product and rate, and answer the appraisal and title questions.

- **Est. Close Date, Est. Fund Date, First Payment Date:** enter all three dates
- **Delivery method:** confirm **eSign** (default) unless USPS is required
- **Interest Rate:** verify the rate, discount/lender credit, and dollar amount match the assigned product
- **Appraisal Services:** answer the PIW/ACE, rush order, and complex property questions
- **Title Services:** answer Is a Transfer Deed Required?
- **Subject Property 1st Mortgage:** enter the First Mortgage (P&I)

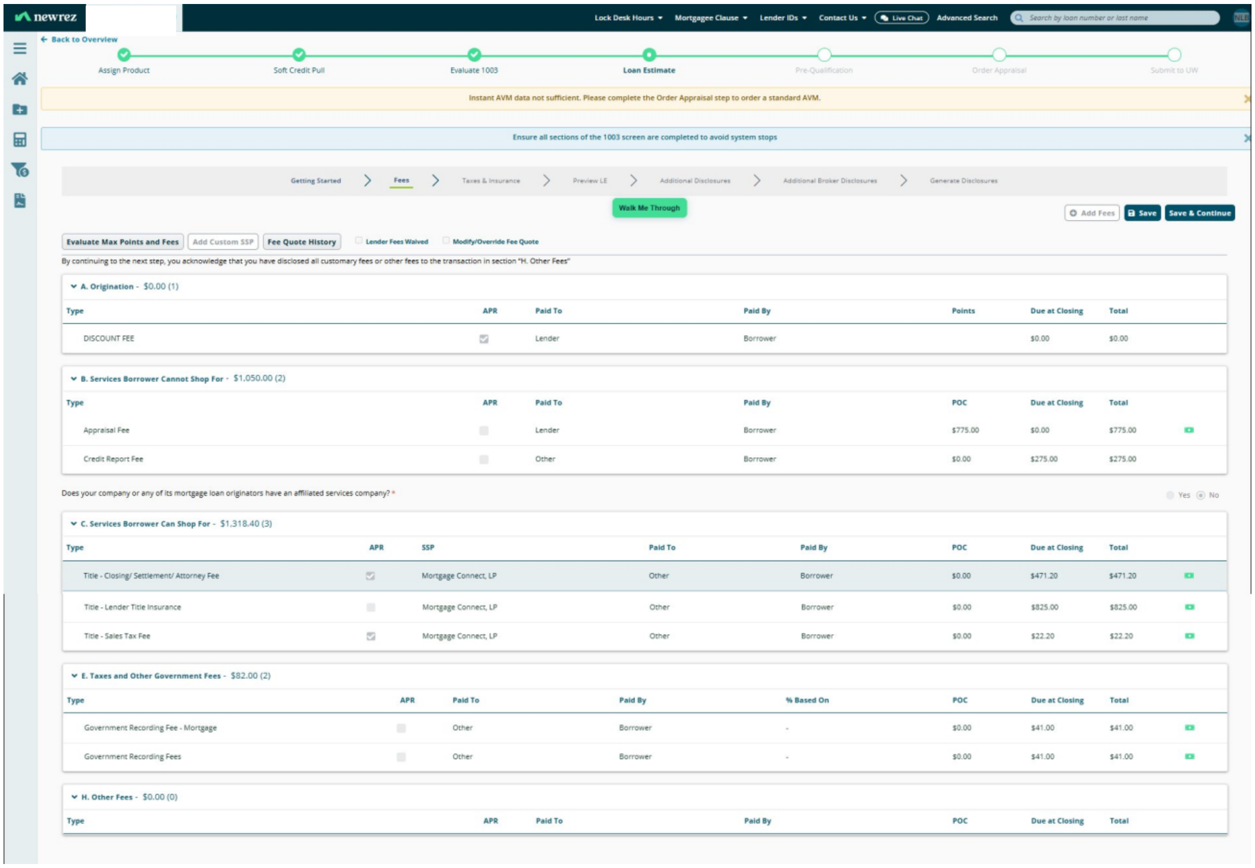


> **IMPORTANT**
> The First Mortgage (P&I) field must reflect Principal and Interest only — do not include taxes, insurance, or HOA. This is one of the most common errors that delays disclosure generation.

When all fields are complete, click **Run Fee Quote** in the top-right corner to advance to the Fees screen.

6b. Review fees

The Fees screen displays every fee that will appear on the Loan Estimate, grouped by section (A. Origination, B. Services Borrower Cannot Shop For, C. Services Borrower Can Shop For, E. Taxes and Other Government Fees, H. Other Fees).



IMPORTANT

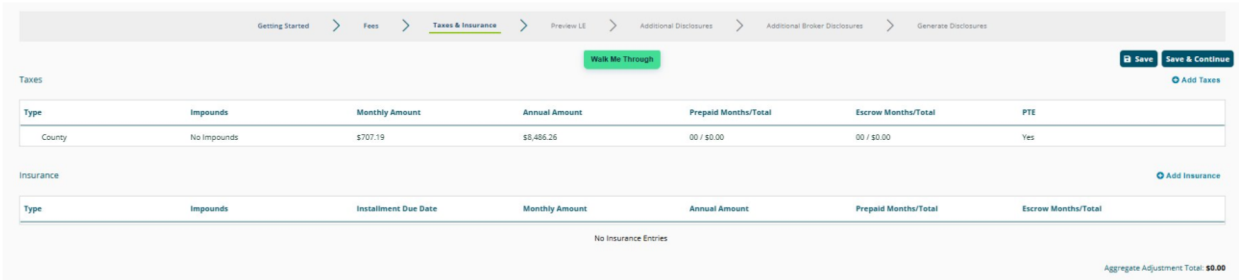
Two things to remember on this screen:

- Fees cannot be edited directly — they are calculated by Blueprint based on the product and property
- For borrower-paid compensation loans, the Mortgage Broker Fee field will populate, but you must enter the dollar amount or percentage you are charging for the Mortgage Broker Fee
- 3rd Party Processing Fees are not allowed for this loan type as Newrez will handle processing and document collection from the borrower

Click Save & Continue to advance.

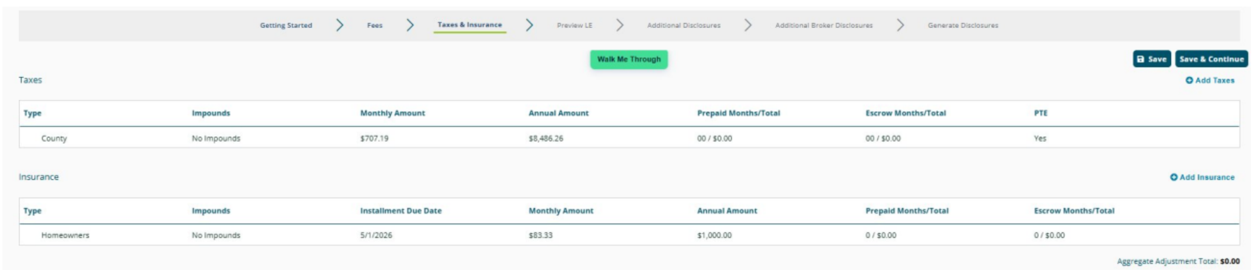
6c. Taxes & Insurance

The Taxes & Insurance screen shows the property taxes Blueprint has calculated and gives you a place to enter the homeowner's insurance amount.



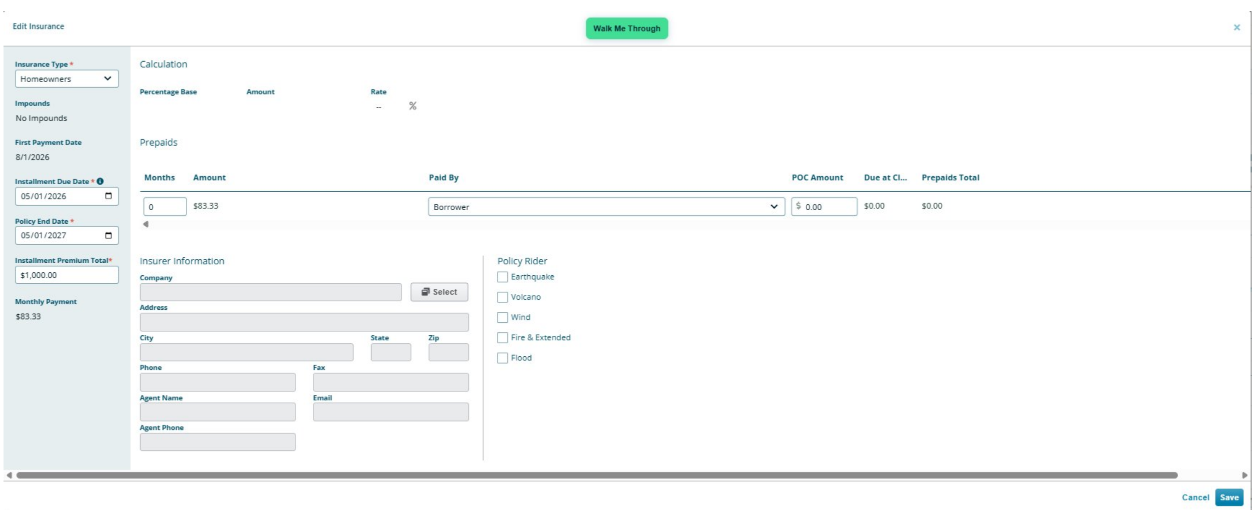
6c.1. Add insurance amounts

Click **+ Add Insurance** on the right side of the Insurance section.



On the Edit Insurance dialog, complete the required fields:

- **Insurance Type:** select **Homeowners**
- **Installment Due Date:** enter the next premium due date
- **Policy End Date:** one year from the installment due date
- **Installment Premium Total:** enter the annual premium
- **Paid By:** select **Borrower**



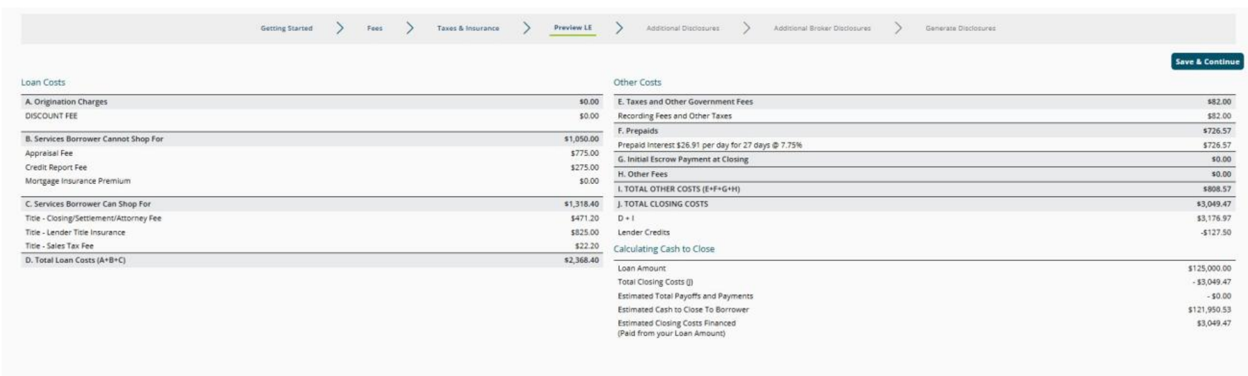
IMPORTANT

Escrow Months should be set to 0 (zero) on a CES loan. Closed-end seconds are not escrowed, so leaving escrow months at zero ensures the LE calculates correctly. When entering insurance information, if a number populates into the prepaid or escrow field, please adjust it to 0 months.

Click **Save** in the lower-right corner of the dialog, then **Save & Continue** on the Taxes & Insurance screen.

6d. Preview LE

The Preview LE screen summarizes Loan Costs (Sections A–D), Other Costs (Sections E–H), Total Closing Costs (J), and Calculating Cash to Close. This is your final chance to confirm the numbers look right before generating disclosures.



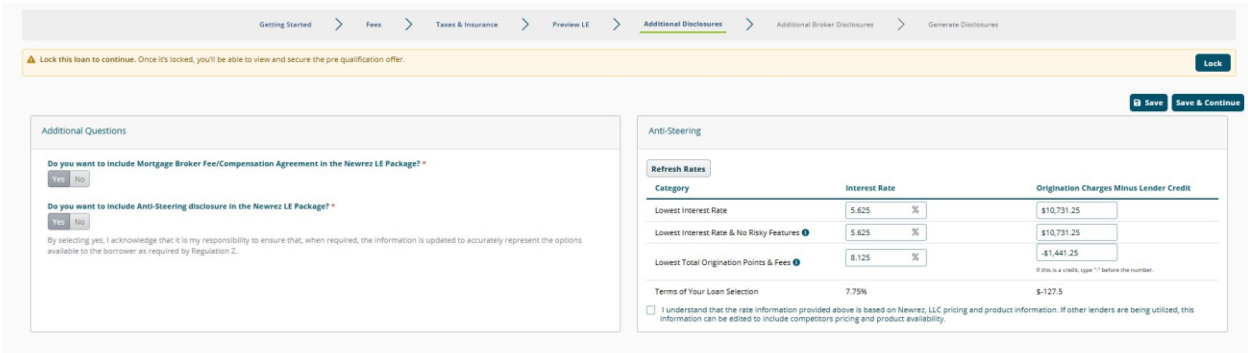
TIP

Compare the Loan Amount, Total Closing Costs, and Estimated Cash to Close to Borrower against what you discussed with the borrower. If anything is off, go back to Getting Started or Fees to identify the source before you continue.

Click Save & Continue when you're satisfied with the preview.

6e. Additional Disclosures

The Additional Disclosures screen captures whether the Mortgage Broker Fee/Compensation Agreement and the Anti-Steering disclosure should be included in the LE package and shows the Anti-Steering rate comparison.



TIP

Best practices on this screen:

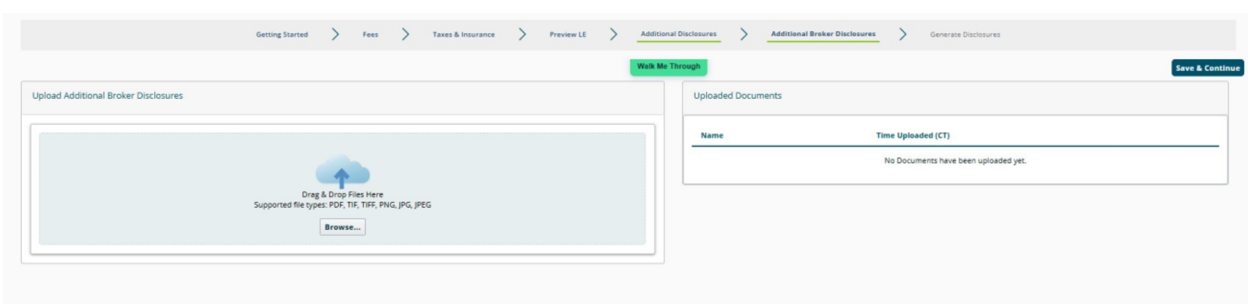
- Default is Yes for both Mortgage Broker Fee/Compensation Agreement and Anti-Steering disclosure — keep both set to Yes unless you have a specific reason not to
- The Anti-Steering rate comparison auto-populates from pricing. Review it for accuracy and make modifications if required
- Check the box at the bottom of the Anti-Steering section confirming you understand the rate information is based on Newrez, LLC pricing

IMPORTANT

This is a good time to lock the loan. Click the Lock button in the yellow banner at the top of the screen to lock the rate before disclosures generate.

6f. Additional Broker Disclosures

Use this screen to upload any disclosures your company is required to provide in addition to the standard Newrez package (state-specific forms, broker comp agreements, etc.).



TIP

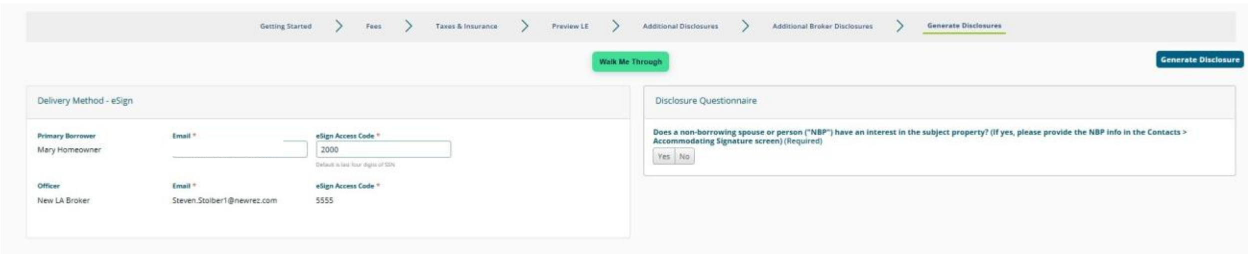
When uploading additional broker disclosures:

- Add the documents only if your company is required to include them
- Remember to edit each document to add signature locations after uploading — the borrower won't know where to sign otherwise
- Supported file types: PDF, TIF, TIFF, PNG, JPG, JPEG

Click Save & Continue when ready.

6g. Answer the Disclosure Questionnaire and send disclosures

On the Generate Disclosures screen, confirm the delivery method, borrower email, and eSign access code, then answer the Disclosure Questionnaire and generate the package.

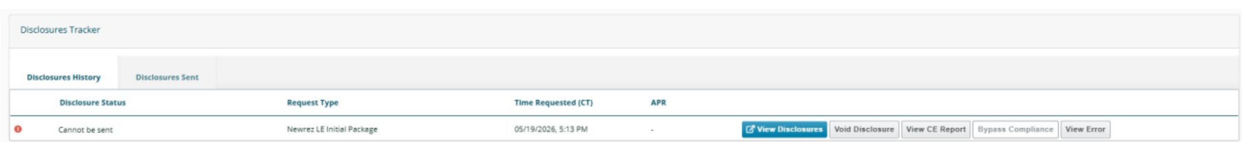


- Verify the borrower's email address and the 4-digit eSign Access Code (default is the last four of SSN)
- Verify the officer email and eSign Access Code
- **Disclosure Questionnaire:** answer whether a non-borrowing spouse or other person (NBP) has an interest in the subject property

Click **Generate Disclosure** in the top-right corner. The disclosure generation process is the same as it is for first liens.

Send disclosures to borrower

Once disclosures are generated, the Disclosures Tracker confirms the package was sent. If the status shows "Cannot be sent," click View Error to see why.

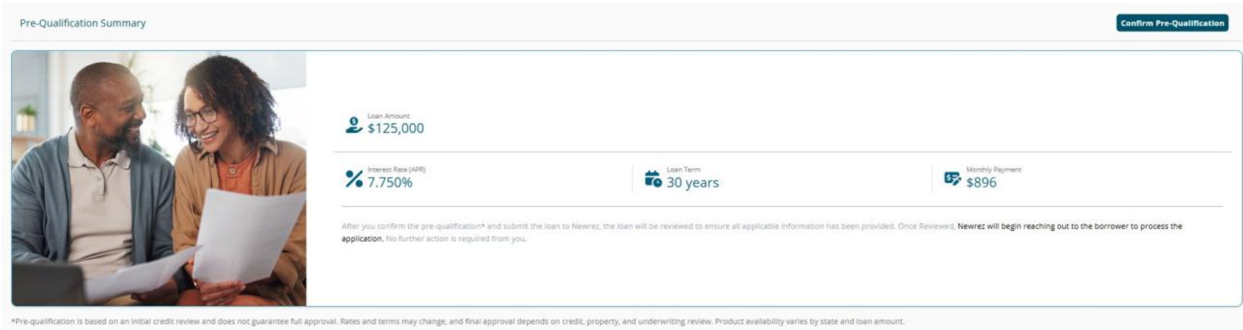


NOTE

Common reasons disclosures cannot be sent: missing borrower email, eSign access code not entered, or a required field on the 1003 still incomplete. View Error will pinpoint the issue.

Step 7: Review and confirm Pre-Qualification

After disclosures are sent, the Pre-Qualification step opens with a summary of the loan: loan amount, interest rate (APR), loan term, and monthly payment.



Review each figure against the loan you discussed with the borrower. When everything matches, click Confirm Pre-Qualification in the top-right corner.

> **NOTE**
> After confirmation, Newrez begins reaching out to the borrower to process the application. No further action is required from you for the pre-qualification itself, but you'll move on to Order Appraisal (if required) and then Submit to UW.

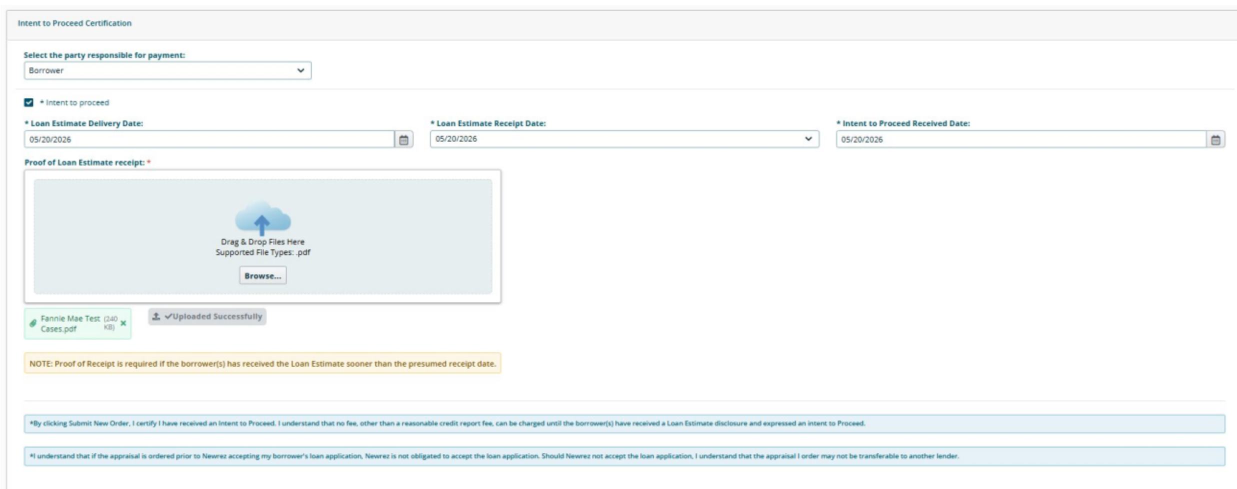
Step 8: Order the appraisal (if required)

Based on the AVM result from Step 3, the loan may require an appraisal before it can move to underwriting. If the Order Appraisal tile is enabled on the Submission Steps tracker, complete the order here.

8a. Start the order

Complete the screen with the Intent to Proceed information, party responsible for payment, and required dates.

- **Select the party responsible for payment:** typically **Borrower**
- **Intent to proceed:** check the box to certify intent
- **Loan Estimate Delivery Date, Receipt Date, and Intent to Proceed Received Date:** enter all three



IMPORTANT

Proof of Loan Estimate receipt:

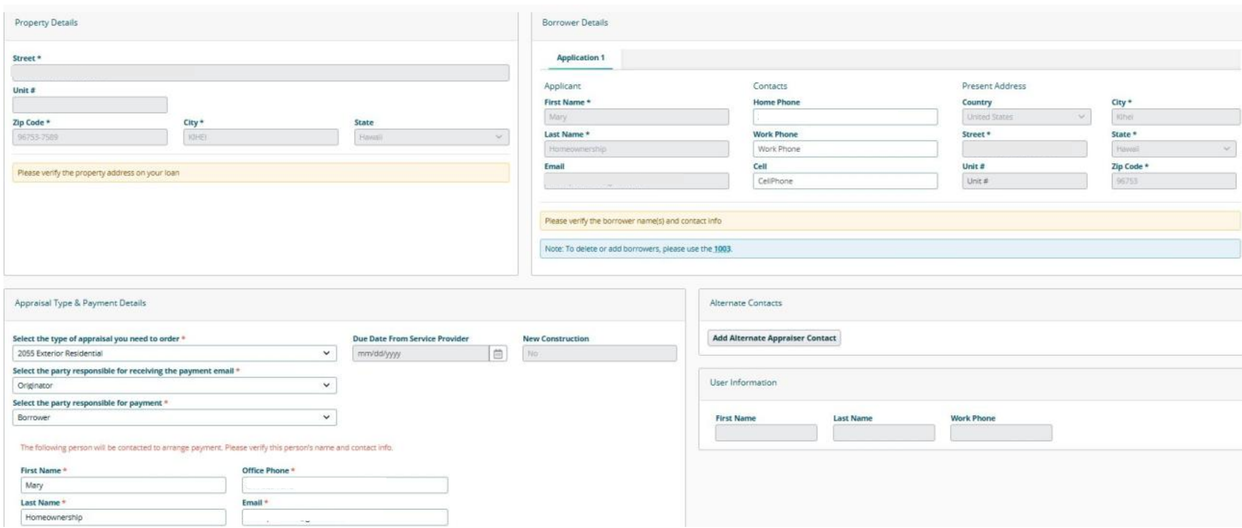
- If the borrower has electronically signed the Loan Estimate, the ITP will auto-populate — no upload needed
- If the borrower has not eSigned, you must upload the proof of receipt as a PDF before submitting the order

Click Submit New Order to move to the appraisal details screen.

8b. Confirm appraisal details and submit

Review the property details and borrower details that pre-populate, then complete the Appraisal Type & Payment Details.

- **Select the type of appraisal you need to order:** most CES products use **2055 Exterior Residential**
- **Select the party responsible for receiving the payment email:** typically **Originator**
- **Select the party responsible for payment:** typically **Borrower** — enter the contact name, office phone, and email



IMPORTANT

Some products require a full appraisal rather than a 2055 — check the product matrix before selecting the appraisal type. Choosing the wrong type causes a re-order and delays the file.

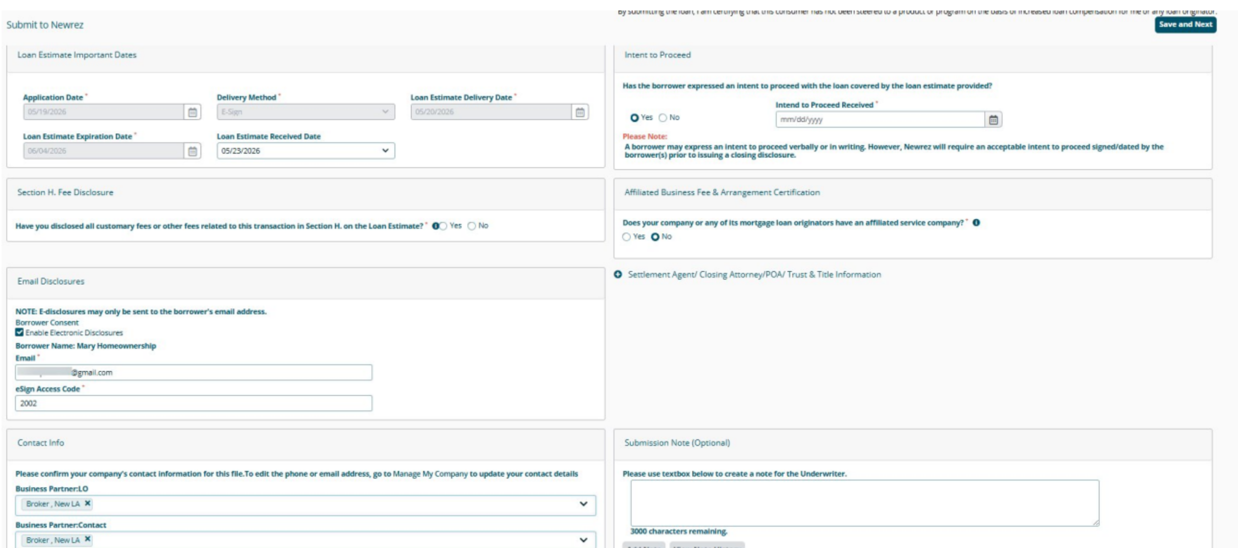
Step 9: Submit to UW

The final step in the Submission Steps tracker is Submit to UW. This screen captures the final certification fields and lets you upload every required document before the file moves to underwriting.

9a. Complete the required fields

Verify and complete the following sections on the Submit to Newrez screen:

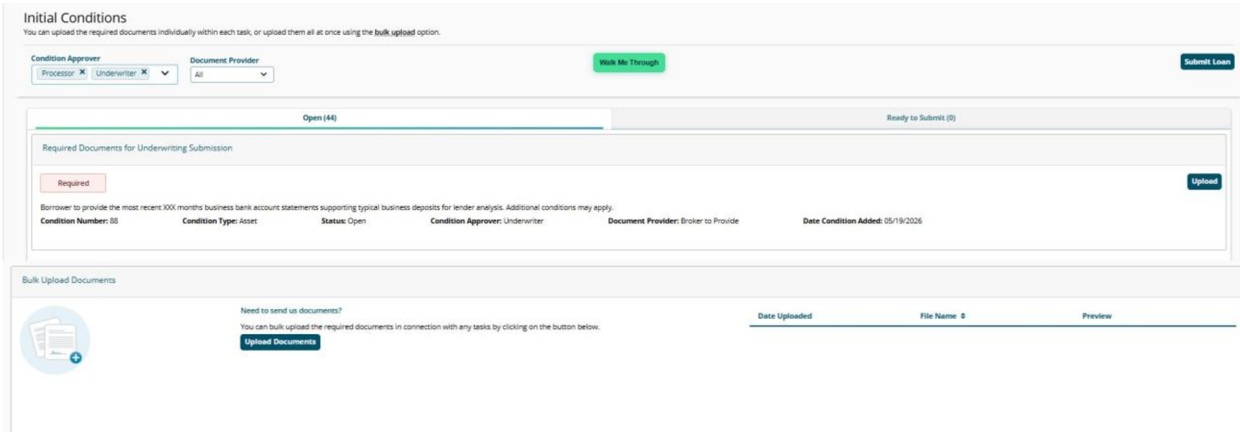
- **Loan Estimate Important Dates:** Application Date, Delivery Method, Loan Estimate Delivery Date, Expiration Date, and Received Date
- **Intent to Proceed:** confirm the borrower expressed intent to proceed, and enter the Intent to Proceed Received Date
- **Section H. Fee Disclosure:** answer Yes/No on whether all customary fees were disclosed in Section H of the LE
- **Affiliated Business Fee & Arrangement Certification:** answer the affiliated services company question
- **Email Disclosures:** confirm the borrower email and eSign Access Code are correct
- **Contact Info:** confirm Business Partner: LO and Business Partner: Contact
- Submission Note (optional): add any notes for the underwriter



> **IMPORTANT**
>
> A borrower may express intent to proceed verbally or in writing, but Newrez requires a signed/dated intent to proceed before issuing a closing disclosure. Make sure the borrower has signed the ITP before submitting to UW.

9b. Upload all required items

The Initial Conditions screen lists every document the underwriter needs to begin review. Each open condition shows the condition number, type, status, approver, and document provider.



> **TIP**
>
> How to upload conditions:
>
> - Direct condition upload is preferred — click Upload on the specific condition row and attach the document. This routes the file directly to the right condition for the underwriter.
> - If you have many documents to send at once, use the Bulk Upload Documents option at the bottom of the screen
> - Use the Document Provider filter at the top to view only the conditions assigned to you (Broker to Provide)

Once all required conditions are uploaded and the Open count reaches zero (or only non-blocking conditions remain), click **Submit Loan** in the top-right corner to send the file to underwriting.

> **TIP**
>
> Congratulations — the loan is now with underwriting. You'll receive notifications as conditions are cleared or new ones are added. Keep an eye on the Pipeline and respond to broker-to-provide conditions promptly to keep the file moving.