



# ACCMortgage

# LOAN Process

## Pre-Qual

Step  
**1**

• Please upload into the portal the prequal request form along with the 3.2 file, 1008, 1003 and credit report

• Your prequal team will respond within 24 hours with the prequalification information.

## Bank Statement/Income Calculations

Step  
**2**

If you are using bank statements for income qualification, please email complete 12 or 24 months of the most recent bank statements (with all pages) to [prequalsubmissions@accmortgage.com](mailto:prequalsubmissions@accmortgage.com) and CC your AE. Our bank statement review team will review and analyze the statements within 48 hrs. **It is best to send the bank statements at the same time as the documents for the Loan Proposal.**

## Disclosing Your Loan

Step  
**3**

When you are ready for the loan to be disclosed, please upload the completed ACC Submission Form along with the required supporting documentation in our Portal:

<https://6288330090.encompassstoconnect.com/>

## The “35 Day” Process Begins

Step  
**4**

Once the borrower(s) have electronically signed all the disclosures from ACC Mortgage (including the Intent to Proceed), we will order the appraisal and move the file to our pre-underwriting team to determine the file preliminarily meets our guidelines. In order to expedite the process, the Loan Originator needs to provide as much supporting documentation as possible, per the initial Loan Proposal. The ability to close quickly is purely dictated by the speed in which the borrower and broker can get loan conditions into our processing team.

## The Underwrite

Step  
**5**

Upon receipt of complete income, assets, appraisal and any other required supporting documentation, the file will be sent to underwriting for review. Incomplete files are never underwritten. Within 48-72 hours, underwriting will provide a decision along with any required conditions necessary to obtain a Clear To Close (CTC).

Because we sell the servicing on the majority of the loans we close, we have an independent third party Quality Control review that must be completed and this can take between 72-96 hours.

Before the file can be sent to our closing team, we need any remaining condition(s) submitted as soon as possible. The remaining conditions are typically reviewed within a 24-72 hours, depending on our volume.

## Closing The Loan

Step  
**6**

When the file appears to be near a Clear To Close (CTC), the processor will request a final LE. After requesting the final LE, the interest rate will be locked and the broker will complete the final broker fee sheet. Once the final LE is issued, the following day we will send the final CD. This does not mean the file has been approved or is Clear to Close (CTC).

Once the file is CTC, we will move the file to our closing team. The closing team will prepare final closing documents for settlement, which must be no sooner than 48 hours from the time the file hits the closing team.

## PITFALLS

We understand it can be difficult to obtain every necessary document up front at the time of initial submission, but the more information you have the faster we can process and review.

The initial Prequalification provides you with a great road map, use it to your advantage.

Set realistic expectations with your borrower(s) and Realtors. This is not a Fannie Mae or Freddie Mac loan, this is a highly laborious process that requires manual underwriting.

We strive for a 35 day process from the time of borrower initial disclosure signing to closing and quite often we are below that, but this requires complete information earlier in the process. Every day the borrower delays getting you/us the conditions, will undoubtedly delay the process. We can not make underwriting move faster because the borrower was slow in getting you/us the necessary items.

**Thank you for your business and we looking forward to helping you close more loans!**