



Thank you for working with Angel Oak Mortgage Solutions! Please review the following document for step-by-step instructions on how to submit conditions via the Angel Oak Portal – www.angeloakms.com. You may also email info@angeloakms.com for additional assistance.

CONDITIONAL APPROVAL

After your loan has been reviewed by the Underwriting Team, you will receive an email with a Conditional Approval for your loan. Attached to the email will be a list of “Prior to Approval” conditions, “Prior to Docs” conditions, and “At Closing” conditions.

Section 2 – Underwriting Conditions

Prior to Approval (“PTA”) Conditions:

1. **Credit** - 12 months cancelled checks for Current primary VOM to verify Satisfactory pay history -
2. **Disclosure** - ATR Disclosure - AOF to provide the borrower signed ATR Disclosure (UW to provide once all figures have been finalized) prior to clear to close. Underwriter to sign.
3. **Property** - Title Commitment - **need Tax amount, wire instructions, CPL**
4. **Income** - Verbal VOE BY AOF - within 7 days of closing
5. **Credit** - Divorce Decree-**BORROWER TO SIGN INITIAL 1003 PG 1 TO VERIFY MARRIED** - Copy of executed Divorce Decree or Separation Agreement

Prior to Docs (“PTD”) Conditions:

1. Underwriting - 1008 - UW to print final 1008 to include income calculations

At Closing (“AC”) Conditions:

1. Closing - Clear Title- - Attorney/Title Company to issue clear affirmative title without any exceptions to the POA.
2. Closing - HUD review and approval - A preliminary HUD-1 must be provided to the closer for review and approval at least 2 hours prior to closing
3. Closing - Subordinate Financing not allowed - No Subordinate Financing allowed
4. Closing - Misc seller concessions - Commissions, marketing fees, bonus paid by the seller on the HUD cannot exceed 6% of the sales price - closer to review

When the conditions are ready to be uploaded, log-in to the Angel Oak Portal at www.angeloakms.com.

Select “View Pipeline” in the top right corner of the Welcome Screen:





Find the correct loan in your pipeline, and select “View/Edit” to the right of the screen:

<input type="checkbox"/>	TEST, THISISA 213 TBD Franklin, TN 37064	801309003849 \$125,000.00	09/05/2013	Cond. Approval			View/Edit
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Select the “Conditions & Documents” tab at the top of the screen:

The screenshot shows the Angel Oak Mortgage Solutions interface. At the top, it says "Welcome, Joe Broker | Log Out | Contact Us". Below the navigation bar, the breadcrumb trail is "Welcome Page > Pipeline > Loan Details". The main heading is "Loan Details". On the left, there is a "Loan Actions" menu with options like "Register Loan", "Submit Loan", "Re-Submit", "Changed Circumstance", and "Search Additional Data". In the center, there are tabs for "Loan Summary", "1003", "Conditions & Documents" (which is selected), and "Lock Information". Below the tabs, there is a "Conditions" section with a search bar and a table. The table has columns for "Prior To", "Condition Name", "Date Added", "Status", "Status Date", and "Supporting Documents". The search bar shows "Search By: Prior To" and "<All>". The table shows "1-18 of 18" items.

To upload a condition, select “Assign Doc” to the right of the listed condition.

Details | Assign Doc

Select the proper bucket for your condition, and then select “Browse...” Attach the file from your computer, then select “OK.”

The "Assign Document" dialog box has a title bar and a dropdown menu. The dropdown menu is open, showing a list of document categories: "Wholesale- AOF Disclosures", "Wholesale- Asset Documentation", "Wholesale- Credit Findings", "Wholesale- Disclosures", "Wholesale- Income Documentation", "Wholesale- Non-Agency Submission Form", and "Wholesale- Property Related Documentation". Below the dropdown, there are three input fields, each with a "Browse..." button to its right. At the bottom of the dialog, there are "OK" and "Cancel" buttons.



Follow this same process for each listed condition. Once all conditions have been assigned, select the “Re-Submit” button on the left side of the screen.

The screenshot shows a 'Loan Details' window with a 'Loan Actions' menu. The menu items are: Register Loan, Submit Loan, Re-Submit (highlighted in green), Changed Circumstance, and Import Additional Data.

Confirm all information is correct on the re-submittal page, then select the “Re-Submit” button at the bottom of the page.

The screenshot shows a legend '* = Required' on the left and two buttons, 'Re-Submit' and 'Cancel', on the right.

Once the conditions have been successfully submitted, our Underwriters will receive a notification to review the documents. *Please note that if you do not select the “Re-Submit” button, our Underwriters will not receive a notification and will not know to review the uploaded documents.*

If you receive an error message that another user is in the file when trying to re-submit, please contact info@angeloakms.com. Please contact your assigned underwriter or info@angeloakms.com with any questions or concerns.