

## Announcements

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To: Sales <sales@flanaganstatebank.com>; Processing <processing@flanaganstatebank.com>; Underwriting <underwriting@flanaganstatebank.com>; Mortgage Support Center <mtgsupportcenter@flanaganstatebank.com>  
Cc: Mortgage Management <mortgagemanagement@flanaganstatebank.com>

 1 attachments (571 KB)

BIP w Realty info.pdf;

### Announcements:

#### **2023 Files:**

This is the last week that denials@flanaganstatebank.com can accept files denied or withdrawn in 2023 for processing. You should check all your files with addresses to make sure none of them were denied or withdrawn in 2023 and need to be processed. Thanks for your attention and detail on this matter.

#### **Centralized Processing Procedure Change:**

If you are a branch that utilizes our centralized processing team, please note the following change. Some of our loan officers still utilize our fillable BIP form instead of adding notes to MBOT when submitting each loan. This form never had a spot to add the buyer and listing agent information.

We have added that to the form. Please make sure to either fill this section out if your purchase contract does not have this data, or make sure to add notes to MBOT with that information. This really helps our centralized processors later in the process when we are preparing ICD's.

Last, but not least, we know some loan officers fill in the vendor's screen with this information instead of putting it in the notes section or on a BIP and we want to thank those loan officers that do. That is a big help to our processors. Thank you!

#### **BAI Training:**

The training courses are uploaded. Be sure to get your BAI training done.

#### **Fill the Bucket:**

Danielle helped get a file closed with lots of last-minute drama on other people's part. Danielle, thanks for being on top of that. Title called me the night before and said we might have to move to Friday, then we sent HOA stuff, and I tried calling them the next morning. Had to get the Realtor involved. Sorry for all the late stuff but you saved the day on this one. The buyer is a cop that drove 45mins for this and he was already in a rush!

~Gage Hayes

#### **Operations out of Office:**

Thanks,