

## Announcements

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

Cc: Mortgage Management <mortgagemanagement@flanaganstatebank.com>

Announcements:

### Adding Vendors:

Here are a few reminders to help get the Vendors added in a timely and organized fashion.

- Please complete the vendor request with only the information that needs to be updated/added. Complete all lines. If for instance the HOI vendor doesn't have a license number, please enter NA.
- Please read the response emails from Vendors as a lot of LOs are just responding with "Thanks!" when I ask a question about the vendor or missing information from the request form.
- If we do not have all the information for the vendor, the vendor does not get added.
- When sending the vendor request, reminder to save the form as "Save As" and not Print. If the vendor request is "printed" then I am unable to copy and paste the information and therefore more typo mistakes can happen.

### Fill the Bucket:

I would like to give a shoutout to Karen Leon and Chris Langel for stepping in and helping me while my LOA was out for a full week. I had VOEs, disclosures, income calcs, etc. and was super grateful for the help and not having to bother Sam while she was on vacation with her family!

Also, I'd love to make mention that Sarah Sheahan is EXTREMELY organized, and her emails are super easy to look at (sounds silly but is a HUGE help). She's been so great to work with!

~Stephanie McMillin

### Operations out of Office:

Sarah Sheahan is off 4/2-4/3- Brenda will be covering  
Karen Leon is off 4/3 - Chris Langel will be covering

Thanks,



***You will overestimate what you can do in a year, but you will underestimate what you can do in a decade or two. You have time.***