

Submission Cheat Sheet

1. **Go through each of the tabs and touch on the following points (make sure they are all checked)**
 - a. Loan and Property - double check your work for accuracy; ensure the Proposed Monthly Payment Box is correct, purchase credits
 - b. Borrower Info - ensure you have a 2 year address history **anything red correct
 - c. Financial Info - ensure you have a 2 year work history, REOS and Liabilities linked **anything red correct
 - d. Products & Pricing - a quick recap on pricing, prepopulating from loan
 - e. Fees - not necessary for submission
 - f. AUS - ensure you have run AUS and received an approve/eligible on DU or accept/eligible **Quick note Blake will have credentials for all of those who requested them by Friday
 - g. Loan Center - everything to be updated in loan center; file contacts, lender info, and setup info dates
2. **Generate Submission Sheet (in Disclosure forms and under Arive Forms and fill out in its entirety)**
3. **Ensure we have all supporting documents to submit in the documents tab**
4. **Open Escrow - CC submissions email (submissions@21stcenturylending.com), request initial settlement statement and provide loan amount. Escrow will also need borrowers' full name, contact info, property address**
5. **Submission Email - send completed submission form to submissions email (submissions@21stcenturylending.com), Subject line should be borrowers name**