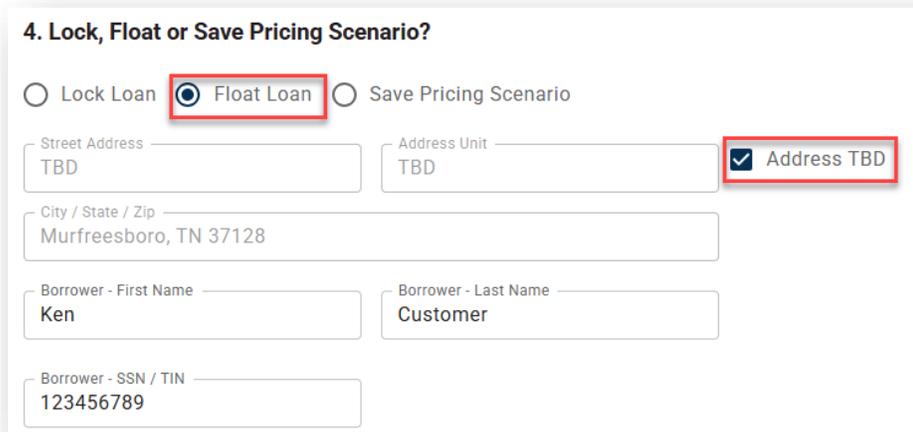# TBD Loan Submission Steps

FIRST COLONY WHOLESALE will accept a TBD loan submission once the below items have been met:

1. When pricing the loan, **Float** the loan.

   a. On the Price a Loan page, complete the following fields:

      • **Address TBD:** Check this box

      • **Street Address:** TBD defaults as the Street Address once the TBD box is selected
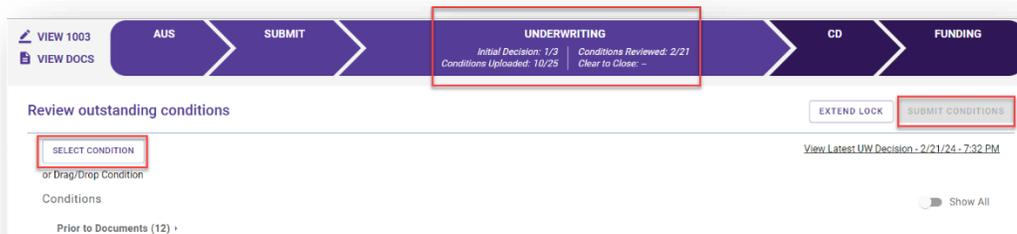

2. Brokers can skip the Initial Disclosures request. This will be done once there is a Sales Contract. *

3. Automated Underwriting should be run as TBD.

4. The Loan Submission Package Upload should include:

   a. The **Credit Package**.

   b. Please include the printed **1003** with the address listed as: TBD, with your anticipated City, State, and Zip. The 1003 must be dated with the

date the borrower first sought TBD approval.

When a Sales Contract has been executed the following are required:

a. The Sales Contract is to be uploaded into FUEL as a **Condition** on the **Underwriting** tab of the tracker.

b. Initial Disclosures:

- **Brokers** are to request the **Initial Disclosures** through the **Loan Estimate** tab in FCM FUEL.

- **Non - Delegated Correspondents** must prepare, send to borrower(s), and upload Initial Disclosures as **Conditions**.

Note: Disclosures must be dated within 3 business days from the date the Sales Contract was disclosed to the borrower, either verbally or in writing.

c. Contact the Support Desk at Support@firstcolony.com to change the TBD address to a physical address.

TBD FAQ:

- All Products are eligible.
- Program allows only one property update.
  - Once property has been established from TBD, no other property changes are allowed.
  - Property address will need to be emailed to Support@firstcolony.com