



LoanNEX Qualifier User Manual



Review Results Select Product and Pricing

Submit Loan Registration Submit Lock Request

LoanNEX Qualifier: Steps to Discovery and Loan Submittal

1. Signup for the LoanNEX Broker Marketplace : here

Click Here for Account Activation Instructions

- 2. Input Required Data on the NEX App
- 3. Get Price & Review Results

Quick Price

Qualified Price

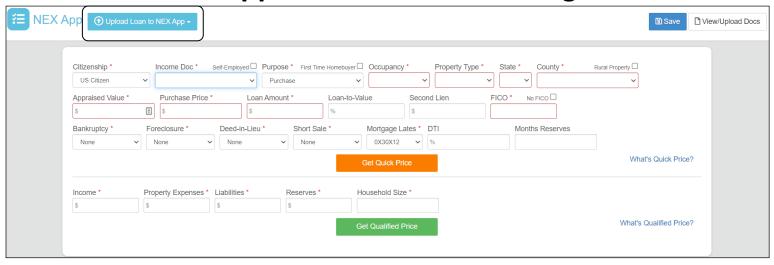
- 4. Select Product and Pricing
- 5. Submit Registration Request
- 6. Submit Lock Request



Review Results Select
Product and
Pricing

Submit Loar Registration Submit Lock Request

The NEX App: Enter Scenario Testing Data



Input Required Data Fields

The NEX App is the data intake form to initiate loan scenario tests and can be populated by a Fannie Mae V. 3.2 or Mismo V. 3.4 upload or manual entry. Required data fields are denoted by * (red asterisk).

Fannie Mae v3.2/Mismo v3.4 Upload

<u>Scenario Test</u> allows user to select available 3.2/3.4 files from their computer and populates appropriate fields of the NEX App. This action does not save the 3.2/3.4 file to the LoanNEX record.

<u>Upload & Save</u> allows user to select 3.2/3.4 file and populate the NEX App, while attaching the 3.2/3.4 file to the LoanNEX record. The 3.2/3.4 file can be viewed by clicking in the "View Documents" field at the top right of the screen.

The Fannie Mae V 3.2/Mismo V 3.4 file does not populate all required fields and requires supplemental information including:

- 1) Subject Property County
- 2) Borrower Income Documentation
- 3) Qualifying FICO Score
- 4) Credit Events and Housing History

The NEX App can be saved to Loan Management at any time by selecting "Save" in the top right portion of the screen.



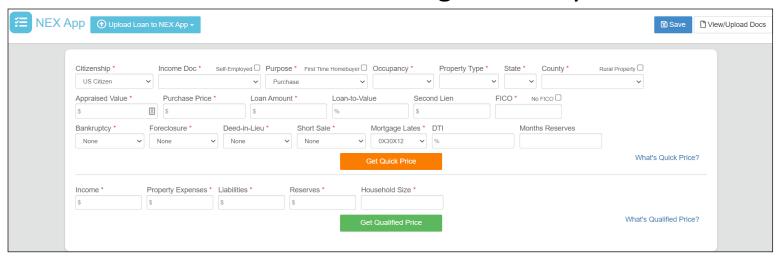
Fannie Mae v3.2 Mismo v3.4



Review Results Select
Product and
Pricing

Submit Loan Registration Submit Lock Request

Get Results: Pricing Discovery



Quick Price

Access pricing and program options with limited borrower data

Qualified Price

Refine eligibility with additional borrower data inputs

Quick Price requires limited borrower data and returns options based on loan level criteria, supporting discovery earlier in the process, while **Qualified Price** refines results based on borrower attributes as they become available.

DTI will not be calculated in the Quick Price, but may be entered if known. Qualified Price calculates DTI, Months Reserves, and Qualifying Income for you. Requirements for Qualified Results detailed below.

Qualified Price requires five additional data points not typically calculated by traditional PPE's:

- 1) Income: Gross monthly income that will be considered and documented for qualifying purposes
- **2) Property Expenses:** Combined monthly housing expenses for the subject property, including property taxes, insurance, HOA dues, condo fees, minimum subordinate financing payments. **DO NOT include** proposed first mortgage P&I, LoanNEX is calculating this for all available product and pricing.
- **3) Liabilities:** Monthly minimum installment, revolving and other REO mortgage and expenses, net rental expense, child support, maintenance and other recurring monthly obligations.
- **4) Reserves:** Gross amount of liquid bank and securities accounts, vested retirement accounts, cash equivalents, etc... Remember to exclude any Borrower funds being used for down payment and settlement costs for the subject property transaction.
- **5)** Household Size: Number of people (including dependents) living in the household. This data will be used to calculate residual income, which is frequently a qualifying criterion for certain non-Agency loan programs.

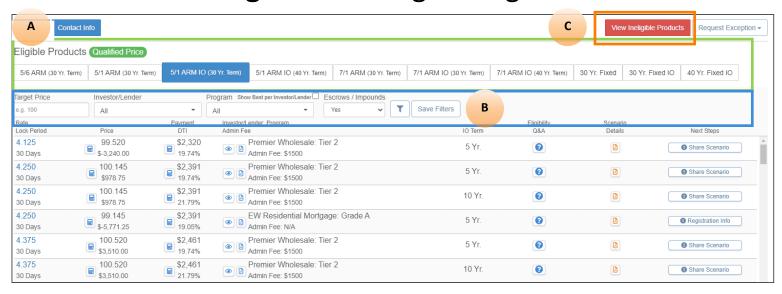
^{*}Tool tips are included for each Qualified Price data input box to help user complete the input process with accurate information. Click here to view the 1003 data points to use when populating the NEX App.



Review Results Select Product and Pricing

Submit Loar Registration ubmit Lock Request

The Pricing Table: Navigate Eligible Results



A) View Eligible Products

Only eligible products are returned on the Pricing Table. Toggle through returned product offerings across the top to review pricing by product.

B) Sorting & Filtering Features

Each drop down or fillable form can be used to filter results to your preferences

Sort Results By Rate, Price, Rate + Program, or Price + Program

Target Price or Rate Narrow search to a set range by Price or Rate

Price Display Show results by Price or Points

Investor Filter Results by an Individual Investor, or View All Investor Results

Lock Period Define the specific lock period you are requesting—pricing adjustments will apply

<u>Admin Fee</u> Adjust view to see results with or without the Admin Fee in the pricing results. When excluded from rate, the dollar Admin Fee will be shown.

Escrow/Impounds If requesting to waive escrows, adjust the toggle to "waived". If that program requires escrows, the label under "Next Steps" will adjust to "Escrow/Impounds Required".

C) View Ineligible Products

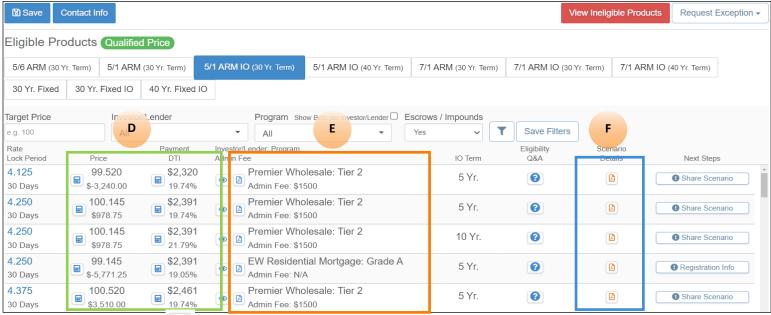
Review products and programs that did not match attributes entered. This tool provides information on why a scenario failed specific loan programs. If the borrower profile failed due to programmatic attributes (i.e. state, documentation type requested, credit events, or other attributes that cannot be adjusted relevant to the loan scenario being reviewed) those programs will not be shown in the "Ineligible Products".



Review Results Select
Product and
Pricing

Submit Loan Registration Submit Lock Request

The Pricing Table: Navigate Eligible Results



D) LLPA & DTI Evidence

<u>Price Calculator</u> Displays LLPA adjustments for the corresponding price, product, and rate combination. The calculator displays the itemized Loan Level Price/Rate Adjustments. LLPAs for DTI and months reserves are accounted for with the Qualified Price.

<u>DTI Calculator</u> Reveals inputs and requirements for the associated program. DTI Evidence includes payment information, qualifying payment information (based on the qualifying rate and qualifying P&I) and calculations dependent on Q Rate including Residual Income and Qualifying Months Reserve.

E) Program Screen Results & Program Guidelines



Reviews the program requirements by attribute relative to the attributes entered in the NEX App. Shows side-by-side comparison of borrowers attributes and calculations for DTI and Months Reserve against the requirements for qualification of the program. A green check mark indicates the attributes meet the requirements.

F) Guidelines Q&A

Program-specific Questionnaire which further qualifies based on underlying "soft" credit criteria. Qualifying answers will be indicated with a green check mark Answers that disqualify the loan profile are denoted Not Eligible, Request Exception. Additionally, questions and their corresponding answers can adjust both eligibility and pricing. Completing the Q&A is required to take an additional submission step forward to register the loan.

*Saving at this time will place the loan in the Pipeline without Sending to Next Step.



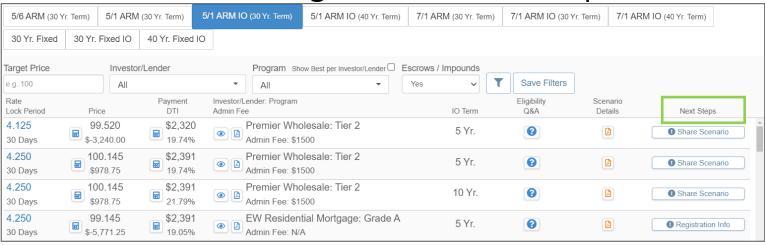
Save



Review Results Select
• Product and
• Pricing

Submit Loan Registration ubmit Lock Request

Select Pricing: Submit to Next Steps



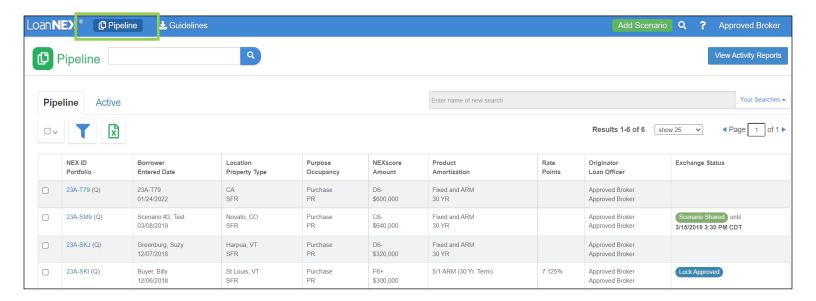
Next Steps

After Questionnaire is completed and available pricing, programs and products have been reviewed, choose one and Submit to Next Step.

Submitting to Next Steps delivers the loan file to the next step in your business process (i.e. branch manager submission, registration, or lock approval..) Depending on your company's structure, your "Next Steps" label has been customized to indicate the available next step.

When a loan is submitted, the next person in your company's process will be notified of the loan submittal by email.

The status of the loan and the loan file can be accessed anytime in the Pipeline tab.

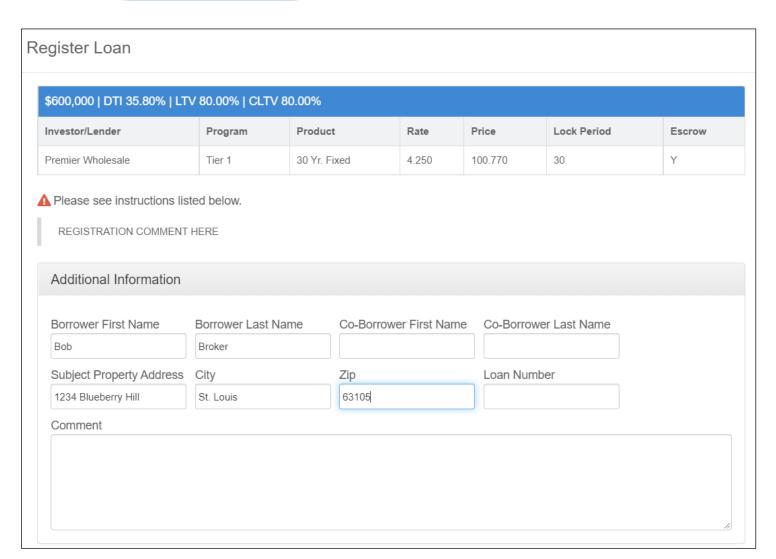




Review Results Select
Product and
Pricing

Submit Loan Registration Submit Lock Request

• Register Loan: Initiate the Approval Process



3.2/3.4 File and Comment is required at Registration. If a 3.2/3.4 file was used to populate the NEX App, it will be attached in this step.

When a loan is registered, the next person in your company's process will be notified by email and a copy of the loan will be sent.

The status of the loan can be viewed in the Pipeline tab.





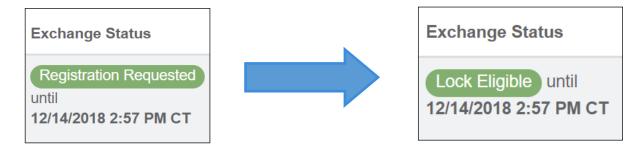
Submit Loan Registration



• Register Loan : Initiate the Approval Process



After Registering the loan, all intended recipients will receive an email and copy of the LoanNEX file. The status will be updated to "Registration Requested".

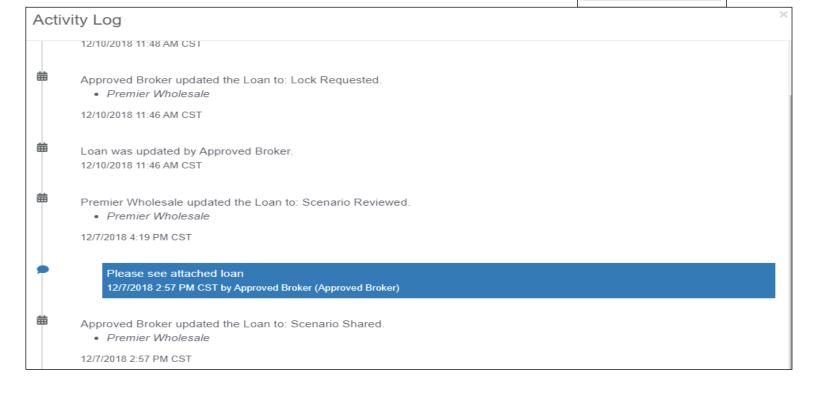


After the Registration has been reviewed by the Investor, you will receive an email notifying of the status change. Your Pipeline page will then be updated with a **Lock Eligible** status.

If the loan registration is deemed, **Not Eligible**, Registration will be cancelled and you will receive email notification.

More information on the loan status can be found by viewing the Activity Log.

Activity Log





Submit Lock Request



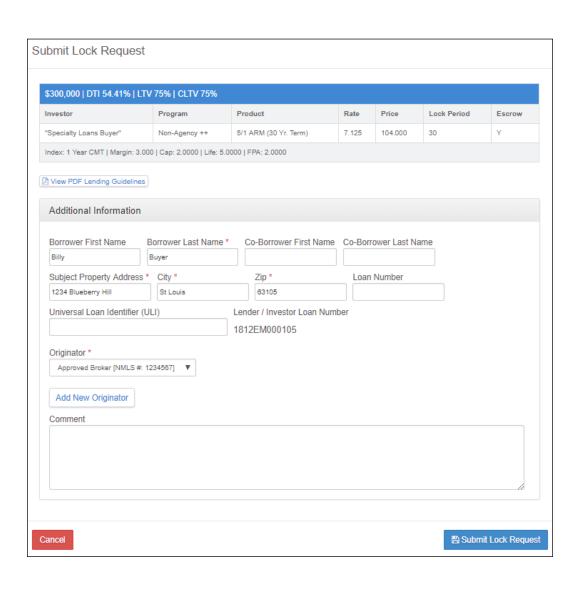
Submit Lock Request: Finalize Program, Product, and Rate

After your Loan Registration has been accepted by the Investor and the Loan is Lock Eligibile, open the loan by clicking the NEX ID or Lock Eligible Status. You will then "Get Qualified Price" to find the Registered Price.

Get Qualified Price



View Registered Price





Review

Select Product and Pricing

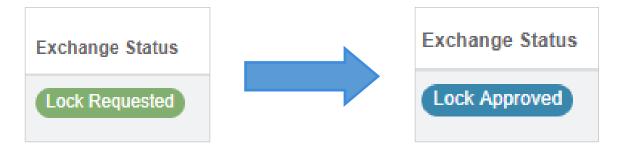
Submit Loar Registration Submit Lock Request



: Finalize Program, Product, and Rate



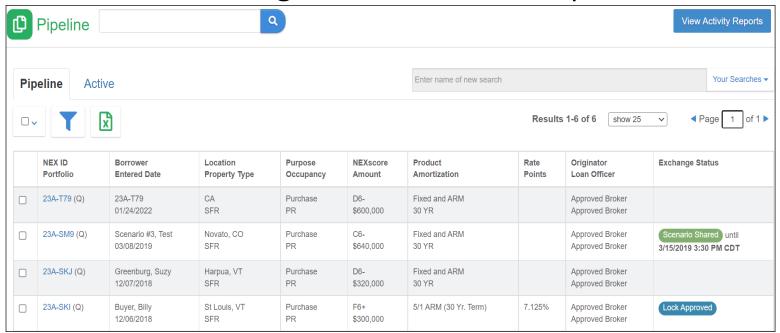
After Submitting the Lock Request, all intended recipients will receive an email and copy of the LoanNEX file. The status will be updated to "Registration Requested".



After the Lock Request has been reviewed by the Investor, you will receive an email notifying of the status change. Your Pipeline page will then be updated with a **Lock Approved** status.



Loan Management: Saved Loan Pipeline



The Pipeline contains all loans that have been saved. Each loan scenario is saved with a unique NEX ID and can be searched for by the NEX ID or borrower name using the search bar at the top.

As the status of the loan scenario changes in the LoanNEX business process, that status will be reflected in the pipeline.



Scenario Details allows additional actions to be taken based on the stage of the process you are in. You can cancel, view timeline, or display attached documents within the Loan Details page.

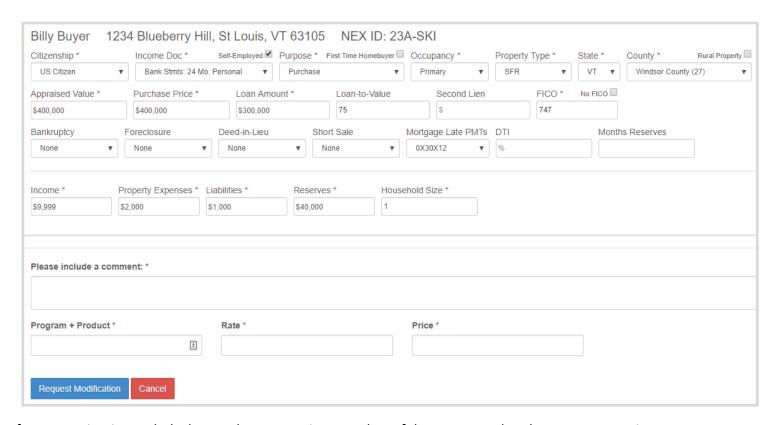


Lock Mgmt: Extensions, Modifications, Re-Locks, etc.

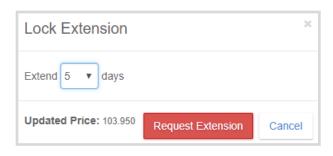
Once the lock is approved, you have the ability to Cancel, Modify, or Request an Extension through the Loan Details.



If a modification is needed, choose Lock Modification and fill in the necessary details to make the change, and Request Modification.



If an extension is needed, choose the appropriate number of days to extend and Request Extension.





Appendix





Getting Started: Account Activation Instructions

After your account is created in LoanNEX, you will receive an email from support@loannex.com with instructions to activate. If you do not receive this email, contact support@loannex.com to resend.



Welcome to LoanNEX Qualifier™!

Making the Complex Easier to Serve

Mortgage Broker,

You are now authorized to start using the **LoanNEX Qualifier™** as part of the Wholesale Mortgages" team.

The **LoanNEX Qualifier™** is an eligibility and pricing engine designed specifically for the non-agency market. Now you can grow your non-agency loan volume, collaborate on deals, and simplify your day-to-day workflow, all in one place.

Start using the LoanNEX Qualifier™ today by activating your account:

Activate Your Account Now

You will receive an activation email with a link that expires in 48 hours. Click this link to create your password and access your account.

- 1) Click on the "Activate Your Account Now" button to initiate activation.
- 2) A Web Browser will open, then click Confirm Email Address
- 3) Your browser will be redirected to LoanNEX Login.
- 4) Monitor your email for instructions to set a password.
- After setting a password, login with your username (email) and password.
- 6) Accept the Terms of Use and Start Pricing! Go Back to Pricing Steps



Qualified Price: Reference 1003 Data Fields

	V. MONTHLY INCOME AND COMBINED HOUSING EXPENSE INFORMATION					
Gross Monthly Income	Borrower	Co-Borrower	Total	Combined Monthly Housing Expense	Present	Proposed
Base Empl. Income*	\$	\$	\$	Rent	\$	
Overtime				First Mortgage (P&I)		\$
Bonuses				Other Financing (P&I)		
Commissions				Hazard Insurance		
Dividends/Interest				Real Estate Taxes		
Net Rental Income				Mortgage Insurance		
Other (before completing,				Homeowner Assn. Dues		
see the notice in "describe other income," below)				Other:		
Total	\$	\$	\$	Total	\$	\$

	`	VI. ASSETS AND LIAE	BILITIES (cont'd)			
Name and address of Bank, S&L, or Credi	it Union	Name and address of Con	npany	\$ Payment/Months	s	
Acct. no.	\$	Acct. no.				
Stocks & Bonds (Company name/ number & description)	s	Name and address of Con	npany	\$ Payment/Months	s	
		Acct. no.				
Life insurance net cash value Face amount: \$	S	Name and address of Con	npany	\$ Payment/Months	s	
Subtotal Liquid Assets	\$	1				
Real estate owned (enter market value from schedule of real estate owned)	s					
Vested interest in retirement fund	\$					
Net worth of business(es) owned (attach financial statement)	s	Acct. no.				
Automobiles owned (make and year)	s	Alimony/Child Support/S Maintenance Payments O	eparate wed to:	s		
Other Assets (itemize)	s	Job-Related Expense (chi	ld care, union dues, etc.)	s		
		Total Monthly Payment	s	\$		
Total Assets a.	\$	Net Worth (a minus b)	\$	Total Liabilities b.	\$	



Price and DTI Calculators: LLPA and DTI Evidence



Clicking through the "calculator" will display evidence for the entered scenario. The DTI evidence will only be available when looking at a Qualified Price.

Rate: 6.990	Price/Pts: 10		
Original: 6.990	Original: 106.2	50	
Adjustments			
Name	Description	Rate	Price
C.Loan Amount (LLPA)	Loan Amount: \$250,001 - \$350,000		-0.125
A.Bank Stmts (LLPA)	FICO: 740 - 759, LTV: 75.01% - 80.00%		-2.000
Guidelines Q&A		+0.000	-0.125
Total		+0.000	-2.250
Floors & Ceilings			
	Floor	Ceiling	
Price	100.000	104.000	
Price Adjustment	N/A	N/A	
Rate	N/A	N/A	
Rate Adjustment	N/A	N/A	

Evidence						
Loan Amount : \$320,000	0					
Borrower and Subject Pi	roperty Information					
Mo. Income \$9,999	Post Closing Liquid Assets \$40,000	Mo. Property Expenses \$1,000	Mo. Liabilities \$400			
Payment Information						
Rate : 6.99	Term	: 360 Moi	onthly Payment : \$2,127			
Qualifying Payment Info Q. Rate : 8.99 Greater of: Rate + FPA Index + Margin	Q. Teri	m : 360 G	n. Monthly Payment : \$2,572			
Q. Rate : 8.99 Greater of: Rate + FPA	Q. Teri and					
Greater of: Rate + FPA Index + Margin	Q. Ten		\$2,572			
Q. Rate : 8.99 Greater of: Rate + FPA Index + Margin Margin :	Q. Ten	Index : 1	\$2,572 Year CMT			



Quick Peek: Program Requirements vs Entered Attributes



Clicking through the "eye" will display a side-by-side comparison of attributes entered on the NEX App to Program Guidelines, showing pass or fails per each attribute.

× Fall	×		Non-Agency ++
Non-Agency ++			
Last Screened: 12/10/2018 12:44	Pass		
	Non-Agency ++ Last Screened: 12/10/2018 12:41 PM C1		
			Program Attributes
✓	~	Property Type	State, County, Purpose, Occupancy
\$100,000 - \$1,			Credit Attributes
✓	\$100,000 - \$1,000,000 🗸	\$320,000	Amount
Calc. Range: 30.46	~	35.73%	Front-End DTI
73% <=	Calc. Range: 35.73% - 35.73%		
✓ Calc. Range: 34.40	<= 55.00% ✔	39.73%	пπ
73% <=	Calc. Range: 30.73% - 30.73%		
✓	<= 80.00% ✔	80.00%	CLTV
✓	<= 80.00% ✔	80.00%	LTV
✓	>= 680 🗸	747	FICO
~	~	1	Household Size / # Financed Properties
✓ Calc.	~	12	Actual Months Reserves
	Calc. Range: 12 - 12		
✓ Calc.	>= 3 🗸	11	Qualifying Months Reserves
	Calc. Range: 11 - 11		
	>= \$1,500 🗸	\$6,472	Actual Residual Income
	Calc. Range: \$6,472 - \$6,472		
Calc. Range: \$6;	~	\$6,027	Qualifying Residual Income
	Calc. Range: \$6,027 - \$6,027		
✓	~	0.13x	Liquidity-to-Loan Ratio



Lending Guidelines: View Investor Guidelines



Clicking through the "PDF Guide" will display Investor Guidelines, Matrices, and Underwriting Criteria for the program you are qualifying.



Investor Lending Guidelines

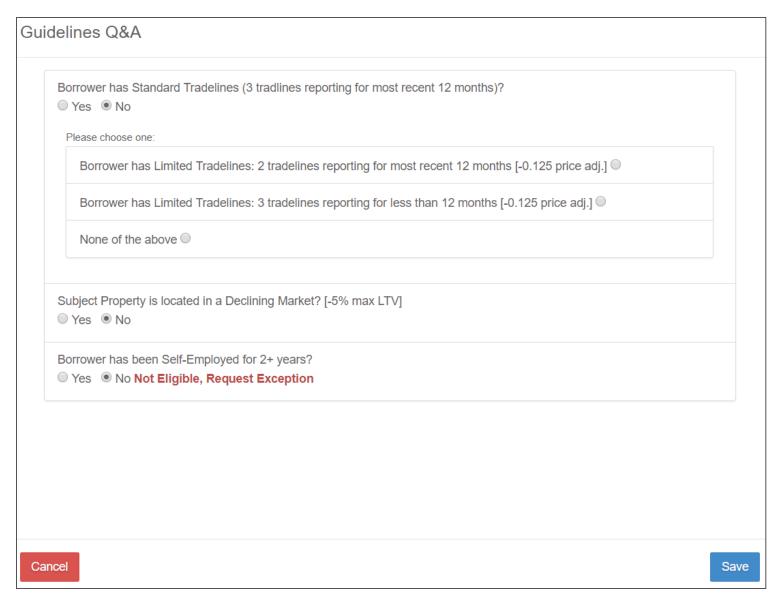
Product Matrices
Rate Sheets
Underwriting Criteria



Guidelines Q&A: Qualify Underlying "Soft" Credit Criteria

Clicking through the will display the Guidelines Q&A. Each questionnaire is written specific for the program you are qualifying.

The Guidelines Q&A addresses additional credit criteria not addressed in the NEX App. Additionally, questions and their corresponding answers can adjust both eligibility and pricing.



The questionnaire is required to qualify a program & you will be prompted to answer before sending to Next Steps.

Answers that disqualify the loan profile will be denoted **Not Eligible**, **Request Exception**.

If your answers disqualify a specific program, you may Reset Guidelines Q&A if necessary.

Reset Guidelines Q&A