

# LoanNEX Qualifier

## Loan Officer User Guide

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Data Input

Review Results

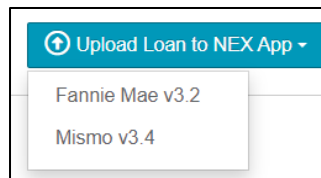
Select Product and Pricing

Submit Loan Registration

Submit Lock Request

## The NEX App: Enter Scenario Testing Data

1. Enter loan scenario details in NEX App manually or by importing FNMA 3.2/Mismo 3.4 file.
  - a. Required fields are denoted by red asterisk (\*)
  - b. To upload FNMA/Mismo file click Upload Loan and select file type
    - i. The file upload does not populate all required fields and requires supplemental information including:
      1. Income Doc Type
      2. Credit Event
      3. Housing History



2. Click “Get Price” or “Get Qualified Price”

Get Price

Get Qualified Price

Access pricing and program options with limited borrower data and loan level criteria

Refine eligibility with additional borrower data inputs including income and liabilities

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

**Get 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 products 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.

Data Input

Review  
Results

Select  
Product and  
Pricing

Submit Loan  
Registration

Submit Lock  
Request

## The Pricing Table: Navigate Eligible Results

Eligible Products

☐ Select all Fixed

10 Yr. Fixed

15 Yr. Fixed

30 Yr. Fixed

Amortizing Type

Fully Am

Lock Period

Lock Period

Investor/Lender

All

Program

All

Show Best per Investor/Lender

☒

Search Rate

Target Price

Price

Points

Admin Fee

Exclude From Price

☐

Request Exception

View Ineligible Products

Rate	Lock Period	Price	Product	Investor/Lender	Program	P&I PMT DTI	Eligibility Q&A	Scenario Details	Next Steps
6.500%	30 Days	\$80,045 \$630.00	30 Yr. Fixed		PMC Catalina - Credit Ascent - Standard Doc	\$8,848.95 34.49 %			<div>Register Loan</div>
6.500%	15 Days	\$80,045 \$476.00	30 Yr. Fixed		Newifi Wholesale Teton Jumbo AUS	\$8,848.95 34.49 %			<div>Portal Info</div>
6.625%	45 Days	\$80,395 \$5,580.00	30 Yr. Fixed		PMC Catalina - Credit Ascent - Standard Doc	\$8,964.35 34.88 %			<div>Register Loan</div>
6.625%	60 Days	\$80,395 \$3,430.00	30 Yr. Fixed		PMC Catalina - Credit Ascent - Standard Doc	\$8,964.35 34.88 %			<div>Register Loan</div>
6.625%	60 Days	\$80,180 \$2,920.00	30 Yr. Fixed		Newifi Wholesale Biscayne - Jumbo AUS	\$8,964.35 34.88 %			<div>Portal Info</div>
6.625%	30 Days	\$80,138 \$2,238.00	30 Yr. Fixed		Newifi Wholesale Teton Jumbo AUS	\$8,964.35 34.88 %			<div>Portal Info</div>


### A. View Eligible Products

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





### B. Sorting & Filtering Features

- Filter results to your preference utilizing the dropdown, fillable form, and toggle options.
  - Search Rate** – filter results by rate
  - Target Price** – filter results by price
  - Price/Points Display** - display results by Price or Points
  - Amortizing Type** - filter results by Fully Amortized, Fully Amortized & IO, Interest Only
  - Lock Period** - define the specific lock period you are requesting—pricing adjustments will apply
  - Investor/Lender** - filter results by an Individual Investor, Lender, or View All Investor Results
  - Program** - adjust view to see results for a specific program.
  - Best Per Investor/Lender** – check box to view best pricing for each investor/lender program

## C. View Ineligible Products

- Review products and programs that did not meet eligibility requirements for attributes entered.
- Ineligible loan parameters are denoted by .
- Ineligible program attributes such as State, Income Doc Type, Credit Events, or other attributes that cannot be adjusted relevant to the loan scenario being reviewed will not be shown in the “Ineligible Products”

Gold Program - Prime			
		Fail	
		Testing - Full Doc Last Screened: 10/23/2024 04:26 PM	
Program Attributes			
State, County, Purpose, Occupancy, Property Type			
Credit Attributes			
First Lien Amount	\$401,000.00	<= \$2,000,000.00 ✓	
LTV	20.05%	<= 90.00% ✓	
DTI	60.00%	<= 50.00% ⊖	
FICO	755	>= 600 ✓	
CLTV	20.05%	<= 90.00% ✓	
Qualifying Months Reserves	32	>= 6 ✓	
Front-End DTI	60.00%	✓	
Actual Months Reserves	32	✓	

Rate	Lock	Period	Price	Product	Investor/Lender Program	P&I PMT	Eligibility Q&A	Scenario Details	Next Steps
6.500%	30 Days	96.375	-14,536.25	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,534.59	?		<a href="#">Send to my lock desk</a>
6.625%	30 Days	97.125	-11,528.75	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,567.64	?		<a href="#">Send to my lock desk</a>
6.750%	30 Days	97.875	-8,521.25	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,600.87	?		<a href="#">Send to my lock desk</a>
6.875%	30 Days	98.625	-5,513.75	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,634.28	?		<a href="#">Send to my lock desk</a>

## D. Price 100.500

- Click on the desired price to view the itemized Loan Level Price/Rate Adjustments. LLPA's for DTI and months reserves are accounted for with the Qualified Price.
- Price does include LO margins if applicable

Pricing & Eligibility Evidence				×
Pricing Evidence		Eligibility Evidence		
Base		Rate	Price	
		6.625	99.995	
Adjustments	Description	Rate Adj.	Price Adj.	
Standard Doc - 2 Years	FICO : 740 - 759, CLTV : <= 50.00%		0.500	
Loan Balance	Loan Amount : \$250,001 - \$750,000, CLTV : <= 50.00%		0.000	
Interest Only	CLTV : <= 50.00%		-0.250	
Purchase	CLTV : <= 50.00%		0.000	
Eligibility Q&A			0.000	
Add Ons	Description	Rate Adj.	Price Adj.	
Final		Rate	Price	
		6.625	100.245	
Rate and Price Limits				
		Floor	Ceiling	
Price		98.000	102.500	
Price Adjustment				
Rate				
Rate Adjustment				

## E. Investor Guidelines & Program Eligibility Evidence

### a. Investor Guidelines

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

### b. Program Eligibility Evidence

- 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.

Pricing & Eligibility Evidence

Pricing EvidenceEligibility Evidence

Eligibility Results

Testing - Full Doc

Last Screened: 10/24/2024 08:40 AM

State,County,Purpose,Occupancy,Property Type

✓

Credit AttributesInputsLimits

First Lien Amount\$401,000.00\$400,000 - \$2,000,000✓

DTI32.00%<= 50.00%✓

CLTV20.05%<= 90.00%✓

LTV20.05%<= 90.00%✓

FICO755>= 600✓

Qualifying Months Reserves32>= 6✓

Payment Information

RateTermPayment

Actual Payment7.250 %360\$2,735.52

Qualifying Payment7.250 %360\$2,735.52

## 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”.
- Questions and their corresponding answers can adjust both eligibility and pricing.
- Completing the Q&A is required to take “Next Step” actions in LoanNEX such as Registering the Loan or Submitting Lock Request.
- If a program is deemed ineligible based on the Q&A, it will no longer appear in the eligible results. You can find this program in the Ineligible Products.

[View Ineligible Products](#)

- You may reset the Q&A if needed by clicking “Reset Eligibility Q&A”

[Reset Eligibility Q&A](#)

Eligibility Q&A

×

Is the loan conditionally approved? [Loan must be conditionally approved to lock]

☐ Yes
 ☒ No **Not Eligible, Request Exception**

Is the loan John Wilson's loan?

☐ Yes
 ☒ No

Transaction type is Cross-Collateralized

☐ Yes
 ☒ No

Borrower type is an ITIN Borrower

☐ Yes
 ☒ No

Subject Property is Rural (Appraisal shows as rural, or 10+ acres)

☒ Yes
 ☐ No

Please choose one:

☒ The Loan requires an Exception Request and Approval in LauraMac (Acknowledgement)

Subject Property has unique elements: Hobby Farm, Commercial Elements, A-Frame Design, Log Home, Dome, etc.

☐ Yes
 ☒ No

Cancel

Save

**\*Saving at this time will create a NEX ID and save loan to your Pipeline for future access\***

[Save](#)

Data Input

Review  
Results

Select  
Product and  
Pricing

Submit Loan  
Registration

Submit Lock  
Request

## Select Pricing: Submit to Next Steps

Rate Lock Period	Price	Product	Investor/Lender Program	P&I PMT	Eligibility Q&A	Scenario Details	Next Steps
6.500% 30 Days	96.375 -\$14,536.25	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,534.59	?		Send to my lock desk
6.625% 30 Days	97.125 -\$11,528.75	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,567.64	?		Send to my lock desk
6.750% 30 Days	97.875 -\$8,521.25	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,600.87	?		Send to my lock desk
6.875% 30 Days	98.625 -\$5,513.75	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,634.28	?		Send to my lock desk

### G. Next Steps

#### a. Send to Lock Desk:

- The "Next Steps" action is tailored to the specific business process of the Loan Originating Company.
- The Loan Officer clicks the Next Step button to submit the loan to their internal department for review (Lock Desk, Scenario Desk, etc.)

#### b. Notifications:

- Upon taking a Next Step action, both the Loan Officer and their internal company department will receive an email notification.
- Once the internal department completes their review/approves the lock, an email notification will be sent to the Loan Officer.
- You can track the loan status and access the loan file at any time in the Pipeline tab.

LoanNEX <sup>®</sup> Pipeline Guidelines Add Scenario ? Approved Broker									
Pipeline Active									
Enter name of new search Your Searches									
Results 1-6 of 6 show 25 Page 1 of 1									
NEX ID Portfolio	Borrower Entered Date	Location Property Type	Purpose Occupancy	NEXscore Amount	Product Amortization	Rate Points	Originator Loan Officer:	Exchange Status	
23A-T79 (Q)	23A-T79 01/24/2022	CA SFR	Purchase PR	D6- \$600,000	Fixed and ARM 30 YR		Approved Broker Approved Broker		
23A-ST/9 (Q)	Scenario #3, Test 03/08/2019	Novato, CO SFR	Purchase PR	C6- \$640,000	Fixed and ARM 30 YR		Approved Broker Approved Broker	Scenario Shared until 3/15/2019 3:30 PM CDT	
23A-SKJ (Q)	Greenburg, Suzy 12/07/2018	Harpua, VT SFR	Purchase PR	D6- \$320,000	Fixed and ARM 30 YR		Approved Broker Approved Broker		
23A-SKI (Q)	Buyer, Billy 12/06/2018	St Louis, VT SFR	Purchase PR	F6+ \$300,000	5/1 ARM (30 Yr. Term)	7.125%	Approved Broker Approved Broker	Lock Approved	




H. Activity Log

- a. The activity log keeps record of all events that occur on a loan.
- b. Documents/PDF can be downloaded from the activity log including Lock Approval, Record of Business, Uploaded Documents.


 Activity Log


Activity Log




Last Lock Action Voided


10/22/2024 3:52:19 PM by:Investor ABC




Lock Modification Approved 


10/22/2024 3:51:18 PM by:Investor ABC




Lock Approved 


10/22/2024 3:45:30 PM by:Investor ABC




Lock Requested 

10/11/2024 9:02:29 AM by:CrendlerSellerAdmin Admin C Rendler Seller Account



Registration Requested 

10/11/2024 9:02:16 AM by:CrendlerSellerAdmin Admin C Rendler Seller Account



Loan was created

10/11/2024 9:02:14 AM by:CrendlerSellerAdmin Admin C Rendler Seller Account

## Loan Management: Saved Loan Pipeline

Pipeline

### I. Pipeline

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

Scenario Details

NEX ID 23A-SKI

Borrower Billy Buyer

Address 1234 Blueberry Hill, St Louis, VT 63105

Transaction » Lock Approved

Activity Log

View/Upload Docs

Contact Info

Investor Loan #: 1812EM000105

\$300,000 | DTI 54.41% | LTV 75.00% | CLTV 75.00%

Investor/Lender	Program	Product	Rate	Price	Lock Period	Escrow	Lock Approved Date	Lock Approved Expiration Date
Premier Wholesale	Non-Agency ++	5/1 ARM (30 Yr. Term)	7.125	104.000	30	Y	12/10/2018 11:48 AM CST	01/07/2019

Index: 1 Year CMT | Margin: 3.000 | Cap: 2.0000 | Life: 5.0000 | FPA: 2.0000

### J. Scenario Details

- 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 Management: Seller Extensions and Modifications

\*Lock Management access may be restricted depending on company business workflow. Loan Officer should reach out to internal Lock Desk or Secondary if needed\*

[Activity Log](#)
[View/Upload Docs](#)

Lock Approved

NEX ID: 23A-XPV Locked

[Scenario Details](#)
[Lock Ticket](#)
[Extension](#)
[Modification](#)

### K. Lock Modification

- Click on the NEX ID in the pipeline to open the loan
- Click Modification and update loan parameters that need to be modified

Loan Type*	Citizenship*	Income Doc*	Self-Employed <input type="checkbox"/>	Purpose*	First Time Homebuyer <input type="checkbox"/>	Occupancy*	Property Type*
First Lien	US Citizen	Full Doc		Purchase		Primary	SFR
Appraised Value*	Purchase Price*	First Lien Amount*	LTV	Secondary Financing*			
\$ 2,000,000	\$ 2,000,000	\$ 350,000	17.5 %	None			
State*	County*	Rural Property <input type="checkbox"/>	FICO*	No FICO <input type="checkbox"/>	DTI*	Months Reserves	
CA	Alpine County		740		32	32	
Mortgage Lates*	Bankruptcy*	Foreclosure*	Deed-in-Lieu*	Short Sale*	Escrows*	Temporary Buydown*	
0x30x24	None	None	None	None	Yes	None	

[Get Price](#)

- Click Get Price
- View updated rate/price
- Click Modify
- The request will be sent to the lender for approval. Once approved, you will receive an email confirmation.

Rate	Lock Period	Price	Product	Investor/Lender Program	P&I PMT	Eligibility Q&A	Next Steps
7.250%	30 Days	100.500	30 Yr. Fixed	Investor ABC Gold Program - Prime	\$2,387.61	<span>✓</span>	<a href="#">Modify</a>

### L. Lock Extension

- Click Extension
- Enter the number of days needed to extend and click Request Extension
- The request will be sent to the lender for approval. Once approved, you will receive an email confirmation.

Lock Extension

Extend

5

days

Updated Price: 103.950

Request Extension

Cancel

## Closed End Seconds

Loan Type *	Citizenship *	Income Doc *	Self-Employed <input type="checkbox"/>	Purpose *	First Time Homebuyer <input type="checkbox"/>	Occupancy *	Property Type *
Closed End Sec <input type="text"/>	US Citizen <input type="text"/>	Full Doc <input type="text"/>		Purchase <input type="text"/>		Primary <input type="text"/>	SFR <input type="text"/>
Appraised Value *	Purchase Price *	First Lien Amount *	LTV				
\$ 1,000,000 <input type="text"/>	\$ 1,000,000 <input type="text"/>	\$ 70 <input type="text"/>	0.01 % <input type="text"/>				
Closed End Second Amount *	Combined Loan Amount	CLTV					
\$ 150,000 <input type="text"/>	\$ 150,070 <input type="text"/>	15.01 % <input type="text"/>					
State *	County *	Rural Property <input type="checkbox"/>	FICO *	No FICO <input type="checkbox"/>	DTI *	Months Reserves	
CA <input type="text"/>	Alpine County <input type="text"/>		750 <input type="text"/>		20 % <input type="text"/>	24 <input type="text"/>	
Mortgage Lates *	Bankruptcy *	Foreclosure *	Deed-in-Lieu *	Short Sale *	Escrows *	Temporary Buydown *	
0x30x24 <input type="text"/>	None <input type="text"/>	None <input type="text"/>	None <input type="text"/>	None <input type="text"/>	Waived <input type="text"/>	None <input type="text"/>	

[Get Price](#)

### M. Closed End Seconds – Purchase and Rate/Term Refinance required fields

- a. Loan Type – Closed End Second
- b. Purpose – Purchase or R/T Refi
- c. Closed End Second Amount
- d. Combined Loan Amount
- e. CLTV
- f. Temporary Buydown – if applicable

Loan Type *	Citizenship *	Income Doc *	Self-Employed <input type="checkbox"/>	Purpose *	Occupancy *	Property Type *
Closed End Sec <input type="text"/>	US Citizen <input type="text"/>	Full Doc <input type="text"/>		C/O Refi <input type="text"/>	Primary <input type="text"/>	SFR <input type="text"/>
Appraised Value *	Purchase Price *	First Lien Amount *	LTV			
\$ 1,000,000 <input type="text"/>	\$ 1,000,000 <input type="text"/>	\$ 70 <input type="text"/>	0.01 % <input type="text"/>			
Closed End Second Amount *	Combined Loan Amount	CLTV				
\$ 150,000 <input type="text"/>	\$ 150,070 <input type="text"/>	15.01 % <input type="text"/>				
State *	County *	Rural Property <input type="checkbox"/>	FICO *	No FICO <input type="checkbox"/>	DTI *	Months Reserves
CA <input type="text"/>	Alpine County <input type="text"/>		750 <input type="text"/>		20 % <input type="text"/>	24 <input type="text"/>
Mortgage Lates *	Bankruptcy *	Foreclosure *	Deed-in-Lieu *	Short Sale *	Escrows *	Temporary Buydown *
0x30x24 <input type="text"/>	None <input type="text"/>	None <input type="text"/>	None <input type="text"/>	None <input type="text"/>	Waived <input type="text"/>	None <input type="text"/>

[Get Price](#)

### N. Closed End Seconds – Cash Out Refinance required fields

- a. Loan Type – Closed End Second
- b. Purpose – C/O Refi
- c. CO Amount
- d. Cash-in-Hand
- e. Closed End Second Amount
- f. Combined Loan Amount
- g. CLTV
- h. Temporary Buydown – if applicable

## HELOC

Loan Type*	Citizenship*	Income Doc*	Self-Employed <input type="checkbox"/>	Purpose*	Occupancy*	Property Type*
HELOC ▼	US Citizen ▼	Full Doc ▼		C/O Refi ▼	Primary ▼	SFR ▼
Appraised Value*	First Lien Amount*	LTV				
\$ 1,000,000	\$ 500,000	50 %				
HELOC Drawn Amount*	HELOC Line Amount*	Combined Loan Amount	CLTV	HCLTV		
\$ 200,000	\$ 200,000	\$ 700,000	70 %	70 %		
State*	County*	Rural Property <input type="checkbox"/>	FICO*	No FICO <input type="checkbox"/>	DTI*	Months Reserves
CA ▼	Alpine County ▼		750		20 %	24
Mortgage Lates*	Bankruptcy*	Foreclosure*	Deed-in-Lieu*	Short Sale*	Escrows*	Temporary Buydown*
0x30x24 ▼	None ▼	None ▼	None ▼	None ▼	Waived ▼	3-2-1 ▼

[Get Price](#)

### O. HELOC – required fields

- a. Loan Type – HELOC
- b. Purpose – C/O Refi
- c. CO Amount
- d. Cash-in-Hand
- e. HELOC Drawn Amount
- f. HELOC Line Amount
- g. Combined Loan Amount – auto calculated
- h. CLTV – auto calculated
- i. HCLTV – auto calculated
- j. Temporary Buydown – if applicable

## 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 – Activate Account

An online account has been created for you by your LoanNEX Administrator. If you have questions regarding this registration, please contact your LoanNEX Administrator for more details.

To generate your password and activate your LoanNEX account, click the following URL

<https://web.loannex.com/Account/ActivateAccount?userId=2cdbb39c-f48c-4c3e-aea4-7459b5fe2136&code=CfDJ8GAyxXmPqdFMk53KtX3sc030u18vJ3WgKmM4vuGsVuIWFAIQ3RBXHOQRsCOC49bJCGE%2B51EIWTyCsPGXUOLbhZgNjh%2FbKZCLElkeiThuKZij5qTssQoS%2Fgi%2BfhvpOVOSzBFx3nEUK%2FE%2BITO4p7cl0hT2DbpnVVoC8SEaVpRaNhgXlrQkwaoQRlpcGN2eCsh8JJ4mXVDP9SokY3H6R9RO77PraLQIbFwu8Z5NLUoUXdh>


This link will expire in 48 hours from the time this email message was sent. If you are unable to click on the link, simply copy the entire link and paste it into your browser's address bar.

Once your account has been activated you can log in and start using the LoanNEX platform at [www.loannex.com](http://www.loannex.com)

Please contact LoanNEX for additional support via email: [info@loannex.com](mailto:info@loannex.com) or telephone: (314) 833-6464.

Thank you,

LoanNEX

- 1) Click on the link in your activation email.
- 2) A Web Browser will open
- 3) Enter a password and click "Activate Account" 
- 4) After setting a password, login with your username (email) and password.
- 5) Accept the Terms of Use and Start Pricing! [Go Back to Pricing Steps](#)