

PROPOSAL REQUEST

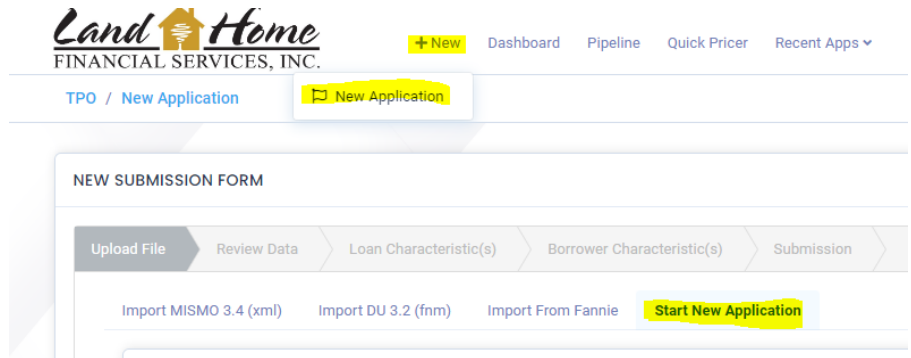
Log into broker [DASH](#) account

- * alternatively, application may be requested with this form: [Reverse Proposal Request](#)

DASH PROCESS

Start new application but selecting
+New → New Application.

- Select “Start New application.”



“Information” tabs will appear. Fill out all requested information & click “Proceed to Review Data”

The screenshot shows the 'Information' tab of the 'NEW SUBMISSION FORM'. It contains several dropdown menus and text input fields. The 'Channel' is set to 'Brokered'. The 'Company' dropdown is open. The 'Internal Contact (TPO LO)' is set to 'LHFS, Reverse'. The 'Loan Purpose' is set to 'Reverse Mortgage Refinance'. The 'Loan Status' is set to 'Lead - New'. The 'Loan Type' is set to 'Reverse / HECM Mortgage'. Below the 'Information' section is the 'Borrower Information' section with fields for First Name (John), Last Name (Doe), Email (borrower@borrower.com), Birth Date (01/01/1940), and Phone ((111) 111-1111). Below that is the 'Address' section with fields for Address (123 Test Street), Address 2, City (Denver), State (Colorado), and Zip Code (80202). At the bottom left, there is a '+ Add a CoBorrower' button, and at the bottom center, there is a 'Proceed To Review Data' button highlighted in yellow.


Confirm the following:

- “Loan Purpose”
 - Reverse Mortgage Refinance, **or**
 - Reverse Mortgage Purchase
- “Loan Type”
 - Reverse/ HECM Mortgage, **or**
 - Reverse Golden Equity).


Click “Proceed to Loan Characteristics”

Please Confirm the Borrower Print Order

Application 1


John Doe 


Subject Property

 No Street Address

Loan Type: Reverse / HECM Mortgage
Loan Purpose: Reverse Mortgage Refinance
Loan Amount: —
Appraised Value: —
LTV/CLTV: 0.000% / 0.000%
Rate: —%

Please Confirm/Provide the Loan Purpose and Loan Type

Loan Purpose Reverse Mortgage Refinance 


Loan Type Reverse / HECM Mortgage 

[Back](#) [Proceed To Loan Characteristics](#)

Review “Loan Characteristics” & “Borrower Characteristics”. Click “Submit File”

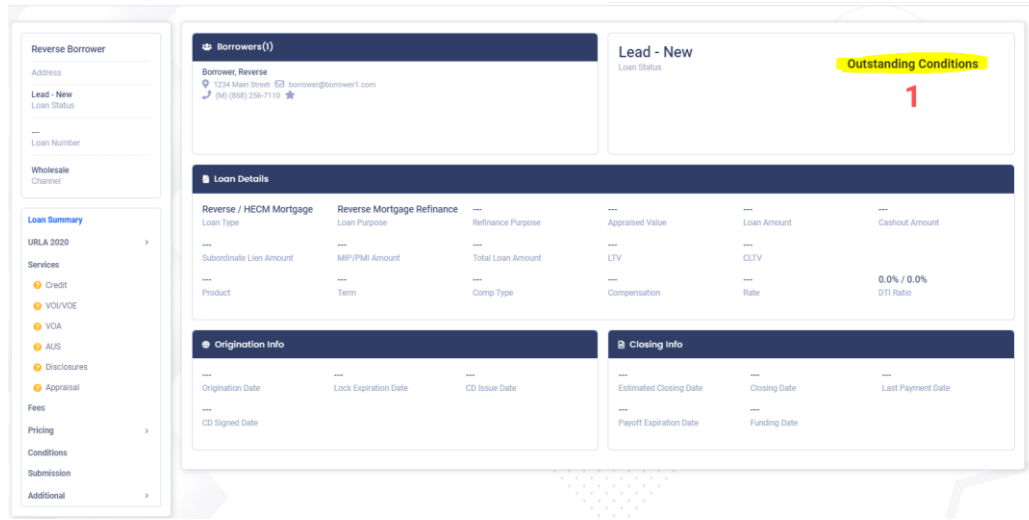
Upload File > Review Data > Loan Characteristic(s) > Borrower Characteristic(s) > **Submission**

Please click submit to import this file

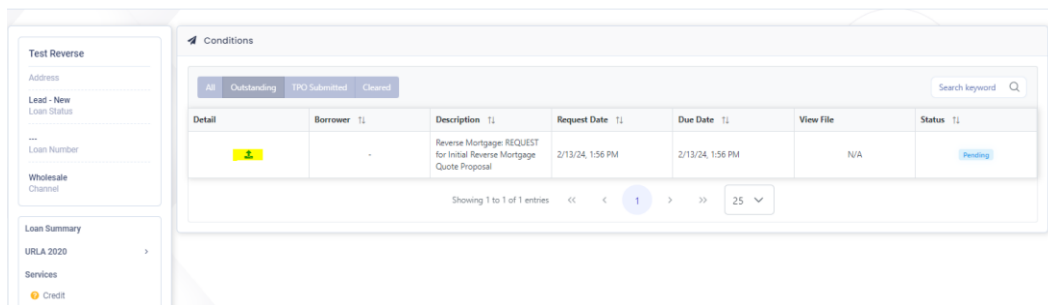
 Please note this may take up to 30 seconds to process. Please be patient and do not click refresh.

[Back](#) [Submit File](#)

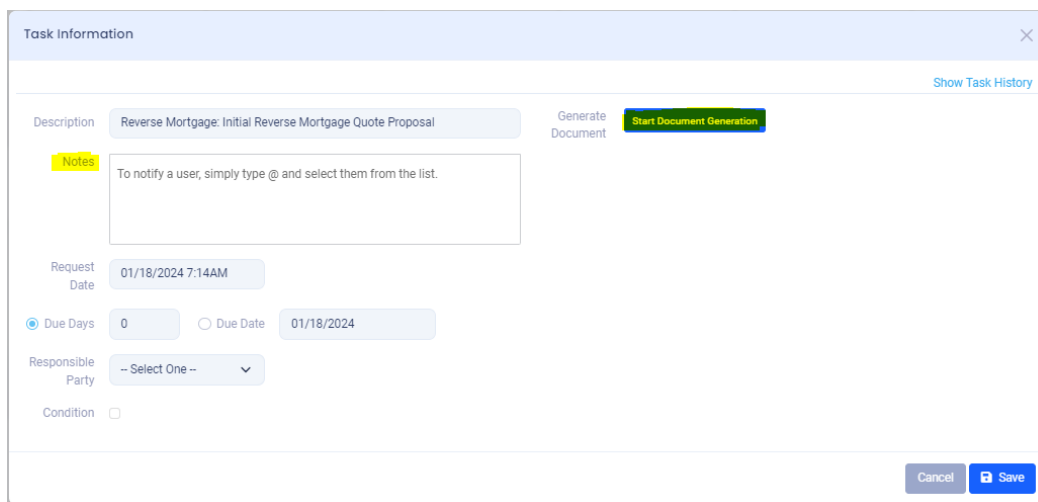
Select “Outstanding Conditions” to begin request for reverse quote.



Select the blue upload arrow under “Detail” for “Reverse Mortgage: REQUEST for Initial Reverse Mortgage Quote Proposal” condition



“Task Information” screen will appear. Select “Start Document Generation”. If there are any notes to add for the file, please do so in the “Notes” section.



Provide all requested applicable information. Select “Finish & Generate Doc” when all 4 information slides have been completed.

The “Reverse Mortgage: REQUEST for Initial Reverse Mortgage Quote Proposal” condition will be cleared when quote request is submitted. When quote request is completed, information will be passed to LHFS Reverse Team & quote will be generated (turn time 1-2 business days).

LHFS Reverse Team will email out a breakdown of the reverse scenario. The email will be sent directly to broker’s email inbox and can also be accessed in DASH.

To access email and file history in DASH, select “Loan Activity” under the “Additional” drop down.

- All documents and email history can be accessed to selecting “View” under desired email or file

Broker to present reverse quote to borrower. LHFS reverse team is available to assist in presenting to borrower or can be on a conference call with borrower & broker to discuss scenario and any questions.

When borrower is ready to proceed, the first step is for them to complete the required HUD counseling session. A list of counselors is provided within the proposal packet.

*****For California (CA) loans, it is essential to sign, date, and return CA PreDisclosures before the borrower undergoes counseling. Refer to the "CA PreDisclosures" section below for detailed instructions.*****

CA PreDisclosures

All California loans require CA PreDisclosures to be signed & returned prior to counseling. LHFS reverse team will add a CA PreDisclosure condition if required. **This condition must be satisfied prior to the borrower completing counseling.**

To obtain CA PreDisclosures for signature, go to “Outstanding Conditions” tab.

The CA PreDisclosures for borrower signature will also be attached in the proposal email.

The screenshot shows the TPO DASH dashboard for a Reverse Mortgage. On the left is a sidebar with navigation options: Reverse Borrower, Loan Summary, Services (Credit, VOI/VGE, VOA, AJS, Disclosures, Appraisal), Fees, Pricing, Conditions, Submission, and Additional. The main content area is divided into several sections:

- Borrowers(1):** Shows borrower details for "Borrower, Reverse" with address "1234 Main Street" and email "borrower@borrower1.com".
- Lead - New:** Shows "Loan Status" and a red "1" under "Outstanding Conditions".
- Loan Details:** A table with columns: Loan Type, Loan Purpose, Refinance Purpose, Appraised Value, Loan Amount, Cashout Amount, Subordinate Lien Amount, MIP/PMI Amount, Total Loan Amount, LTV, CLTV, Product, Term, Comp Type, Compensation, Rate, and DTI Ratio.
- Origination Info:** A table with columns: Origination Date, Lock Expiration Date, and CD Issue Date.
- Closing Info:** A table with columns: Estimated Closing Date, Closing Date, Last Payment Date, Payoff Expiration Date, and Funding Date.

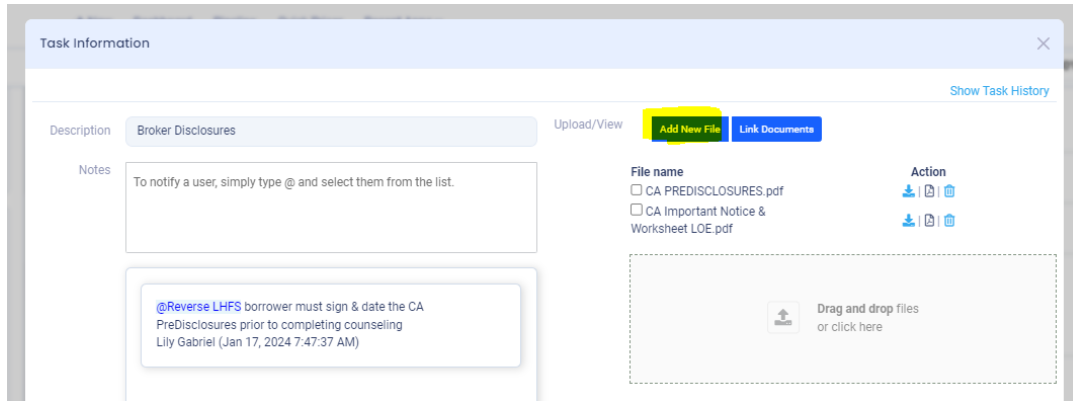
CA PreDisclosure file will be available for download in the “Conditions” screen.

The screenshot shows the "Conditions" screen in the TPO DASH dashboard. The sidebar is the same as in the previous screenshot. The main content area shows a table of conditions:

Detail	Borrower	Description	Request Date	Due Date	View File	Status
	Borrower, Reverse	Reverse Mortgage: CA Pre Disclosures Condition Text: Please have your borrower sign, date, and return the CA PreDisclosures. These must be signed & dated prior to your borrower completing counseling.	2/13/24, 1:46 PM	2/13/24, 1:46 PM	CA PreDisclosures.pdf	Pending

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" with navigation arrows and a page size dropdown set to 25.

To upload signed & dated CA PreDisclosures, go to “Outstanding Conditions”, select arrow in the “Detail” column of CA PreDisclosure condition, and “Add New File” in “Task Information” screen. Click “Save” when file has been uploaded. When signed CA PreDisclosures are uploaded, the CA PreDisclosure condition will be cleared.



Counseling*

*in some cases, application may be taken prior to counseling. If this is required, please reach out to Reverse@LHFS.com to request review & approval of application prior to counseling.

Borrower must complete counseling. A counseling list is provided within the proposal packet. When counseling is completed & broker receives a fully signed & dated counseling certificate, this can be uploaded to “Reverse Mortgage: Counseling Certificate” condition. Select arrow in “Detail” column to pull up condition information & “Add New File” to upload.

For loans in CA- borrowers will receive additional addendums with their counseling certificate. The addendums will be provided by the counselor to the borrower with their counseling certificate. Borrowers must sign and date these addendums and they must be uploaded with the counseling certificate.

