

# Submit for Initial Closing Disclosure (ICD)

This guide provides the requirements and steps for submitting for the Initial Closing Disclosure (ICD) in the LOS.

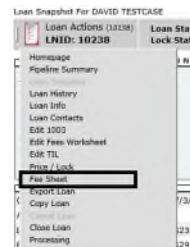
## What's Required?

- Rate must be locked and Rate Lock LE sent out.
- File must be approved / CTC, if applicable (cannot be in a Suspense Status).
- Appraisal received and approved by UW, if applicable.
- Title commitment/prelim CD report uploaded to include property tax next due date for installments and amounts.
- Complete **Loan Contacts** in the LOS. From the **Loan Actions Menu** > select **Loan Info** and complete **Contacts tab** with **all required realtor and settlement agent info for page 5 of the CD** – must include company name, individual name, address, telephone #, email address and Settlement Agent, realtor and brokerage firm license #'s > then click the **edit (pencil) icon** to update the information as needed
- Add any non-borrowing persons who will be on title. From the **Loan Actions Menu** select **Edit 1003** > click the **Property tab**. Scroll down to the bottom of the screen, in the **Title Holders** section, complete the info. for all non-borrowers on title.
- Any Loan Estimates (LEs) / Change of Circumstance LE's (COC LE's) issued outside of FSB's LOS.
- Evidence of hazard/flood/HO6 insurance as required.
- Invoices for all third-party fees – credit report, appraisal, processing fee, condo questionnaires, subordination, etc.
- Updated Payoff
- Wire instructions
- Tax Bill
- Updated purchase contract, when applicable
- MI quote

## Steps in LOS

**Step 1** - Complete the Loan Contacts information.

- From **Loan Actions Menu** > click **Loan Info** > then click the **Contacts tab** and complete all required **Realtor and Settlement Agent** info for page 5 of the CD. Must include company name, individual name, address, telephone #, email address as well as settlement agent, realtor and brokerage firm license #'s. Click the **edit (pencil) icon** to update information as needed.



**Step 2** - Submit for the ICD.

- From the **Loan Action Menu** > click **Fee Sheet (NOT Edit Fees Worksheet)**
- then click the **Merge Fees Worksheet button**. This will bring in the **last disclosed set of fees**. Review for accuracy, update as needed and click the **Save button**.

Fee Description	#	Headline	Total Charge	Amount POC	Amount Due	Paid By	Selected By	Paid To	Service Provider	Category	BC	Prepaid Charge	B23	BC	QM	IRD Line	Baseline Amount	Curr Amount	Action
Origination			2,367.00	0.00	2,367.00	Borrower	Not Maint'd	Lender									2,367.00	0	×
Appraisal Fee			500.00	0.00	500.00	Borrower	Not Maint'd	Other								803	500.00	0	×
Credit Report			50.00	0.00	50.00	Borrower	Not Maint'd	Other								804	50.00	0	×
Tax Service Fee			100.00	0.00	100.00	Borrower	Not Maint'd	Other								809	100.00	0	×
Processing Fee			495.00	0.00	495.00	Borrower	Not Maint'd	Originator								810	495.00	0	×
Flood Determination Fee			14.00	0.00	14.00	Borrower	Not Maint'd	Lender								850	14.00	0	×
Loan Credit 2			-572.81	0.00	-572.81	Borrower	Not Maint'd	Borrower								852	572.81	0	×

- When ready to submit for an Initial CD, click the **Submit button**.