



STRONGHILL CAPITAL

How to Resubmit File to Underwriting

- From the TPO pipeline, select the file to resubmit
- Go to **Loan Documents** tab
- Upload all conditions under **Loan Submission folder** except for the Appraisal
- Upload the Appraisal and additional appraisal documents to **Appraisal Report folder**
- If loan not locked, Broker to lock in loan and request COC
- Under Conditions tab, **Click on Notify Lender** to submit for UW review
 - If file **Conditionally Approved**,
 - Submit file back to UW once all PTD conditions satisfied
 - If file **Suspended**,
 - Submit file back once all PTA conditions satisfied
 - If **Counteroffer issued**,
 - Submit back once borrower accepts or rejects the offer prior to expiration date on letter