

**If you need assistance, please contact our Broker Concierge Desk
at 1-888-988-1695 or tpoassist@newpennfinancial.com**

Please note that pre-approval is required to submit your LE for acceptance.

FAQs

What do I need to submit my LE for acceptance? New Penn will review the 3.2 file and the full initial disclosure package that Broker sends to the borrower.

What happens once I submit the package for review? Our team will complete our own LE and run SMART GFE to verify title and government fees. In addition, we will review the full initial disclosure package sent to the borrower and compare against our checklist of required documents.

Our General Rules of acceptance or rejection:

- Confirm that the Broker's initial disclosure to borrower is adequate, complete and compliant.
- The stated rate on LE submitted to borrower must be within 50 BPS of NPF rate on the LE "creation Date"
- If the title fees are under-disclosed by a total aggregate variance of \$100 or are over-disclosed in comparison to smart GFE/First AM, we will accept the LE.
- If the broker title fees are under-disclosed by more than an aggregate total of \$100, NPF will reach out to the broker via phone to resolve any discrepancies.
 - » We will also send an email with a description of the variance
 - » If we are able to resolve the discrepancy together, NPF will accept the LE.
 - » If it cannot be resolved the LE would be rejected and the loan withdrawn. The broker will not be able to re-submit for (5) business days.

How long does this process take? Our current goal is to review and respond to all LE's submitted for acceptance within one (1) business day.

Who can I contact with specific questions? NPF will send a confirmation that the LE for Acceptance has been received and under review. We will include contact information in the body of the email.

Helpful Tips

- Rate cannot be less than 50 BPS from NPF's available rate on unlocked loan for comparable product.
- Do not list Lender Paid Comp on the LE to the borrower.
- Make sure you are listing the right product on the LE.
- Make sure boxes are correctly checked on the "other considerations" – page 3 of the LE.
- Do NOT list New Penn Financial on the LE as this will result in an automatic rejection.
- Make sure MI is disclosed properly if applicable.
- Pricing must be reasonable compared to current pricing (Within .5).
- Expiration date should always be filled in. Rate lock should be checked no unless the loan is locked with NPF.
- We do not allow applications older than 20 calendar days (Date of LO Signature on 1003).

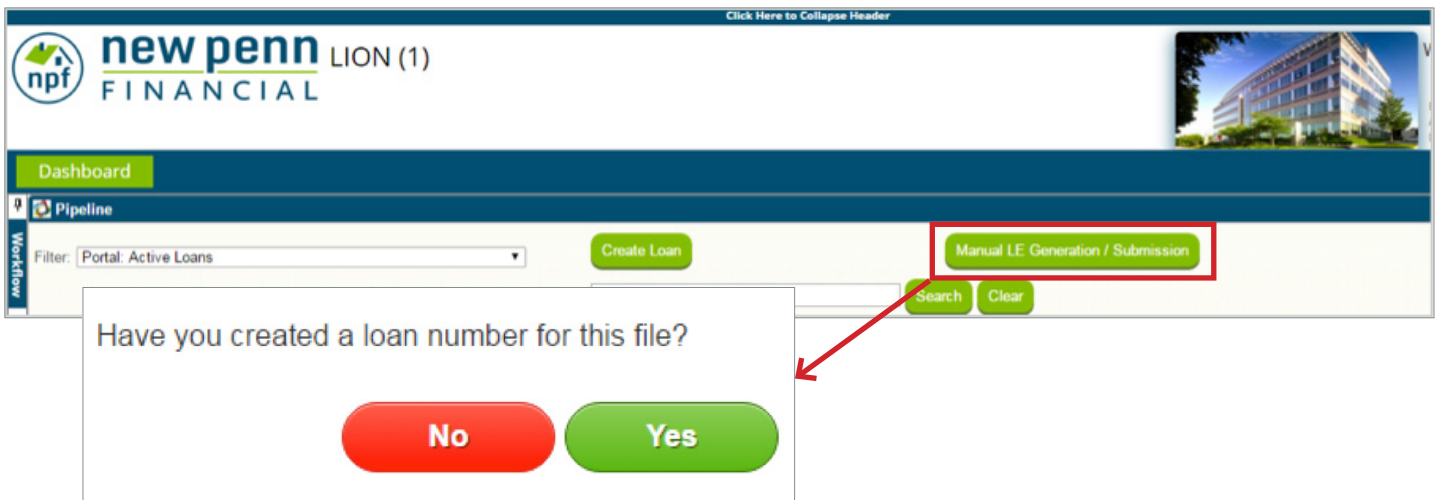
If you need assistance, please contact our Broker Concierge Desk at 1-888-988-1695 or tpoassist@newpennfinancial.com

Submitting LOANS to New Penn: The Options

We know things haven't been perfect in the post-TRID world, so we want to offer as many options as possible to make it easy for you to submit your loan to New Penn.

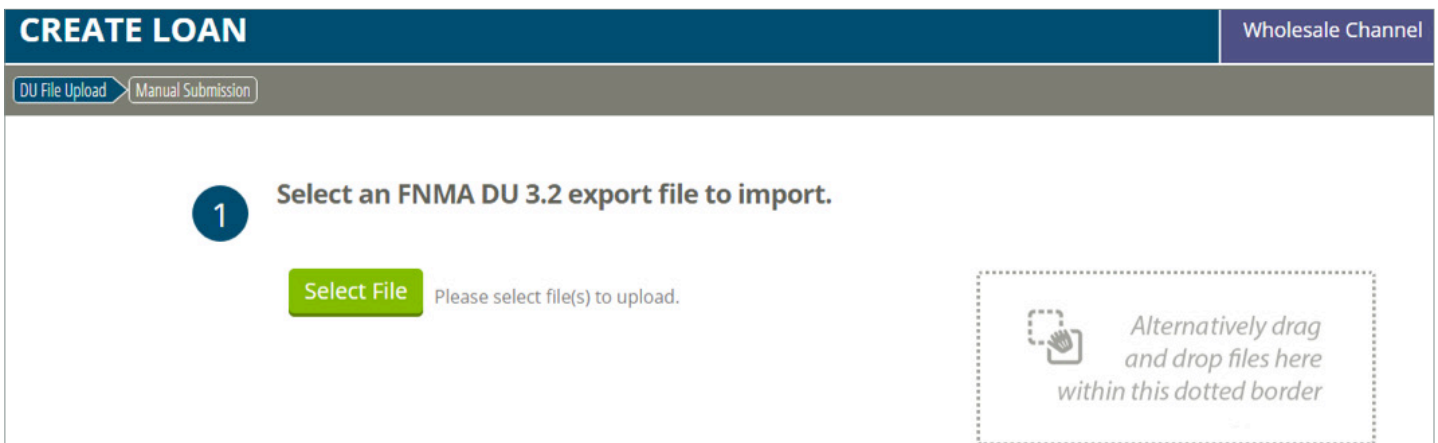
1. Submitting a loan through LION following the standard process
2. Have us generate your LE and/or upload your full submission file
3. **Use your own LE and upload via the Manual LE/Quick Submit button**

Manual LE Generation/Submission Button Location In LION



The screenshot shows the LION (1) interface. The top navigation bar includes the New Penn Financial logo and a 'Click Here to Collapse Header' link. Below the navigation bar, there is a 'Dashboard' section and a 'Pipeline' section. The 'Pipeline' section has a filter dropdown set to 'Portal: Active Loans' and a 'Create Loan' button. A red box highlights the 'Manual LE Generation / Submission' button. A red arrow points from this button to a modal dialog box that asks 'Have you created a loan number for this file?' with 'No' and 'Yes' buttons.

If "No", You Will Be Prompted To Upload Your 3.2 File

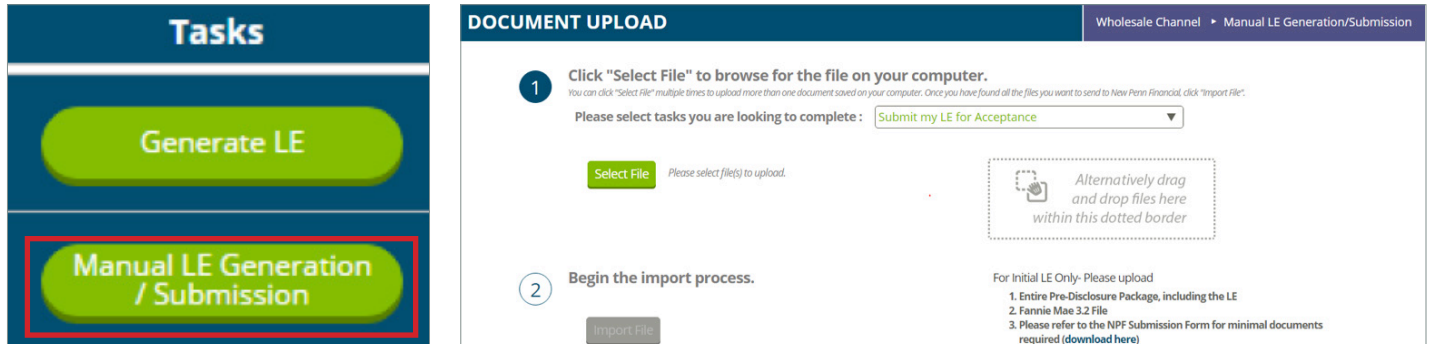


The screenshot shows the 'CREATE LOAN' interface. The top navigation bar includes the 'CREATE LOAN' title and a 'Wholesale Channel' button. Below the navigation bar, there is a 'DU File Upload' tab and a 'Manual Submission' tab. The main content area displays a step-by-step instruction: '1 Select an FNMA DU 3.2 export file to import.' Below this is a 'Select File' button and a text prompt 'Please select file(s) to upload.' To the right, there is a dotted border box containing a hand icon and the text 'Alternatively drag and drop files here within this dotted border'.

If you need assistance, please contact our Broker Concierge Desk at 1-888-988-1695 or tpoassist@newpennfinancial.com

3.2 Upload Will Generate A Loan Number

Once uploaded, you can open the loan and access the Manual LE Generation/Full Submission option under the Tasks section.



The screenshot displays two parts of the user interface. On the left is a 'Tasks' sidebar with a green button labeled 'Generate LE' and a red-bordered green button labeled 'Manual LE Generation / Submission'. On the right is the 'DOCUMENT UPLOAD' page, which includes a breadcrumb trail 'Wholesale Channel > Manual LE Generation/Submission'. The page contains two numbered steps: Step 1, 'Click "Select File" to browse for the file on your computer.', with a 'Select File' button and a dropdown menu set to 'Submit my LE for Acceptance'; and Step 2, 'Begin the import process.', with an 'Import File' button. A dotted border indicates a drag-and-drop area for files. A list of requirements for initial LE upload is also present: 1. Entire Pre-Disclosure Package, including the LE; 2. Fannie Mae 3.2 File; 3. Please refer to the NPF Submission Form for minimal documents required (download here).

Submit A Broker Generated LE

You will need to upload your entire pre-disclosure package (including the LE), Fannie Mae 3.2 file and documentation as listed in the NPF Submission Form for your loan type. Don't forget to complete and include a submission form, you can find it at: gonewpenn.com/client-library/forms.

Once submitted, please email tpolecompliance@newpennfinancial.com to let them know you have submitted. Use this email for any needed correspondence.