



LOAN SUBMISSION / UNDERWRITING PROCEDURES

1. REGISTRATION:

Loans can be registered and locked online at www.reliantfundinggroup.com

- ◆ Select “Lock / Registration Form” from the home page
- ◆ Complete and submit the registration form
- ◆ A confirmation of the registration will be returned to the email or fax identified on the submission within 24 hours.

2. FILE SUBMISSIONS FOR USDA and PHFA LOANS:

- ◆ Email your Calyx Point (preferred) or FNMA 3.2 file to skeener@reliantfunding.us
- ◆ Email your appraisal to skeener@reliantfunding.us
- ◆ Overnight your signed documents* to our mailing address below
- ◆ Your underwriter will fax your fee sheet with your clear to close. You may fax the fee sheet back to 412-942-0338 requesting a closing date and time 48 hours out. Please allow 72 hours for PHFA closings.

3. UNDERWRITING:

File submissions will be underwritten within 48 hours or less unless you are notified otherwise. All USDA and PHFA loans require an appraisal to be underwritten.

4. SCHEDULE YOUR CLOSING

Once a file is clear to close, simply contact our office at 412-942-1010 x 20 to schedule your closing. Please allow 48 hours for preparation of your documents and funding.

5. FUNDING

Your title agent will be funded in full at the closing table. Funds owed the broker will be available at the time the loan funds. Funds are sent by certified check – if wired funds are required an additional fee applies.

OUR MAILING ADDRESS:

Reliant Funding Group
1910 Cochran Road, Suite 545
Manor Oak II
Pittsburgh, PA 15220

** Please provide a complete file utilizing the Reliant Funding Group submission checklist. This form can be found at our website at the forms library on our website.*