

Carrington Mortgage Services, LLC
Wholesale Submission Process – Applications on or after
10/30/2015

Broker takes application



Broker prepares initial disclosure document set and discloses the LE to the borrower(s)
Lender should be left BLANK



Broker delivers the initial LE and disclosure document set to borrower(s) within 3 business days



A signed Intent to Proceed is required on all files prior to ordering an services other than credit report



Broker submits application to CMS through Pipeline Manager – LE and Intent to Proceed must be included



CMS has 3 business days to review initial LE and confirm accuracy, to determine acceptance of the submission; if submission is accepted, LE shall be issued identifying CMS as the lender of record



CMS delivers LE to borrower(s) and provides copy to Broker

CMS to deliver electronically as long as the borrower(s) consent to receive electronically; otherwise, CMS will mail initial disclosure package

- Broker should obtain email address for electronic delivery
- CMS will make the LE and Intent to Proceed available on Pipeline Manager to assist in delivery to borrower(s)