



JOB AID TITLE: NDC Post-closing

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 3.0 Date: 08/11/2026

Community Wholesale Lending
www.cwlend.com

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1. Overview

This job aid provides step-by-step instructions on the closing and post-closing process for NDC Funding loans.

2. Step-by-Step Instructions

1. Submit loan package. Loan is ready for purchase review

- Submit a complete signed and dated closing package in the PARC portal prior to the rate lock expiration date.

The screenshot displays the Community Wholesale Lending PARC portal interface. At the top, the logo and user information (Welcome Mary - Logout, My AE: Test Test, 18884754005, keith@cwlel.com) are visible. Below the navigation bar, the loan details for Loan # 8500253585 - Andy CWL-Test are shown, including the loan amount (\$320,000), purpose (Purchase), property address (125 Main Street San Diego CA), and program (30 YR FIXED FNMA CWL). The loan status is 'Loan Snap - Andy CWL-Test'. A progress bar shows the loan stages from 'Disc Request' to 'Loan Purchased', with 'Closing Pkg. Received' highlighted. Below the progress bar, a row of tabs includes 'View 1003', 'Loan Summary', 'UW Package', 'Liability Report', 'Assets & Income Report', 'Disclosure Report', 'Conditions', 'Documents', 'Lock', 'Closing Package' (highlighted with a green circle), and 'Requests'. A 'Request Appraisal' button is also present. A message states 'This loan is ready to Submit for Purchase Review.' with a 'Submit for Purchase Review' button. The 'Package Documents' section shows a table with 'MISC. CLOSING DOCUMENTS' and 'Other Description' as optional documents. Instructions for uploading documents are provided, along with a 'Browse' button, a 'Drag & Drop Files' area, and an 'Upload' button. The supported file types are listed as pdf, with a maximum file size of 200MB.

COMMUNITY WHOLESALE LENDING

Welcome Mary - Logout
My AE: Test Test 18884754005 keith@cwlel.com

My Pipeline Quick Pricer Guidelines Forms Job Aids Appraisal Dashboard Support My Account

Loan #: 8500253585 - Andy CWL-Test
Loan Amount: \$320,000 Loan Purpose: Purchase
Property Address: 125 Main Street San Diego CA
Loan Program: 30 YR FIXED FNMA CWL

Loan Snap - Andy CWL-Test

10/28 10/29

Disc Request Loan Setup In Underwriting On Hold Approved Suspended CD Ordered Condition Review Clear to Close Docs Ordered Docs Out Closing Pkg. Received Purchase Conditions Loan Purchased

View 1003 Loan Summary UW Package Liability Report Assets & Income Report Disclosure Report Conditions Documents Lock Closing Package Requests

Request Appraisal

This loan is ready to Submit for Purchase Review. Submit for Purchase Review

Package Documents Status

☐ MISC. CLOSING DOCUMENTS Optional

☐ Other Description

1. Check the documents from the list that are included in your file
2. Click "Browse" or Drag & Drop your file in the box below
3. Click the "Upload" button

Browse Drag & Drop Files

Upload

File types supported: pdf. Max file size = 200MB

Figure 1. Closing Package

2. Notification. The Correspondent Lender will receive a notification from Community acknowledging receipt of the file and that file is in review. Allow 48 hours for review.

3. Suspense Items. If loan cannot be cleared, the Correspondent will be notified of suspense items. Correspondent must fulfill the suspense items within 3 days of notification. Upon acceptance of suspense items, the loan will be cleared for purchase. Correspondent will be notified with a copy of the purchase advice and the scheduled date for arrival of the wired funds.

3a. Submitting suspense/purchase conditions: Purchase conditions can be submitted via PARC. Go to the **documents** tab, select the document type, upload and select submit U/W Documents

Loan #: CWLTEST263040 - Andy CWL-Test

Loan Amount: \$320,000 Loan Purpose: Purchase
Property Address: 123 ABC Street San Diego CA
Loan Program: 30 YR FIXED FNMA CWL

Loan Snap - Andy CWL-Test

Disclosed Loan Setup In Underwriting On Hold Approved Suspended CD Ordered Condition Review Clear to Close Docs Ordered Docs Out Closing Pkg. Received Purchase Conditions Clear to Purchase Loan Purchased

View 1003 Loan Summary **UW Package** Liability Report Assets & Income Report Disclosure Report UW Conditions **Purchase Conditions** Documents Lock

Purchase Conditions

Drag/Drop or Browse for a file to match an individual condition below.

Prior To Purchase "PTP" Conditions	Status
#1 Valid Drivers License for all borrowers	Uploaded Browse Drag & Drop Files
#2 Social Security Card for all borrowers	Uploaded Browse Drag & Drop Files
#3 Complete Trust agreement	Uploaded Browse Drag & Drop Files

Submit To Condition Review

Figure 2: Submitting Purchase conditions

4. Purchase Advice. When the review has been completed, the Correspondent will be notified that all requirements are met and cleared for purchase. A VOE performed by Community will be completed following the loan cleared for purchase prior to the order of the scheduling of wired funds. A copy of the purchase advice and the scheduled date for arrival of the wired funds will be sent to Correspondent.

5. **MERS.** Non-Delegated Clients must have a minimum of MERS Lite Membership, use their own MERS org ID, and issue their own MIN. Loans must be closed on a security document that names MERS as the original Mortgagee.

- All loans must be registered per MERS guidelines as a closed loan.
- A batch must be created within MERS for Transfer of Servicing/Transfer of Beneficial rights 'TOS/TOB' to ML Mortgage Corp within 48 hours of purchase.
- Do not create TOS/TOB batches prior to purchase of loan.
- ML Mortgage Corp Org ID: 1013677

6. **Collateral Package.** Must be received and reviewed prior to purchase

Overnight the original Note, Allonge, Bailee with Wiring Instructions to:

- Community Wholesale Lending
Attn: Correspondent Collateral
8270 Aspen Street
Rancho Cucamonga, Ca. 91730
- Endorse your Allonge to:
ML Mortgage Corp.

7. **Contact Information**

-Purchasing Department

Phone: 909-652-0780

Email: purchase@cwlend.com

-Servicing Department

ML Mortgage Corp

Attn: Servicing Department

8270 Aspen St

Rancho Cucamonga, Ca. 91730

Phone: 909-652-0780

Email: servicing@cwlend.com

-Mortgage Payment Address

ML Mortgage Corp.

Attn: Customer Service Division

8270 Aspen St

Rancho Cucamonga, Ca. 91730

(909)652-0780

⚠ WARNING: Failure to submit complete closed loan packages, meet delivery date or clearance of conditions timely could result in repricing or penalty. Loans must be purchased within 30 days of closing.

3. Quick Tips / Common Errors to Avoid

- ✓ The closed loan package is to be reviewed by CWL after the loan has funded and prior to the lock expiration
- ✓ Loan closed and disbursed 10 days or more prior to Community receiving the closed loan package will be purchased at CWL's discretion.
- ✓ Be sure all documents that need signatures are signed (i.e.: SSA89, Patriot Act, etc.)
- ✓ Confirm all documents are completed fully (i.e.: Patriot Act, Address Certification, etc.)
- ✓ Final Settlement statement from escrow with disbursement date is needed for completion of the PCCD if being prepared by CWL.

4. Complete Guide

- For a complete outline of the NDC process, please visit the Community Wholesale Lending Mini Correspondence Guide