

JOB AID TITLE: NDC Post-closing

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 10/20/2025

Community Wholesale Lending parcsupport@cwlend.com | www.cwlend.com

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1. Overview

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

2. Step-by-Step Instructions

1. Closed Loan Package

-Upload the entire executed closing package into the Corresponded Purchase tab within PARC once the loan is ready for purchase

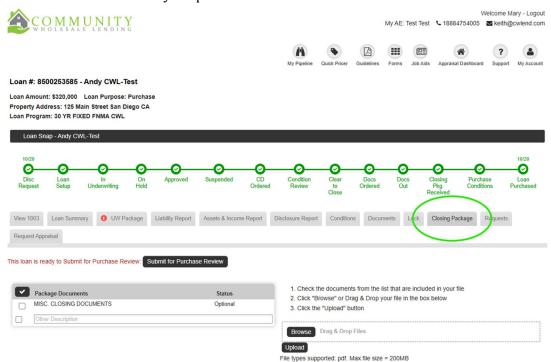


Figure 1. Closing Package

2. Original Note

-Original Note and original allonge must be received by Community Wholesale prior to purchase of the loan. Correspondent is responsible for making sure note is received in a timely manner. Endorsement or allonge is allowed.

Pay to the Order of ML Mortgage Corp.
Without Recourse

(authorized signature)

Officer's Name and Title (typed)

Company Name as Listed on Note (typed)

Note/Allonge to be overnighted to:

Community Wholesale Lending
8270 Aspen St.
Rancho Cucamonga, CA 91730
Attn: Purchasing Department

Figure 2. Endorsement/Allonge

3. Purchase Advice

- -The Correspondent Lender will receive a notification from Community Wholesale acknowledging receipt of the file and confirm the file is in line for review. Please allow 48 hours for review
- -When the review has been completed, the Correspondent will be notified that all requirements are met and cleared for purchase.
- -A VOE completed by Community Wholesale 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 the Correspondent.

4. Suspense Items

- -If a loan cannot be cleared, the Correspondent will be notified of suspense items. Correspondent must fulfill the suspense items within 3 days of the notification.
- -In PARC, locate the loan, go to closing package and upload the required documents
- -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.

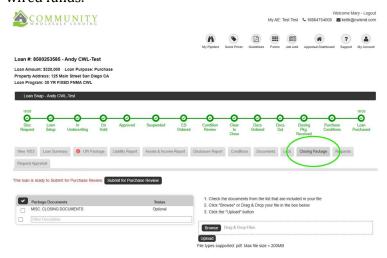


Figure 3. Suspense items

5. Final Documents

-Final documentation should be received by Community Wholesale no later than 90 days from funding. All trailing documents should be sent to:

ML Mortgage Corp 8270 Aspen Street Rancho Cucamonga, Ca. 91730

6. Contact Information

-Purchasing Department Phone: 909-652-0780

Email: postclosing@mlmortgage.net

-Servicing Department ML Mortgage Corp Attn: Servicing Department 8270 Aspen St

Rancho Cucamonga, Ca. 91730

Phone: 909-652-0780

Email: servicing@mlmortgage.net

-Payments 8270 Aspen St Rancho Cucamonga, Ca. 91730

 \triangle 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 the earlier of 48 hours of disbursement or 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.)

4. Support

Need help? Contact parcsupport@cwlend.com