



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
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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

The screenshot displays the CWL PARC system interface. At the top, the logo for Community Wholesale Lending is visible, along with user information: "Welcome Mary - Logout", "My AE: Test Test", and contact details "18884754005" and "keith@cwlelend.com". A navigation bar includes icons for "My Pipeline", "Quick Pricer", "Guidelines", "Forms", "Job Aids", "Appraisal Dashboard", "Support", and "My Account".

The main section shows loan details for "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

A progress bar titled "Loan Snap - Andy CWL-Test" shows the loan status from "Disc Request" to "Loan Purchased". The "Closing Pkg Received" step is highlighted with a green circle. Below the progress bar, a row of tabs includes "View 1003", "Loan Summary", "UW Package", "Liability Report", "Assets & Income Report", "Disclosure Report", "Conditions", "Documents", "Closing Package" (circled in green), and "Requests".

A message states: "This loan is ready to Submit for Purchase Review." with a "Submit for Purchase Review" button.

The "Closing Package" section contains a table for document uploads:

Package Documents	Status
☐ MISC. CLOSING DOCUMENTS	Optional
☐ Other Description	

Instructions for uploading documents are provided:

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

The upload area includes a "Browse" button, a "Drag & Drop Files" box, and an "Upload" button. A note at the bottom states: "File types supported: pdf. Max file size = 200MB".

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.

Endorsement:

*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.

The screenshot displays the CWL interface for a loan. At the top, the logo for Community Wholesale Lending is visible, along with user information: 'My AE: Test Test', 'Welcome Mary - Logout', and contact details '18884754005' and 'keith@cwlend.com'. A navigation bar includes links for 'My Pipeline', 'Quote Price', 'Guidelines', 'Forms', 'Job Aids', 'Appraisal Dashboard', 'Support', and 'My Account'.

The loan details section shows: 'Loan #: 8500253585 - Andy CWL-Test', 'Loan Amount: \$320,000', 'Loan Purpose: Purchase', 'Property Address: 125 Main Street San Diego CA', and 'Loan Program: 30 YR FIXED FNMA CWL'.

A progress bar at the bottom of the loan details section shows the loan status: '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', and 'Loan Purchased'. The 'Closing Pkg Received' step is highlighted with a green circle.

Below the progress bar, a tabbed interface shows various reports: 'View 1003', 'Loan Summary', 'UW Package', 'Liability Report', 'Assets & Income Report', 'Disclosure Report', 'Conditions', 'Documents', 'Lock', 'Closing Package', and 'Requests'. The 'Closing Package' tab is selected and highlighted with a green circle.

Below the tabs, a message states: 'This loan is ready to Submit for Purchase Review. Submit for Purchase Review'.

The 'Closing Package' section contains a table with columns 'Package Documents' and 'Status'. The table has two rows: 'MSC. CLOSING DOCUMENTS' with status 'Optional', and 'Other Description' with status 'Optional'. Below the table, there is a 'Browse' button, a 'Drag & Drop Files' area, and an 'Upload' button. A note at the bottom states: 'File types supported: pdf. Max file size = 200MB'.

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

⚠ 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