



Delegated Correspondent Procedures

The procedures included in this form are only to be used when the file is a Delegated Correspondent file. If the channel type is different and guidance is needed, please contact your Account Executive or our Mortgage Support Team. (mtgsupportcenter@flanagansatebank.com)

Starting A File

When the DC (Delegated Correspondent) has identified that a loan will be sent to Flanagan State Bank, a file can be created in our Mortgagebot system either using the import feature or create (manual entry) option.

To lock a loan, the file must be registered. The Registration screen can be found under the Forms & Docs menu. It is the responsibility of the DC to insure the information used to register the loan is accurate. The lock details will be based on the registration information. FSB is not responsible for inaccurate information entered and the lock will be updated as needed when corrected information is received.

Credit Package Delivery

For loans using a warehouse line from FSB, the credit package should be uploaded prior to the ordering of the wire. Please upload to TPO Delegated Credit Package. Send your request in for your wire.

For loans funding from a different source but will be purchased by FSB please upload credit package prior to delivery of loan to FSB.

For all Credit Packages, please follow Credit Package Stacking Order. Credit Package Stacking Order is included in this procedure at the end of the instructions and on our website at www.fsbtpo.com under the Channels page.

Closing Package Delivery

To “deliver” a loan to Flanagan State Bank, upload the closing package to TPO Corr Closing Package in the file (go to Imageflow and upload docs). Please follow the Stacking Order for Closing Packages found at the end of the instructions and on our website at www.fsbtpo.com under the Channels page. Final the file when all is uploaded. Overnight the original Note, Allonge and Bailee Letter (optional) to:

Flanagan State Bank
333 Chicago Road, PO Box 302
Paw Paw, IL 61353
Att: Correspondent Department

We recommend uploading the Credit Package and Closing Package as soon as you close the loan. That way we can go ahead and get the file reviewed before we receive the originals. Email correspondent@flanagansatebank.com when completed to advise them a loan is ready for purchase. They will review upon receiving the originals and purchase within 48 hours.