

To all Production Staff:

We would like to remind everyone in order to adhere to TRID timing requirements it is VDM policy to require **“Proof of Receipt”** for all documents that are impacted by timing restrictions.

The main documents under these timing restrictions are the following:

- Loan Estimate
 - Initial LE - Must be signed 7 business days prior to closing.
 - Last disclosed LE - Must be signed 4 business days prior to closing.
- Closing Disclosure – Must be signed 3 business days prior to closing.
- Appraisal Delivery Ack – (Delivered) – Must be signed 3 business days prior to closing.
 - A valid Appraisal Timing Waiver in file, can supersede.
- Appraisal Timing Waiver – Must be signed 3 business days prior to closing to be valid.
 - *****Not Allowable on HPML loans***** An appraisals delivery must be signed a minimum of 3 business days prior to closing for EACH appraisal performed on the loan.

Proof of Receipt is defined differently depending on eSign or Wet Sign signatures.

- For eSign → The proof of receipt is when the borrower eSigns the documents.
 - The tracking systems built into our approved eSign systems (Encompass and Floify) are enough for us to validate receipt as soon as the borrower(s) sign.
- For Wet Sign → Proof of receipt is when the signed documents are **UPLOADED** into Encompass, UNLESS additional evidence of receipt is provided.
 - The following would count as additional evidence of receipt:
 1. There is a Note in the conversation log the day of or before the document was wet signed.
 - If you sign face-to-face with the borrower and cannot upload immediately, please note the convo log as your additional evidence.
 - The **time stamp** of this note is EXTREMELY important, it must be on the day of or before the borrower signed. Retroactive convo log notes will not be accepted.
 - Example: “Printed documents (CD, Appraisal Timing, etc.) and met with the borrowers for Wet Signature”

2. Email from borrower confirming receipt.
 - Borrower must sign CD today in order to close on time, but borrower is unable to eSign due to computer issues. Thus, the branch sends the borrower a PDF copy of the CD to wet sign late in the day. Borrower states they will print and sign before midnight but will not be able to send back until the following day.
 - In this case, it is REQUIRED to provide additional evidence of receipt of the CD. Borrower should confirm **via email** to LO they did in fact receive the CD that was sent.
 - Upload this additional proof to the eFolder.
 - Without this additional proof, closing would be pushed back due to the wet signed CD being uploaded the following day.

**Note: borrowers must have eConsent to receive PDFs electronically.

If you have an additional question or concerns, please reach out to the Ryan VanDyk at rvandyk@vandykmortgage.com

Thank you.