Important Information from New Penn Financial, LLC ("NPF") and the CFPB's TILA-RESPA Integrated Mortgage Disclosures Rule commonly referred to as TRID.

New Penn Financial is preparing for the Consumer Financial Protection Bureau's (CFPB's) Integrated Mortgage Disclosures rule effective with mortgage applications dated 10/3/2015 and after. As we approach the implementation date, we want to inform our partners how the rule will change the way we facilitate loan closings.

Loan Estimate

New Penn Financial has implemented the use of SmartGFE and Closing.com to provide more accurate fees to our borrowers at the time of initial disclosure. We strongly encourage all of our settlement agents to register with Closing.com if you have not already done so. New Penn Financial will prepare and deliver the Initial Loan Estimate (and if applicable, any revised Loan Estimate) to the borrower within the required time frames.

Disclosure Delivery

New Penn Financial will offer both an E-signature process and a "wet" signature process as delivery and signing methods for both the Loan Estimate and Initial Closing Disclosure. We will deliver disclosures in accordance with the timing requirements of the regulation, and we will employ delivery methods and ensure proof of delivery in a compliant manner.

Borrower's Closing Disclosure

New Penn Financial will collaborate with the settlement agent to prepare both the Initial Closing Disclosure and Final Closing Disclosure for delivery to the borrower. A representative from New Penn Financial will contact and confirm the scheduled consummation date with both the borrower and the settlement agent **before** delivery of the Closing Disclosure to the borrower. In most cases, New Penn Financial will begin this collaboration with the settlement agent **seven to ten** calendar days before the scheduled consummation date. The Initial and Final Closing Disclosures will be sent to the settlement agent through the DocuTech Closing Collaboration Portal (ConformX) for review and approval. The settlement agent is responsible for verifying the fees and approving the Initial Closing Disclosure through the portal. No advanced set-up is required to use the portal.

After the reconciliation process is complete and the Initial Closing Disclosure is approved, New Penn Financial will deliver the Initial Closing Disclosure to the borrower. New Penn Financial will ensure the appropriate cool-off period has elapsed for desired consummation date.

Seller's Closing Disclosure

New Penn Financial will rely on the settlement agent for preparation and timely delivery of the **Seller Closing Disclosure** to the seller with a copy provided to New Penn Financial. The settlement agent is

also responsible for any seller Closing Disclosure changes and for providing those changes to the New Penn Financial closer.

Changes to the Closing Disclosure

Revised Closing Disclosures are only permitted under specific circumstances and only with approval from the New Penn Financial Closing Department. The settlement agent must notify New Penn Financial immediately upon learning of any changes to the Closing Disclosure whether before or at consummation, and is not permitted to allow signatures by any parties until New Penn Financial has communicated the appropriate procedure for handling the changes.

Use of Settlement Statement

New Penn Financial does not require the settlement agent to use a settlement statement, or a particular form of settlement statement, to supplement the Closing Disclosure; however, if a settlement agent decides to use a settlement statement to supplement the Closing Disclosure (regardless of form), the settlement agent must (1) reconcile all settlement statement figures to the Closing Disclosure and (2) provide a copy of the settlement statement to New Penn Financial.

Additional Responsibilities of Settlement Agent

The settlement agent will also be responsible for (1) ensuring that the "Approved" Final Closing Disclosure provided at consummation accurately reflects the terms agreed upon with New Penn Financial; (2) complying with the New Penn Financial closing instructions, (3) coordinating the execution of all lender-provided documents; (4) disbursing funds as the transaction dictates; (5) returning executed documents according to the closing instructions within the required time frame; (6) recording those documents that require recordation with applicable state recording offices; and (7) subsequently returning recorded documents.

Thank you for your continued partnership.



Closing Portal Reference Guide

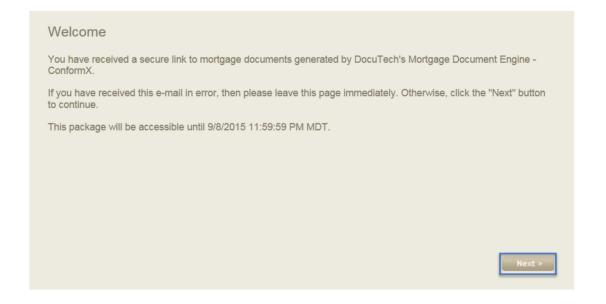
Purpose of this Reference Material:

To introduce the new Collaboration Tool in the Closing Portal in DocuTech to Closing Agents.

When a Closing Disclosure needs to be sent to a borrower, a New Penn Closer will email the Closing Agent, to **collaborate** on the fees. The Closing Agent, will be notified by an email from docs@ConformX.com.



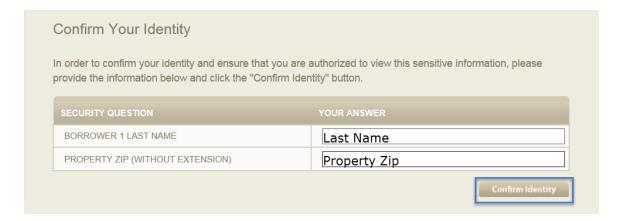
By clicking on the 'Doc Link', the Closing Agent will be brought into the Collaboration Portal.



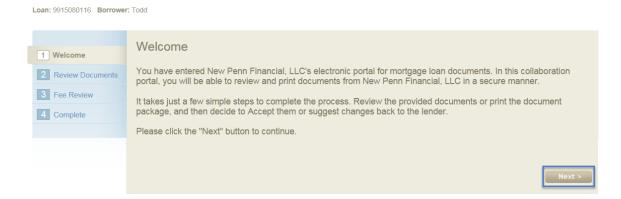


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The Closing Agent will need to enter *Borrower 1 Last Name* and *Property Zip* then click **Confirm Identity.** If the Closing Agent has any questions regarding confirming identity, please email the New Penn Financial Closer that initiated the Closing Disclosure request.



Upon completion, the Closing Agent will land on the Welcome Screen. Click next.

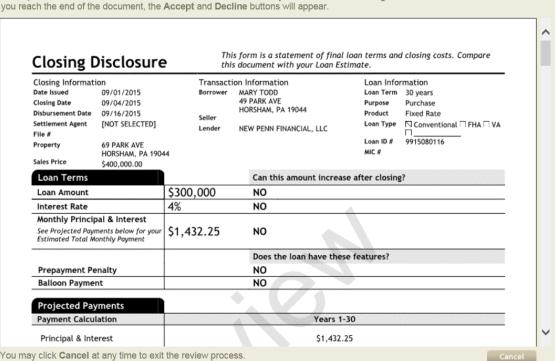




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The Closing Agent will review the five page Closing Disclosure then either **Accept** or **Decline** the form.

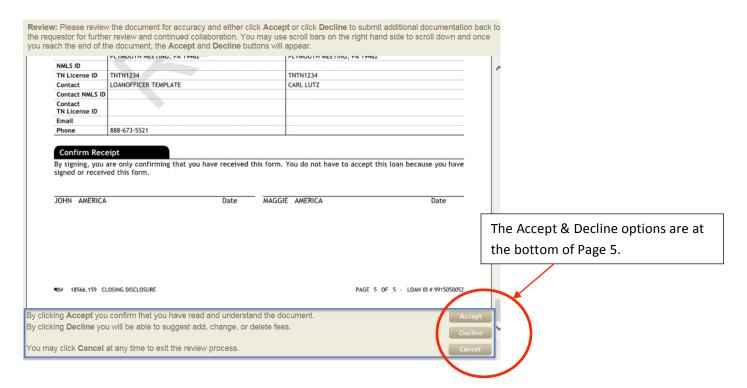
Review: Please review the document for accuracy and either click Accept or click Decline to submit additional documentation back to the requestor for further review and continued collaboration. You may use scroll bars on the right hand side to scroll down and once you reach the end of the document, the Accept and Decline buttons will appear.



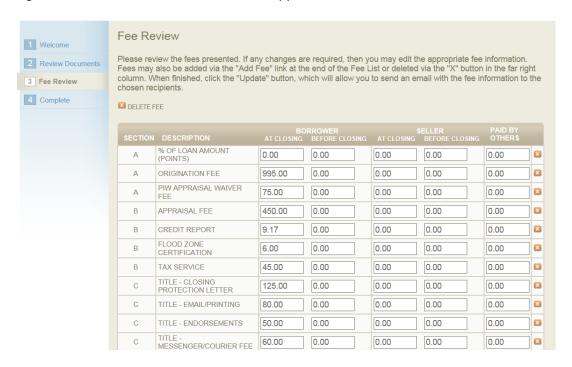


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The Closing Agent should click **Decline** if any fee doesn't match or if a fee needs to be added. Once the Closing Agent clicks Decline, the screen below will appear.

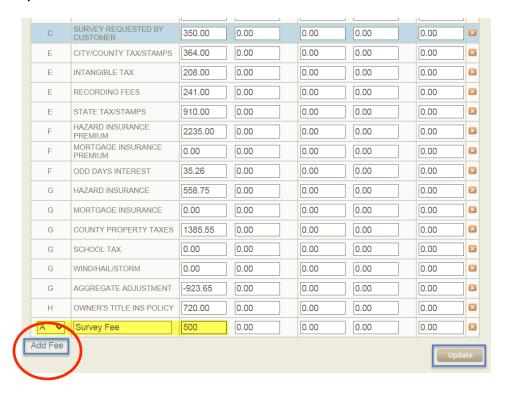


The Closing Agent can **Delete a Fee**, **Add a Fee**, or **Modify** an existing Fee.

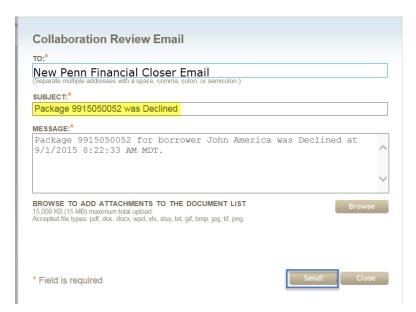


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In the example below, the Closing Agent added a \$500 Survey fee. Once complete, the Closing Agent should click **update.**



This prompts the Closing Agent to enter the email address of the New Penn Financial Closer (associate who sent the initial request).

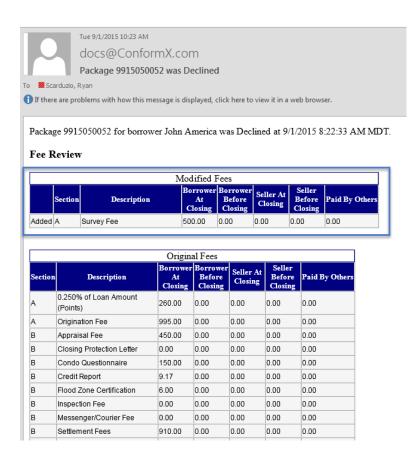


The body of the email will show all revisions made by the Closing Agent.



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In the Collaboration portal, the Closing Agent has the ability to **Print** or **Save** the document for their records.

