

# ACCELERATE YOUR LOANS

*Take control of the speed  
of the loan process—follow  
these simple submission  
steps and watch your files fly!*

[Click for Today's Rates](#)  
[Click for Product Guidelines](#)  
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**Milpitas Branch**

800.941.8333

**Sacramento Valley CA Branch**

916.781.3322

**Southern CA Branch**

877.708.6827

## Step 1

Register or upload your loan in Reunion Direct and email or fax the 1003 and GFE to [newloan@reunionmortgage.com](mailto:newloan@reunionmortgage.com) or 866.923.3327 so we can mail the initial disclosures to your borrower (*we'll email the exact date of the mailing and when you can safely order the appraisal*)

## Step 2

Request an appraisal for all conventional loans through Reunion's online portal, or order the appraisal from your assigned FHA Appraiser as soon as the disclosure period ends (*we'll email to let you know*)

## Step 3

Upload your final DU file in Reunion Direct, and email or fax the complete file to [newloan@reunionmortgage.com](mailto:newloan@reunionmortgage.com) or 866.923.3327 (*be sure to include the Submission Checklist*)

## Step 4

Although you may lock your loan any time, we recommend locking later in the process to ensure that the lock term will be met

Turn times are updated daily on Page 1 of the Rate Sheet

A close-up photograph of a hand in a blue suit sleeve, reaching out as if to shake hands.

**WELCOME!**

Contact your Account Executive or local branch for complete information!