

## Process for Re-Disclosure

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**IMPORTANT** The below instructions apply to re-disclosing with ClearPoint Funding when the circumstances does NOT include a FEMA declared disaster area.

**IMPORTANT:** Refer to Compliance Ann RESPA 09-001 Wholesale, located under Products/Policies for full details on specific circumstance where a re-disclosure is warranted.

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- Step 1** ■ Complete the Change Request Form (not the change of circumstance letter) with the details of the modified terms. Form is located under Products/Forms.
- Step 2** ■ Upload the Change Request Form into imageflow, your client liaison will make the changes and notify the underwriter.
- Step 3** ■ If this change could affect pricing, also email the Change Request Form to [ratelock@clearpointfunding.com](mailto:ratelock@clearpointfunding.com)
- Turn Time** ■ Typical turn time is approximately 24-48 hours.
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