



How to Register a Loan

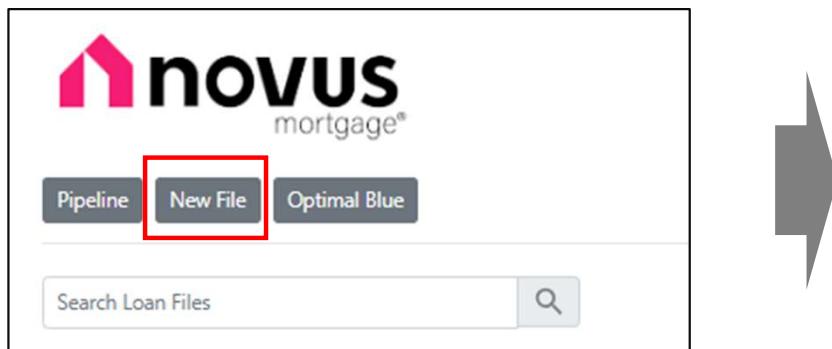
Step-by-Step Instructions

If you need assistance, please reach out to your account executive or account manager.

How to Register a Loan



On the pipeline view, navigate 'New File' button on the top menu and click. Check 'Import MISMO File' first and browse .xml file (Point File or FNMA 3.4 File). click 'Create New File' button.

A screenshot of the "Create New File" dialog box. The top navigation bar includes "Pipeline", "New File" (highlighted in blue), and "Optimal Blue".

- Step 1: A yellow circle with the number "1" is placed over the "Import MISMO File" checkbox, which is checked.
- Step 2: A yellow circle with the number "2" is placed over the "Browse" button next to the "MISMO File" input field, which contains "TestLoan5.xml".
- Step 3: A yellow circle with the number "3" is placed over the "Create New File" button, which is highlighted in blue.

The dialog box contains the following fields:

- Import MISMO File** (checkbox, checked)
- MISMO File**: Input field containing "TestLoan5.xml" with a **Browse** button to its right.
- Organization**: A dropdown menu showing "CORP - Novus Mortgage".
- Property State**: An empty input field.
- Template File**: A dropdown menu showing "[None]".

At the bottom, a copyright notice reads "© 2025 - Byte Software".

How to Register a Loan



Once redirected to the file's Home screen, please fill out your fees or compensation. Use pencil icon to edit the fees.

Home

100803 (Test Test) ≡

	Borrower Paid	Lender Paid
Origination Fee	<input type="text"/>	<input type="text"/> % <input type="text"/>
Processing Fee	<input type="text"/>	3rd Party <input type="text"/>

 edit

A red arrow points to the "edit" icon (a pencil icon) located to the left of the Origination Fee row in the table.

How to Register a Loan



Navigate to the left panel and locate 'Stored Documents' screen. In the screen, please click 'Upload Documents'. Browse the document you want to upload and select file(s). Multiple file uploads is supported.

The screenshot shows the Novus Mortgage application interface. At the top, there is a navigation bar with the Novus Mortgage logo, followed by buttons for 'Pipeline', 'New File', and 'Optimal Blue'. Below this is a sidebar with links: 'All Screens', '1008 Transmittal', 'Conditions', 'Home', and 'Stored Documents', which is highlighted with a red box. The main content area is titled 'Stored Documents' and shows a file '100803 (Test Test)'. Below the title are buttons for 'Upload Documents' (also highlighted with a red box) and 'Edit'. A navigation bar below the title includes categories: All, APP, DISC, CRED, INC, ASSET, PROP, DOCS, GOV, TITLE, MISC, TRID, POST, and BROKER UPLOAD. There is also a 'Search' input field and a 'Hide Inactive Documents' checkbox. At the bottom, there is a table header with columns: Status, Category, Type, Description, and Created.

Under the drop-down options, please choose 'Submission Package' for all documents being uploaded. Click 'Upload' to proceed.

Upload Documents

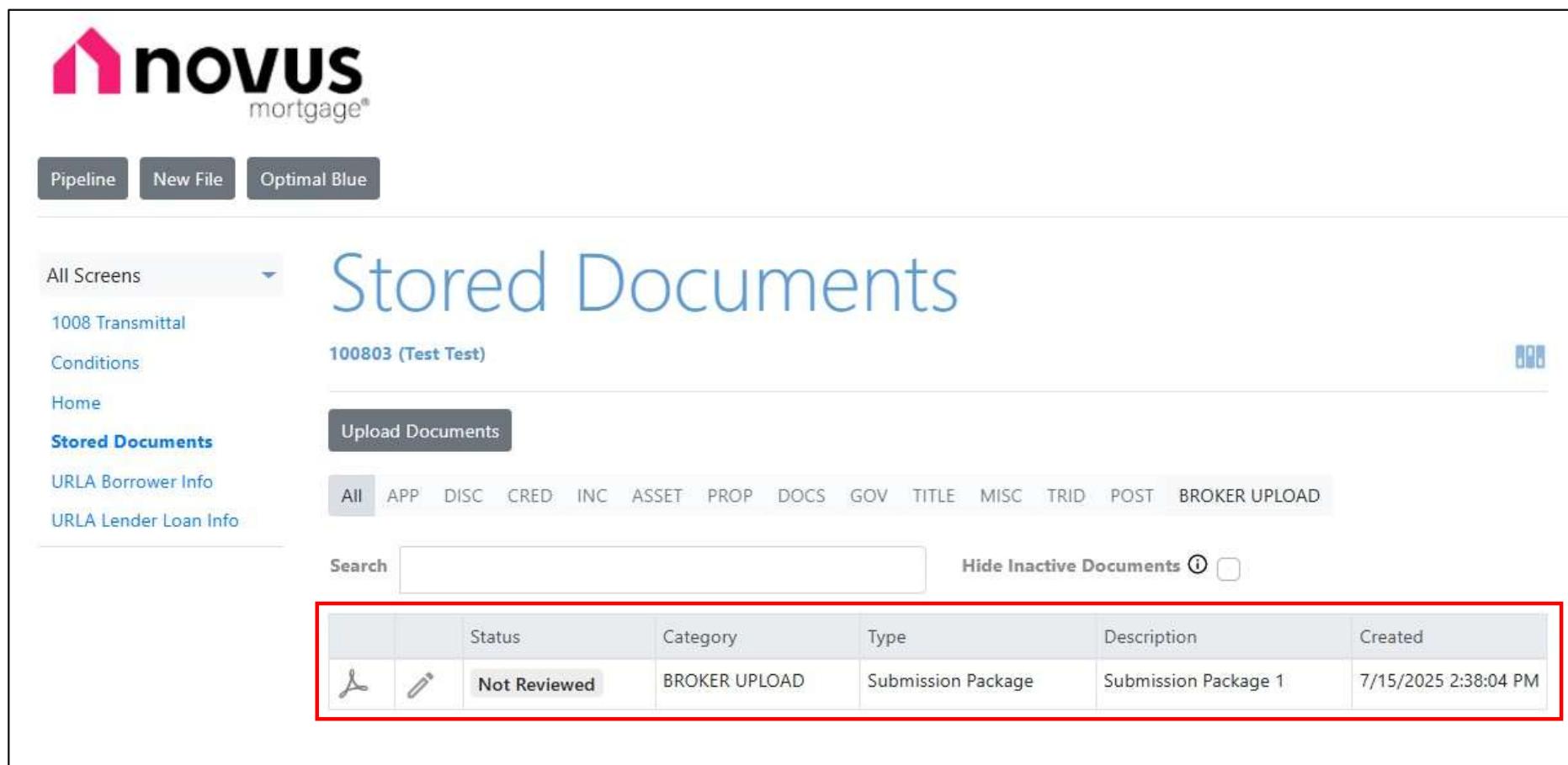
Please specify the document type for each file.

Submission Package 1.pdf	<input type="text" value="Submission Package"/> <input type="button" value="▼"/>
	<input type="text" value="Conditions"/>
	<input type="button" value="Submission Package"/> <input type="button" value="Upload"/> <input type="button" value="Cancel"/>

How to Register a Loan



Please make sure all documents you wanted to upload are correctly shown in the list of documents. If not, you can repeat the Upload Documents process.



The screenshot shows the Novus Mortgage software interface. The top navigation bar includes links for Pipeline, New File, and Optimal Blue. On the left, a sidebar lists All Screens, 1008 Transmittal, Conditions, Home, and Stored Documents (which is currently selected and highlighted in blue). Below the sidebar is a large title "Stored Documents" and a sub-title "100803 (Test Test)". A "Upload Documents" button is visible. The main content area features a search bar and a "Hide Inactive Documents" checkbox. A table displays document details, with the first row (highlighted by a red box) showing a document with status "Not Reviewed", category "BROKER UPLOAD", type "Submission Package", description "Submission Package 1", and creation date "7/15/2025 2:38:04 PM".

	Status	Category	Type	Description	Created	
		Not Reviewed	BROKER UPLOAD	Submission Package	Submission Package 1	7/15/2025 2:38:04 PM

How to Register a Loan



Navigate to the left panel and locate 'Pricing and Lock Request' screen. In the screen, click 'Submit to Optimal Blue'. **At this time, you are not requesting the rate lock.** This process is required to select the eligible loan program.

The screenshot shows the Novus Mortgage software interface. The top navigation bar includes the Novus Mortgage logo and three buttons: Pipeline, New File, and Optimal Blue. The main content area is titled "Pricing and Lock Request" and displays a loan identifier "100803 (Test Test)". On the left, a sidebar lists navigation options: Lock Desk / Secondary, All Screens, 1008 Transmittal, Conditions, Home, Pricing and Lock Request (which is currently selected), Stored Documents, URLA Borrower Info, and URLA Lender Loan Info. The main content area is titled "Optimal Blue" and shows "Optimal Blue User Name" as "retail.loanofficer". A yellow callout box states "There is no active lock request for this loan". At the bottom, there are four buttons: "Submit to Optimal Blue" (highlighted with a red arrow), "Submit as Loan Officer", "What If", and "What If as Loan Officer".

How to Register a Loan



On a pop-up screen, click 'Open Optimal Blue in New Tab' and wait for the pricing engine to be launched.

A screenshot of the Novus Mortgage software interface. The main window shows a loan application for "100803 (Test Test)" with sections for "Lock Desk / Secondary", "All Screens", "1008 Transmittal", "Conditions", "Home", and "Pricing and Lock Request". The "Pricing and Lock Request" section is currently active, displaying "Optimal Blue" details: "Optimal Blue User Name" is "retail.loanofficer" and "Optimal Blue Loan Identifier" is "180". A message box states, "There is no active lock request for this loan". At the bottom are buttons for "Submit to Optimal Blue", "Submit as Loan Officer", "What If", and "What If as Loan Officer". A modal window titled "Open New Browser Tab" is overlaid on the screen, containing the text "Click the button below to open Optimal Blue in a new browser tab. Use your browser's tab navigation feature to return to this page when you are done." with two buttons: "Open Optimal Blue in New Tab" (highlighted in blue) and "Cancel".

Open New Browser Tab ×

Click the button below to open Optimal Blue in a new browser tab. Use your browser's tab navigation feature to return to this page when you are done.

Open Optimal Blue in New Tab Cancel

How to Register a Loan



Now optimal blue search is launched. Please fill out the missing fields for a product search, such as Loan FICO. Most of the loan information must have been pulled from the MISMO or Point file. You can update any information such as Waive Escrows, or Prepayment Penalty if desired.

OB Loan Number 180	OB Status N/A	LOS Loan Number 100803	LOS Status Pre-Registered	Originator Loan Officer	Loan Notes 1 Note	<input type="button" value="Search"/>	
<input type="button" value="Loan Scenario"/> <input type="button" value="+ Add Scenario"/>							
Scenario Name Loan Scenario							
Loan Information							
Lien Position First Lien	Loan Type Conventional	Base Loan Amount \$900,000	Total Loan Amount \$900,000	Loan Purpose Purchase	Purchase Price \$1,000,000		
Appraised Value \$1,000,000		Subordinate Financing					
LTV 90.00%	CLTV 90.00%	HCLTV 90.00%					
Borrower Information							
Loan Level FICO <input type="text" value=""/>	DTI Ratio 22.11%	Properties Financed 1	Cash-Out Amount \$0.00	Reserve Months 0	Citizenship U.S. Citizen	<input type="checkbox"/> Self Employed <input type="checkbox"/> First Time Home Buyer <input type="checkbox"/> Non-Occupant Co-Borrower	
Property Information							
Occupancy Primary Residence	Property Type Condo						
Number of Units 1 Unit	Number of Stories 1						
Property Address 109 S Alannay Ave #307	Property City San Gabriel						
Property Zip 91776	State California (CA)	County Los Angeles					
Filters and Additional Pricing Variables							
Product Filters 2 Selected	Term 30 Years	Amortization Type Fixed	ARM Fixed Term Select	Desired Price	Desired Rate 6.750%		
Desired Lock Term 30	Interest Only No	Prepayment Penalty None	Waive Escrows No	Automated U/W System Not Specified			
Borrower Pays MI (if applicable) Yes <input type="checkbox"/> No <input type="checkbox"/>							
Expanded Guidelines							
Income Verification Type Full Doc	Housing Event Type None	Housing Event Seasoning Not Applicable	Bankruptcy Type None	Bankruptcy Outcome Not Applicable	Bankruptcy Seasoning Not Applicable	DSCR	
Mortgage Lates - Last 12 Months				Mortgage Lates - Last 13 to 24 Months			
30 Days 0	60 Days 0	90 Days 0	120 Days 0	30 Days 0	60 Days 0	90 Days 0	120 Days 0

How to Register a Loan



Under 'Expanded Guidelines', Income Verification Type is defaulted to 'Full Doc'. If you want to see Non-QM loans with alternative document options, please choose appropriate income type. After all fields are completed accurately, click 'Search' on the top-right screen.

Filters and Additional Pricing Variables

Product Filters	Term	Amortization Type	ARM Fixed Term	Desired Price	Desired Rate
2 Selected	30 Years	Fixed	Select		6.750%

Desired Lock Term

30	Interest Only	Prepayment Penalty	Waive Escrows	Automated U/W System
	No	None	No	Not Specified

Borrower Pays MI (if applicable)

Yes	Reduced MI
	No

Expanded Guidelines

Income Verification Type	Housing Event Type	Housing Event Seasoning	Bankruptcy Type	Bankruptcy Outcome	Bankruptcy Seasoning	DSCR
Full Doc	None	Not Applicable	None	Not Applicable	Not Applicable	

Mortgage Lates - Last 12 Months

30 Days	60 Days	90 Days	120 Days	30 Days	60 Days	90 Days	120 Days
0	0	0	0	0	0	0	0

Mortgage Lates - Last 13 to 24 Months

30 Days	60 Days	90 Days	120 Days	30 Days	60 Days	90 Days	120 Days
0	0	0	0	0	0	0	0

Product and Pricing Search

JB Loan Number	OB Status	LOS Loan Number	LOS Status	Originator	Loan Notes	Search
80	N/A	100803	Pre-Registered	Loan Officer	1 Note	

Loan Scenario

+ Add Scenario

Scenario Name

Loan Scenario



How to Register a Loan



Search result will show eligible products that you can choose. If desired program is not found in eligible products, please check 'Disqualifiers' on ineligible products list for reasons. You can go back to the search screen by clicking 'Modify Search' and edit the information.

OB Loan Number: 180 OB Status: None LOS Loan Number: 100803 LOS Status: Pre-Registered Originator: Loan Officer Loan Notes: 1 Note

Modify Search

All Lock Periods Single Lock Period Originator Assistant 0

ELIGIBLE PRODUCTS (2)		RATE	PRICE	QM	DISCOUNT/REBATE	P&I
<input type="checkbox"/> Novus Mortgage HIGH BALANCE 30 YR FIXED - DU (HB30-DU)	MI	6.750%	99.875	Pass	0.125% \$1,125	\$5,837
<input type="checkbox"/> Novus Mortgage SUPER CONFORMING 30 YR FIXED - LPA (HB30-LP)	MI	6.750%	99.875	Pass	0.125% \$1,125	\$5,837

INELIGIBLE PRODUCTS

Novus Mortgage AUS Jumbo 30 Year Fixed

Novus Mortgage CHOICE BANK STMTS 30 YR FIXED (CBS30)

Novus Mortgage CHOICE DSCR 30 YR FIXED (CDSCR30)

Novus Mortgage CHOICE VOE 30 YR FIXED (CVOE30)

Novus Mortgage CONFORMING 30 YR FIXED - DU (CONF30-DU)

Novus Mortgage CONFORMING 30 YR FIXED - LPA (CONF30-LP)

Novus Mortgage ESSENTIAL BANK STMTS 30 YR FIXED (EBS30)

Novus Mortgage ESSENTIAL DSCR 30 YR FIXED (EDSCR30)

Novus Mortgage ESSENTIAL P&L 30 YR FIXED (EPL30)

Novus Mortgage ESSENTIAL VOE 30 YR FIXED (EVOE30)

Novus Mortgage FOREIGN NATIONAL DSCR 30 YR FIXED (FN30)

Novus Mortgage Jumbo Express 30 Year Fixed

DISQUALIFIERS

Max of LTV/CLTV > 89.99

Max of LTV/CLTV/HCLTV > 85 Months of Reserves < 6, And Max of LTV/CLTV/HCLTV > 85 Income Verification Type is Full Doc

Occupancy is Primary Residence Income Verification Type is Full Doc DSCR < 0.75 Max of LTV/CLTV/HCLTV > 80 Months of Reserves < 3

Max of LTV/CLTV/HCLTV > 85 Max of LTV/CLTV/HCLTV > 85, And Property Type is Condo* Income Verification Type is Full Doc

State is Contiguous States, DC, & PR, And High Balance/Super Conforming is No, And Number of Units is 1 Unit, And 1st Mtg Loan Amt (Total) > 806500

State is Contiguous States, DC, & PR, And High Balance/Super Conforming is No, And Number of Units is 1 Unit, And 1st Mtg Loan Amt (Total) > 806500 Income Verification Type is Full Doc LTV > 85, And Property Type is Condo*

Occupancy is Primary Residence Loan Purpose is Purchase, And Max of LTV/CLTV/HCLTV > 80 1st Mtg Loan Amt (Total) is < \$15M, And Months of Reserves < 2 Property Type is Attached Condo / NWC, And Loan Purpose is Purchase, And Max of LTV/CLTV/HCLTV > 75 Income Verification Type is Full Doc

Income Verification Type is Full Doc LTV > 80

LTV > 80 Self Employed is Yes Income Verification Type is Full Doc

Months of Reserves < 6 Occupancy is Primary Residence Citizenship is U.S. Citizen

Loan Purpose is Purchase/Rate and Term, And Property Type is Attached Condo / NWC, And Max of LTV/CLTV/HCLTV > 70 Income Verification Type is Full Doc

Total Loan Amount is below minimum county loan limit (\$1,209,751) Max of LTV/CLTV/HCLTV > 89.99

A large red arrow points from the text above to the "Modify Search" button in the top right corner of the search results table.

How to Register a Loan



Click the desired product to see the rates and price. The price shown here is the current active pricing. The applicable adjustments are listed under the rates with important messages/notes. Choose the rate/price you want to qualify for the loan and click the rate to continue. **Again, you are not requesting the lock at this time.** You can choose any lock periods.

How to Register a Loan



For loans that require MI (Mortgage Insurance), you can run a quote by clicking MI icon associated with each rate.

ELIGIBLE PRODUCTS (2)

Novus Mortgage HIGH BALANCE 30 YR FIXED - DU (HB30-DU)

Last Pricing Update: 7/15/2025 12:35:32 PM PT

Search Timestamp: 7/15/2025 2:49:06 PM PT

Rate	P&I
6.250	\$5,541.45
6.375	\$5,614.83
6.500	\$5,688.60
6.625	\$5,762.80
6.750	\$5,837.36
6.875	\$5,912.36
7.000	\$5,987.72
7.125	\$6,063.47
7.250	\$6,139.59
7.375	\$6,216.06

Adjustment Reasons

LTV Is 85.01-90, And Loan Purpose Is Purchase, And FICO Is >=780, And Non-Standard Loan Term (Months) Is > 15 Yrs

LTV Is 85.01-90, And Property Type Is Condo, And Loan Purpose Is Purchase

LTV Is 85.01-90, And High Balance/Super Conforming Is Yes, And Loan Purpose Is Purchase

Total Adjustments

Notes/Advisories:

1. Annual Qualifying Income of \$420000 is 394.00% of the Los Angeles County FFIEC June 2025 MFI of \$106600.
2. Annual Qualifying Income of \$420000 is 370.04% of the Los Angeles County FHFA May 2025 AMI of \$13500.
3. Depending on the type of Condo Project and required Review Type, additional restrictions may apply.
4. For this scenario, AUS Not Specified was run through eligibility and pricing as DU.
5. Eligibility is determined based on the DTI entered in the search, if interest rate selected impacts DTI, accurate eligibility can only be ensured by correcting the DTI and rate.
6. It is assumed that the Mortgage Insurance is paid by the borrower(s). For LPMI, please select 'No' for Borrower Pays MI.

Mortgage Insurance Quote

MI Provider
Best Ex (All Providers)

HTI without MI
22.11

DTI without MI
22.11

First Time Home Buyer(s)

Multiple Borrowers

Attributes

FICO: 780

Self-Employed:

Foreclosure (7 Yrs):

Bankruptcy (7 Yrs):

AU Result
None

Coverage Type
Standard GSE

Order Quotes

MI Insurance Quotes 7/15/2025, 2:51:17 PM

Provider	ZIP	HTI	DTI	FTTB	FICO	Self-Emp.	Foreclosure	Bankruptcy	AU Result	Coverage	Modify Search
Best Ex	91776	22.11%	22.11%	No	780	Yes	No	No	None	Standard GSE	

Monthly Premium

Monthly Premium Rate

Monthly P&I

P&I + MI Premium

Quote ID

Master Policy Number

Contact

Provider Info

NationalMI

★ Best Ex
\$142.50
0.20%
\$5,837.38
\$5,979.88
MS1067067035NQOM
02342-0001
Contact MI
View

Enact

\$150.00
0.20%
\$5,837.38
\$5,987.38
E0159ABD4
B2222CLN
Contact MI
View

Why Enact?

All premiums quoted provide 25.0% coverage and are borrower paid unless otherwise indicated. For Monthly and Split premiums, the rates provided are for a non-refundable constant renewal. For years 11-Term, the rate is reduced to the lesser of the current rate or the standard minimum rate. If choosing a Split, Single or Lender Paid premium, you must verify with the Investor that the loan product you select is eligible for that coverage.

This ('Quote') is valid for 90 days and is only an estimate. It does not constitute an application for or offer of insurance from the Mortgage Insurance provider listed. All applicable guidelines and eligibility factors may not have been evaluated. Actual rates offered may vary if the data you provided in the request changes. Changes to your Master Policy Number or to applicable laws may also impact rates. Rates are subject to change without notice. To obtain a final rate, please submit the loan for issuance of an insurance commitment through your normal submission channel. Properties in West Virginia and Kentucky may be subject to state and/or local taxes. These taxes may or may not be listed above and may vary based on the municipality of the subject property. Please contact your selected Mortgage Insurance provider for more details.

How to Register a Loan



Once you click the rate you want to qualify for the loan, you will see some option menus with additional information. Product guidelines are available under the Guidelines menu. Click 'Proceeds to Lock Form' to continue. **At this time, you are not requesting the lock.**

Novus Mortgage HIGH BALANCE 30 YR FIXED - DU



Rate Details	QM Trace	Guidelines	Payment Schedule
Rate	6.750%	Base Loan Amount	\$900,000.00
Price	100.000	Total Loan Amount	\$900,000.00
Discount/Rebate	0.000% / \$0	Amount Financed	\$900,000.00
P&I	\$5,837.38	Prepaid Finance Charge	\$0.00
Lock Period	15 Days		

[Proceed to Lock Form](#)

Novus Mortgage HIGH BALANCE 30 YR FIXED - DU



Rate Details	QM Trace	Guidelines	Payment Schedule
		FNMA Product Guidelines	

[Proceed to Lock Form](#)

How to Register a Loan



On the lock form, please review the accuracy of information. If everything is correct, please click 'Update LOS'. You can't request lock at this time.

Lock Form

OB Loan Number: 180 OB Status: None LOS Loan Number: 100803 LOS Status: Pre-Registered Originator: Loan Officer Loan Notes: 1 Note

Printer Friendly Version Modify Search Update LOS Request Lock

Product Information

Search Timestamp: 7/15/2025 2:49 PM PT	Product Name: Novus Mortgage HIGH BALANCE 30 YR FIXED - DU	Product Code: HB30-DU	Lock (Expiration): 15 Days (7/30/2025)
Rate: 6.750%	Price: 100.000	Discount/Rebate (%): 0.000%	

Loan Information

Lien Position: First	Loan Type: Conventional	Base Loan Amount: \$900,000	Total Loan Amount: \$900,000	Total Open End (HELOC) Credit Limit: \$0	HELOC Drawn Amount: \$0
Purchase Price: \$1,000,000	Appraised Value: \$1,000,000				
Loan Purpose: Purchase	LTV: 90.00%	CLTV: 90.00%	HCLTV: 90.00%		
PMI Premium: 0.000%	PMI Amount: \$0.00	PMI Financed: \$0.00	PMI Paid in Cash: \$0.00		

Borrower Information

First Name: Test	Last Name: Test		
Loan Level FICO: 780	DTI Ratio: 22.11%	Properties Financed: 1	Cash-Out Amount: \$0
Reserve Months: 0	Citizenship: U.S. Citizen	Non-Occupant Co-Borrower: No	
Self Employed: Yes			
First Time Home Buyer: No			

Property Information

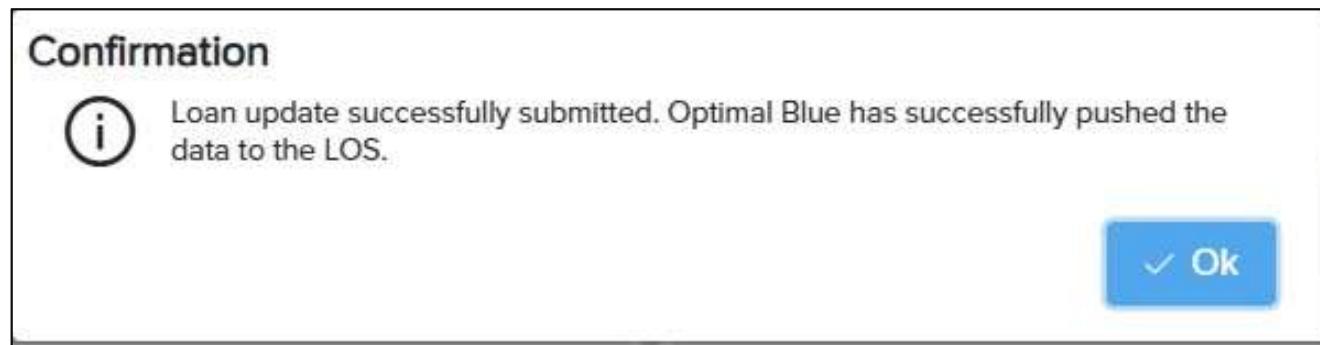
Property Address: 109 S Alamay Ave #307	Property City: San Gabriel	
Property Zip: 91776	State: California (CA)	County: Los Angeles
Occupancy: Primary Residence	Number of Units: 1 Unit	Property Type: Condo



How to Register a Loan



The pop-up message will be displayed to confirm successful update. Once click Ok, the OB status on the Lock Form will be changed to 'Registered' from 'None'. Close the optimal blue tab and return to the portal.



Lock Form					
OB Loan Number 180	OB Status Registered	LOS Loan Number 100803	Originator Loan Officer	Loan Notes 2 Notes	
Product Information					
Lock Requested PT	Product Name Novus Mortgage HIGH BALANCE 30 YR FIXED - DU	Product Code HB30-DU	Lock (Expiration) 15 Days ()		
Rate 6.750%	Price 100.000	Discount/Rebate (%) 0.000%			

How to Register a Loan



Go back to 'Home' screen and scroll down to see the program code and name selected.

Loan Product Info

Occupancy Type	Primary Residence
Loan Purpose	Purchase
Loan Program Code	HB30-DU Select
Loan Program Name	HIGH BALANCE 30 YR FIXED - DU
Mortgage Type	Conventional
Amortization Type	Fixed
Buydowns	None
Jumbo	No
Term	360 months
Due In / Balloon Term	
Interest Rate	6.750 %
Qualifying Rate	6.750 % ▾
Interest Only Term	
Bi-weekly Loan	<input type="checkbox"/>

Loan Details

Appraised Value	1,000,000.00
Estimated	i
Purchase Price	1,000,000.00
Base Loan	900,000.00 Calc
PMI Type	None Quote
MIP Percent	
MIP/FF Financing Option	Financed
Loan with MIP/FF	900,000.00
MIP/FF Paid in Cash	0.00
Monthly MI Premium	
Escrow Waiver	Not Waived
First Time Homebuyer	
Relocation Loan	i

How to Register a Loan



Scroll up to the top and click 'Change Status' to finalize the registration process and click OK on the pop-up.

Home

100803 (Test Test)

	Borrower Paid	Lender Paid
Origination Fee	<input type="text"/>	<input type="text"/> % <input type="text"/>
Processing Fee	<input type="text"/>	<input type="text"/> 3rd Party <input type="text"/>
Escrow Impound	Not Waived	

Status

Loan Status: Pre-Registered

Last Status Change: 07/15/2025 2:36 PM

Follow Up Flag

Origination Channel

Point Of Sale System

ULI: 549300DLBRGR200VNZ96-100803-54

[Change Status](#)

Critical Dates

Application Date

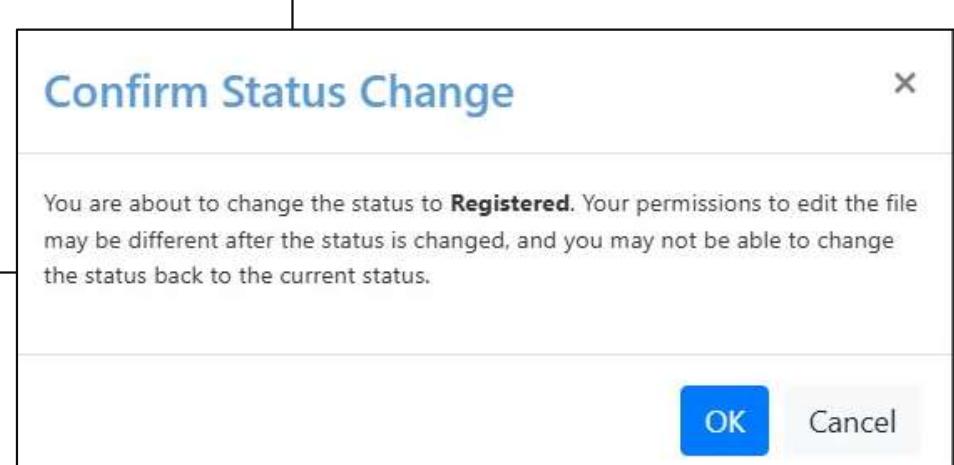
Sched Approval Date

Scheduled Closing Date

Signing Appt. Date

Case No. Assigned

Agency Case No.



How to Register a Loan



The loan status has been changed to 'Registered', and the process has been completed.

The screenshot shows the Novus Mortgage software interface. At the top, there is a navigation bar with buttons for "Pipeline", "New File", and "Optimal Blue". Below the navigation bar, the main header reads "Lock Desk / Secondary" and "Home". The sub-header shows "100803 (Test Test)". On the left side, there is a sidebar with dropdown menus for "Lock Desk / Secondary" and "All Screens", and links for "1008 Transmittal", "Conditions", "Home", "Pricing and Lock Request", "Stored Documents", "URLA Borrower Info", and "URLA Lender Loan Info". The main content area is titled "Home" and contains sections for "Borrower Paid" and "Lender Paid". Under "Borrower Paid", there are fields for "Origination Fee" and "Processing Fee". Under "Lender Paid", there are fields for "%", "3rd Party", and "Escrow Impound" (which is set to "Not Waived").

Status

Loan Status	Registered	Change Status
Last Status Change	07/15/2025 3:21 PM	
Follow Up Flag		
Origination Channel		
Point Of Sale System		
ULI	549300DLBRGR200VNZ96-100803-54	

Critical Dates

Application Date
Sched Approval Date
Scheduled Closing Date
Signing Appt. Date
Case No. Assigned
Agency Case No.