



# Guide to DMC's Escrow Partner

Learn More about DMC's Partner Escrow!  
Independent DMC's Partner Escrow will handle all Escrow conditions on your behalf.

- Available for California Refinance transactions

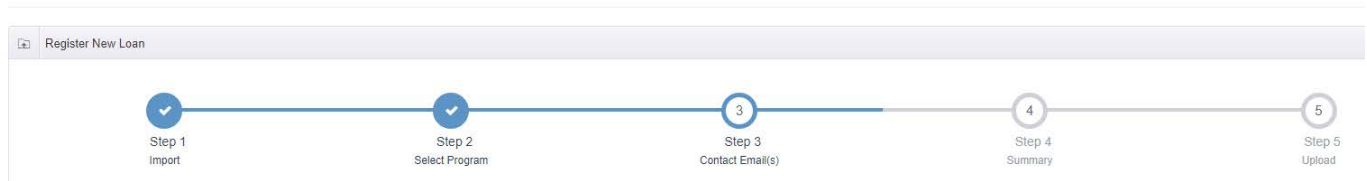


# In-House Escrow Guide

## 1. Register

The register process is available on the Step 3 of 'Register New Loan'

Register New Loan Register New Loan



### 1.1 Settlement Agent (Escrow)

For California Refinance transactions only, DMC's Escrow partner ("In-House Escrow") is available to select.

Loan Associate

Explore benefits from NMSI's affiliated Escrow Company! (California / Refinance Only)  
 - Fixed Fees [See Details](#)  
 - NMSI will handle Escrow conditions for you! [Details of Benefits](#)

Settlement Agent

Title Company

### 1.2 Title Company

Title company may be assigned by Divine Mortgage Capital only when the In-House Escrow is chosen.

Settlement Agent

Title Company 

- Please Select--
- I have my own Title
- NMSI's preferred Title

Once authorized, NMSI will be responsible for handling contacting the borrower if necessary to clear any pending escrow conditions.

### 1.3 Escrow Assignment Notification

An automatic notification will be sent to Originators and Account Executive with the contact information of the Settlement agent when the file becomes 'Registered' status.

# In-House Escrow Guide

## 2. Condition Follow up

The In-House Escrow will follow up with all Escrow conditions on your behalf.

### 2.1 Conditions Tab

You will NOT see any Escrow conditions on your Conditions tab.

▼ Prior To Document Conditions - 9 remaining		
Category	Sub Category	Condition
ESCROW	ESCROW	PROVIDE ESCROW INSTRUCTIONS INCLUDING VESTING AMENDMENT.
ESCROW	INSURANCE	PROVIDE MASTER INSURANCE AND HO6 WITH THE FOLLOWING AS LOSS PAYEE: NMSI, INC., ISAOA 3700 WILSHIRE BLVD, SUITE 330 LOS ANGELES CA 90040

### 2.2 Underwriting/Funding Condition Sheet

If any Escrow conditions pending, the UW/Funding Condition sheet will advise DMC is working on them.

#### PRIOR TO DOCUMENT CONDITIONS

##### ESCROW

NMSI is working on this!

When all Escrow conditions are satisfied, the UW/Funding Condition sheet will advise all conditions have been signed off.

#### PRIOR TO DOCUMENT CONDITIONS

##### BROKER

All Conditions have been satisfied.

##### ESCROW

All Conditions have been **satisfied**.

### 2.3 Updated Documents

Escrow documents uploaded by In-House Escrow may be viewed on 'File Management' or 'Paperless Viewer.'

File Management

Paperless Viewer









# In-House Escrow Guide

## 3. Cancellation of In-House Escrow

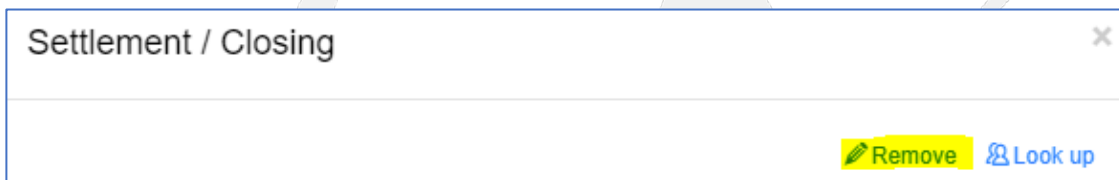
If In-House Escrow must be canceled, you may cancel via our system or email to Settlement agent.

### 3.1 Prior to 'Registered' Status

If the file status is 'Pre-Registered' the In-House Escrow can be removed on Loan Summary – Summary – 3<sup>rd</sup> Party.

▼ 3rd Party	
Third Party	<b>Detail</b>
Company	
Loan Officer	 
Processor	 
Settlement / Closing	  

When click on 'Remove' icon, it will clear the In-House Escrow information and registration, and all set right away.



### 3.2 On or After 'Registered' Status

Once a file becomes 'Registered' status, the In-House Escrow may be cancelled by contacting DMC Submission and Closing team when available, or by contacting the assigned Settlement agent directly.

Submission: [lacompliance@nmsigroup.com](mailto:lacompliance@nmsigroup.com)

Closing: it may be available on 'Contacts' tab.