

1. Start by logging into Xactus360 and opening the borrowers file from the home page.



2. On the left-hand side under Options, click Adverse Action Notice.

[Log Out](#)

Actions:

- [Copy/Merge/Unmerge](#)
- [Order SupplementX](#)
- [Order RescoreX](#)
- [Refresh Report](#)
- [Compare Reports](#)
- [Submit Service Request](#)
- [Download Loan Data/1003](#)
- [Add Red Flag Report](#)
- [Reassign Report Owner](#)
- [Upload Supporting Docs](#)
- [Convert to Mortgage Only](#)
- [Order New Credit ReportX](#)
- [Order New Mortgage Only](#)
- [Order New Pre-QualificationX](#)

Options:

- [Subscriber Directory](#)
- [View Authorization](#)
- [Letter Of Explanation](#)
- [Consumer Disclosure](#)
- [Score Disclosure](#)
- [Adverse Action Notice](#)
- [Customize Report](#)

Borrower		Co-Borrower	
Borrower: Nickie Green SSN: 123-00-3333		Add Co-Borrower	
Address: 100 Terrace AVE			
West Haven, CT, 06516			
Email:		Phone:	
Scores			
	TransUnion	Experian	Equifax
FICO:	730	[732]	734
Credit Assure:	+18	+37	+27
Wayfinder™:	Order	Order	Order
What-If™:	Order	Order	Order
Summary			
Accounts: 33		Balance: \$16,742	
Open Accounts: 25		Payment: \$197	
Delinquent Accounts: 0		Past Due: \$0	
Details			
Loan Number: 2208000129		Status: Completed	
Report ID: 48988066		Entered: 07-18-2023, 10:27:37 AM	
Report Type: Credit ReportX		Completed: 07-18-2023, 10:30:52 AM	
Available Reports			
	Report Type	Date	Format
View Download	Credit ReportX	07-18-2023, 10:30:52 AM	PDF
View Download	Credit ReportX	07-18-2023, 10:27:39 AM	PDF

10/24/2023

3. Indicate who to generate the notice for and the date as well as a description of the account, transaction or requested credit and a description of the action taken.

Generate For:	
Applicant	▼
Date	
10/24/2023	
Description of Account, Transaction or Requested Credit	
<input type="text"/>	
Description of Action Taken	
<input type="text"/>	

4. Then, check the box next to the reason(s) for credit denial.

<p>Reason(s) for Credit Denial</p> <p>A. CREDIT</p> <p><input type="checkbox"/> No Credit File</p> <p><input type="checkbox"/> Insufficient Number of Credit References Provided</p> <p><input type="checkbox"/> Insufficient Credit Files</p> <p><input type="checkbox"/> Limited Credit Experience</p> <p><input type="checkbox"/> Unable to Verify Credit References</p> <p><input type="checkbox"/> Garnishment, Attachment, Foreclosure, Collection Action or Judgement</p> <p><input type="checkbox"/> Judgement Repossession or Suit</p> <p><input type="checkbox"/> Excessive Obligations in Relation to Income</p> <p><input type="checkbox"/> Unacceptable Payment Record on Previous Mortgage</p> <p><input type="checkbox"/> Lack of Cash Reserves</p> <p><input type="checkbox"/> Delinquent Past or Present Credit Obligations with Others</p> <p><input type="checkbox"/> Bankruptcy Past or Present</p> <p><input type="checkbox"/> Number of Recent Inquiries on Credit Bureau Report</p> <p><input type="checkbox"/> Unacceptable Type of Credit References Provided</p> <p><input type="checkbox"/> Poor Credit Performance with Us</p> <p>B. EMPLOYMENT STATUS</p> <p><input type="checkbox"/> Unable to Verify Employment</p> <p><input type="checkbox"/> Length of Employment</p> <p><input type="checkbox"/> Temporary or Irregular Employment</p> <p>C. INCOME</p> <p><input type="checkbox"/> Insufficient Income for Amount of Credit Requested</p> <p><input type="checkbox"/> Unable to Verify Income</p> <p><input type="checkbox"/> Excessive Obligations in Relation to Income</p>	<p>D. RESIDENCY</p> <p><input type="checkbox"/> Temporary Residence</p> <p><input type="checkbox"/> Length of Residence</p> <p><input type="checkbox"/> Unable to Verify Residence</p> <p>E. INSURANCE, GUARANTY or PURCHASE DENIED BY:</p> <p><input type="checkbox"/> Department of Housing and Urban Development</p> <p><input type="checkbox"/> Department of Veterans Affairs</p> <p><input type="checkbox"/> Federal National Mortgage Association</p> <p><input type="checkbox"/> Federal Home Loan Mortgage Corporation</p> <p><input type="checkbox"/> Other</p> <p>F. OTHER</p> <p><input type="checkbox"/> Insufficient Funds to Close the Loan</p> <p><input type="checkbox"/> Credit Application Incomplete</p> <p><input type="checkbox"/> Value or Type of Collateral not Sufficient</p> <p><input type="checkbox"/> Unacceptable Property</p> <p><input type="checkbox"/> Insufficient Data - Property</p> <p><input type="checkbox"/> Unacceptable Appraisal</p> <p><input type="checkbox"/> Unacceptable Leasehold Estate</p> <p><input type="checkbox"/> We do not grant credit to any applicant on the terms and conditions you have requested.</p> <p><input type="checkbox"/> Collateral not offered</p> <p><input type="checkbox"/> Value or type of collateral not sufficient</p> <p><input type="checkbox"/> Assets insufficient</p> <p><input type="checkbox"/> Other, specify:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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5. Input the disclosure of use of information obtained from an outside source as well as the federal agencies used. Type who prepared the adverse action notice and their NMLS number. Lastly, select the method of delivery. Once all is complete, click Submit.

PART II. Disclosure of Use of Information Obtained From an Outside Source

Our credit decision was based in whole or in part on information obtained from an affiliate or from an outside source other than a consumer reporting agency.

Federal Agencies

FDIC (FDIC)

Office of the Comptroller of the Currency (OCC)

Office of Thrift Supervision (OTS)

National Credit Union Administration (NCUA)

Federal Reserve (FRB)

U.S. Department of Housing and Urban Development (HUD)

Federal Trade Commission (FTC)

Prepared By

NMLS Number

Lender's Delivery Method:

6. A copy of the Adverse Action Notice will be displayed to print and share

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP.