

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.



Actions:

- [Copy/Merge/Unmerge](#)
- [Order SupplementX](#)
- [Order Xpress Update](#)
- [Order RescoreX](#)
- [Lexis Nexis Liens & Judgments](#)
- [Refresh Report](#)
- [Compare Reports](#)
- [Submit Service Request](#)
- [Download Loan Data/1003](#)
- [Experian Precise ID](#)
- [Reassign Report Owner](#)
- [Cancel Report \(Allow Repull\)](#)
- [Upload Supporting Docs](#)
- [Convert to Mortgage Only](#)
- [Trigger Product Bundle](#)
- [FlexCredit](#)

Options:

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

Borrower				Co-Borrower			
Borrower: Nickie Green		SSN: 123-00-3333		Borrower: Nancy Blue		SSN: 123-00-6666	
Address: 100 Terrace Av West Haven, CT, 06516				Address: 200 Cider Brook Dr Appletown, CT, 06477			
Email:		Phone:		Email:		Phone:	
Scores							
	TransUnion	Experian	Equifax		TransUnion	Experian	Equifax
FICO:	730	732	734	FICO:	744	773	733
FICO® Score Mortgage Simulator:		Order		FICO® Score Mortgage Simulator:		Order	
Xcel ScoreX ⓘ:		Order		Xcel ScoreX ⓘ:		Order	
Summary							
Accounts: 51				Balance: \$231,990			
Open Accounts: 33				Payment: \$2,034			
Delinquent Accounts: 0				Past Due: \$0			
Details							
Loan Number:		<input type="text"/>		Status: Completed			
Report ID: 78876445				Entered: 08-01-2025, 08:29:39 AM			
Report Type: Credit Report X				Completed: 08-01-2025, 08:30:06 AM			
Operator: Diana Agee				Account: XACTUS TEST ACCOUNT (DF1234DG)			
Available Reports							
		Report Type	Date	Format			
View	Download	Credit Report X	08-01-2025, 08:30:06 AM	PDF			
Events							

08/01/2025

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

Adverse Action Notice

Generate For:
 ▼

Date

Description of Account, Transaction or Requested Credit

Description of Action Taken

Reason(s) for Credit Denial

<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 #ccc; height: 100px; width: 100%; margin-top: 5px;"></div>
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4. 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.

<p>Federal Agencies</p> <p><input type="checkbox"/> Division of Depositor and Consumer Protection (FDIC)</p> <p><input type="checkbox"/> Office of the Comptroller of Currency (OCC)</p> <p><input type="checkbox"/> Office of Thrift Supervision (OTS)</p> <p><input type="checkbox"/> National Credit Union Administration (NCUA)</p> <p><input type="checkbox"/> Federal Reserve (FRB)</p> <p><input type="checkbox"/> U.S. Department of Housing and Urban Development (HUD)</p> <p><input type="checkbox"/> Federal Trade Commission (FTC)</p>	<p>Repositories</p> <p><input checked="" type="checkbox"/> Experian</p> <p><input type="checkbox"/> Equifax</p> <p><input type="checkbox"/> Transunion</p>
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Prepared By

NMLS Number

Lender's Delivery Method:

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

Statement of Credit Denial, Termination or Change

<p>Applicant's Name and Address: NICKIE GREEN 100 TERRACE AV WEST HAVEN, CT 06516</p>	<p>Lender Case No: Date: 08/01/2025</p>
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Description of Account, Transaction or Requested Credit:
 Description

Description of Action Taken
 Action

PART I. Principal Reason(s) for Credit Denial, Termination, or Other Action Taken Concerning Credit
This section must be completed in all instances.

<p>A. CREDIT</p> <p><input type="checkbox"/> No Credit File</p> <p><input checked="" type="checkbox"/> Insufficient Number of Credit References Provided</p> <p><input type="checkbox"/> Insufficient Credit Files</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>
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PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS AND WE WILL BE HAPPY TO HELP

08/01/2025