Encompass: Origination Essentials



Loan Origination

- Encompass Consumer Connect
- Loan Officer Pipelines
- Loan Officer Milestones
- Completing a Prequalification
- Completing an Application
- Issuing Disclosures
- Requesting documents
- Running Services
- Products & Pricing: OB Basics
- Submitting to Corp UW
- Change in Circumstance
- Notice of Incomplete Application



Encompass Consumer Connect



Encompass Consumer Connect

Encompass Consumer Connect is our new borrower Portal. Prospective buyers will be asked to complete a loan application.

Once the application is submitted, the branch will receive an email from WebApps and the loan will appear in the Loan Officer's **Prequal Pipeline.**

A loan officer will review to establish their credit worthiness and buying power.





Thank you for the opportunity to help with the financing of your new M/I Home. We look forward to working with you!

Click below to select the location in which you are building and start your mortgage application.





Encompass Consumer Connect



Loan Officer Pipeline



Loan Officer Pipeline Views

The Loan Officer **Pipeline** is the starting point for originating, viewing, and managing your loans.

| Pipeli | Pipeline View | | Disclosure - Due | ~ 1 |
|-----------|---------------|--------|--|------|
| Loan F | oldor | Dineli | Disclosure - Due | Arch |
| Luann | UNDER | - ipen | Loan Officer - All Loan Officer - Prequal | |
| Filter: A | lert - R | ediscl | Loan Officer - Active | Sen |
| 14 4 | 1 - 50 | ~ | Loan Officer - Floating | |
| 14 4 | 1-50 | ~ | Loan Officer - Follow Up | |
| Alerts | Mess | ages | Loan Officer - Expiring Before Close | Rev |
| | | | Loan Officer - 60 Day CIC | |
| - | = | | Loan Officer - Incomplete Applications | |

Using the pipeline as a working queue will streamline your process. You can sort, filter and customize your pipeline views:

| D 1 | | | | | | 0.1 | | | | | |
|------------|---------|-------------|------------------|---------------|---------------|---------------|--------------|-----------------------|---------------------------|----------------------|--------------------------|
| Pipel | line Vi | ew Lo | an Officer - All | | × 🖌 | 0 🗹 | | | | | |
| Loan | Folder | 2 folders | are selected | ✓ Ir | nclude Archiv | e Loans View | My Loans | Company Inter | rnal Organization 🗸 🗸 All | 0 | 🖁 Global Search 🔘 On 💿 O |
| ilter: | Next Ex | pected Mile | estone = Applica | tion | | | | | | | |
| | | | | | | | | | | | |
| 4 | 1 - 45 | ~ of | 45 🕨 🕅 | | | | | | | | |
| Alerts | Mess | Linked | Loan Number | Borrower Nam | Application I | Dat Loan Amou | nt Note Rate | Lock & Request Status | Lock Expiration Date 🔻 | Last Finished Milest | Next Expected Milestone |
| - | = | | | | = | ~ = | = | ~ | = ~ | ~ | Application |
| | | | 000100162 | 🤱 Davis, Loc | 01/06/2025 | 240,000.0 | 5.250 | 🔒 (57) | 03/06/2025 | Started | Application |
| | | | 000100166 | 🔒 Davis 1, Le | 01/07/2025 | 240,000.0 | 5.250 | 🔒 (48) | 02/25/2025 | Started | Application |
| | 9 | | 000100102 | 🗂 Builder, S | 11/25/2024 | 463,500.0 | 0 7.375 | 🖀 (29) | 02/06/2025 | Started | Application |
| | | | 000100164 | 🤱 Davis, Loc | 01/06/2025 | 240,000.0 | 5.250 | 🔒 (27) | 02/04/2025 | Started | Application |
| | | | 000100165 | 🤱 Davis, Loc | 01/06/2025 | 240,000.0 | 5.250 | 🔒 (27) | 02/04/2025 | Started | Application |
| | | | 000100163 | 🤱 Davis, Loc | 01/06/2025 | 240,000.0 | D 6.000 | 🔒 (27) | 02/04/2025 | Started | Application |
| | | | | | | | | | | | |

A Subsidiary of M/I Homes, Inc.

Loan Officer Pipeline Views

- **Disclosure Due:** Redisclose Loan Estimate or Send initial disclosures
- ► LO All: All loans
- ▶ LO Prequal: Loans started pro tip: use the application date filter
- ▶ LO Active: Loans in Application, Submittal, Cond Appr, Processing, Cond Review, CTC, Ready for Docs and Docs out
- ► LO Floating: Active loans not locked or loans with rate lock expired alert
- ▶ LO Follow up: Alerts conversation follow up, eFolder update, AUS data discrepancy alert, intent to proceed, etc.
- ► LO Expiring before Close lock will expire prior to closing
- ▶ LO 60 Day CIC loans closing in the next 90 days, LE days >60 from closing
- ► LO Incomplete Applications Active loans without UW approval, no NOIA due date present not withdrawn

| | F | _ |
|--------------------------|--|------|
| Pipeline View | Disclosure - Due | ~ L |
| | Disclosure - Due | |
| Loan Folder Pipeli | Loan Officer - All | vict |
| | Loan Officer - Prequal | |
| Filter: Alert - Rediscle | Loan Officer - Active | Sen |
| 1.4 4 4 4 | Loan Officer - Floating | |
| 4 4 1 - 50 ∨ | Loan Officer - Follow Up | |
| Alerts Messages | Loan Officer - Expiring Before Close | Rev |
| | Loan Officer - 60 Day CIC | |
| = = | Loan Officer - Incomplete Applications | = |



Loan Officer Milestones



Loan Officer Milestone: Application Started

| 付 твр | | | 1 st Loan #: 0001006 5 Loan Amount: \$58 | | | Click the magnifying glass to select yourself as loan officer. If there is a LOA, | | | |
|---|------|----------------------|---|--|--|---|--|--|--|
| 🔀 Alerts & Messages | Log | | Application Works | heet for Austin WebApps | | assign them as well. | | | |
| File Started Credit Authorization recei Application Expected Submittal Cond. Approval | ived | 05/07/25 05/07/25 | File Started By Loan Officer Loan Assistant | Finish 0 05/ shed | | | | | |
| Processing | | | Documents | | | | | | |
| Cond. Review Clear to Close Ready for Docs Docs Out Funding Post Closing | | | Prequalification Prequalification Coan Summary Credit Report | Recycle/Misc Bin Prequalification Letter Prequalification Letter - TX Loan Summary Worksheet Credit Report received : 05/07/25 Credit Authorization received : 05/07/25 | | | | | |
| Purchasing | | | | | | | | | |



Loan Officer Milestone: Submittal

| Home Pipeline Loan Contacts Da | hboard Reports | | |
|---|---|---|--|
| 8 Borrowers Andy and Amy America | ~ 2 | | Open |
| 123 Test Loan Way Austin, TX 78703 | | 7.000% Est Closing Date: 05/23/2025 ot Locked | d |
| 4 Alerts & Messages Log | Submittal Worksheet | | |
| File Started 04/29/25 Application Finished 04/29/25 Submittal 05/06/25 Cond. Approval 05/09/25 Processing 05/12/25 Cond. Review 05/17/25 Clear to Close 05/12/25 Docs Out 05/22/25 Funding 05/26/25 Post Closing 05/26/25 Purchasing 05/31/25 Completion 06/30/25 | Loan Officer Officer User (officer) Quays to Finish Loan Assistant Queue Corporate Underwriting Finished Corp UW Queue Corporate Underwriting Pinished Image: Corporate Underwriting Image: Corporate Underwriting Image: Corporate Underwriting Image: Corporate Underwriting Image: Corp UW Queue Corporate Underwriting Image: Corporate Underwriting Imag | | Tasks * Borrower's signatures have been checked * Run DU/AUS findings - Submitted Remember, if there is an asterisk, it is a required task (you cannot finish milestone without checking box) |
| Forms Tools Services >> Order Credit Report >> Access Lenders | Required Fields | Go to Fields Field Summary | Milestone Comments |
| » Search Product and Pricing | Co-Borr Do Not Wish Indicator | — ~ | |
| » Request Underwriting | Co-Borr Race Male Indicator | ~ | |
| » Order Appraisal | Co-Borr Female Indicator | ~ · | |
| » Order Flood Certification | Co-Borr Not Applicable Indicator | Any missing required | |
| » Order Title & Closing | Borr Female Indicator | fields will show in this 🛛 🗸 🗸 | |
| » Order Doc Preparation | Borr male Indicator | quadrant of the | |
| » Register MERS | Borr Do Not Wish Indicator | Milestone. | |
| » Order AVM | Borr Not Applicable Indicator | ~ | |
| » Order Mortgage Insurance | Co-Borr Race Black | You can complete from | |
| » Order Fraud/Audit Services | Co-Borr Guamanian or Chamorro Indicator | this screen or click | |
| » Request HMDA Management | Co-Borr Japanese Indicator | "Got to fields" | |
| » Order Additional Services | Co-Borr Race Asian | · · · · · · · · · · · · · · · · · · · | |
| » Order Verifications ♥ | Co-Borr Native Hawaiian Indicator | ~ | |
| Show in Alpha Order | Co-Borr Filipino Indicator | × | |



Interactive Demonstration: Origination Pipeline & Milestone



Completing a PQ



Completing a Prequalification: Steps

- Open the loan from the **pipeline**
- Assign yourself as Loan Officer
- Complete the required information: Property information, loan details, pricing, PMI, fees etc.
- Review the loan information: Credit, Income & Assets
- Use the Prequalification tool to help analyze and determine if PQ is OK to proceed.
- Complete the M/I Prequal Letter and Loan Summary Worksheet

In the follow slides, we will provide detail for each step. In addition, we will walkthrough a demonstration in Encompass.



- Go to Pipeline
- To start a PQ, select "Loan Officer Prequal"

| Pipeline View | Loan Officer - All | |
|-------------------|---|-----------|
| Loan Folder 2 fok | Disclosure - Due | rchive |
| 14.4 | Loan Officer - All Loan Officer - Prequal Loan Officer - Active | |
| | Loan Officer - Floating Loan Officer - Follow Up Loan Officer - Expiring Before Close | ation Da |
| = = | Loan Officer - 60 Day CIC Loan Officer - Incomplete Applications | ` 2025 |

• Double click on the loan to open

| Home | Pipe | line L | oan Contac | ts Dashboard | Reports | | |
|-----------|-----------|------------|-------------------|---------------------|-------------------|--------------|----------|
| Pipel | ine Vi | ew La | an Officer - Pred | qual | × 🖬 🧿 | 2 | |
| Loan | Folder | Prospec | ts | ~ □ | nclude Archive Lo | ans View | All Lo |
| Filter: / | Applicati | ion Date = | 5/7/2025 and l | Last Finished Miles | tone = Started | | |
| 4 4 | 1-3 | √ of 3 | ▶ N | | | | |
| Alerts | Mess | Linked | Loan Number | Borrower Nam | Application Dat | Loan Amoun | <i>.</i> |
| | | | | | | | t |
| - | - | | | | = 05/07/2(~ | = | t = |
| 1 | = | | 000100650 | Homeown | | = 585,000.00 |][= |
| 1 | = 2 | | 000100650 | R Homeown | | | - |



 Assign yourself as the loan officer (Log > Application Expected) & assign LOA, if applicable.

| 🚰 TBD | - | | 111 Loan #: 000100650 LTV: 90.000/90.000/90.000 Click the magnifying glass to select yourself as loan officer. Loan Amount: \$585,000.00 DTI: 5.909/8.844 If there is a LOA. |
|---|--------|----------------------|--|
| 🔽 Alerts & Messages | Log | | Application Worksheet for Austin WebApps assign them as well. |
| File Started Credit Authorization rec Application Expected Submittal | ceived | 05/07/25 05/07/25 | File Started By Austin WebApps (mifaustin) Days to Finish 0 05/ Loan Officer Austin WebApps (mifaustin) Q Finished Loan Assistant Q |
| Cond. Approval Processing | | | Documents |
| Cond. Review | | | RecycleMisc Bin |
| Clear to Close | | | Prequalification Letter |
| Ready for Docs | | | Prequalification Letter - TX |
| Docs Out | | | Loan Summary Worksheet |
| 📃 Funding | | | Credit Report received : 05/07/25 |
| Post Closing | | | Credit Authorization received : 05/07/25 |
| Purchasing | | | |

- Go to the M/I Borrower Summary Origination Screen begin reviewing the loan information: Credit, Income & Assets.
- Complete the following fields: city state, zip code, estimate value, division, subdivision, estimate close date, homeowner's estimate, property taxes & HOA dues, products & pricing.

***You MUST leave the address marked "TBD" at prequalification. If RESPA is triggered,

we CANNOT move back to PQ status in encompass**



| | | | | | _ | | | | | | |
|-------------------------------------|---------------|---|-----------------|------------|---|---|------------|---------------|------------------------|----------------|----------|
| M/I Borrower Sum | nmary - Origi | nation | _ | | | M/I Borrower Summary - O | - | | | | |
| Authorized VOI | | Leave the Propert | v red VOI | | | | | | | | |
| Date Authorized | // | marked "TBD" until are ready to create | ou thorized | // | | | 1 | | Qua | lify using P&I | 1 |
| Authorized VOA | | application. | ed VOA | | | Enforce County Loan Lim | it | Note Rate | Complete the | | % |
| Date Authorized | // | Once RESPA is triggered in Encomp | thorized ass | // | | Loan Amount Rounding Purchase Price | 650,000.00 | Qual Rate | hightlighted fields | | % |
| | | it CANNOT be undo | ne. | | | Down Payment 10.000 % | 65,000.00 | UnDiscounter | | J | % |
| Subject Property I | ntore adon | | | | | Loan Amount | 585,000.00 | Term | | 36(| 0 mths |
| Property Is TBD | | | | | | Initial Advance | ? | Due in | | 36(| 0 mths |
| Street Address | TBD | | Property Type | Detached 🗸 | | Est Closing Date | // | Proposed N | Nonthly Payment fo | r Property | |
| Unit Type | | ~ | Estimated Value | | | Scheduled Closing Date | // | First Mortgag | e (P & I) | 🖌 📑 S | 1,625.00 |
| Unit # | | | Appraised Value | | | Closing Time | | Subordinate I | Lien(s) (P & I) | 🖌 🗟 S | |
| City | | | Lot Number | Spot Loan | _ | Rate Lock Description | | Homeowner's | s Insurance | ۲S | |
| State | | | Division | ~ | | Lock Date | // | Supplemental | Property Insurance | 2/ 🔒 S | |
| County | | | Subdivision | | | # of Days | | Property Taxe | es | ٧s | |
| | | | Contract Date | // | | | 11 | Mortgage Inst | urance | 🏹 🔒 S | |
| Unincorporated Area | | | | | | Lock Expires | // | Association/P | Project Dues (Condo, | PUD)\$ | |
| | | | | | | Last Rate Set Date | | Other | [| 🖌 🔒 S | 0.00 |
| Construction Method | 1. Site-built | t 🗸 | | | | Rate Lock Disclosure Date | // | TOTAL | | 🗟 S | 1,625.00 |
| | | | | ///// | | Rate is Locked | | | | | |
| | | | | | | Secondary Registration | | Income (mon | thly) 📝 | 27,5 | 500.00 |
| | | | | | | | | | | | |
| | | | | | | | | M/I | FINANC | CIAL, | LLC |
| | | | | | | | | | Culturi di a un a f M | (| |

| 1st Loan #: 000100650 LTV: 90.000/90 | 000/90.000 Rate: | E | st Closing Date: // | |
|--|--------------------------|------------------------------|-------------------------------|--|
| Loan Amount: \$585,000.00 DTI: 5.909/8.84 | 4 🔁 Not Loo | cked 🤱 | FS: Austin WebApps V Archived | |
| M/I Borrower Summary - Origination | | | | |
| Channel Banked - Retail V RESPA | 6 Entered No V Applic | ation Date 05/07/2025 | | |
| | | tion Date // | | |
| Current Status You can select pricin | on the loan from | | | |
| Borrower Infc the work area header | | | Additional Information | |
| Borrower the services access | | Copy From Borrower | Employee Loan | |
| Vesting Type | Screen | ~ | Initial UW Submission Type | |
| First Name | | | | |
| Middle Pro tip: You can acc | ess pricing from | | Underwriting Stage | |
| Last Name most screens if you u | | r Suffix | | |
| SSN in the he | ader. | 0 | | |
| DOB | | | Services | |
| Marital Status Married | Marital Status Married | ✓ | Order Credit | |
| Preferred Contact Method - Select All That App | ly Preferred Contact Met | thod - Select All That Apply | | |
| Home Phone | Home Phone | | | |
| Work Phone 813-393-5737 🖌 🖾 | Work Phone 813-393- | | ICE Fees | |
| Cell 305-609-5286 🖌 🎚 | Cell 305-609- | -5286 🔽 🎚 | Order DU 🧿 Order LPA | |
| Accept Text/SMS 🗹 | Accept Te | ext/SMS 🗸 | Mortgage Insurance | |
| E-mail cmonasterio@mihomes.ce 🗌 🖂 | E-mail cmonaste | erio@mihomes.c 🗌 🖂 | Run Mavent | |
| | | | Truework - VOI/VOE | |
| Current Address | Current Address | | The Work Number | |
| Foreign Address | Foreign Address | | Order 4506 | |
| Street Address 175 13 st | Street Address | 175 13 st | AccountChek 3 in 1 | |
| Unit Type | Unit Type | × | Order Fraud | |
| Unit # | Unit # | | Order Appraisal | |
| City Washington | City | Washington | Order Flood | |
| State DC | State | DC | | |
| Zip 20013 | Zip | 20013 | M/ Prequal Letter | |
| Country US | Have Long at Consent Add | | mil Fiequal Letter | |
| How Long at Current Address 10 Y | | fress 10 Y M | | |



| | | | | | | | | Forms | Tools | Services | 3 |
|------------------------------------|------------|-----------|--|-----------------|--------------|---------------------------|----------------|-------------|---|----------|-------------|
| M/I Borrower Summary - Origination | | | can easily access income, asset and liability information from the M/I Borrowers Summary - Origination screen. You can also go through the 1003 URLA screens | | | | | | MI Borrower Summary - Origination 1003 URLA - Lender 1003 URLA Part 1 1003 URLA Part 2 1003 URLA Part 3 1003 URLA Part 4 1003 URLA Continuation | | |
| | | 0° 41 | | POA/Trust | | | | | | | |
| Income, Assets, Liabilities, and | | | Quick Entry - 1003 URLA Pa | irt 2 | | | | — [| | < | |
| Borrower's Income | 15,000.00 | Present | | | | | | | | | |
| Co-Borrower's Income | 10,000.00 | Propose | Section 1: Borrower Infor | mation (Continu | ied) | | | | | | |
| Other Income | 2,500.00 | Total Lia | 1b. Current/Self Employm | ent and Income | - Borrower | 1b. Current/Self Employm | ent and Income | - Co-Borrov | wer | | |
| Total Verified Combined Income | 27,500.00 | Total Mo | Does Not Apply | × | Show all VOE | Does Not Apply | × | Show all V | OE | | |
| Total Verified Assets 🛛 🦉 | 250,000.00 | Net Wor | Employer or Business Name | Employee | | Employer or Business Name | | | | | |
| Total Liquid Assets 🔒 | 250,000.00 | | Foreign Address | | | Foreign Address | | | | | |
| Real Estate Owned 🛛 🦉 | | | Street Address | 4343 Anchor Pla | aza Parkway | Street Address | 123 Main St | | | | |
| Affordable Loan Eligibility | | E | Unit Type | | ✓ | Unit Type | | ~ | | | |
| | | 1 | Unit # | | | Unit # | | | | | |
| Total Household Income | 330,000.00 | County | City | Tampa | | City | Washington | | | | |
| Total Household Adjusted Income | 330,000.00 | 1 | State | FL | | State | DC | | | | |
| Rural Housing | | AMI Yea | Zip | 33634 |] | Zip | 20013 | | | | |
| First-Time Homebuyer 🗟 🛐 | res 🗸 | AMI 100 | Phone | 813-393-5737 | <u>a</u> | Phone | 813-393-5737 | 3 | | \sim | |
| Purchase Price Limit | | AMI 80% | Country | 11e | | Country | 11e | | > | | |
| | | AMI 50% | | | | | | | | | |
| | | AMI | | | | | | | <u>C</u> lose | | |
| MSA Name | | | | | | | | | | | NCIA |
| MSA Number | | | | | | | | | | | of M∕l Home |
| | | | | | | | | | | | |

LC

Prequalification Tool

| Loan Program FNMA 30 Year Fixed | Q X |
|---|---|
| Closing Cost Program Conventional | 9, X |
| Loan TypeConventionalProperty Will BePrimary ResidenceMortgage InformationCopy From Maximum Property ValueAppraised ValuePurchase Price500,000.00Down Payment15.000 %Total Loan Amount425,000.00Mote / Qual Rate7.625 /BiveeklyInterest OnlyInterest Only0.0000 %Term / Due in360 /MIP / Funding Fee0.0000 %Total Loan Amount425,000.00 | Lien Position 1st Mortgage Purpose of Loan Purchase Funds Review Payoff Mortgages 2 August 1 |
| Sub. Financing Monthly Payment APR Gross Monthly Income Base Part Co-Borrower Base Part 12,500.00 10,000.00 | Monthly Housing Expenses Rent First Mortgage P & I 3,008.12 |

Prequalification Tool can be helpful in viewing all loan data in one centralized area. Review and determine if PQ is OK TO PROCEED.



- Once you have completed the required information, make sure to run your ICE Fees as you will be providing the borrower with a Loan Summary Worksheet that includes closing cost estimate.
- Once you have completed your review and have determined the loan is OK to proceed Complete the M/I Prequal Letter Screen

| M/I Prequal letter | Order Fraud |
|--|--------------------------|
| | Order Appraisal |
| Maximum Loan-to-Value Ratio % | Order Flood |
| LoanType and Description | MI Prequal Letter |
| Mortgage Broker/Banker 📃 has 🗌 has not reviewed prospective applicant's/applicant's credit report and credit score | |
| Applicant has provided the Mortgage Broker/Banker with the following information: | |
| Income No Yes Not Applicable | |
| Available cash to close 🗌 No 🔛 Yes 🔛 Not Applicable | |
| Debts 🗌 No 📃 Yes 📃 Not Applicable | |
| Other Assets 🗌 No 📄 Yes 📄 Not Applicable | |
| Additional items required for loan approval : | |
| | |
| Conditional Pre-Qualification Expiration Date // | |
| Prequal Date // | M/I FINANCIAI |
| | A Subsidiary of M/I Home |

Services

Order Credit

Product and Pricing

Order DU ③ Order LPA Mortgage Insurance Run Mavent

> Truework - VOI/VOE The Work Number

Order 4506

||C

Request the two PQ documents: Prequalification Letter & Loan
 Summary Worksheet

| Do | cum | ents View Standard View | ✓ 🚽 ⊙ 🗹 | | | | | | | |
|-----|------|------------------------------|----------------------------|----------|----------------|--------|------------------|--------|--------------|---------------|
| Doc | umer | nt Group (All Documents) | ✓ Stackir | ng Order | None | | | | | \sim |
| Do | cume | ents (13) | 🗟 🕼 🗹 🗙 🖼 🔒 🛛 eConsent | Request | eDisclosures | Retrie | ve Document Ma | anager | File Manager | Send 🔻 |
| ∆tt | Fo | Name 🔺 | Description | For Bor | rower Pair | Ty | pe | Access | S | For Milestone |
| | | | | | | ~ | ~ | | | |
| | | Bank Statement |] | John ar | nd Mary Homeow | Ne | eded | AU, CL | ., CU, FN, | Processin |
| 6 | | Credit Authorization | | John ar | nd Mary Homeow | Ne | eded | AU, CL | ., CU, FN, | Applicatio |
| à | | Credit Report | | John ar | nd Mary Homeow | Se | ttlement Service | AU, CL | ., CU, FN, | Applicatio |
| | | IRS-W2 | W-2s - Last 2 years | John ar | nd Mary Homeow | Ne | eded | AU, CL | ., CU, FN, | Processin |
| | | Loan Summary Worksheet | Loan Summary Worksheet | John ar | nd Mary Homeow | Cu | stom Form | AU, CL | ., CU, FN, | Applicatio |
| | | Mortgage Insurance Quote | | John ar | nd Mary Homeow | Ne | eded | AU, CL | ., CU, FN, | 📕 Submittal |
| | | Paystub | Paystubs | John ar | nd Mary Homeow | Ne | eded | AU, CL | ., CU, FN, | 📃 Processin |
| | | Prequalification Letter - TX | | John ar | nd Mary Homeow | Cu | istom Form | AU, CL | ., CU, FN, | 📃 Applicatio |
| | | Prequalification Letter | | John ar | nd Mary Homeow | Cu | stom Form | | ., CU, FN, | Applicatio |
| | | Property Tax Bill | Property Tax Bill | | nd Mary Homeow | | eded | | ., CU, FN, | 📃 Processin |
| | | Purchase Agreement | Purchase/Sales Contract | John ar | nd Mary Homeow | Ne | eded | | ., CU, FN, | 📕 Submittal |
| | | Recycle/Misc Bin | | John ar | nd Mary Homeow | Ne | eded | | ., CU, FN, | 📃 Applicatio |
| | | Verification Of Employment | Verification Of Employment | John ar | nd Mary Homeow | Ne | eded | AU, CL | ., CU, FN, | 📃 Processin |
| | | | | | | | | | | |
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| | | | | | | | | | | |



Loan Summary Worksheet Example:



A Subsidiary of M/I Homes. Inc.

Reference Number: 000100590

Your actual rate, payment, and costs could be higher. Get an official Loan Estimate before choosing a loan.

LOAN SUMMARY WORKSHEET

| | LOAN J | | | SHEET | |
|---|--|--|-------------------|---|--------------------------------|
| M/I Financial, LLC 7600 N Capital of Texas Bldg C Suite 250 Austin, TX 78731 | | | User | Date: Friday, May | 9, 2025 |
| Property: 1234 MI | merica, Amy America Homes Way, Austin, TX se, PrimaryResidence | 78703 | | | |
| Loan Terms Interest Rate: Loan Program: Mortgage Type: Loan Amount: | 7.125% FNMA 30 Year Fixed Conventional \$595,000.00 | AP Rate Down Term: | Type: Payment: | 7.867% Fixed 15.000% / \$105,000.00 360 Months | |
| Items Payable in Conne Administrative Fee Discount Points Attorney Processing Fee | | Amount 1,775.00 7,437.50 175.00 | Per Dien | Interest and Premiums n Interest (9 days @ \$117.76) nsurance Premium | Amount 1,059.84 2,400.00 |
| Title - Tax Certificate Settlement Fee Title - E-Recording Fee Title - Policy Guaranty Fe Owner's Title Insurance Lender's Title Insurance Title - T-30 Environmenta Title - T-19 Restrictions, I Minerals Title - T-30 Tax Amendm (R-19),Title - T-3 Tax Am (R24) Recording Fees | al Protection Lien Encroachments, ent End (Rollback) | 50.00 475.00 30.00 4.00 653.00 3.441.00 25.00 172.05 25.00 261.00 | | s / Reserves nsurance Taxes | Amount 400.00 3,500.01 |

| Summary of Debits | | Summary of Cre | edits | Monthly Payment Bre | eakdown |
|----------------------|--------------|-------------------|-------------|-----------------------|------------|
| Sales Price | 700,000.00 | Loan Amount | 595,000.00 | Principal & Interest | 4,008.63 |
| Refinance/Payoffs | 0.00 | Other Financing | 0.00 | Homeowner's Insurance | 200.00 |
| Land | 0.00 | Seller Paid Costs | 0.00 | Mortgage Insurance | 64.46 |
| Improvements/Repairs | 0.00 | Other Credits: | 35,000.00 | Property Taxes | 1,166.67 |
| Prepaid Items | 7,359.85 | Lender Paid Costs | 0.00 | | |
| Fees & Charges | 7,086.05 | Lender Credit | 0.00 | | |
| PMI/MIP/Funding Fee | 0.00 | EMD | 25,000.00 | | |
| Discount | 7,437.50 | | | HOA Fee | 125.00 |
| Total Debits: | \$721,883.40 | Total Credits: | \$35,000.00 | | |
| Amount Due: | \$91,883.40 | | | Total Payment: | \$5,564.76 |

THIS IS NOT A COMMITMENT TO LEND

This worksheet is intended solely to help you understand the costs related to obtaining a mortgage loan. It is not an application, nor is it a pre-qualification or pre-approval for a loan. The rate quoted above is neither guaranteed nor locked. This worksheet is not a Loan Estimate.



Prequalification Letter Example: MORTGAGE COMPANY CONDITIONAL PRE-QUALIFICATION LETTER

This is not a loan approval or commitment to lend

Date: May 12, 2025

Prospective Applicant(s) / Applicant(s):

Mortgage Company: M/I Financial, LLC

NMLS ID#: 50684

Loan Details:

Loan Amount: \$275,391.00

Qualifying Interest Rate: 6.750 %

Term: 30 years

Maximum Loan-to-Value Ratio: 90.000 %

Loan Type and Description: FNMA 30 Year Fixed

Mortgage Company [X] has [] has not reviewed the prospective applicant's/ applicant's credit report and credit score

The prospective applicant(s) / applicant(s) have provided the mortgage company with the following information:

Income [X]Yes []No []Not applicable

Available cash to close [X] Yes [] No [] Not applicable

Debts [X] Yes [] No [] Not applicable

Other Assets [X] Yes [] No [] Not applicable

Based on the information that the prospective applicant(s) / applicant(s) have provided, the mortgage company has deter mined that the prospective applicant(s) / applicant(s) is eligible and qualified to meet the financial requirements of the loan.

This is not a loan approval or a commitment to lend on the terms described in the Loan Details section.



Interactive Demonstration: Completing a Prequalification



Completing an Application, Issuing Disclosures & Requesting Documents



Completing an Application: Steps

- Once the Loan Officer receives a copy of the contract, they will complete the **application**.
- Find the loan in your pipeline and go to the M/I Borrower Summary
 Screen to update and complete the loan application
- Run Mavent (compliance) tool
- Send eDisclosures and request initial documents
- Enter the intent to proceed, once received
- Review the documents, income and credit analyzers (validate income), and run all services.
- Submit to Corporate UW for Conditional Approval



- Once the Loan Officer receives a copy of the contract, they can turn the PQ into an application.
- Find your borrower in your pipeline and go to the M/I Borrower
 Summary Screen to complete the address, lot number, estimate value, update the purchase price and loan amount, add contract date, estimate close date.

| Property Is TB | | | | | |
|-------------------|----------------|-----------|-------------------------|------------------|-----------|
| Street Address | 88 This is the | Way Drive | Property Type | PUD | ~ |
| Jnit Type | | ~ | Estimated Value | | 325,000 |
| Unit # | | | Appraised Value | | |
| City | Powell | | Lot Number | | Spot Loan |
| State | ОН | 43065 | Division | Columbus | ~ |
| County | Delaware | | Subdivision | Spring Hill Farm | n 🗸 |
| | | | Contract Date | 05/07/2025 | |
| Jnincorporated A | rea | | | | |
| Construction Meth | od | - | $\overline{\mathbf{v}}$ | | |
| | | | | | |
| | | | | | |

| Enforce County Loan Limit | | | | | |
|---------------------------|------------|-------|-----------------------------|------------------|----------|
| ✓ Loan Amount Rounding | | | Note Rate | 7.0 | 00 % |
| Purchase Price | 325,00 | 00.00 | Qual Rate | | % |
| Down Payment 24.615 % | | 00.00 | UnDiscounted Rate | 7.6 | 25 % |
| Loan Amount | 245,00 | 00.00 | Term | 3 | 60 mths |
| Initial Advance | | | Due in | 3 | 60 mths |
| Est Closing Date | 05/07/2025 | | Proposed Monthly Payme | ent for Property | , |
| Scheduled Closing Date | 11 | | First Mortgage (P & I) | 🕜 🔒 S | 1,629.99 |
| Closing Time | | 1 | Subordinate Lien(s) (P & I) | 📝 🗟 S | |
| Rate Lock Description | | | Homeowner's Insurance | ⊿'s | 100.00 |
| Lock Date | // | | Supplemental Property Insur | ance 🕜 🔒 ş | |
| # of Days | | | Property Taxes | ⊘ s | 528.12 |
| Lock Expires | 11 | | Mortgage Insurance | 🗹 🗟 S 📃 | |
| Last Rate Set Date | 11 | | Association/Project Dues (C | ondo, PUD)s | |
| | | | Other | 🗹 🗟 S | 0.00 |
| Rate Lock Disclosure Date | 11 | | TOTAL | 🗟 S | 2,258.11 |
| Rate is Locked | | | | | |
| Secondary Registration | | | | | |
| | | | Income (monthly) | 12 | ,500.00 |

- Then, re-run **ICE Fees**, update float **pricing** and/or lock, re-run **MI**, if applicable
- Go to your **2015 Itemization** screen and review fees and enter **seller credits**, **add EMD**

| 2015 Itemization | | |
|--|--|--|
| | | |
| 🕞 1100. Title Charges | Borrower Seller Other Total 2,285.00 2,285.00 | |
| | Borrower Seller (2) Paid By / P / B / A / Paid To | |
| 1101. Title Insurance Services To To To Title - Closing Protection L To Old Republic National Title To | 40.00 * | Image: S 4,800.50 Image: S 10,000.00 |
| | M2. Non Specific Lender Credit | s |
| | M3. Non Specific Seller Credit | \$ 10,000.00 |
| | M4. Total of Other Assets Applied to Loan | s s |
| | M5. MI Premium Refund | S |
| | M6. Cash Deposit On Sales Contract | s s |
| | M7. V Source V | s |
| | Source I | \$ |
| | M9. | ۰ ۷ |
| | M10 Source M11. Closing Costs from Other Loans | s |
| / | I. TOTAL CREDITS (Total of L and M) | ☐ \$ 14,800.50 |
| | CALCULATION | |
| | OTAL DUE FROM BORROWER(s) (Line H) | 336,336.50 |
| | ESS TOTAL MORTGAGE LOANS (Line K) AND TOTAL CREDITS (Line N) | - 259,800.50 |
| | Cash From/To the Borrower (Line H minus Line K and Line N) IOTE: This amount does not include reserves or other funds that may be required by o be verified. | 76,536.00 |





- Once your application details have been entered, enter an LE Date Issued
 on Loan Estimate Page 1
 Loan Estimate Page 1
 - LE Date Issued 05/08/2025 Applicants Services Order Credit Product and Pricing ICE Fees Order DU ② Order LPA Mortgage Insurance
- Run a Mavent (compliance) report.

- Go to the eFolder and select eDisclosures. Preview the disclosures for accuracy and then send to borrowers.
- While in the eFolder, use the request button to send a needs list to



eDisclosures

Run Mavent

Request

• Enter the Intent to Proceed in the Disclosure Tracking page.

| Disclosure Details | View Audit Trail | | Loan Estimate Disclosed by Broke | eSign Documents | | ^ |
|---|--|---|--|--|---|---|
| Disclosure Type | Initial | ~ | Borrower | | 1 | |
| Sent Date | 04/21/2025 | | Received Method eFolder | eDisclosures | | |
| Ву | Gfficer User(officer) | | | | | |
| Sent Method | eFolder eDisclosures | | Presumed Received Date 🗟 04/24/ | 2025 | | |
| | | | Actual Received Date 04/21/ | 2025 ~ | | |
| | | | Borrower Type | al | | |
| Intent to Proceed | | | Co-Borrower | 2.1 | 1 | |
| Date | 04/21/2025 | | Received Method eFolder | eDisclosures | 1 | |
| Received By | Officer User(officer) | | | | | |
| | | | Presumed Received Date a 04/24/ | 2025 | | |
| Received Method | Signature | ~ | | | | |
| | Signature | ~ | Actual Received Date 04/21/ | | | |
| Received Method Comments | Signature | | | | | |
| | Signature | | Actual Received Date 04/21/ | 2025 | | |
| Comments | | | Actual Received Date 04/21// Borrower Type a | 2025 | | |
| Comments Loan Snapshot Borrower Name | Andy America | | Actual Received Date 04/21// Borrower Type a | ot SSPL Snapshot | | |
| Comments | Andy America Amy America | | Actual Received Date 04/21/ Borrower Type a LE Snapshot Itemization Snapsh Disclosed APR a Disclosed Daily Interest a 1,041.2 | ot SSPL Snapshot | | |
| Comments Loan Snapshot Borrower Name Co-Borrower Name | Andy America | | Actual Received Date 04/21/ Borrower Type a LE Snapshot Iternization Snapsh Disclosed APR a 7.119 Disclosed Daily Interest a 1,041.2 | 2025 v tot SSPL Snapshot 1 30 Year Fixed | | |
| Comments Coan Snapshot Borrower Name Property Address | Andy America Amy America 1234 MI Homes Way | | Actual Received Date 04/21// Borrower Type a LE Snapshot Itemization Snapsh Disclosed APR a Disclosed Daily Interest a Loan Program FNMA : | 2025 V I SSPL Snapshot I 30 Year Fixed 0.00 | | |
| Comments | Andy America Amy America 1234 MI Homes Way Austin | | Actual Received Date 04/21// Borrower Type a LE Snapshot Itemization Snapsh Disclosed APR a Disclosed Daily Interest a Loan Program ENMA : Loan Amount 595,000 | 2025 Interview of the second | | |



Please find a copy of the Prequalification & Application checklist below:

Encompass Loan Prequalification & Application



Interactive Demonstration:

Completing an Application, Issuing disclosures & Requesting Documentation



Running Services



Running Services



- Before submitting to Corporate UW for Conditional Approval, the loan officer will need to validate income, review documentation provided and run required services (AUS, Compliance, etc.)
- Run your AUS findings (DU or LP Make sure corresponds to your loan product)
- Ratios need to match Encompass.
- Run DRIVE Report (Services Fraud/Audit Services) and Mavent Compliance tool
- Run and review Income & Credit Analyzers, if applicable
 - Address any required findings before submittal.



Running Services

Please note, our **Vendor Services** training will provide a complete deep dive into services.

This will be assigned to you in a separate course!


Submitting to Corp



Submittal

 Once file structure and docs are complete, Select Initial UW submittal dropdown on M/I Borrower Summary – Origination Page Prior to finishing the Submittal Milestone, the loan officer will select the UW submission type.



Submittal: Initial UW submission Types

Full Approval

- Self-employment
- Asset as qualifying income
- Any income branch is uncertain of calculating
- Income Analyzer needing
 review
- Borrower bank statements with 2 or more NSF fees
- Bankruptcy, Deed in Lieu of Foreclosure within last 10 years
- Loans with credit scores below 640

- Any derogatory credit situation the branch is uncertain of
- M/I Home Employee Loans
- Loans with refer findings that will need to be manually underwritten
- Visa types not listed as approved in UW Manual
- Any unusual situation the branch is uncertain of how to address or if it will impact qualification

Automated Approval

• AUS approved loan that require standard documentation.

Please note: this is not an exhaustive list. When in doubt, you can always reach out to UW for guidance!



Interactive Demonstration: Running Services & Submitting to UW



Products & Pricing: OB Basics



Products & Pricing: OB Basics

Pricing Loan for Initial Disclosures (Float & Lock)



OB Basics: Products & Pricing

| | Search for Product and Pricing | | | | | | | |
|---|--------------------------------|----------------------------------|---|-----------------------|----------------------|--------------|----------------|------------|
| | Submit to Lender | Product and Pricing S | earch | | | | 은 <u>TES</u> I | LOANOFFICE |
| | Lock Request Form | | | | | | | |
| _ | Lock Comparison Tool | OB Loan Number OB Status N/A N/A | LOS Loan Number LOS Stat 000100231 Applicati | | | | | Search |
| | | Loan Scenario + Add Sc | enario | | | | | |
| | | | | | | | | |
| | | Scenario Name | | | | | | |
| | | | | | | | | |
| | | Loan Information | | | | | | |
| | | Lien Position | Loan Type | Base Loan Amount | Total Loan Amount | Loan Purpose | Purchase Price | |
| | | First Lien | V FHA V | \$337,750 | \$343,660 | Purchase | \$350,000 | |
| | | Appraised Value | Construction Loan Type | | | | | |
| | | \$0 | Not Applicable | Subordinate Financing |] | | | |
| | | LTV | | CLTV | | HCLTV | | |
| | | 96.50% | | 96.50% | | 96.50% | | |
| | | | | | | | | |
| | | Borrower Information | | | Property Information | | | |
| | | Loan Level FICO | DTI Ratio | Properties Financed | Occupancy | | Property Type | |
| | | | 12.15% | 1 | Primary Residence | | PUD | |

A Subsidiary of M/I Homes, Inc.

С

OB Basics: Products & Pricing

| OB Loan Number 148 | OB Status Registered | LOS Loan Number 000100305 | LOS Status Processing | Originator TEST LOANOFFICER | Loan Notes <u>F</u> 2 Notes | Printer Friendly Version | Modify Search | Update LOS | Request Lock 🗸 🗸 |
|--|-------------------------|------------------------------------|--------------------------|--------------------------------|--|---------------------------|-------------------------------|--------------------|--|
| ock Contact Email | | | | | | | | | 1 |
| Product Information | | | | | | To update l select "Up | oan pricing, date LOS" | | |
| earch Timestamp /18/2025 6:46 AM CT | | Product Name FNMA 30 Year Fixed | Produ CF30 | ct Code | Lock (Expiration) 60 Days (4/21/2025) | | ate, select st Lock'' | | |
| ate .625% | | Price 99.125 | Discou 0.875 | unt/Rebate (%) 5 % | | | | | click the drop down ck with concession |
| | | | | | | | | Reques | t Lock |
| Loan Information | | | Base L | .oan Amount | Total Loan Amount | | pen End (HELOC) Credit Lin | Request Concess | Lock With ion |
| ien Position | | Loan Type Conventional | \$425 | ,000 | \$425,000 | \$0 | | 1 | |
| ien Position irst urchase Price | | | \$425 | ,000 | \$425,000 | \$0 | | | |
| Loan Information ien Position First Purchase Price 5500,000 oan Purpose Purchase | | Conventional Appraised Value | \$425 CLTV 85.00 | | \$425,000 HCLTV 85.00% | Constr | uction Loan Type pplicable | | |

M/I FINANCIAL, LLC A Subsidiary of M/I Homes, Inc.

Interactive Demonstration: OB Basics: Pricing a loan





Follow these steps to complete a Change in Circumstance LE in Encompass. You will utilize many of the same screens we have already discussed! ©

- Open the loan that needs to be redisclosed
- Make changes to loan on M/I Borrower Summary Origination page
 - Sales Price, Loan amount, Lock, etc.
 - Make sure to re-run ICE fees

| ervi | ces |
|------|----------------------|
| | Order Credit |
| | Product and Pricing |
| | ICE Fees |
| | Order DU ② Order LPA |







 Go to Loan Estimate Page 1 and complete the Disclosure Information & Changed Circumstance boxes. Then scroll down to update LE date to today's date

| loard Reports | | | | | | |
|---|--|------------|--|----------|---|--|
| ~ Ľ | | | | | | |
| | /: 85.000/85.000/85.000 : 15.899/16.631 | Rate: 7.12 | | - | sing Date: 05/23/2025 : Austin WebApps | |
| Disclosure Information | | | | | | |
| Fee Level Disclosures Reason Changed Circumstance - Settlement Changed Circumstance - Eligibility Revisions requested by the Consum Interest Rate dependent charges (Rate Expiration (Intent to Proceed receive) Delayed Settlement on Construction Other | er ate Lock) d after 10 business days) | | Changed Circumstance Changes Received Date Revised LE Due Date Changed Circumstance | 04/29/20 | | |



| Revised LE Due Date 05/02/2 | 2025 | | | | | | | | |
|--|--|---|------------------------------|----------|--|------------------------------|----------|--|---|
| Select one or more changed circumstances be | | to click and select multiple opti | | | | | | | |
| Changed Circumstance | | Comments | Code | | | | | | |
| Locked Loan | | Loan file was locked | LockedLoan | | | | | | |
| s) Change in loan amount | | Change in loan amount | ChangeLoanAmt | | | | | | |
| Loan type or loan program has changed | | Loan type or loan program has change | LoanTypeProgra | | | | | | |
| Borrower income could not verified or was verified a | t discord smarged | Borrower income could not verified or | IncomeNotVeri | | | | | | |
| Appraised value is different than estimated value | A GENEVERA GUILANA | Appraised value is different than estim | ApprasVaIDiff | | | | | | |
| Additional service (such as survey) is necessary ba | and on title report | Additional service (such as survey) is n | Add/Service | | | | | | |
| Recording fees are increased based on need to rec | | Recording fees are increased based o | RecordingFee | | | | | | |
| Borrower taking title to the property has changed | And address of a later of p | Borrower taking title to the property ha | PropertyTitle | | | | | | |
| Additional borrower has been added to the loan or b | horrower has been dropped f | | AddBor | | | | | | |
| Other | Allowed have examined by the | Other | Other | | | | | | |
| New Construction 60+ Days from Closing Disclosure | | O'est- | Construction60 | | | | | | |
| Change in APR | , | APR Change | APR | | | | | | |
| Change in the Loan Product | | Arn undrige | LoanProdChange | | | | | | |
| Tolerance Cure | | | ToleranceCure | _ | | | | | |
| Change due to clerical error | | | ClericalErr | - | | | | | |
| Change due to ciencia entri | | | Clencach | | | | | | |
| | | | | 00 Rate: | 7.125% | Est Closing Date: 05/23/2025 | | | |
| | | | | | ot Locked | S FS: Austin WebApps | Archived | | |
| | | | | L | JI LOCKEG | TS: Austin webApps | | | |
| Select reason (s) for CIC | Reason Cha Cha Rev Inter Expi | anged Circumstance - Settlement Cha anged Circumstance - Eligibility visions requested by the Consumer erest Rate dependent charges (Rate piration (Intent to Proceed received at layed Settlement on Construction Loa | Lock) Ifter 10 business (| Jays) | Changed Circumstance Changes Received Date Revised LE Due Date Changed Circumstance Change in loan a | 04/29/2025 | | Once changes are selected the CIC reasons will auto-fill |] |
| | | | | | Comments | | | | |

C

Pro tip: selecting field and hitting CTRL+D will do this - no need to select date from the calendar!

| Loan Estimate Page 1 | I | |
|----------------------|---|--|
| | | Received method signature |
| | | Comments |
| | | |
| Lender's Info | | |
| Name of Lender | M/ Financial, LLC | |
| Address | 7600 N Capital of Texas Hwy, Bldg C Suite 2 | to today's date |
| City | Austin | |
| State | TX Zip 78731 | |
| Loan Details | | |
| LE Date Issued | 05/12/2025 | Loan Term 🔒 30 yrs 🔒 mths |
| Applicants | | Construction Period Included in the Loan Terms |
| Foreign Address | | Purpose 📄 Purchase 🗸 |
| Name of Borrower | Andy America | Product a Fixed Rate |
| Name of Co-Borrower | Amy America | Loan Type |
| Address | 4321 Cul de Sac Street | Conventional USDA-RHS |
| City | Someplace | FHA Other- |
| State | MA | |
| Zip | 02723 | |
| Country | | |



Clear the 'Good Faith Fee Variance Violated' alert by selecting the fee change reason (Alerts & Messages)

| Home Pipeline Loan Contacts Das | shboard Reports | | | | | | | | | | | | | | | | | |
|---|---------------------------|---|----------------------------------|----------------------------|-------------------|-------------------|-------------|-----------------|--|---------------------|--------------|------------------|--------------------|--------------------|---|----------------|--|--|
| Borrowers Andy and Amy America | ~ 🗹 | | | | | | | | | Open Web V | /iew S | earch AllRegs | ; C eFolde | r 🚽 🔒 🗙 | and the second sec | | | |
| 🚹 1234 MI Homes Way | 1st Loan #: 000100590 | LTV: 85.000/85.000/85.000 | Rate: 7.125% | Est Closing Dat | te: 05/23/2025 | | | | | | | | | | - | | | |
| Austin, TX 78703 | Loan Amount: \$595,000. | 00 DTI: 15.899/16.631 | Not Locked | 🙎 FS: Austin | n WebApps | Archi | ived | | | | | | | | | | | |
| 🔽 🛐 Alerts & Messages 🛛 Log | Good Faith Fee Variance | Violated | | | | | | | | | | | | Cure Variance | and a second second | | | |
| Compliance Review - Had Warnin; 04/21/25 | | | | | | | | | | | | | | | | | | |
| Run Mavent prior to issuing revise 04/29/25 | Alert Name Good Faith Fe | e Variance Violated | | | | | | | | | | | | | Carlor . | | | |
| UVV Data Comparison 04/29/25 | Description Good Faith Fe | ee Variance limit is violated. Correct fees or ad | ddress the fee variance violatio | on at closing or within 30 | 0 calendar days a | after settlement. | | | | | | | | ^ | - AND | | | |
| Redisclose Loan Estimate (Change 05/02/25 | | | | | | | | | | | | | | ~ | | | | |
| AUS Data Discrepancy Alert 05/12/25 | Alert Date 05/12/2025 | Total Variance 7,437.50 | | | | | | | | | | | | | | | | |
| Good Faith Fee Variance Violated 05/12/25 Escrow Account Information expir 05/21/25 | Trigger Fields | | | | | | | | | | | | | Go to Field | 1 second | | | |
| 25 loan document(s) retrieved 04/21/25 | Field ID | Description | Initial LE \$ | Baseline D | Disclosed \$ | Itemization \$ | Variance \$ | Variance Limit | | | | | | | and a second second | | | |
| Andy America's loan: package ha 04/24/25 | [Category Tota] | Cannot Increase | 5,866.00 | | 5,866.00 | 13,303.50 | 7,437.50 | Cannot Increa | se | | | | | | | | | |
| Andy America's loan: package ha 04/24/25 | NEV/HUD2.X927 | 1.250 % of Loan Amount (Points) | | LE [04/21/20 | | 7,437.50 | | Cannot Increase | 3 | | | | | | | | | |
| | _ | | | | | | | | | | | | | | | | | |
| | - | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | _ | | | | | | | | | | | | | | | | | |
| | - | | | | | | | | | | | | | | | | | |
| | | | | | | | | | If there is a fee violation, you must | | | | | | | | | |
| | | | | | | | | | clear each increase individually. | | | | | | | | | |
| Forms Tools Services | • | | | | | | | | | | | | | | | | | |
| MA Borrower Summary - Origination | | | | | | | | | Best Practice is to select the alert | | | | | | | | | |
| 1003 URLA - Lender | | | | | | | | | "Good Faith Fee Variance Violated" and address each fee | | | | | | | | | |
| 1003 URLA Part 1 | | | | | | | | | listed. | | | | | | and the second | - CONSTRUCTION | and the second s | and the second s |
| 1003 URLA Part 2 1003 URLA Part 3 | | | | | | | T | | instea. | Select a | changed | circumstand | ce below. | | | | | – 🗆 🗡 |
| 1003 URLA Part 4 | Fee Details | | | | | | | | | Changed | Circumstar | ince | | | | Comments | | Code |
| 1003 URLA Continuation | | | | | | | | _ | | Locked Lo | | | | | | Loan file wa | w locked | LockedLoan |
| 2015 Itemization | Changes Received Date | 04/29/2025 🗸 | | | | | | | | Change in | | ount | | | | Change in lo | | ChangeLoanAm |
| RegZ - LE | Revised LE Due Date | 05/02/2025 🗸 | | | | | | | | _ | | rogram has ch | nanged | | | - | r loan program has change | |
| Loan Estimate Page 1 Loan Estimate Page 2 | Description | | | | Commer | nts | | | | Borrower i | income co | ould not verifie | ed or was verified | d at different amo | ount | Borrower inc | come could not verified or | IncomeNotVeri |
| Loan Estimate Page 3 | 2 a a chiption | | | | S Continier | | | | | Appraised | d value is d | different than e | estimated value | | | | alue is different than estim | |
| Request for Transcript of Tax | | | | - | | | | | | | | | ey) is necessary b | | | | ervice (such as survey) is i | |
| Home Counseling Providers | | | | | | | | | | | | | sed on need to re | ecord additional | unanticipated | | ees are increased based o | |
| Settlement Service Provider List | | | | | | | | | | | | | ity has changed | | | | king title to the property ha | |
| State-Specific Disclosure Information | | | | | | | | | | Additional Other | Dorrower | nas been add | ded to the loan o | r borrower has b | been dropped | 0 Other | orrower has been added to | |
| Additional Disclosures Information MI Disclosure Summary | Reason | | | | ~ | | | | | | struction C | O+ Dave from | Closing Disclosu | re | | Uther | | Other Construction60 |
| Additional Requests Information | | | | | | | | | | Tolerance | | o+ ⊳ays nom | closing disclosu | 10 | | | | ToleranceCure |
| MLAppraisal Information | | | | | | | | | | roleidhee | Jouro | | | | | | | roioranocoure |
| Show in Alpha Order Show All | | | | | | | | | | | | | | | | | | |
| | 1 1 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |

<u>C</u>ancel

Follow these steps to complete a Change in Circumstance LE in Encompass. You will utilize many of the same screens we have already discussed! ©

• Run Mavent (go to Mavent and select "Order")

| Servio | es |
|--------|----------------------|
| | |
| | Order Credit |
| | Product and Pricing |
| | ICE Fees |
| | Order DU ? Order LPA |
| | Mortgage Insurance |
| | Run Mavent |
| | Truework - VOI/VOE |

• Navigate to the **eFolder**





Follow these steps to complete a Change in Circumstance LE in Encompass. You will utilize many of the same screens we have already discussed! ③

 Order **eDisclosures** and preview to ensure the correct documents are checked the CIC Cover Letter and Loan Estimate then hit **Send**

| Send eDisclosures | | × |
|-------------------------|---|----------------|
| lect a Plan Code. | | |
| r Borrower Pair And | y and Amy America | ~ |
| Select a Plan Code 🔮 | | |
| ilter: Loan Type = Conv | rentional and Lien Pos is any of FirstLien;First Lien;First and A | Clear Filter |
| vestor | Description | Plan Code |
| | ~ | |
| eneric | All Fixed Rate Conventional 1st Lien Loans | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | > |
| | | - |
| | Loan Data V Order eDisclosures | <u>C</u> ancel |
| | | |
| | | |
| | | |
| | | |
| | | |
| | /////////////////////////////////////// | |
| | | |
| | | |

Notice of Incomplete Application



Notice of Incomplete Application



| Documents Condition | s Packages History | |
|---|--------------------------|---------|
| Conditions View | Condition View Branch UW | × 🖟 🧕 🖉 |
| Condition Type <pre><all co<="" pre=""></all></pre> | onditions> ~ | |
| | | |
| | Add Condition | × |
| L d C × M & | Add From | |
| est Status User Intern | al Id Conditions List | |
| | O Condition Set | 3 |
| | O Automated Conditio | ns |
| | O Blank Condition | |

To start your notice of incomplete application, you will need to first add **commitment conditions** to your file.

- 1. Go into the **eFolder**.
- 2. Open up the conditions tab.
- 3. Use the plus sign to add a condition. (you can add a **blank condition** or a select a **condition** from the conditions list or set)



Notice of Incomplete Application

Add Conditions From Condition Set

| Condition Sets | All Commitment Conditions | Select from Commitment |
|----------------|----------------------------------|---|
| nternal Id | Condition Name | Conditions list OR add a Blank condition |
| \sim | | |
| Commitment | Retirement Statements | nt depository or bri |
| Commitment | VA - CAIVRS | Provide Evidence Of Clear CAIVRS For A |
| Commitment | VOD - Verification of Deposit | Provide written verification of deposit evi |
| Commitment | VA - Child Care Letter | Child care letter signed by provider docu |
| Commitment | VA - Nearest Relative | Add Condition |
| Commitment | VOE - Verification of Employment | Add Condition |
| Commitment | Pay Stub Loan(s) LOE | Add From |
| Commitment | Inquiries LOE | |
| Commitment | Social Security Income | Conditions List |
| Commitment | Pay Stubs | · · · · · · · · · · · · · · · · · · · |
| Commitment | VA - Certificate of Eligibility | Add Blank Condition |
| Commitment | Retirement/Pension | |
| | | For Borrower Pair |
| | | All ~ |
| | | Condition Type |
| < | | Commitment |
| | / | Condition Name |
| | | *Enter Condition Name* |
| | | |

Best Practice:

Make sure to select condition from the commitment condition set <u>OR</u> create a custom condition from blank conditions.

If opting to add a **blank condition**, you need to select commitment type as commitment to ensure it pulls on NOIA document.



Notice of Incomplete Application

| Details | | Tracking Status | | Type the o | condition in |
|---|---|-----------------------|--------------------------|--------------|--------------|
| Name | | Days to Receive | Requested From | | xternal |
| Full Access Letter | | | | Descriptio | |
| Internal Description | | Document Receipt Date | | | |
| Letter from Someone to confir | | | | | t "Print |
| access to b of a bank stateme | ent | Added by branchmngr | on 05/07/2025 at 2:15 PM | Externally' | |
| | | Requested | | will transfe | r to the NC |
| External Description | | Fulfiled | | | ument |
| Letter from Someone to confir | | | | 4000 | |
| access to b of a bank stateme | 10t | E swed | | | |
| | | V Rejected | | | |
| For Borrower Pair | | Cleared | | | |
| All | | Waived | | | |
| Condition Type | | | | | |
| Commitment | | Comments | | R | |
| Source | Recipient Details | | | | |
| | | | | | |
| ~ | Lender | ~ | | | |
| | | × | | | |
| Prior To | Lender Category | | | | |
| Prior To Approval V | Category | ~ | | | |
| Prior To Approval ~ | | | | | |
| Prior To Approval ~ Source of Condition Manual | Category Owner | | | | |
| Prior To Approval ~ | Category | | | | |
| Prior To Approval ~ Source of Condition Manual | Category Owner | | | | |
| Prior To Approval ~ Source of Condition Manual Effective Start Date | Category Owner Effective End Date | | | | |
| Prior To Approval Condition Manual (ffective Start Date | Category Owner Effective End Date External ID | | | | |
| Prior To Approval Condition Manual ffective Start Date | Category Owner Effective End Date | | | | |
| Prior To Approval ~ Source of Condition Manual Effective Start Date | Category Owner Effective End Date External D Print Externally | | | | |

Best Practice:

Complete your conditions as required:

A **blank condition** will allow you to completely free-form the External Description.

A condition from the **condition sets** can be edited as needed, but will already have preset text included.



Forms – M/I Notice of Incomplete Action

Then, go to Forms – M/I Notice of Incomplete Application to complete the required fields.

Enter the deadline date for the NOIA letter.

| 2 🔣 🛛 Alerts & Messages | Log | L. | M/I Notice of Incomplete Application |
|--|---------|----------|--|
| N Compliance Review - Had V | Warnin | 05/07/25 | |
| No. Send Initial Disclosures | | 05/10/25 | Notice of Incomplete Application |
| eConsent Accepted - Alice | Firstim | 05/07/25 | HMDA Status Application Withdrawn File Closed for Incompleteness Application approved but not accepted |
| | | | Deadline to provide missing information: 05/30/2025 |
| Forms Tools Service | A 2 | | |
| MI Borrower Summary - Origi MI Disclosure Summary MI Escrow Holdback MI Lock Comparison MI Notice of Incomplete Applie | ination | ^ | |
| Property Information RegZ - CD | | | |



Printing & Sending the NOIA

Once you have added the conditions and completed the M/I Notice of Incomplete Application

screen, go to your eFolder and **add NOIA** document and "request."



Document Details (Notice of Incomplete Application)

| Details | | Files |
|----------------------|--|-------|
| Name | Notice of Incomplete Application | Name |
| Description | ^ | |
| | ~ | |
| For Borrower Pair | Alice Firstimer 🗸 | |
| For Milestone | Submittal V | |
| Access | AU, CL, CU, FN, LA, LD, LO, LP, Others, PC, UW, WC | |
| Conditions | | |
| | | |

| D | ocun | nents View Standard View | J O Z | | | | | | |
|----|-------|----------------------------------|---------------------------|---------------------|--------------------|-----------------|---------------|-----------|----------|
| D | ocume | ent Group (All Documents) | ~ | Stacking Order None | | | ~ | 3 | |
| D | ocum | ents (10) | | | | | l 🕼 🗹 🗙 🗷 🔒 | eConsent | Reques |
| At | Fo | Name 🔺 | Description | For Borrower Pair | Туре | Access | For Milestone | Status | Date |
| | | | | ~ | ~ | | ~ | ~ | = |
| | 1 | Compliance Report | | Alice Firstimer | Settlement Service | AU, BM, CL, CU, | 📕 Submittal | Received | 05/07/25 |
| | 1 | Compliance Report | | Alice Firstimer | Settlement Service | AU, BM, CL, CU, | 📕 Submittal | Received | 05/07/25 |
| | 1 | Compliance Report | | Alice Firstimer | Settlement Service | AU, BM, CL, CU, | 📕 Submittal | Received | 05/07/25 |
| | 1 | Credit Report | Credit Report | Alice Firstimer | Settlement Service | AU, BM, CL, CU, | Submittal | Received | 05/07/25 |
| | 1 | Fee Service | | All | Settlement Service | AU, BM, CL, CU, | 📕 Submittal | Received | 05/07/25 |
| | | Notice of Incomplete Application | | Alice Firstimer | Custom Form | AU, CL, CU, FN, | 📕 Submittal | | |
| - | | Other Services | Additional Services | All | Settlement Service | AU, BM, CL, CU, | Submittal | Requested | 05/07/25 |
| | | Product and Pricing | | All | Settlement Service | AU, BM, CL, CU, | Submittal | Received | 05/07/25 |
| | | Untitled | | Alice Firstimer | Needed | AU, BM, CL, CU, | Submittal | | |
| | 1 | Verifications | Verifications | Alice Firstimer | Settlement Service | AU, BM, CL, CU, | 📕 Submittal | Received | 05/07/25 |
| | | | | | | | | | |



Printing & Sending the NOIA

- Then Preview the document and click "**Send**"
- An editable template email will appear. Click send

| Request from Bo | rrower | | | 2 Preview | w Print | Send |
|-------------------------|--------------------|----------------------------|--|-----------|---------|-------|
| For Borrower Pair | Alice Firstimer | | ~ | 1 | _ | |
| Name Notice of Incom | nplete Application | Sign Type Informational | Status | Date | | |
| | | | Preview document and then send to borrower. | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Learn more | | | | | C | ancel |

LLC

A Subsidiary of M/I Homes, Inc.

Notice of Incomplete Application Example:

Notice of Incomplete Application and Request for Additional Information

May 7, 2025

Dear Alice Firstimer:

Thank you for your application for credit. The following information is needed to complete the decision-making process for your application:

Full Access Letter Letter from Someone to confirm full and unrestricted access to b of a bank statement 24 W2 24 W2 Bank Statements Provide all pages of banks statements for account at ______ for a ______ for a ______ for a

Please upload ALL requested items to the portal found on mihomes.com

We need to receive the requested information by 05/30/2025. If we do not receive the information by the required date, we will regrettably be unable to give further consideration to your application.

Sincerely,



Interactive Demonstration: Notice of Incomplete Application



Thank you





M/I TITLE, LLC





