

Gift Funds:

- When gift funds are being given at closing, the gift funds should be entered BOTH in the **1003 – URLA Page 4** – Section 4D. and **Closing Disclosure Page 3** – Line L06.

1003 URLA Part 4

Complete if the property is a 2-4 Unit Primary Residence or an Investment Property

Expected Monthly Rental Income

Occupancy Rate %

For LENDER to Calculate:

Expected Net Monthly Rental Income

4d. Gifts or Grants You Have Been Given or Will Receive for this Loan [Show all Gifts or Grants](#)

Borrower ☐ Does not apply
Co-Borrower ☐ Does not apply

Bor/Cob/Both	Asset Type: Cash Gift, Gift of Equity, Grant	Deposited	Source	Amt Applied to Down Payment	Amt Applied to Closing Costs	Cash or Market Value
Borrow <input type="checkbox"/>	Gift of Cash <input type="checkbox"/>	No <input type="checkbox"/>	Parent (FNMA/FI) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	5,000.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Closing Disclosure Page 3

11	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>
13	<input type="text"/>	<input type="text"/>
14	<input type="text"/>	<input type="text"/>
15	<input type="text"/>	<input type="text"/>

L. Paid Already by or on Behalf of Borrower at Closing Sub Total 484,981.00

01	Deposit	25,000.00
02	Loan Amount	434,981.00
03	Existing Loan(s) Assumed or Taken Subject to	<input type="text"/>
04	<input type="text"/>	<input type="text"/>
05	Seller Credit	10,000.00
Other Credits		
06	Gift	5,000.00
07	<input type="text"/>	<input type="text"/>

- After you enter the gift amount, go to **Adjustments and Other Details** and click the icon to complete the paid by section. Then select **Borrower** under the “Paid By” section.

Closing Disclosure Page 3

Calculating Cash to Close

		Loan Estimate		Final
Total Closing Costs (J)		19,211.00		35,646.60
Closing Costs Paid Before Closing	-	0.00		0.00
Closing Costs Financed	-	0.00		0.00
Down Payment/Funds from Borrower		105,000.00		15,019.00
Deposit	-	25,000.00		25,000.00
Funds for Borrower	-	0.00		0.00
Seller Credits	-	10,550.00		10,000.00
Adjustments and Other Credits	-	0.00		15,000.00
Cash to Close		88,661.00		665.60

Adjustments and Other Details

For loans planned for GSE delivery, access the UCD tab to enter details for Sections K and L to ensure data points required for the UCD export are included in the loan file. For non-GSE loans, access the Non-UCD tab.

UCD Non-UCD

Other Credits (lines 6-7)

	Fee Description	Amount	Paid To	POC	Paid By	Adjustment Type
06	Gift	\$ 5,000.00				
	Gift	\$ 5,000.00		<input type="checkbox"/> POC		
07		\$				
		\$		<input type="checkbox"/> POC		
		\$		<input type="checkbox"/> POC		
		\$		<input type="checkbox"/> POC		

Paid By dropdown menu:

- Borrower
- Seller
- Lender
- Broker (Realtor)

Translation Fee:

- **Translation Fee** – should be added in the **1300*** section so it prints on section C of LE/CD. This fee will require a CIC when added (if after initial disclosures)

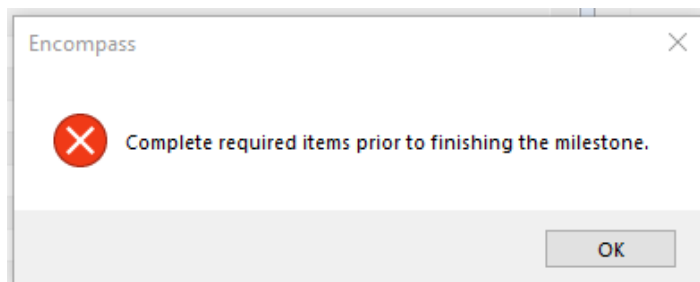
The screenshot displays the '1300. Additional Settlement Charges' section in the Encompass software. A dropdown menu is open for item 1302, showing a list of fees. The 'Translation Service Fee' is highlighted in red. The interface includes columns for Borrower, Seller, Other, and Total, with checkboxes for 'Paid By / P / B / A / Paid 1'.

	Borrower	Seller	Other	Total
1301. Required services that you can shop for				
1302. [Dropdown]				
1309.				
1310. HOA Capital Contribution				
1311. HOA - Transfer Fee				
1312. HOA Due Estimate				
1313. Completion Escrow Inspector				
1314.				
1315.				
1316.				
1317.				
1318.				
1319.				
1320.				

* Will be added to 1301 Required services that you can shop for.
** Will be added to Section H on Loan Estimate and Closing Disclosure.

Duplicate folders:

- When you receive a warning stating “**items are needed for completion prior to finishing a milestone**” and you have verified the required documents, tasks and fields are in Encompass, there are two things you can do to troubleshoot:



- Ensure the documents are in the folder of required docs (checking the box WILL not override the system – the system knows if a document is attached)

- Check to see if you have a duplicate document placeholder for a required document (encompass will read the empty folder, not the fulfilled doc in case of duplicates).
- For example, Flood Certificate:

FHA Important Notice to Homebuyers	
FHA Informed Consumer Choice Disclos...	
FHA Notice to Homeowner: Release of P...	
FHA/V.A. Notice to Applicants	
FL Lock-In Agreement	
FL Mortgage Loan Commitment	
FL Statement of Anti-Coercion	
Flood Certificate	No document
Flood Certificate	Flood Zone X
Fraud/Audit Services	Drive
Hazard Insurance Authorization, Require...	
Home-Ownership Counseling Acknowled...	
How to Stop Unsolicited Mortgages	
HUD-92900-LT FHA Loan Transmittal	
HUD Approved Homeownership Counseli...	
HUD/V.A. Addendum to Uniform Residen...	

- In this case, you would delete the empty document folder and then finish the milestone.

“No Co-applicant” Field:

- In the case you do not have a co-applicant on an URLA, go to **1003 URLA Part 1** and check **“No Co-applicant.”** By doing this you are:
 - Avoiding AUS errors
 - Automatically selecting “does not apply” for that borrower in the loan.

1003 URLA Part 1	
To be completed by the Lender:	
Agency Case No	<input type="text"/>
Lender Case No	<input type="text" value="2000002466"/>
<input type="checkbox"/> Print ULI / NULI on URLA	<input checked="" type="checkbox"/> Print both ULI / NULI and Loan #
URLA Loan Identifier <input type="text" value="2000002466/549300PXL1KA5TOL2082200"/>	
Section 1: Borrower Information	
1a. Personal Information - Borrower	1a. Personal Information - Co-Borrower
First Name <input type="text" value="Andy"/> Middle <input type="text"/> Last Name <input type="text" value="America"/> Suffix <input type="text"/> Alternate Names <input type="text"/>	<input checked="" type="checkbox"/> No Co-applicant <input type="checkbox"/> Use Additional Borrower (Joint) Format ? First Name <input type="text"/> Middle <input type="text"/> Last Name <input type="text"/> Suffix <input type="text"/> Alternate Names <input type="text"/>
SSN <input type="text" value="999-60-3333"/>	SSN <input type="text"/>
DOB <input type="text" value="01/01/1991"/>	DOB <input type="text" value="//"/>