Adding a Non-Borrowering Owner to Title

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

Overview of Process

File Contacts Tool

An unlimited number of Non-Borrowing Owner file contacts can be added to a loan file. Each contact includes the name, address, contact information, and date of birth for the contact. A **Vesting Type** drop-down list also enables users to select the following options for the Vesting Type used for the contact on vesting forms:

- Title Only
- Title Only Trustee
- Title Only Settlor Trustee

To Add a Non-Borrowing Owner File Contact:

1. Open a loan, click the **Tools** tab, and then click **File Contacts**.
2. In the File Contacts header, click the **Add** icon. A Non-Borrowing Owner section displays in the lower panel.
3. Enter the contact's name, contact information, and date of birth, and then select a **Vesting Type**.
   - A Non-Borrowing Owner contact is added at the bottom of the File Contacts list.

eFolder Support for Non-Borrowing Owners

The Encompass Electronic Document Management features now provides eFolder support when individuals are added to a loan file as Non-Borrowing Owner contacts.

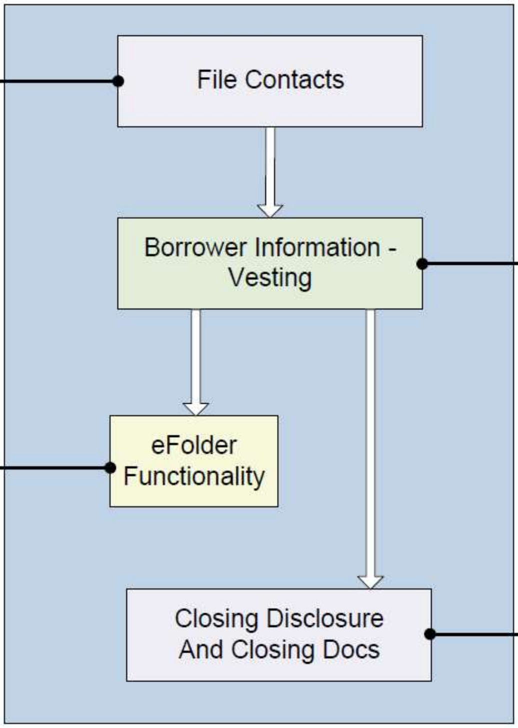
Encompass users can select non-borrowing owners as recipients on the Send windows for the following features in the Encompass eFolder:

- Requesting eConsent
- Requesting documents
- Sending eDisclosure packages
- Sending files to a borrower or partner
- Sending Status Online updates to borrowers or partners

Additionally, eSigning points are now generated for non-borrowing owners when eSigning documents are sent, and tracking records are created in the Disclosure Tracking tool for eConsent requests and eDisclosure packages sent to non-borrowing owner contacts.

Note: Disclosure Tracking records are not created if the Last Name field is left blank for a non-borrowing owner contact.

Important: The eFolder functionality described above only works when a non-borrowing owner is created in the File Contacts tool. Encompass does not provide eFolder support for non-borrowing owners who are added to a loan file via the Borrower Information – Vesting input form.



Borrower Information - Vesting

When the first name, last name, and Vesting Type have been populated for a Non-Borrowing Owner contact, and the contact is then saved, the contact is added to the Vesting Information section on the Borrower Information – Vesting input form:

- The name, date of birth, and Vesting Type from the contact are copied to the Vesting Information entry.
- To edit the Vesting Information for a non-borrowing contact, double-clicking the contact
- Edits to the contact name in the Vesting Information entry are not copied back to the File Contacts tool. Edits to the contact's Date of Birth and Vesting Type are copied back to the File Contacts tool.

Important: Non-borrowing owners must be added to a loan file as a Non-Borrowing Owner contact to take advantage of the eFolder functionality. When a non-borrowing owner is added to a loan via the Borrower Information – Vesting input form, the eFolder functionality is disabled.

Closing Disclosure and Closing Documents

Non-borrowing owners will receive the following forms when closing disclosures are sent:

- Closing Disclosure (standard version, if used)
- Closing Disclosure (alternate version, if used)
- Acknowledgement of Receipt of Closing Disclosure

Parties entered in the Borrower Vesting window will be included in the closing documents where applicable as they have been in previous versions of Encompass.

Additional Considerations

Automatic Synchronization of Non-Borrowing Owner Fields for Linked Loans - For piggyback loans and construction-to-permanent loans that are linked, when a non-borrowing owner is attached to the primary loan file, the non-borrowing owner file contact fields and the fields on the Borrower Vesting pop-up window on the Borrower Information – Vesting input form are synchronized on the linked loans.

Non-Borrowing Owners with Power of Attorney – In the unlikely event that an individual has been granted power of attorney for one of the signatories (by selecting the **POA Borrower** and **POA Signature Tex**t options on the Borrower Vesting pop-up window on the Borrower Information – Vesting input form), the eSigning functionality for that signatory is disabled. You will need to print the disclosure documents and send them to the individual who has power of attorney.

Adding to File Contacts

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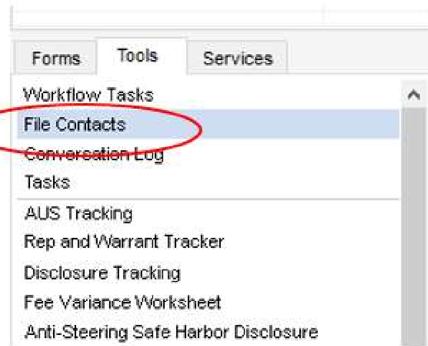
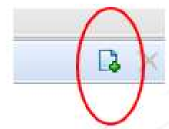
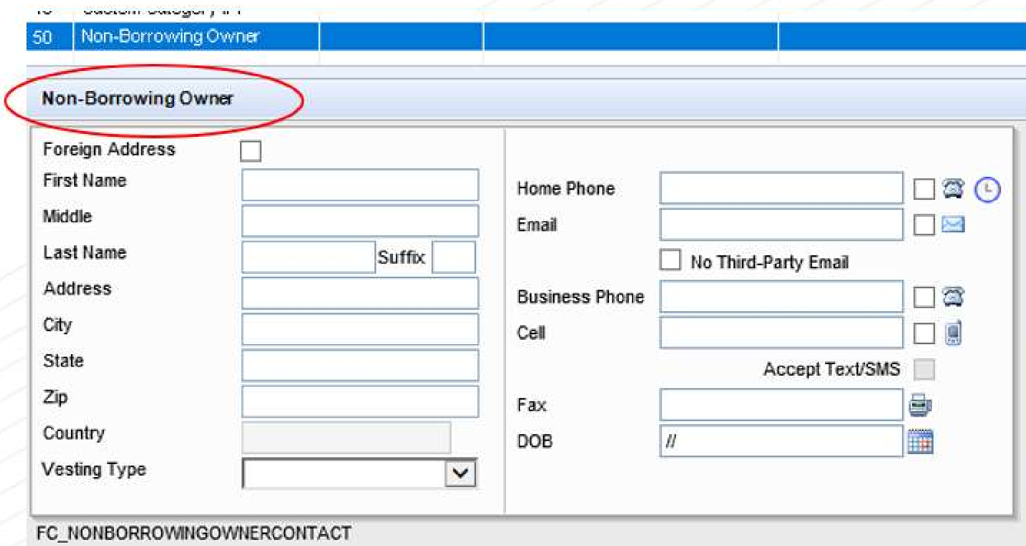
Adding a Non-Borrower Owner to File

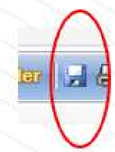
To enter a NPS, go into, Tools, File Contacts, and press the add button.

Complete the Non-Borrowing Owner Section and press Save.









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Adding a Non-Borrower Owner to Vesting

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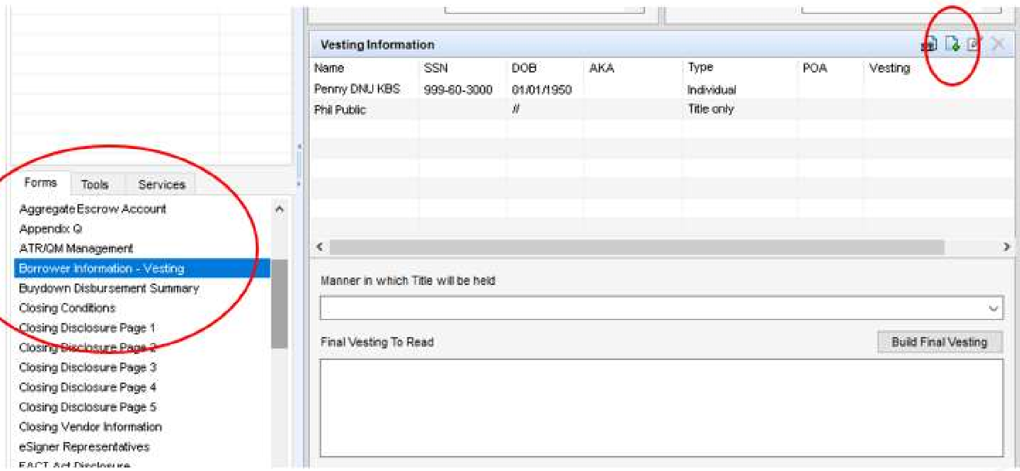
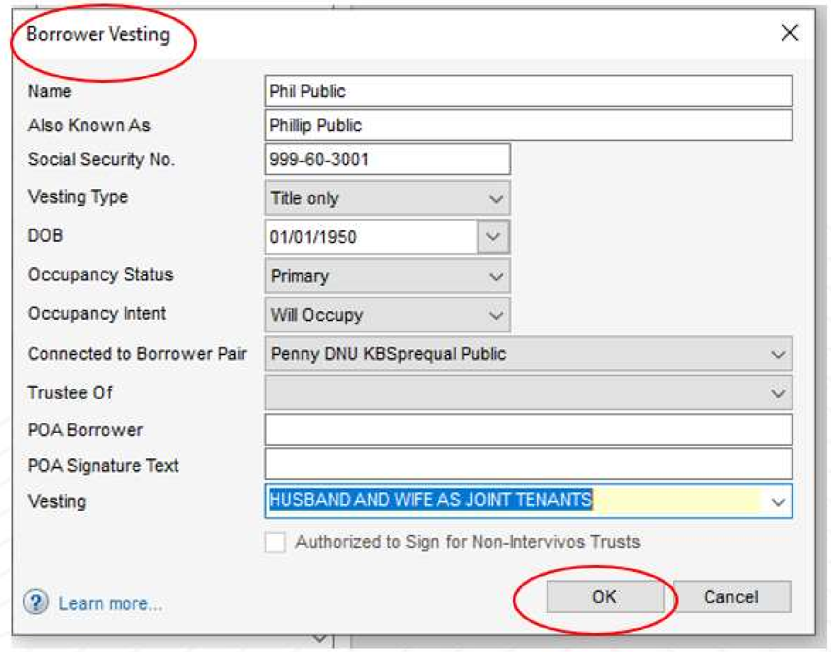
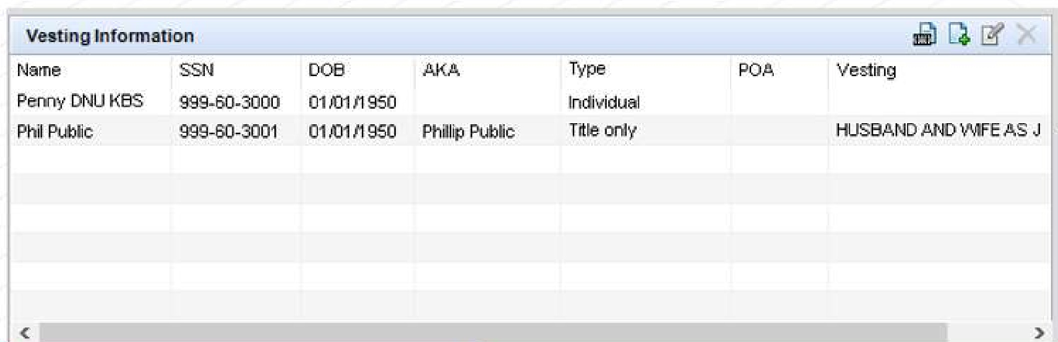
Adding a Non-Borrower Owner to Vesting





Start by going into Forms, Borrower Information – Vesting, press the add button.
In Borrower Vesting, add the information requested.
Press OK and the Vesting information will be added.



M/I TITLE AGENCY

M/I TITLE, LLC

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TransOhio Residential Title

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