



Encompass – Adding Assets



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

Encompass – Adding Assets

To add assets to a loan, start in Forms, 1003 URLA Part 3, Section 2.

1003 URLA Part 3

Section 2: Financial Information - Assets and Liabilities Completed ☐ Jointly ☐ Not Jointly

2a. Assets - Bank Accounts, Retirement and Other Accounts You Have - Borrower and Co-Borrower Show all VOD

Bor/Cob/Both	Account Type	Financial Institution	Account Number	Cash or Market Value
Borrower	Savings Account	Well Fargo	1234	5,000.00
Borrower	Money Market Fund	B of A	456	150,000.00

Borrower Total 155,000.00 Total Asset Amount 155,000.00

Co-Borrower Total

2b. Other Assets You Have - Borrower and Co-Borrower Show all Other Assets

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

Bor/Cob/Both	Asset Type	Other Description	Cash or Market Value

Borrower Total Total Other Asset Amount

Co-Borrower Total

2c. Liabilities - Credit Cards, Other Debts and Leases That You Owe - Borrower and Co-Borrower Show all VOL

Encompass – Adding Assets

If the borrower has less than 5 bank accounts, the best practice would be to manually enter the accounts within the 1003 URLA Part 3. Utilizing the dropdowns and entering banking information.

1003 URLA Part 3

Section 2: Financial Information - Assets and Liabilities Completed ☐ Jointly ☐ Not Jointly

2a. Assets - Bank Accounts, Retirement and Other Accounts You Have - Borrower and Co-Borrower Show all VOD

Bor/Cob/Both	Account Type	Financial Institution	Account Number	Cash or Market Value
Borrower	Savings Account	Well Fargo	1234	5,000.00
Borrower	Money Market Fund	B of A	456	150,000.00
Borrower	Savings Account	Credit Union	554	10,000.00
Borrower	Checking Account	ABC Credit union	888	15,000.00

Borrower Total 180,000.00 Total Asset Amount 180,000.00

Co-Borrower Total

2b. Other Assets You Have - Borrower and Co-Borrower Show all Other Assets

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

Bor/Cob/Both	Asset Type	Other Description	Cash or Market Value

Borrower Total
Co-Borrower Total

Total Other Asset Amount

Encompass – Adding Assets

1003 URLA Part 3

Section 2: Financial Information - Assets and Liabilities

Completed ☐ Jointly ☐ Not Jointly

2a. Assets - Bank Accounts, Retirement and Other Accounts You Have - Borrower and Co-Borrower

Show all VOD

If the borrower has more than 5 accounts, best practice would be to go into the 1003 URLA Part 3 and press the Show All VOD button.

This will open the Quick Entry – VOD box to complete the banking information.

Press the  Button to start a new banking entry.

Quick Entry - VOD

VOD

Belong To	Bank/S&L/Credit Union	Cash Or Market Value	Source
Borrower	Well Fargo	5,000.00	Encompass
Borrower	B of A	150,000.00	Encompass

VOD is for Date

☒ Print "See attached borrower's authorization" on signature line. ☒ Include in AUS/Export

To: (Name & Address of Depository)

Foreign Address ☐

Name Phone

Attn Fax

Address Email

City

State

Zip

Country

Depository Comments

[Learn more...](#) Close

Encompass – Adding Assets

In the Quick Entry - VOD, you will add who the Asset is for and the name of the company for the asset account,

Quick Entry - VOD

Belong To	Bank/S&L/Credit Union	Cash Or Market Value	Source
Borrower	B of A	150,000.00	Encompass
Borrower	Credit Union	10,000.00	Encompass
Borrower	ABC Credit union		Encompass

VOD is for: Borrower Date: //

☒ Print "See attached borrower's authorization" on signature line. ☒ Include in AUS/Export

To: (Name & Address of Depository)

Foreign Address: ☐

Name: ABC Credit union Phone:

Encompass – Adding Assets

In the Quick Entry - VOD, you will then scroll down to the Account Information area.

You will use the drop downs to select the account type.

You will then manually add the account number and balance.

Quick Entry - VOD

VOD

Belong To	Bank/S&L/Credit Union	Cash Or Market Value	Source
Borrower	B of A	150,000.00	Encompass
Borrower	Credit Union	10,000.00	Encompass
Borrower	ABC Credit union	15,000.00	Encompass

Title: Br Guy ☐ Print user's name ☐ Print user's job title

Phone: 678-867-5309

Fax: 512-778-8444

Account Information

Account Type	Account in Name of	Account Number	Cash Or Market Value
Checking Account	Alice Kristens DNUfortest F	888	15,000.00

Total: 15,000.00

Encompass – Adding Assets

Make sure and add each account separately, utilizing the



Button.

Otherwise, all the accounts listed lump into one entry and the cash value adds as one.

Quick Entry - VOD

VOD

Belong To: Bank/S&L/Credit Union

Borrower: Well Fargo

Borrower: B of A

Borrower:

Cash Or Market Value: 5,000.00

Source: Encompass

150,000.00

19,000.00

Encompass

Encompass

Title: Br Guy

Phone: 678-867-5309

Fax: 512-770-8444

Print user's name

Print user's job title

Account Information

Account Type	Account in Name of	Account Number	Cash Or Market Value
Checking Account	Alice Kristens DNUfortest F	1234	5,000.00
Money Market Fund	Alice Kristens DNUfortest F	555	4,000.00
Savings Account	Alice Kristens DNUfortest F	554	10,000.00
Total			19,000.00

VOD

Learn more...

Close

Encompass – Adding Assets

In order to make sure that you are viewing all of the asset accounts. Lower the scroll bar to show all accounts.

Belong To	Bank/S&L/Credit Union	Cash Or Market Value	Source
Borrower	Well Fargo	5,000.00	Encompass
Borrower	B of A	150,000.00	Encompass

VOD is for: Borrower Date: //

☒ Print "See attached borrower's authorization" on signature line. ☒ Include in AUS/Export

To: (Name & Address of Depository)

Foreign Address ☐

Name: Well Fargo Phone:

Attn: Fax:

Address: Email:

City:

State:

Zip:

Country:

Depository Comments:

From: [Learn more...](#)

Belong To	Bank/S&L/Credit Union	Cash Or Market Value	Source
Borrower	Well Fargo	5,000.00	Encompass
Borrower	B of A	150,000.00	Encompass
Borrower	Credit Union	10,000.00	Encompass
Borrower	ABC Credit union	15,000.00	Encompass

Encompass – Adding Other Assets

When you have other assets such as Earnest Money or Proceeds from a Sale, you will want to enter that into the 1003 URLA Part 3, 2b.

1003 URLA Part 3

Co-Borrower Total

2b. Other Assets You Have - Borrower and Co-Borrower Show all Other Assets

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

Bor/Cob/Both Asset Type Other Description Cash or Market Value

Borrower Total
Co-Borrower Total

2c. Liabilities - Credit

Borrower ☐
Co-Borrower ☐

Bor/Cob or Both

Other

Recreational Vehicle (FHA/VA)
Relocation Funds
Savings Bond (FHA/VA)
Severance Package (FHA/VA)
Sweat Equity
Trade Equity From Property Swap

2d. Other Liabilities and Expenses - Borrower and Co-Borrower Show all Other Liabilities

Borrower ☐ Does not apply

Asset Number	Unpaid Balance	Paid Off Amount	Monthly Amount	Included in Section 3
	150,000.00		150.00	☒
				☐
				☐
				☐
				☐



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

Encompass – Adding Other Assets

Just like in the Assets
2A section, you can
either manually enter
the assets, or
Press the



Button and add the
assets via Quick Entry.

2b. Other Assets You Have - Borrower and Co-Borrower Show all Other Assets

Borrower ☒ Does not apply
Co-Borrower ☒ Does not apply

Bor/Cob/Both	Asset Type	Other Description	Cash or Market Value

Borrower Total Total Other Asset Amount
Co-Borrower Total

2c. Liabilities - Credit Cards, Other Debts and Leases That You Owe - Borrower and Co-Borrower Show all VOL

Quick Entry - VOOA

Verification of Other Assets

Other Asset For	Other Asset Type	Other Description	Cash or Market Value

Verification of Other Asset is for Date //

☐ Print "See attached borrower's authorization" on signature line.

To: (Name & Address of Depository)

Name Phone
Attn Fax
Address Email
City
State Zip

From

Title ☐ Print user's name ☐ Print user's job title
Phone

[Learn more...](#) Close



M/I TITLE AGENCY



M/I TITLE, LLC



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TransOhio Residential Title



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