



Change in Circumstance



M/I FINANCIAL, LLC

A Subsidiary of M/I Homes, Inc.

Change in Circumstance

- 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.
- Re-run **ICE fees**

The screenshot displays the 'M/I Borrower Summary – Origination' page. A red box highlights the 'Purchase Price' (700,000.00), 'Down Payment' (15.000 %), and 'Loan Amount' (595,000.00) fields. A red arrow points from a text box 'Update information as required.' to this highlighted area. Below the highlighted fields are 'Initial Advance', 'Est Closing Date' (05/23/2025), and 'Scheduled Closing Date' (//). To the right, a 'Services' menu is shown with options: 'Order Credit', 'Product and Pricing', 'ICE Fees' (highlighted with a red box), 'Order DU', and 'Order LPA'.

<input checked="" type="checkbox"/> Enforce County Loan Limit	
<input checked="" type="checkbox"/> Loan Amount Rounding	
Purchase Price	700,000.00
Down Payment	15.000 %
Loan Amount	595,000.00
Initial Advance	
Est Closing Date	05/23/2025
Scheduled Closing Date	//

Services

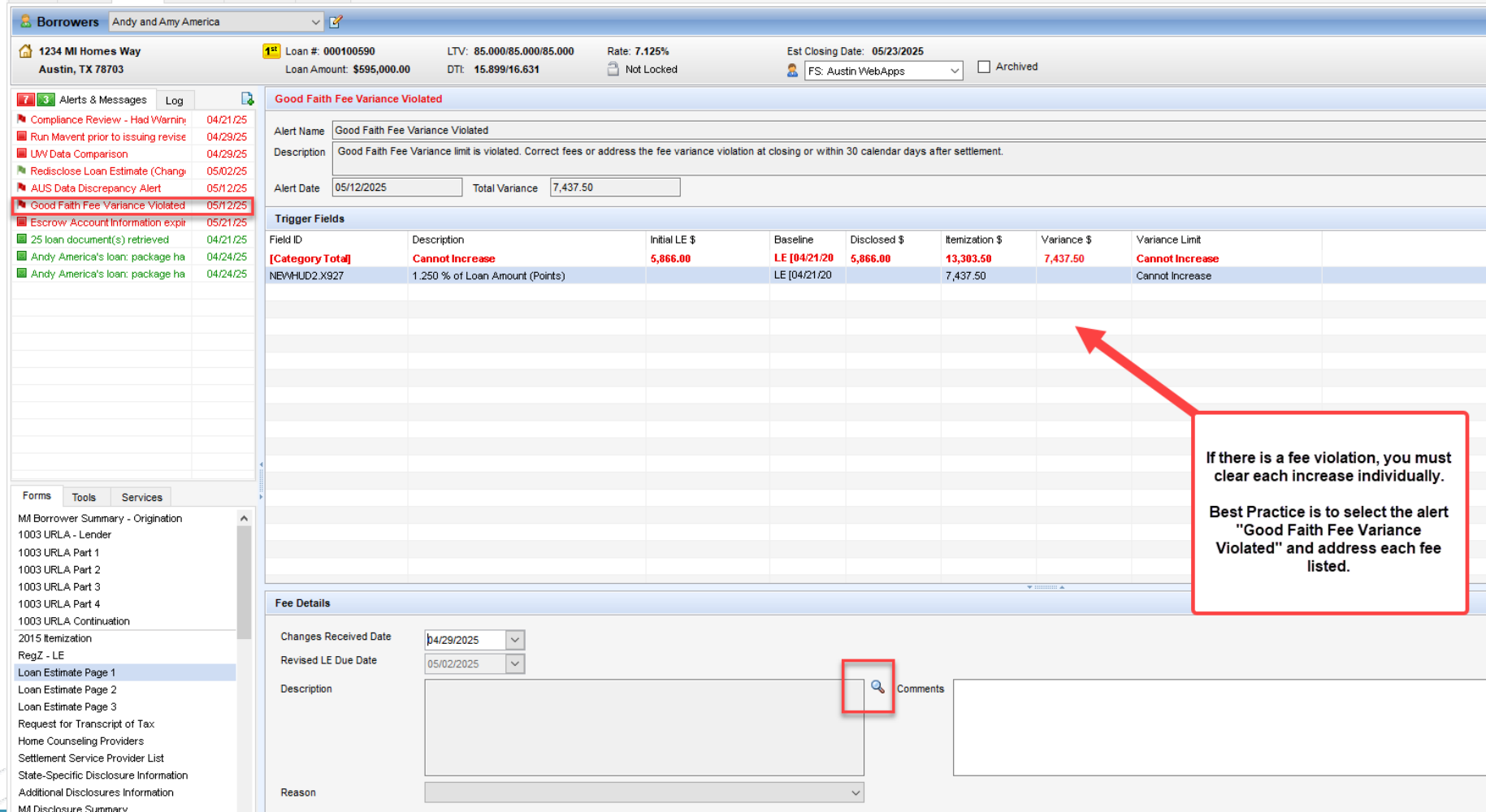
- Order Credit
- Product and Pricing
- ICE Fees**
- Order DU
- Order LPA

Change in Circumstance – Fee Related

Determine if the CIC is **fee-related**. If it is, go to the **Fee Variance/Alert** Screen and select a reason for each individual fee. This will automatically complete the CIC cover page for you. **Please note:** this is on fee-related changes only.

Some examples of fee-related CICs are:

- Locks that include fee changes,
- Revised fees due to changed sales price and loan amount,
- New information (program change, POA fee, etc.)



Borrowers Andy and Amy America

1234 MI Homes Way
Austin, TX 78703

1st Loan #: 000100590 LTV: 85.000/85.000/85.000 Rate: 7.125% Est Closing Date: 05/23/2025
Loan Amount: \$595,000.00 DTI: 15.899/16.631 Not Locked FS: Austin WebApps Archived

Alerts & Messages Log

- Compliance Review - Had Warnin 04/21/25
- Run Mavent prior to issuing revise 04/29/25
- UV Data Comparison 04/29/25
- Redisclose Loan Estimate (Change) 05/02/25
- AUS Data Discrepancy Alert 05/12/25
- Good Faith Fee Variance Violated 05/12/25**
- Escrow Account Information expir 05/21/25
- 25 loan document(s) retrieved 04/21/25
- Andy America's loan: package ha 04/24/25
- Andy America's loan: package ha 04/24/25

Good Faith Fee Variance Violated

Alert Name: Good Faith Fee Variance Violated
Description: Good Faith Fee Variance limit is violated. Correct fees or address the fee variance violation at closing or within 30 calendar days after settlement.
Alert Date: 05/12/2025 Total Variance: 7,437.50

Trigger Fields

Field ID	Description	Initial LE \$	Baseline	Disclosed \$	Itemization \$	Variance \$	Variance Limit
[Category Total]	Cannot Increase	5,866.00	LE [04/21/20	5,866.00	13,303.50	7,437.50	Cannot Increase
NEWHUD2.X927	1.250 % of Loan Amount (Points)		LE [04/21/20		7,437.50		Cannot Increase

Fee Details

Changes Received Date: 04/29/2025
Revised LE Due Date: 05/02/2025
Description:
Reason:
Comments:
Reason:
Comments:

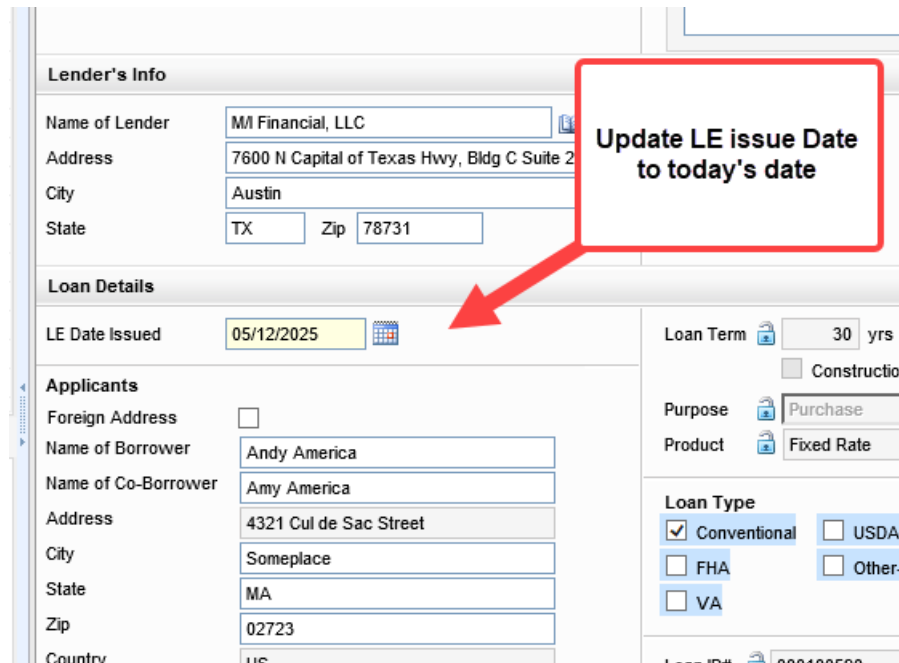
If there is a fee violation, you must clear each increase individually.

Best Practice is to select the alert "Good Faith Fee Variance Violated" and address each fee listed.

Change in Circumstance – Fee Related

Go to **Loan Estimate Page 1** and scroll down to enter the **date**.

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



The screenshot shows a web-based form for a Loan Estimate. A red rectangular box highlights the 'LE Date Issued' field, which contains the date '05/12/2025'. A red arrow points from this box to the text 'Update LE issue Date to today's date'. The form is divided into several sections: 'Lender's Info' (Name of Lender: MI Financial, LLC; Address: 7600 N Capital of Texas Hwy, Bldg C Suite 2; City: Austin; State: TX; Zip: 78731), 'Loan Details' (LE Date Issued: 05/12/2025; Loan Term: 30 yrs; Purpose: Purchase; Product: Fixed Rate), and 'Applicants' (Name of Borrower: Andy America; Name of Co-Borrower: Amy America; Address: 4321 Cul de Sac Street; City: Someplace; State: MA; Zip: 02723; Country: US). The 'Loan Type' section has checkboxes for Conventional (checked), FHA, VA, USDA-R, and Other.

Update LE issue Date to today's date



M/I FINANCIAL, LLC

A Subsidiary of M/I Homes, Inc.

Change in Circumstance

If the CIC is non-fee related, go to **Loan Estimate Page 1** and complete the **Disclosure Information & Changed Circumstance** boxes. And check the **other** box and fill the reason. Scroll down and complete the **LE date**.

Some examples of non-fee CICs are:

- Locks with no new fees (no violations)
- New borrower(s) added

The screenshot shows the 'Loan Estimate Page 1' interface. At the top, there's a header with 'board' and 'Reports' tabs. Below that, a blue bar contains a dropdown menu and a pencil icon. The main header area displays loan details: '1st Loan #: 000100590', 'LTV: 85.000/85.000/85.000', 'Rate: 7.125%', 'Est Closing Date: 05/23/2025', 'Loan Amount: \$595,000.00', 'DTI: 15.899/16.631', and 'Not Locked'. Below this, the 'Loan Estimate Page 1' section is titled. The 'Disclosure Information' section has two columns. The left column has a 'Reason' section with checkboxes for 'Fee Level Disclosures', 'Changed Circumstance - Settlement Charges', 'Changed Circumstance - Eligibility', 'Revisions requested by the Consumer', 'Interest Rate dependent charges (Rate Lock)', 'Expiration (Intent to Proceed received after 10 business days)', and 'Delayed Settlement on Construction Loans'. The 'Other' checkbox is checked, and 'Rate Lock' is entered in the adjacent text box. The right column has a 'Changed Circumstance' section with 'Changes Received Date' (04/29/2025), 'Revised LE Due Date' (05/02/2025), and a 'Changed Circumstance' text area with a magnifying glass icon. Below this is a 'Comments' text area.

The screenshot shows the 'Loan Details' section of the 'Loan Estimate Page 1' interface. It includes fields for 'Lender's Info' (Name of Lender: M/I Financial, LLC, Address: 7600 N Capital of Texas Hwy, Bldg C Suite 2, City: Austin, State: TX, Zip: 78731) and 'Loan Details' (LE Date Issued: 05/12/2025). A red box highlights the 'LE Date Issued' field with the text 'Update LE issue Date to today's date'. Below this is the 'Applicants' section with fields for 'Foreign Address', 'Name of Borrower' (Andy America), 'Name of Co-Borrower' (Amy America), 'Address' (4321 Cul de Sac Street), 'City' (Someplace), 'State' (MA), 'Zip' (02723), and 'Country' (US). To the right, there are sections for 'Loan Term' (30 yrs), 'Purpose' (Purchase), 'Product' (Fixed Rate), and 'Loan Type' (Conventional, FHA, VA, USDA-R, Other-).

Change in Circumstance

Revised LE Due Date: 05/02/2025

Select one or more changed circumstances below. Press Ctrl or Shift key to click and select multiple options.

Changed Circumstance	Comments	Code
Locked Loan	Loan file was locked	LockedLoan
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 at different amount	Borrower income could not verified or	IncomeNotVeri
Appraised value is different than estimated value	Appraised value is different than estim	ApprasValDI#
Additional service (such as survey) is necessary based on title report	Additional service (such as survey) is n	AddService
Recording fees are increased based on need to record additional unanticipated	Recording fees are increased based o	RecordingFee
Borrower taking title to the property has changed	Borrower taking title to the property ha	PropertyTitle
Additional borrower has been added to the loan or borrower has been dropped f	Additional borrower has been added to	AddBor
Other	Other	Other
New Construction 60+ Days from Closing Disclosure		Construction60
Change in APR	APR Change	APR
Change in the Loan Product		LoanProduct
Tolerance Cure		Tolerance
Change due to clerical error		ClericalErr

Loan #: 000100590 LTV: 85.000/85.000/85.000 Rate: 7.125% Est Closing Date: 05/23/2025
Loan Amount: \$595,000.00 DTI: 15.899/16.631 Not Locked FS: Austin WebApps Archived

Loan Estimate Page 1 REGZ-LE Itemization

Disclosure Information

☒ Fee Level Disclosures

Reason

☐ Changed Circumstance - Settlement Charges

☐ Changed Circumstance - Eligibility

☐ Revisions requested by the Consumer

☐ Interest Rate dependent charges (Rate Lock)

☐ Expiration (Intent to Proceed received after 10 business days)

☐ Delayed Settlement on Construction Loans

☐ Other

☒ Changed Circumstance

Changes Received Date: 04/29/2025
Revised LE Due Date: 05/02/2025

Changed Circumstance: Change in loan amount

Comments: Change in loan amount

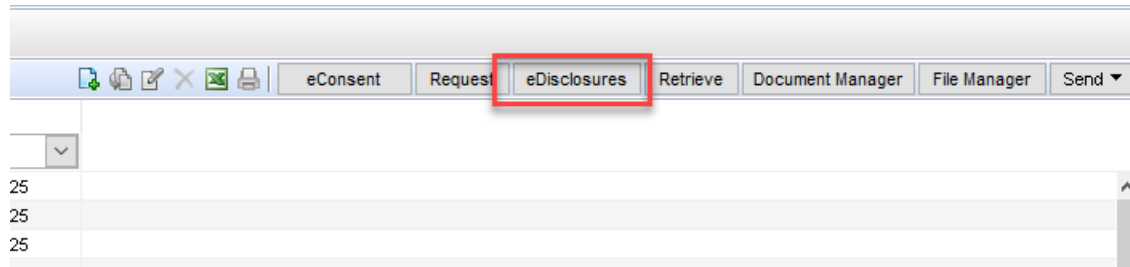
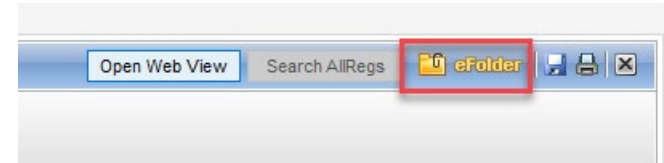
Select reason
(s) for CIC

For CIC reason to populate
on NON-fee CIC's you'll
select "other" and type in
reason.

Once changes are
selected the CIC
reasons will auto-fill

Change in Circumstance - All

Navigate to the eFolder, then
eDisclosures

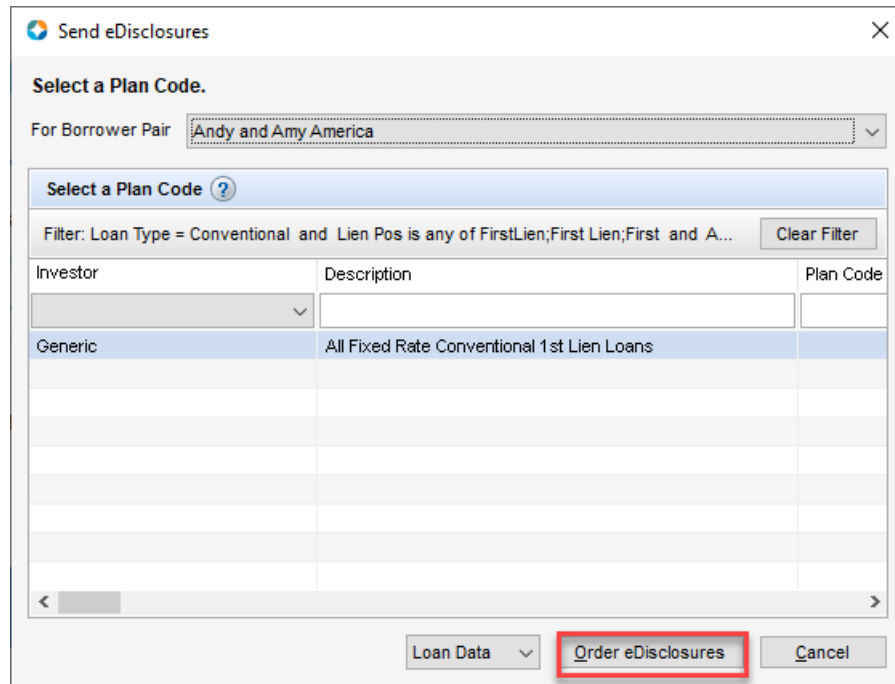


M/I FINANCIAL, LLC

A Subsidiary of M/I Homes, Inc.

Change in Circumstance - All

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



Send eDisclosures

Select a Plan Code.

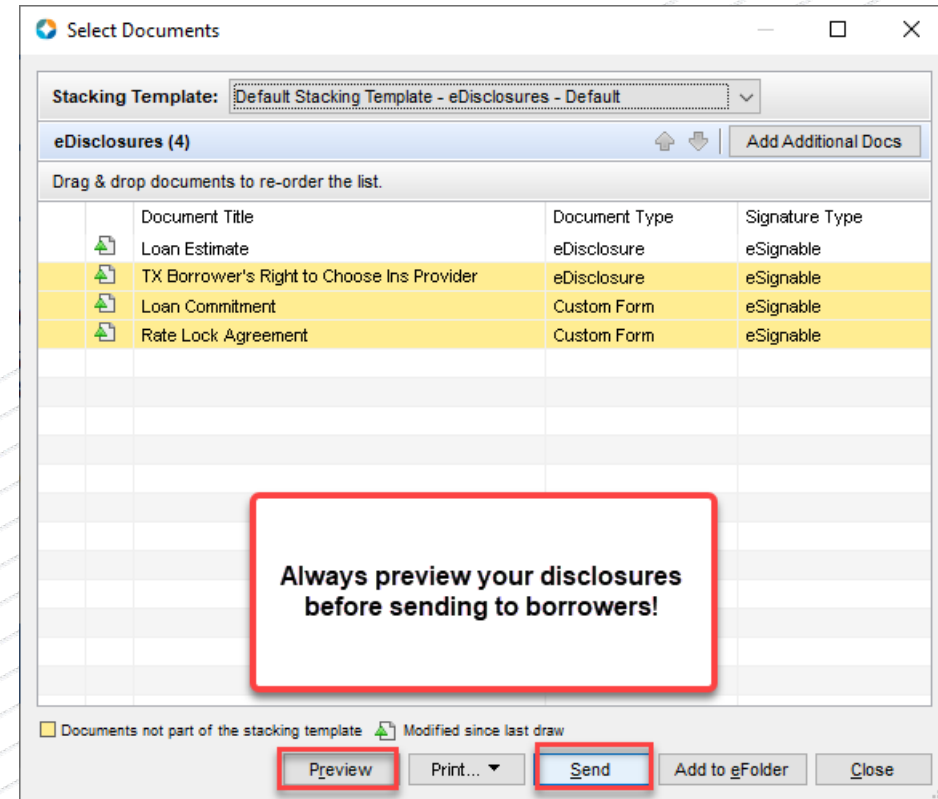
For Borrower Pair: **Andy and Amy America**

Select a Plan Code ?

Filter: Loan Type = Conventional and Lien Pos is any of FirstLien;First Lien;First and A... Clear Filter

Investor	Description	Plan Code
Generic	All Fixed Rate Conventional 1st Lien Loans	

Loan Data Order eDisclosures Cancel



Select Documents

Stacking Template: **Default Stacking Template - eDisclosures - Default**

eDisclosures (4) Add Additional Docs

Drag & drop documents to re-order the list.

	Document Title	Document Type	Signature Type
	Loan Estimate	eDisclosure	eSignable
	TX Borrower's Right to Choose Ins Provider	eDisclosure	eSignable
	Loan Commitment	Custom Form	eSignable
	Rate Lock Agreement	Custom Form	eSignable

Always preview your disclosures before sending to borrowers!

☐ Documents not part of the stacking template Modified since last draw

Preview Print... Send Add to gFolder Close

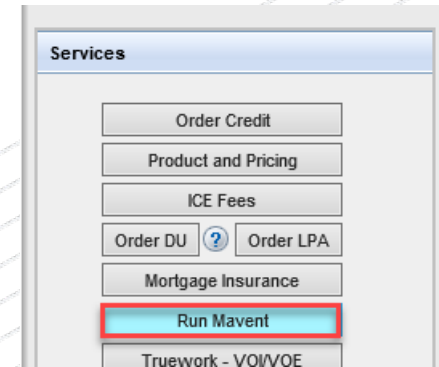
Change in Circumstance - All

Best practice for running Mavent for completing a CIC is as follows:

- Prior to completing a Valid CIC, complete a **“Preview”** Mavent Report
- Complete the Valid CIC (with correct item/reason chosen)
- **“Order”** a Mavent Report once CIC has been sent.

Please note – there are some items on the Mavent Report that will not clear if the “Valid” CIC is not completed. Item(s)/reasons chosen on the CIC must be correct for the situation.

For Mavent fail/warning review, please send to MIF Compliance inbox.



M/I FINANCIAL, LLC

A Subsidiary of M/I Homes, Inc.



M/I TITLE AGENCY



M/I TITLE, LLC



M/I FINANCIAL, LLC

A Subsidiary of M/I Homes, Inc.



TransOhio Residential Title



M/I FINANCIAL, LLC

A Subsidiary of M/I Homes, Inc.