



Adding an Outside 2nd Loan



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

Adding an Outside 2nd Loan

When an additional loan such as a down payment assistance 2nd mortgage is added by another lender, we have to account for that debt. An additional loan record will need to be added. Start by opening the 1003 Urala Part 4.

The screenshot displays the M/I Financial, LLC software interface. On the left, a sidebar menu lists various forms and tools, with '1003 Urala Part 4' highlighted. The main window shows the '4b. Other New Mortgage Loans on the Property You are Buying or Refinancing' section, which includes a table for entering additional loans and a '4c. Rental Income on the Property You want to Purchase - For Purchase Only' section. The '4d. Gifts or Grants You Have Been Given or Will Receive for this Loan' section is also visible at the bottom.

ADU Net Income

4b. Other New Mortgage Loans on the Property You are Buying or Refinancing ☐ Does not apply

[View All Additional Loans](#)

Creditor Name	Lien Position	Loan Amount/ HELOC Credit Limit	HELOC Initial Draw	Applied to Down Payment	Monthly Payment

Total Additional Loans Amount

Total Applied to Down Payment

4c. Rental Income on the Property You want to Purchase - For Purchase Only ☐ Does not apply

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

Adding an Outside 2nd Loan

In 4b, open up the view all additional loans tab.

At the top of the VOAL box click the New Verification button.

The screenshot displays a mortgage application form with a section titled "4b. Other New Mortgage Loans on the Property You are Buying or Refinancing". A checkbox labeled "Does not apply" is present. Below this is a table with columns: "Creditor Name", "Lien Position", "Loan Amount/ HELOC Credit Limit", "HELOC Initial Draw", "Applied to Down Payment", and "Monthly Payment". A button labeled "View All Additional Loans" is circled in red. Below the table are fields for "Construction Method Type" (set to "Site Built") and "Manufactured Home Width Type".

Below these fields are three sections:

- 1. Mixed-Use Property: ☐ If you will occupy the property, will you set aside space within
- 2. Manufactured Home: ☐ Manufactured Housing
- 3. Accessory Dwelling Unit: ☐ ADU Present

Below section 3 are fields for "ADU Count" and "ADU Gross Income".

Below these fields is another "4b. Other New Mortgage Loans on the Property You are Buying or Refinancing" section with a table similar to the one above.

A "VOAL" (Verification of All Loans) pop-up window is overlaid on the form. The window has a title bar "Quick Entry - VOAL" and a "New Verif" button circled in red. The window contains a table with columns: "Name", "Account Type", "Lien Position", "Loan Amount/HEL", and "Monthly Principle". At the bottom of the window is a "Close" button and a "Learn more..." link.

Adding an Outside 2nd Loan

In verification of additional loan, choose which borrowers from the dropdown list.

In the To section,
add the name of the
new 2nd mortgage
company.

****you will need to contact the help desk to have a new company added to business contact's section.****



Quick Entry - VOAL


Name	Account Type	Lien Position	Loan Amount/HEL	Monthly Principal


Verification of Additional Loan is for Borrower
CoBorrower
Both Date //

☐ Print "See attached borrower's s...".

To: (Name & Address of Depositor)

Name  Phone 

Attn Fax 

Address Email 

City

State Zip

☐ Creditor is an individual

From

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

Phone 675-867-5309

[Learn more...](#)

Business Contacts

[illegible]

Adding an Outside 2nd Loan

In the VOAL section, scroll down to the account information screen. In account type, select Heloc or Mortgage.

Select a lien position.

Quick Entry - VOAL

Name	Account Type	Lien Position	Loan Amount/HEL	Monthly Principal
Developer's Mortgage				

Account Information

Account Type

Lien Position

Monthly Principal And Interest

Maximum Principal And Interest Within 5 Years

Monthly Qualifying Payment

Loan Amount/HELOC Credit Limit

HELOC Initial Draw

Amount Applied To Down Payment

Source of Funds

Payment Deferred For First Five Years ☐

Affordable Loan ☐

Account Information

Account Type

Lien Position

Monthly Principal And Interest

Maximum Principal And Interest Within 5 Years

Adding an Outside 2nd Loan

Open up the Monthly Principal and Interest box.

Enter the loan amount and terms of the 2nd and press okay.

Add the monthly qualifying payment, loan amount, amount applied to the down payment, and the source of funds.

Then press close and Save.

Other Financial Payment Calculation

Loan Amount	50000.00
Interest Rate	5.00 %
Term	60 mths
Monthly Payment	943.56

OK Cancel

Account Information

Account Type	Mortgage
Lien Position	2
Monthly Principal And Interest	943.56
Maximum Principal And Interest Within 5 Years	943.56
Monthly Qualifying Payment	943.56
Loan Amount/HELOC Credit Limit	50,000.00
HELOC Initial Draw	
Amount Applied To Down Payment	50,000.00
Source of Funds	Community Nonprofit (FNMA/FRE)
Payment Deferred For First Five Years	<input type="checkbox"/>
Affordable Loan	<input type="checkbox"/>

Always remember to save



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There are several sources that can be utilized for sources of funds from an outside lender.

Loan Amount: \$519,992.00 DT: 23.16/23.835 Not Locked FS: Officer User

1003 URLA Part 4

ADU Count: Expenses:
ADU Gross Income: Vacancy Factor:
ADU Net Income:

4b. Other New Mortgage Loans on the Property You are Buying

Creditor Name	Lien Position	Loan Amount/HELOC Credit Limit
Developer's Mortgage	2	50,000.00

4c. Rental Income on the Property You want to Purchase - For

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 Purchase

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

Bor/Cob/Both: ☐ Asset Type: Deposited: Source:
Cash Gift, Gift of Equity, Grant:
Down Payment: Closing Costs:
Total of Gifts and Grants:

Quick Entry - VOAL

Name	Account Type	Lien Position	Loan Amount/HELOC Credit Limit	Monthly Principal And Interest
Developer's Mortgage	Mortgage	2	50,000.00	943.56

Account Information

Account Type: Mortgage
Lien Position: 2
Monthly Principal And Interest: 943.56
Maximum Principal And Interest Within 5 Years:
Monthly Qualifying Payment: 943.56
Loan Amount/HELOC Credit Limit: 50,000.00
HELOC Initial Draw:
Amount Applied To Down Payment:
Source of Funds:
Payment Deferred For First Five Years:
Affordable Loan:

[Learn more...](#)

- Community Nonprofit (FNMA/FRE)
- Employer (FNMA/FRE)
- Federal Agency (FNMA/FRE)
- Institutional (FNMA/Retired)
- Lender (FNMA/FRE)
- Local Agency (FNMA/FRE)
- Non Parent Relative (FNMA/Retired)
- Non Profit Instrumentality Of Government (FRE)
- Other (FNMA/FRE)
- Parent (FNMA/FRE)
- Property Seller (FNMA/FRE)
- Relative (FNMA/FRE)
- Religious Nonprofit (FNMA/FRE)
- State Agency (FNMA/FRE)
- Unmarried Partner (FNMA)
- Unrelated Friend (FNMA)

Close

Adding an Outside 2nd Loan

Once you press close and save, a new mortgage loan is added.

The new 2nd will now show up on the urla and count towards the DTI.

4b. Other New Mortgage Loans on the Property You are Buying or Refinancing ☐ Does not apply

[View All Additional Loans](#)

Creditor Name	Lien Position	Loan Amount/ HELOC Credit Limit	HELOC Initial Draw	Applied to Down Payment	Monthly Payment
Developer's Mortgage	2	50,000.00		50,000.00	943.56

Total Additional Loans Amount 50,000.00

Total Applied to Down Payment 50,000.00

4b. Other New Mortgage Loans on the Property You are Buying or Refinancing ☐ Does not apply

Creditor Name	Lien Type	Monthly Payment	Loan Amount/Amount to be Drawn	Credit Limit (if applicable)
Developer's Mortgage	<input type="radio"/> First Lien <input checked="" type="radio"/> Subordinate Lien	\$943.56	\$50,000.00	\$
	<input type="radio"/> First Lien <input type="radio"/> Subordinate Lien	\$	\$	\$

4c. Rental Income on the Property You Want to Purchase For Purchase Only ☐ Does not apply

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

Adding an Outside 2nd Loan

You will need to update OB for adding a second loan in Encompass.

Press the subordinate financing button.
If the 2nd loan is a community/affordable housing 2nd, you will need to designate as so in OB.

Submit the updated information to OB for updated pricing/program.

Loan Information

Lien Position	Loan Type	Base Loan Amount
First Lien	Conventional	\$400,000

Appraised Value: \$0

Subordinate Financing

Financing for Subject Property

Closed End Subordinate Mortgage Total	Total Open End (HELOC) Credit Limit
\$64,000	\$0

Ratios for Subject Property

LTV	CLTV	HC
80.00%	89.85%	89

☐ Community/Affordable 2nd

Adding an Outside 2nd Loan

You will need to go into 2015 itemization and add any fees associated with the 2nd loan or bond that has been added.

Complete a change in circumstance once the 2nd has been added, if it was not apart of the initial application and disclosure.

704. To

800. Items Payable in Connection with Loan

	Borrower	Seller	Other	Total
	4,002.96		2,975.00	6,977.96

801. Our Origination Charge 2,975.00

	Borrower	Seller	Paid By / P / B / A / Paid To
Loan Origination Fees			
Application Fees			
Processing Fees			
Underwriting Fees			
Broker Fees			
Broker Compensation 0.000 % + \$ 0.00			
Administrative Fee To M/I Financial 1,775.00			
Automated Underwriting Fee To M/I Financial			
Commitment Fee To M/I Financial			
Doc Prep Fee To M/I Financial			
Second Lien Fees To M/I Financial 850.00			
Bond Fee To M/I Financial 350.00			

Use LO Comp Tool

Forms Tools Services

- MM 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
- 2015 Itemization
- RegZ - LE



M/I TITLE AGENCY



M/I TITLE, LLC



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TransOhio Residential Title



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