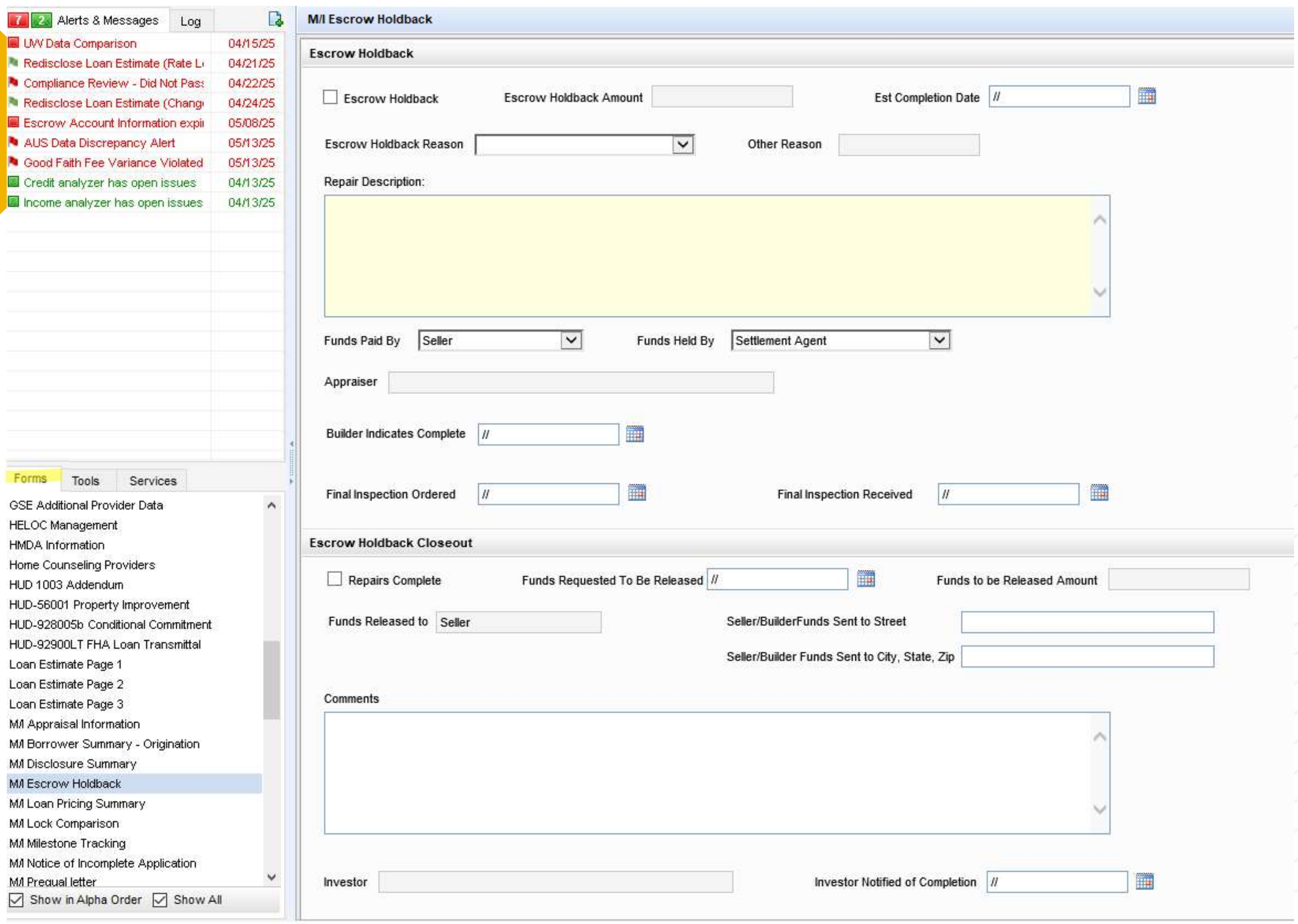
Encompass - Escrow Holdbacks

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

Escrow Holdbacks



Escrow Holdbacks have one centralized screen.
Under **Forms**, M/I Escrow Holdback.

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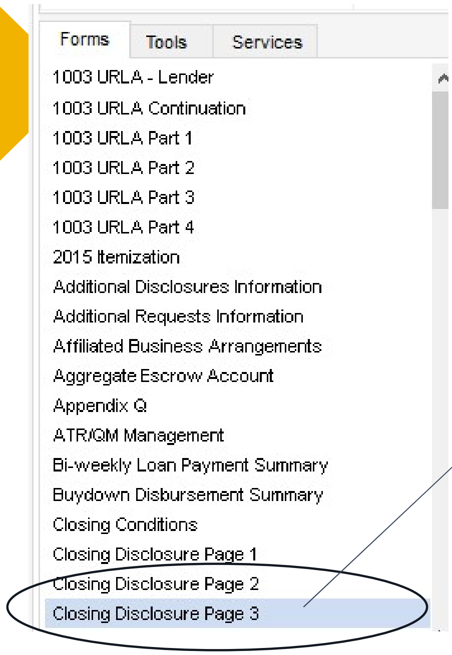

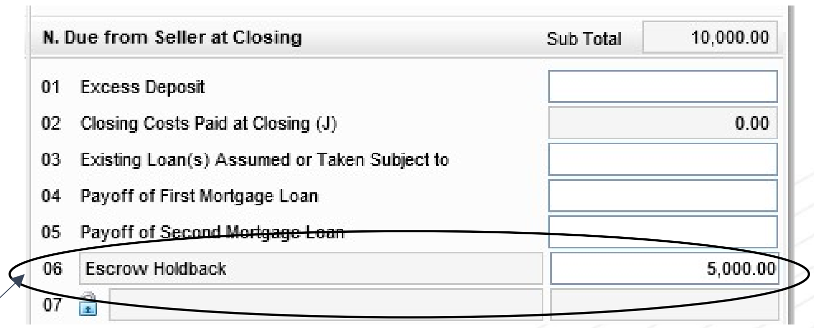

To start your escrow holdback, you will need to enter your amount in the Closing Disclosure page 3 section, in forms.

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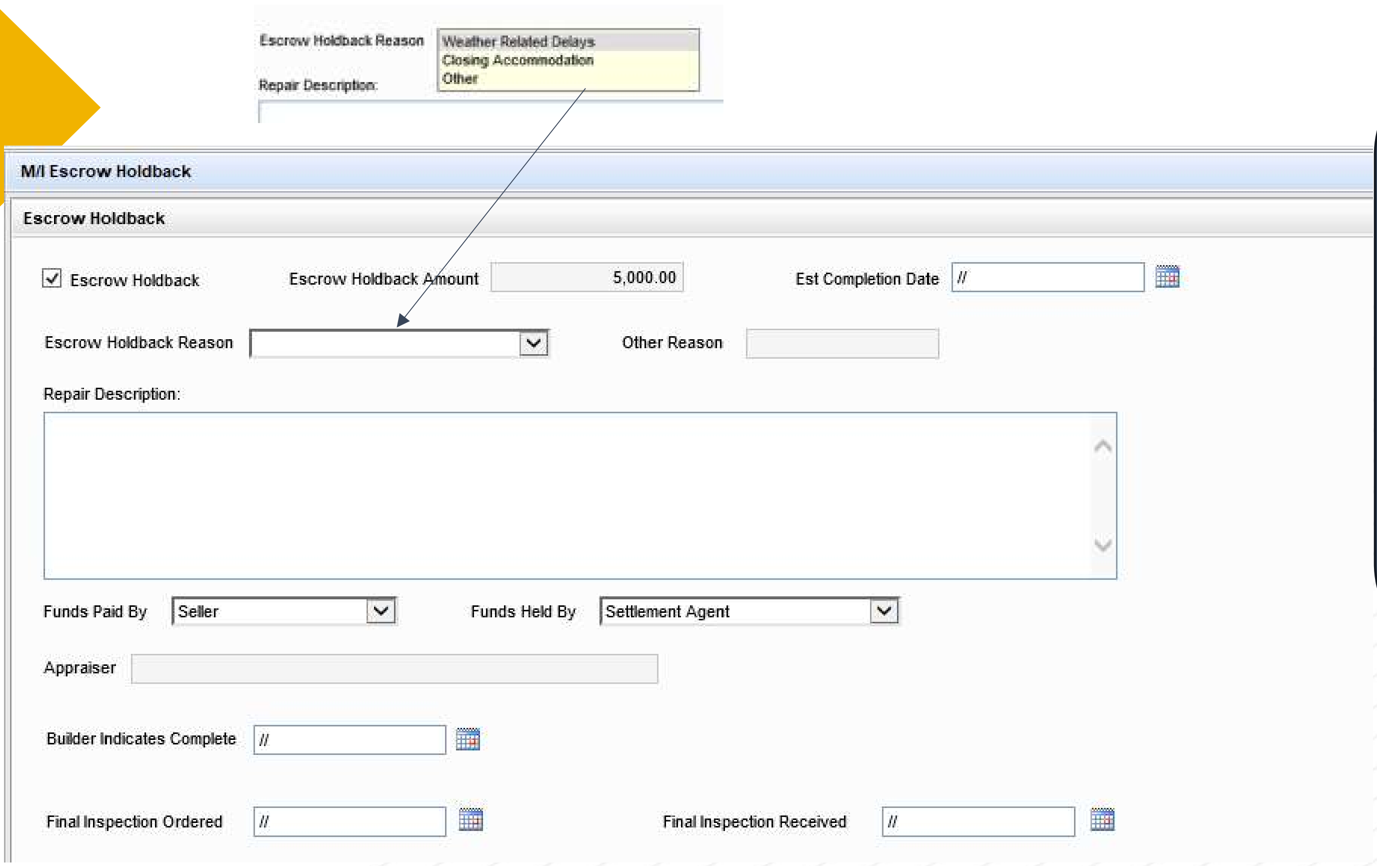

Once the escrow amount is entered, you will need to go into the **M/I Escrow Holdback** screen under **Forms.**

1. The Escrow Holdback button is marked, and amount comes from CD page 3, L 06.
2. Enter an estimated completion date.
3. Use the dropdown to complete the reason.
4. List out each escrow item in the repair description.
5. Press the Save button.

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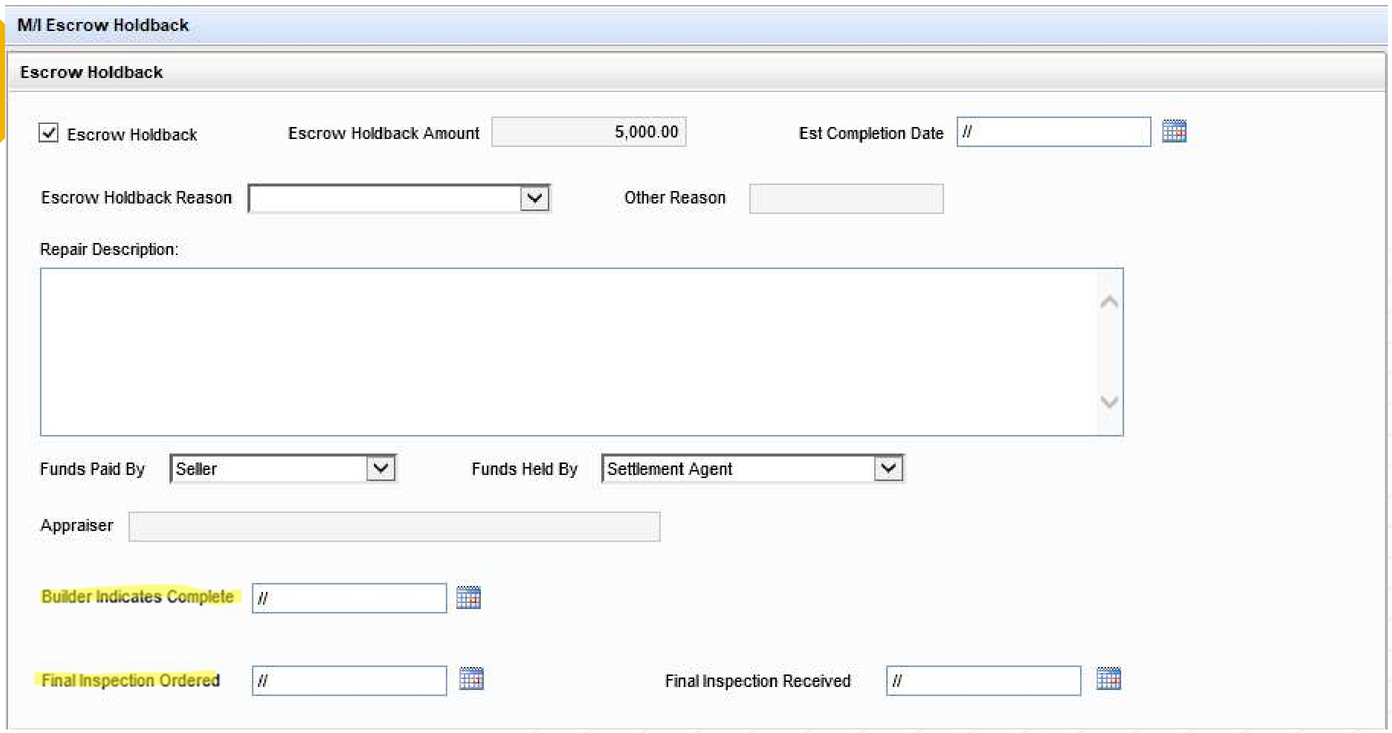

Once the builder indicates that the escrow work is completed you will go back into the **M/I Escrow Holdback** screen and update the builder complete date and order the final inspection.

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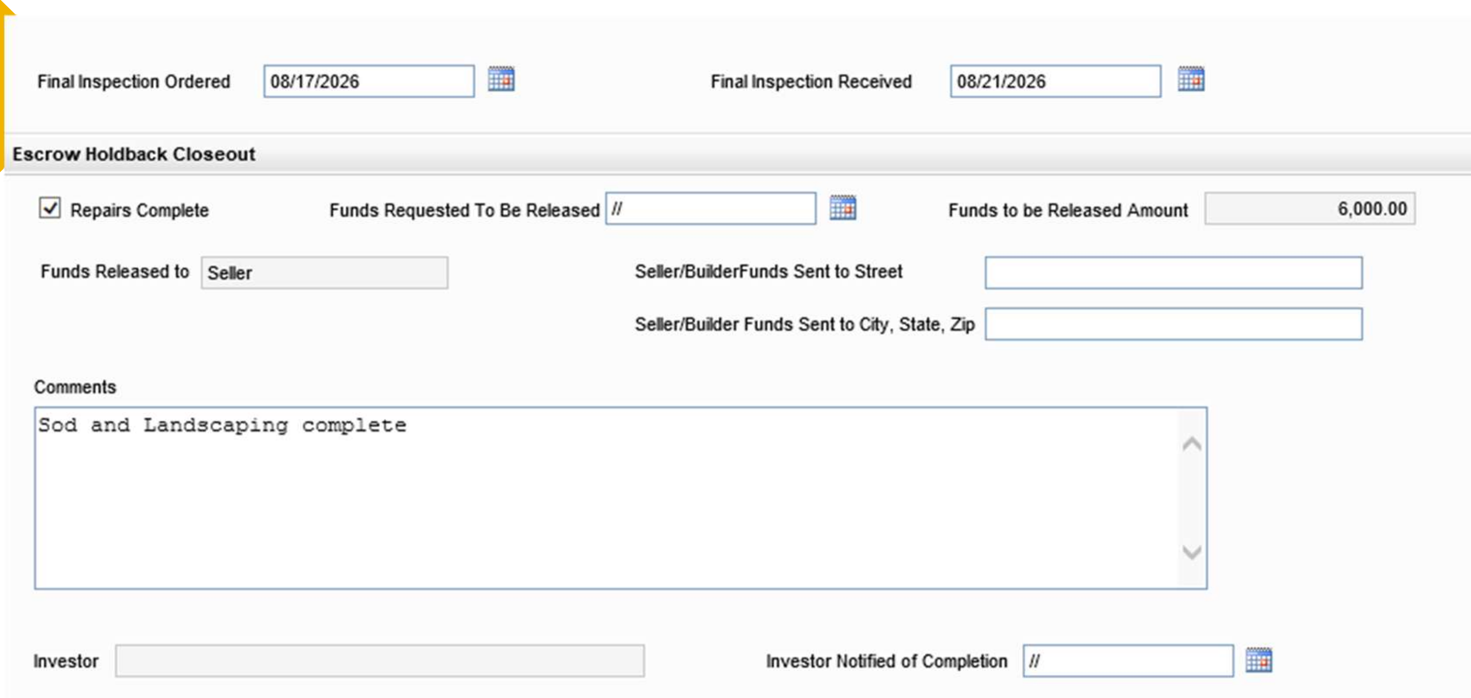

When the final inspection is received, go back into your **M/I Escrow Holdback** screen.

1. Enter the Final Inspection Received date.
2. Checkmark Repairs Complete.
3. Add any comments relevant to the escrow holdback.

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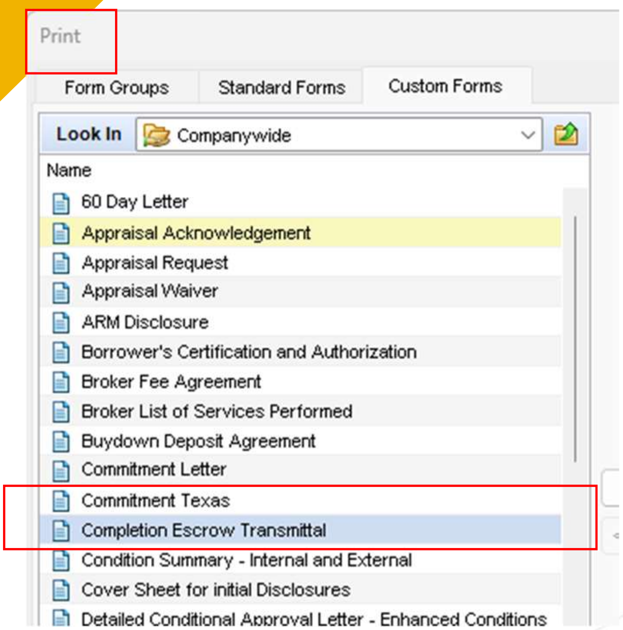

Completion Escrow Transmittal

M/I Financial, LLC. –

Name: **Buydown Davis** Subdivision: **Walnut Woods East** Lot #:

Investor:

Address: **123 Prop St**
Columbus OH, 43211

Closing Date: **06/01/2025** County: **Franklin**

Inspector:

MIF Loan #: **000100331**

Escrow Amount: **$6,000.00**

M/I Homes

Accounting, please release the Completion Escrow to M/I Homes

Builder Authorized Representative Date

MIF Branch

Branch/Ops Manager Date

Go into Print, and generate a Completion Escrow Transmittal Form.

Save the form outside of Encompass to utilize DocuSign.

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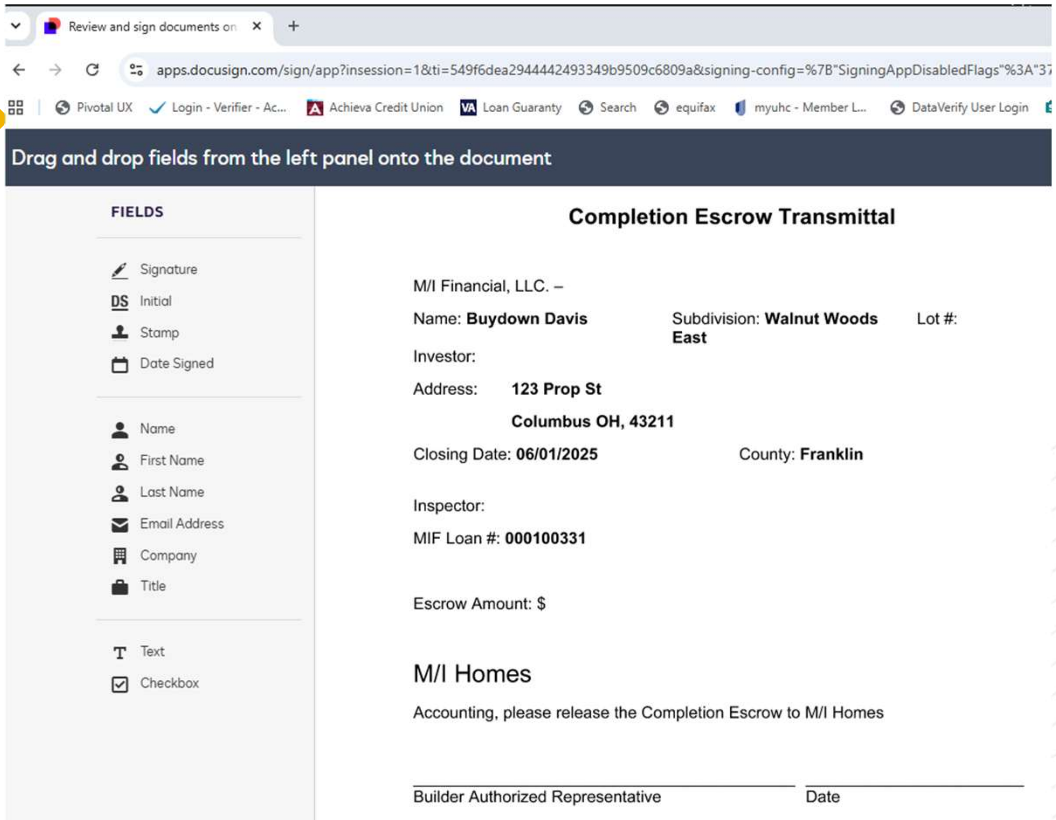
Escrow Holdbacks



Review and sign documents on

apps.docusign.com/sign/app?insession=1&ti=549f6dea2944442493349b9509c6809a&signing-config=%7B"SigningAppDisabledFlags"%3A"3

Pivotal UX | Login - Verifier - Ac... | Achieva Credit Union | Loan Guaranty | Search | equifax | myuhc - Member L... | DataVerify User Login

Drag and drop fields from the left panel onto the document

FIELDS

- Signature
- Initial
- Stamp
- Date Signed
- Name
- First Name
- Last Name
- Email Address
- Company
- Title
- Text
- Checkbox

Completion Escrow Transmittal

M/I Financial, LLC. –

Name: **Buydown Davis** Subdivision: **Walnut Woods East** Lot #:

Investor:

Address: **123 Prop St**

Columbus OH, 43211

Closing Date: **06/01/2025** County: **Franklin**

Inspector:

MIF Loan #: **000100331**

Escrow Amount: $

M/I Homes

Accounting, please release the Completion Escrow to M/I Homes

Builder Authorized Representative Date

The Branch or Operations Manager will:

1. Sign the document.
2. Add the M/I Homes builder contact for signature.
3. CC: TransOhio accounting at titleaccounting@mihomes.com

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Escrow Holdbacks

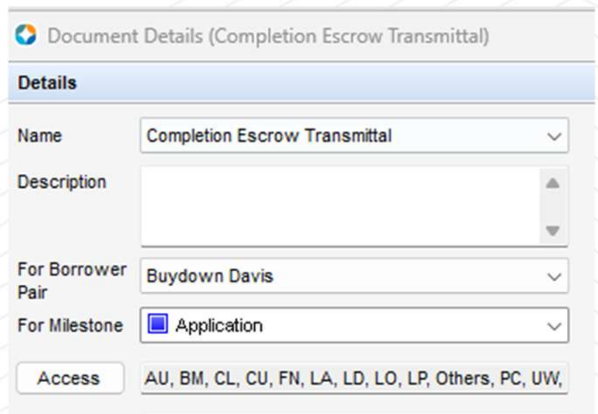
Once DocuSign is completed, title accounting will be notified to release funds.

Title accounting will not release funds without the executed Completion Escrow Transmittal.

Title accounting will release funds within 2 business days.

Batching of escrows is preferred. Please send these as soon as possible and do not wait until the end of the month to release.

A copy of the executed Completion Transmittal is to be uploaded into the Efolder.



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M/I TITLE AGENCY

M/I TITLE, LLC

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TransOhio Residential Title

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