M/I Financial Encompass Closing Standard Operating Procedures

September 3, 2026

Contents

Closing Process Procedures:

Duties and Responsibilities –

The primary function of a closer is the timely and accurate preparation of the closing documents for submission to the Settlement Service Provider who will conduct the closing for all M/I Homes borrowers. The closer must verify the accuracy of the information to be included on the Closing Disclosure (CD) and other closing documents. This includes checking amounts on invoices and tax certificates, checking names, address and amounts contained on the sales contract, information contained on the title commitment along with miscellaneous additional pertinent information. The closer must complete the Closing Disclosure completely and accurately in accordance with TILA-RESPA Integrated Disclosure regulations. They must ensure a timely delivery of the Closing Disclosure to the borrower(s). The branch is responsible for communication with the borrower in reference to the closing disclosure.

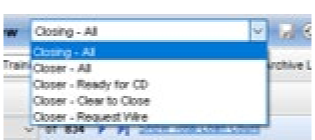
The closer must work closely with the title company/settlement service provider to ensure M/I Financial obtains the appropriate title documentation required for our loan file. Additionally, preparation of the closing disclosure will require clear and concise communication with the title company/settlement service to ensure the timely completion of an accurate disclosure. The closer and the title company/settlement service provider are the team that completes the homebuying experience for the M/I Home buyer. Their success as a team working with the branch will result in excellent service to the M/I Home buyer.

Service Level Agreements:

CD issue date: Closing Disclosures should be issued by end of the second full day after the Ready for CD has been selected. Example: CD was requested on 4/8/26, the closer would have until end of day 4/10 to send the closing disclosure to the borrower. In busier times, Three full business days may be needed, if this is the case, the closer should advise the branch that more time is needed and advise the branch when the CD can be expected to be completed.

Closing packages: Closing packages should be sent to the title company within four business hours of the branch issuing the Clear-to-Close.

Pipeline Views:



Closer – All: All active loans

Closer – Ready for CD: Loans that have the ready for CD box checked

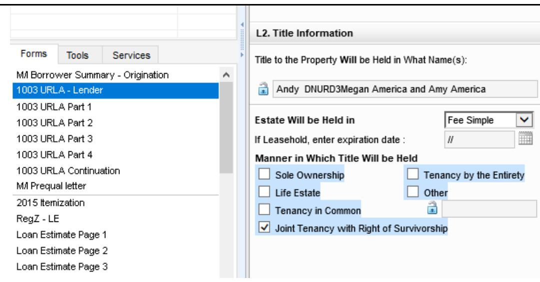
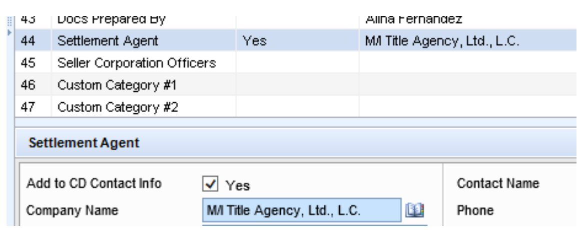
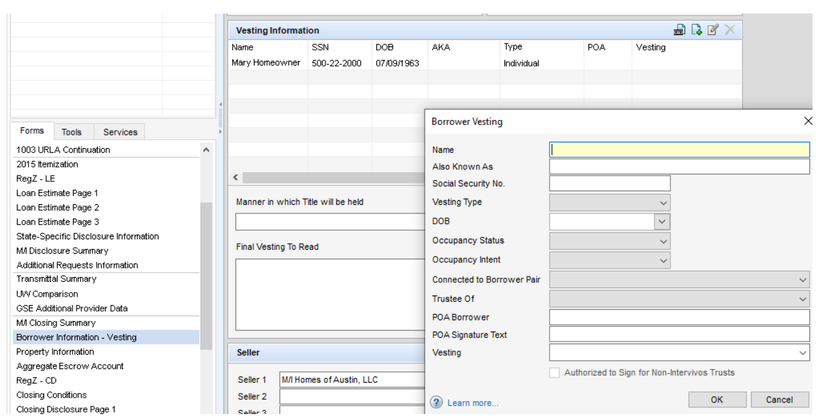
Closer - Clear to Close: All loans ready for closing documents to be sent to title

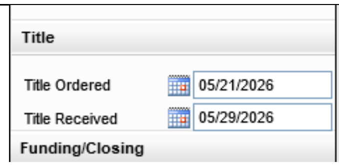
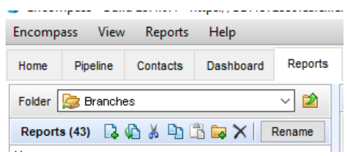
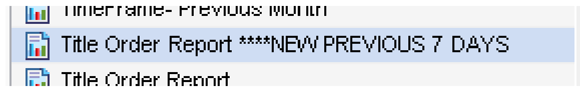
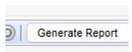
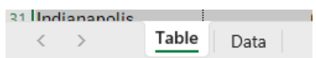
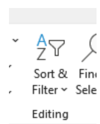
Closer – Request Wire: All loans ready for wire to be sent.

Order Title/Initial Review of the File

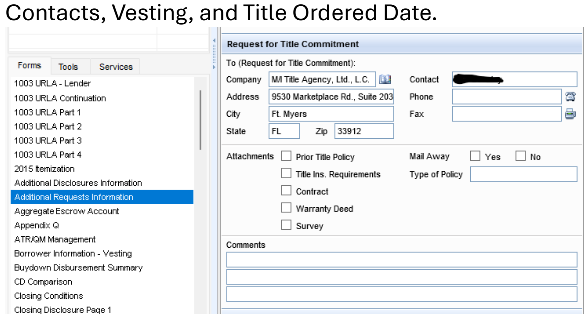
Prior to ordering title, the closer will need to review the following documents within Encompass eFolder to ensure accuracy: ID's of borrowers and non-borrowers and the purchase contract and addendums. When comparing the sales contract and addendums, confirm the property address, names, sales price, earnest money deposit(s), Realtor/Agency addendum, and any incentive offered by the builder.

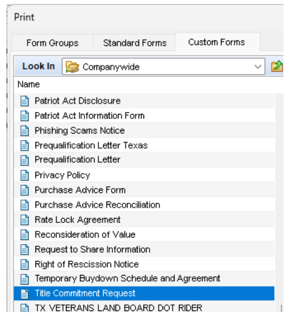
Requesting Title: M/I Title Agency (MIT)

Step	Action	Screen Shot
	Title requests are sent to M/I Title/Trans Ohio Title within 30 days of closing. Title cannot be ordered any earlier than 30 days prior to closing. The Closer will select the correct M/I Title/Trans-Ohio Title as settlement agent in File Contacts. Closer will go through pipeline and ensure vesting has been updated. Vesting (marital status) can be verified through the URLA – Lender screen or the Borrower Information-Vesting screen. Go to the Borrower Information - Vesting screen and complete the "Final Vesting to Read". This is what will print on page 1 of the Mortgage/Deed of Trust. The vesting name(s) should match the name on the loan and/or purchase contract. ID's should be reviewed to ensure we have the correct name and spelling of all persons on the loan and/or title.	 **Note: Manner Held selection does not get relayed to M/I Title/Trans-Ohio Title on the title order report. If borrower(s) ask for a specific way to hold title other than what the state considers the normal designation, Branch must notify Closer so the information can be relayed to the settlement agent.**  

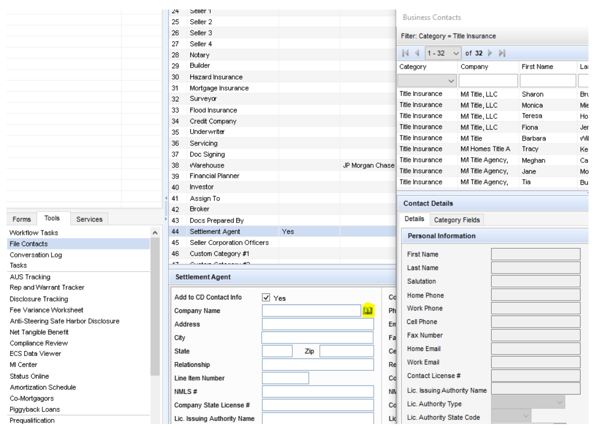
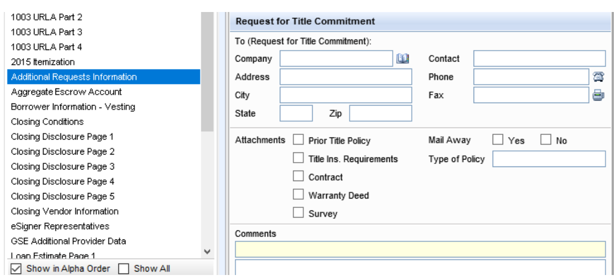
	Once completed, the closer will go to the M/I Closing Summary screen and fill in the Title Ordered date. **Note**: for first time orders, this date should never be more than 30 days prior to closing. Each Day (or Every Other Day is acceptable), one designated person from the Closing Department will generate the Title Order Report****New Previous 7 Days from the Reports Tab. Click “Generate Report”. An Excel worksheet will be generated. Click on the Data tab at the bottom of the report then sort the report by Division. Sorting will put the report in alphabetical order by Division which will allow for easier navigation when looking for a particular loan. ****this report is designed specifically for internal use between MIF and MIT**	      Save the Report and name it 7-Day Title Order Report with current date. Example: 7-Day Title Order Report 6.12.26 **The saved report is then sent as an attachment via regular email to Softprosupport@mihomes.com, with the following copied on the email: Austin Loan Closer, Austin Ops Mgr, NorthClosingTeam@mihomes.com, and SouthClosingCenter@mihomes.com.**

Requesting Title when an Attorney is the Settlement Agent (NC)

	If there are any special instructions/information the Settlement Agent needs to know about, that information can be entered on the Additional Requests Information screen, under Comments for the Request for Title Commitment. The comments entered here will print on the title commitment request. Closer will go to the Print icon in the top right corner, then to the Custom Forms tab, Print and Save the Title	Closer will go through the same process as Requesting Title: MIT for File Contacts, Vesting, and Title Ordered Date.  

	Commitment Request form. **This form will need to be printed for each borrower pair.** Closer will then send the title commitment request form(s) directly to the Settlement Agent via regular email.	

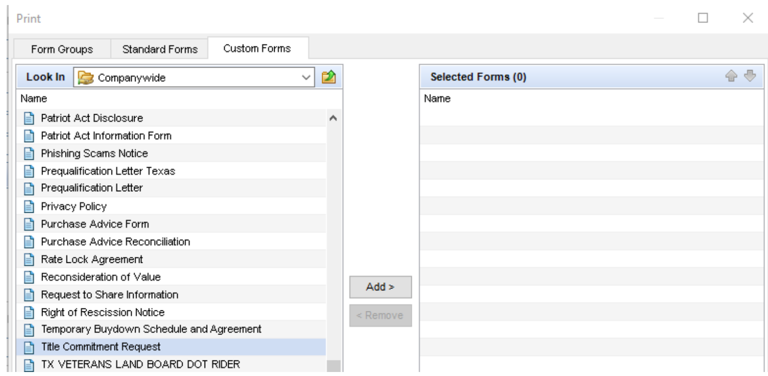
Requesting Outside Title

	The Closer will take the same steps as Requesting Title: MIT for Vesting and Title Ordered Date. **The Settlement Agent in File Contacts should be left blank for now.** With OST, there is an approval process that must take place, which requires obtaining certain documents from the OST company.	When a borrower chooses to use an outside title company or Attorney instead of M/I Title or M/I's preferred Attorney, the Closer must be informed by the Branch as to who is being used. The branch will obtain the Outside Title contact information and email it to the assigned closer on the file. The branch should **ALSO** enter a comment in ENC that borrower has chosen to use OST and log the contact information in the comment. If the branch has not entered information in comments, it will be the Closers responsibility to do so. 
	The Closer can enter the request for the required documents in the Comments section of the Request for Title Commitment on the Additional Request Information screen.	 An example would be: *In addition to the title commitment and Closing Protection Letter, please also provide a copy of your Wiring Instructions, valid E&O policy dec page, and a Prelim CD reflecting your fees at least 10 days prior to closing.*

<table>
<tr>
<td></td>
<td>Utilize the print on demand function to generate title commitment request to send.

Use print icon, custom forms, title commitment request, add the document, preview, then print document to send to the outside title company.

The closer will send the title commitment request to the appropriate outside title contact person via regular email.

A copy of the title request form can be printed to the EFolder for record.</td>
<td>

</td>
</tr>
</table>

Approval Process for Outside Title or Attorney

<table>
<tr>
<td></td>
<td>When a Settlement Agent other than M/I Title or M/I's preferred Attorney is being used to conduct the closing, that company must be vetted and approved by M/I Financial.

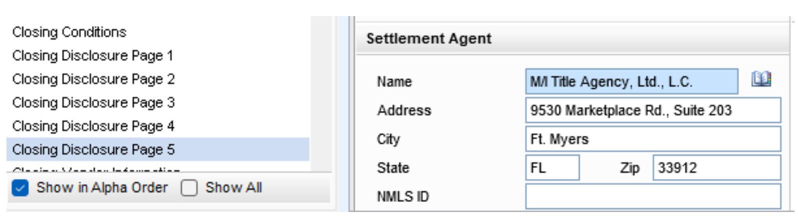
The Closer is responsible for obtaining this approval.

It is the Closers responsibility to make sure page five (5) of the M/I Financial CD reflects all the required fields for the Settlement Agent including Company Name, Address, Agent name, Agent phone number, Agent email address, Company license number, and Agent license number.</td>
<td>An email should be sent to Kate Elmquist AND John Daquila requesting OST approval. This should be done as early in the process as possible to ensure there are no last-minute issues.

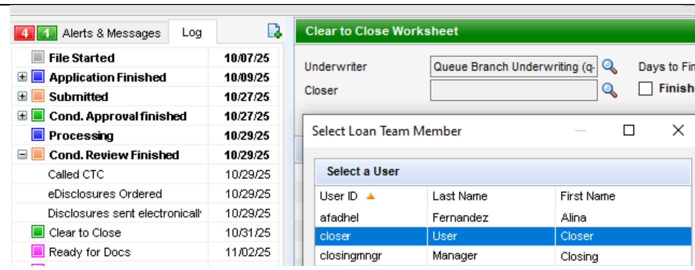
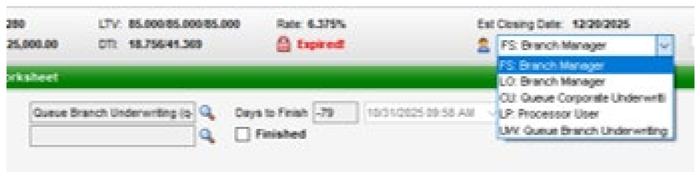
The email sent should reflect in the subject line – OST approval request and the company's name.

The body of the email should simply state the need for OST approval with the borrowers last name and loan number.

Attachments required: E&O policy, title commitment, CPL, and wiring instructions. It is helpful to also attach the prelim CD so the Settlement Agent information on page five (5) is entered in ENC and will match what they have.


</td>
</tr>
</table>

File Assignment

	To see the closer assigned to a file you can locate on the Cleared to Close or Ready for Docs Milestone. The closer is assigned by the branch at the time that the processor is assigned. For quick close files, it will be necessary to assign the Closer earlier In the process so title docs can be ordered. To quickly identify the assigned LO, LOA, processor, Corp UW, Branch UW (aka BM or OM), and Closer – refer to the dropdown on the top menu bar.	 

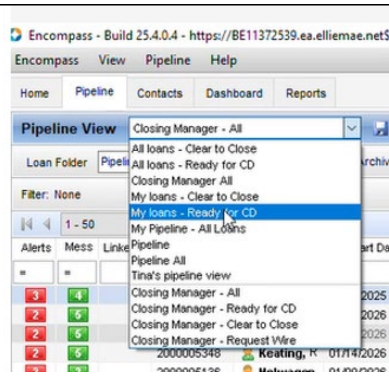
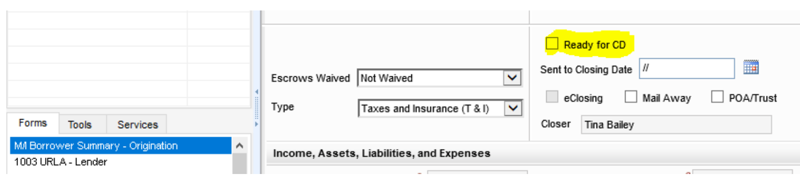
Title Commitment Received

	Title Commitment Received	Upon receipt of the title commitment, the closer will verify the names of the borrower match between the sales contract and Encompass. Title commitment date (or commitment date if no effective date shown) must be within 90 days of the closing. Verify the correct sales price (borrower coverage) and loan amount (lender coverage). Verify legal description matches lot number and subdivision. Verify no liens/judgments or issues. Verify Tax Parcel # and tax amount(s). (not all states) If taxes due within 60 days of closing, it must be paid PTC or on the CD.

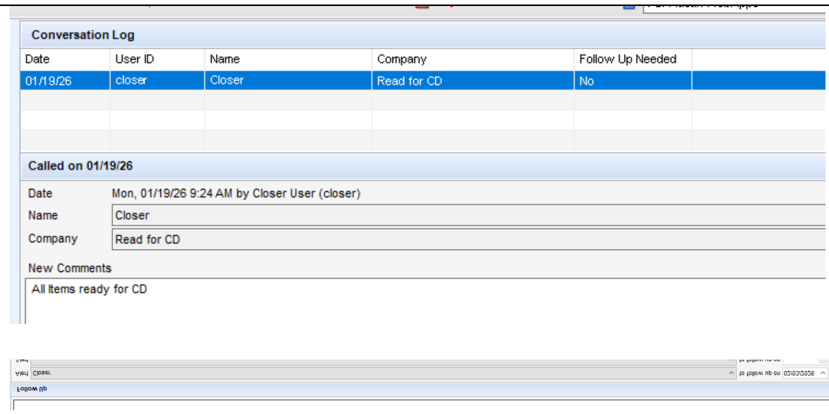
Closing Protection Letter Received

	Closing Protection Letter Received	Verify all information matches the title commitment – names, property address, and title company information.

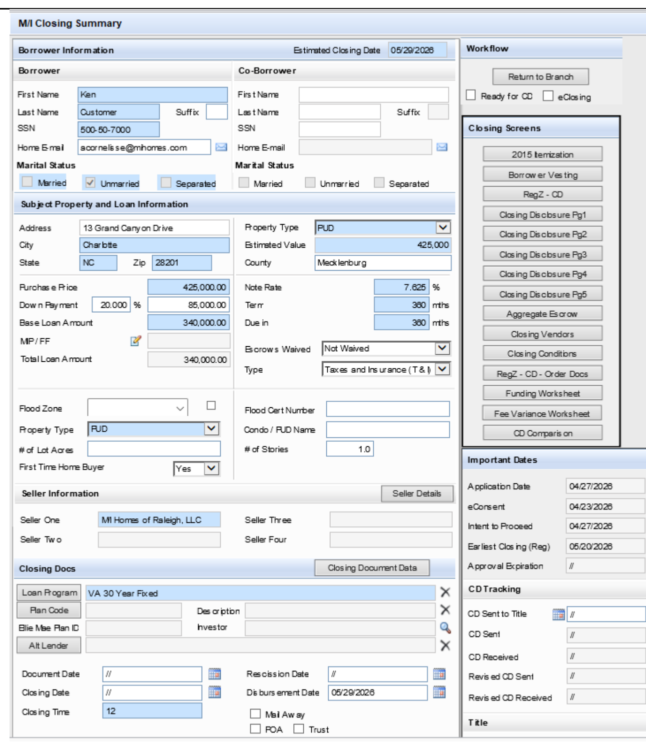
Ready for CD

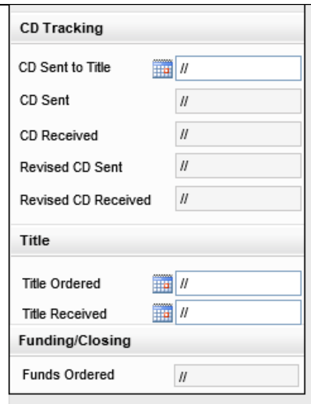
Step	Screens	Screen Shot
1	**Ready for CD –** Ready for CD pipeline view will show what files have been submitted to Closing for the CD to be issued. The following sections will show how to issue a CD. It is important to note – once the CD has been issued, the "ready for CD" box needs to be **UNCHECKED**. This means you have completed the issuing of the CD. The file is back to processing for them to complete their functions. **If the box is not unchecked, the loan will remain in the Closers ready for CD pipeline.**	 

Review Encompass Closing Forms

2	**Review the following screens within the file.** **Conversation Log (Tools menu)** – Before starting on a file, always review the conversation log to see if there are comments pertinent to the closing functions and CD preparation. The Closer should also make notes to bring to the branch's attention. Once comments are entered, they cannot be deleted. There is a follow up section at the bottom of this page. This can be used as a reminder to any user within the loan to follow up on items needed.	

M/I Closing Summary

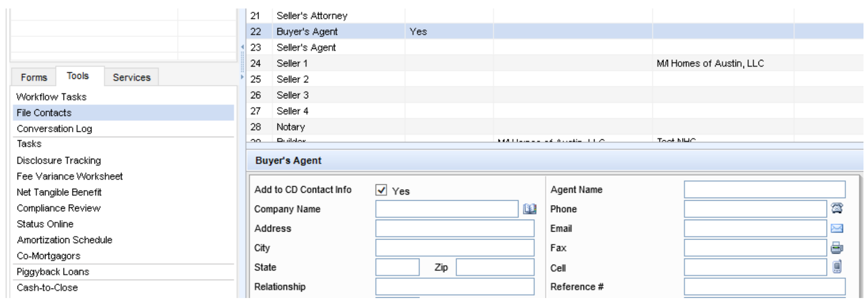
3	**M/I Closing Summary** – This screen was designed specifically for a quick reference of the file details with links to other screens the Closer will regularly use. All screens can still be accessed from Forms. On this screen you will see pertinent information for a closer - the Ready for CD box, Closing date & time, mail-away closing, POA or Trust, if there is a buydown, and if escrows are waived.	

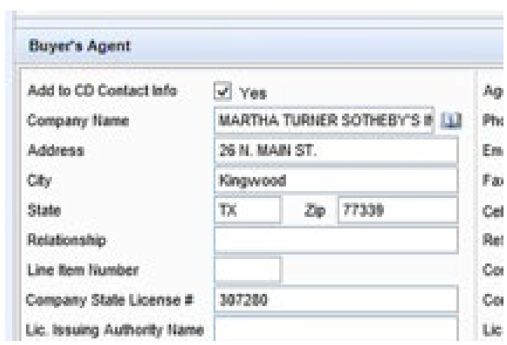
<table>
<tr>
<td></td>
<td>Also, on this screen you will find the boxes to enter when the CD is sent to Title for balancing, when title is ordered and received, the dates for the CD being sent and received and the date the TX Attorney Docs were ordered. (to be filled out for TX loans only). These are all dates that can (and should be) added to a pipeline view.</td>
<td>
</td>
</tr>
</table>

File Contacts

<table>
<tr>
<td>4</td>
<td>File Contacts (Tools) –
This is where the Settlement Agent, Realtor Information (buyer and seller), Non-borrowing Owner/Spouse, and Hazard Insurance (HOI) company names are entered.

When entering the settlement agent and Realtor(s), you will need to click the box “Yes” to Add to CD Contact Info, if it is not already checked. This will print the information on page five (5) of the CD.
If there isn’t a realtor, uncheck the “Yes” box or keep it blank and it will reflect as “No”. Prior to manually entering the realtor information, first, click on the directory book to the right of the “Company Name” to determine if the realtor is already in the directory. If realtor is already in the directory hit “Select” and the information will populate. If realtor is not listed in the directory, see directions on how to add a realtor to the directory.

It is important to add the realtor contact as soon as possible and at least 10-days prior to closing, as the Branch must run through LDP/GSA.</td>
<td>



Note: On the realtor contacts, the closer is responsible to enter the license issue date.</td>
</tr>
</table>

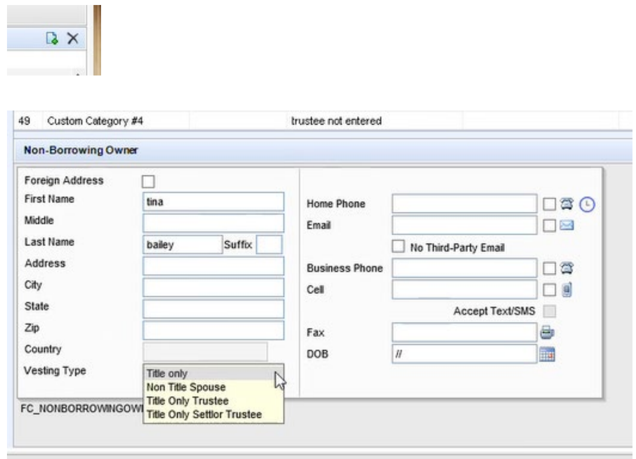
Non-Borrowing Owner Contacts

5

Non-Borrowing Owner Contacts–

If there is a non-borrowing owner, use the add button (paper with plus sign) in File Contacts to add the non-borrower and their vesting type from the dropdown menu.

There will be an NBO e-consent alert that pops up. Closer or Branch can clear this by clicking on the alert and hitting the CLEAR button in top right corner.

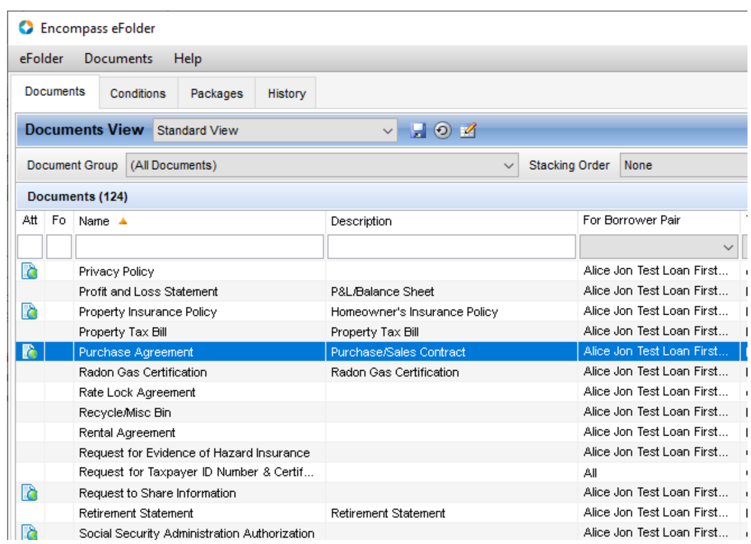


Contract Information Verification

6

Contract Information Verification –

Closer will open the eFolder and review the purchase contract, to double check Encompass M/I Borrower Summary – Origination screen address matches the contract.

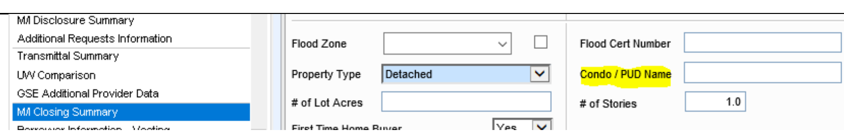


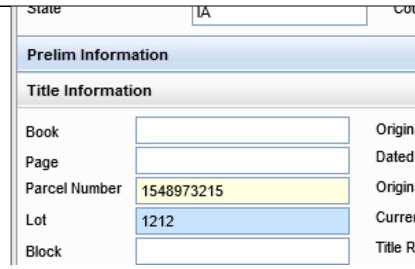
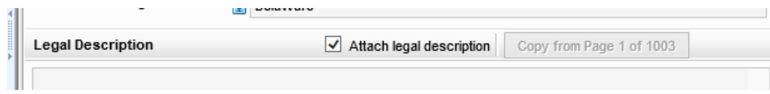
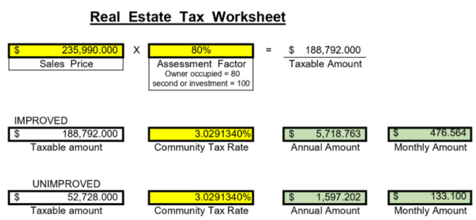
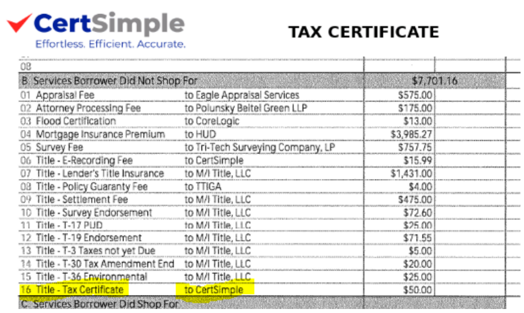
Property Information

7

Property Information

Closer will enter the PUD name, and the parcel number found on the title commitment.

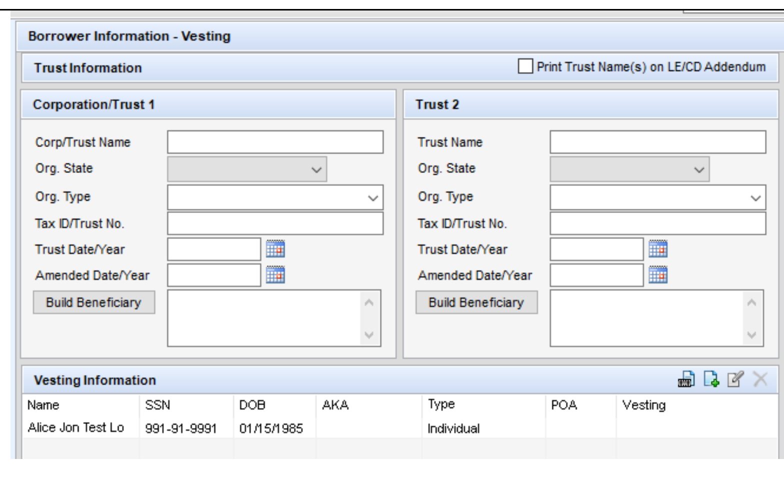


		
	Closer will **always** check the “Attach Legal Description”	
	Closer will verify the tax calculation from the branch for improved taxes and unimproved taxes (where applicable).	
	TX only – tax cert will show the payee and tax cert fee that goes on the CD.	

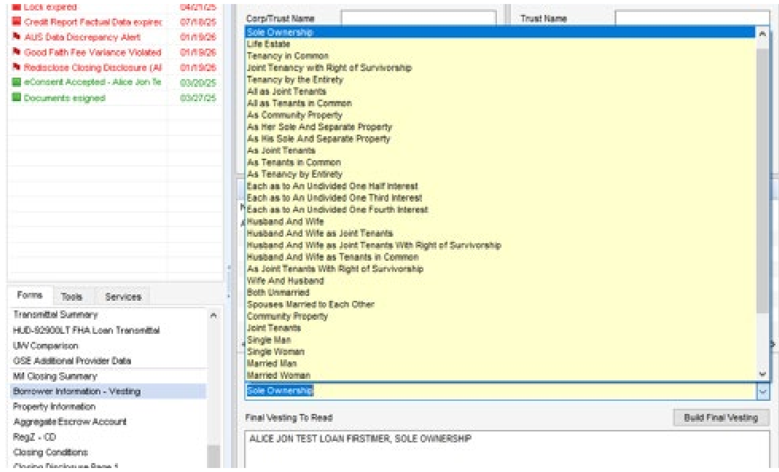
CertSimple
Effortless. Efficient. Accurate.
TAX CERTIFICATE

08		
B. Services Borrower Did Not Shop For		$7,701.16
01 Appraisal Fee	to Eagle Appraisal Services	$575.00
02 Attorney Processing Fee	to Polunsky Beitel Green LLP	$175.00
03 Flood Certification	to CoreLogic	$13.00
04 Mortgage Insurance Premium	to HUD	$3,985.27
05 Survey Fee	to Tri-Tech Surveying Company, LP	$757.75
06 Title - E-Recording Fee	to CertSimple	$15.99
07 Title - Lender's Title Insurance	to M/I Title, LLC	$1,431.00
08 Title - Policy Guaranty Fee	to TTIGA	$4.00
09 Title - Settlement Fee	to M/I Title, LLC	$475.00
10 Title - Survey Endorsement	to M/I Title, LLC	$72.60
11 Title - T-17 PUD	to M/I Title, LLC	$25.00
12 Title - T-19 Endorsement	to M/I Title, LLC	$71.55
13 Title - T-3 Taxes not yet Due	to M/I Title, LLC	$5.00
14 Title - T-30 Tax Amendment End	to M/I Title, LLC	$20.00
15 Title - T-36 Environmental	to M/I Title, LLC	$25.00
16 Title - Tax Certificate	to CertSimple	$50.00
C. Services Borrower Did Shop For		

Borrower Information – Vesting

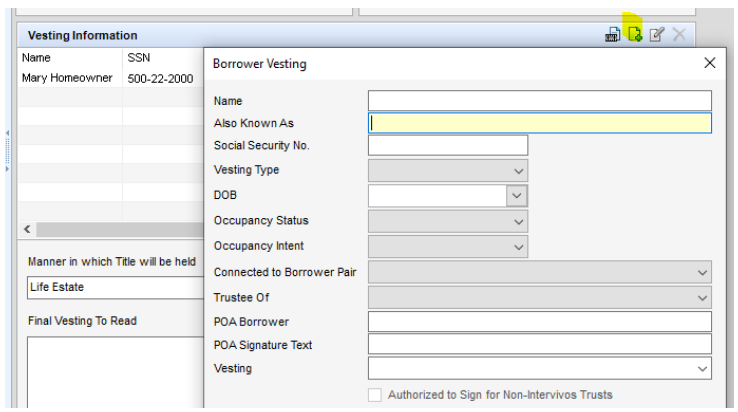
8	**Borrower Information – Vesting** Closer will enter Trust information, AKA’s, POA name(s), and Final Vesting. **Manner in which Title will be held can be skipped. This is information for the Deed ONLY.** Title/Attorney would need to know the borrowers’ wish on Manner Held if it is anything other than the normal designation such as Individual, Tenancy by the Entirety (for Married couples), Joint Tenancy with Right of Survivorship, Community Property with Right of Survivorship, etc. ****Manner Held should never print on our Mortgage/Deed of Trust.**	 The loan specialist will obtain trust approval, the closer will enter the trust name and get compliance approval.

The Manner Held line can be used to build final vesting, but not required. If you choose the marital status from the dropdown, you can use the build final vesting button to auto populate the vesting field. It also can be done from the Vesting Information box above the Manner Held box.



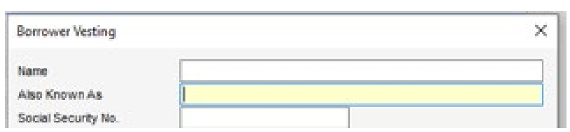
Borrower's AKA's will need to be listed out in the borrower vesting area.

Make sure to reference against the credit bureau and ID's. There are times when the closer might need to reference other documents within the file, such as paystubs, separation agreement, COE, etc. for other name variations.

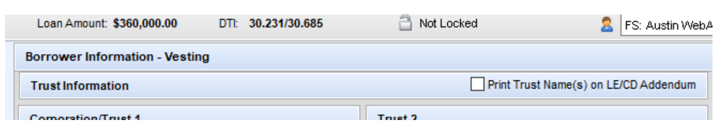


ID's for Borrowers and Non-Borrowers:

Verify legal names match contract, loan, and title commitment. Any variations will be entered as AKA's.



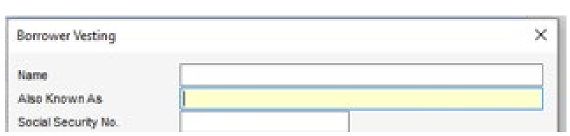
Trust Loans –



Trust loans – click on the print trust name(s) on LE/CD Addendum.

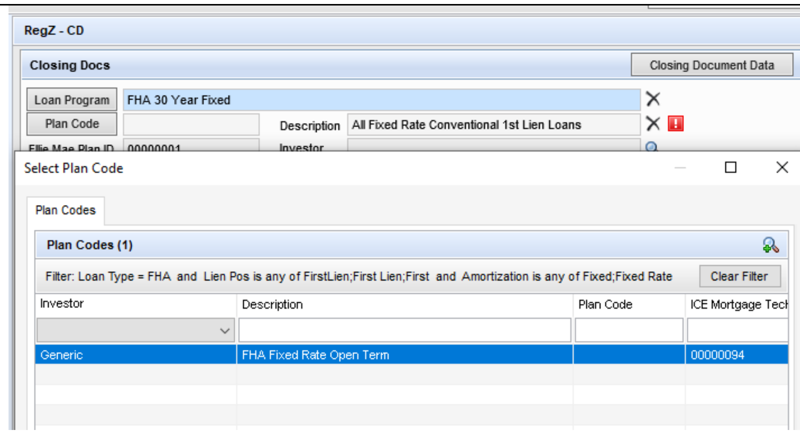
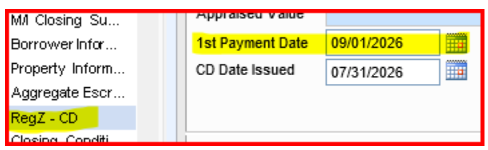
*Note – for Trust loans, to print the Trust name on the CD, click the box on the Trust Information line. (at the top of the screen) Closer adds the trusts names and gets the compliance approval.

Closer will add the trust names and have compliance approve.

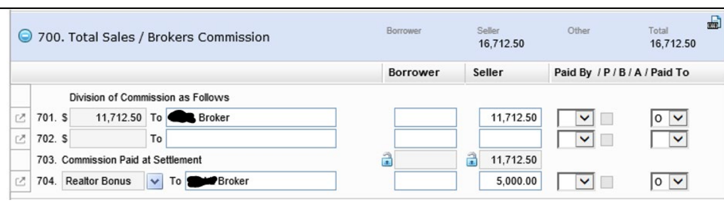


Review of the Screens – Forms and 2015 Itemization Screen for Fee Input for CD Preparation

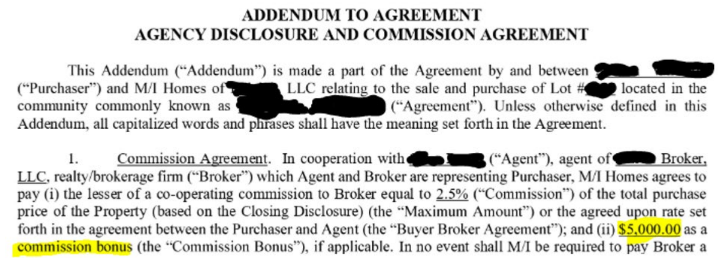
Reg Z – CD Screen

Step	Action	Screen Shot
1	**Reg Z – CD Screen** - Click Plan Code and select Generic. Verify the document date, closing date, and disbursement date are all entered and matching. This screen will show the Current APR, disclosed APR, finance charge, etc. Additional information on this screen for buydown, ARM, mortgage ins, etc. **Interest Credits –** Allowed the First 10 days of the month. To give an interest credit, simply change the First payment date on the Reg Z screen to the 1st day of the prior month showing. Ex: If Dec. 1st is showing, change it to Nov. 1st.	 

Forms – 2015 Itemization Screen -Section 700

	Forms – 2015 Itemization Screen -Section 700 Realtor Commissions are entered on line 701 and 702. Line 701 is commission for the BUYER'S realtor, Line 702 Is the commission for the SELLER'S realtor when there is one.	

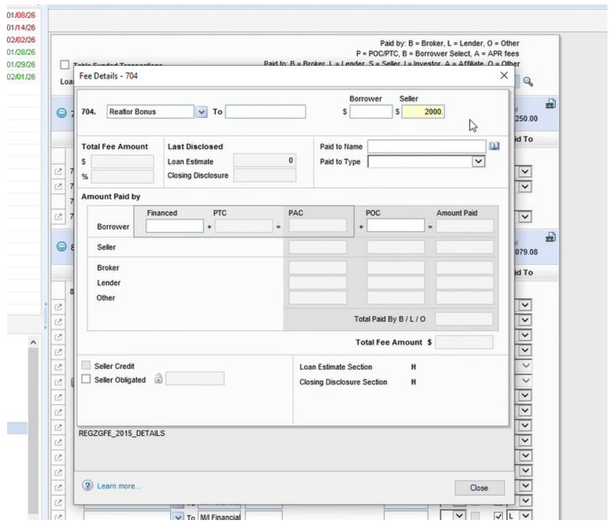
Occasionally there will be a realtor bonus to be paid, this can be found in the purchase agreement.


ADDENDUM TO AGREEMENT
AGENCY DISCLOSURE AND COMMISSION AGREEMENT

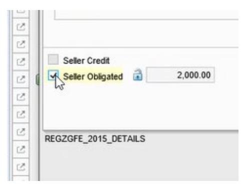
This Addendum (“Addendum”) is made a part of the Agreement by and between [redacted] (“Purchaser”) and M/I Homes of [redacted] LLC relating to the sale and purchase of Lot #[redacted] located in the community commonly known as [redacted] (“Agreement”). Unless otherwise defined in this Addendum, all capitalized words and phrases shall have the meaning set forth in the Agreement.

1. Commission Agreement. In cooperation with [redacted] (“Agent”), agent of [redacted] Broker, LLC, realty/brokerage firm (“Broker”) which Agent and Broker are representing Purchaser, M/I Homes agrees to pay (i) the lesser of a co-operating commission to Broker equal to 2.5% (“Commission”) of the total purchase price of the Property (based on the Closing Disclosure) (the “Maximum Amount”) or the agreed upon rate set forth in the agreement between the Purchaser and Agent (the “Buyer Broker Agreement”); and (ii) $5,000.00 as a commission bonus (the “Commission Bonus”), if applicable. In no event shall M/I be required to pay Broker a

If there is a Realtor Bonus it get’s entered on line 704. Choose Realtor Bonus from the dropdown. Note: This is **NOT** where realtor fees are entered.



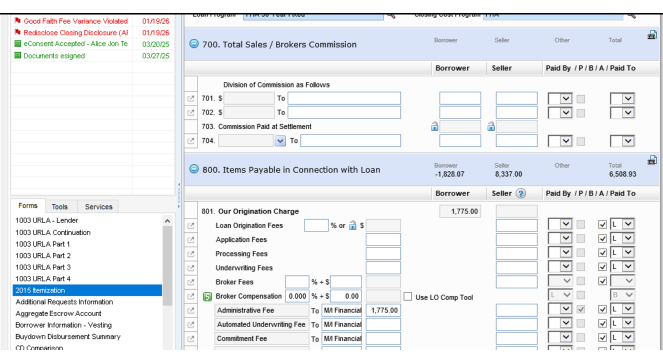
Check the “Seller Obligated” box so commission/bonus is not calculated or seller credit totals on bottom of 2015 screen.

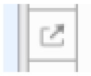
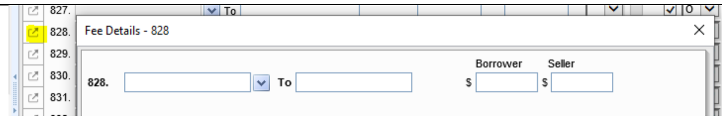


Forms -2015 Itemization Screen

Forms -2015 Itemization Screen

This is where you will update/add fees to balance with Title. Each section is designated by HUD numbers, not CD sections. The HUD lines are converted over to the appropriate sections on the CD. You can see the CD section by clicking on

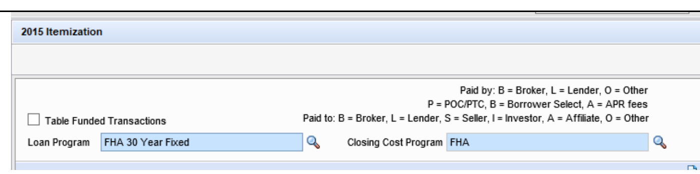
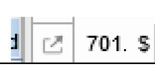


	 for that fee line.	
	Forms -2015 Itemization Screen The balancing of the CD against what Title provides is done mostly from this screen. The fees already entered are the fees entered by the LO – and should be reflected on the last LE issued. The closer will go down this screen entering information provided by Title that we do not already have – such as realtor commission, realtor bonus, HOA fees, etc. The closer will update any fees already shown to match what Title provides, as necessary.	**HUD 700 is specifically for realtor commissions and bonus. This will go in Section H on the CD.** **HUD 800 = CD Section A & B** **HUD 900 = CD Section F** **HUD 1000 = CD Section G** **HUD 1100 = CD Section B and C** **HUD 1200 = CD Section E** **HUD 1300 = CD Section H (&C where applicable)** **HUD 1400 = Totals and Qualifying Information** ****Fees should not be entered on lines 1115 & 1116 as they are miscellaneous title charges that are non-borrower obligated.** ****When Survey and Pest Inspections are marked as seller POC, they should also be marked as seller obligated and entered in sections K and M on CD page 3 as buyer reimbursements to seller.** **Note: Reimbursements DO NOT go on CD page 2. If a fee is being reimbursed, it should be listed on page two as POC with the actual payee that was paid. The reimbursement would be handled on CD pg 3 as an adjustment.**

Forms -2015 Itemization Screen - VA Loans ONLY

	Forms -2015 Itemization Screen - VA Loans ONLY	**Seller-paid closing costs must be allocated to the seller instead of doing a lump-sum credit. Lump sum credits on page three are acceptable on VA loans to cover charges to the buyer listed on CD page 3 only.**

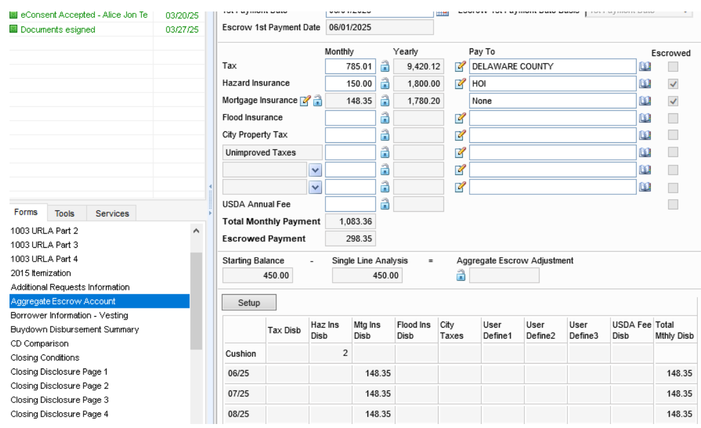
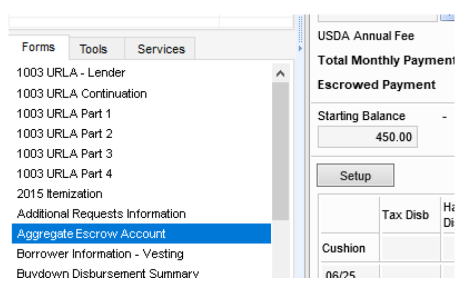
Form – 2015 Itemization Screen, Continued

	Forms – 2015 Itemization Screen cont. - At the top of the screen, there is a legend for reference identifying the purpose of the boxes on the right-side of the screen. Clicking to the left of each fee will “open” that fee line.	 

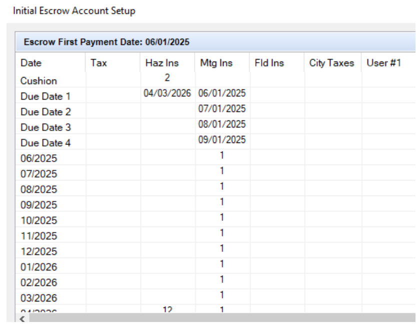
	Opening the fee line will allow the Closer to properly allocate the fee between buyer and seller, mark a fee as being part of the seller credit or seller obligated (customary/always paid by the seller). And the Closer will see which section of the CD this fee will be shown in, which is determined by how the boxes are marked.	**APR fees are set by Compliance. The closer should NOT manually mark a fee as APR or non-APR (if this option is available), without first verifying with Closing Manager or Compliance Dept.**

Aggregate Escrows and Miscellaneous Fees

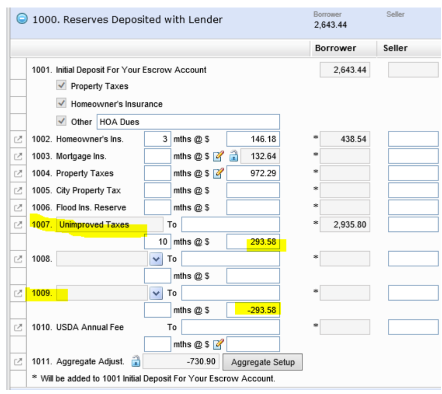
Forms - Aggregate Escrow Account

Step	Action	Screen-shot
1	**Forms - Aggregate Escrow Account -** This screen will show the Closer what the escrow account looks like for easy reference (instead of printing the Initial Escrow Account Disclosure (IEAD)). This screen is typically where the loan specialist would enter the hazard premium amount, mortgage insurance, and annual assessments (Columbus only). **The closer should verify Starting Balance on escrow screen matches the starting balance on CD page 2.** Closer should open the quick entry information boxes of each escrow item listed to verify the required information is entered and matches the documentation in file. Closer will enter information for the escrow account by clicking on the **Aggregate Setup** gray box. This will take you to the escrow set up screen.	 

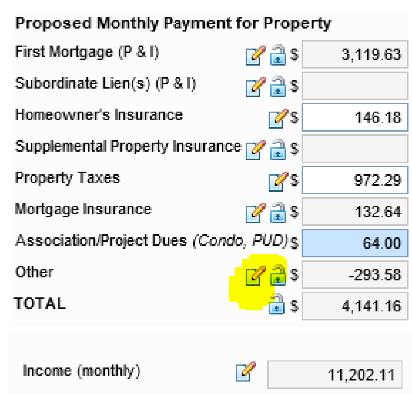
Closer will enter the cushion months across the top line for Tax, Haz Ins, Flood Ins, City Taxes, etc. The cushion will always be two (2) and only entered on the field lines that are populated by the closer. The due date boxes will be entered accordingly. Tax due dates will be when the NEXT tax bill will be due according to the tax due date cheat sheets provided, making sure the date entered is not within 60 days of closing. **Note: Some counties have multiple tax due dates.** Hazard Insurance due date will be the 1st day of the closing month, one year from closing. Mortgage Insurance will be set up for payment each month, so Closer will enter 12 "1's" starting with the 1st payment date. (This should auto-populate, but if it doesn't the 12 1's will populate the amounts)



Please note that improved taxes are listed under the "Tax" column, unimproved taxes are under "User #1", flood insurance is under "Fl Ins", and windstorm is under "User #2". If using unimproved taxes, confirm that the line 1007 in the 2015 Itemization screen has the "Property Taxes" and "Escrowed" boxes checked, or the first page of the Closing Disclosure will reflect that no taxes are being escrowed.



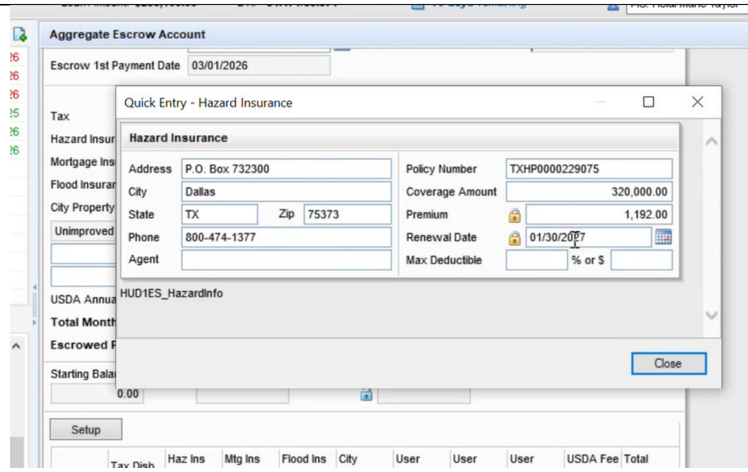
When the loan requires unimproved tax escrows, the monthly tax escrow amount will need to be offset and input as a negative amount on line 1009. In addition, the Closer will navigate to the M/I Borrower Summary Origination screen > Transaction Details > Proposed Monthly Payment for Property and select the paper and pencil icon by the "Other" field in the right column. The Proposed Other Expense pop-up will open and the "Exclude" button will be selected to zero out the negative amount. This must be done to ensure the payment amounts on the CD page 1 are correct.



Confirm the homeowner's/windstorm/flood information

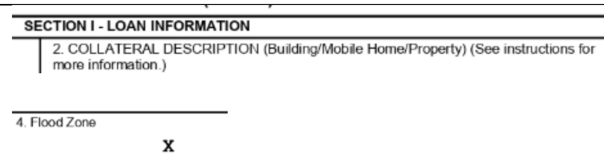
2 **Confirm the homeowner's/windstorm/flood information**

Verify policy #, 12-month term, names, property address, mortgagee clause,

<table>
<tr>
<td></td>
<td>coverage amount, premium amount, and payee. This is within Forms, Aggregate Escrow Account, opening the paper and pencil. Check:
- Effective date must be the day OF closing or not more than 10 days prior. <u>Never</u> after the closing date
- All persons on title must be listed on policy. (additional insured is acceptable). Co-signors not on title, must still be listed on insurance.
- Coverage amount must be enough to cover the loan amount, or appraised value minus the land value, or Replacement Cost Estimator (RCE) reflecting the coverage amount deemed appropriate by the insurance company. The RCE must be based on correct information for the home. (square footage, stories, garage count, carpet/vinyl flooring)</td>
<td>

Confirm insurance name/policy number/premium are accurate to invoice. If not already entered, Closer should enter.
Renewal Date should be entered as the 1st day of the month one year from closing. (EX close Feb 25th, 2026, renewal date should be Feb 1, 2027)</td>
</tr>
</table>

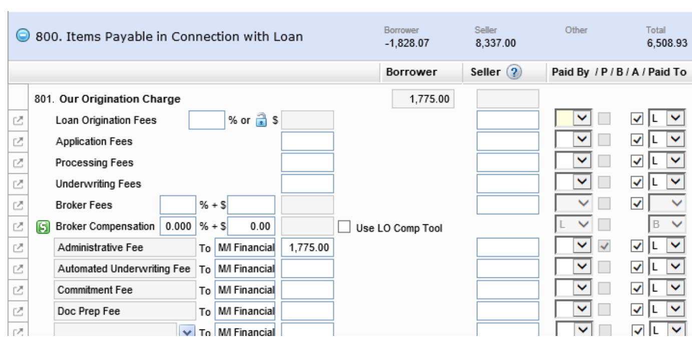
Flood Certificate

<table>
<tr>
<td></td>
<td>Flood Certificate–
Verify borrower name and property address are correct. Verify flood zone. This information is automated to be carried over from the vendor order. Loan specialists order the flood certificate.</td>
<td>
</td>
</tr>
</table>

Fee Description

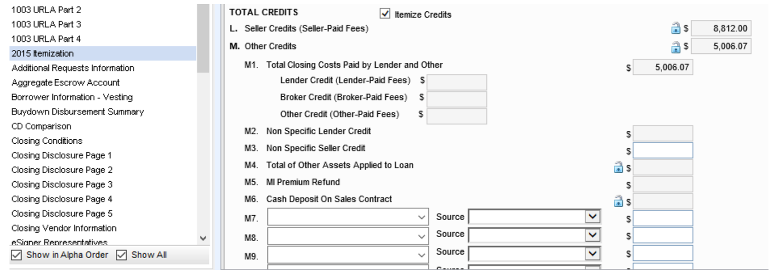
<table>
<tr>
<td>3</td>
<td>Fee Description –
Fee descriptions should only be entered by using the dropdown boxes. Closer should not manually enter a fee description even if the option to do so is there. If a fee description is not available and choosing from the dropdown is not an option, reach out to the Closing Manager.

Closer needs to verify fees are marked correctly for Affiliate or non-Affiliate.

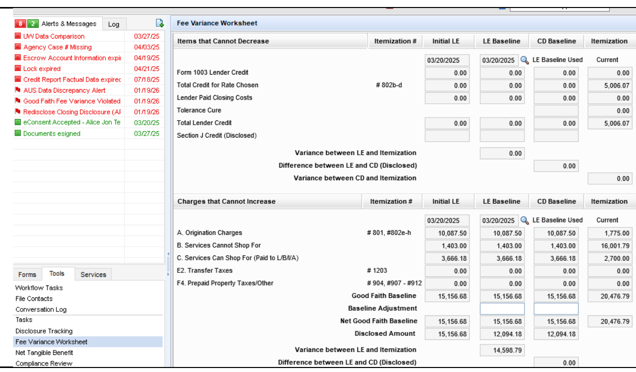
Closer needs to make sure the correct Payee is shown for each fee. A payee being pre-populated does NOT mean that is the correct payee.
The payee should be the company providing the service, which is not always M/I Title/Trans-Ohio Title.</td>
<td>

The closer does not change or alter any MIF fees that the branch has entered. Fees paid to MIF do not get cured. For the appraisal fee, the Closer will update the amount to match the Reggora appraisal invoice in the file (Conv. & FHA)</td>
</tr>
</table>

Specific Fee Lines

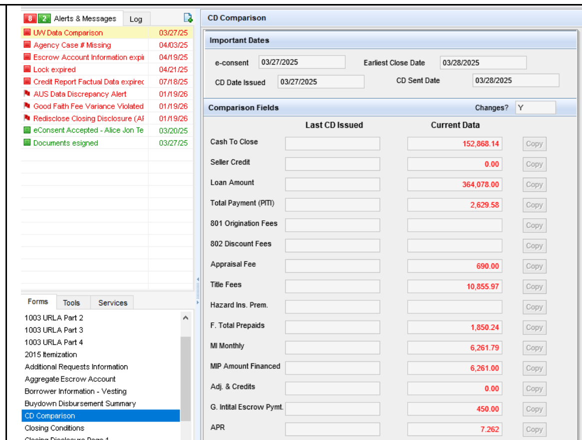
4	**Specific Fee Lines** Line L – this is the total of fees allocated to the seller and marked as seller credit. This total will not include seller obligated fees. Line M3 is the lump sum seller credit – which will carry over to page three of the CD. Line M7 – Closer should manually type in “Page 3 Buyer Charges” in the dropdown box area (this is the only box that can be manually entered) and input the total amount from the CD Page 3 Section K charges to the buyer that the Closer entered (lines K05 – K15) as a negative amount. This is done for the URLA to match the CD for the buyer’s costs. Other items that should be entered on lines M7-M10 are lender cures and realtor credit.	 Closer should choose the “Source” of the credits shown on lines M7 – M10 when applicable. (lender cure = Lender/Affiliate (FNMA/FRE), Realtor Credit = Real Estate Agent (FNMA/FRE)) Note: Loan Prospector (FRED) does not recognize the CD pg 3 charges to buyer as there is no Source to choose. Therefore, if it is a FRED loan, that adjustment will need to be entered as a “fake fee” for LP to read it. (this is done only after the CD has been issued to the buyer) The “fake fee” will need to be removed and re-entered in the M section of 2015 screen prior to sending final closing documents. Otherwise, the cash to close amount on the CD will not be correct.

Fee Variance Worksheet Screen

5	**Fee Variance Worksheet Screen–** Closers will use this screen to compare the last LE issued to the current CD. If a fee cure is required, the closer will enter the amount required as Cure Applied to Lender Credit, the date, and any comments needed on Closing Disclosure Page 1.	

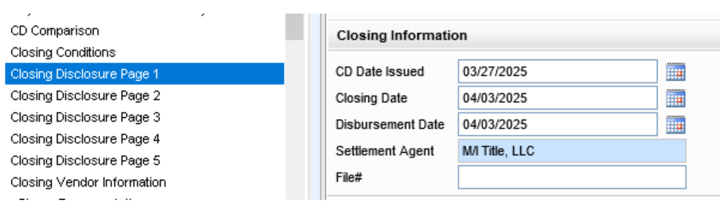
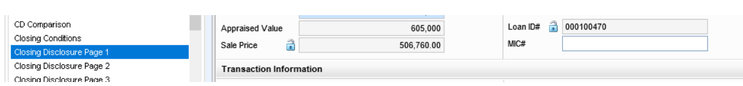
Forms – CD Comparison Screen

CD Comparison

1	**CD Comparison** Closer can use this screen to determine what has changed since the last CD was issued. If the current values are different than the last CD issued, this means a new CD may need to be issued or something in the loan needs to be corrected.	

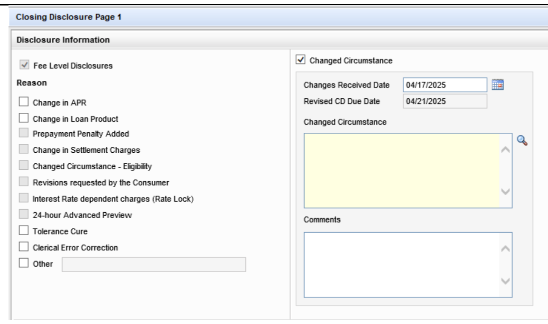
Closing Disclosure

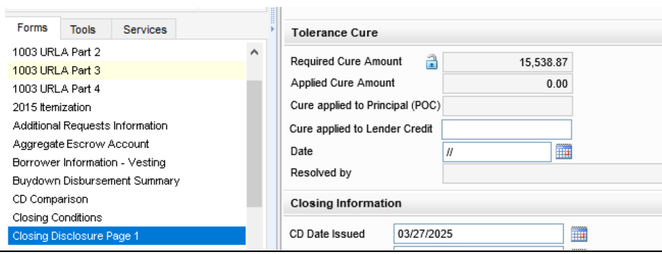
Closing Disclosure Page 1

1	**Closing Disclosure Pg 1** This screen is a visual of the actual Closing Disclosure Page 1. The CD date issued can be entered on this screen. Enter Settlement Agent File # on this screen. The Mortgage Insurance certificate number and the FHA/VA case # is shown on this screen. (MIC#) Closer should verify the number showing is correct.	  **Verify cert # matches MIC on CD page 1, premium amount, insured names, property address, and zero due if monthly MI.** **Confirm and update if needed the MI company Names** Name listed in Encompass = Company Name ArchMI = Arch Enact = Enact Essent = Essent MGIC = MGIC NMI = National Radian = Radian

<table>
<tr>
<td></td>
<td>If a CIC CD is needed, the LO would complete the top portion of this screen with the appropriate CIC information.

When the CIC CD is printed, a cover sheet with the changes made will print as well.

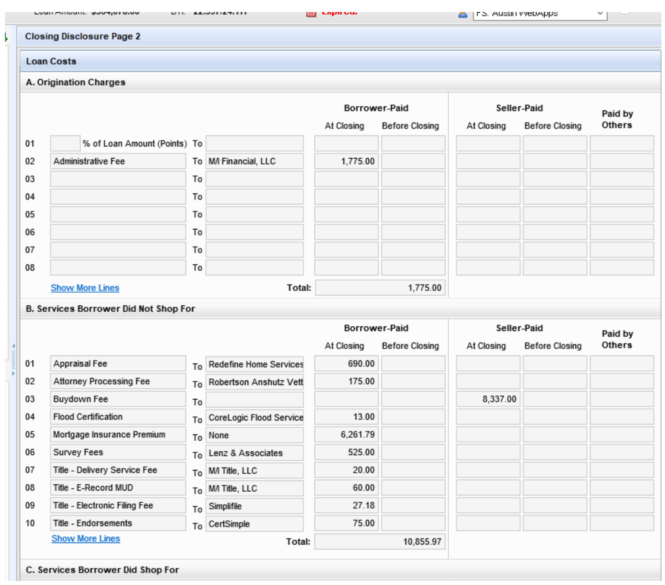
A cure for the CD can also be entered on this screen by the Closer.</td>
<td>




</td>
</tr>
</table>

Closing Disclosure Page 2

<table>
<tr>
<td>2</td>
<td>Closing Disclosure Page 2

This is a visual of what page two looks like. The Closer is not able to make changes on this screen. If you notice changes are needed, you will need to go back to the 2015 Itemization screen and make the necessary changes there. Closer should ALWAYS verify that ALL payees are listed. It is not acceptable to issue a final CD for closing with a missing payee for any fee.</td>
<td>


</td>
</tr>
</table>

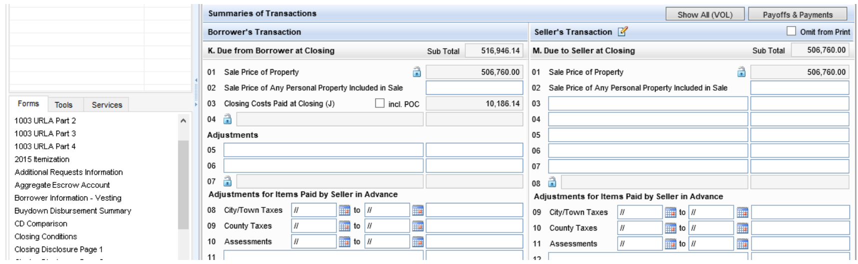
Closing Disclosure Page 3

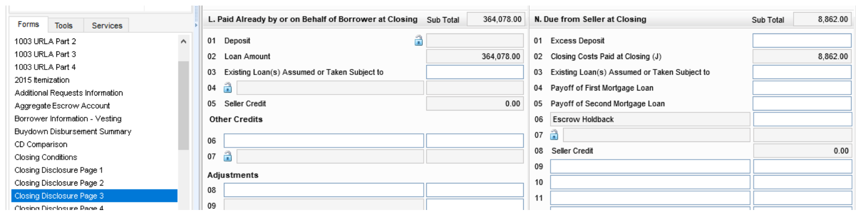
3

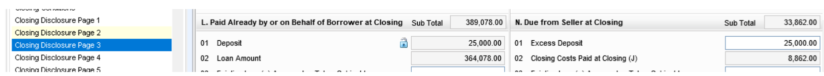
Closing Disclosure Page 3

This is page three of the CD and where the Closer will enter items in:
Section K (charges to buyer)
Section L (credits to buyer)
Section M (credits to seller)
Section N (charges to seller).
Certain lines in Section K and L will automatically carry over to Section M and N – as appropriate.

The closer will enter items on this screen to match information provided by Title.







Prelim CD from Settlement Agent:

Verify title's file number matches, update title, HOA, and recording fees to match the title company fees. Verify charges/credits on CD Page 3.

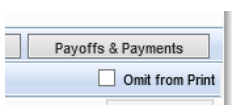
Invoices:

If title or the branch have invoices for appraisal, final inspection (if applicable), private home inspections, surveys, translation services, notary, etc., verify the invoice amounts and payees.

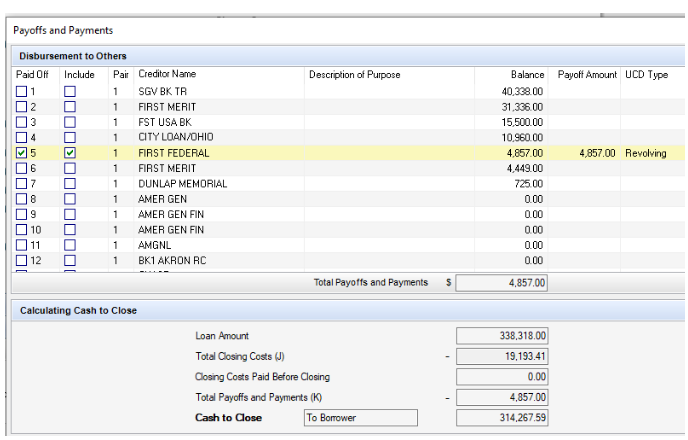
Seller Sheet/Attorney Fact Sheet:

Verify the final information seller provides matches what we have in ENC.

Payoff at Closing:

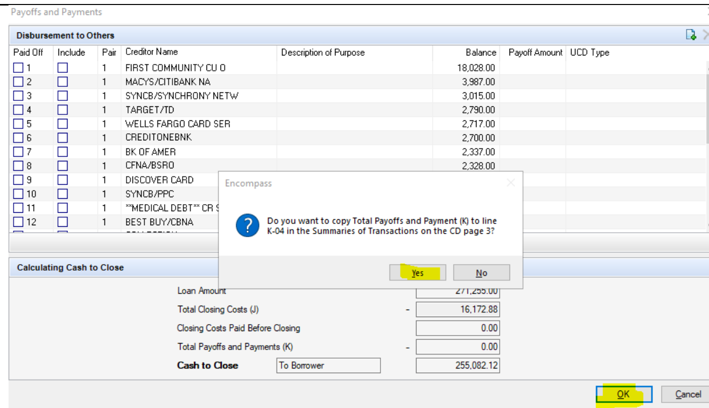


Anytime a debt is being paid off at closing, we must have a payoff statement in the file with the full account number listed. Statements are not always available or accurate at the time of the initial CD but must be when the final CD is issued. If the branch has not already done so, select the "Payoffs & Payments" button



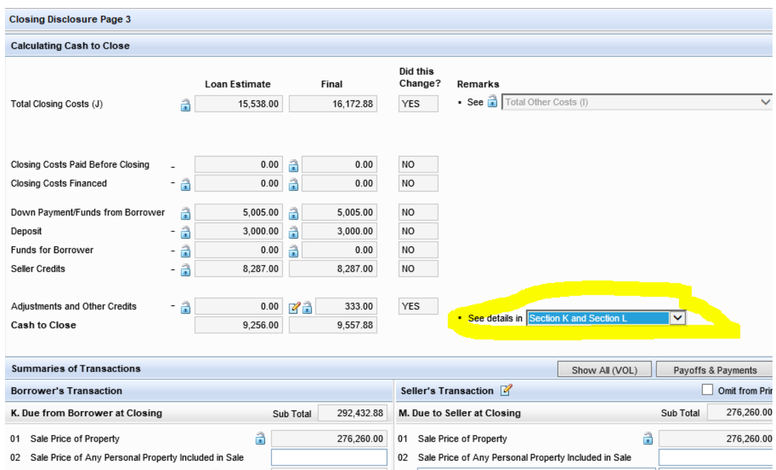
on the right side of the screen to open the list of payoffs and select "OK" and "Yes" to the pop-up asking to copy payoffs to line K.04.

Note: 30-day accounts may cause the cash to close amount on CD pg 1 and CD pg 3 to not match. If you see that, the branch will need to correct how the account is shown in ENC. These amounts should always match.

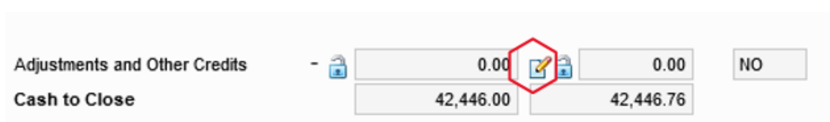


If a realtor is giving a credit to the buyer, a letter signed by the Broker-In-Charge (BIC) must be in the file. Note: if the buyer is also the realtor and will be receiving the commission at closing, we must have a BIC letter referencing commission to be paid – NOT realtor credit/rebate and the contract shouldn't reflect a realtor credit/rebate.

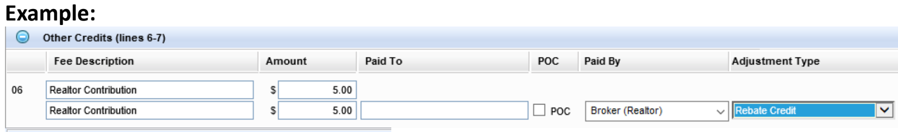
Realtor Credit/Rebate Letter:



When Fees, Costs, or Credits are entered on CD Page 3, the closer **MUST** open the **Adjustments and Other Credits Screen** to see if any additional information must be entered/chosen for that item from a dropdown. This is found at the top of CD Page three, the Loan Estimate, and Final CD Comparison screens.

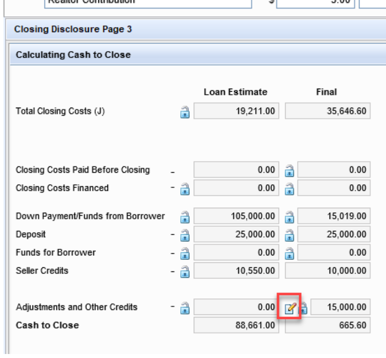


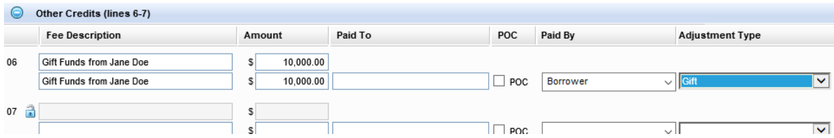
Example:



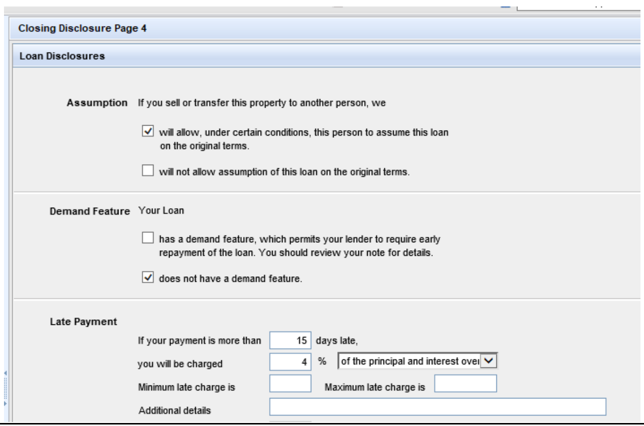
Closer should verify information is populated in the details box.

When there is a gift as a part of the transaction, open the **Adjustments and Other Credits** and click on the icon to complete the "Paid By and Adjustment Type" fields.

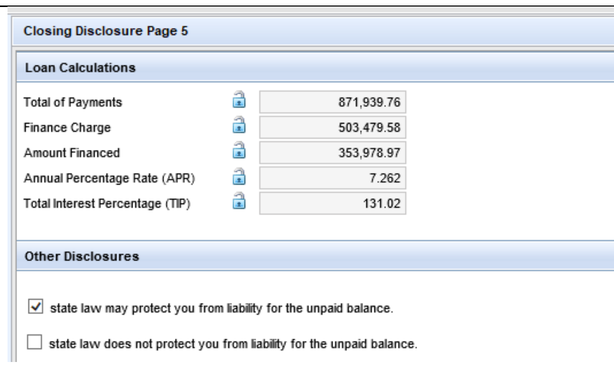


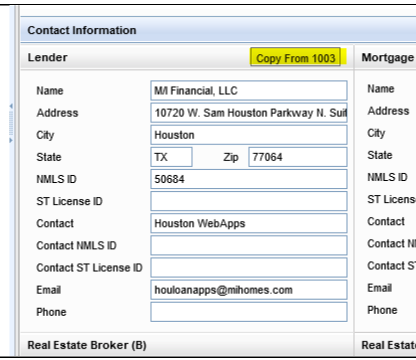
	On the UCD tab, in CD Page 3, confirm that the **Borrower** under the "Paid By" section is selected. On the Adjustments and Other Credits screen –	 **Realtor credits** – the "paid by" dropdown should show **Broker(Realtor)** and the "adjustment type" dropdown should show **rebate credit**. **Gift Funds** – the "paid by" dropdown should be **Borrower** and the "adjustment type" dropdown should be **gift**.

Closing Disclosure Page 4

4	**Closing Disclosure Page 4 –** The Closer should not need to make any changes or updates to this screen but should review it to make sure boxes are checked and filled in appropriately for the loan. This information should be auto-filled. **The late payment field on FHA loans should reflect "of the principal and interest overdue".**	

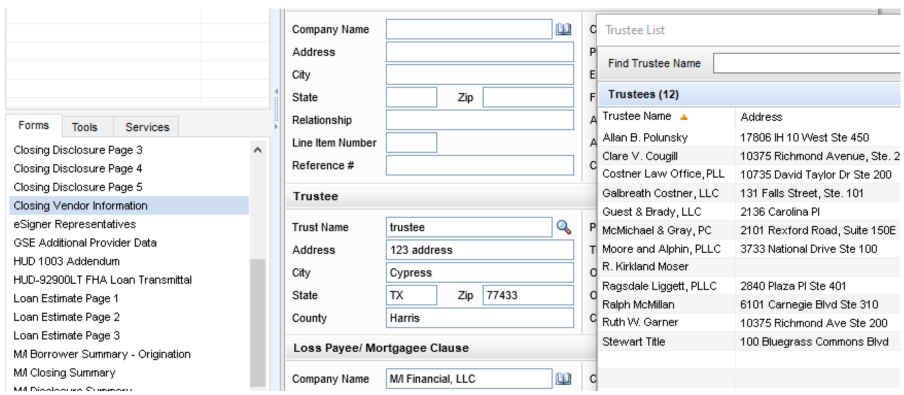
Closing Disclosure Page 5

5	**Closing Disclosure Page 5** The top portion of this page should be auto-populated calculations. The box under Other Disclosures should be auto populated with the appropriate box being checked. The Contact Information should reflect all the appropriate party's information – Lender, Buyer's Realtor, Seller's Realtor, and Settlement Agent. This information should have been entered from the File Contacts screen.	

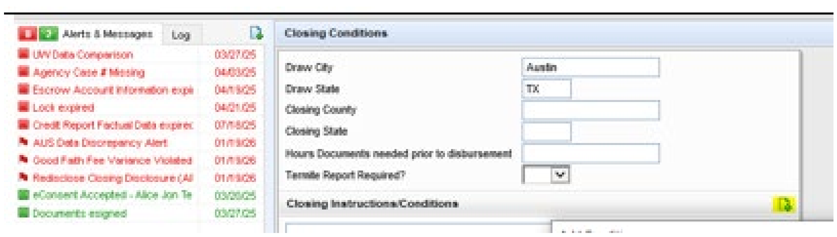
	Closer will hit the button “Copy from 1003” for Lender and the directory book icon for the Settlement Agent to make sure all the correct information populates. Signature Type should be “by name”.	

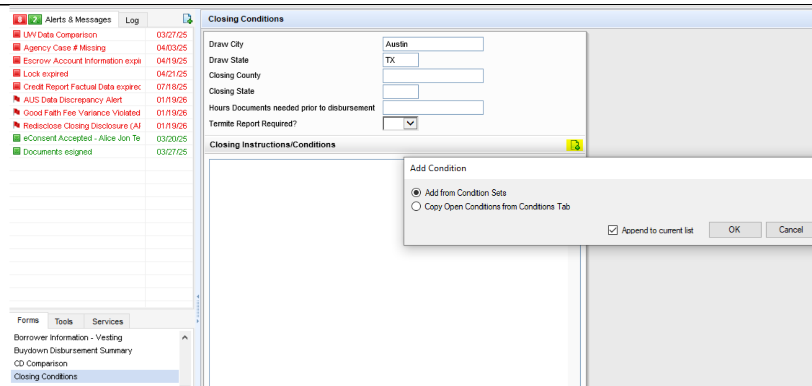
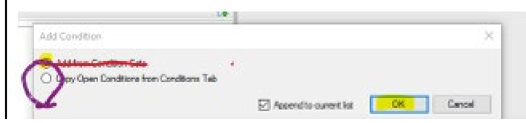
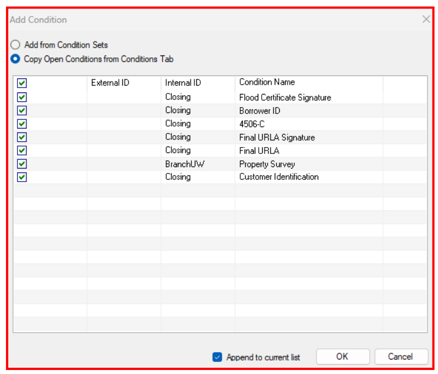
Closing Vendors and Conditions

Closing Vendors

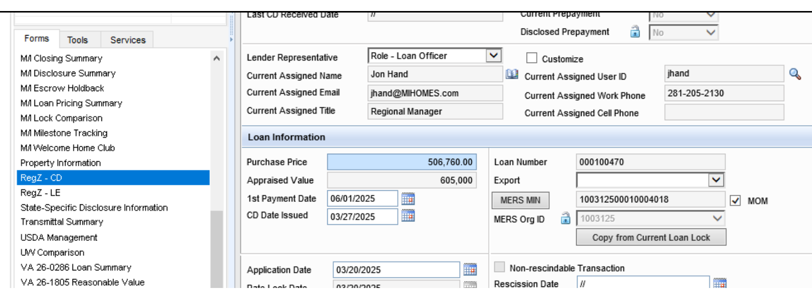
1	**Closing Vendors –** On this screen, all information should be pre-populated except for Trustee. For states that have Trustees (NC, Texas, & Tennessee), the Closer will need to choose the appropriate Trustee from the magnifying glass icon. **Verify lender information, mortgagee clause, and “Docs Prepared By” populated correctly.**	

Closing Conditions

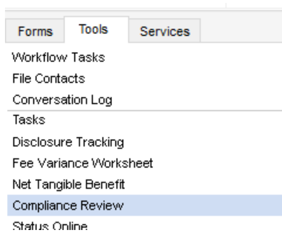
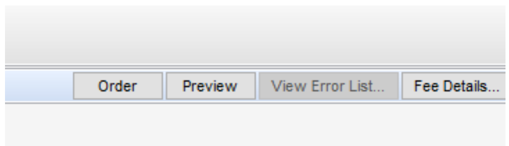
2	**Closing Conditions** Draw City and Draw State should be entered to match the location of the Settlement Agent (this should be auto populated). The Closing County and Closing State should be entered to match the location of the buyer(s) at time of signing (this is for the notary acknowledgements on closing documents).	

	On this screen you will load the conditions to be listed on the Closing Instructions. The standard conditions set by Underwriting and the Branch can be accessed by clicking the White paper with green plus sign icon. Click on "Copy Open Conditions from Conditions Tab" and click the top blank box to select all of the "closing" conditions. Closer can manually enter conditions to be shown on the instructions in the yellow box area.	  

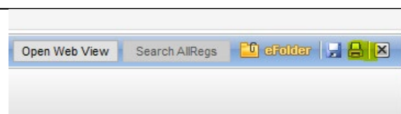
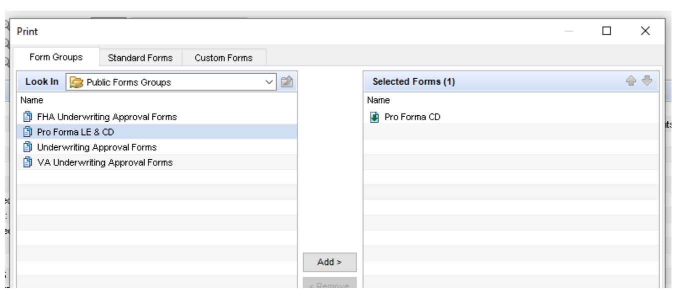
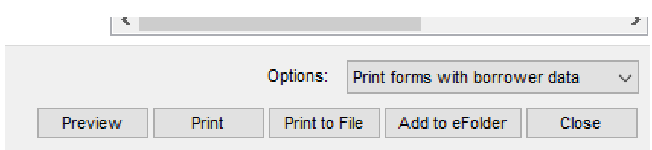
RegZ – CD – Ordering Documents

1	**RegZ – CD – Order Docs/Forms -** This is the screen used to print the draft CD for balancing with Title, issue the CD to the buyer, and send closing documents to the Settlement Agent.	

RegZ-CD /Draft CD for balancing

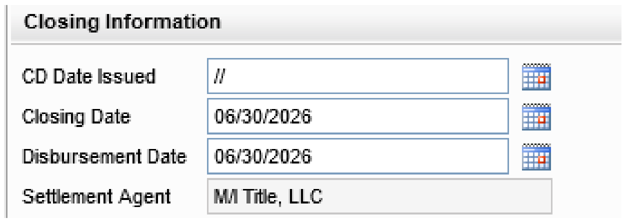
2	**RegZ-CD - Draft CD for Balancing** Prior to sending a draft CD to Title for balancing or re-balancing, Closer must run Mavent. Go to Compliance Review (Tools) – **PREVIEW** Mavent. **Any Fails must be addressed and corrected to get a Pass PRIOR to sending CD to buyer.**	 

Pro Forma CD

3	**Pro Forma CD** Use the **print icon in the top right corner** and generate a Pro Forma CD. Preview it to make sure it's how it needs to look for sending to Title. The "Print to File" button will save the document to your computer for ease of access. Send to Title via email for balancing.	  

CD Tracking

<table>
<tr>
<td>4</td>
<td>CD Tracking
On M/I Closing Summary screen, enter the “CD Sent to Title” date.

Once balanced with Title, on the Closing Disclosure Page 1 screen, enter the “CD Date Issued” field.</td>
<td>
</td>
</tr>
</table>

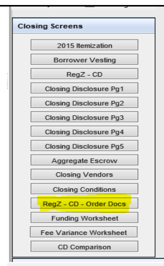
Ordering Docs

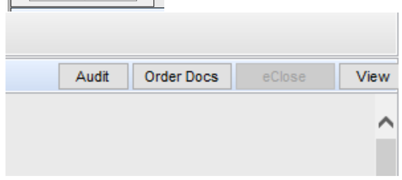
<table>
<tr>
<td>5</td>
<td>M/I Closing Summary – Order Docs

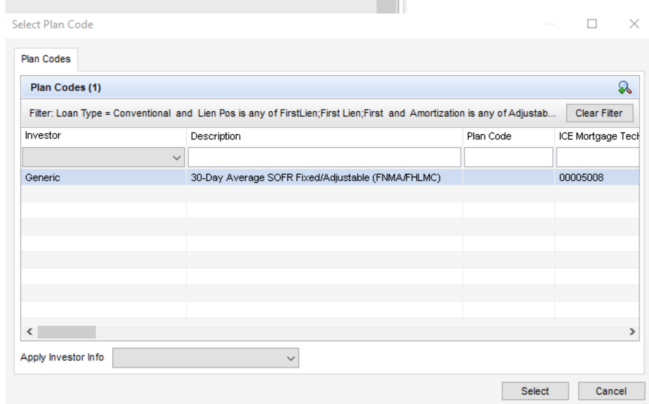
RegZ -CD – Order Docs

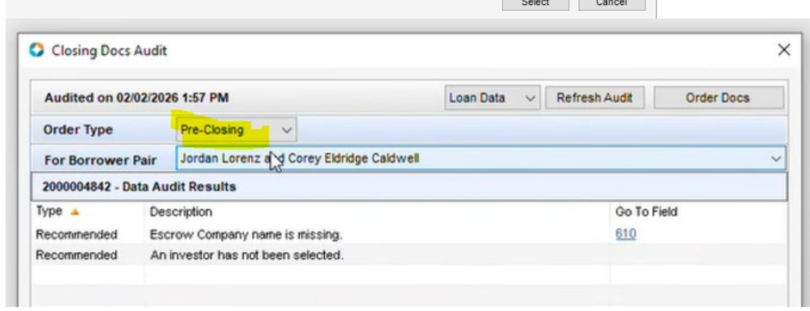
Select the “Order Docs” button on the top right of the screen.

Highlight Plan Code, press Select
NOTE: if a program has changed, this will need to be re-selected for the new program type.

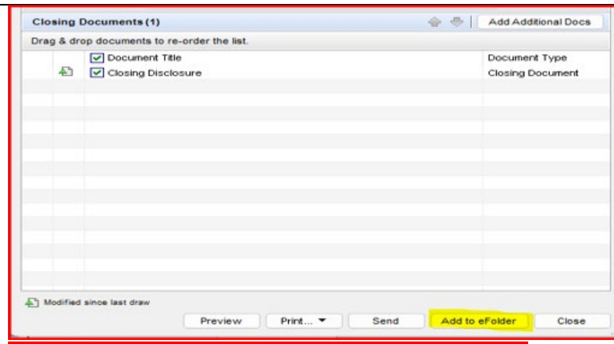
Change “Order Type: to Pre-Closing. It’s very important to change the order type, otherwise closing documents will print.</td>
<td>



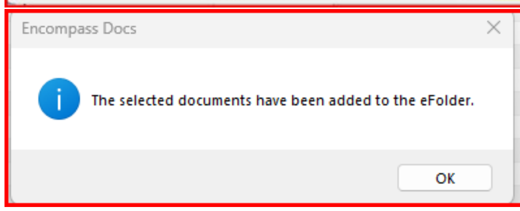



</td>
</tr>
</table>

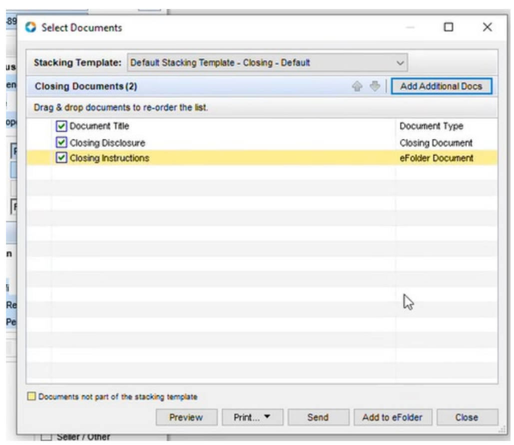
When a CD is being generated, the Closer will need to click “Add to eFolder” button to assure we have a hard copy of the CD.



The closer will receive a pop up that the CD has been added to the eFolder.



Hit Send. The email template for the CD will pop up. Note: there are different email templates in the system. VERIFY it is on the correct template before proceeding.



The closer will need to select the Sender Type as the Loan Officer. It’s very important to change the Sender Type, otherwise the Closers name will print on the documents the buyer receives. The email’s verbiage may be modified as needed. The buyer’s name(s), will autoload on the letter when sent.

CD’s must be sent to **ALL** borrower pairs.

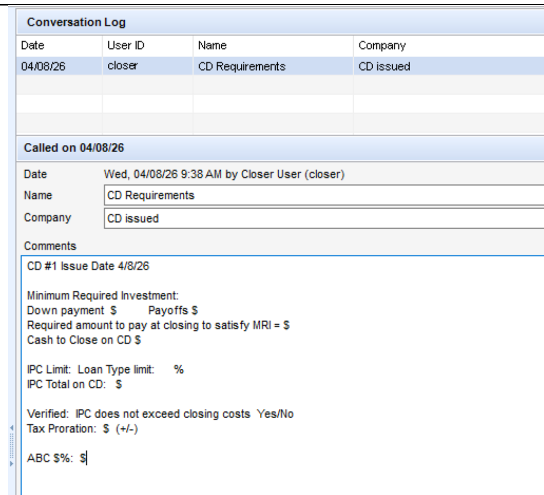
Conversation Log Notes: When Closing Disclosure has been issued, a note is required to be input into the conversation log. This note is to summarize the minimum required investment and IPC limits that the closer has verified.

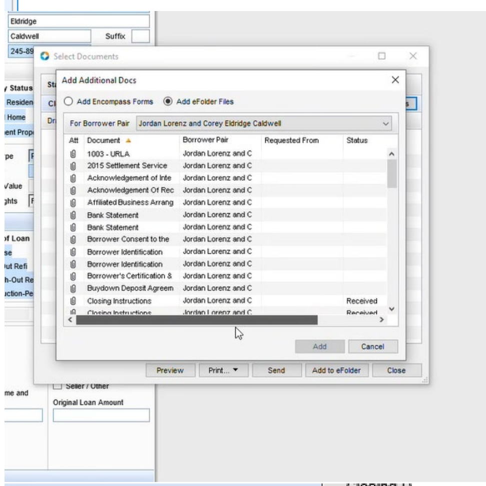
If there are additional borrower pairs, you will need to follow the same steps in order to deliver the CD to the additional borrower pairs.

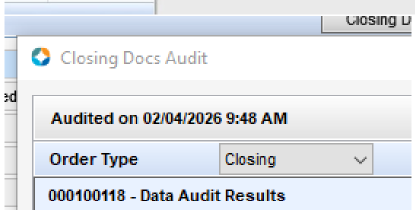
Branch personnel will receive an email notification that the closing disclosure has been issued to the borrowers.

Texas Attorney Docs - For **Texas Attorney** documents, go to the RegZ-CD screen and select Order Docs button, Order Closing Docs, and click the "Document Title" button to unselect all of the files. Check the boxes to include closing instructions, note, deed of trust with any riders, and URLA/all pages. Select the "Add Additional Docs" button and click the button to "Add eFolder Files". Click the dropdown menu "For Borrower Pair" and select "All", hold the "Ctrl" key down and select -schedules A, B, and C of title commitment, survey, power of attorney, tax certificates, ARM disclosure, CD Adjustable Interest rate table, and Sales contract.

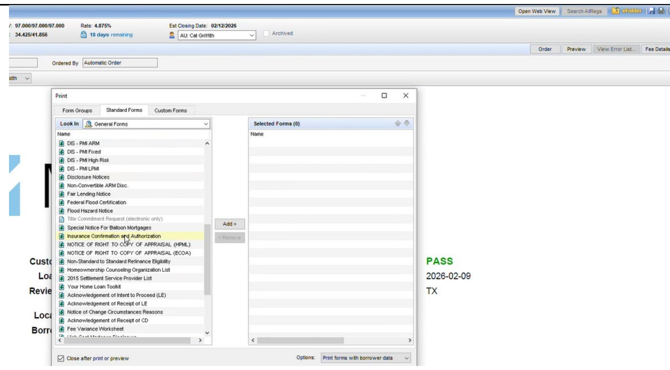
For Redraws: On the Polunsky Beitel Green LLP Website, conversation notes for the reason are required







For the order type, choose **Closing**. On the document list, uncheck all the boxes for documents that do not get sent to the Attorney.



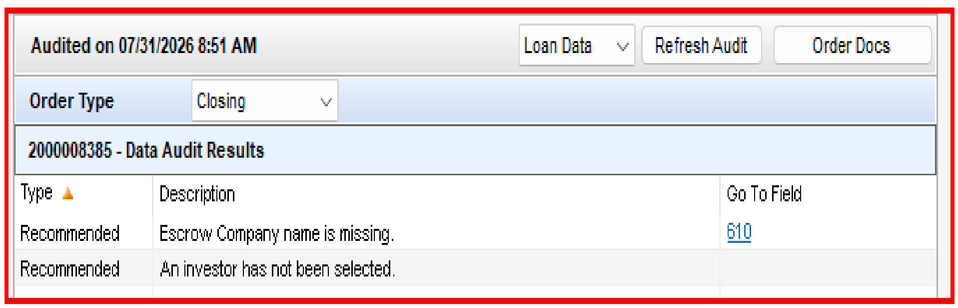
Add documents from the eFolder that also need to be sent. This is done by clicking the button for Add Additional Docs. Choose “Add eFolder Files”, For Borrower Pair, choose ALL. Use CTRL and then select multiple documents at once, or it can be done individually. Click ADD.

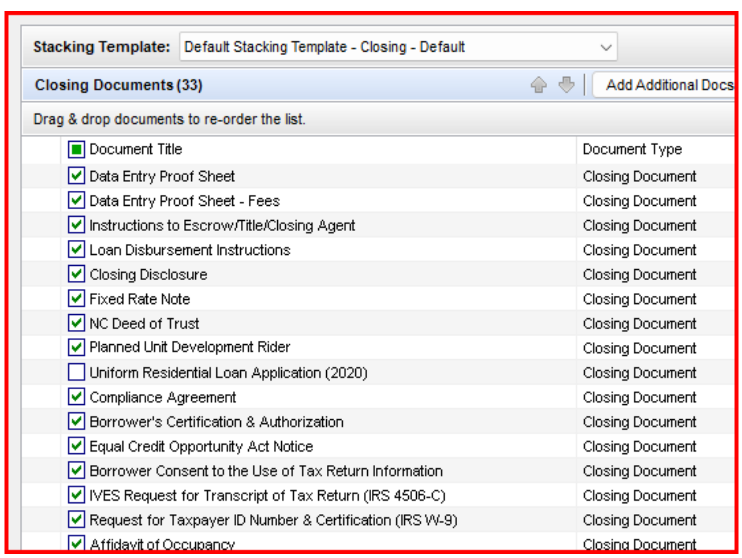
Sending Closing Documents to Settlement Agent:

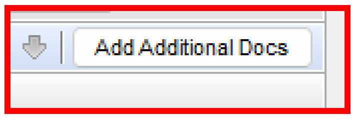
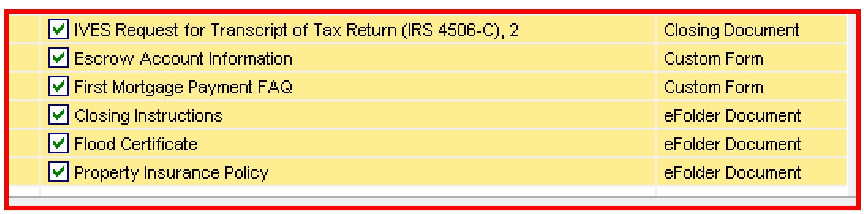
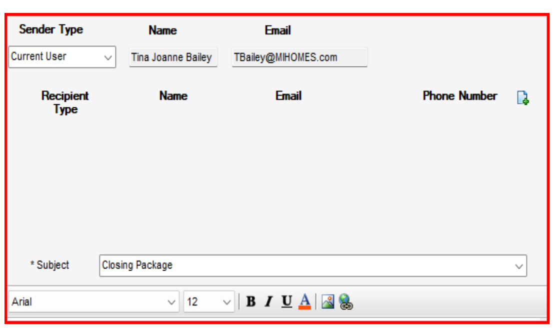
Prior to going through the send process, make sure documents are in the EFolder under Closing Instructions or Closing Documents that need to be included in the Closing package. (with exception to Flood Cert and HOI – those can be attached to the package individually)

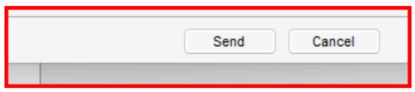
CD issue date must be updated to current date.

Go to Reg Z – CD screen, click Order Docs. The Order Type will need to be Closing. Click on Order Docs.

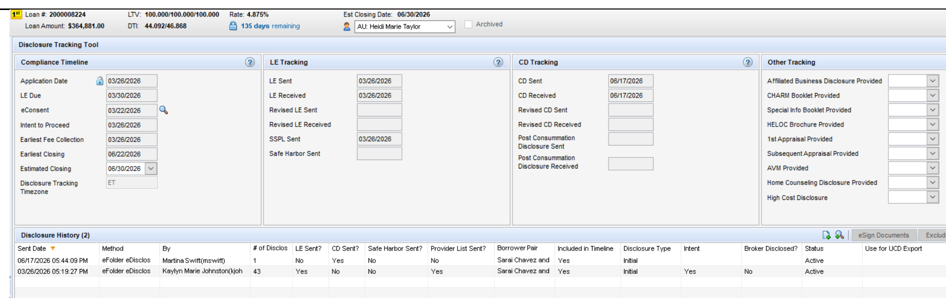




		****As a part of the closing package, if the loan is an FHA loan, the closer will send the FHA Conditional Commitment. This will be added to attach to the documents to be sent. If there are state-specific documents, those would be sent at this time.**
	Click on Add Additional Docs	
	Click on the appropriate option of where the additional docs are being pulled. For Borrower Pair, choose ALL. Add Encompass Forms is where the Escrow Agreement can be pulled from (instead of printing and uploading to the EFolder separately)	 
	Add eFolder Files to attach anything from the eFolder that needs to be sent. For Borrower Pair, change to ALL. Use CTRL button to select multiple documents. Hit Send. (the Closer can also Preview to look at the documents before sending) Open the paper with green arrow to choose the Recipient.	**You will now see the added documents in the total list of documents.**  

	Choose Settlement Agent and click Select. Verify the email template showing is the correct one for a Closing Package. Note: it's very important to make sure the email address for the Settlement Agent in File Contacts reflects the email address where the package will be sent. Hit Send.	  **NOTE: Title should also return the signed documents to MIF via Loan Connect. Closing documents for Encompass loans should not be sent back to MIF via email.** Documents are sent to Title via Loan Connect. Title will get a secure email with a link to log-in to their Loan Connect account to retrieve documents.

Tools – Disclosure Tracking

1	**Tools – Disclosure Tracking** This screen will allow you to track the documents sent out and see if and when they have been viewed. You can VIEW the documents sent on this screen.	

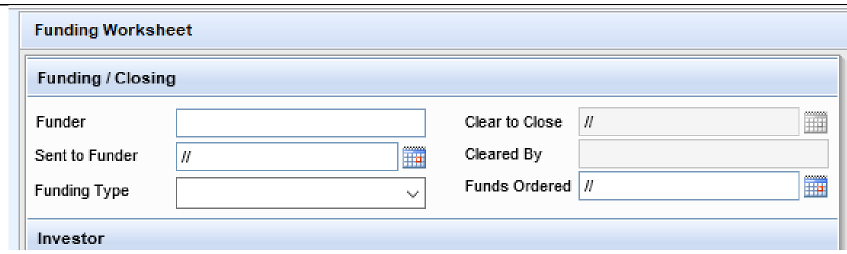
Funding Worksheet

Funding Worksheet

1

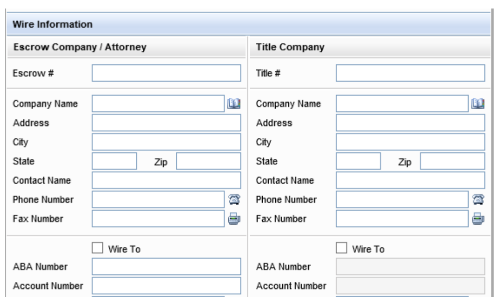
Tools – Funding Worksheet

When it's time to request the wire, Closer will go to this screen and enter the Funds Ordered Date. The Clear to Close date should be filled in already.

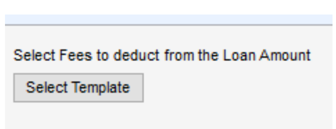


Verify the Title Company's wire information is showing.

For any OST loans, compare the ABA and Account Number shown to the wiring instructions received. If it does not match, notify Kate Elmquist/John Daquila to correct (it should not contain dashes, even if the instructions show dashes).



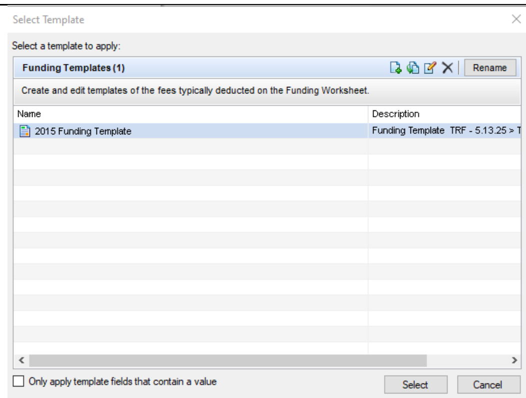
At the bottom of the screen Click on the gray Select Template button.

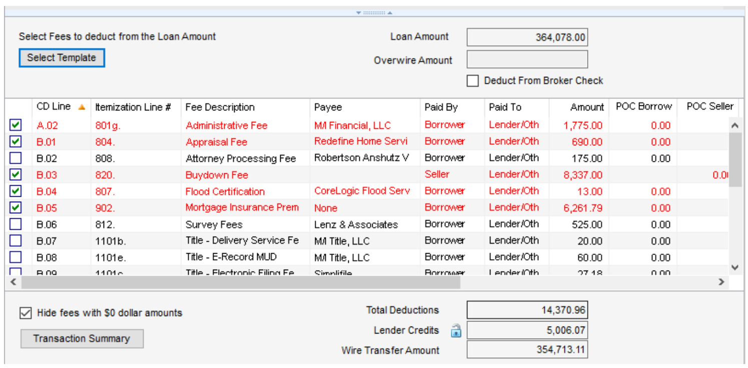


Click the 2015 Funding Template and hit Select.
This will calculate the wire on the loan. You will then see some fees turn red. These are the fees that we are net funding (holding back).

Very Important - If the template button is not hit, the wired amount will be incorrect.

The amount shown in Wire Transfer Amount is the amount that will be wired. If a Completion Escrow Inspection Fee is added, be sure it is showing to be net funded. If there is a pre-paid lock fee, scroll all the way to the bottom of the fees and check the box to the left and it should turn red. It will not be included in the wire if you do not.



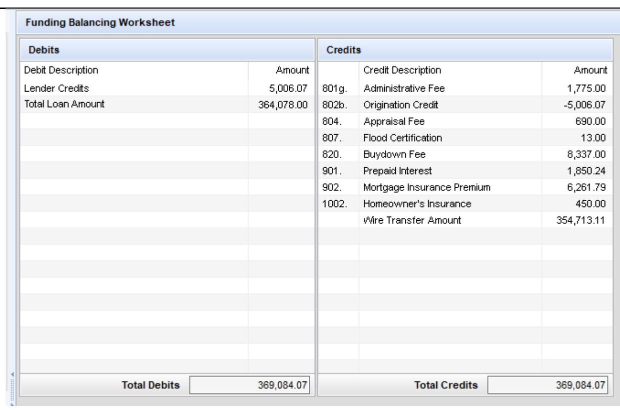


Funding Balancing Worksheet

2

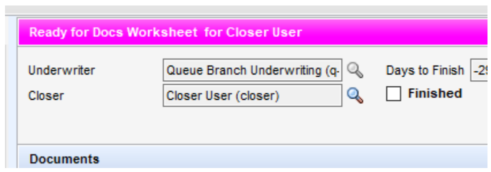
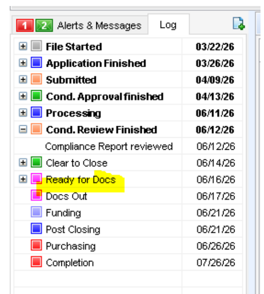
Tools - Funding Balancing Worksheet

Verify the Total Debits and Total Credits match each other. Funding will refer to this screen to make sure the amounts match.

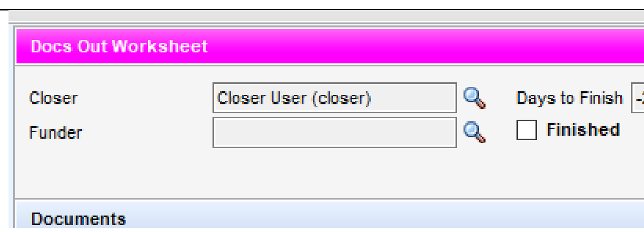


Milestones

Ready for Docs Milestone

1	**Ready for Docs Milestone** – Once closing documents and tasks have been cleared, this milestone should be finished (check the box).	 

Docs Out Milestone

2	**Docs Out Milestone –** Once all closing documents have been sent out, the funds ordered date entered and wire amount calculated correctly – the Closer will go to the Docs Out Milestone and click the Finished box.	

Escrow Tax Disbursement Sheets

North Carolina:

North Carolina Tax Disbursement Dates

(tax bills are typically issued **July/Aug** - due date is **1/5**)

Closing Month / 1st payment date	Disbursement Date
January /March	12/1
February /April	12/1
March /May	12/1
April /June	12/1
May /July	12/1
June /Aug	12/1
July /Sept	12/1 or 8/1
Aug /Oct	12/1 or 9/1
Sept /Nov	10/1
Oct /Dec	11/1
Nov /Jan	12/1
Dec /Feb	12/1

***If doing an interest credit, disbursement date will be as if closing occurred the prior month**

Disbursement dates with two options depend on if the tax bill has been issued or not. If it's issued, escrow account is set up to be disbursed next year. If tax bill has <u>not been issued</u>, escrow account is set up to disburse the 1st day of the *<u>3rd month after closing.</u>

<u>*Taxes due within 60 days of closing must be collected</u> * Do not confuse "due" with disbursement. DUE DATE is the last day it can be paid <u>without incurring a penalty</u>.**

***Escrow accounts should never exceed a 12 month period. If the 12 month period will be exceeded by using the above disbursement date, change disbursement date to the next month. This is acceptable as long as the disbursement date does not <u>go beyond the DUE DATE without penalty.</u>**

***Per RESPA regulation, lenders/services should disburse payments from escrow accounts as early as possible to take advantage of any discounts. "Early as possible" is key words. If tax bill hasn't been issued yet, then it's not possible to disburse.**

Tennessee:

Tennessee Tax Escrow Disbursement Dates

(tax bills are typically issued **Sept/Oct** - due date is **2/28**)

Closing Month / 1st payment date	Disbursement Date
January /March	12/1
February /April	12/1
March /May	12/1
April /June	12/1
May /July	12/1
June /Aug	12/1
July /Sept	12/1
Aug /Oct	12/1
Sept /Nov	12/1 or 10/1
Oct /Dec	1/1 or 11/1
Nov /Jan	2/1 or 12/1
Dec /Feb	12/1

***If doing an interest credit, disbursement date will be as if closing occurred the prior month**

Disbursement dates *with two options* depend on if the tax bill has been issued or not. If it's issued, escrow account is set up to disburse next year. If tax bill has not been issued, escrow account is set up to disburse the 1st day of the *3rd month after closing.

***Taxes due within 60 days of closing must be collected *** Do not confuse "due" with disbursement. DUE DATE is the last day it can be paid without incurring a penalty.**

***Escrow accounts should never exceed a 12 month period. If the 12 month period will be exceeded by using the above disbursement date, change disbursement date to the next month. This is acceptable as long as the disbursement date does not go beyond the DUE DATE without penalty.**

***Per RESPA regulation, lenders/services should disburse payments from escrow accounts as early as possible to take advantage of any discounts. "Early as possible" is key words. If tax bill hasn't been issued yet, then it's not possible to disburse.**

Florida:

FLORIDA Tax Escrow Disbursement Dates
(Tax bills are typically issued Oct/Nov each year – DUE by 3/31.

Month of Closing/1st pmt date	Disbursement Date
January / March	12/1
February / April	12/1
March / May	12/1
April / June	12/1
May / July	12/1
June / Aug	12/1
July / Sept	12/1
Aug / Oct	12/1
Sept / Nov	12/1
Oct / Dec	1/1 or 11/1
Nov / Jan	2/1 or 12/1
Dec / Feb	12/1

***If doing an interest credit, disbursement date will be as if closing occurred the prior month**

***Disbursement dates with two options depend on if the tax bill has been issued or not. If it's issued, escrow account is set up to disburse next year. If tax bill has not been issued, escrow account is set up to disburse the 1st day of the 3rd month after closing.**

***Taxes due within 60 days of closing must be collected *** Do not confuse "due" with disbursement. DUE DATE is the last day it can be paid without incurring a penalty.**

***Escrow accounts should never exceed a 12 month period. If the 12 month period will be exceeded by using the above disbursement date, change disbursement date to the next month. This is acceptable as long as the disbursement date does not go beyond the DUE DATE without penalty.**

***Per Respa regulation, lenders/services should disburse payments from escrow accounts as early as possible to take advantage of any discounts. "Early as possible" is key words. If tax bill hasn't been issued yet, then it's not possible to disburse.**

Texas:

TEXAS Tax Escrow Disbursement Dates

(tax bills are typically issued Oct/November each year – DUE by 1/31)

Month of Closing / 1st pmt date	Disbursement Date
January / March	**12/1**
February / April	**12/1**
March / May	**12/1**
April / June	**12/1**
May / July	**12/1**
June / Aug	**12/1**
July / Sept	**12/1**
Aug / Oct	**12/1**
Sept / Nov	**12/1**
Oct / Dec	**1/1 or 11/1**
Nov / Jan	**2/1 or 12/1 ****
Dec / Feb	**12/1**

***If doing an interest credit, disbursement date will be as if closing occurred the prior month**

***Disbursement dates above with two options depend on if the tax bill has been issued or not. If the tax bill has been issued at the time of closing, the tax bill should be paid on the CD and escrow account is set up to be disbursed next year. If tax bill has not been issued, escrow account is set up to disburse the 1st day of the 3rd month after closing.**

***Taxes due within 60 days of closing must be collected *** Do not confuse "due" with disbursement. DUE DATE is the last day it can be paid without incurring a penalty.**

***Escrow accounts should never exceed a 12 month period. If the 12 month period will be exceeded by using the above disbursement date, change disbursement date to the next month. This is acceptable as long as the disbursement date does not go beyond the DUE DATE without penalty.**

***Per RESPA regulation, lenders/services should disburse payments from escrow accounts as early as possible to take advantage of any discounts. "Early as possible" is key words. If tax bill hasn't been issued yet, then it's not possible to disburse.**

****For loans closing in November that do not have a tax bill issued yet, we have to show a disbursement date of 2/1 even though it's past the due date. TX law does not allow Settlement Agent to hold in escrow (per Larry Busby). Therefore to keep from exceeding a 12 month escrow period, the 2/1 disbursement date will have to be used.**

Other States:

Tax Calculation Dates			
Columbus	1/1 2/1	6/1 7/1	Counties: Fairfield, Pickaway, and Licking
Chicago	5/1 2/1	8/1 7/1	Cook County
Cincinnati	2/1	7/1	
Detroit	7/1	12/1	
Indianapolis	4/1	10/1	
Minneapolis	5/1	10/1	

Note: If a date is within 60 days of closing, you must then move the 2nd date to 1st disbursement and the 1st date to 2nd disbursement. The 2nd disbursement date can't be more than 1 year from the **first payment date**. To keep with Servicer requirements and RESPA regulations, we will back the 2nd disbursement date up 1 day in these instances. These instances only occur when we close exactly 2 months prior to the disbursement date.

For all other divisions with longer tax payment periods, see attached cheat sheets.

(Nashville, Charlotte, Raleigh, Orlando, Tampa, Sarasota, Ft Myers, Austin, Dallas, San Antonio, Houston)

Interested Party Contributions (IPC) Limits Worksheet

The closer should upload this form to the eFolder under closing instructions and label it IPC Calculation and enter a detailed note in the conversation log.

Loan # ______________________________ **Closing Date** __________________________________

Name ______________________________

CD # 1 **Issue Date** _____________________

Minimum Required Investment:

Down payment $ ________________________ Payoffs $ ______________________

Minus what buyer has already paid (EMD, lock fee, app fee) and tax proration(s) $______________

Required amount to pay at closing to satisfy MRI **ON CD**= $___________________________

Cash to Close on CD $______________________(should match or exceed above amount)

IPC Limit:

Loan Type limit $_______________________(2% / 3% / 6% conv/FHA / 9% / 4% VA)

IPC Total on CD $ ____________________________(includes lender credit, seller credits, realtor credits)

Verified: IPC does NOT exceed closing costs: YES

CD # 2 **Issue Date** ________________________

Minimum Required Investment:

Down payment $ ________________________ Payoffs $ ________________________

Minus what buyer has already paid (EMD, lock fee, app fee) and tax proration(s) $______________

Required amount to pay at closing to satisfy MRI **ON CD** = $________________________

Cash to Close on CD $______________________(should match or exceed above amount)

IPC Limit:

Loan Type limit $_______________________(2% / 3% / 6% conv/FHA / 9% / 4% VA)

IPC Total on CD $ ____________________________(includes lender credit, seller credits, realtor credits)

Verified: IPC does NOT exceed closing costs: YES

CD # 3 **Issue Date** ________________________

Minimum Required Investment:

Down payment $ ______________________ Payoffs $ ______________________
Minus what buyer has already paid (EMD, lock fee, app fee) and tax proration(s) $______________

Required amount to pay at closing to satisfy MRI **ON CD** = $______________________

Cash to Close on CD $____________________(should match or exceed above amount)

IPC Limit:

Loan Type limit $_____________________(2% / 3% / 6% conv/FHA / 9% / 4% VA)

IPC Total on CD $ ________________________(includes lender credit, seller credits, realtor credits)

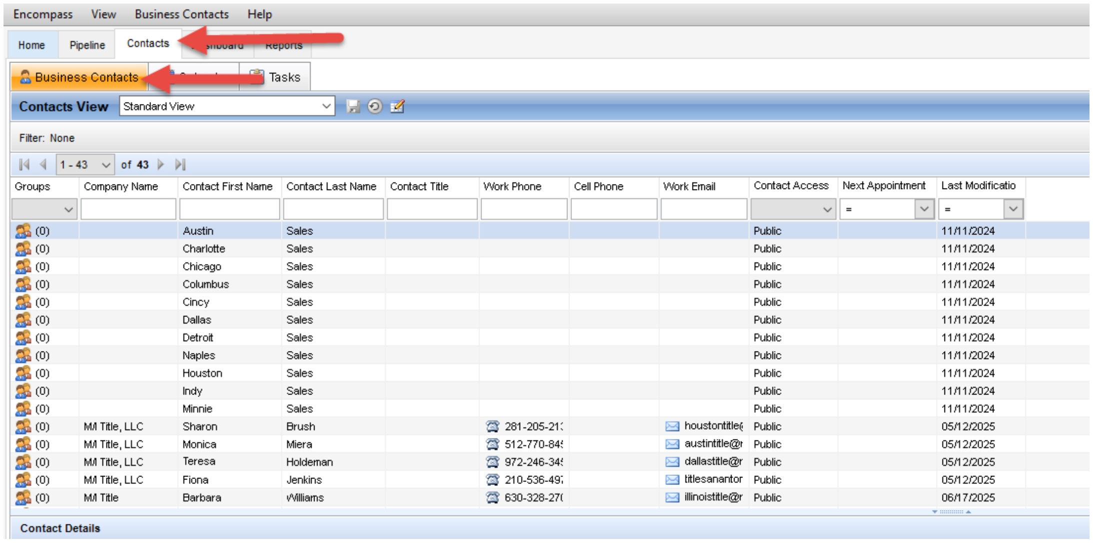
Verified: IPC does NOT exceed closing costs: YES

NOTES: ____

Do NOT confuse the required amount on the CD with the required amount the branch must verify on the URLA. CD and URLA will not match when there is a tax proration credit to the buyer on the CD. The CD gives the tax proration credit, the URLA does NOT show the tax proration credit.
Branch must verify buyer can pay full down payment amount from acceptable verified sources.

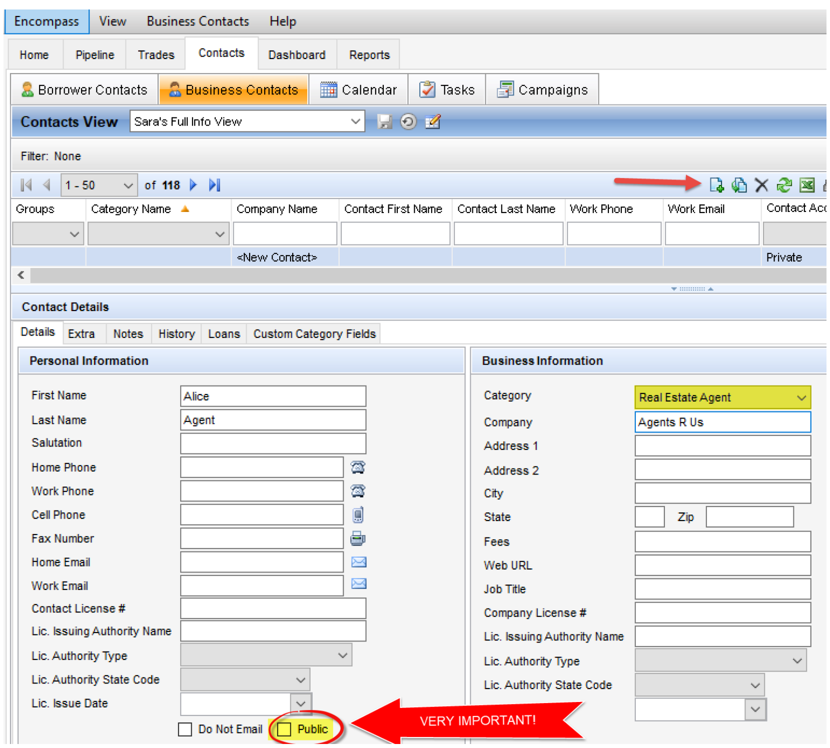
Maintaining Realtors in Encompass

Realtors for all divisions are maintained in the Contacts tab, under Business Contacts



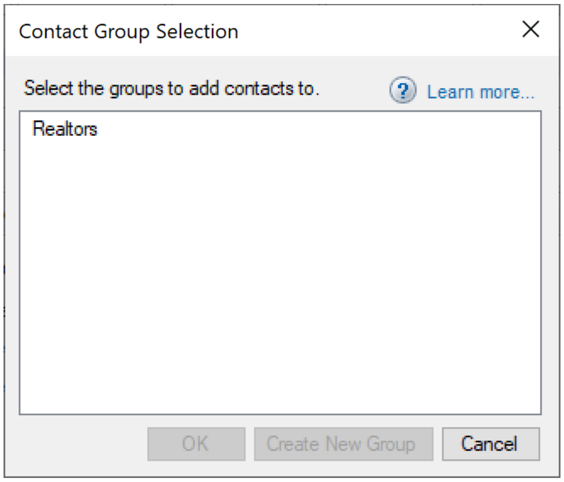
To add a new Realtor, follow the steps below.

1. Click the 'Add' icon in the top right of the Business Contacts screen. Fill out the Realtor's information, select the Category as Real Estate Agent and click the "Public" checkbox:



It is VERY IMPORTANT that you check the "Public" checkbox for any contacts that you set up. If this checkbox is not checked, only the user that created the contact will be able to see it

2. When the "Public" checkbox is checked, you will see a popup. Select Realtors from this list and click OK.



3. Once the realtor information has been entered, click the Save icon along the right side of the screen in the Contact Details section.