



DocMagic Online Hacks

Table of Contents

Alternate Lender Guide	Page 3
Creating Documents in a Dual Trust	Page 13
Adding Service Providers	Page 26
Switching to the New URLA in DMO	Page 36
Flood Determination & Certification	Page 42
Cash To Close	Page 51
Construction Loan Quick Reference Guide	Page 57
Avoid Multiple Charges	Page 96



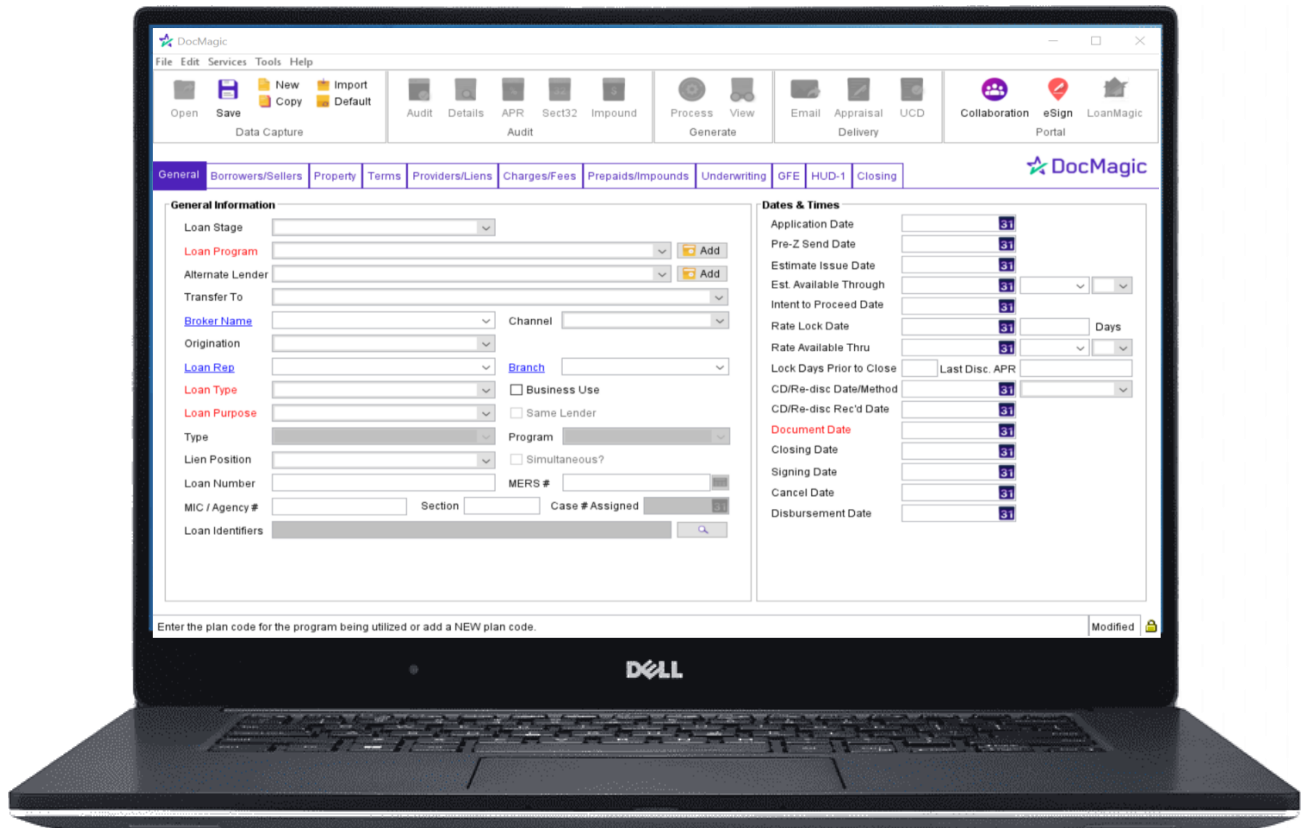


Alternate Lender Guide
For DocMagic Online

DMO – Alternate Lender Guide

Open DocMagic Online

Start by launching DocMagic Online.



For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Alternate Lender Guide

Add Alternate Lender

Start by clicking Add.

The screenshot displays the DocMagic software interface. The 'General' tab is selected, and the 'Alternate Lender' field is highlighted with a green box. An arrow points from the text 'Start by clicking Add.' to the 'Add' button next to the 'Alternate Lender' dropdown menu. The interface includes a menu bar (File, Edit, Services, Tools, Help), a toolbar with icons for various functions, and a main workspace divided into 'General Information' and 'Dates & Times' sections. The 'General Information' section contains fields for Loan Stage, Loan Program, Alternate Lender, Transfer To, Broker Name, Channel, Origination, Loan Rep, Loan Type, Loan Purpose, Type, Lien Position, Loan Number, MIC / Agency #, Section, MERS #, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section contains fields for Application Date, Pre-Z Send Date, Estimate Issue Date, Est. Available Through, Intent to Proceed Date, Rate Lock Date, Rate Available Thru, Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date, Closing Date, Signing Date, Cancel Date, and Disbursement Date. A status bar at the bottom indicates 'Enter the plan code for the program being utilized or add a NEW plan code.' and 'Modified'.



DMO – Alternate Lender Guide

Lender/Beneficiary Tab

A new window with three tabs will open. Start by adding information in the Lender section.

The screenshot shows the 'Add Alternate Lender' window in DocMagic. The window has three tabs: 'Lender/Beneficiary', 'Loss Payee/Payments To/Mail To', and 'Trustee/Service/Miscellaneous'. The 'Lender/Beneficiary' tab is selected. The 'Lender' section is highlighted with a green box. It contains the following fields:

- Name
- Address
- City
- State
- Zip
- Org. State (dropdown menu)
- Org. Type (dropdown menu)
- Phone #1 ()
- Fax # ()
- Phone #2 ()
- Rec. Cty.

The 'Beneficiary' section is also visible and contains similar fields. A purple arrow points to the 'Org. State' dropdown menu in the Lender section. The window also has an 'Add' button and a 'Cancel' button at the bottom. The DocMagic logo is visible in the top right corner of the window.

Org. State is the State that the Alternate Lender is organized in. Org. Type is the type of organization. Be sure to always select these two dropdown boxes in the Lender section before moving forward.



DMO – Alternate Lender Guide

Lender/Beneficiary Tab

Hitting the tab key repeatedly after entering in Lender Information defaults the Lender Information into the appropriate Beneficiary fields.

The screenshot shows the 'Add Alternate Lender' window with the 'Lender/Beneficiary' tab selected. The 'Lender' section contains the following data:

Name	1ST TEST LENDER OF CALIFORNIA				
Address	1800 WEST 213TH STREET				
City	TORRANCE	State	CALIFORNIA	Zip	90603
Org. State	CALIFORNIA	Org. Type	A CALIFORNIA BANKING CORPORATION		
Phone #1	(800) 649-1362	Fax #	()		
Phone #2	()	Rec. City.			

The 'Beneficiary' section contains the following data:

Name	1ST TEST LENDER OF CALIFORNIA				
Address	1800 WEST 213TH STREET				
City	TORRANCE	State	CALIFORNIA	Zip	90603
Org. State	CALIFORNIA	Org. Type	A CALIFORNIA BANKING CORPORATION		

At the bottom of the window are 'Add' and 'Cancel' buttons. The Dell logo is visible at the bottom center of the monitor frame.

If the Beneficiary Information is different from the Lender, enter the fields manually.



DMO – Alternate Lender Guide

Loss Payee/Payments To/Mail To

Select the next tab at the top of the window and continue hitting the TAB key to default all the Lender Information to the Loss Payee, Make Payments To, and When Recorded Mail To sections.

The screenshot shows the 'Add Alternate Lender' window in DocMagic. The 'Loss Payee' tab is selected. The 'Assignee' field is highlighted with a green box and contains the text 'ITS SUCCESSOR AND/OR ASSIGNS'. A blue arrow points from this field down to a text box at the bottom of the page.

Section	Name	Address	City	State	Zip
Loss Payee	1ST TEST LENDER OF CALIFORNIA	1800 WEST 213TH STREET	TORRANCE	CALIFORNIA	90603
Make Payments To	1ST TEST LENDER OF CALIFORNIA	1800 WEST 213TH STREET	TORRANCE	CALIFORNIA	90603
When Recorded Mail To	1ST TEST LENDER OF CALIFORNIA	1800 WEST 213TH STREET	TORRANCE	CALIFORNIA	90603

For "Assignee", you must enter "ITS SUCCESSOR AND/OR ASSIGNS".



DMO – Alternate Lender Guide

Trustee/Service/Miscellaneous

Select the last tab and enter the Trustee only if there is one single Trustee for every transaction.

The screenshot shows the 'Add Alternate Lender' form in the DocMagic application. The 'Trustee/Service/Miscellaneous' tab is selected and highlighted with a green box. A blue arrow points from the instruction box above to the 'Trustee' section. The form includes the following fields and sections:

- Trustee Section (highlighted):**
 - Name
 - Address
 - City
 - State
 - Zip
 - Org. State
 - Org. Type
- Miscellaneous Section:**
 - Able To Service Loans?
 - Regulated By (Department of Real Estate)
- Licensing/Identification Section:**
 - HUD Mortgage ID #
 - License #
 - VA ID #
 - NMLS #
 - MERS Org ID #
 - Tax Service ID #

Buttons for 'Add' and 'Cancel' are located at the bottom of the form. The DocMagic logo is visible in the top right corner of the application window.

If you are using different Title/Closing companies you can leave this section blank and then add the Settlement Company in the Service Providers tab of DocMagic Online.



DMO – Alternate Lender Guide

Trustee/Service/Miscellaneous

Fill out the Miscellaneous and Licensing/Identification sections, then Click Add at the bottom of the window when done.

The screenshot shows the 'Add Alternate Lender' window in the DocMagic application. The window has a menu bar (File, Edit, Services, Tools) and a toolbar (Open, Save, Data Cap). The main content area is divided into three tabs: 'Lender/Beneficiary', 'Loss Payee/Payments To/Mail To', and 'Trustee/Service/Miscellaneous'. The 'Trustee/Service/Miscellaneous' tab is active and contains the following sections:

- Trustee:** Fields for Name, Address, City, State, Zip, Org. State, and Org. Type.
- Miscellaneous:** Fields for 'Able To Service Loans?' (set to 'May Assign') and 'Regulated By' (set to 'Department of Real Estate').
- Licensing/Identification:** Fields for HUD Mortgage ID #, License #, VA ID #, NMLS # (987897), MERS Org ID # (9999007), and Tax Service ID # (94-57871884).

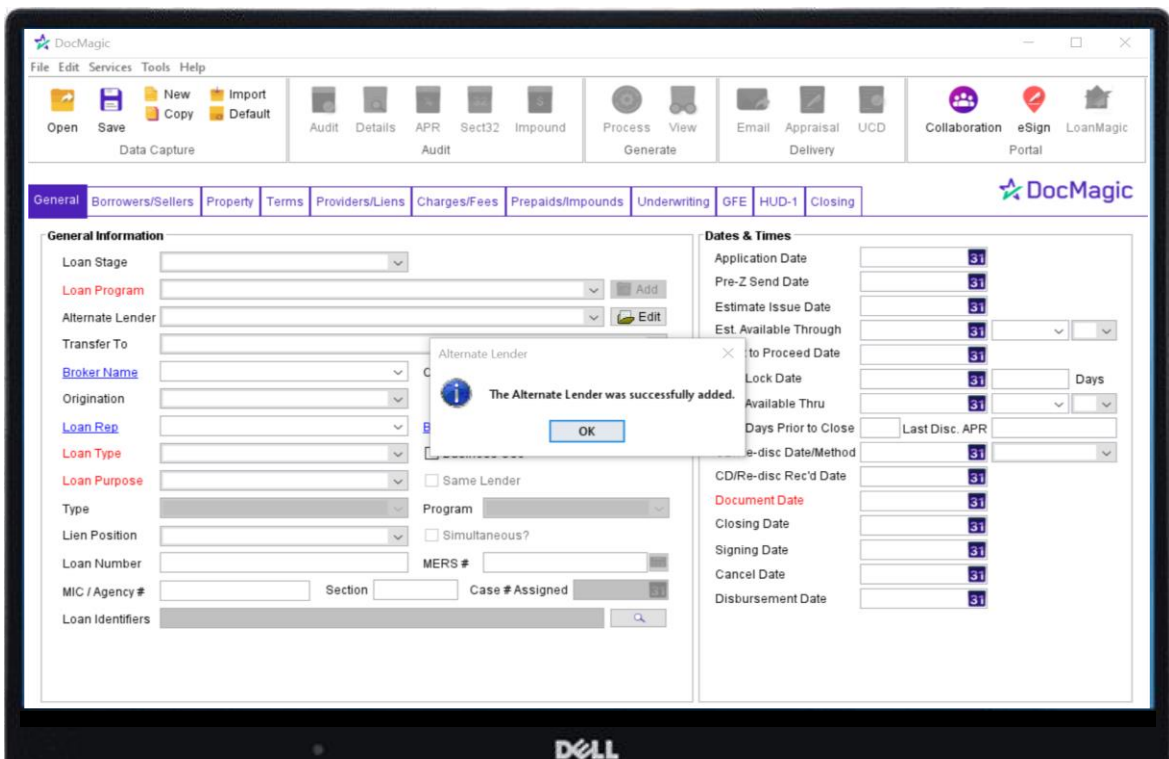
At the bottom of the window, there are 'Add' and 'Cancel' buttons. A status bar at the very bottom contains the text 'Enter the plan code for the program being utilized or add a NEW plan code.' and a 'Modified' indicator.



DMO – Alternate Lender Guide

Done

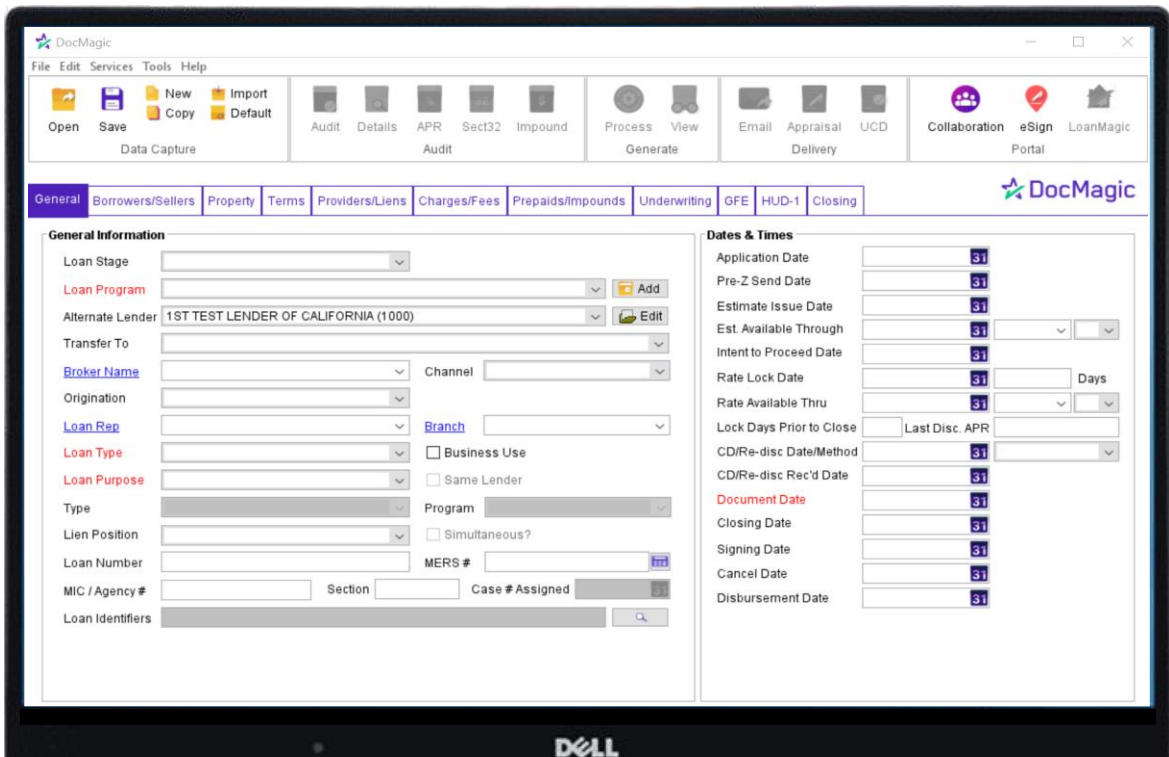
If the Alternate Lender is successfully added, then this window will pop up. Click Ok.



DMO – Alternate Lender Guide

Done

Your new Alternate Lender is added to the worksheet and your database.



You can now use the dropdown box for the Alternate Lender for future worksheets.



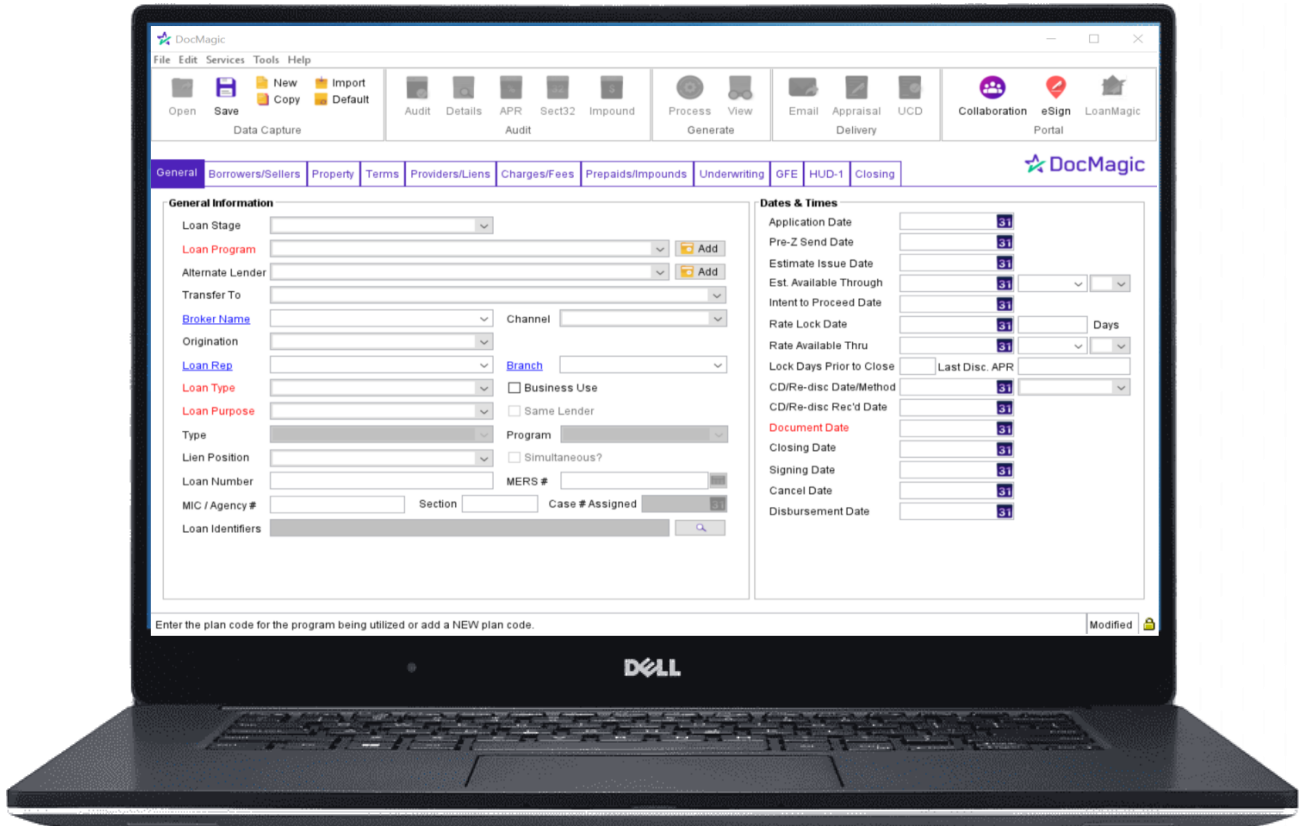


DocMagic Online
Creating Documents in a Dual Trust

DMO – Dual Trust Documents

Introduction

The steps in this guide will outline the preferred method of creating a closing package in a dual trust.



DocMagic itself can create a document package for a single trust. Once the documents are created, the additional trust information can be annotated with DocMaster.



DMO – Dual Trust Documents

Legal Disclaimer

This guide is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law.

The screenshot displays the DocMagic software interface. The window title is "DocMagic" and the menu bar includes "File", "Edit", "Services", "Tools", and "Help". The toolbar contains icons for "Open", "Save", "New", "Copy", "Import", "Default", "Audit", "Details", "APR", "Sect32", "Impound", "Process", "View", "Email", "Appraisal", "UCD", "Collaboration", "eSign", and "LoanMagic Portal". The main menu is divided into tabs: "General", "Borrowers/Sellers", "Property", "Terms", "Providers/Liens", "Charges/Fees", "Prepays/Impounds", "Underwriting", "GFE", "HUD-1", and "Closing". The "General" tab is active, showing two main sections: "General Information" and "Dates & Times".

General Information

- Loan Stage: [Dropdown]
- Loan Program: [Dropdown] [Add]
- Alternate Lender: [Dropdown] [Add]
- Transfer To: [Dropdown]
- Broker Name: [Dropdown] Channel: [Dropdown]
- Origination: [Dropdown]
- Loan Rep: [Dropdown] Branch: [Dropdown]
- Loan Type: [Dropdown] Business Use
- Loan Purpose: [Dropdown] Same Lender
- Type: [Dropdown] Program: [Dropdown]
- Lien Position: [Dropdown] Simultaneous?
- Loan Number: [Text] MERS #: [Text]
- MIC / Agency #: [Text] Section: [Text] Case # Assigned: [Text]
- Loan Identifiers: [Text] [Search]

Dates & Times

- Application Date: [Text] [31]
- Pre-Z Send Date: [Text] [31]
- Estimate Issue Date: [Text] [31]
- Est. Available Through: [Text] [31] [Dropdown]
- Intent to Proceed Date: [Text] [31]
- Rate Lock Date: [Text] [31] Days
- Rate Available Thru: [Text] [31] [Dropdown]
- Lock Days Prior to Close: [Text] Last Disc. APR: [Text]
- CD/Re-disc Date/Method: [Text] [31] [Dropdown]
- CD/Re-disc Rec'd Date: [Text] [31]
- Document Date: [Text] [31]
- Closing Date: [Text] [31]
- Signing Date: [Text] [31]
- Cancel Date: [Text] [31]
- Disbursement Date: [Text] [31]

Enter the plan code for the program being utilized or add a NEW plan code. [Modified]

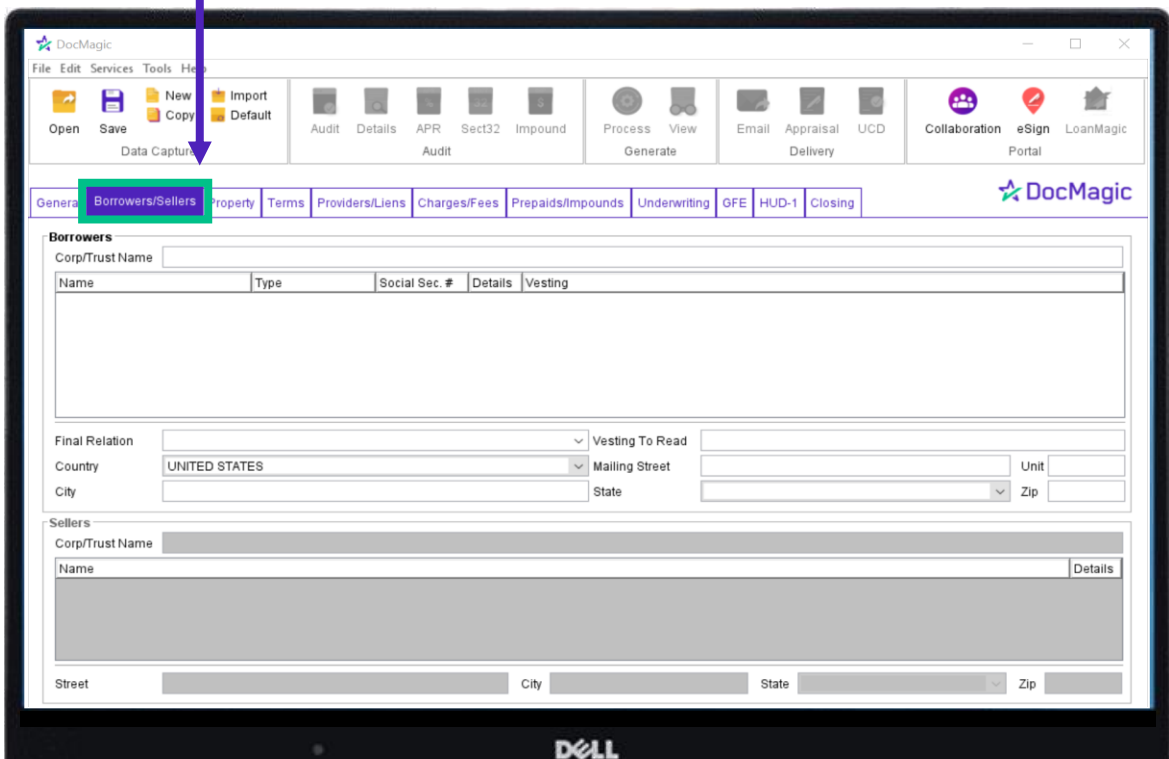
If you are not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited.



DMO – Dual Trust Documents

Borrowers/Sellers Tab

Start by launching DocMagic Online and going to the Borrowers/Sellers Tab.



For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Dual Trust Documents

Corp/Trust Names

Enter the name of the trust here (only trust name and not vesting)

DocMagic

File Edit Services Tools Help

Open Save New Copy Import Data Capture

Audit Details APR Sect32 Impound Audit Process View Email Appraisal UCD Collaboration eSign LoanMagic Portal

General Borrowers/Sellers Property Tax Providers/Liens Charges/Fees Prepays/Impounds Underwriting GFE HUD-1 Closing

Borrowers

Corp/Trust Name THE SAMMY SAMPLE REVOCABLE TRUST DATED DECEMBER 28, 2000

Name	Type	Social Ser #	Details	Vesting
SAMMY SAMPLE	INDIVIDUAL	000-00-0000	Details	
SANDRA SAMPLE	INDIVIDUAL	000-00-0001	Details	

Final Relation Vesting To Read

Country UNITED STATES Mailing Street Unit

City State Zip

Sellers

Corp/Trust Name

Name Details

Street City State Zip

Add the borrowers' names in the borrower section.



DMO – Dual Trust Documents

Vesting

Click on the vesting section and DocMagic will automatically add TRUSTEE.

DocMagic

File Edit Services Tools Help

Open Save New Copy Import Data Capture Audit Details APR Sect32 Impound Process View Email Appraisal UCD Collaboration eSign LoanMagic Portal

General Borrowers/Sellers Property Terms Providers/Liens Charges/Fees Prepays/Impounds Underwriting GFE HUD-1 Closing

Borrowers

Corp/Trust Name THE SAMMY SAMPLE REVOCABLE TRUST DATED DECEMBER 28, 2000

Name	Type	Serial No.	Details	Vesting
SAMMY SAMPLE	INDIVIDUAL	000-00-0000		TRUSTEE
SANDRA SAMPLE	INDIVIDUAL	000-00-0001		TRUSTEE

Final Relation Vesting To Read SAMMY SAMPLE AND SANDRA SAMPLE, TRUSTEES OF THE SAMMY SAM

Country UNITED STATES Mailing Street Unit

City State Zip

Sellers

Corp/Trust Name

Name Details

Street City State Zip

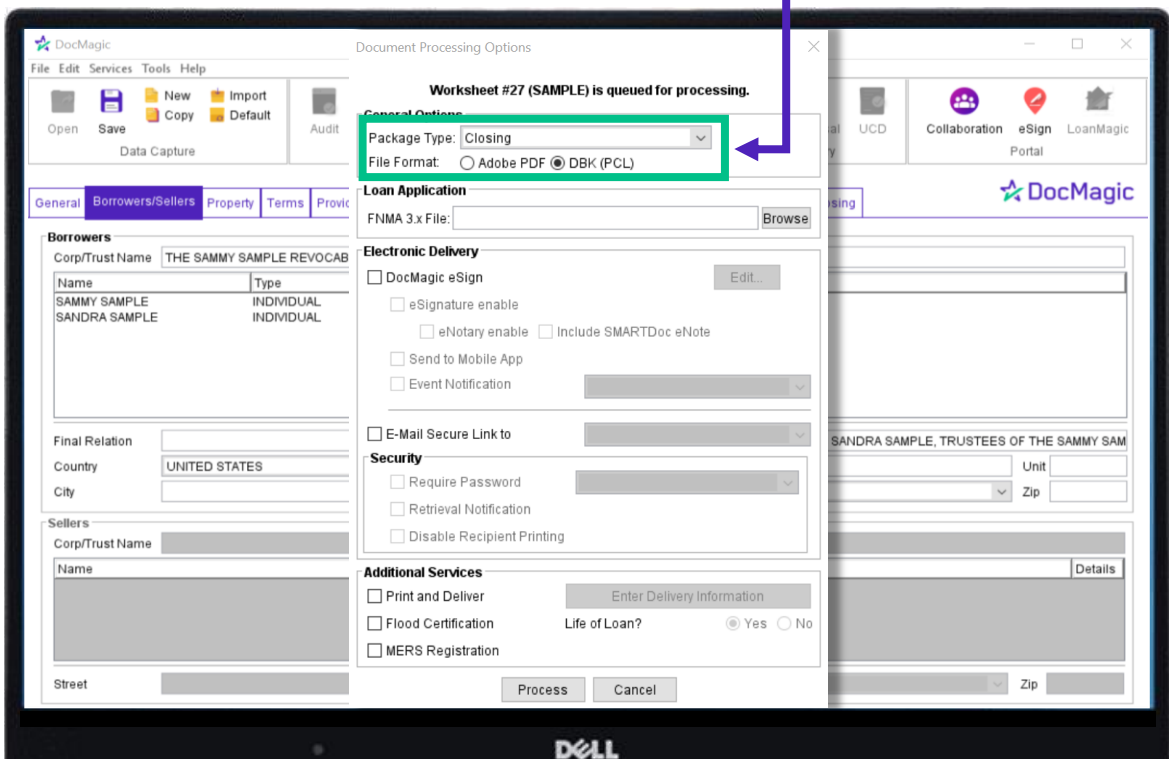
Enter the vesting information for both trusts.
Do not use the DocMagic default.



DMO – Dual Trust Documents

Document Processing Options

When it's time to process the worksheet, select Closing for the Package Type and DBK for the file format.



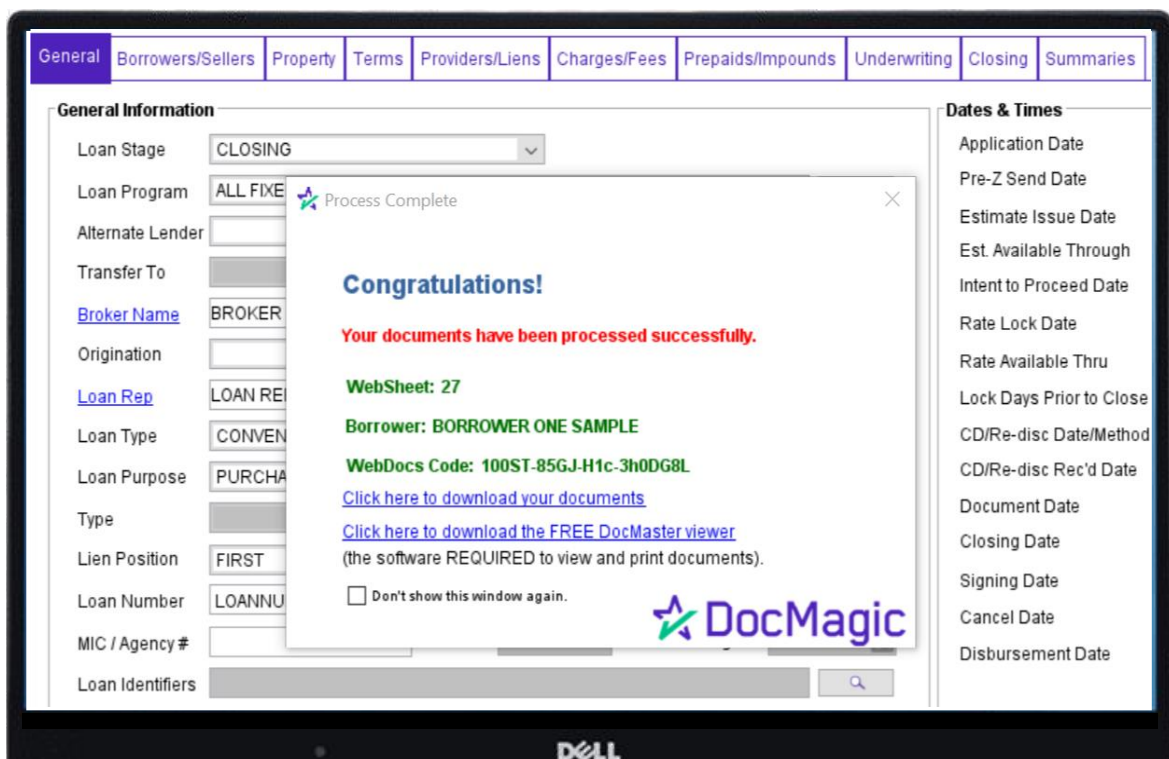
This will give you the ability to annotate with the DocMaster program.



DMO – Dual Trust Documents

Documents Processed

When the documents are processed, the user will receive a confirmation screen with a link to install DocMaster or download the document package.



DocMaster is necessary to complete the next steps and annotate the documents. For instructions on how to download and install DocMaster, please visit:

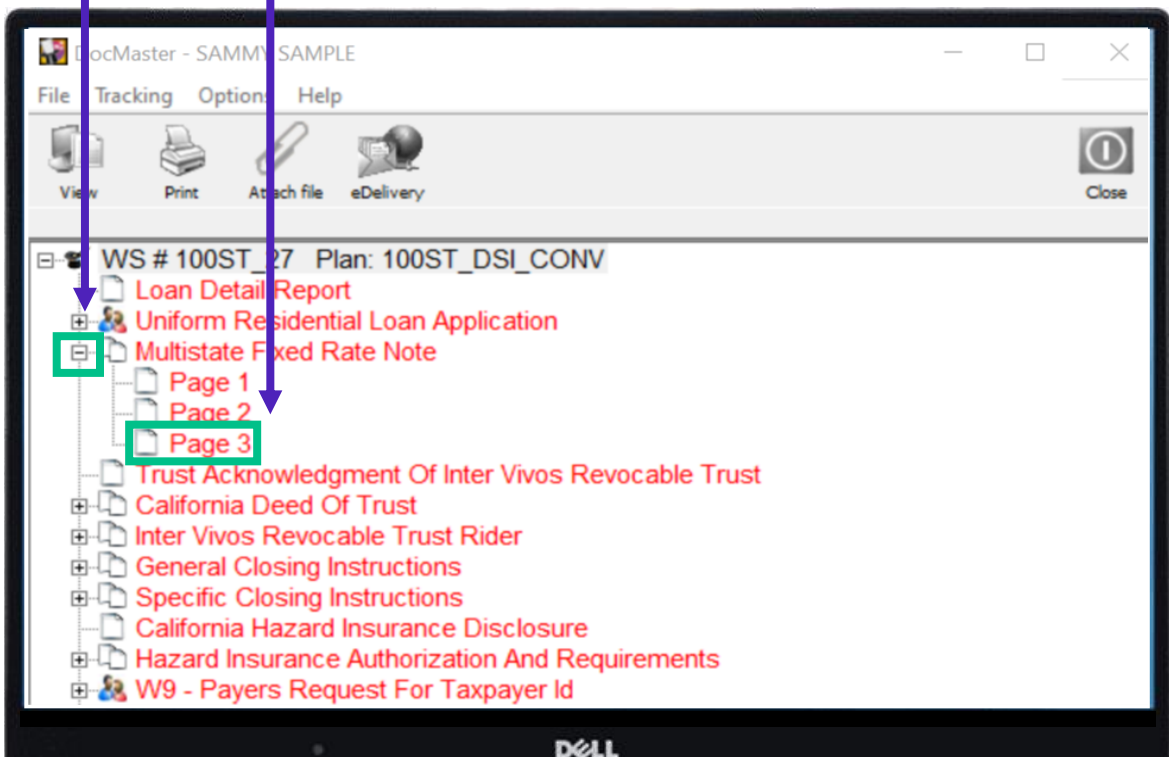
<https://www.docmagic.com/product-training/docmaster>



DMO – Dual Trust Documents

Annotating

You will need to annotate Page 3 of the Multistate Fixed Rate Note. Click on the plus button to expand the list, and then double click Page 3.



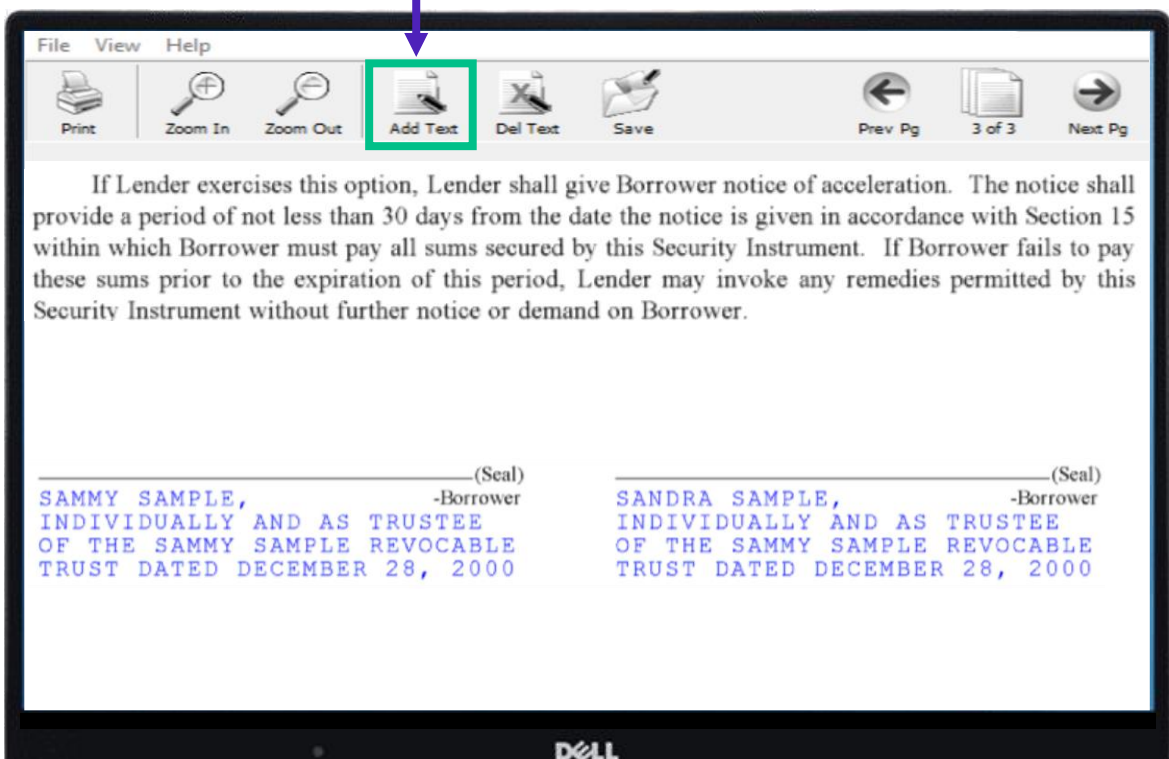
The document will open in another window (shown on next page).



DMO – Dual Trust Documents

Annotating

Scroll down to the signature lines and click on the Add Text button at the top of the window in the DocMaster form viewer.



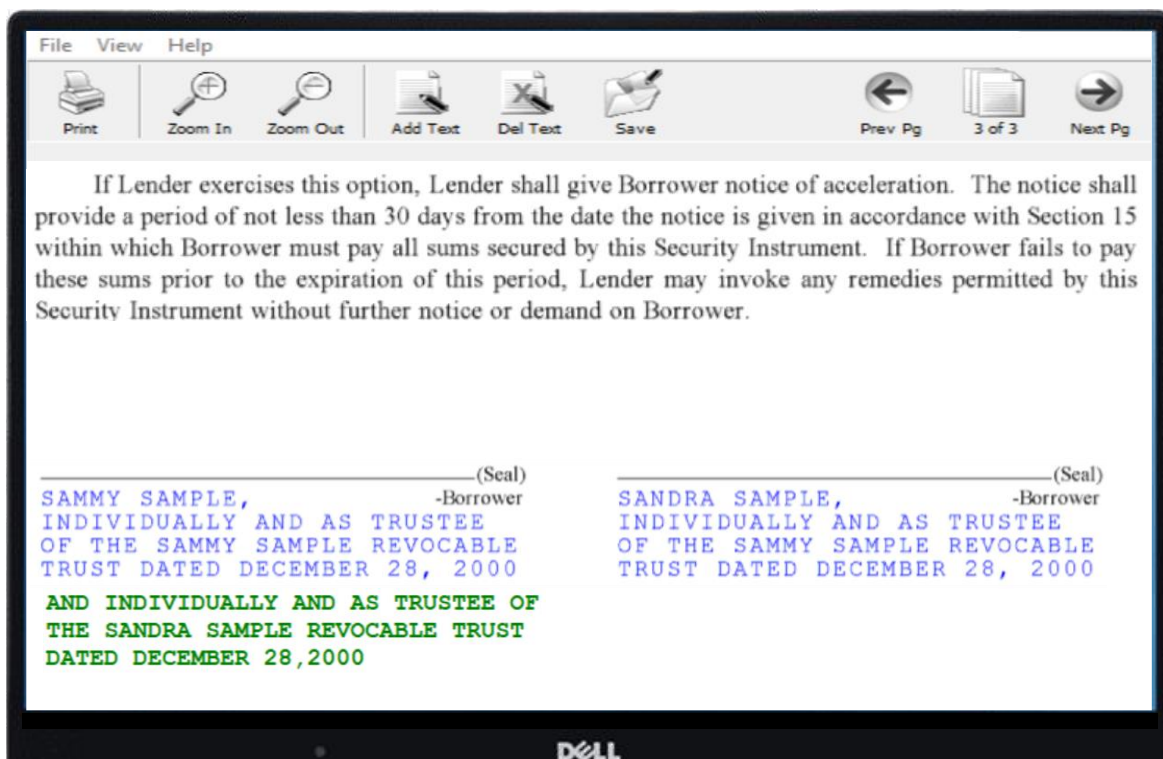
Then click anywhere on the document and start typing your annotation.



DMO – Dual Trust Documents

Annotating

Type the information for the second trust.



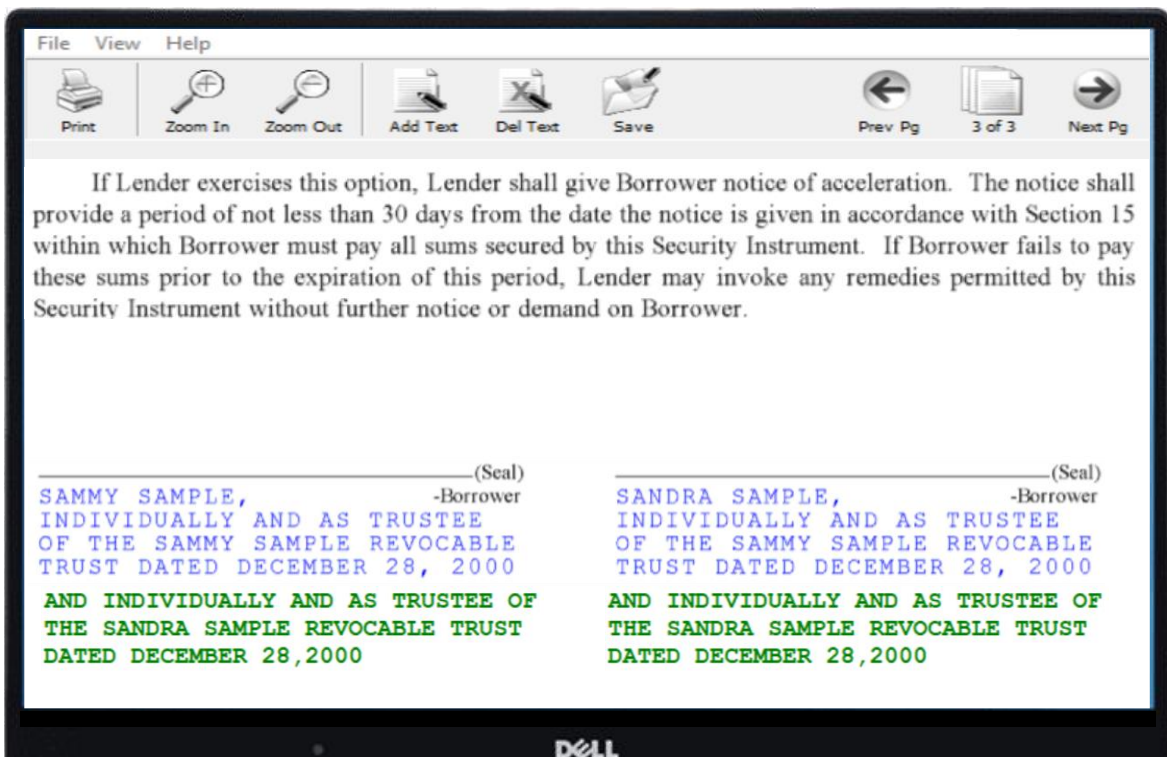
You may click enter to move the cursor down and over to begin typing a second line. The cursor will fall directly below where you first placed it.



DMO – Dual Trust Documents

Annotating

Click the save button at the top of the page to save the new text you have added to the form.



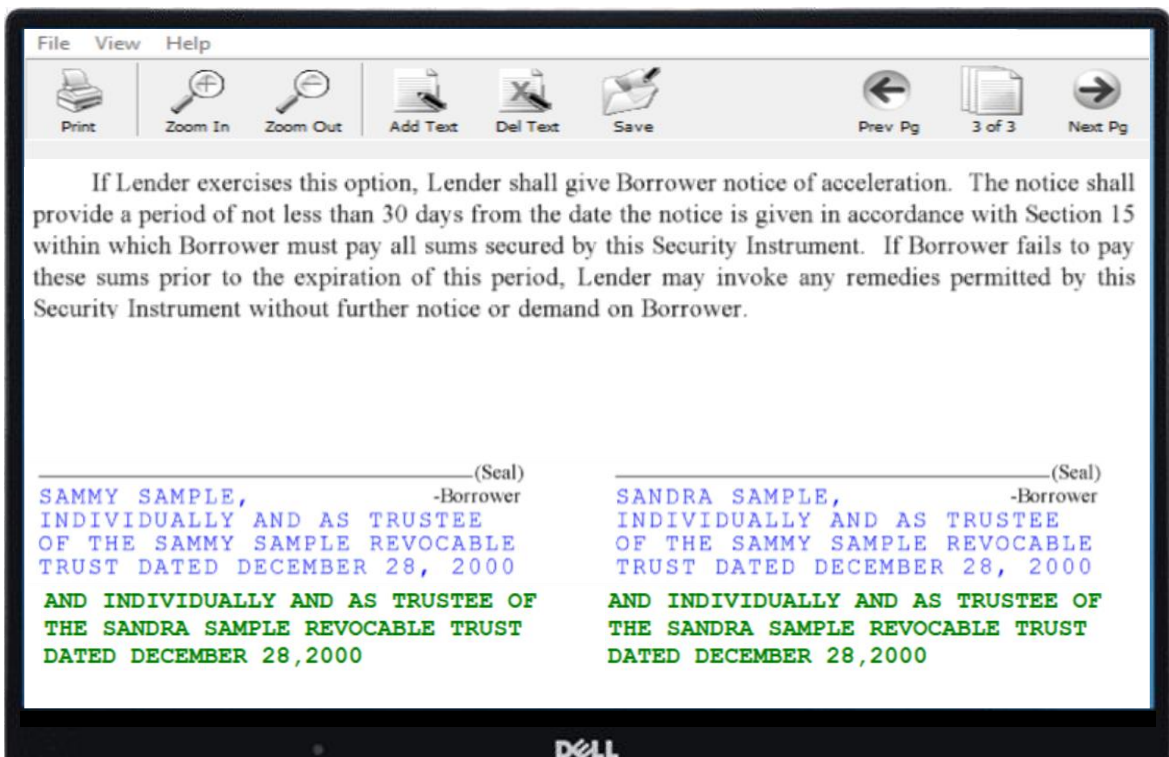
You may be prompted to log in with your DocMagic user credentials to save the annotations.



DMO – Dual Trust Documents

Annotating

Continue annotating all the security instruments and saving annotations on each page until you have completed the set.



You may use DocMaster to email or print the documents. Please consult the DocMaster guide for instructions.



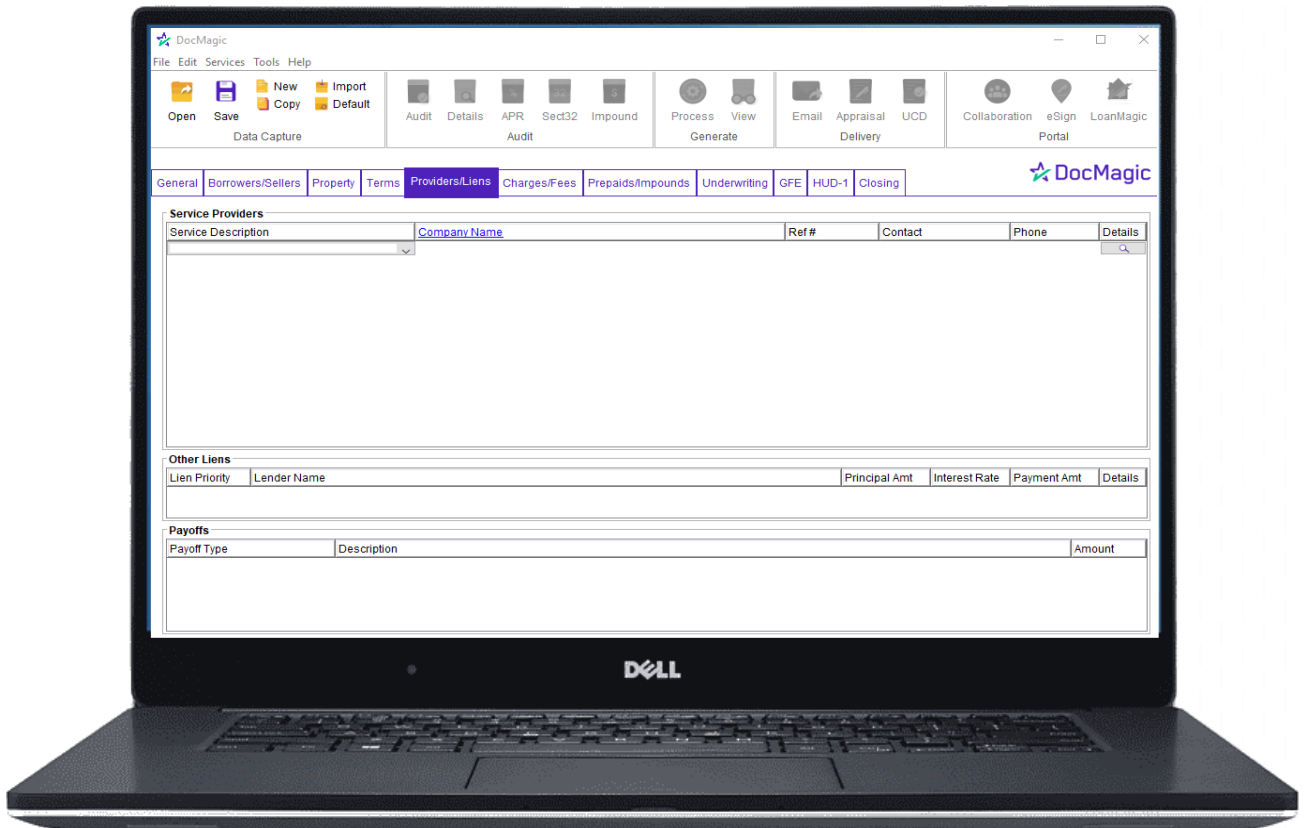


DocMagic Online
Adding Service Providers

DMO – Adding Service Providers

Introduction

Start by launching DocMagic Online and going to the Providers/Liens tab.



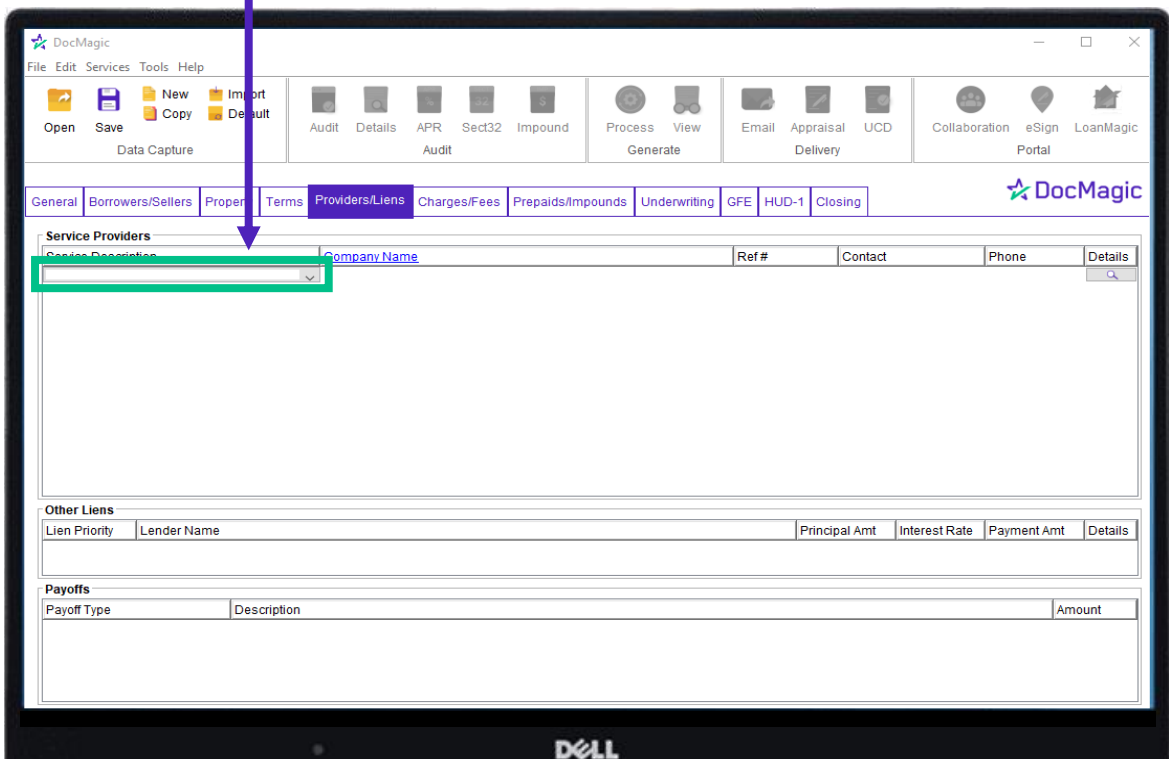
For detailed instructions on how to use DocMagic Online, please visit our Product Training page:
<https://www.docmagic.com/product-training/docmagic>



DMO – Adding Service Providers

Adding Service Descriptions

Click the blank space under Service Description to reveal a dropdown box.



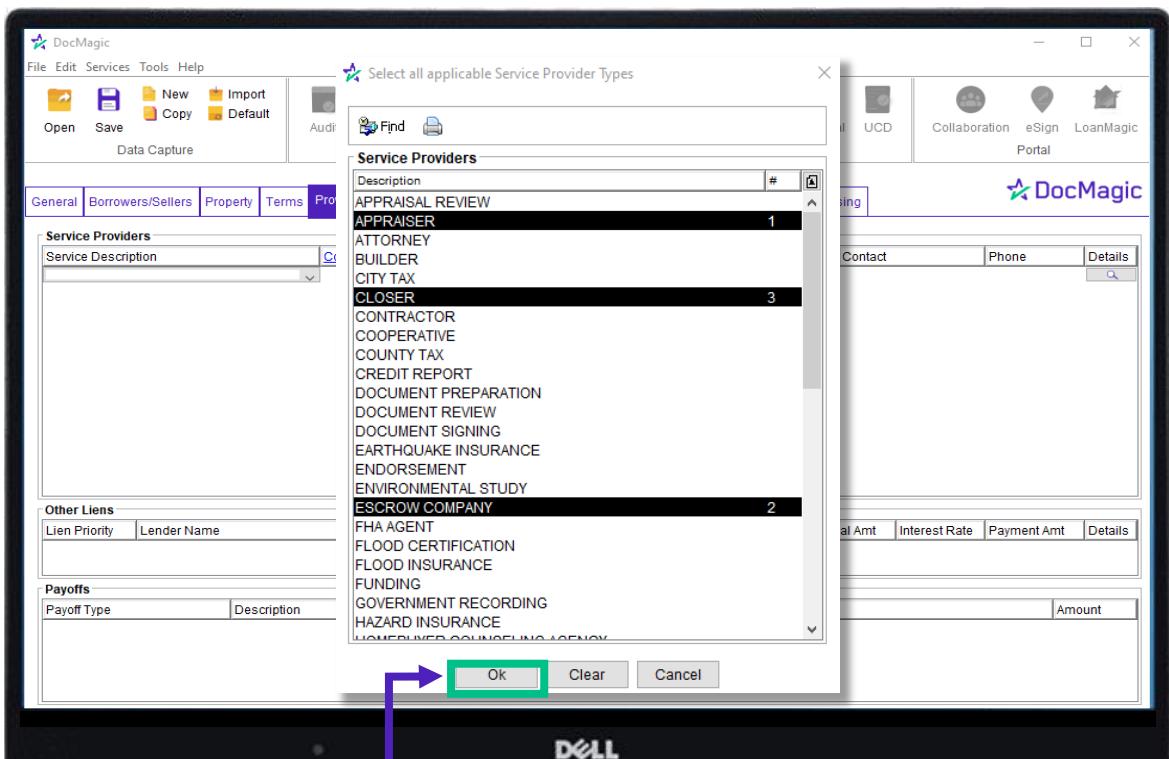
Clicking this box will open a new window (shown on next page).



DMO – Adding Service Providers

Adding Service Descriptions

In this window, you can select multiple service descriptions. Just click on the descriptions in the order you want them to appear.



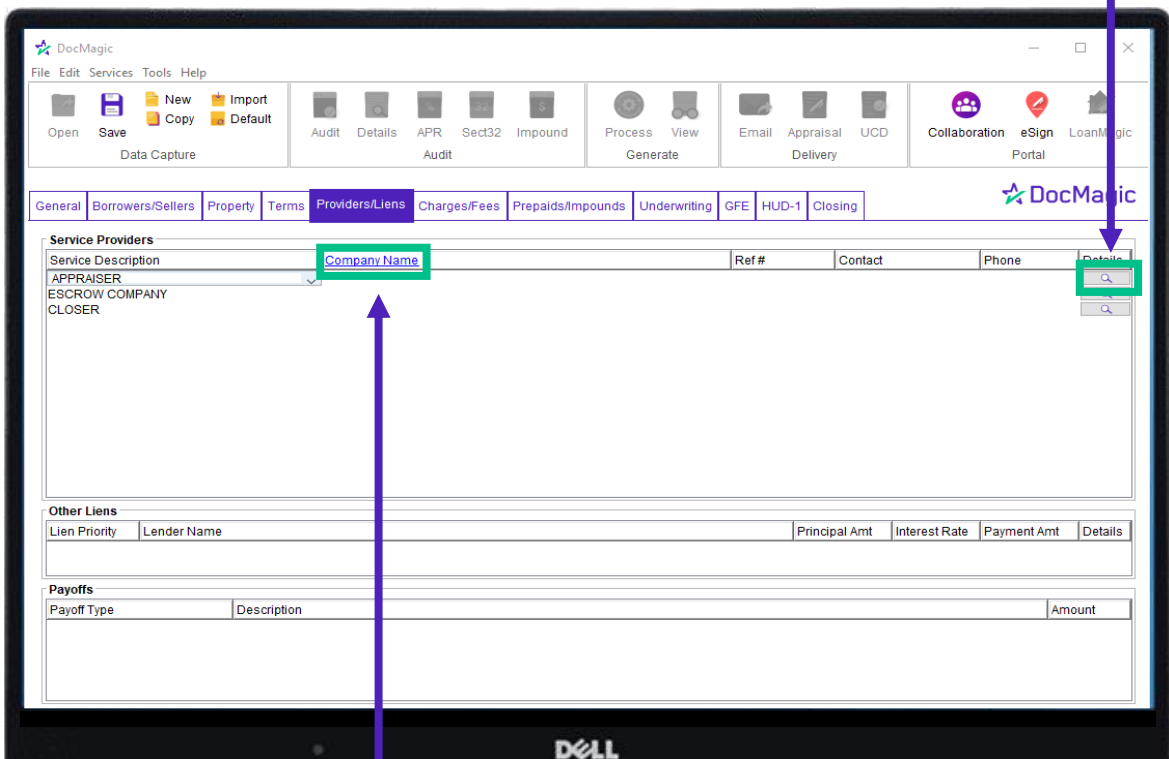
Hit "Ok" at the bottom when finished.



DMO – Adding Service Providers

Service Provider Details

Your service descriptions will be listed as shown below. You may fill in the remaining fields by clicking the blank spaces and entering text or selecting the magnifying glass icon to add more complete information.



You may also select Company Name to open a new window and organize your service providers for future use.



DMO – Adding Service Providers

Service Provider Details

In the window that appears, enter all information for the service providers and be thorough as possible. You will need to use the service type dropdown box to select the service type for the provider you are adding.

DocMagic

File Edit Services Tools Help

Open Save New Import Copy Default Audit Details APR Sect32 Impound Process View Email Appraisal UCD Collaboration eSign LoanMagic

Organize Service Providers

General

Service Provider

Company Name: TEST APPRAISER

Street: 9118 MADISON AVENUE

City: MONTEBELLO State: CALIFORNIA ZIP: 90640

Service Type: APPRAISER

Relation Code: No relation code selected.

License # NMLS # Add'l Licensing...

Representative Name	Phone	Email	Fax	License #	NMLS #
ANDY APPRAISER	(800) 649-1362	andy@appraiser.com	(800) 564-1362	8749	

Other Liens

Lien Priority

Payoffs

Payoff Type	Description	Amount
-------------	-------------	--------

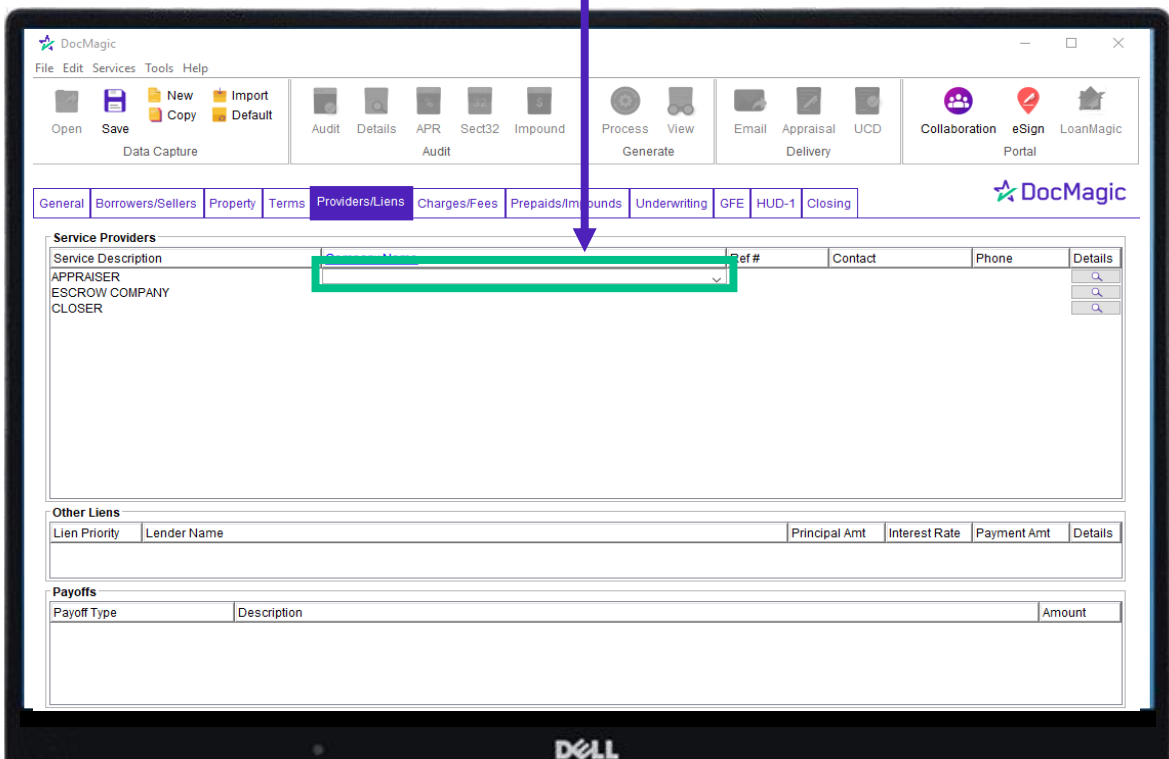
Press the floppy disk icon at the top to save your entry to your DocMagic database for future use.



DMO – Adding Service Providers

Selecting Your Service Providers

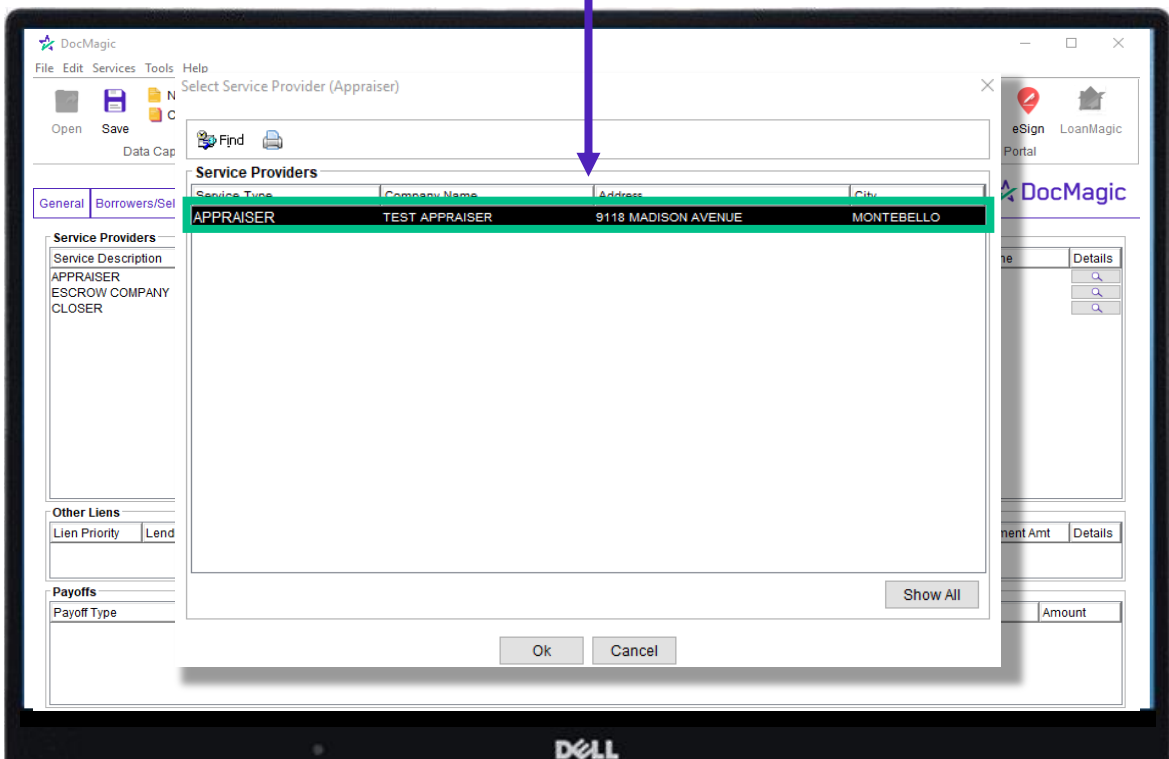
Select the service provider you just added by clicking the white area beneath Company Name to open another window.



DMO – Adding Service Providers

Selecting Your Service Providers

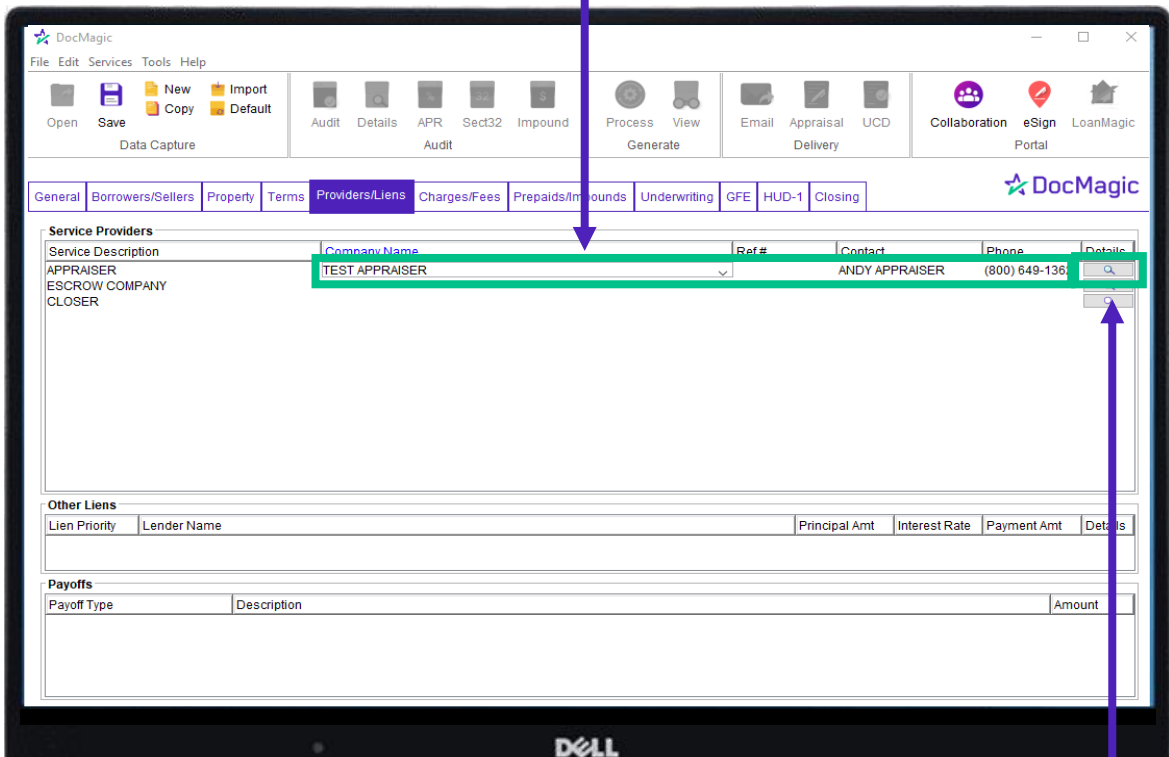
In the window that appears, click on the service provider you created then click the OK button.



DMO – Adding Service Providers

Service Providers Details

Your service provider details will show here.



Click the magnifying glass icon to review and edit the information for each service provider.



DMO – Adding Service Providers

Service Providers Details

Click the OK button to close the Details window.

DocMagic
File Edit Services Tools
Details - Test Appraiser

Open Save Data C

General Borrowers/S

Service Providers

Service Description
APPRAISER
ESCROW COMPAN
CLOSER

Other Liens

Lien Priority Le

Payoffs

Payoff Type

Company Name TEST APPRAISER

Street 9118 MADISON AVENUE

City MONTEBELLO State CALIFORNIA Zip 90640

Relation Code No relation code selected.

License # NMLS #

Contact Name ANDY APPRAISER

Contact Email andy@appraiser.com

Phone (800) 649-1362 Fax (800) 564-1362

License # 8749 NMLS #

Provided Service

Service Type	Description	Est. Fee Amount
--------------	-------------	-----------------

Add to Service Provider database for future use

What is the Service Provider Street?

Ok Cancel

eSign LoanMagic Portal

DocMagic

Details

649-1362

ent Amt Details

Amount

DELL

Repeat the process for all your service providers and your DocMagic workflow will move more efficiently.



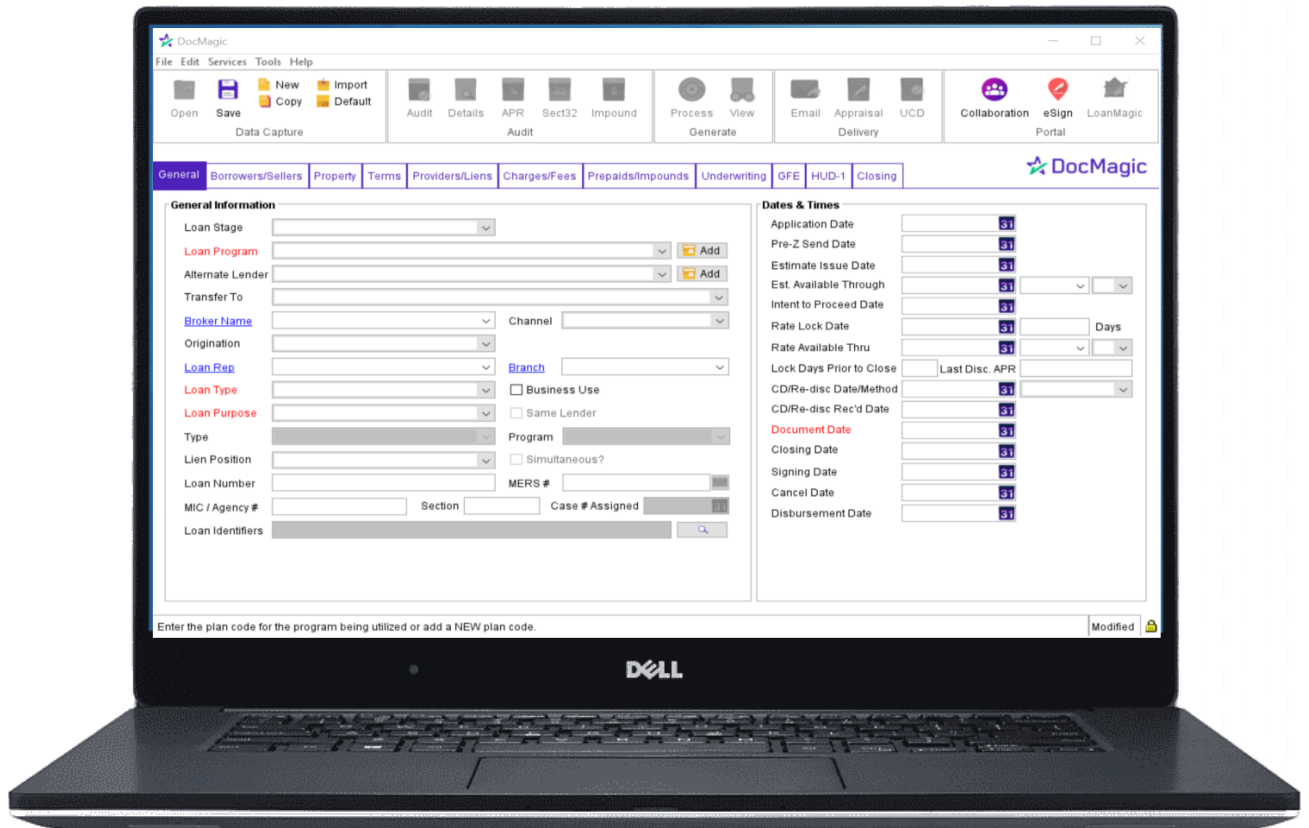


Switching to the new URLA
in DocMagic Online

DMO – Switch to New URLA

Open DocMagic Online

Start by launching DocMagic Online.



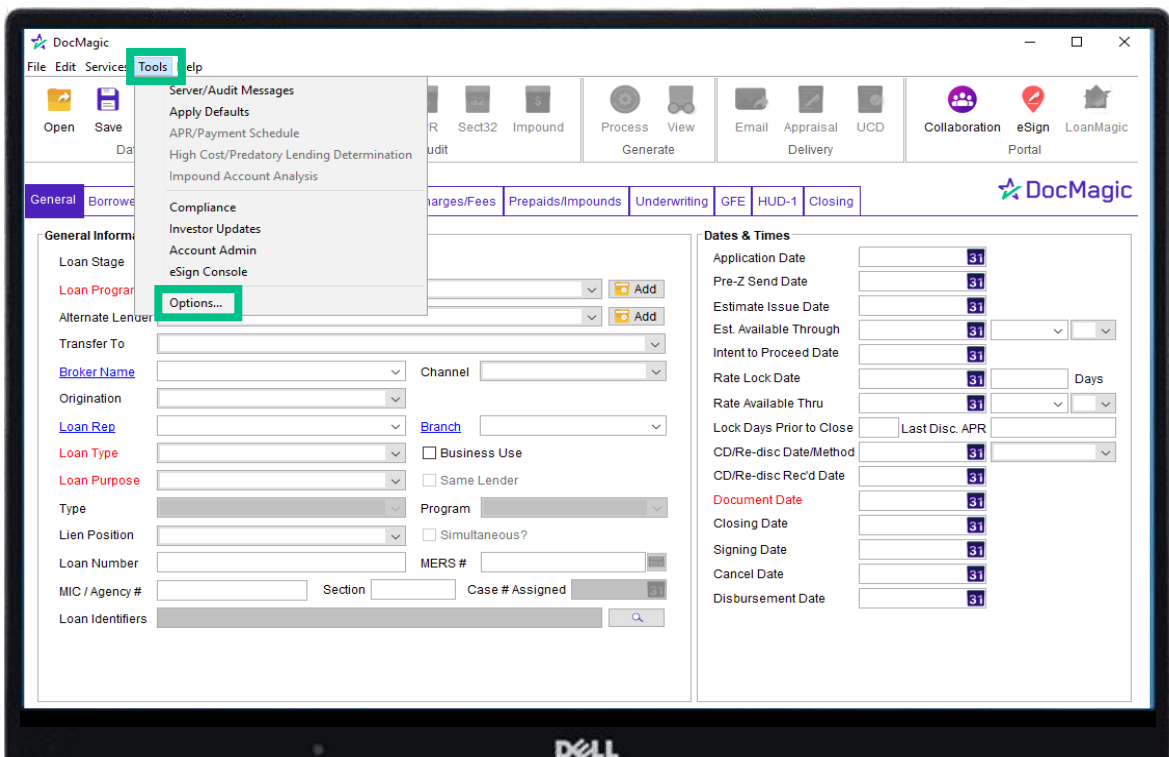
For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Switch to New URLA

Options

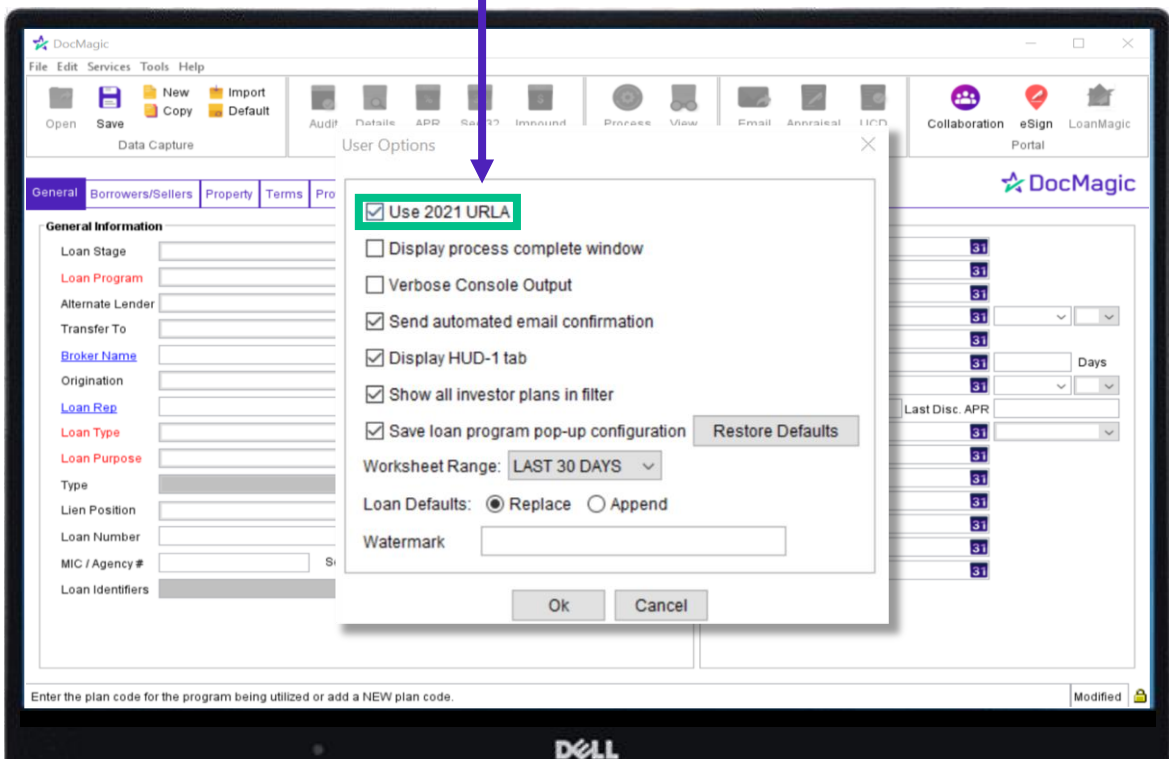
From the Tools drop-down, select Options...



DMO – Switch to New URLA

Use 2021 URLA

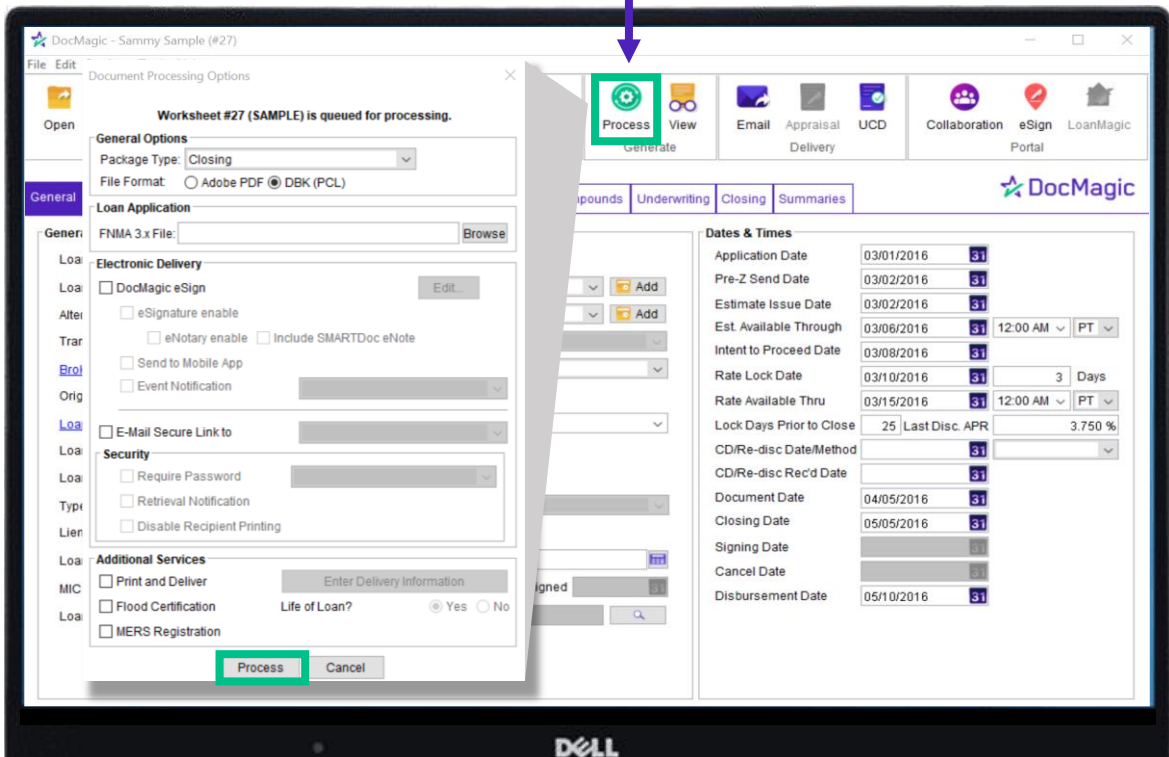
Check the box that reads “Use 2021 URLA”.



DMO – Switch to New URLA

Process Documents

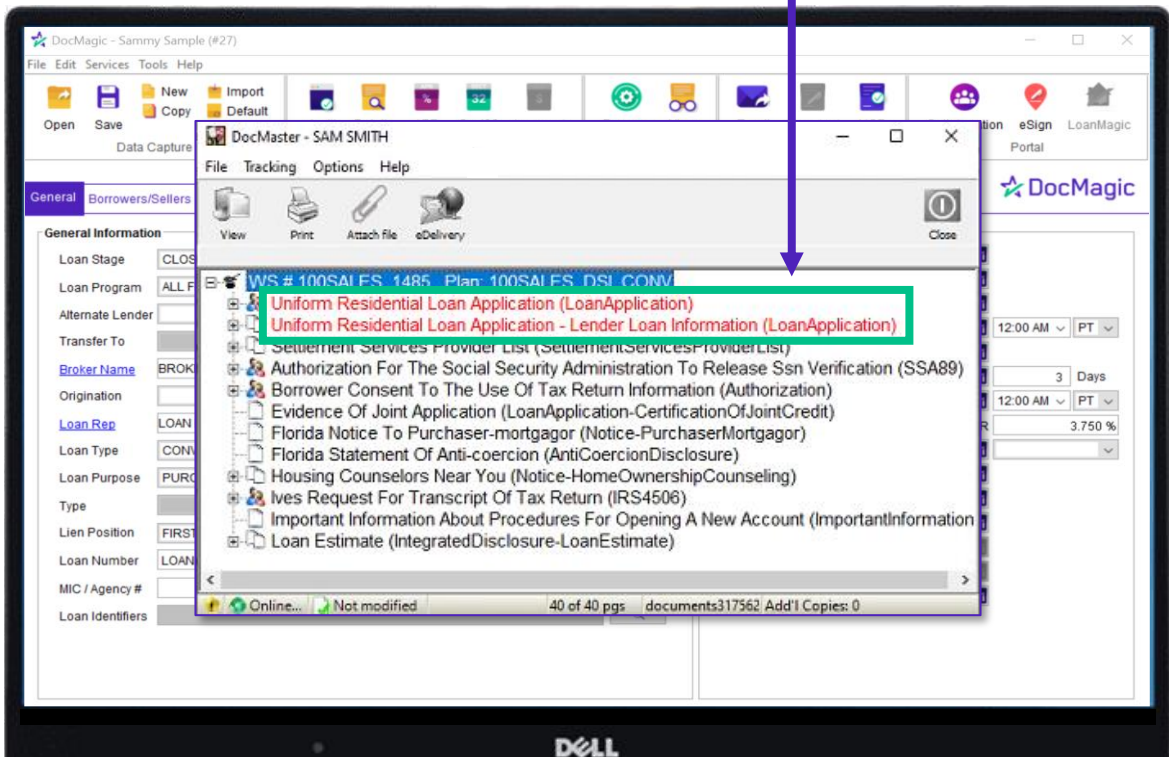
Fill out the worksheet then process the documents.



DMO – Switch to New URLA

New URLA Appears in DocMaster

The new URLA will be listed in the DocMaster document set.



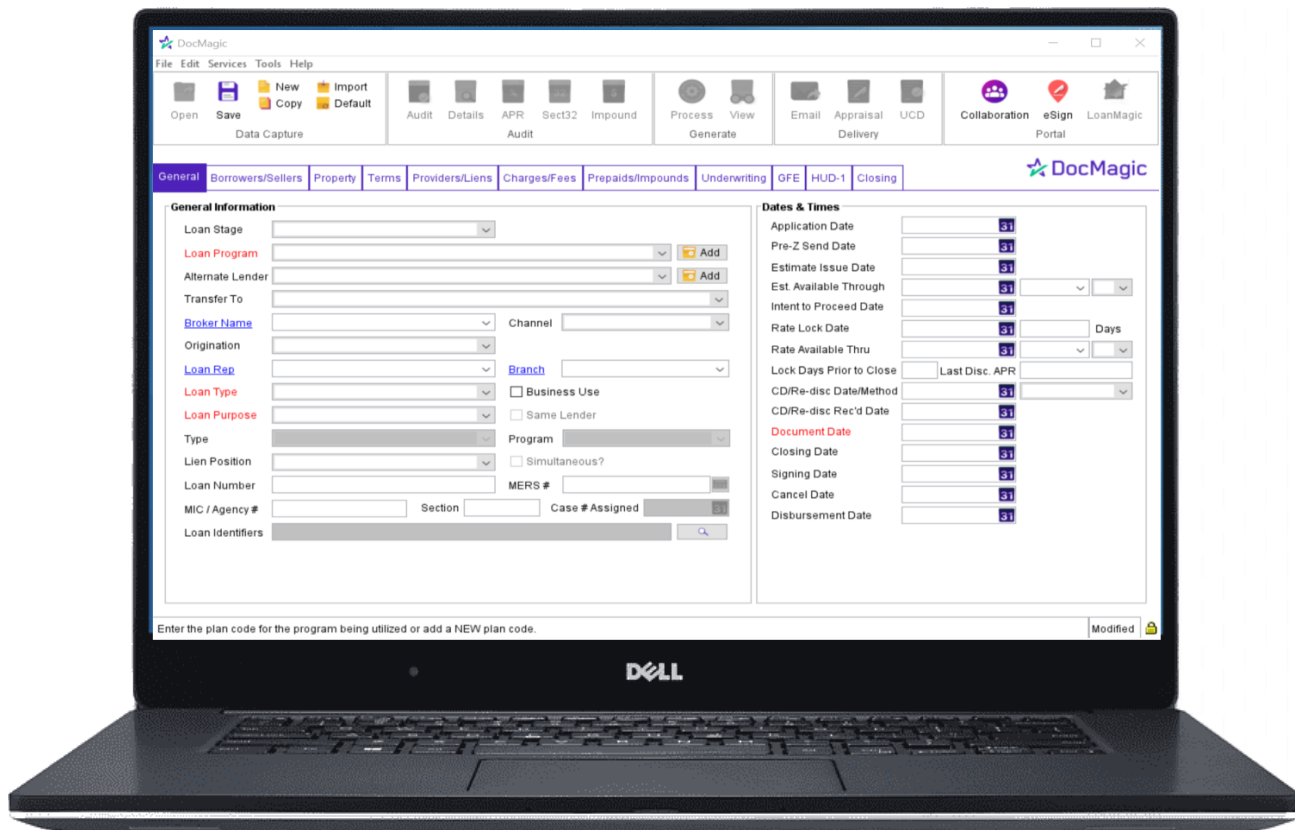


Flood Determination / Certification
in DocMagic Online

DMO – Flood Certification

Open DocMagic Online

Start by launching DocMagic Online.



For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Flood Certification

Process Documents

Select "Disclosure" for the Loan Stage.

The screenshot shows the DocMagic software interface. The 'Process' button in the top toolbar is highlighted with a green box. A blue arrow points from the 'Process' button to the 'Loan Stage' dropdown menu in the 'General Information' section, which is also highlighted with a green box and contains the text 'DISCLOSURE'. Another blue arrow points from the 'Process' button to the 'Process' button in the top toolbar.

General Information	
Loan Stage	DISCLOSURE
Loan Program	ALL FIXED LOANS (DSL_CONV)
Alternate Lender	
Transfer To	
Broker Name	BROKER NAME
Channel	
Origination	
Loan Rep	LOAN REP
Branch	BRANCH
Loan Type	CONVENTIONAL
Loan Purpose	PURCHASE
Type	
Lien Position	FIRST
Loan Number	LOANNUMBER
MERS #	
MIC / Agency #	
Section	
Case # Assigned	
Loan Identifiers	

Dates & Times	
Application Date	03/01/2016
Pre-Z Send Date	03/02/2016
Estimate Issue Date	03/02/2016
Est. Available Through	03/06/2016 12:00 AM PT
Intent to Proceed Date	03/08/2016
Rate Lock Date	03/10/2016 3 Days
Rate Available Thru	03/15/2016 12:00 AM PT
Lock Days Prior to Close	25 Last Disc. APR 3.750 %
CD/Re-disc Date/Method	
CD/Re-disc Rec'd Date	
Document Date	04/05/2016
Closing Date	05/05/2016
Signing Date	
Cancel Date	
Disbursement Date	05/10/2016

Fill out the worksheet then process the documents.



DMO – Flood Certification

Process Documents

Select Flood Certification for the Package Type and DBK(PCL) for File Format.

DocMagic - Sammy Sample (#27)

File Edit Services Tools Help

Open Save New Import Copy Default Audit

Data Capture

General Borrowers/Sellers Property Terms Prov

General Information

Loan Stage: CLOSING

Loan Program: ALL FIXED LOANS (DSL_CONV)

Alternate Lender:

Transfer To:

Broker Name: BROKER NAME

Origination:

Loan Rep: LOAN REP

Loan Type: CONVENTIONAL

Loan Purpose: PURCHASE

Type:

Lien Position: FIRST

Loan Number: LOANNUMBER

MIC / Agency #:

Loan Identifiers:

Document Processing Options

Worksheet #27 (SAMPLE) is queued for processing.

General Options

Package Type: Flood Certification

File Format: Adobe PDF DBK (PCL)

Loan Application

FNMA 3.x File: Browse

Electronic Delivery

DocMagic eSign

eSignature enable

eNotary enable Include SMARTDoc eNote

Send to Mobile App

Event Notification

E-Mail Secure Link to

Security

Require Password

Retrieval Notification

Disable Recipient Printing

Additional Services

Print and Deliver

Flood Certification Life of Loan? Yes No

MERS Registration

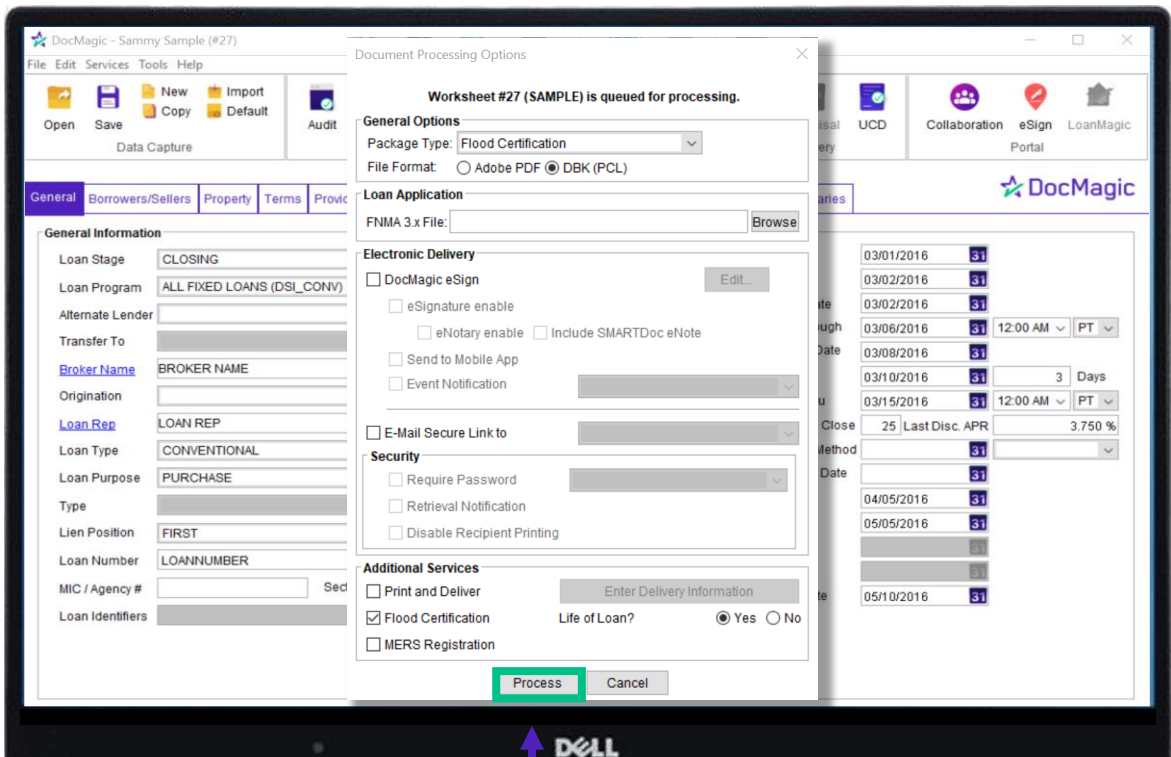
Process Cancel

Make sure the Flood Certification box is checked and that Life of Loan is indicated as Yes.



DMO – Flood Certification

Process Documents



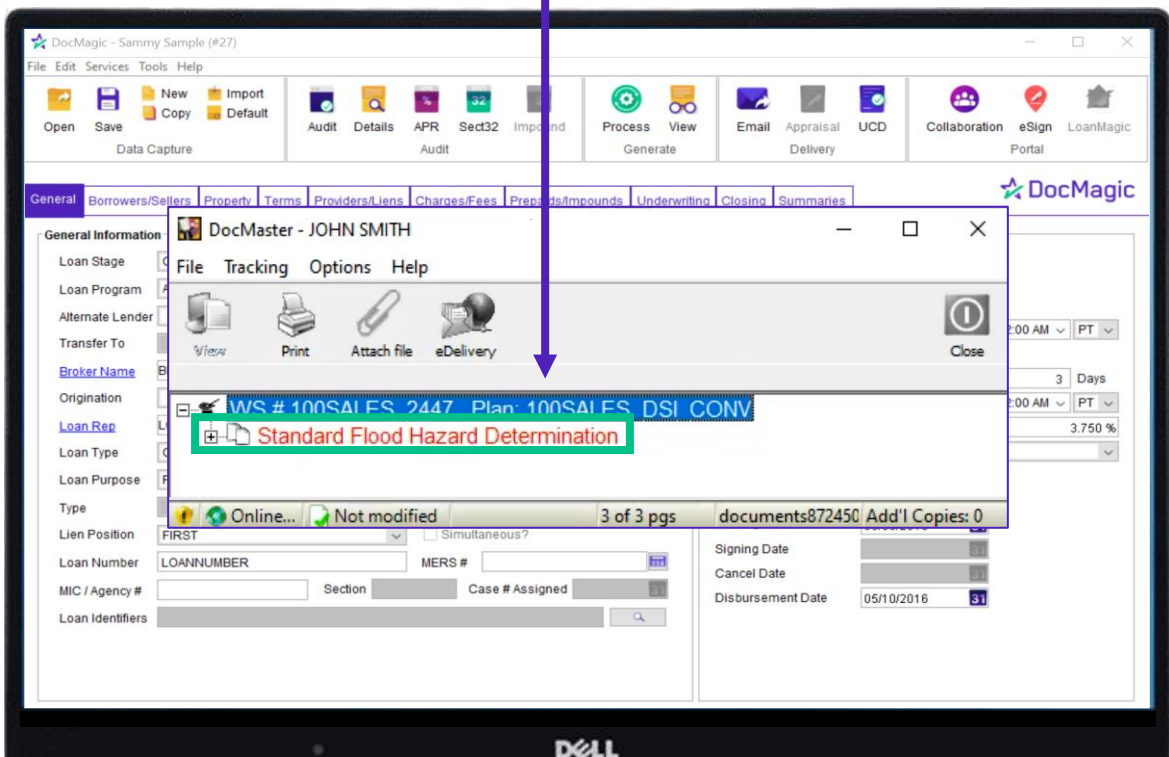
Hit Process.



DMO – Flood Certification

Retrieve Flood Certification Document

The Standard Flood Hazard Determination Document will show up in DocMaster. Click on the document to view it.



For instructions on how to download and launch DocMaster, please visit our product training page:

<https://www.docmagic.com/product-training>



DMO – Flood Certification

Flood Zone Code

The Flood Zone Determination Code can be found here.

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency		OMB Control No. 1660-0040 Expires: 10/31/18	
STANDARD FLOOD HAZARD DETERMINATION FORM (SFHDF)			
SECTION I - LOAN INFORMATION			
1. LENDER/SERVICER NAME AND ADDRESS		2. COLLATERAL DESCRIPTION (Building/Mobile Home/Property) (See Instructions for more information)	
3. LENDER/SERVICER ID #	4. LOAN IDENTIFIER	5. AMOUNT OF FLOOD INSURANCE REQUIRED	
SECTION II			
A. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMMUNITY JURISDICTION			
1. NFIP Community Name	2. County(ies)	3. State	4. NFIP Community Number
B. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) DATA AFFECTING BUILDING/MOBILE HOME			
1. NFIP Map Number or Community-Panel Number (Community name, if not the same as "A")	2. NFIP Map Panel Effective/ Revised Date	3. Is there a Letter of Map Change (LOMC)? <input type="checkbox"/> NO <input type="checkbox"/> YES (If yes, and LOMC date/no. is available, enter date and case no. below). Date Case No.	
4. Flood Zone	5. No NFIP Map		

For demonstrative purposes, this document has been left blank.



DMO – Flood Certification

Enter The Code

Find and select the code in the Flood Zone in the Property Tab.

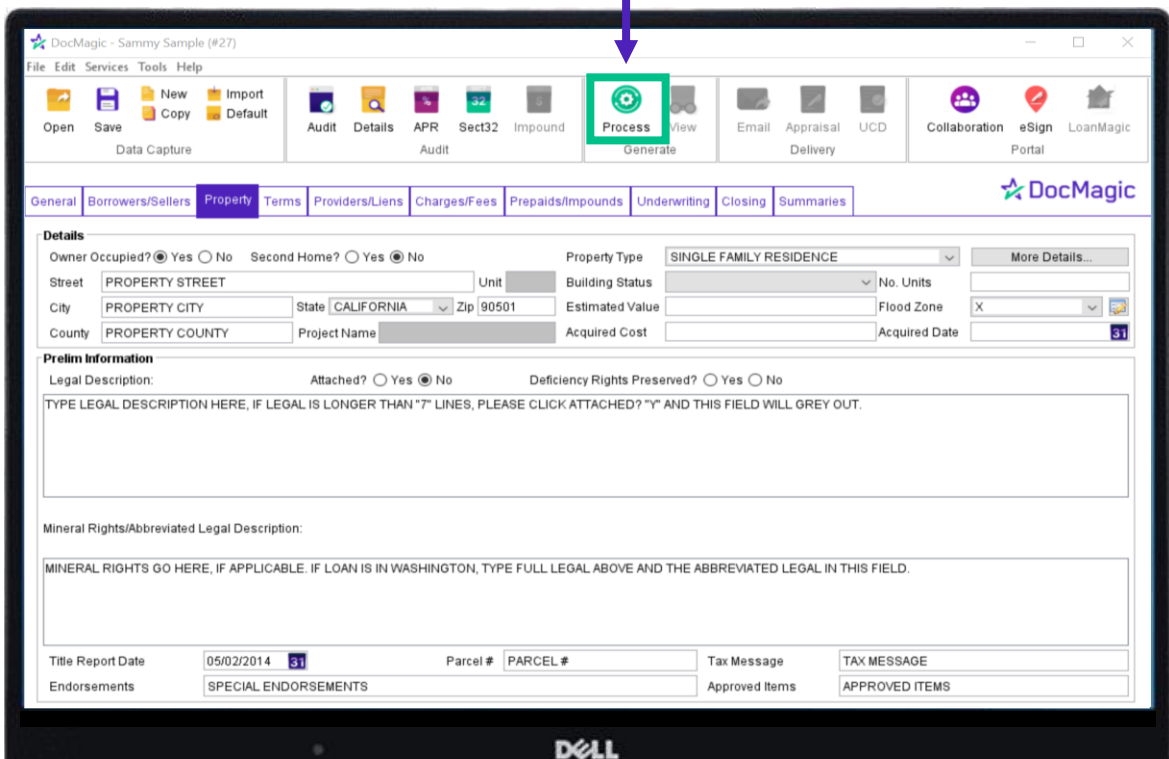
The screenshot displays the DocMagic software interface for a document titled "Sammy Sample (#27)". The interface includes a menu bar (File, Edit, Services, Tools, Help) and a toolbar with various icons for actions like Open, Save, Copy, Import, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic. Below the toolbar is a tabbed interface with the following tabs: General, Borrowers/Sellers, Property (highlighted in green), Terms, Providers/Liens, Charges/Fees, Prepays/Impounds, Underwriting, Closing, and Summaries. The "Property" tab is active, showing a "Details" section with the following fields: Owner Occupied? (Yes/No), Second Home? (Yes/No), Property Type (SINGLE FAMILY RESIDENCE), Street (PROPERTY STREET), Unit, Building Status, No. Units, City (PROPERTY CITY), State (CALIFORNIA), Zip (90501), Estimated Value, Flood Zone (dropdown menu), County (PROPERTY COUNTY), Project Name, Acquired Cost, and Acquired Date. The Flood Zone dropdown menu is open, showing a list of options: A, A1-A30, A1, A2, A3, A4, and A5. A green box highlights the dropdown menu, and a blue arrow points from the text box above to the dropdown. Below the details section is a "Prelim Information" section with fields for Legal Description, Attached? (Yes/No), and Deficiency Rights Preserved? (Yes/No). At the bottom of the form, there are fields for Title Report Date (05/02/2014), Parcel # (PARCEL #), Tax Message (TAX MESSAGE), Endorsements (SPECIAL ENDORSEMENTS), and Approved Items (APPROVED ITEMS). The Dell logo is visible at the bottom center of the screen.



DMO – Flood Certification

Process Again

Click Process again to send your documents with the Flood Determination selected.





Calculating Cash to Close

The Four Cash-to-Close Tables

Calculating Cash to Close

Total Closing Costs (J)	\$8,054
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$18,000
Deposit	– \$10,000
Funds for Borrower	\$0
Seller Credits	\$0
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$16,054

1. Standard LE
2. Standard CD

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	\$8,054.00	\$9,712.10	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	– \$29.80	YES • You paid these Closing Costs before closing
Closing Costs Financed (Paid from your Loan Amount)	\$0	\$0	NO
Down Payment/Funds from Borrower	\$18,000.00	\$18,000.00	NO
Deposit	– \$10,000.00	– \$10,000.00	NO
Funds for Borrower	\$0	\$0	NO
Seller Credits	\$0	– \$2,500.00	YES • See Seller Credits in Section L
Adjustments and Other Credits	\$0	– \$1,035.04	YES • See details in Sections K and L
Cash to Close	\$16,054.00	\$14,147.26	

Calculating Cash to Close

Loan Amount	\$150,000
Total Closing Costs (J)	– \$5,099
Estimated Total Payoffs and Payments	– \$120,000
Estimated Cash to Close <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	\$24,901

Estimated Closing Costs Financed (Paid from your Loan Amount)	\$5,099
---	---------

3. Alternate LE
4. Alternate CD

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Loan Amount	\$150,000.00	\$150,000.00	NO
Total Closing Costs (J)	– \$5,099.00	– \$5,757.57	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	\$435.00	YES • You paid these Closing Costs before closing
Total Payoffs and Payments (K)	– \$120,000.00	– \$115,000.00	YES • See Payoffs and Payments (K)
Cash to Close	\$24,901.00	\$29,677.43	
<input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	<input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower		Closing Costs Financed (Paid from your Loan Amount) \$5,322.57



1. Standard Loan Estimate

Calculating Cash to Close

Total Closing Costs (J)	\$8,054
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$18,000
Deposit	– \$10,000
Funds for Borrower	\$0
Seller Credits	\$0
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$16,054

1. Total Closing Costs (J): Covers all Borrower-Responsible charges.
2. Closing Costs Financed: Calculated by subtracting all payments to third parties from the Total Loan Amount.
3. Down Payment/Funds from Borrower: Calculated by subtracting the Total Loan Amount from the Sale Price of Property – use for Purchase Transactions.
4. Deposit: The amount entered as a deposit in DMO's Underwriting tab.
5. Funds for Borrower: Calculated by subtracting the Total Loan Amount from all existing debt being satisfied in the transaction - use for non-Purchase Transactions.
6. Seller Credits: The amount of all seller credits, specific and general
7. Adjustments and Other Credits: Calculated by subtracting the combined values of L03, L04, L06:L17 from the combined values of K02, K04, K05:K15 found in the Summaries tab of DMO.



2. Standard Closing Disclosure

Calculating Cash to Close		Use this table to see what has changed from your Loan Estimate.	
	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	\$8,054.00	\$9,712.10	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	– \$29.80	YES • You paid these Closing Costs before closing
Closing Costs Financed (Paid from your Loan Amount)	\$0	\$0	NO
Down Payment/Funds from Borrower	\$18,000.00	\$18,000.00	NO
Deposit	– \$10,000.00	– \$10,000.00	NO
Funds for Borrower	\$0	\$0	NO
Seller Credits	\$0	– \$2,500.00	YES • See Seller Credits in Section L
Adjustments and Other Credits	\$0	– \$1,035.04	YES • See details in Sections K and L
Cash to Close	\$16,054.00	\$14,147.26	

1. Total Closing Costs (J): All borrower-paid closing costs., including POC amounts, reduced by general lender credits
2. Closing Costs Paid Before Closing: Copies over from Borrower-Paid Before Closing under Total Closing Costs (Borrower-Paid) on page 2
3. Closing Costs Financed: Calculated by subtracting all payments to third parties from the Total Loan Amount
4. Down Payment/Funds From Borrower: Same as LE - subtract Total Loan Amount from Sale Price of Property (purchase transactions)
5. Deposit: The amount entered as a deposit in DMO's Underwriting tab
6. Funds for Borrower: Same as LE – subtract Total Loan Amount from debt being satisfied by the transaction (non-purchase transactions)
7. Seller Credits: Includes ONLY general seller credits unlike LE and MUST match the amount show in L05 of the DMO Underwriting Tab
8. Adjustments and Other Credits: Same as LE - Subtract the combined values of L03, L04, L06:L17 from the combined values of K02, K04, K05:K15 found in the Summaries tab of DMO.



3. Alternate Loan Estimate

Calculating Cash to Close

Loan Amount	\$150,000
Total Closing Costs (J)	– \$5,099
Estimated Total Payoffs and Payments	– \$120,000
Estimated Cash to Close <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	\$24,901
<hr/>	
Estimated Closing Costs Financed (Paid from your Loan Amount)	\$5,099

1. Loan Amount: Total Loan Amount – as shown in DMO’s Terms tab
2. Total Closing Costs (J): Amount reflects closing costs reduced by lender credits, both general and specific, disclosed as a negative amount
3. Estimated Total Payoffs and Payments: Total of all amounts entered as a payoff, disclosed as a negative amount
4. Estimated Closing Costs Financed: Calculated in the same way as the standard forms – subtracting all payments to third parties from the Total Loan Amount – but in the Alternate Form the amount is simply disclosed and does NOT affect the Cash to Close total



4. Alternate Closing Disclosure

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Loan Amount	\$150,000.00	\$150,000.00	NO
Total Closing Costs (J)	– \$5,099.00	– \$5,757.57	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	\$435.00	YES • You paid these Closing Costs before closing
Total Payoffs and Payments (K)	– \$120,000.00	– \$115,000.00	YES • See Payoffs and Payments (K)
Cash to Close	\$24,901.00 <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	\$29,677.43 <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	Closing Costs Financed (Paid from your Loan Amount) \$5,322.57

1. Loan Amount: Total Loan Amount – as shown in DMO’s Terms tab
2. Total Closing Costs (J): Amount reflects closing costs reduced by lender credits, both general and specific, disclosed as a negative amount
3. Closing Costs Paid Before Closing: Copies over from Borrower-Paid Before Closing under Total Closing Costs (Borrower-Paid) on page 2
4. Total Payoffs and Payments (K): Total of all amounts entered as a payoff, disclosed as a negative
5. Estimated Closing Costs Financed: Calculated in the same way as the standard forms – subtracting all payments to third parties from the Total Loan Amount – but in the Alternate Form the amount is simply disclosed and does NOT affect the Cash to Close total





Construction Loan
Quick Reference Guide

Construction Loans in DMO

Preface

The Construction Tab has been designed specifically to fill out the following federal forms:

- US3734.MSC (Construction Contract)
- US3735.MSC (Construction Loan Agreement)
- US3736.ATN (Addendum To Note)
- US3737.RID (Rider to Security Instrument)

File Edit Services Tools Help

Open Save New Copy Import Audit Details APR Sect32 Impound Process View Email Appraisal UCD Collaboration eSign LoanMagic

Data Capture Audit Generate Delivery Portal

General Borrowers/Sellers Property Construction Terms Providers/Liens Charges/Fees Prepays/Impounds Underwriting Closing Summaries DocMagic

General Information

Loan Stage: CLOSING

Loan Program: ALL FIXED LOANS (DSI_CONV)

Alternate Lender: [Add]

Transfer To: [Add]

Broker Name: [] Channel: RETAIL

Origination: LENDER

Loan Rep: [] Branch: []

Loan Type: CONVENTIONAL Business Use

Loan Purpose: CONSTRUCTION ONLY Same Lender

Type: [] Program: []

Lien Position: FIRST Simultaneous?

Loan Number: 77704071428 MERS #: []

MIC / Agency #: [] Section: [] Case # Assigned: []

Loan Identifiers: []

Dates & Times

Application Date: 11/01/2018

Pre-Z Send Date: []

Estimate Issue Date: []

Est. Available Through: 06/29/2021 1:00 AM PT

Intent to Proceed Date: []

Rate Lock Date: 11/18/2018 30 Days

Rate Available Thru: 12/16/2018 2:00 PM PT

Lock Days Prior to Close: [] Last Disc. APR: []

CD/Re-disc Date/Method: []

CD/Re-disc Rec'd Date: []

Document Date: 06/17/2021

Closing Date: 04/08/2022

Signing Date: []

Cancel Date: []

Disbursement Date: []

The Tab can also fill out some state and other specific forms:

- USNOC.MSC (Multistate Notice of Commencement)
- TXEHA.MSC (Texas Escrow Holdback Agreement)
- TXFBPA.MSC (Texas Final Bills – Paid Affidavit)



Construction Loans in DMO

Construction Loan Purpose

The Construction Tab will not appear unless a valid Loan Purpose is selected.

The screenshot displays the DMO software interface. The 'Construction' tab is highlighted in the top navigation bar. In the 'General Information' section, the 'Loan Purpose' dropdown menu is set to 'CONSTRUCTION ONLY'. The 'Dates & Times' section contains various date and time fields, including Application Date, Pre-Z Send Date, Estimate Issue Date, Est. Available Through, Intent to Proceed Date, Rate Lock Date, Rate Available Thru, Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date, Closing Date, Signing Date, Cancel Date, and Disbursement Date.

Users will need to select Construction Only or Construction to Permanent under the Loan Purpose section.



Construction Loans in DMO

Construction Loan Agreement

The selections covered in the first part of this guide are used to fill out portions of form *US3735.MSC* – Construction Loan Agreement

CONSTRUCTION LOAN AGREEMENT

THIS CONSTRUCTION LOAN AGREEMENT ("Loan Agreement") dated _____, is made by and between:

_____,
("Borrower", "I", "me" or "my"), and

a _____, _____
having a principal place of business at _____
("Lender").

1. ABOUT THIS LOAN AGREEMENT

1.1. Lender's Loan to Me. I have signed a Promissory Note payable to Lender ("Note"). The Note is for the loan by Lender to me in the principal amount of \$ _____ ("Loan"). The purpose of the Loan is:

to purchase the real property described in Exhibit "A" to this Loan Agreement ("Property");

to pay in full any outstanding liens on the Property;

and to pay for labor and materials to complete certain improvements ("Improvements") on the Property ("Work").

"Property" includes the Improvements. I also have executed a Mortgage or Deed of Trust ("Security Instrument") granting Lender a first priority lien on the Property. In this Loan Agreement, "Loan Documents" means the Note, the Security Instrument, and this Loan Agreement. All terms defined in the Note and the Security Instrument have the same meaning in this Loan Agreement.

DELL



Construction Loans in DMO

Construction Loan Purpose

The first box in Section 1.1. of the Construction Loan Agreement will be checked if Purchase is selected for the Construction Loan Purpose in DMO. The second box will be checked for Refinance.

1.1. Lender's Loan to Me. I have signed a Promissory Note payable to Lender ("Note"). The Note is for the loan by Lender to me in the principal amount of \$ _____ ("Loan"). The purpose of the Loan is:

to purchase the real property described in Exhibit "A" to this Loan Agreement ("Property");

to pay in full any outstanding liens on the Property;

and to pay for labor and materials to complete certain improvements ("Improvements") on the Property ("Work").

Options

Construction Loan Purpose	<input type="text" value="Purchase"/>
Loan Products	<input type="text"/>
Financing Option	<input type="text" value="Construction"/>
Closing Type	<input type="text"/>
Land Original Cost Amount	<input type="text"/>
Construction Cost Amount	<input type="text"/>
Interest / Term Months	<input type="text"/> / <input type="text"/>
Contract Date	<input type="text" value="31"/>

Alterations / Improvements

Statement of Work

Improvements Included

Start Date Time

Survey Coverage

Survey Provided To

Survey Approval(s)



Construction Loans in DMO

Improvements Included

If Improvements Included is checked in DocMagic, the second box will be checked in Section 1.1 of the Construction Loan Agreement.

CONSTRUCTION LOAN

THIS CONSTRUCTION LOAN AGREEMENT ("Loan Agreement") is made by and between:

("Borrower", "I", "me" or "my"), and

a

1. ABOUT THIS LOAN AGREEMENT

1.1. Lender's Loan to Me. I have signed a Promissory Note for the loan by Lender to me in the principal amount of \$1,000,000.00 for the purpose of the Loan is:

to purchase the real property described in Exhibit A.

to pay in full any outstanding liens on the Property and to pay for labor and materials to complete the Property ("Work").

"Property" includes the Improvements. I also have signed ("Security Instrument") granting Lender a first priority lien on the Property. "Security Instrument" means the Note, the Security Instrument in the Note and the Security Instrument have the same priority as the Note.

Alterations / Improvements

Statement of Work

Improvements Included

Start Date: 31 Time: 12:00 AM

Survey Coverage: [Dropdown]

Survey Provided To: [Dropdown]

Survey Approval(s): [Dropdown]

Suppliers



Construction Loans in DMO

Inspection of Work Fee

Inspection of Work Fees will print data in Section 2.1.6. of the form, shown below.

I acknowledge that the Construction Contract represents that the Work will be completed on or before _____ ("Completion Date"), subject to modifications in approved Change Orders, but no later than twelve (12) months after the loan closing. Lender will accept the Work as completed when I satisfy all of the conditions in Section 2.8.4.5 of this Loan Agreement.

2.1.6. Inspections. Lender has the right to enter the Property to inspect the Work, without notice to me, during normal business hours, or any other times that Lender arranges with me. I will pay for all inspections performed at the request of Lender or any Government Authority, at the prevailing rate.

Lender inspections are for Lender's benefit only. Lender's inspections create no liability or responsibility to me, Contractor, any Suppliers, or any third parties. Lender is not obligated to inspect the Property or the Work.

2.1.7. I Am Responsible for the Work. I have full and sole responsibility to make sure that the Work complies with the Plans and all Government Regulations. Lender has no liability, obligation or responsibility for the Work. Lender is not liable for any failure to construct,

DELL



Construction Loans in DMO

Inspection of Work Fee

To add an Inspection of Work Fee, start by clicking the magnifying glass next to Construction Fees to bring up the Construction Fees pop-up window.

The screenshot displays a software interface with two main sections: 'Options' on the left and 'Alterations / Improvements' on the right. The 'Options' section includes fields for 'Construction Loan Purpose', 'Loan Products', 'Financing Option', 'Closing Type', 'Land Original Cost Amount', 'Construction Cost Amount', 'Interest / Term Months', 'Contract Date', 'Contract Effective Date', 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees', 'Title Report to be Provided', and 'Title Insurance to be Provided'. The 'Alterations / Improvements' section includes a 'Statement of Work' text area, a checked 'Improvements Included' box, 'Start Date' (31), 'Time' (12:00 AM), and 'Survey Coverage'. A magnifying glass icon next to the 'Construction Fees' field in the 'Options' section is highlighted with a blue arrow. A pop-up window titled 'Construction Fees' is open, showing a table with columns 'Amount' and 'Description' and 'Ok' and 'Cancel' buttons.



Construction Loans in DMO

Inspection of Work Fee

Click anywhere in the blank space below Amount/Description and enter in a value for the fee.

The screenshot shows a software interface with two main sections: **Options** and **Alterations / Improvements**. The **Options** section includes fields for **Construction Loan Purpose**, **Loan Products**, **Financing Option**, **Closing Type**, **Land Original Cost Amount**, **Construction Cost Amount**, **Interest / Term Months**, **Contract Date**, **Contract Effective Date**, **Partial Prepayment Reduct**, **Borrower Receipt of Apprai**, **Appraisal Type**, **Appraiser Chosen By**, **Construction Fees**, **Title Report to be Provided**, and **Title Insurance to be Provided**. The **Alterations / Improvements** section includes a **Statement of Work** field. A **Construction Fees** dialog box is open, displaying a table with the following content:

Amount	Description
\$99.00	

The dialog box also contains the text: "Enter amount of post-consumation construction fees." and buttons for "Ok" and "Cancel". A blue arrow points from the text above to the "Amount" field in the table.



Construction Loans in DMO

Inspection of Work Fee

After entering the amount, press the right arrow or click the blank space under Description to bring up this dropdown menu.

The screenshot shows a software interface with two main sections: 'Options' and 'Alterations / Improvements'. The 'Options' section includes fields for 'Construction Loan Purpose', 'Loan Products', 'Financing Option', 'Closing Type', 'Land Original Cost Amount', 'Construction Cost Amount', 'Interest / Term Months', 'Contract Date', 'Contract Effective Date', 'Partial Prepayment Reduct', 'Borrower Receipt of Apprai', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees', 'Title Report to be Provided', and 'Title Insurance to be Provided'. The 'Alterations / Improvements' section includes a 'Statement of Work' field and a 'Contractor's Liability Policy' field. A 'Construction Fees' dropdown menu is open, showing a table with columns for 'Amount' and 'Description'. The amount '\$99.00' is entered in the 'Amount' column. The 'Description' column is highlighted, and a dropdown menu is open below it, showing the text 'Enter description of post-consumation construction fees.' and 'Ok' and 'Cancel' buttons.

Amount	Description
\$99.00	

Enter description of post-consumation construction fees.

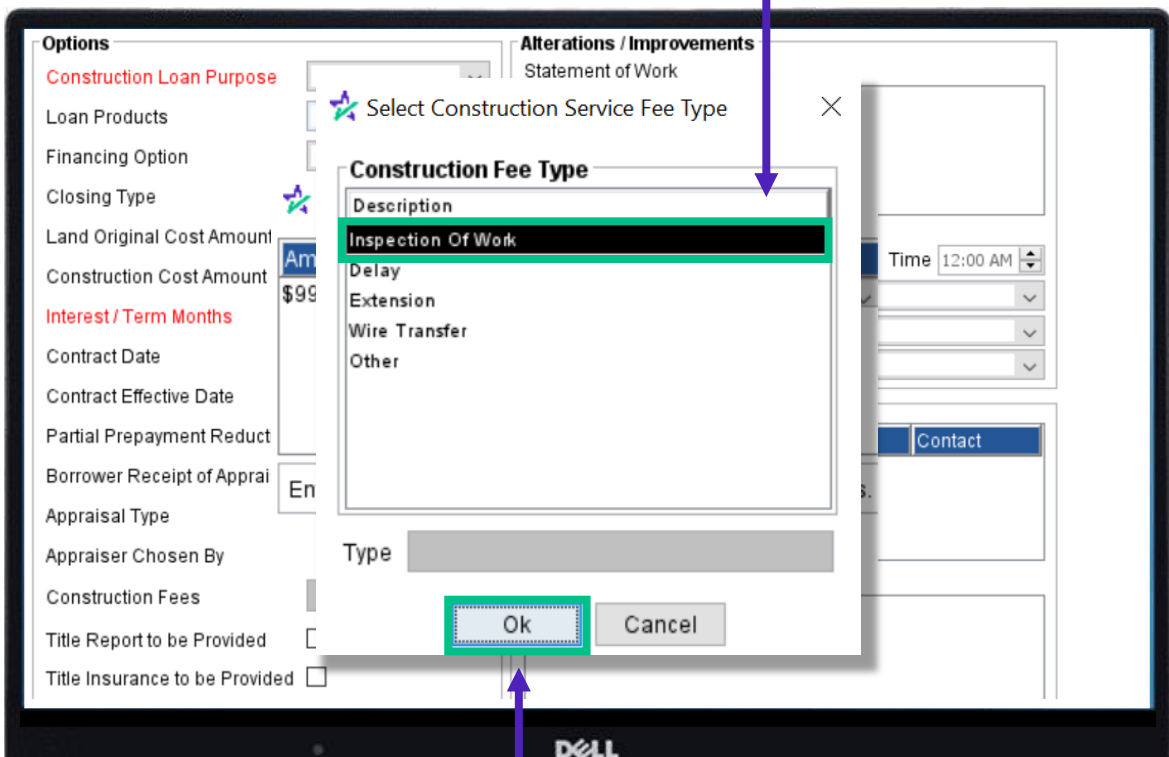
Ok Cancel



Construction Loans in DMO

Inspection of Work Fee

Select Inspection of Work from the window that appears.

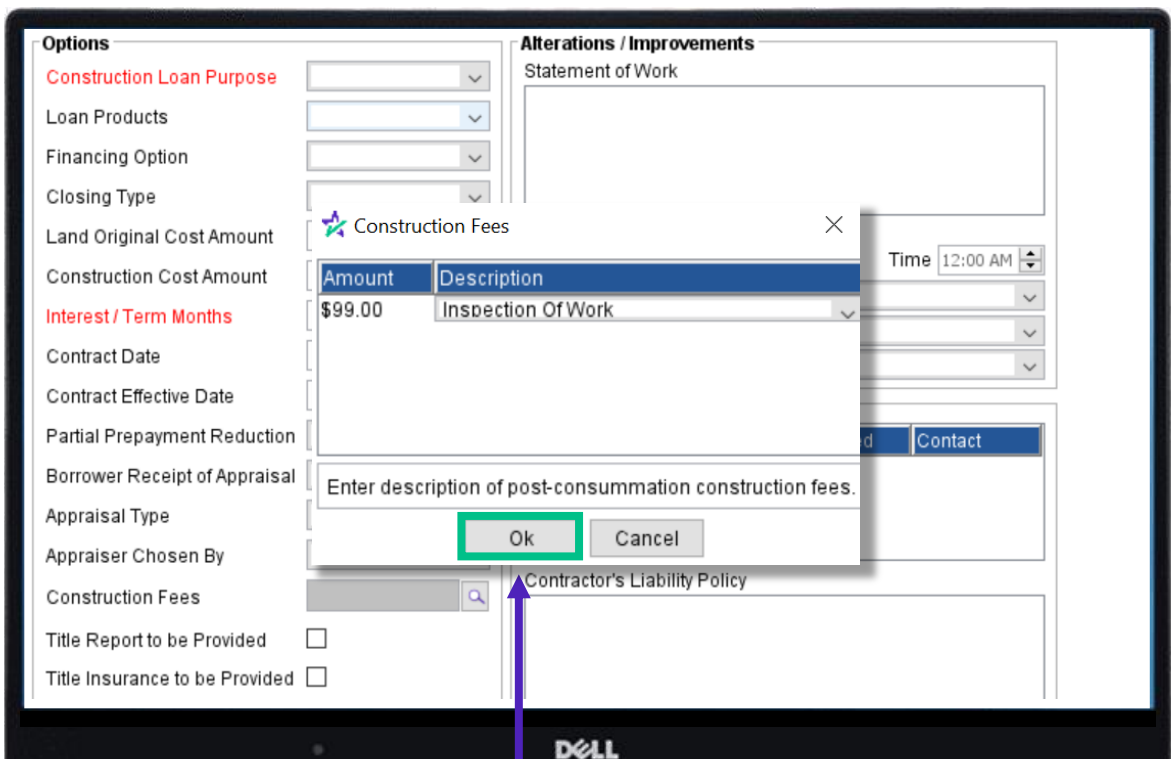


Click Ok.



Construction Loans in DMO

Inspection of Work Fee



Click Ok again.



Construction Loans in DMO

Date Completed

"Date Completed" will populate Section 2.1.5.

2.1.5. Completing the Work. I will cause the Contractor to begin the Work promptly after the loan closing and all permits are in place. I will use my best efforts to ensure the Contractor continues the Work diligently and in a commercially reasonable and workmanlike manner in strict accordance with the Construction Contract and all Government Regulations. The Work will not violate any of the conditions, covenants or restrictions on the Property.

I acknowledge that the Construction Contract represents that the Work will be completed on or before ("Completion Date"), subject to modifications in approved Change Orders, but no later than twelve (12) months after the loan closing. Lender will accept the Work as completed when I satisfy all of the conditions in Section 2.8.4.5 of this Loan Agreement.

Suppliers

Name	Service	Owed	Contact

Contractor's Liability Policy

Completion

Certifications Date Completed

Type	Date	Inspector	Description

Completion Certificate Due

Certificate of Completion Final Inspection Report
 Certificate of Occupancy Final Title Endorsement



Construction Loans in DMO

Financing Option

Financing Option selection will populate data in section 2.3.

The screenshot shows a software interface with a 'Construction' tab selected. The interface includes a navigation bar with tabs: General, Borrowers/Sellers, Property, Construction, Terms, Providers/Liens, Charges/Fees, Prepaids/Impounds, and Ur. Below the navigation bar, there are two main sections: 'Options' and 'Alterations / Improvements'. The 'Options' section contains several dropdown menus: 'Construction Loan Purpose', 'Loan Products', 'Financing Option', 'Closing Type', 'Land Original Cost Amount', and 'Construction Cost Amount'. The 'Financing Option' dropdown menu is currently open, showing three options: 'Improvements', 'Improvements And Property', and 'Not Applicable'. A blue arrow points from the text box above to the 'Financing Option' dropdown menu. The 'Alterations / Improvements' section includes a 'Statement of Work' text area and an 'Improvements Included' section with a date field (set to 31) and a time field (set to 12:00 AM). The Dell logo is visible at the bottom of the screen.



Construction Loans in DMO

Financing Option

If "Improvements" is selected as the Financing Option, section 2.3. will read "Until paid in full, the Loan will be my only financing for the Work".

2.2. **Costs and Expenses.** I will pay all costs and expenses required to satisfy the conditions of this Loan Agreement, including any Change Orders.

2.3. **No Other Financing.** Until paid in full, the Loan will be my only financing for the Property and the Work.

2.4. **Title Insurance.** I will get and keep in force a mortgagee's or lender's policy of title insurance ("Title Policy"). The Title Policy will insure: (i) that the total amount of the lien of Lender's Security Instrument is a valid first priority lien on my interest in the Property; and (ii) that the title to my interest in the Property is free and clear of all defects and encumbrances except those Lender approves in writing.

General Borrowers/Sellers Property **Construction** Terms Providers/Liens Charges/Fees Prepays/Impounds Ur

Options

Construction Loan Purpose [v]
Loan Products [v]
Financing Option [v]
Closing Type [v]
Land Original Cost Amount [v]
Construction Cost Amount [v]

Alterations / Improvements

Statement of Work [v]
Improvements Included [v]

Improvements
Improvements And Property
Not Applicable

31 Time 12:00 AM

DELL

If "Improvements and Property" is selected as the Financing Option, section 2.3. will read "Until paid in full, the Loan will be my only financing for the Property and the Work".



Construction Loans in DMO

Title Report To Be Provided

The data here is used to populate section 2.4. of the form.

2.4. Title Insurance. I will get and keep in force a mortgagee's or lender's policy of title insurance ("Title Policy"). The Title Policy will insure: (i) that the total amount of the lien of Lender's Security Instrument is a valid first priority lien on my interest in the Property; and (ii) that the title to my interest in the Property is free and clear of all defects and encumbrances except those Lender approves in writing.

At or prior to the closing of the Loan, I will provide Lender with the commitment of the issuer of the Title Policy ("Title Company") to issue the Title Policy ("Title Commitment"). When the Work is completed, I will provide Lender with endorsements to the Title Policy insuring Lender to the full amount of the Loan disbursed.

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Title Insurance to be Provided

Name	Service	Owed	Contact
Contractor's Liability Policy			

Check the "Title Report to be Provided" box if the borrower will be getting a title report prepared by a title company. Check the "Title Insurance to be Provided" box if the borrower will be getting a title report prepared by a title company.



Construction Loans in DMO

Survey Provided To

The entry selected for Survey Provided To will populate data in section 2.5. of the form.

Interest / Term Months /

Contract Date 31

Contract Effective Date 31

Partial Prepayment Reduction ▼

Borrower Receipt of Appraisal ▼

Appraisal Type ▼

Appraiser Chosen By ▼

Survey Coverage ▼

Survey Provided To ▼

Survey Approval(s)

Suppliers

Name	Serv
Lender	
Title Company	
Lender And Title Company	

2.5. **Survey.** If Lender requests, I will provide and certify to **Lender and to the Title Company** a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

2.7. **Hazard Insurance.**

DELL



Construction Loans in DMO

Survey Coverage

The entry selected for Survey Coverage will populate data in section 2.5. of the form.

2.5. **Survey.** If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

Land Original Cost Amount	<input type="text"/>	<input checked="" type="checkbox"/> Improvements Included									
Construction Cost Amount	<input type="text"/>	Start Date	<input type="text" value="31"/> Time <input type="text" value="12:00 AM"/>								
Interest / Term Months	<input type="text"/> / <input type="text"/>	Survey Coverage	<input type="text" value="Preliminary"/>								
Contract Date	<input type="text" value="31"/>	Survey Provided To									
Contract Effective Date	<input type="text" value="31"/>	Survey Approval(s)	Preliminary Final Preliminary And Final								
Partial Prepayment Reduction	<input type="text"/>	Suppliers									
Borrower Receipt of Appraisal	<input type="text"/>	<table border="1"><thead><tr><th>Name</th><th>Service</th><th>Owed</th><th>Contact</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Name	Service	Owed	Contact					
Name	Service	Owed	Contact								
Appraisal Type	<input type="text"/>										



Construction Loans in DMO

Survey Approval(s)

The entry selected for Survey Approval(s) will populate data in section 2.5. of the form.

2.5. **Survey.** If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to **Lender and to the Title Company**

2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

Land Original Cost Amount	<input type="text"/>	<input checked="" type="checkbox"/> Improvements Included	
Construction Cost Amount	<input type="text"/>	Start Date	<input type="text" value="31"/> Time <input type="text" value="12:00 AM"/>
Interest / Term Months	<input type="text"/> / <input type="text"/>	Survey Coverage	<input type="text"/>
Contract Date	<input type="text" value="31"/>	Survey Provided To	<input type="text"/>
Contract Effective Date	<input type="text" value="31"/>	Survey Approval(s)	<input type="text" value="Lender And Title Company"/>
Partial Prepayment Reduction	<input type="text"/>	Suppliers	
Borrower Receipt of Appraisal	<input type="text"/>	Name	Lender
Appraisal Type	<input type="text"/>	Service	Lender And Title Company



Construction Loans in DMO

Borrower Receipt of Appraisal

The entry selected for Borrower Receipt of Appraisal will populate data in section 2.6. of the form.

The screenshot shows a software interface with a top navigation bar containing tabs: General, Borrowers/Sellers, Property, Construction (selected), Terms, Providers/Liens, Charges/Fees, Prepaids/Impounds, and Ur. The main content area is divided into several sections:

- Options:** Includes dropdowns for Construction Loan Purpose, Loan Products, Financing Option, and Closing Type. It also has input fields for Land Original Cost Amount and Construction Cost Amount. Under the heading "Interest / Term Months", there are input fields for Contract Date and Contract Effective Date, both showing "31". There is also a dropdown for Partial Prepayment Reduction.
- Alterations / Improvements:** Contains a "Statement of Work" text area, a checked "Improvements Included" box, and input fields for Start Date (31) and Time (12:00 AM). It also has dropdowns for Survey Coverage, Survey Provided To, and Survey Approval(s).
- Suppliers:** A table with columns: Name, Service, Owed, and Contact.
- Borrower Receipt of Appraisal:** A dropdown menu with two options: "Prior To Any Disbursement Of Funds" and "Prior To Final Advance". This dropdown is highlighted with a green box, and a blue arrow points from the text box above to it.
- Appraisal Type:** A dropdown menu.
- Appraiser Chosen By:** A dropdown menu.
- Construction Fees:** An input field with a search icon.
- Contractor's Liability Policy:** A text area.

The Dell logo is visible at the bottom center of the screen.



Construction Loans in DMO

Borrower Receipt of Appraisal

If “Borrower Receipt of Appraisal” is “Prior to Any Disbursement Of Funds”, then the section in the green box below will read “before the Lender disburses any part of the Loan (“Initial Appraisal”)”.

- 2.5. **Survey.** If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a “Survey”). Each Survey must be satisfactory to Lender and to the Title Company.
- 2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.
- 2.7. **Hazard Insurance.**
- 2.7.1. **The Contractor's Insurance.** The Contractor must get and keep in force the following insurance policies (“Contractor's Insurance”): (i) a builder's all risk insurance policy (with a mortgagee's loss payable clause in favor of Lender and with a physical loss form endorsement), without co-insurance, in an amount not less than one hundred percent (100%) of the replacement cost of the Improvements, with the standard conditions; (ii) public liability insurance with limits of liability equal to at least \$500,000 per occurrence; (iii) workers' compensation insurance as required by applicable state law; (iv) automobile liability insurance with limits of liability equal to at least \$300,000 per occurrence for each vehicle that will be used in providing the services hereunder; and (v) other insurance as is appropriate for the Work being performed. The Contractor's Insurance will be in force until I accept the Improvements.

If “Borrower Receipt of Appraisal” is “Prior to Final Advance”, then the section in the green box below will read “before the final advance of the Loan (“Final Appraisal”)”.



Construction Loans in DMO

Appraisal Type

The entry selected for Appraisal Type will populate data in section 2.6. of the form.

Contract Effective Date

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Title Insurance to be Provided

Suppliers			
Name	Service	Owed	Contact

Contractor's Liability Policy

2.5. Survey. If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. Appraisal. Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the **property value estimate method**. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.



Construction Loans in DMO

Appraiser Chosen By

The entry selected for Appraiser Chosen By will populate data in section 2.6. of the form.

Interest / Term Months /

Contract Date 31

Contract Effective Date 31

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

Name	Service	Owed	Contact

Contractor's Liability Policy

Dispute P
Amount

Completi
Certificati
Type

Completi

2.5. **Survey.** If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

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Construction Loans in DMO

Disbursement Method

The entry selected for Disbursement Method will populate data in section 2.8.1. of the form.

Alterations / Improvements
Statement of Work
 Improvements Included
Start Date: 31 Time: 12:00 AM
Survey Coverage:
Survey Provided To:
Survey Approval(s):

Payment Procedures
Disbursement Method: **Escrow Account**
Interest Payment:
Pmt Reserve Months: by
Escrow Included:

Advance Request
Advance Percent: for days
Percent within: days; Holdback %
Dispute Period: Failure to Pay %

Amount	Description	Paid Item
--------	-------------	-----------

The Loan.

2.8.1. Administration. Lender will disburse the Loan proceeds ("Loan Proceeds"); on the date the Loan closes ("Closing Date"), in escrow, to a federally insured interest bearing account ("Escrow Account" or "Account"), to be disbursed by Lender, or Lender's escrow agent in accordance with this Loan Agreement, unless prohibited by applicable law.

2.8.2. Use of the Loan Funds.

If the Disbursement Method is "Escrow Amount", then the section in green below will read as pictured.



Construction Loans in DMO

Disbursement Method

If the Disbursement Method is "Advance Request", then the section in green will read "on the Closing Date, to me in the form of one or more checks, payable jointly to me and Contractor or one or more Suppliers".

2.7.2. My Insurance. I will get and keep in force a standard hazard insurance policy as required by the Security Instrument. This insurance will be effective when the Contractor's Insurance terminates.

The Loan.

2.8.1. Administration. Lender will disburse the Loan proceeds ("Loan Proceeds"):
on the date the Loan closes ("Closing Date"), in escrow, to a federally insured interest bearing account ("Escrow Account" or "Account"), to be disbursed by Lender, or Lender's escrow agent in accordance with this Loan Agreement, unless prohibited by applicable law.

2.8.2. Use of the Loan Funds.

2.8.2.1. Disbursements. "Disbursement" means Lender's disbursement of any part of the Loan under this Loan Agreement, or my endorsement and delivery of any Loan Proceeds check to Contractor or a Supplier.

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If the Disbursement Method is "Direct", then the section in green will read "directly to me and Contractor, as provided in Section 2.8.4.4 of this Loan Agreement".



Construction Loans in DMO

Partial Prepayment Reduction

The entry selected for Partial Prepayment Reduction will populate data in section 2.8.2.2. of the form.

Partial Prepayment Reduction [dropdown]

Name	Service	Owed	Contact
------	---------	------	---------

Borrower Receipt of Appraisal [dropdown]

Appraisal Type [dropdown]

Appraiser Chosen By [dropdown]

Construction Fees [input]

Title Report to be Provided

Title Insurance to be Provided

Contractor's Liability Policy [input]

2.8.2.2. Loan Commitment Amount. As of the Closing Date, Lender commits to disburse Loan principal in the total amount of the Loan ("Loan Commitment Amount"). After the Closing Date, the Loan Commitment Amount will equal the principal amount of the Loan less the total amount of Disbursements made to date. Any Loan Commitment Amount that remains after all Disbursements have been made will be credited as a **partial prepayment** of the principal amount of the Loan at the time of the final Disbursement.

2.8.2.3. No Changes. Unless Lender agrees in writing first, I will not change the Plans or the Construction Contract, or permit any part of any Disbursement to be paid except as specified in a Request for Disbursement.

Your selection will determine whether the partial prepayment mentioned will reduce the amount of each payment or the total number of monthly payments.



Construction Loans in DMO

Holdback %

Holdback will populate data in section 2.8.4. of the form.

Advance Request

Advance Percent for days

Percent within days; **Holdback %**

Dispute Period Failure to Pay %

Amount	Description	Paid Item

2.8.4. Disbursements; Conditions To Disbursements. Each of the promises I make in this Loan Agreement will be considered made again as of the time (i) Lender, or Lender's escrow agent, receives any request from me and Contractor for a Disbursement ("Request for Disbursement"); or (ii) I endorse any Loan Proceeds check to Contractor or a Supplier. Lender will hold **ten (10%) percent** of each Disbursement for the Work ("Holdback"). Lender will disburse Holdback only as part of the final Disbursement.

2.8.4.1. Plans Approved. I have reviewed the Plans; the Plans are satisfactory and have been approved by all Government Authorities having jurisdiction over the Property and the Work.

The percentage will show up here.



Construction Loans in DMO

Completion of Improvements

Completion of Improvements will populate data in section 2.8.4.5. of the form.

Completion

Certifications Date Completed

Type	Date	Inspector Description
------	------	-----------------------

Completion Certificate Due

Certificate of Completion

Certificate of Occupancy

Before Final Advance

Within Six Months Of Completion

2.8.4.5. Completion of Improvements. The Work will be completed as required by this Loan Agreement.

I acknowledge that **before the final Disbursement** Lender must obtain a certification of completion stating the Work was completed in accordance with the Plans, and the final, unconditional certificate of occupancy issued by the responsible Government Authority, if required by law.

Your selection will show up here.



Construction Loans in DMO

Contract Date

The entry selected for Contract Date will populate on page two of form *US3735EXC.MSC* – “Multistate Construction Loan Agreement – Schedule C – Request for Advance”

Land Original Cost Amount

Construction Cost Amount

Interest / Term Months /

Contract Date

Contract Effective Date

Partial Prepayment Reduction

Improvements Included

Start Date Time

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

Name	Service	Owed	Contact
------	---------	------	---------

Contractor _____

By: Authorized Signature _____

Its: _____
Title

The Contract Date will populate here.



Construction Loans in DMO

Advance Request Amount

The data entered in Advance Request will populate in this section of the form. Click in the blank space to create an entry.

Advance Request

Advance Percent for days

Percent within days; Holdback %

Dispute Period Failure to Pay %

Amount	Description	Paid Item
\$99.00	SAMPLE	<input type="button" value="Q"/>

By signing below Borrower and Contractor request Lender to pay the following payee(s) in the following amount(s):

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

DELL



Construction Loans in DMO

Percent Within ___ Days

The data entered in Percent within will populate Section 6.1 of *US3734.MSC – Multistate Construction Contract*.

Advance Request

Advance Percent for days

Percent within days; Holdback %

Dispute Period Failure to Pay %

Amount	Description	Paid Item
\$0.00		<input type="button" value="🔍"/>

6.1. **Progress Payments.** Contractor will submit to Owner a request for payment in a format agreed to by Owner and Contractor and approved by Lender ("Request for Disbursement") which will cover completed and inspected work

Within ten calendar days after a Request for Disbursement is presented, Owner will notify Contractor if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Contractor will promptly meet to address such concerns. Owner will pay Contractor ninety percent (90%) of the full amount covered by the Request for Disbursement within ten calendar days from the day it was presented while retaining ten percent (10%) thereof ("Holdback") to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Contractor to pay subcontractors or to pay for labor, materials or equipment when due.

The number of days entered for Percent within will be listed here.



Construction Loans in DMO

Contractors Liability Policy

The data entered in "Contractor's Liability Policy" will populate in section 10.1.

Suppliers

Name	Service	Owed	Contact

Contractor's Liability Policy

ARTICLE 10. INSURANCE.

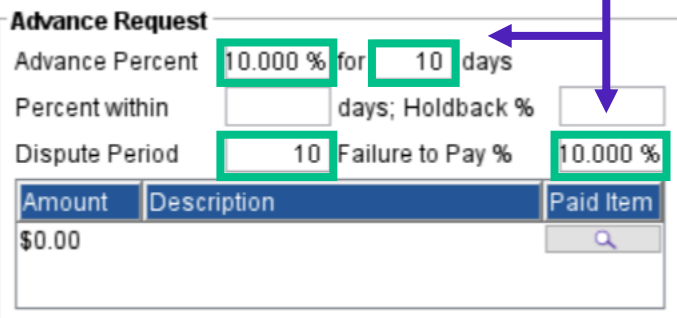
10.1. **Contractor's Insurance.** Contractor will purchase and maintain the following insurance policies:



Construction Loans in DMO

Advance Percent ___ % for ___ Days

The data entered in these four boxes under Advance Request will populate under Section 6.1. of the form.



The screenshot shows a software interface for an 'Advance Request' form. The form has several input fields, some of which are highlighted with green boxes. A blue arrow points from the text box above to the 'Advance Percent' field. Below the form, the corresponding text from Section 6.1 of the contract is shown, with the same values highlighted in green to show how the form data populates the contract text.

Amount	Description	Paid Item
\$0.00		<input type="text"/>

6.1. Progress Payments. Contractor will submit to Owner a request for payment in a format agreed to by Owner and Contractor and approved by Lender ("Request for Disbursement") which will cover completed and inspected work.

Within **ten calendar days** after a Request for Disbursement is presented, Owner will notify Contractor if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Contractor will promptly meet to address such concerns. Owner will pay Contractor **ninety percent (90%)** of the full amount covered by the Request for Disbursement within **ten calendar days** from the day it was presented while retaining **ten percent (10%)** thereof ("Holdback") to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Contractor to pay subcontractors or to pay for labor, materials or equipment when due.



Construction Loans in DMO

Contract Effective Date

The date selected for Contract Effective Date will populate at the end of the document above the signature lines.

Interest / Term Months /

Contract Date 31

Contract Effective Date 31

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

Name	Service	Owed	Contact

IN WITNESS WHEREOF, Owner and Contractor have signed this Contract.

This Contract will be effective on

Owner: _____ Contractor: _____

_____ License No.: _____

_____ By: _____

DELL



Construction Loans in DMO

Statement Of Work

The data entered in Statement of Work will populate on form *USNOC.MSC* – Multistate Notice of Commencement under General Description of Improvement .

Options

Construction Loan Purpose [dropdown]
Loan Products [dropdown]
Financing Option [dropdown]
Closing Type [dropdown]
Land Original Cost Amount [input]
Construction Cost Amount [input]
Interest / Term Months [input] / [input]
Contract Date [input] 31

Alterations / Improvements

Statement of Work [text area]
 Improvements Included
Start Date [input] 31 Time 12:00 AM [dropdown]
Survey Coverage [dropdown]
Survey Provided To [dropdown]
Survey Approval(s) [dropdown]

2. General Description of Improvement: [text area]

3. Contracting Owner Information:

a. Name and address: [text area]



Construction Loans in DMO

Start Date/Time

The date and time entered here will populate on page 2 of form *TXAC.MSC* – Texas Affidavit of Commencement.

Options

Construction Loan Purpose

Loan Products

Financing Option

Closing Type

Land Original Cost Amount

Construction Cost Amount

Interest / Term Months /

Contract Date

Alterations / Improvements

Statement of Work

Improvements Included

Start Date Time

Survey Coverage

Survey Provided To

Survey Approval(s)

4. The name and address of any other original contractor presently known to Owner that is furnishing, or will furnish, labor, service, or materials for the construction of the improvements.

5. Work on the improvements actually commenced on at

6. This affidavit has been jointly made by Owner and Original Contractor personally or by and through an authorized representative of each, the same being the undersigned affiants, and may be recorded by any person with the county clerk of the county in which the Property is located, whereupon it shall be deemed to have been jointly filed by Owner and Original Contractor.

DELL



Construction Loans in DMO

Suppliers

The data entered in the Suppliers section will populate at the bottom of the first page on form *TXFBPA.MSC* – Texas Final Bills – Paid Affidavit.

Suppliers

Name	Service	Owed	Contact
------	---------	------	---------

Contractor's Liability Policy

Completion

Certifications Date Completed

Type	Date	Inspector Description
------	------	-----------------------

Completion Certificate Due

Certificate of Completion Final Inspection Report
 Certificate of Occupancy Final Title Endorsement

The only exceptions to this paragraph are:

<u>Creditor Name</u>	<u>Creditor Address</u> (if known)	<u>Creditor Telephone Number</u> (if known)	<u>Amount Owed</u>
----------------------	---------------------------------------	--	--------------------



Construction Loans in DMO

Extension Fee

Extension Fees, entered in the Construction Fee window, will populate in Section 17 of *TXRCLA.MSC* – Texas Residential Construction Loan Agreement.

The screenshot displays a software interface with a 'Construction Fees' dialog box open. The dialog box contains a table with two columns: 'Amount' and 'Description'. The first row shows '\$0.00' in the 'Amount' column and 'Extension' in the 'Description' column. Below the table is a text input field labeled 'Enter description of post-consummation construction fees.' and two buttons: 'Ok' and 'Cancel'. The background shows a loan agreement document with Section 17, 'Completion of Construction: Extension of Completion Date', which contains a redacted area. The Dell logo is visible at the bottom of the screen.

Amount	Description
\$0.00	Extension

Enter description of post-consummation construction fees.

Ok Cancel

17. Completion of Construction: Extension of Completion Date. All Improvements contemplated herein shall be completed on or before (the "Completion Date"). Borrower and Contractor understand that Lender cannot sell the Loan on the secondary market until the Improvements are complete and any delay will result in a monetary loss to Lender. Therefore, Borrower agrees to pay Lender as an extension fee an additional amount equal to [REDACTED] of the original Note amount if the construction is not completed prior to the expiration of the Completion Date. Borrower agrees to pay any lock extension fee incurred as a direct result of non-timely completion of Construction. Construction shall be deemed completed for these purposes when, in its sole and absolute discretion, Lender or Lender's designated agent approves a final inspection. At the time of completion Borrower or Contractor, where applicable, shall furnish to Lender, at Borrower's or Contractor's sole cost and expense, the following if and when required by Lender:

For instructions on how to enter Construction Fees, refer to pages 7 – 11 of this guide.



Construction Loans in DMO

Delay Fee

Delay Fees, entered in the Construction Fee window, will populate on Item 9 of *TXEHA.MSC* – Texas Escrow Holdback Agreement.

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Title Insurance to be Provided

Construction Fees

Amount	Description
\$0.00	Delay

Enter description of post-consummation construction fees.

Ok Cancel

Borrower and/or Provider of Funds recognize that Lender will suffer financial loss if the Improvements are not completed on or before the Completion Date. Accordingly, Borrower and/or Provider of Funds agree that a charge of \$ per day will be made for each calendar day that the Improvements have not been satisfactorily completed up to a period of sixty (60) days after the Completion Date. In such Event, Lender may apply such funds out of the Escrow Funds to the delay fee, prior to any other amounts being paid.

The time periods stated in Paragraph 4 do not constitute any extension or waiver of any fees due Lender.

10. All communications and notices hereunder shall be delivered to the party to receive the same at the following addresses and shall be deemed to have been given to the intended recipient therefor five (5) days after being deposited into the United States Mail, postage prepaid, certified return receipt requested, addressed to the intended recipient:

For instructions on how to enter Construction Fees, refer to pages 7 – 11 of this guide.





How to Avoid Getting Charged
Multiple Times For The Same
Loan Package

Preventing Duplicate Charges

Introduction

If you're getting charged more than once per package, you are likely processing the same package multiple times. The following pages contain tips to help you avoid duplicate charges.

The screenshot displays the DocMagic software interface. The top menu bar includes 'File', 'Edit', 'Services', 'Tools', and 'Help'. Below the menu is a toolbar with icons for 'Open', 'Save', 'New', 'Copy', 'Import', 'Default', 'Audit', 'Details', 'APR', 'Sect32', 'Impound', 'Process', 'View', 'Email', 'Appraisal', 'UCD', 'Collaboration', 'eSign', and 'LoanMagic Portal'. The main window has a tabbed interface with 'General' selected. The 'General Information' section contains fields for Loan Stage, Loan Program, Alternate Lender, Transfer To, Broker Name, Channel, Origination, Loan Rep, Branch, Loan Type, Business Use, Loan Purpose, Same Lender, Type, Program, Lien Position, Simultaneous?, Loan Number, MERS #, MIC / Agency #, Section, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section contains fields for Application Date, Pre-Z Send Date, Estimate Issue Date, Est. Available Through, Intent to Proceed Date, Rate Lock Date, Rate Available Thru, Lock Days Prior to Close, Last Disc. APR, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date, Closing Date, Signing Date, Cancel Date, and Disbursement Date. A status bar at the bottom indicates 'Enter the plan code for the program being utilized or add a NEW plan code.' and 'Modified'.

The screenshots in this tutorial are taken from DocMagic Online, but the same principles apply to every LOS our services are integrated with.



Preventing Duplicate Charges

AUDIT

Audit – You can see issues with the documents before you process them by checking the full [Loan Detail Report](#).

The screenshot displays the DocuMagic software interface. The 'Audit' button in the top toolbar is highlighted with a green box. A purple arrow points from the text box above to this button. Another purple arrow points from the text box above to the 'Audit' button in the 'Validation - Worksheet #3339' window. This window shows a warning icon and the text '10 Warning issues have been detected.' Below this, a table lists the issues:

Type	Message	Category	Details
WARNING	Impound Account Low Balance (\$-0.08) is less than zero.	DataValidation	
WARNING	Please select either a QM Type or an ATR/QM Exemption Type.	AbilityToRepay-QM	
WARNING	No Transfer Taxes found	DataValidation	
WARNING	Rate Lock not disclosed within 3 business days	Federal-TRID	
WARNING	Deficiency Rights Preserved information not provided. Default option will be used.	Federal-TRID	
WARNING	Closing Disclosure Issue date required.	TRID	
WARNING	Settlement Agent is missing File Number.	DataValidation-Service...	
WARNING	Only escrowed items included in Estimated Taxes, Insurance, and Assessments. Ensure all mortgage-related obligations are entered.	Federal-TRID	
WARNING	HAZARD INSURANCE Disbursement of \$850.00 on 03/01/2022 applied to Starting Balance.	DataValidation	
WARNING	CITY PROPERTY TAX Disbursement of \$2,500.00 on 03/01/2022 applied to Starting Balance.	DataValidation	

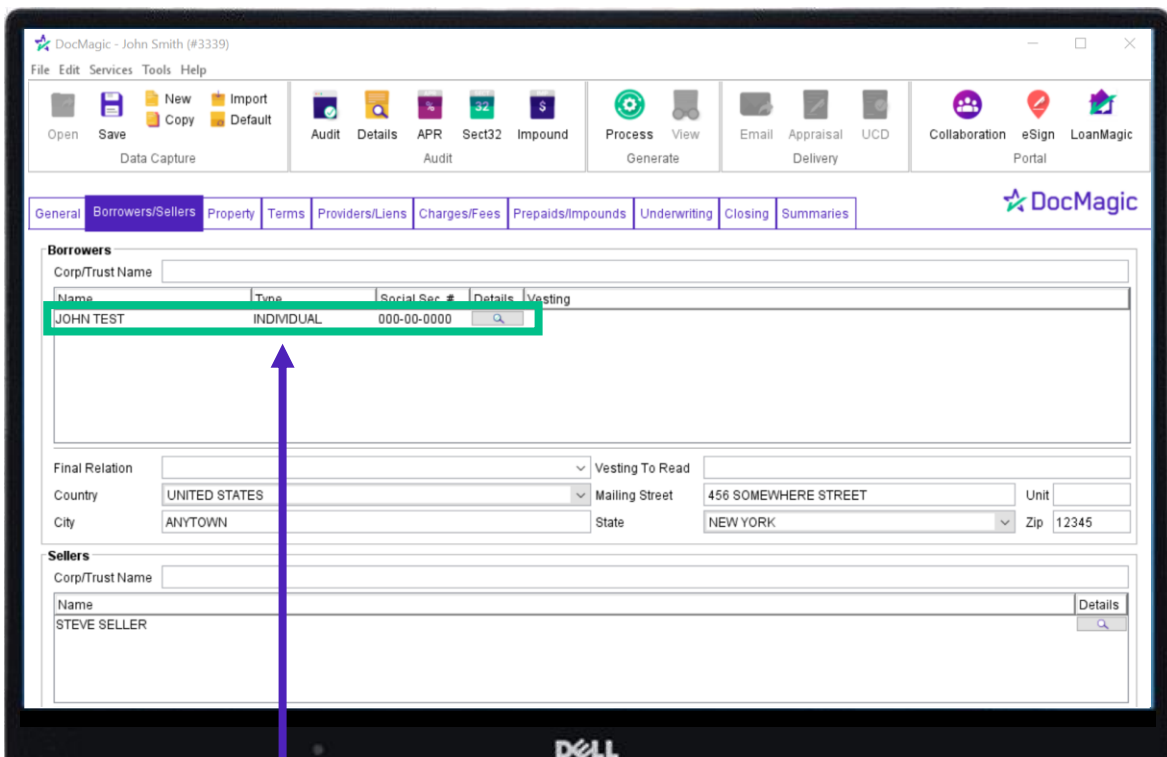
You may be making changes to the documents along the way and mistakes can easily slip through.



Preventing Duplicate Charges

TEST

Test – You can run a duplicate test file first to make sure each calculation and data point is correct.



The borrower should be given the last name TEST or SAMPLE, and their SSN should be changed to all zeroes.

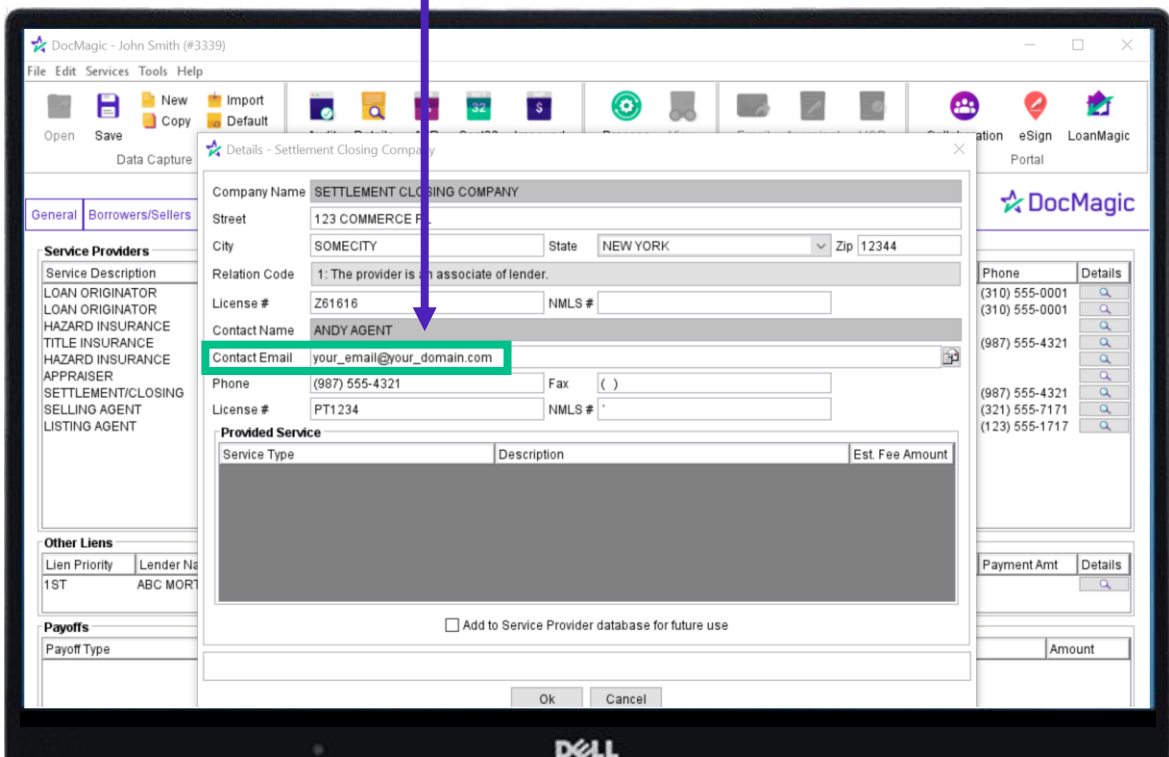
Please Note: Having "Test" or "Sample" in the loan file will not do anything – it must in be the borrower's last name



Preventing Duplicate Charges

TEST

Next, you can re-direct emails for all participants (borrower, loan officer, settlement agent) to your inbox, so that you may check for accuracy.



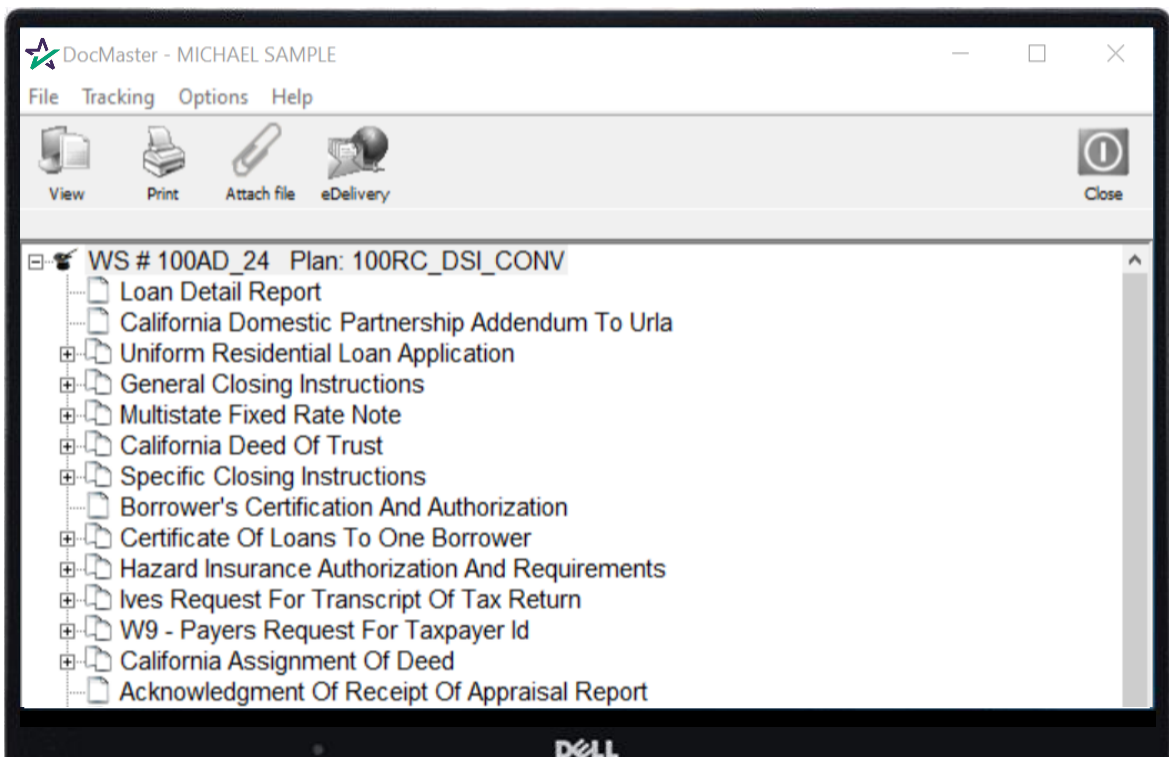
You can run up to 5 test samples a day without being charged.



Preventing Duplicate Charges

DOCMASTER

DocMaster - You can utilize this tool to manipulate forms (add, delete, annotate) within an electronic window before sending to the borrower and others for signature.



You can learn more about the process by going [HERE](#).

