



# DocMagic Online Hacks

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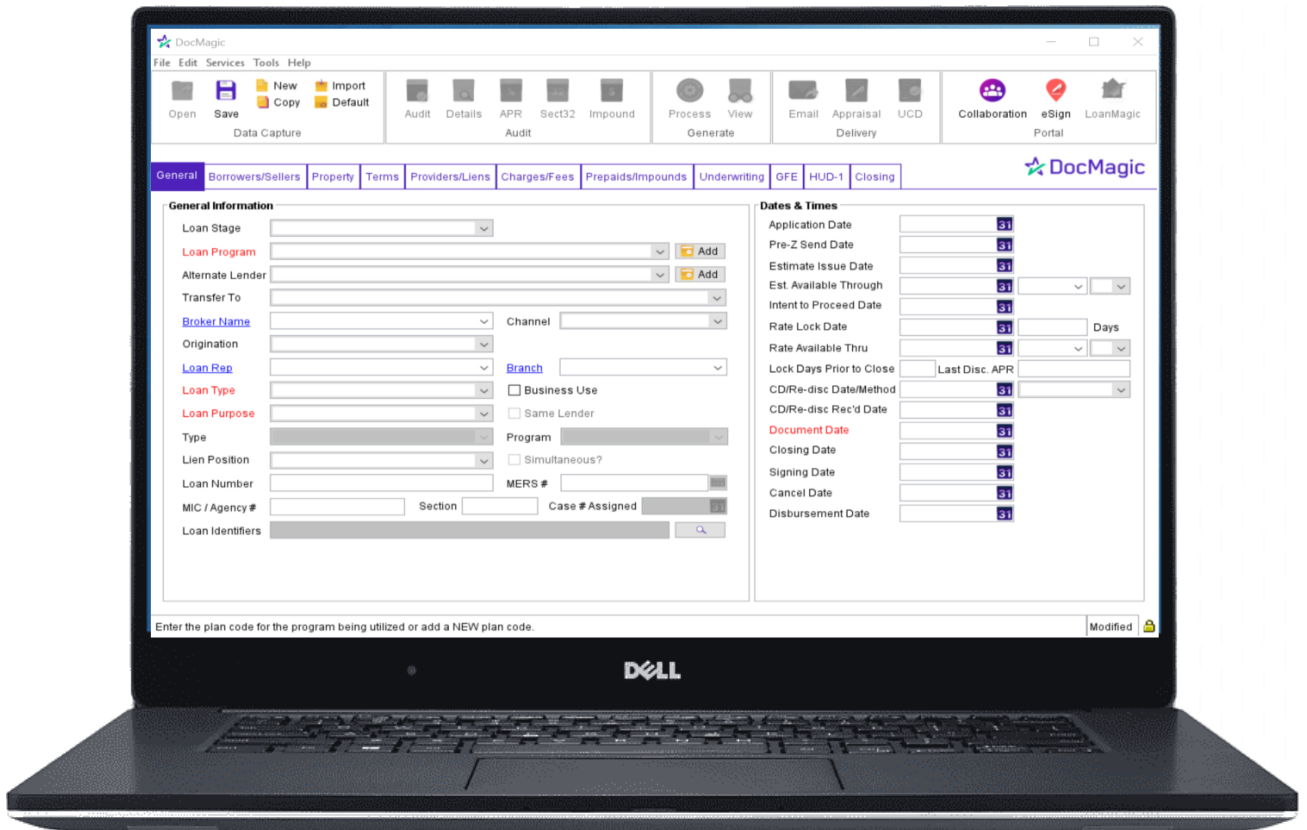


Downloading and Installing  
the Java Application

# DMO – Download & Install Java

## Downloading Java

Java must be downloaded and installed on your computer or else the DocMagic Online application will not run.



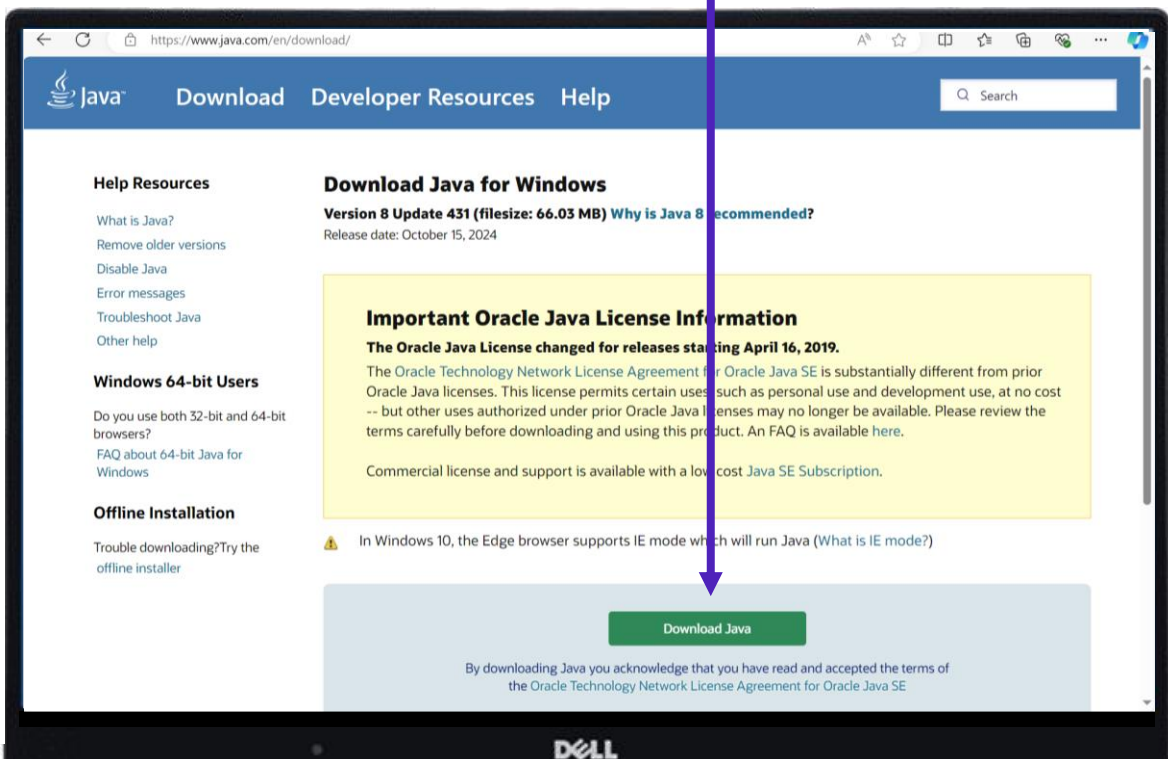
If you need to download Java, start by going to their website [here](#).



# DMO – Download & Install Java

## Download From The Website

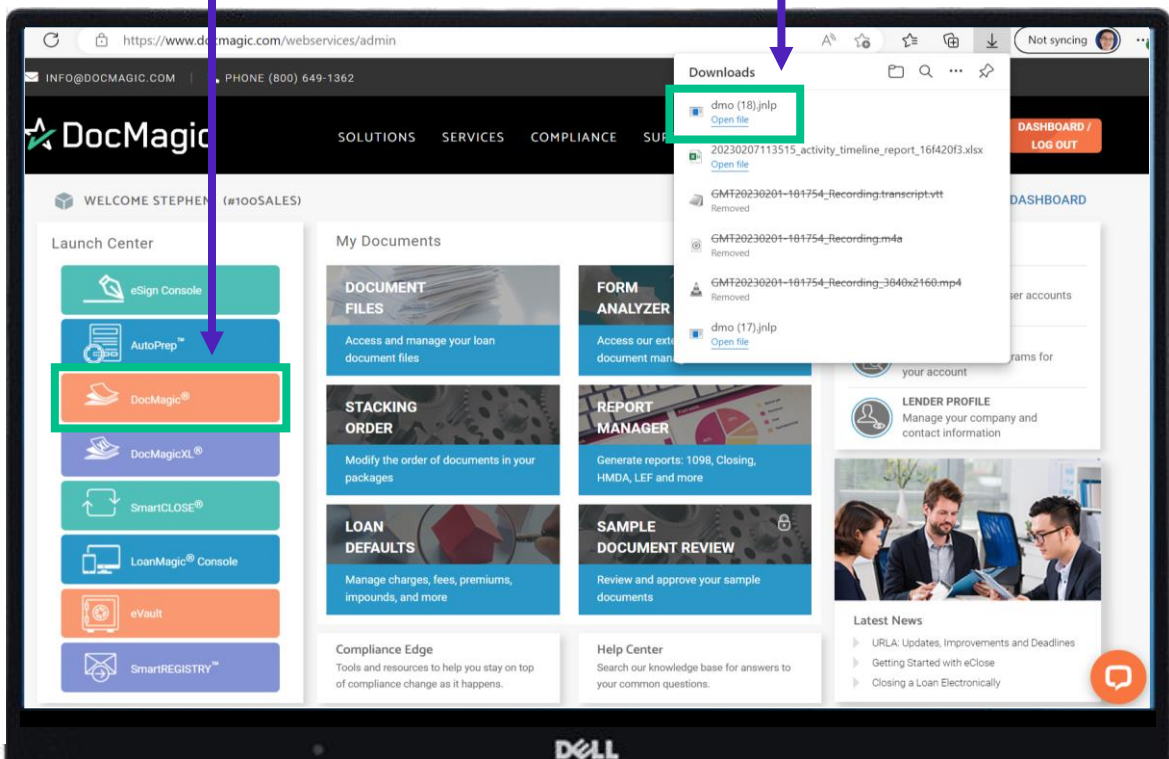
Click Download Java.



# DMO – Download & Install Java

## Download The JNLP

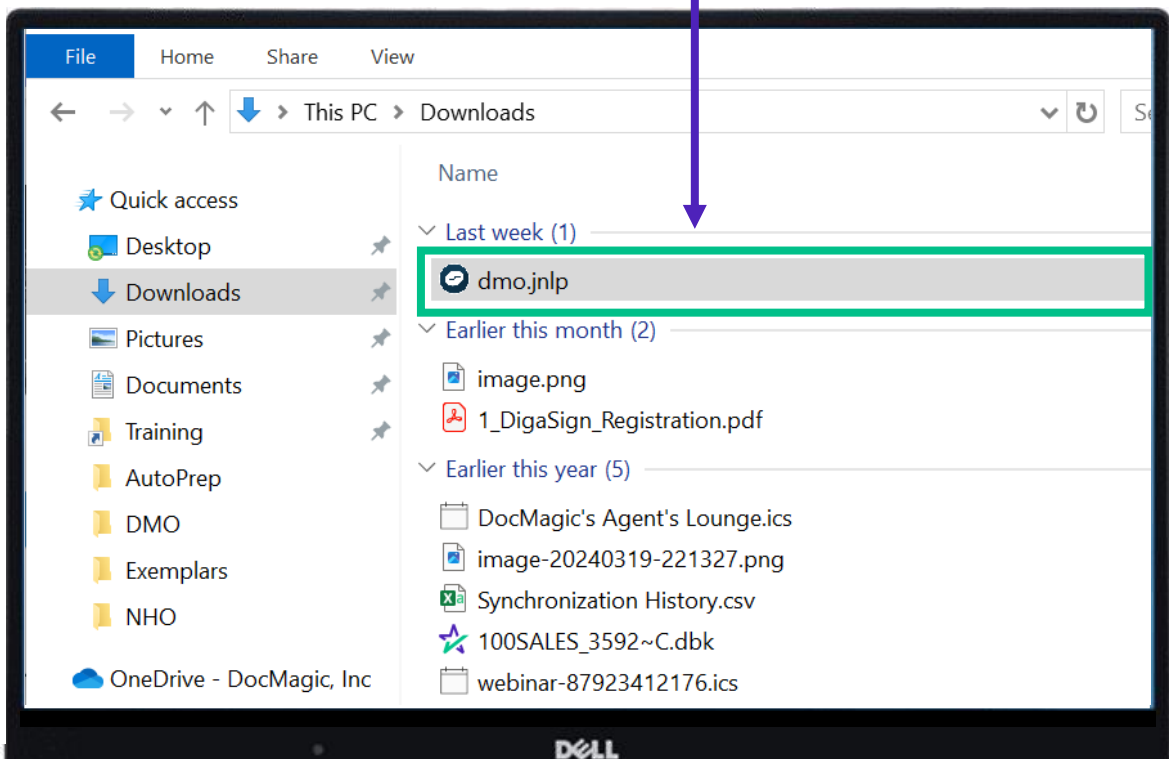
Next, download the JNLP file from the [website](#) if you haven't already.



# DMO – Download & Install Java

## File Explorer

Find the .jnlp file in Explorer. It will most likely be in your Downloads folder.



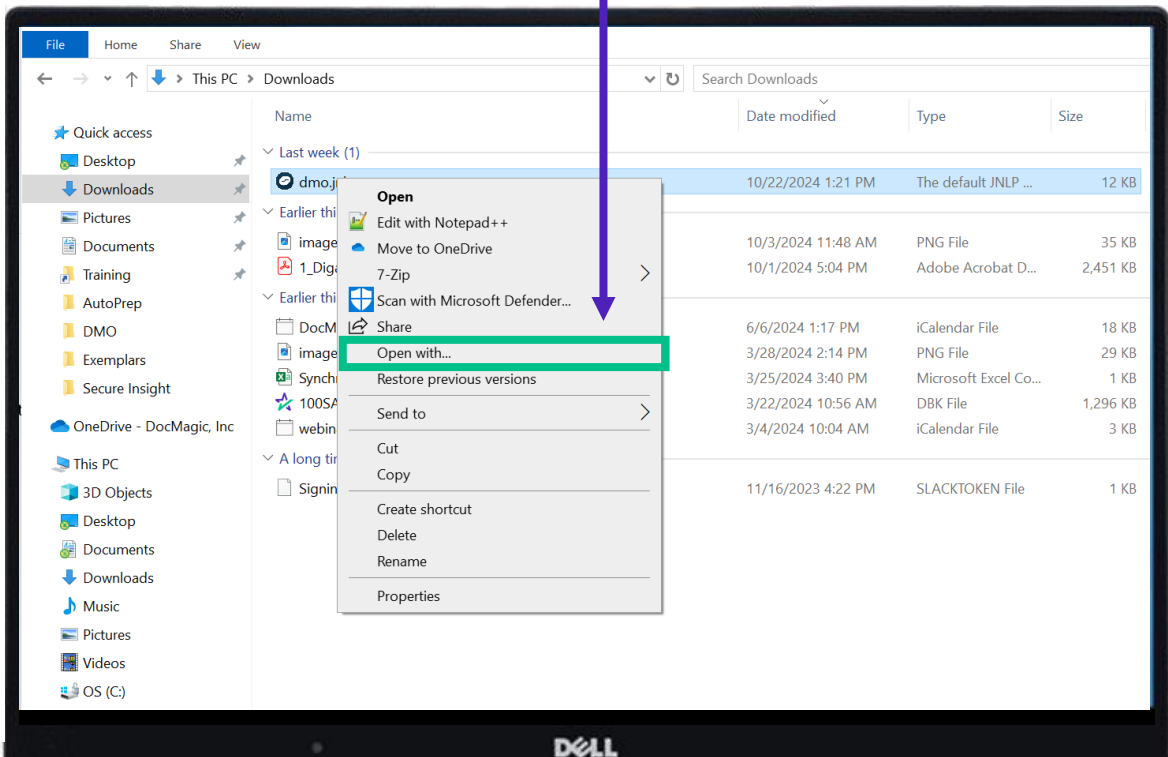
Don't worry if the icon for the JNLP file looks different.



# DMO – Download & Install Java

Open With

Click on the file to select it (you'll know if it's highlighted). Then *right click* on the file and select "Open with..."

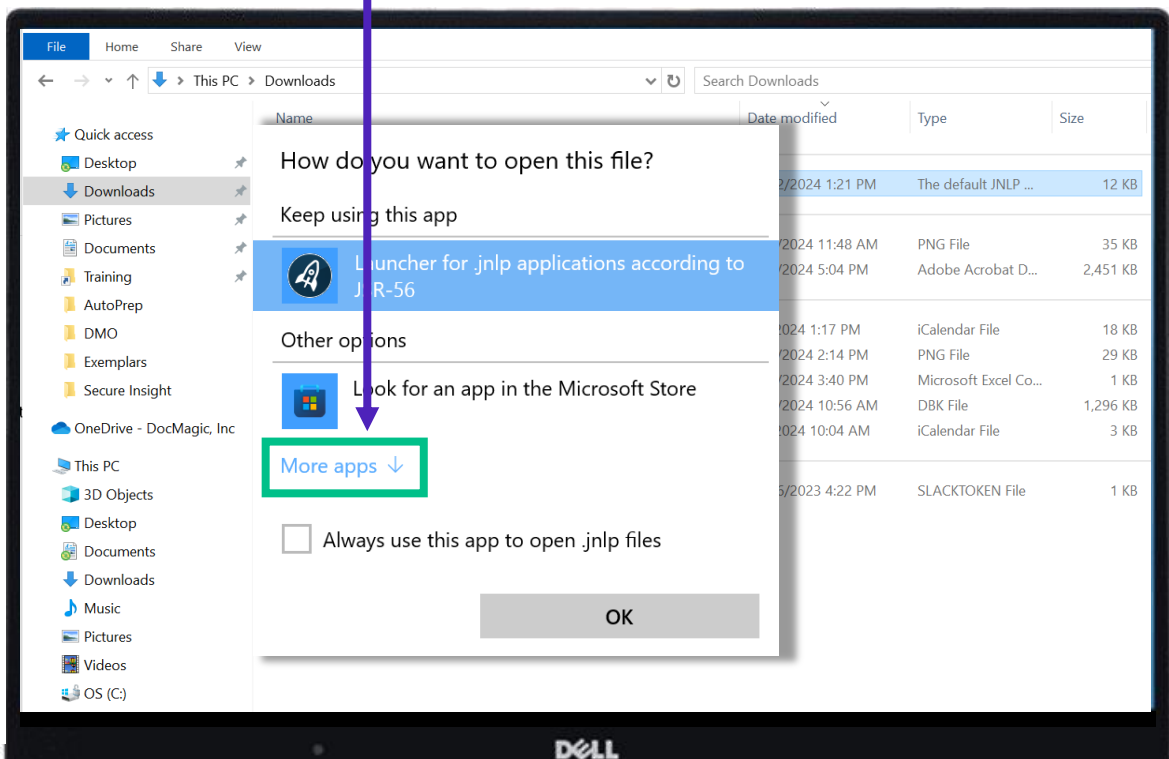




# DMO – Download & Install Java

More Apps

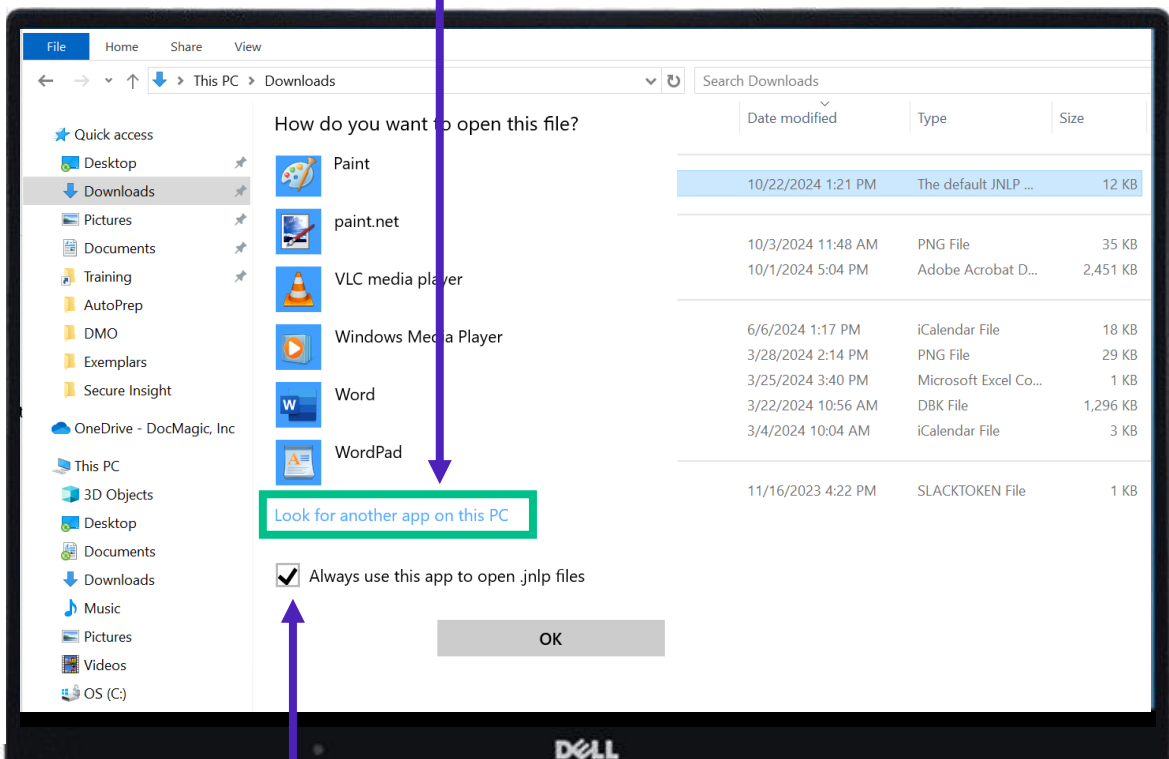
Select More apps in the window that appears.



# DMO – Download & Install Java

More Apps

Scroll down until you see “Look for another app on this PC”.



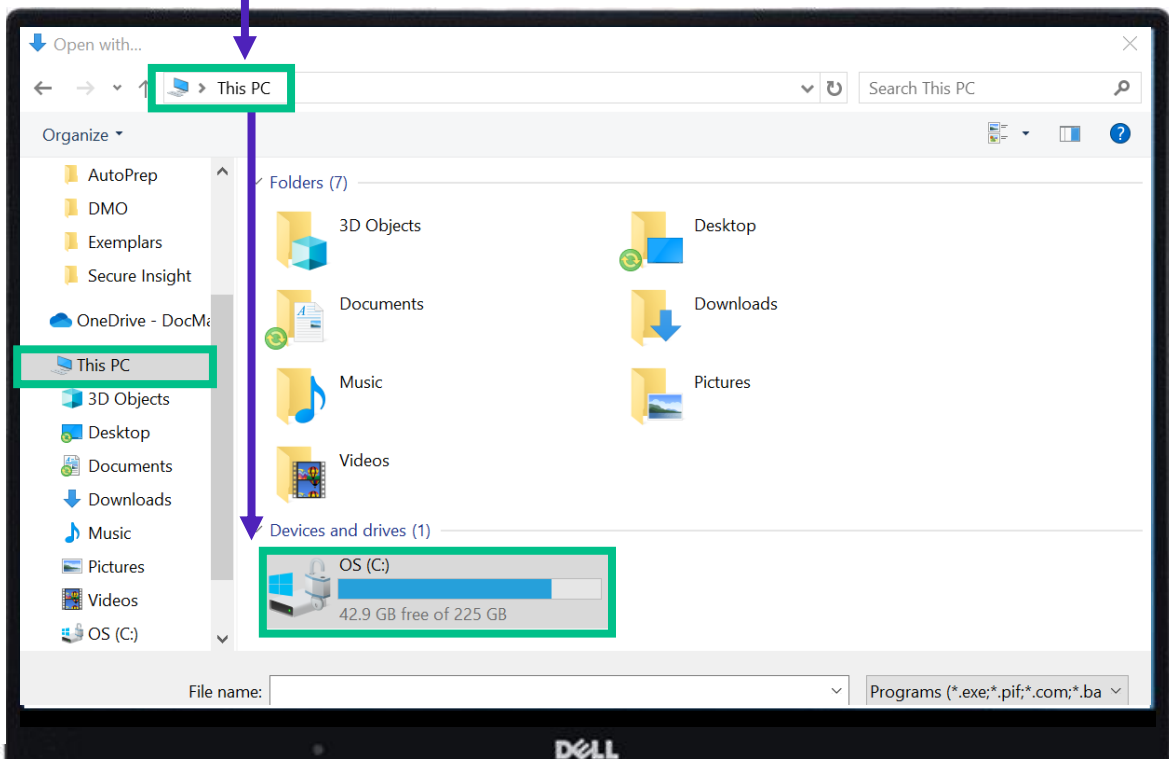
Check the box that says, “Always use this app open .jnlp files”.



# DMO – Download & Install Java

## Navigating File Explorer

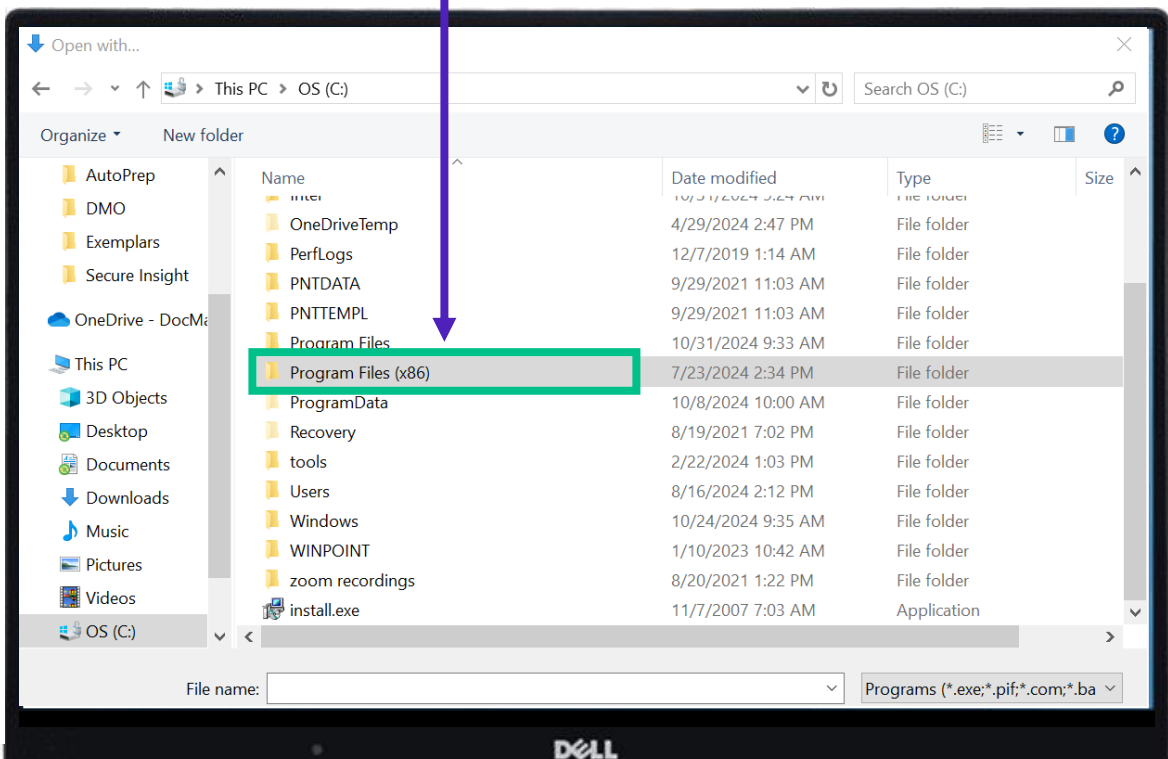
This will open another instance of File Explorer.  
Go to This PC and select the C Drive.



# DMO – Download & Install Java

## Navigating File Explorer

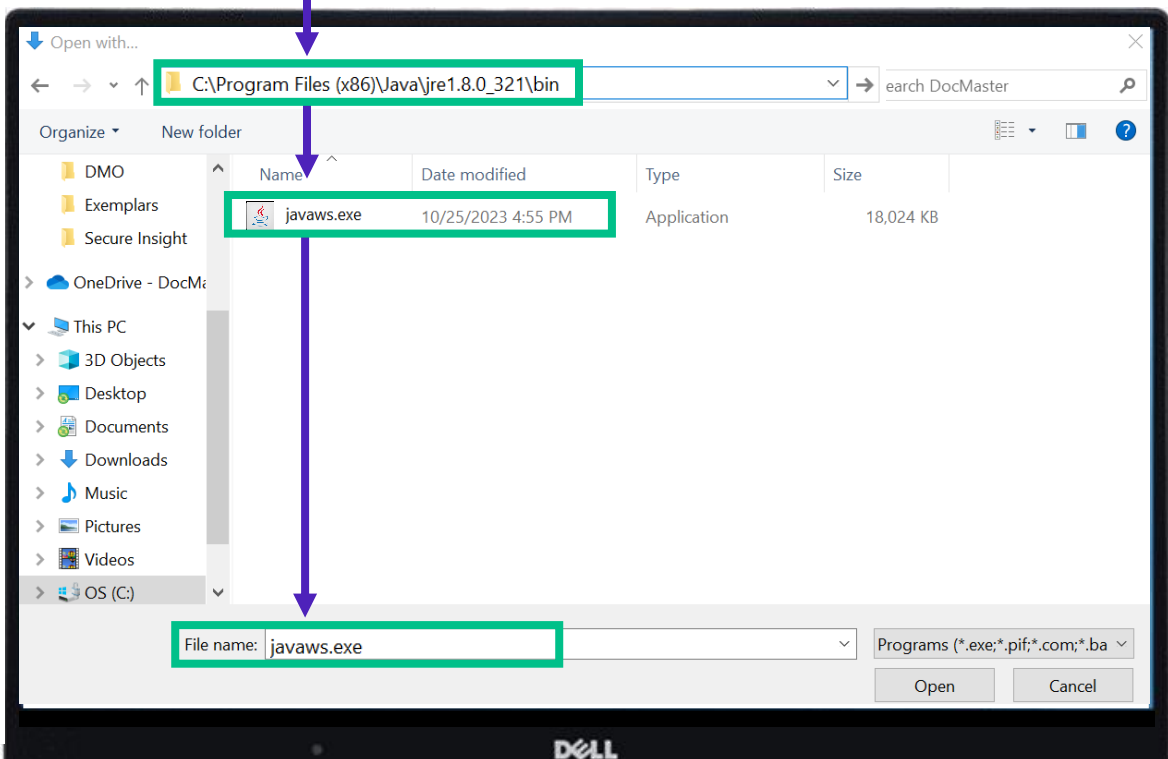
Double-Click the "Program Files (x86)" folder.



# DMO – Download & Install Java

“How Much Is In The Bin?!”

Select the Java, jre1.8.0\_321, and bin folders in that order.



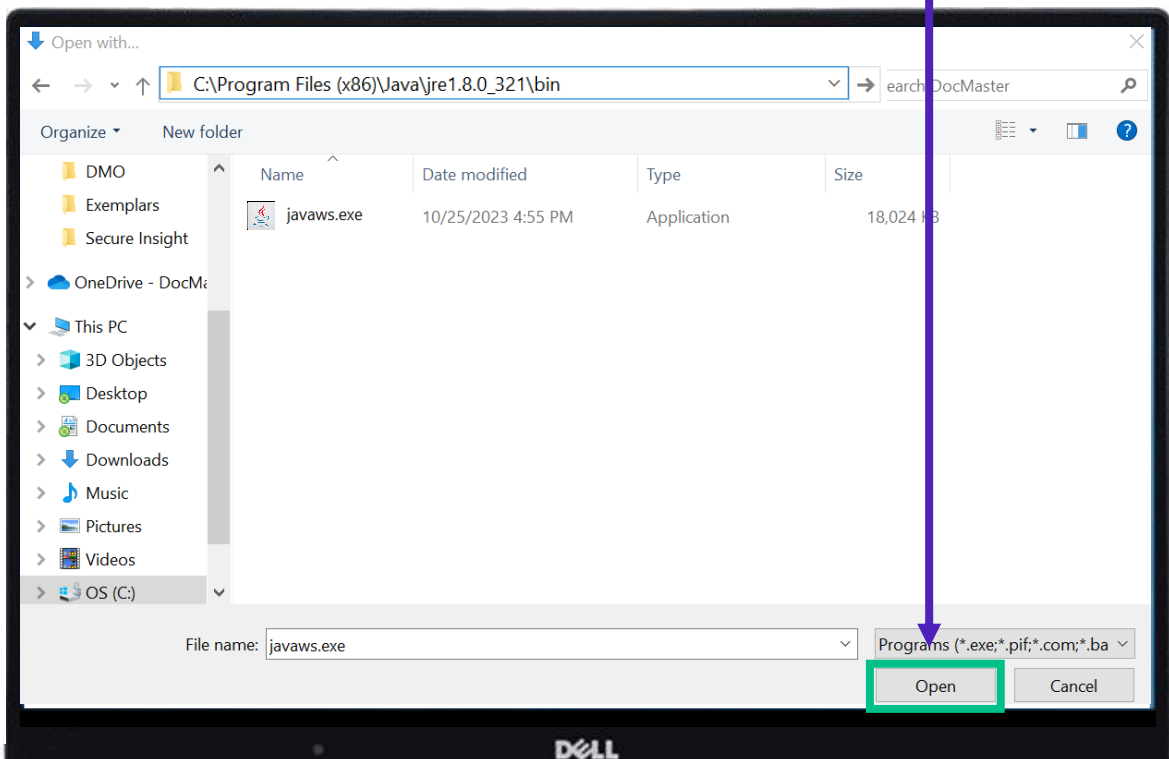
Find the `javaws.exe` application and select it.



# DMO – Download & Install Java

Open

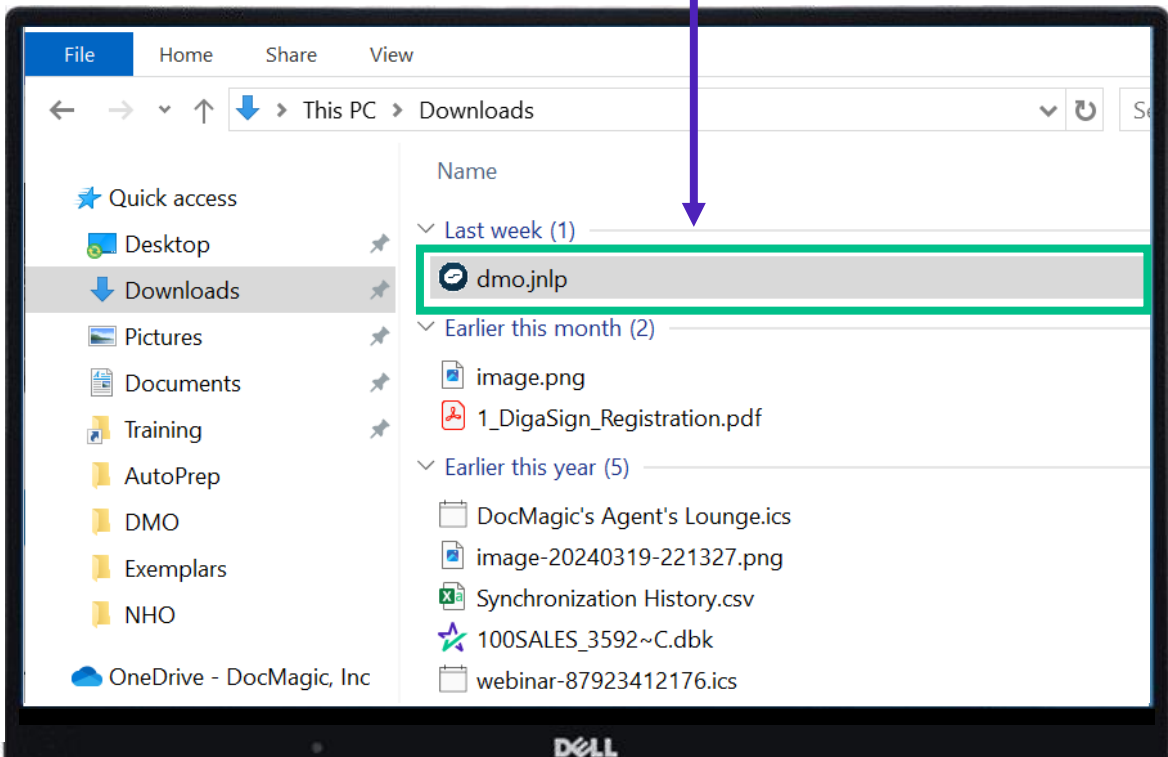
Select Open. Now, your computer will always open .jnlp files using the selected application.



# DMO – Download & Install Java

## Launch DocMagic Online

Double click the dmo.jnlp file to launch DocMagic Online.





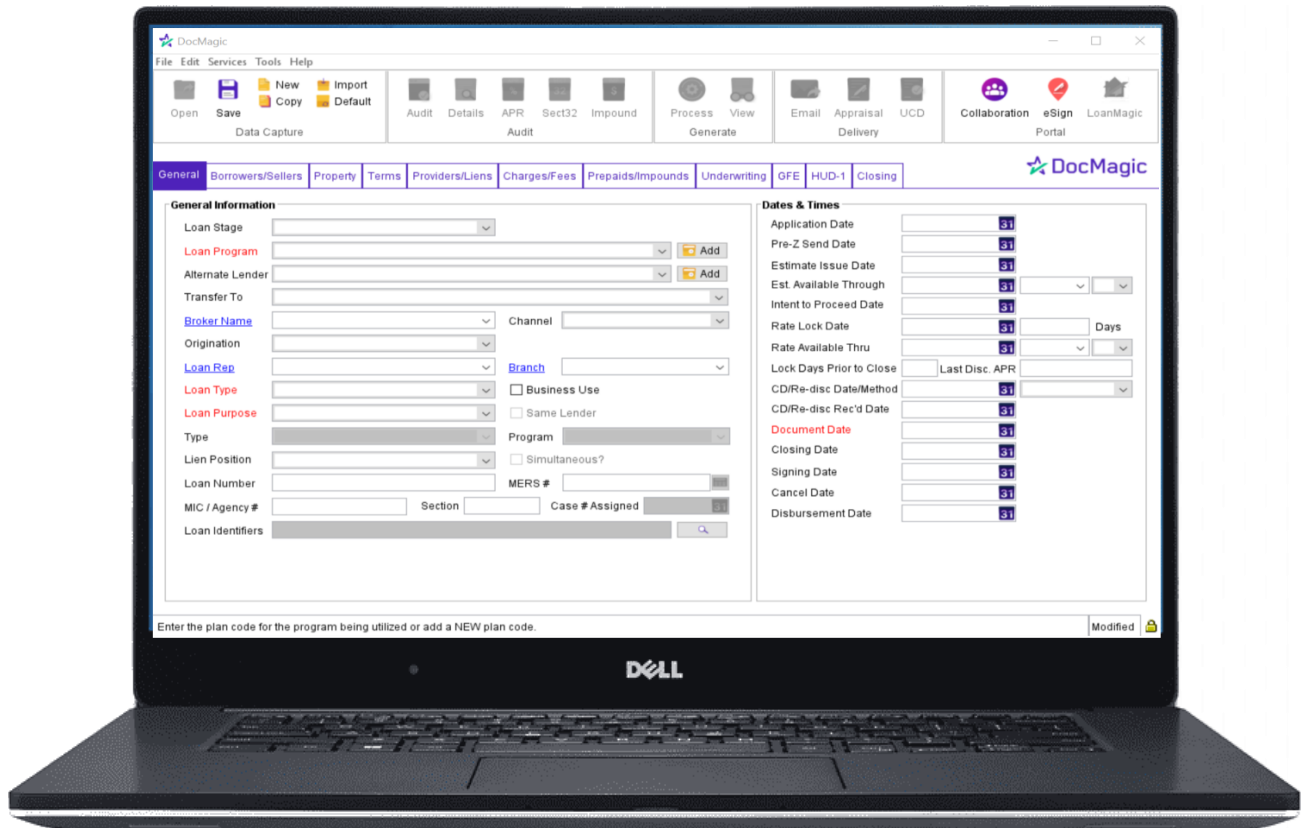
Generating Appraisals  
For DocMagic Online



# DMO – Generating Appraisals

## Launch 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 – Generating Appraisals

## Loan Stage - Disclosure

Create or open a file. Then on the General tab, set the Loan Stage to Disclosure.

The screenshot shows the DocMagic software interface. The 'General' tab is active, and the 'Loan Stage' dropdown menu is open, with 'DISCLOSURE' selected. A blue arrow points from the instruction box above to the 'DISCLOSURE' option in the dropdown. The interface includes a menu bar, a toolbar with icons for various functions, and a main workspace with two columns of form fields.

General Information		Dates & Times	
Loan Stage	DISCLOSURE	Application Date	03/01/2021
Loan Program	APPLICATION VERIFICATION	Pre-Z Send Date	03/02/2021
Alternate Lender	DISCLOSURE	Estimate Issue Date	07/15/2024
Transfer To	PRE-CLOSING	Est. Available Through	07/08/2024 1:00 AM PT
Broker Name	POST CLOSING	Intent to Proceed Date	03/08/2021
Origination		Rate Lock Date	03/10/2021 3 Days
Loan Rep	LOAN REP Branch BRANCH	Rate Available Thru	03/15/2021 12:00 AM PT
Loan Type	CONVENTIONAL Business Use	Lock Days Prior to Close	25 Last Disc. APR 3.750 %
Loan Purpose	PURCHASE Same Lender	CD/Re-disc Date/Method	
Type		CD/Re-disc Rec'd Date	
Lien Position	FIRST Simultaneous?	Document Date	12/11/2023
Loan Number	777071120240001 MERS #	Closing Date	07/11/2024
MIC / Agency #	Section Case # Assigned	Signing Date	
Loan Identifiers		Cancel Date	
		Disbursement Date	05/10/2021

Fill out the relevant information across the different tabs of DocMagic Online.



# DMO – Generating Appraisals

## Audit & Process

Audit the file.

The screenshot displays the DocMagic software interface. The main window is titled "DocMagic - Stephen Truitt (#1365)" and has a menu bar with "File", "Edit", "Services", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Open", "Save", "New", "Import", "Copy", "Default", and "Audit". The "Audit" icon is highlighted. The "Data Validation - Worksheet #1365" window is open, showing a table of 32 warning issues. The table has columns for "Type", "Message", "Category", and "Details". The "Process" button in the toolbar is highlighted with a green box and an arrow pointing to it.

Type	Message	Category	Details
WARNING	Document Date is more than '5' days in the past	DataValidation	
WARNING	Disbursement Date must be after Document Date	DataValidation	
WARNING	Disbursement Date must be after Closing Date	DataValidation	
WARNING	Is mortgage insurance required?	DataValidation	
WARNING	This is an MD Higher-Priced Mortgage Home Loan (COMAR 09.03.06.02 and COMAR 09.03.09.02)	HighCost-HPML	
WARNING	This is a federal Higher-Priced Mortgage Loan: APR exceeds comparable Average Prime Offer Rate by 1.5% or more	HighCost-Section35	
WARNING	This is a Federal Higher-Priced Mortgage Loan secured by a first lien on a principal dwelling; the creditor must establish an escrow account for the payment of property taxes and creditor-required mortgage-related insurance premiums (REG. Z Section 1026.35(b)(1)).	HighCost-Section35	
WARNING	Reg. Z prohibits payments to loan originators based on loan terms, including the interest rate. Make sure premium selected is not based on loan terms.	Federal-TILA	

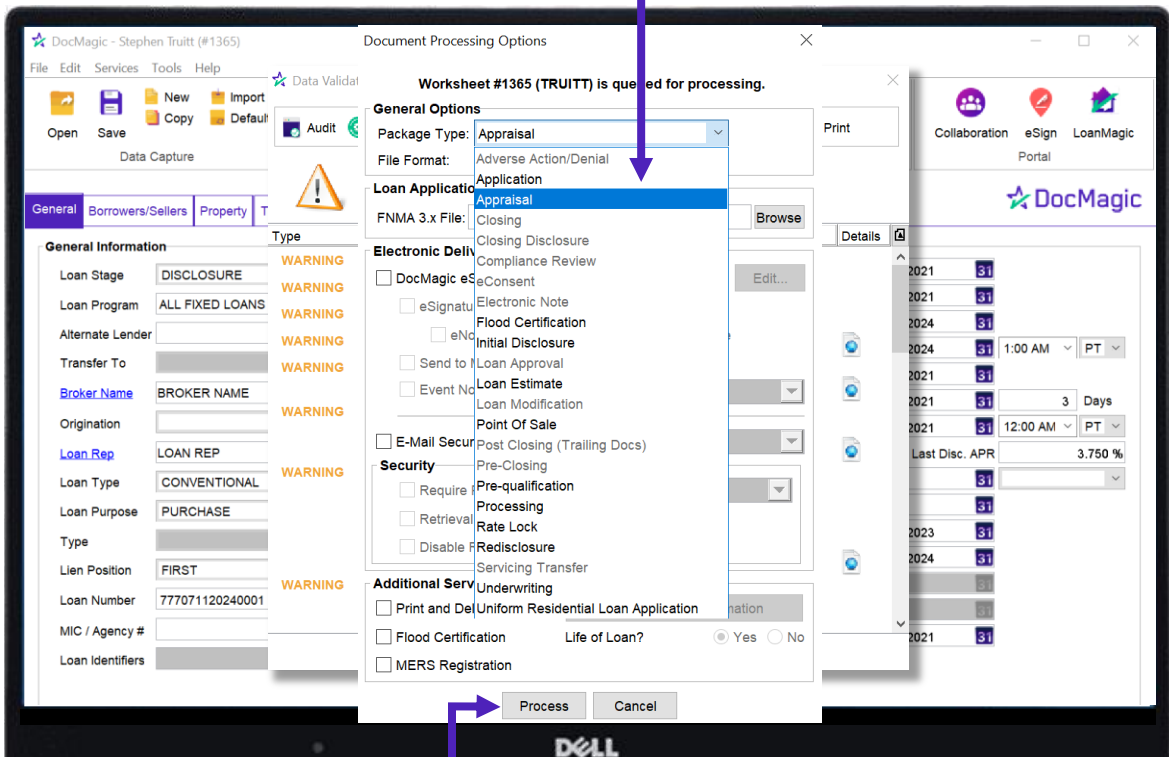
If there are no fatals or any information that needs to be corrected, click Process.



# DMO – Generating Appraisals

## Package Type - Appraisal

Select Appraisal for Package Type.



Hit Process.



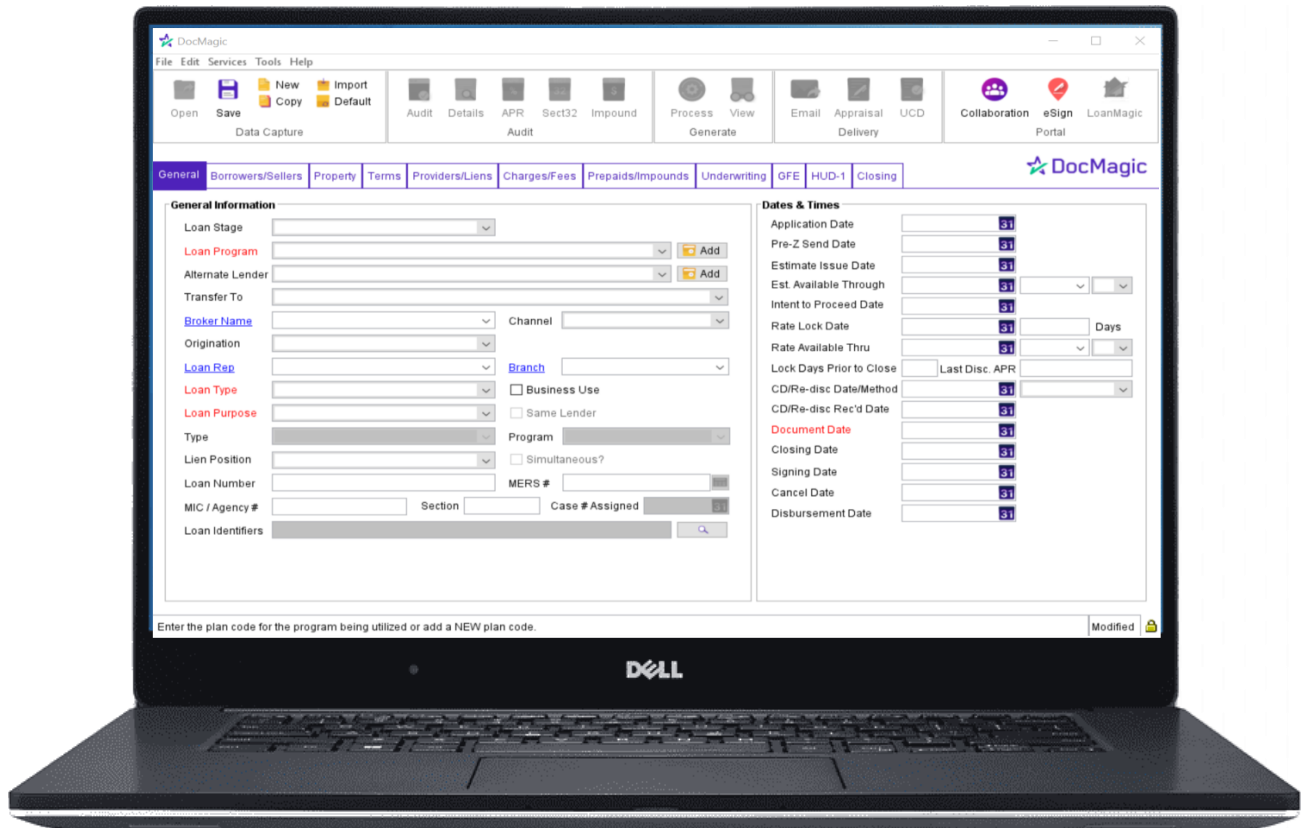


Alternate Lender Guide  
For DocMagic Online

# 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. A blue arrow points from the text 'Start by clicking Add.' to the 'Add' button next to the 'Alternate Lender' field. The interface includes a menu bar (File, Edit, Services, Tools, Help), a toolbar with various icons, and a main workspace with two columns: 'General Information' and 'Dates & Times'. The 'General Information' column 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, Case # Assigned, and Loan Identifiers. The 'Dates & Times' column 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 'Lender/Beneficiary' tab is selected. The 'Lender' section has the following fields: Name, Address, City, State, Zip, Org. State, Org. Type, Phone #1, Phone #2, Fax #, and Rec. City. The 'Beneficiary' section has: Name, Address, City, State, Zip, Org. State, and Org. Type. A green box highlights the 'Org. State' and 'Org. Type' dropdowns in the Lender section. A purple arrow points from the text box below to the 'Org. State' dropdown.

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 displays the 'Add Alternate Lender' application window. The 'Lender/Beneficiary' tab is active, showing two sections: 'Lender' and 'Beneficiary'. Both sections contain the following information:

- 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

The 'Lender' section also includes fields for Phone #1 ((800) 649-1362), Phone #2 ( ), Fax # ( ), and Rec. City. The 'Beneficiary' section does not have these additional fields. The interface includes a menu bar (File, Edit, Services, Tool), a sidebar with navigation options (General, Borrowers/S, Loan Stage, Loan Program, Alternate Lender, Transfer To, Broker Name, Origination, Loan Rep, Loan Type, Loan Purpose, Type, Lien Position, Loan Number, MIC / Agency #, Loan Identifiers), and a main data entry area with 'Add' and 'Cancel' buttons at the bottom.

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/Payments To/Mail To' 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 to a text box below the screenshot.

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 active. The 'Trustee' section is highlighted with a green box and contains the following fields: Name, Address, City, State (dropdown), Zip, Org. State (dropdown), and Org. Type (dropdown). Below this is the 'Miscellaneous' section with 'Able To Service Loans?' (dropdown) and 'Regulated By' (dropdown, currently set to 'Department of Real Estate'). The 'Licensing/Identification' section includes fields for HUD Mortgage ID #, License #, VA ID #, NMLS #, MERS Org ID #, and Tax Service ID #. The form has 'Add' and 'Cancel' buttons at the bottom. A blue arrow points from the text box above to the 'Trustee' section.

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 sections: Trustee, Miscellaneous, and Licensing/Identification. The Trustee section includes fields for Name, Address, City, State, Org. State, and Org. Type. The Miscellaneous section includes dropdown menus for 'Able To Service Loans?' (set to 'May Assign') and 'Regulated By' (set to 'Department of Real Estate'). The Licensing/Identification section includes 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 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.

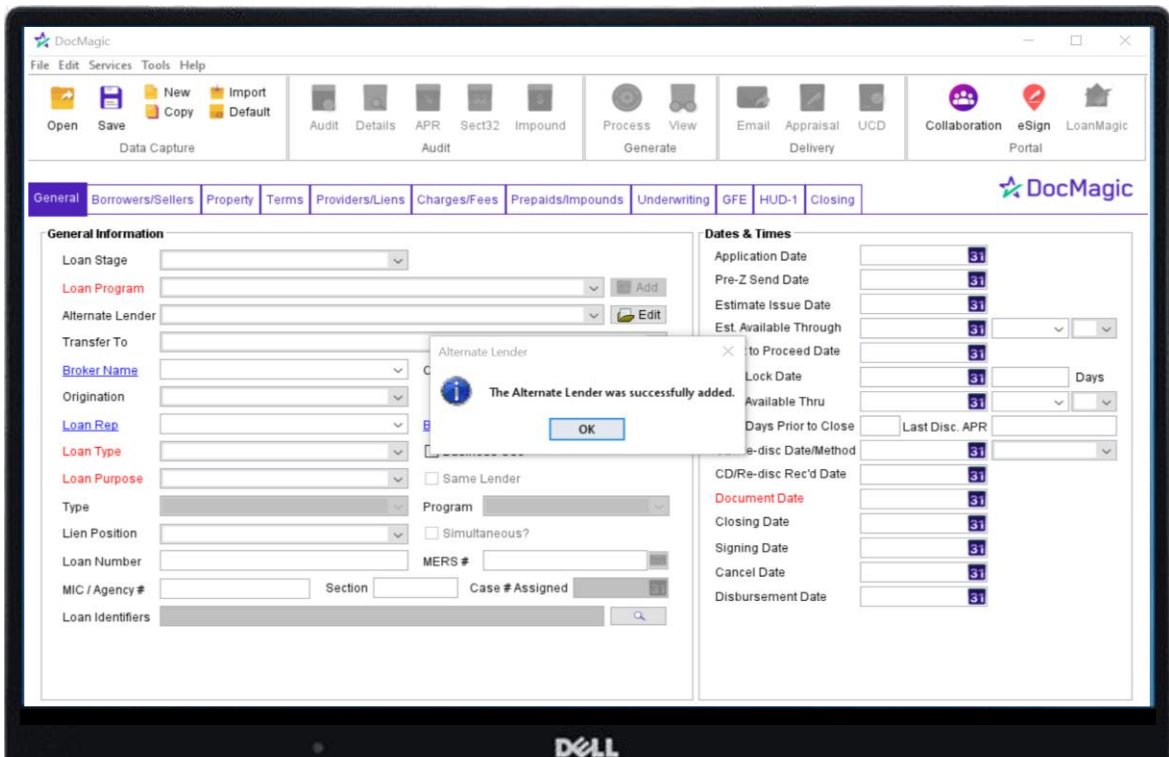
Section	Field	Value
Trustee	Name	
	Address	
	City	
	State	
	Org. State	
	Org. Type	
Miscellaneous	Able To Service Loans?	May Assign
	Regulated By	Department of Real Estate
Licensing/Identification	HUD Mortgage ID #	
	License #	
	VA ID #	
	NMLS #	987897
	MERS Org ID #	9999007
	Tax Service ID #	94-57871884



# DMO – Alternate Lender Guide

Done

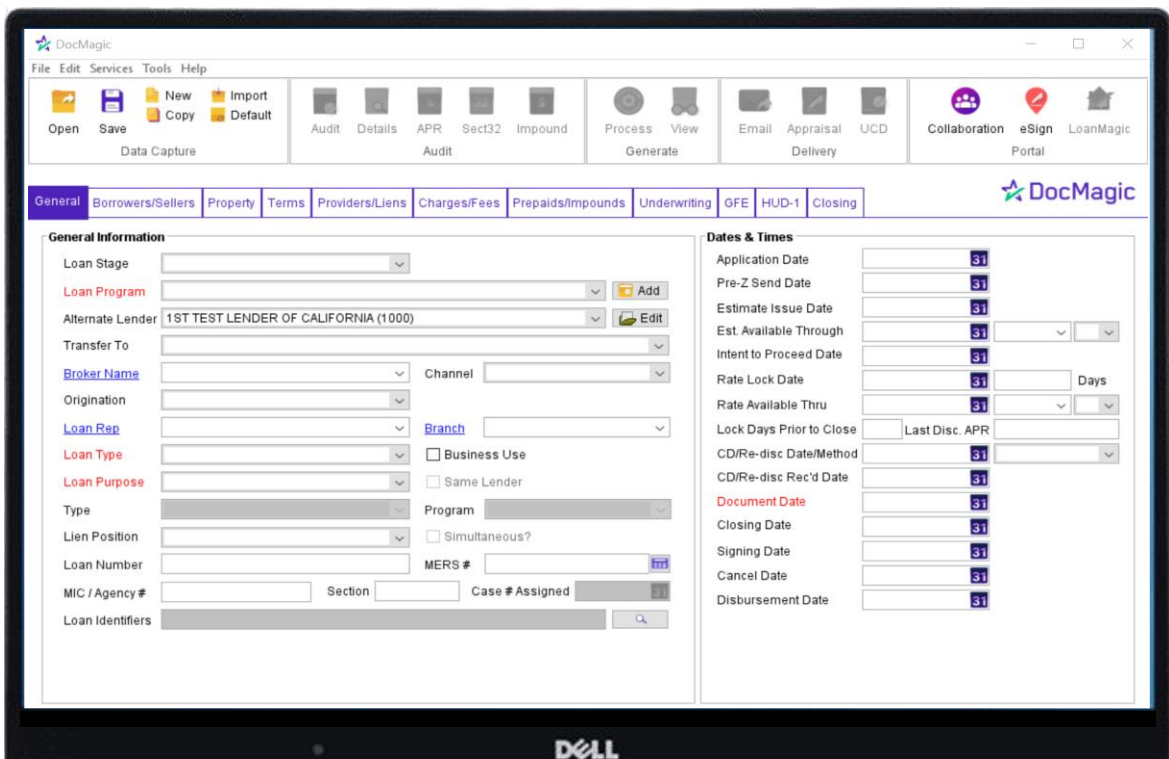
If the Alternate Lender is successfully added, then this window will pop up. Click Ok.



# 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.



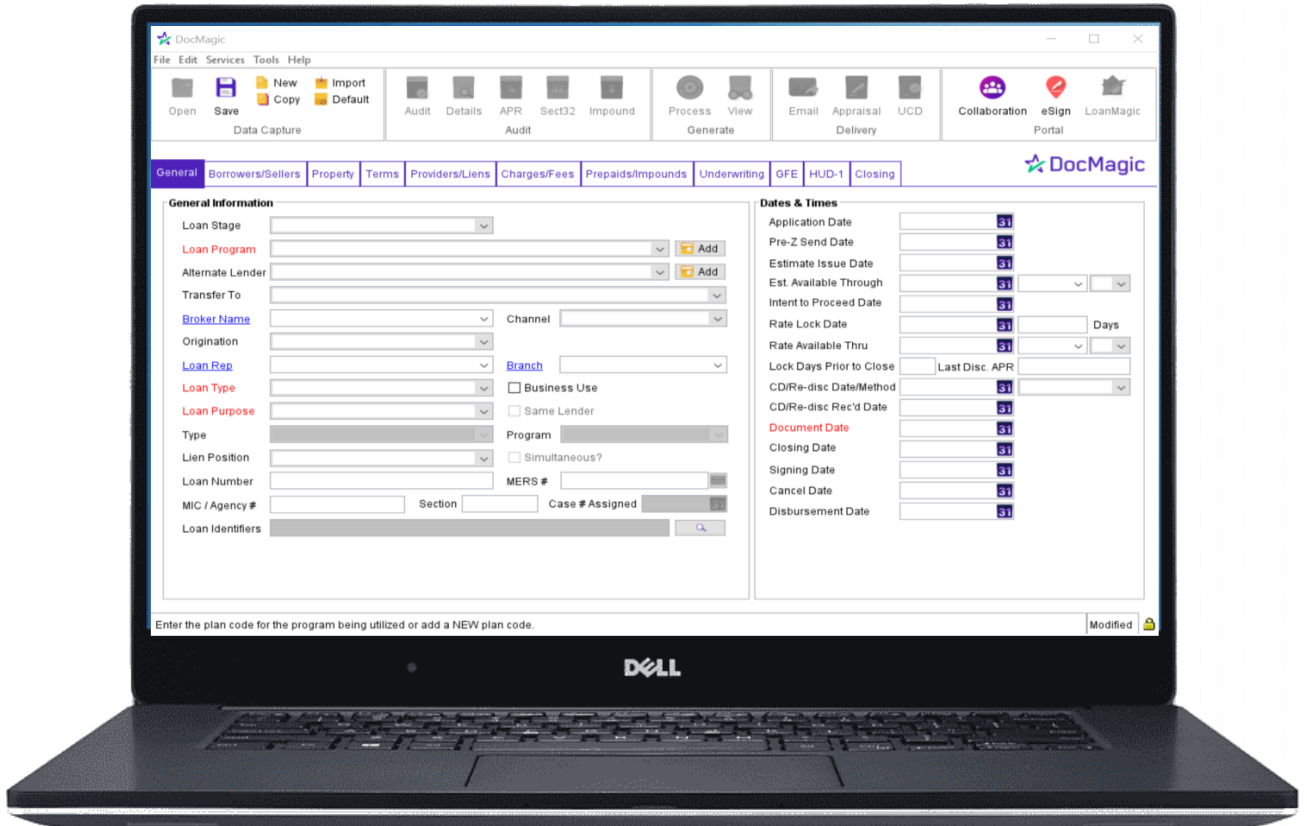


DocMagic Online  
Creating Documents in a Dual Trust

# 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] [Dropdown] 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]

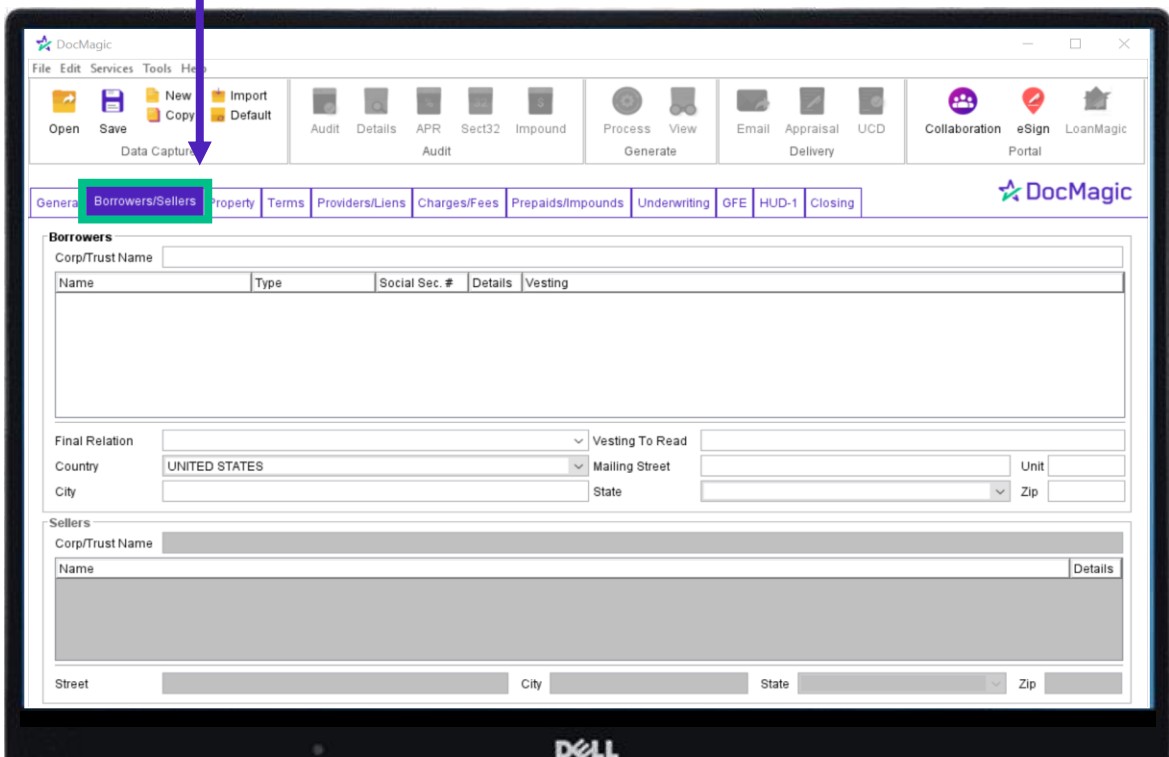
If you are not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited.



# 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

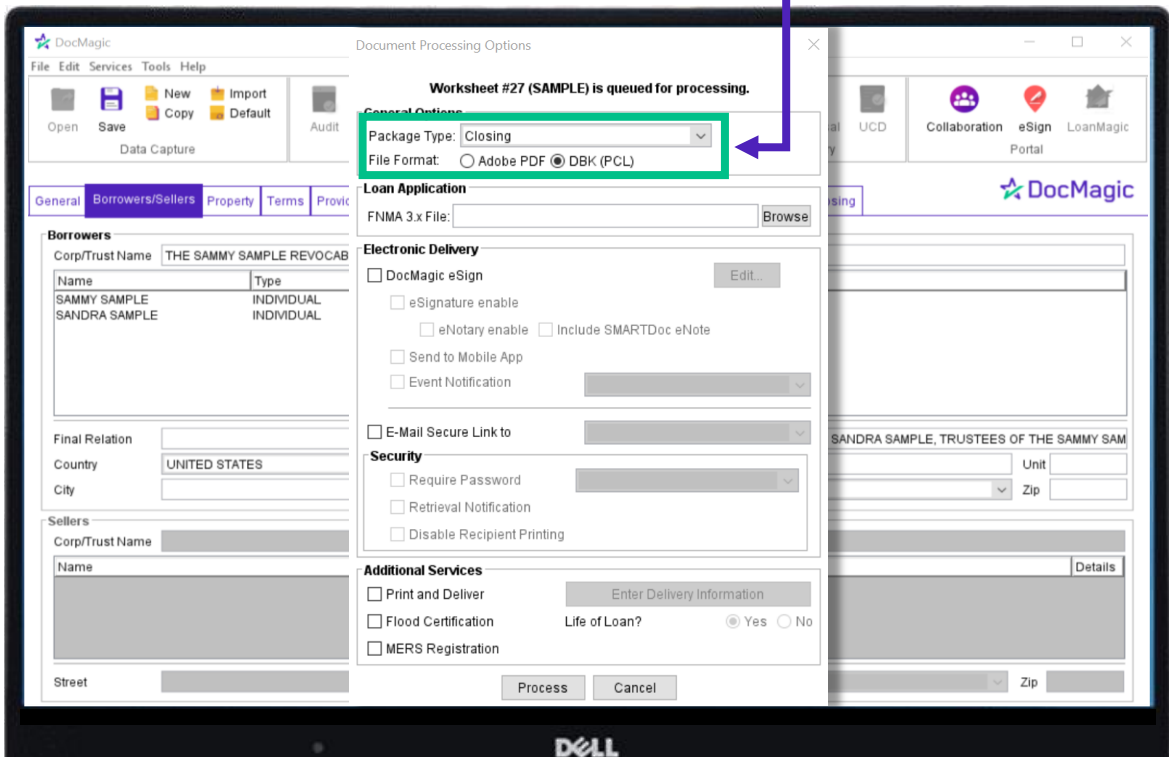
Enter the vesting information for both trusts.  
Do not use the DocMagic default.



# 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.



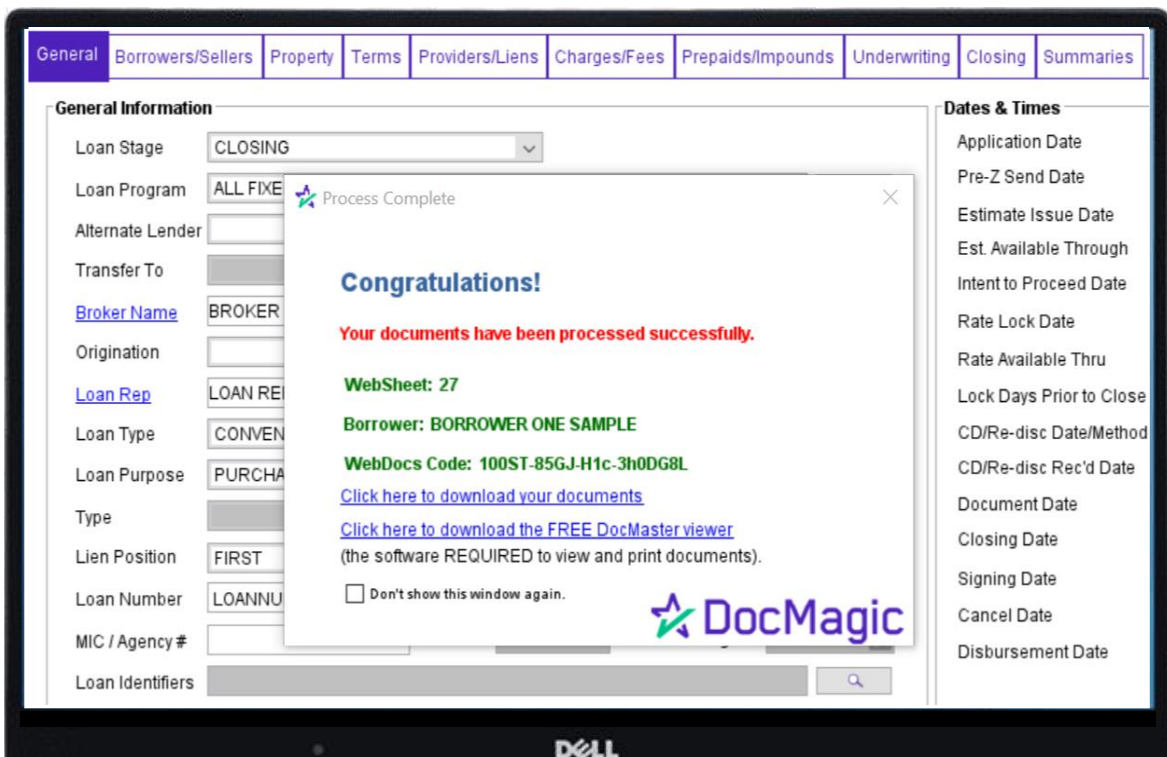
This will give you the ability to annotate with the DocMaster program.



# 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:

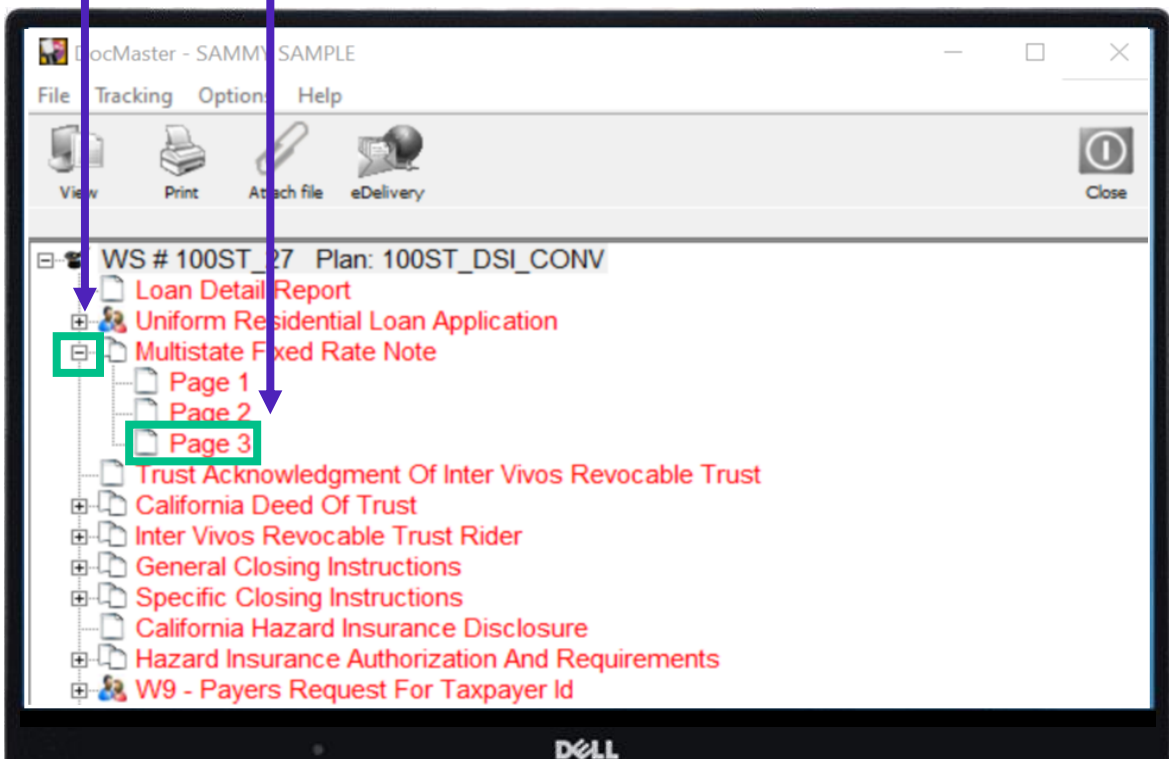
<https://www.docmagic.com/product-training/docmaster>



# 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.



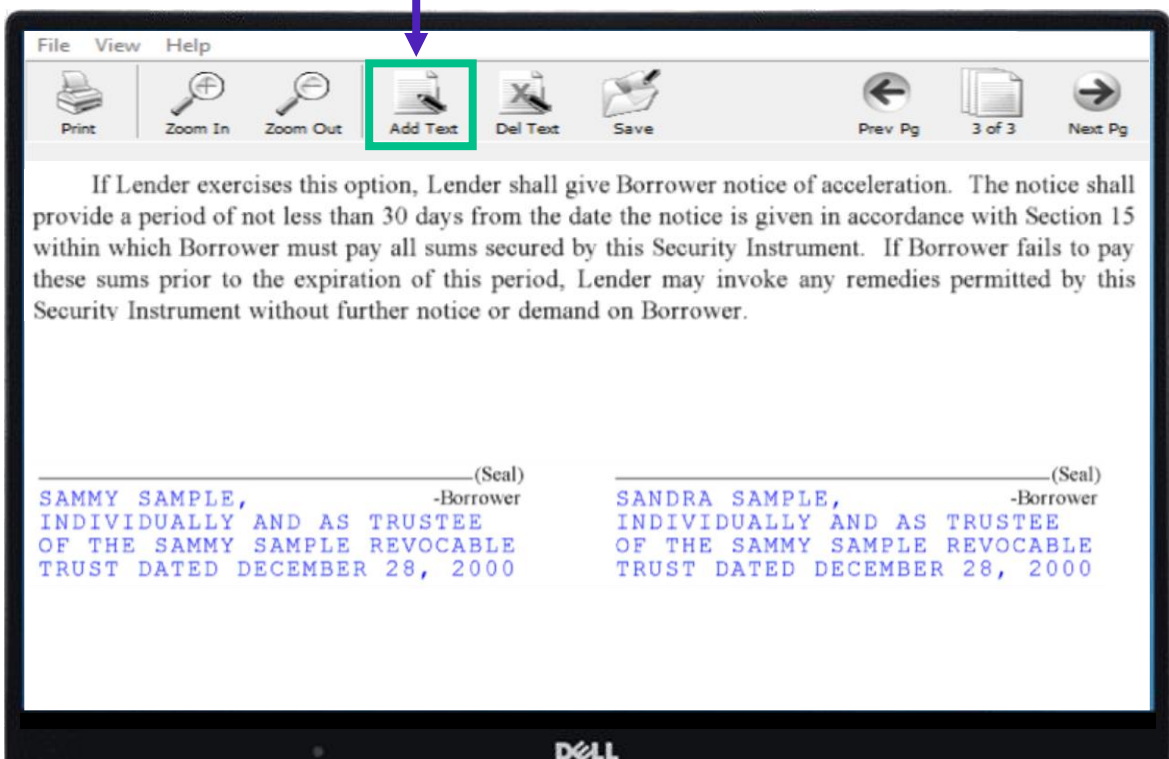
The document will open in another window (shown on next page).



# 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.

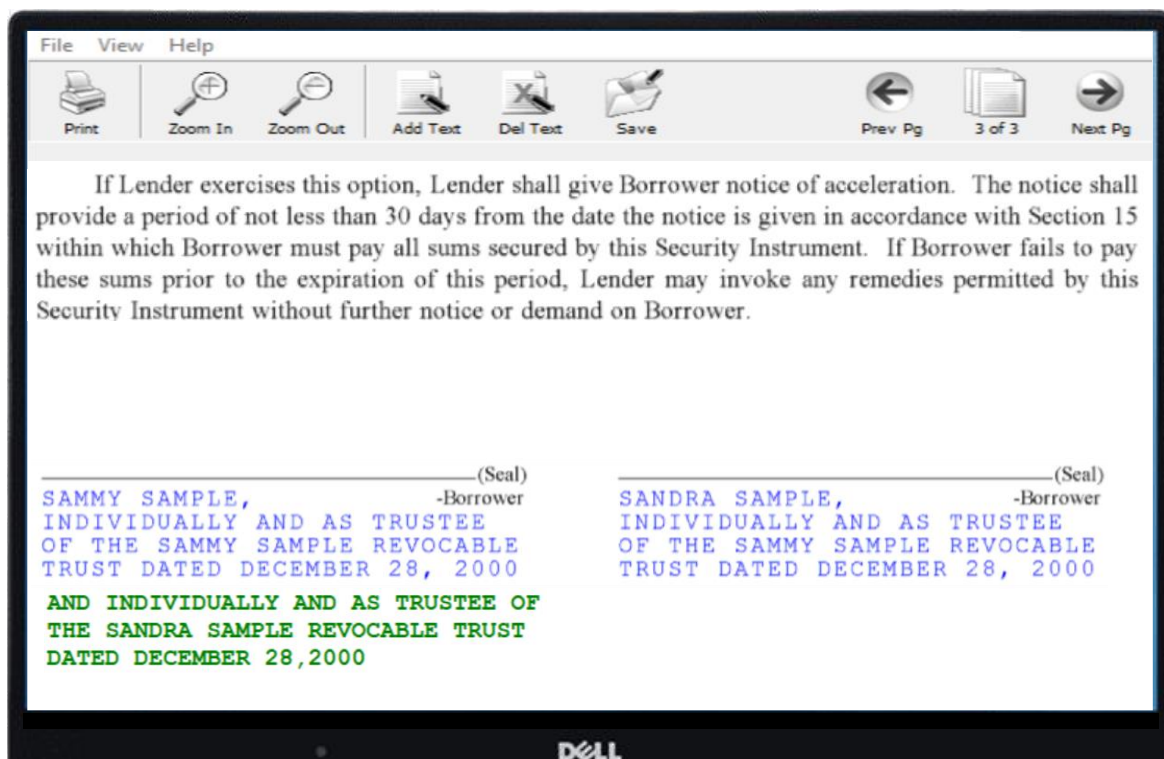




# DMO – Dual Trust Documents

## Annotating

Type the information for the second trust.



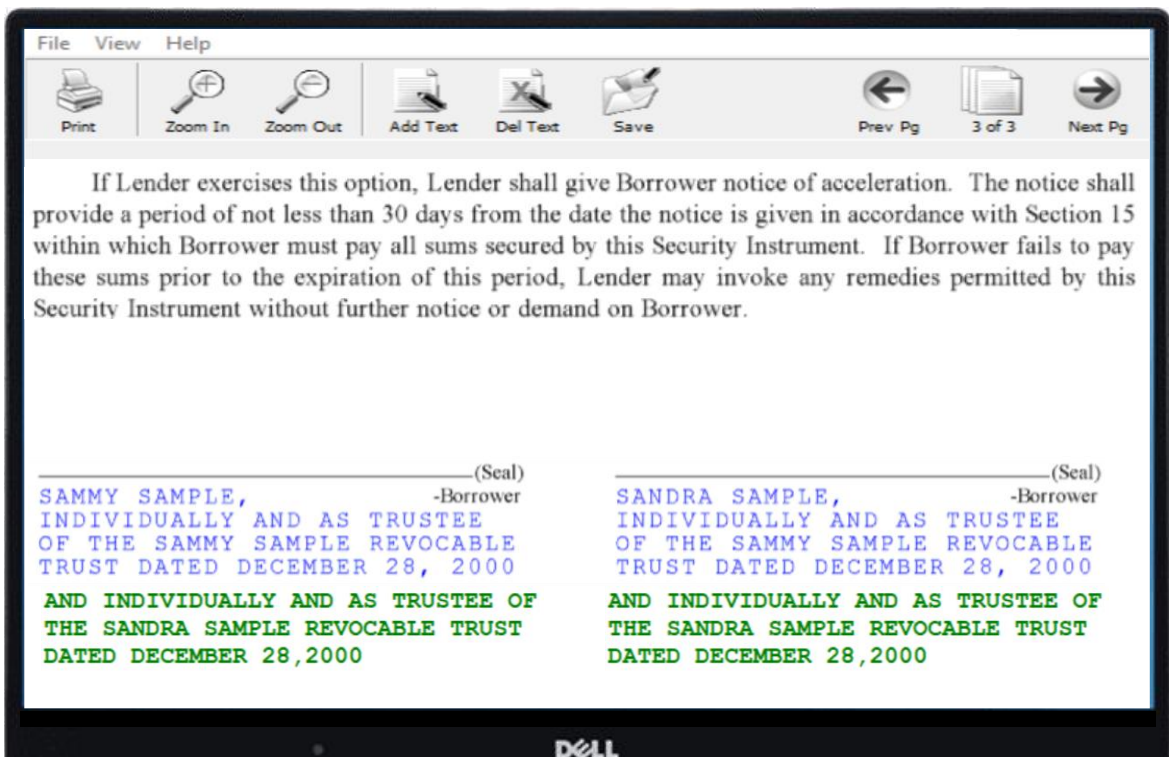
You may click enter to move the cursor down and over to begin typing a second line. The cursor will fall directly below where you first placed it.



# 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.



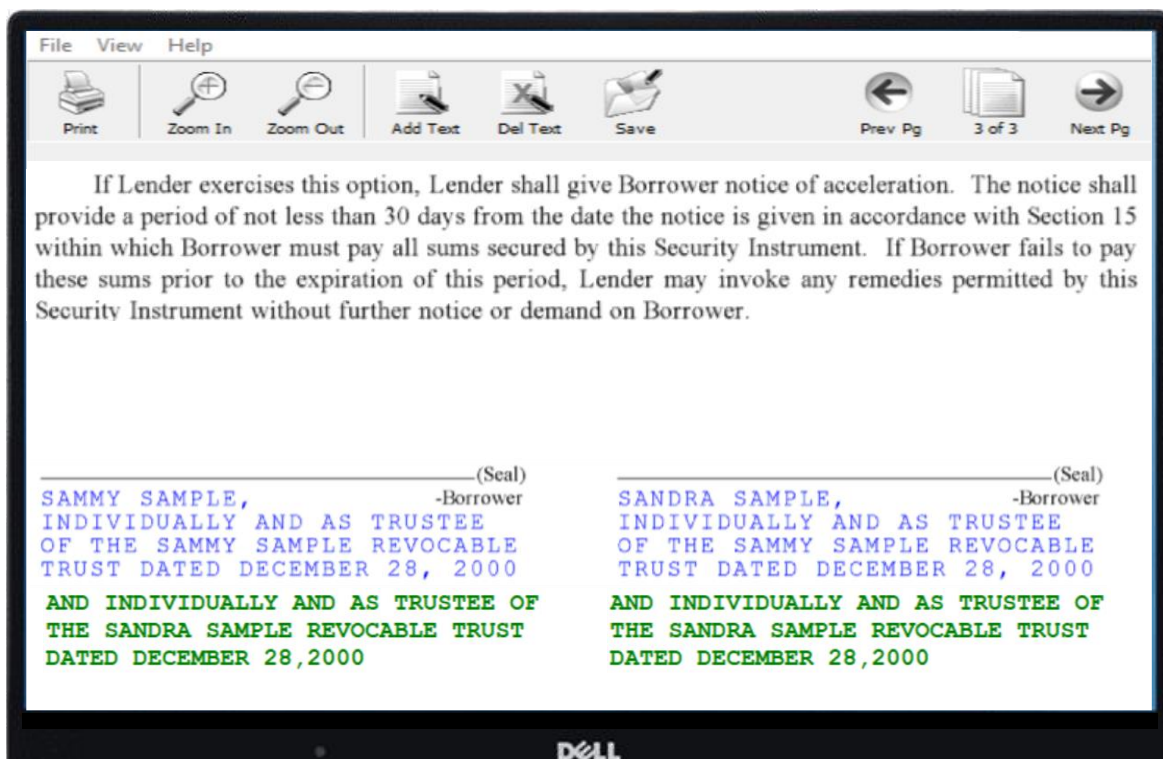
You may be prompted to log in with your DocMagic user credentials to save the annotations.



# 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.



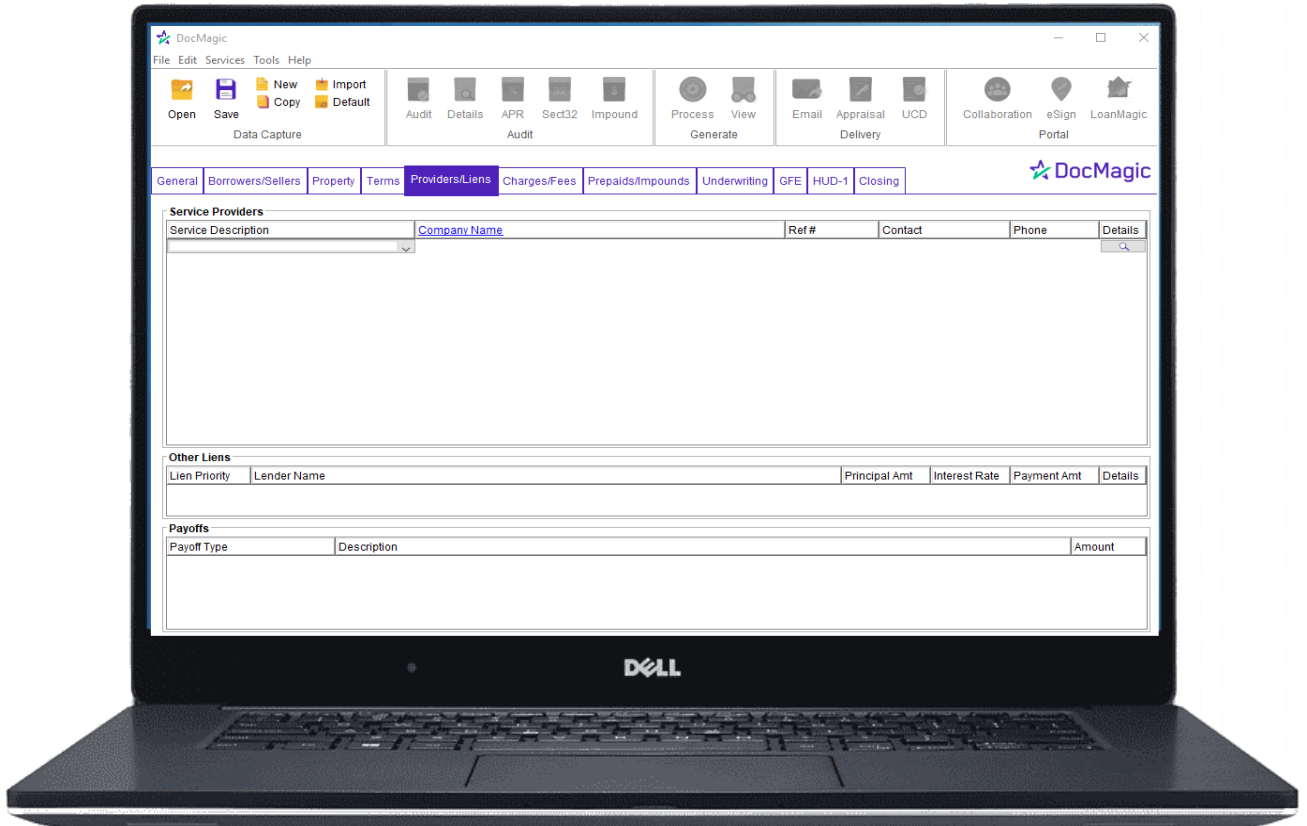


DocMagic Online  
Adding Service Providers

# DMO – Adding Service Providers

## Introduction

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



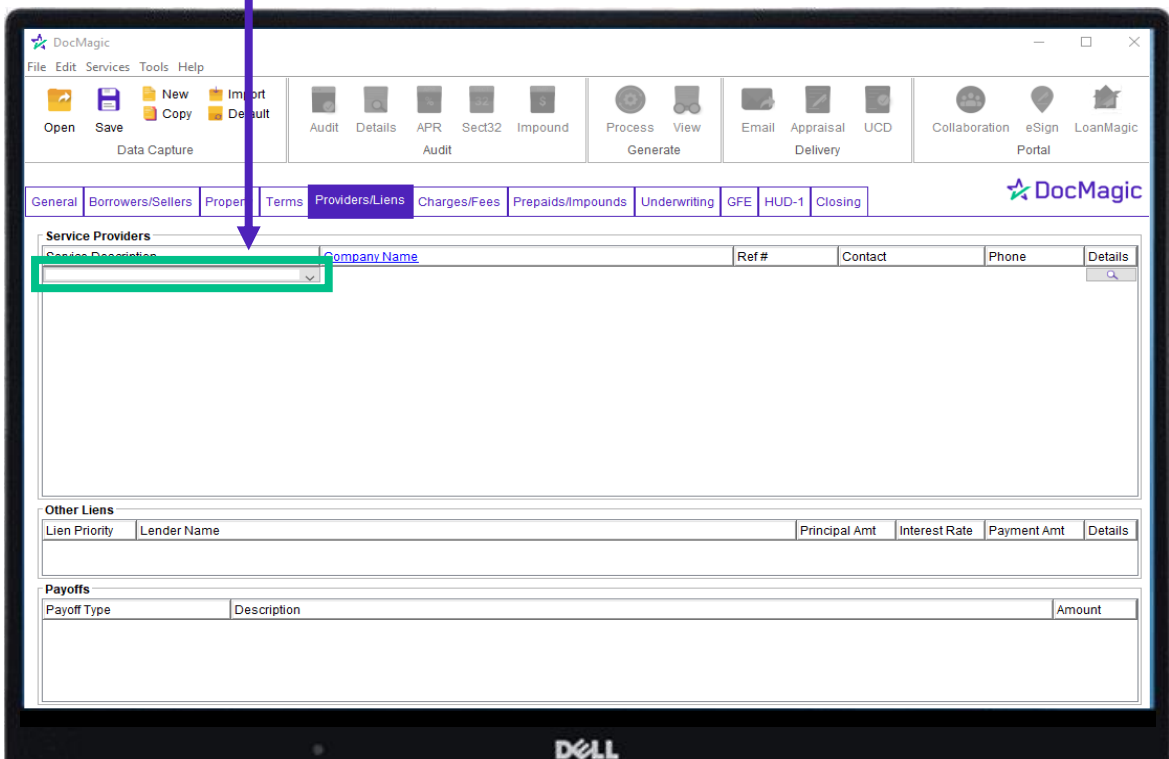
For detailed instructions on how to use DocMagic Online, please visit our Product Training page:  
<https://www.docmagic.com/product-training/docmagic>



# DMO – Adding Service Providers

## Adding Service Descriptions

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



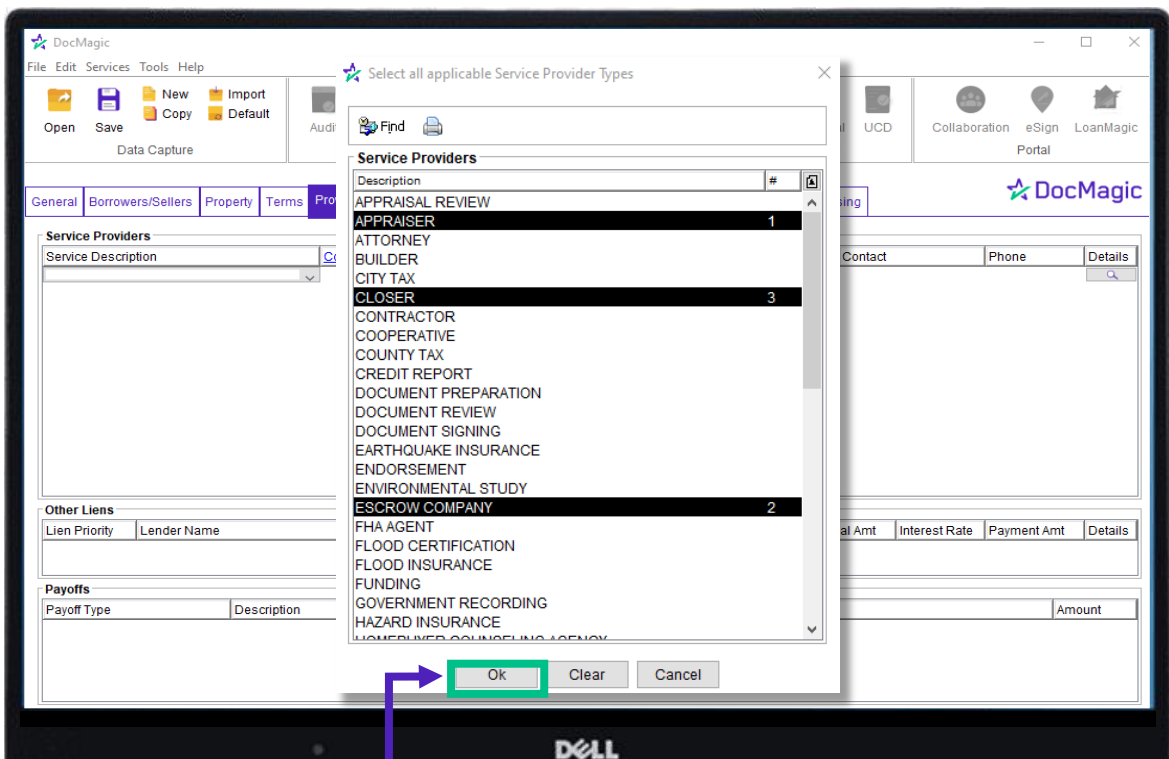
Clicking this box will open a new window (shown on next page).



# 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.



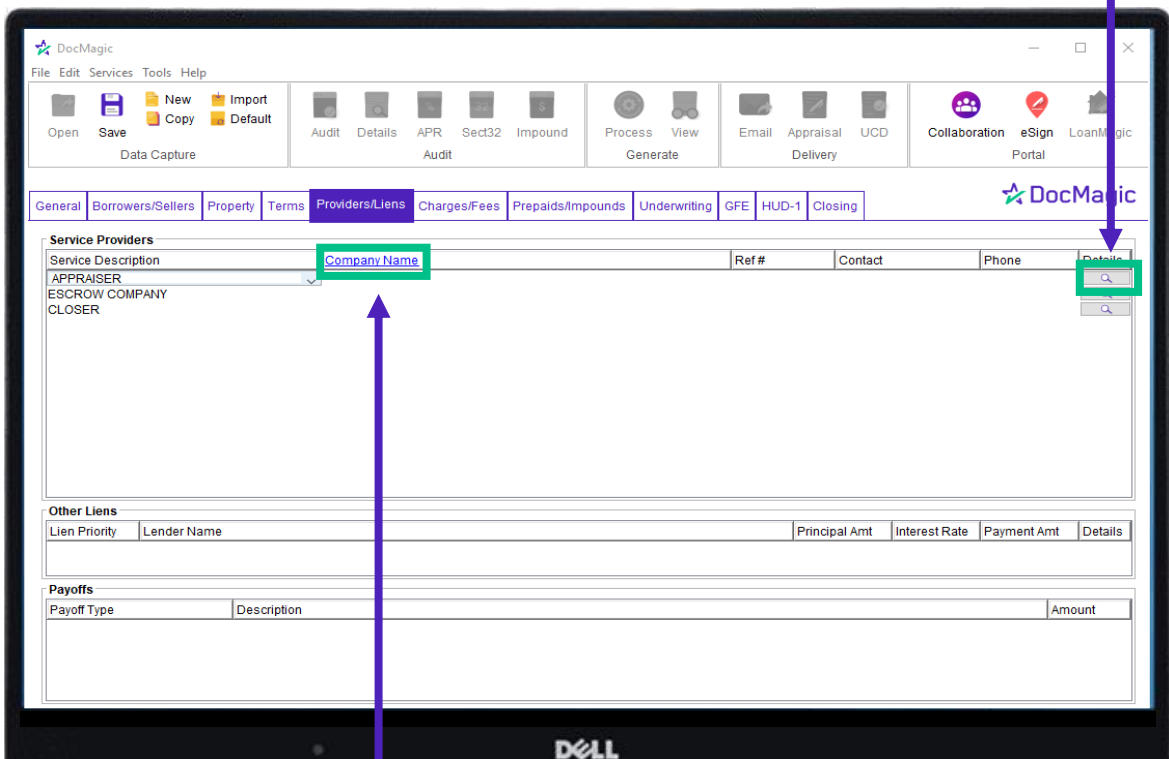
Hit "Ok" at the bottom when finished.



# 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
-------------	-------------	--------

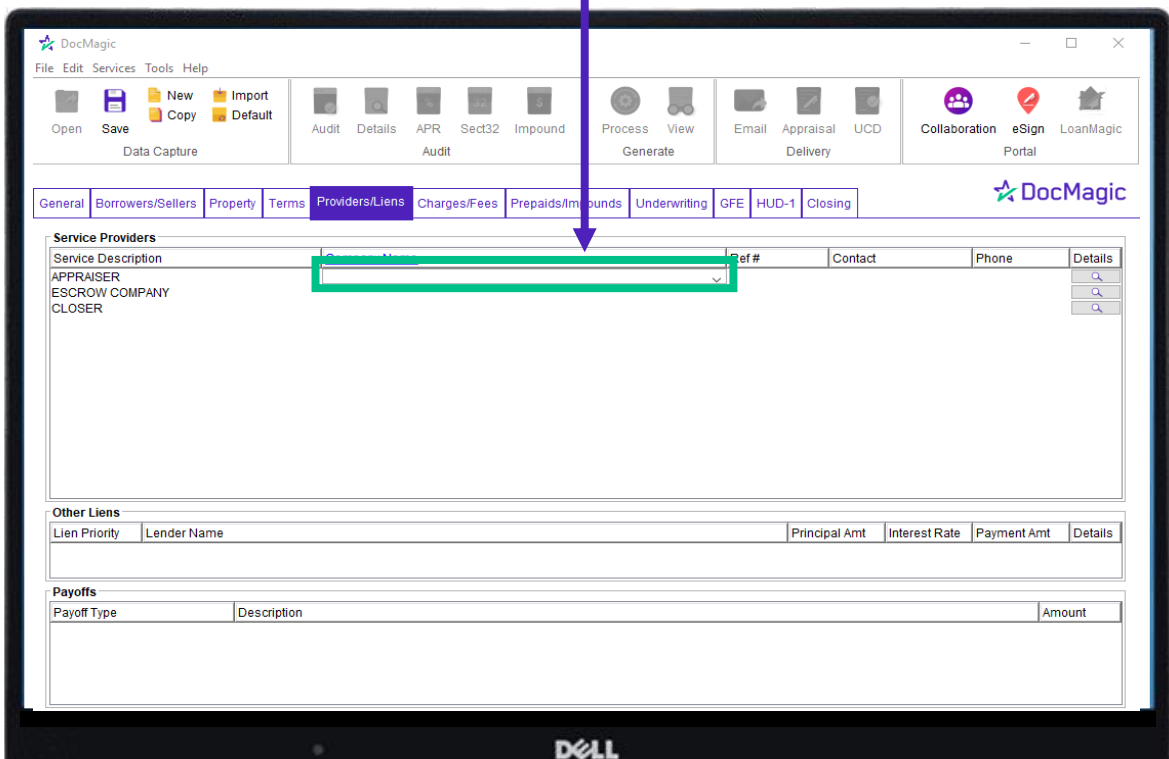
Press the floppy disk icon at the top to save your entry to your DocMagic database for future use.



# DMO – Adding Service Providers

## Selecting Your Service Providers

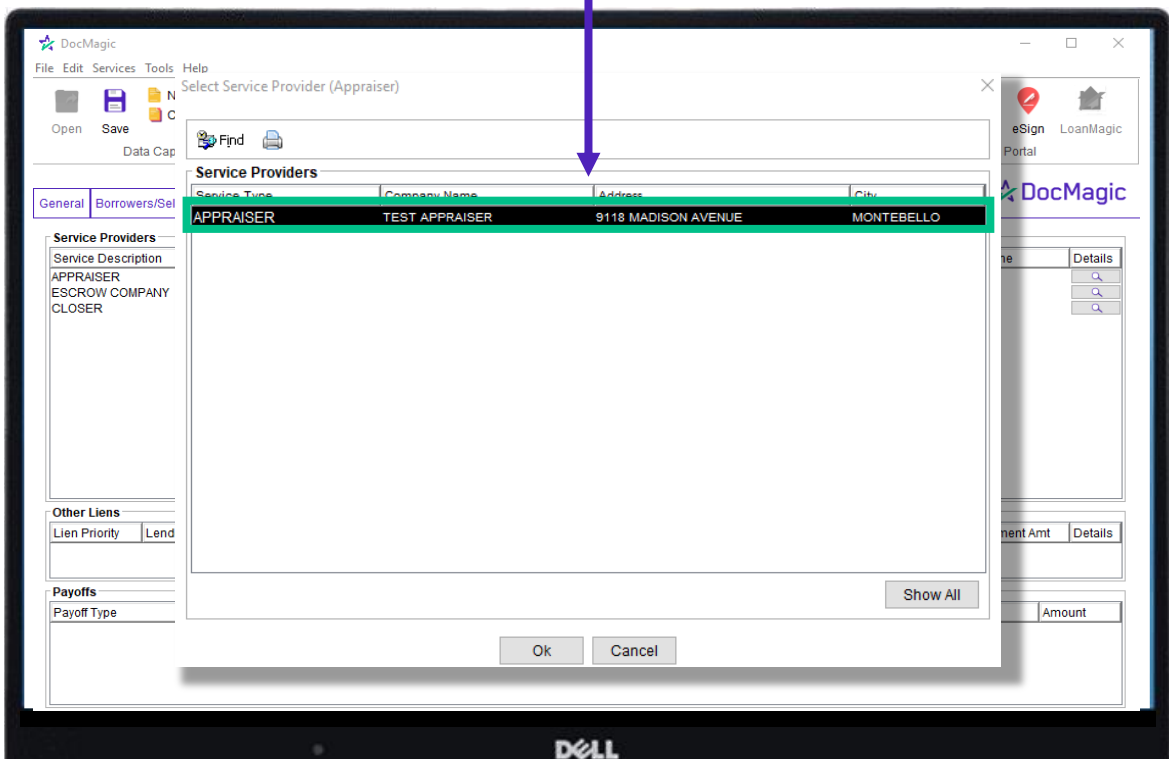
Select the service provider you just added by clicking the white area beneath Company Name to open another window.



# DMO – Adding Service Providers

## Selecting Your Service Providers

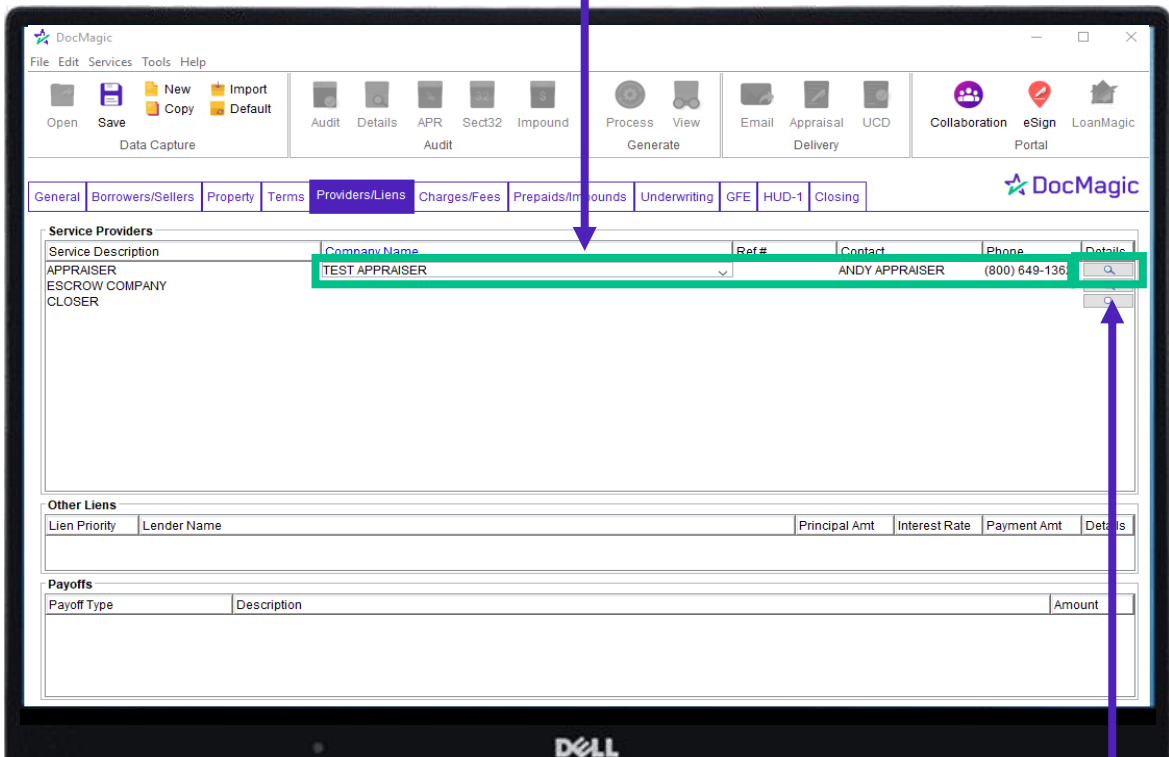
In the window that appears, click on the service provider you created then click the OK button.



# 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.

The screenshot shows the 'Details - Test Appraiser' window in the DocMagic application. The form contains the following information:

- Company Name: TEST APPRAISER
- Street: 9118 MADISON AVENUE
- City: MONTEBELLO
- State: CALIFORNIA
- Zip: 90640
- Relation Code: No relation code selected.
- License #: [Blank]
- NMLS #: [Blank]
- Contact Name: ANDY APPRAISER
- Contact Email: andy@appraiser.com
- Phone: (800) 649-1362
- Fax: (800) 564-1362
- License #: 8749
- NMLS #: [Blank]

The 'Provided Service' table is currently empty. Below the table is a checkbox labeled 'Add to Service Provider database for future use'. At the bottom of the window, there is a text field 'What is the Service Provider Street?' and two buttons: 'Ok' (highlighted with a green box) and 'Cancel'. A blue arrow points from the instruction box above to the 'Ok' button.

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



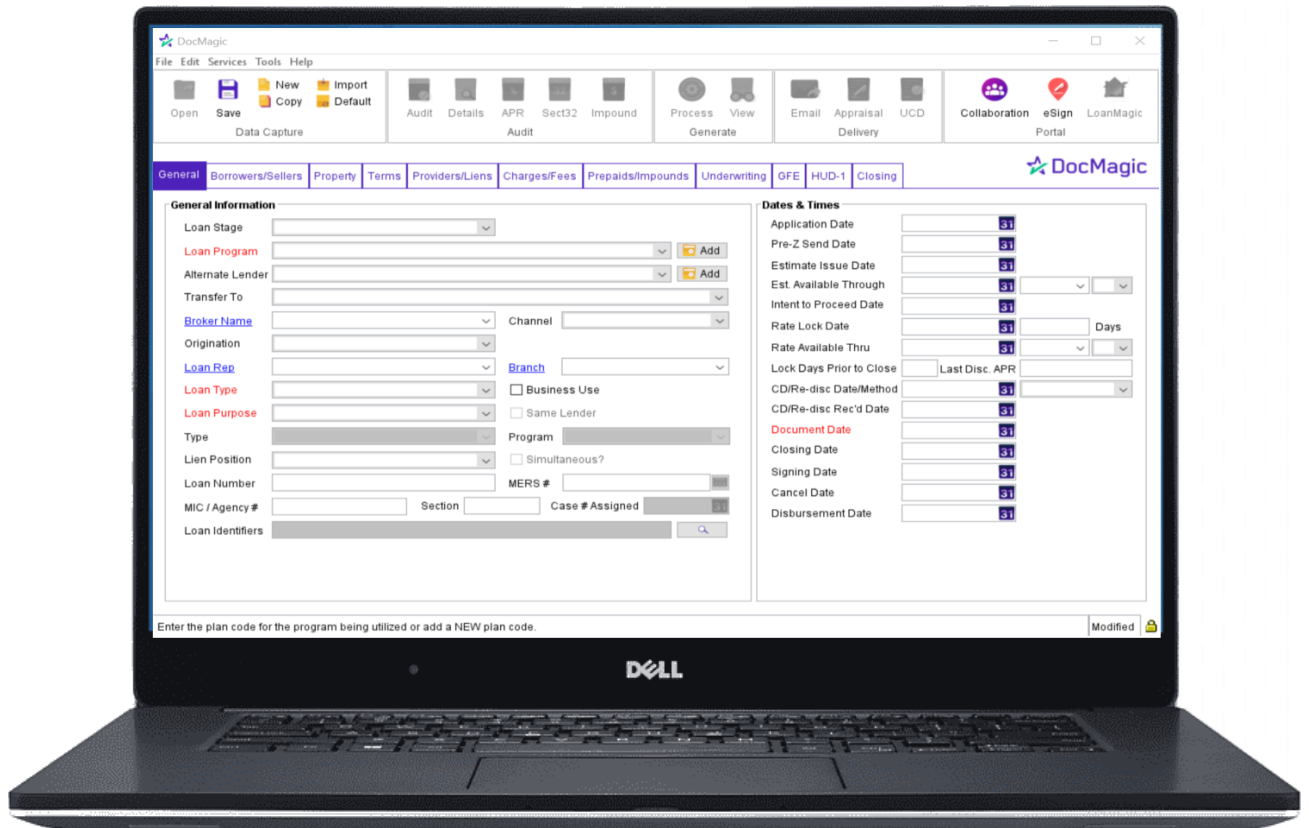


Switching to the new URLA  
in DocMagic Online

# DMO – Switch to New URLA

Open DocMagic Online

Start by launching DocMagic Online.



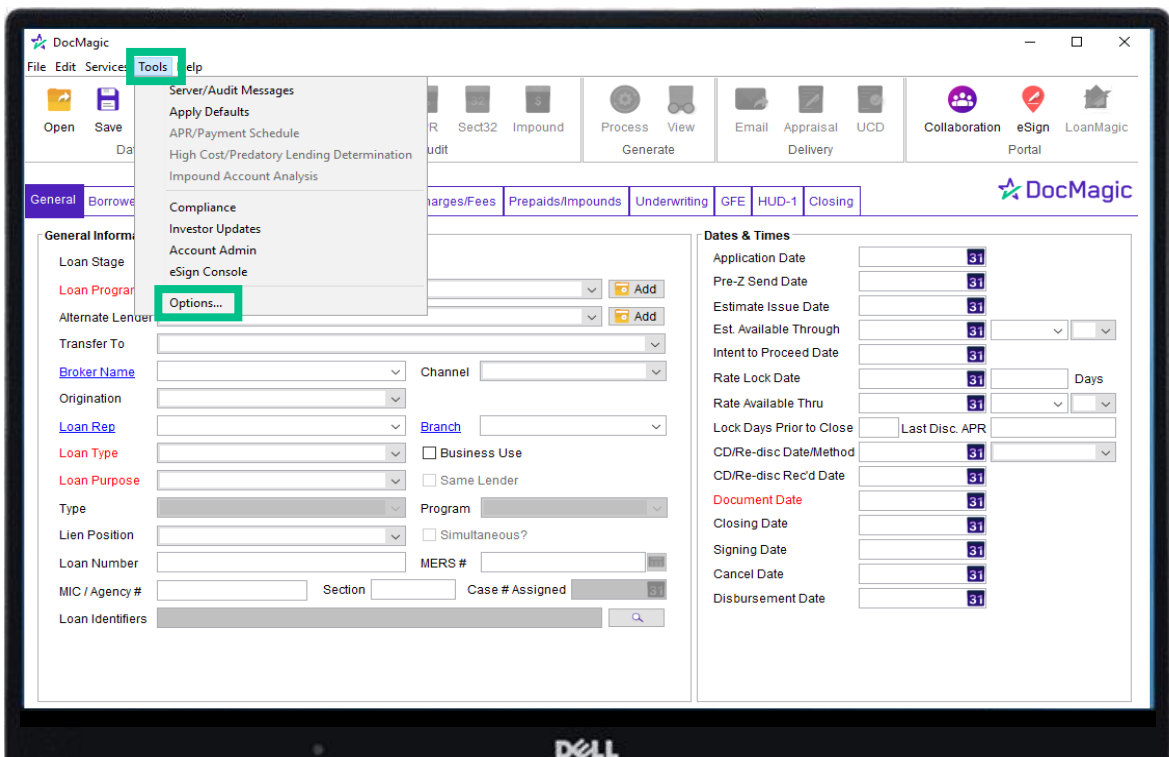
For instructions on how to launch and use DocMagic Online, please visit our product training page:  
<https://www.docmagic.com/product-training>



# DMO – Switch to New URLA

## Options

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

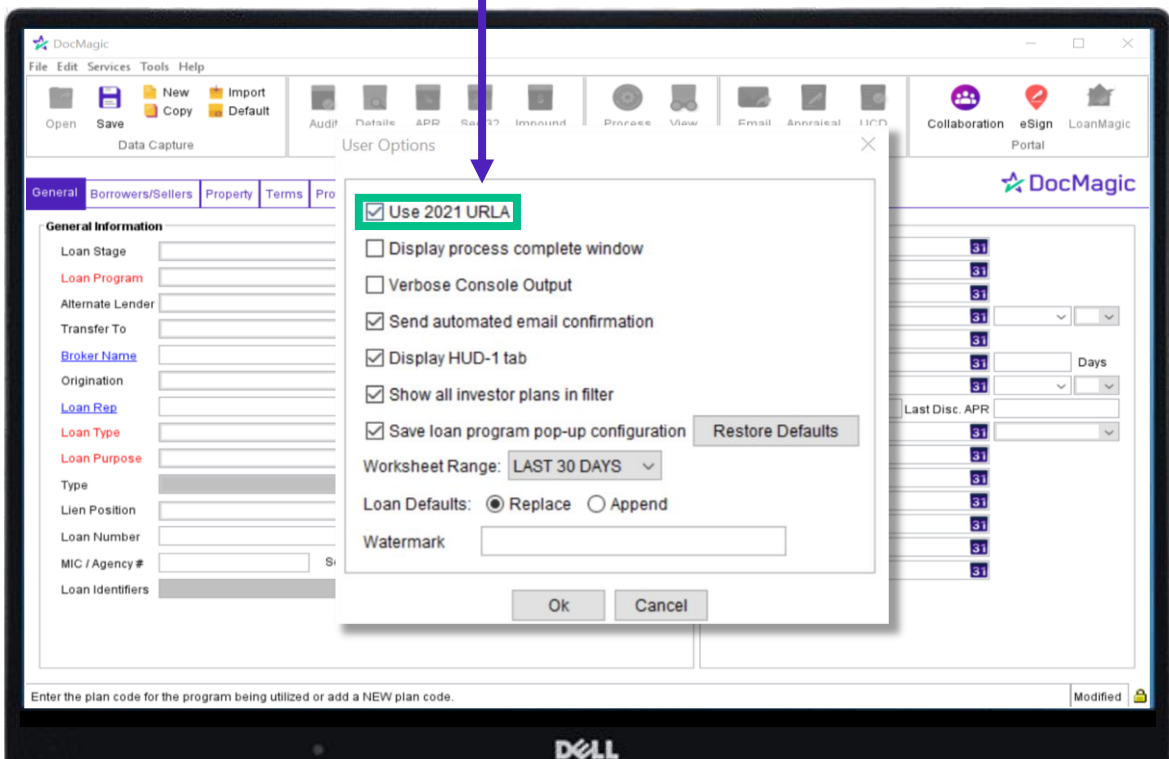




# DMO – Switch to New URLA

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.

The screenshot displays the DocMagic software interface. A dialog box titled "Document Processing Options" is open, showing a message: "Worksheet #27 (SAMPLE) is queued for processing." The dialog has several sections: "General Options" (Package Type: Closing, File Format: 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), "Security" (E-Mail Secure Link to, Require Password, Retrieval Notification, Disable Recipient Printing), and "Additional Services" (Print and Deliver, Flood Certification, MERS Registration). A "Process" button is highlighted in a green box at the bottom of the dialog. In the background, the main DocMagic interface is visible, with a "Process" button in the top toolbar also highlighted in a green box. A purple arrow points from the text box above to the "Process" button in the toolbar. The main interface shows a "Dates & Times" section with various dates and times set for processing.

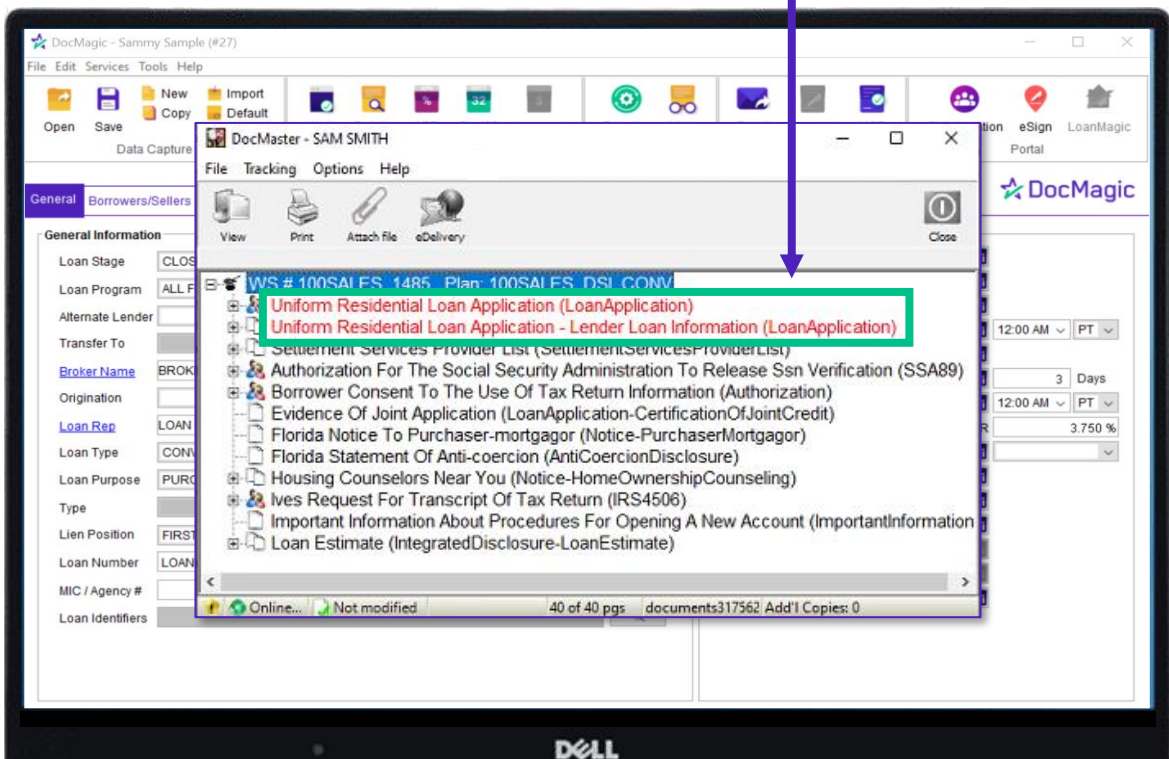
Dates & Times	
Application Date	03/01/2016 3:1
Pre-Z Send Date	03/02/2016 3:1
Estimate Issue Date	03/02/2016 3:1
Est. Available Through	03/06/2016 3:1 12:00 AM PT
Intent to Proceed Date	03/08/2016 3:1
Rate Lock Date	03/10/2016 3:1 3 Days
Rate Available Thru	03/15/2016 3:1 12:00 AM PT
Lock Days Prior to Close	25 Last Disc. APR 3.750 %
CD/Re-disc Date/Method	3:1
CD/Re-disc Rec'd Date	3:1
Document Date	04/05/2016 3:1
Closing Date	05/05/2016 3:1
Signing Date	3:1
Cancel Date	3:1
Disbursement Date	05/10/2016 3:1



# DMO – Switch to New URLA

New URLA Appears in DocMaster

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



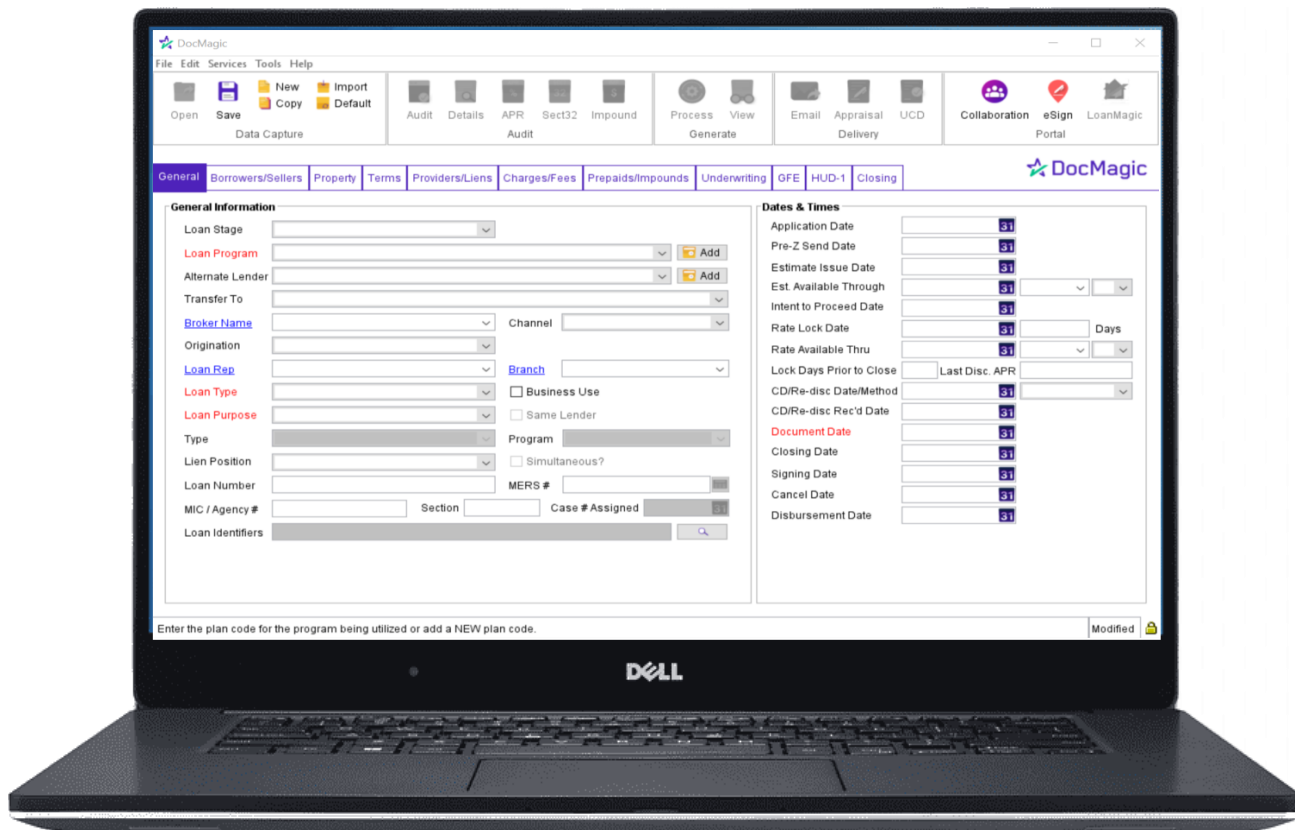


Flood Determination / Certification  
in DocMagic Online

# 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

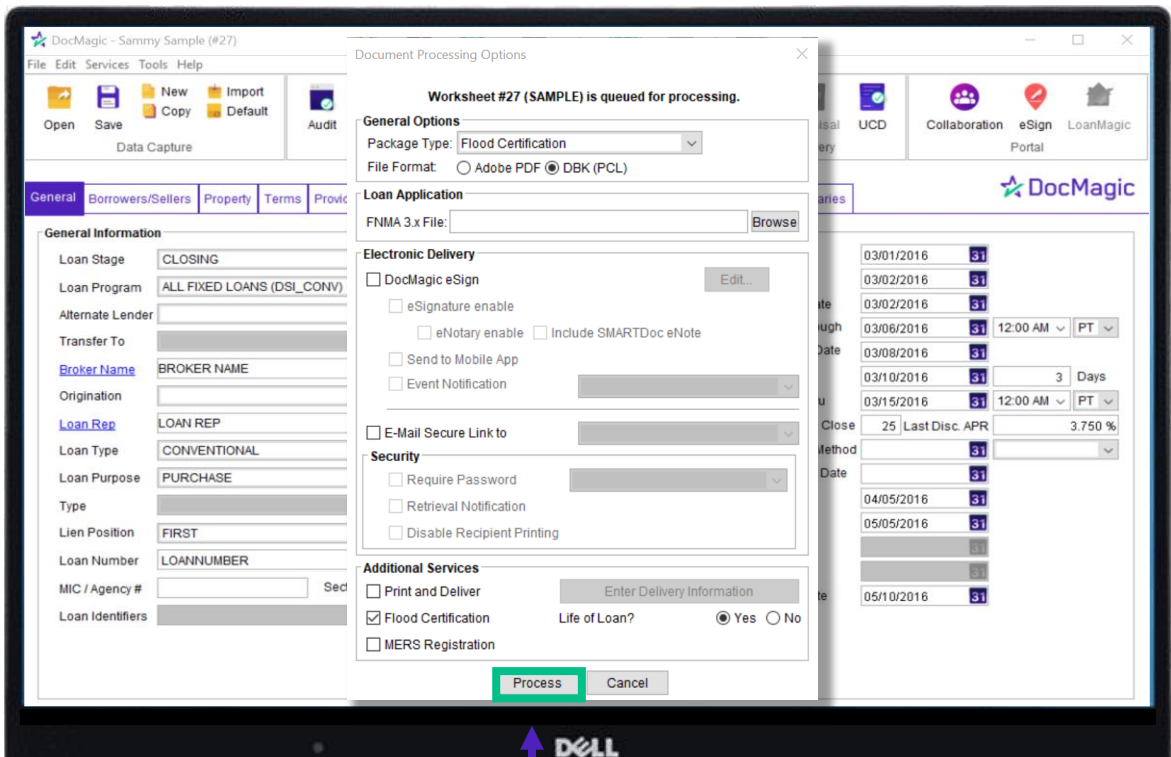
Process Cancel

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



# DMO – Flood Certification

## Process Documents



Hit Process.

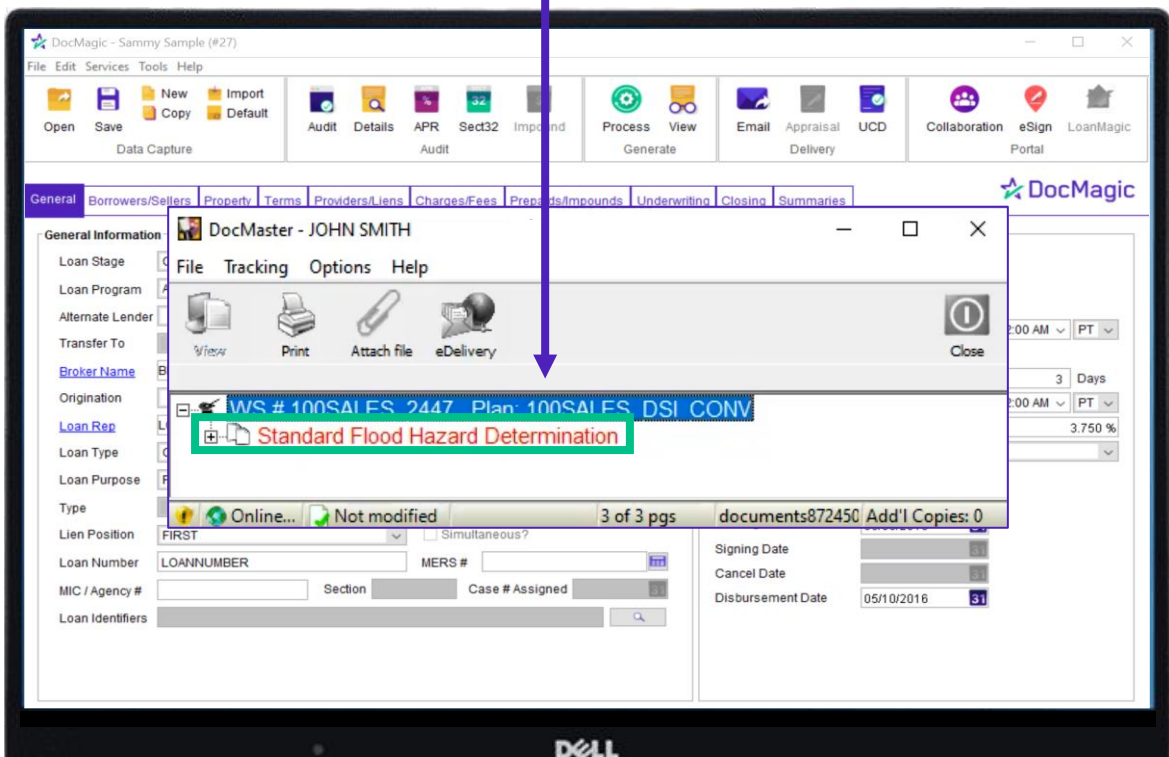




# DMO – Flood Certification

## 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	
<b>STANDARD FLOOD HAZARD DETERMINATION FORM (SFHDF)</b>			
<b>SECTION I - LOAN INFORMATION</b>			
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	
<b>SECTION II</b>			
<b>A. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMMUNITY JURISDICTION</b>			
1. NFIP Community Name	2. County(ies)	3. State	4. NFIP Community Number
<b>B. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) DATA AFFECTING BUILDING/MOBILE HOME</b>			
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.

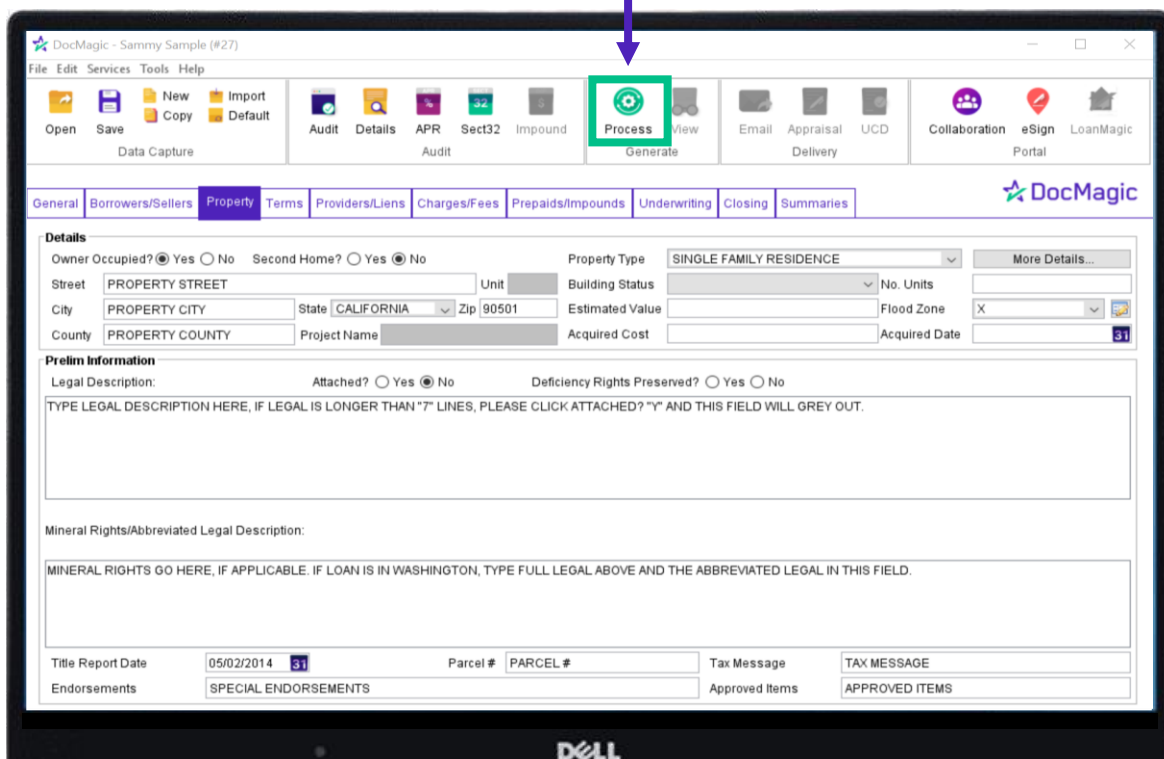
The screenshot displays the DocMagic software interface for a document titled "Sammy Sample (#27)". The "Property" tab is selected and highlighted in green. The "Details" section contains various fields for property information, including "Owner Occupied?", "Second Home?", "Property Type" (set to "SINGLE FAMILY RESIDENCE"), "Street", "City", "State" (set to "CALIFORNIA"), "Zip" (set to "90501"), "Building Status", "Estimated Value", "Flood Zone", "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 instruction box above to the dropdown. Below the "Details" section is the "Prelim Information" section, which includes "Legal Description" and "Mineral Rights/Abbreviated Legal Description" fields. At the bottom of the interface, there are fields for "Title Report Date" (set to "05/02/2014"), "Parcel #", "Tax Message", "Endorsements" (set to "SPECIAL ENDORSEMENTS"), and "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
<b>Estimated Cash to Close</b>	<b>\$16,054</b>

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 <b>Total Loan Costs (D)</b> and <b>Total Other Costs (I)</b>
Closing Costs Paid Before Closing	\$0	– \$29.80	YES • You paid these Closing Costs <b>before closing</b>
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 <b>Section L</b>
Adjustments and Other Credits	\$0	– \$1,035.04	YES • See details in <b>Sections K and L</b>
<b>Cash to Close</b>	<b>\$16,054.00</b>	<b>\$14,147.26</b>	

## Calculating Cash to Close

Loan Amount	\$150,000
Total Closing Costs (J)	– \$5,099
Estimated Total Payoffs and Payments	– \$120,000
<b>Estimated Cash to Close</b> <input type="checkbox"/> From <input checked="" type="checkbox"/> <b>To Borrower</b>	<b>\$24,901</b>
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 <b>Total Loan Costs (D)</b> and <b>Total Other Costs (I)</b>
Closing Costs Paid Before Closing	\$0	\$435.00	YES • You paid these Closing Costs <b>before closing</b>
Total Payoffs and Payments (K)	– \$120,000.00	– \$115,000.00	YES • See <b>Payoffs and Payments (K)</b>
<b>Cash to Close</b>	\$24,901.00	\$29,677.43	
<input type="checkbox"/> From <input checked="" type="checkbox"/> <b>To Borrower</b>	<input type="checkbox"/> From <input checked="" type="checkbox"/> <b>To Borrower</b>		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
<b>Estimated Cash to Close</b>	<b>\$16,054</b>

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

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

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
<b>Estimated Cash to Close</b> <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 <b>Total Loan Costs (D)</b> and <b>Total Other Costs (I)</b>
Closing Costs Paid Before Closing	\$0	\$435.00	YES • You paid these Closing Costs <b>before closing</b>
Total Payoffs and Payments (K)	– \$120,000.00	– \$115,000.00	YES • See <b>Payoffs and Payments (K)</b>
<b>Cash to Close</b>	\$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 Default 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 Prepaids/Impounds Underwriting Closing Summaries DocMagic

**General Information**

Loan Stage: CLOSING

Loan Program: ALL FIXED LOANS (DSI\_CONV) Add

Alternate Lender Add

Transfer To

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 \$\_\_\_\_\_ 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 Construction of the Property ("Work").

"Property" includes the Improvements. I also have signed a "Security Instrument" granting Lender a first priority lien on the Property. "Security Instrument" means the Note, the Security Instrument and any other documents in the Note and the Security Instrument have the same effect as if they were part of this Agreement.

**Alterations / Improvements**

Statement of Work

Improvements Included

Start Date:  Time: 12:00 AM

Survey Coverage:

Survey Provided To:

Survey Approval(s):

**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' dropdown. A magnifying glass icon next to 'Construction Fees' 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 a 'Construction Fees' dialog box. The dialog box contains a table with the following structure:

Amount	Description
\$99.00	

Below the table is a text input field with the placeholder text "Enter amount of post-consumation construction fees." and "Ok" and "Cancel" buttons. A blue arrow points from the text box above to the "Amount" cell.



# 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.

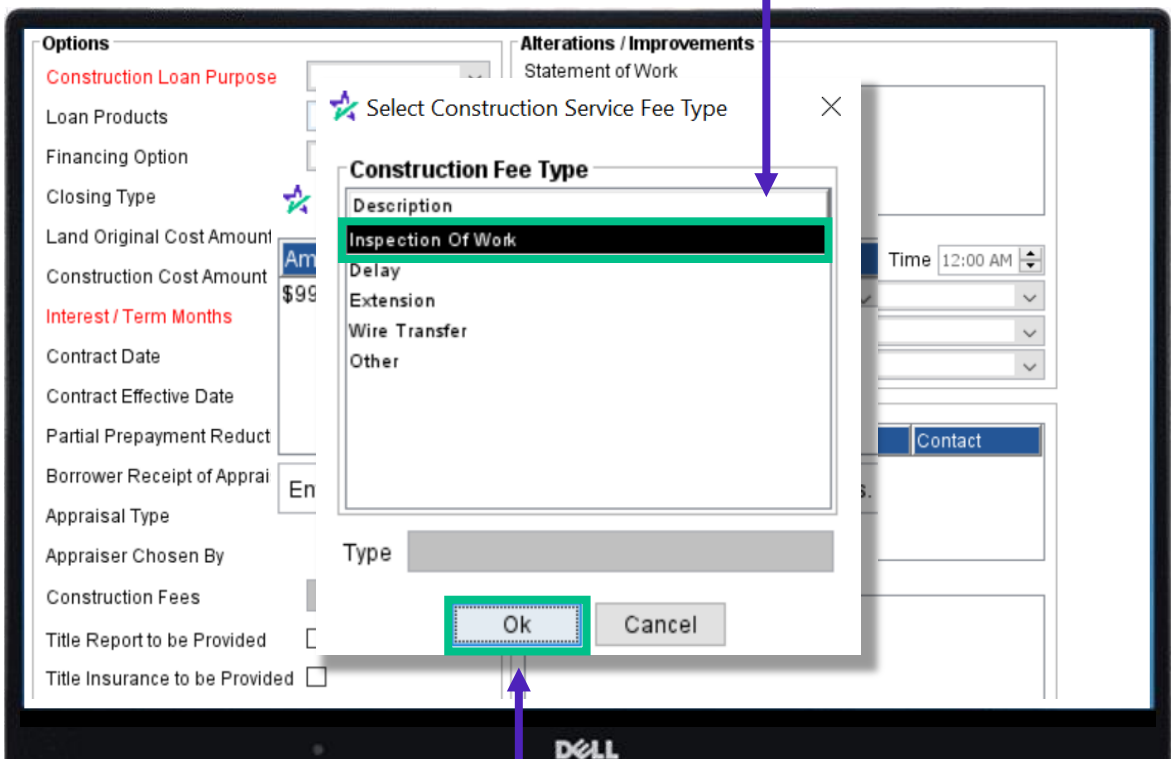
Ok Cancel



# Construction Loans in DMO

## Inspection of Work Fee

Select Inspection of Work from the window that appears.

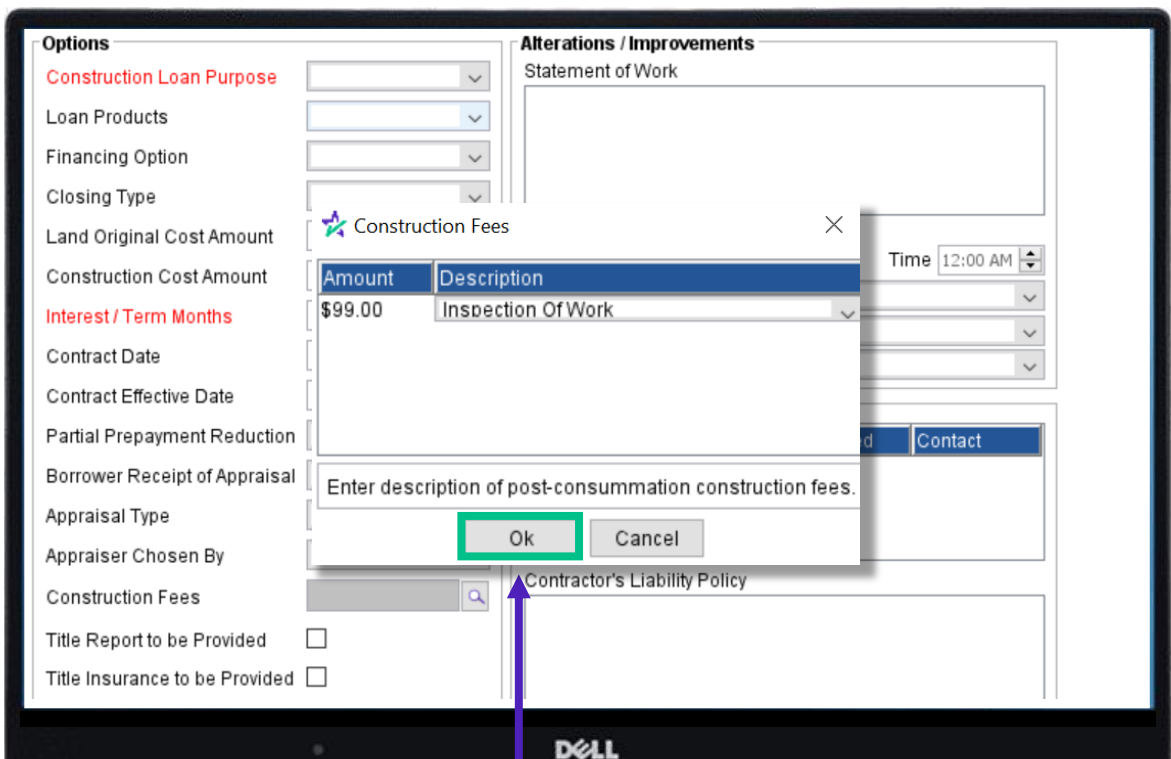


Click Ok.



# 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  31

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.

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 Prepaids/Impounds Ur

**Options**

Construction Loan Purpose [dropdown]

Loan Products [dropdown]

**Financing Option** [dropdown]

Closing Type [dropdown]

Land Original Cost Amount [input]

Construction Cost Amount [input]

**Alterations / Improvements**

Statement of Work [text area]

Improvements Included [input] Date [31] Time [12:00 AM]

DELL





# 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

DELL

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.

The screenshot shows a loan application form with several input fields on the left and a dropdown menu on the right. The dropdown menu is open, showing three options: 'Lender', 'Title Company', and 'Lender And Title Company'. The 'Lender And Title Company' option is highlighted with a green box. A blue arrow points from this option to the text 'Lender and to the Title Company' in section 2.5 of the form. Another blue arrow points from the text box above to the dropdown menu.

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"/>	<b>Suppliers</b>	
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 displays a software interface for a construction loan form. The 'Construction' tab is selected. The 'Borrower Receipt of Appraisal' dropdown menu is open, showing two options: 'Prior To Any Disbursement Of Funds' and 'Prior To Final Advance'. A blue arrow points from the text box above to the selected option. The form includes sections for 'Options', 'Alterations / Improvements', and 'Suppliers'.

Options	
Construction Loan Purpose	[Dropdown]
Loan Products	[Dropdown]
Financing Option	[Dropdown]
Closing Type	[Dropdown]
Land Original Cost Amount	[Text]
Construction Cost Amount	[Text]
Interest / Term Months	[Text] / [Text]
Contract Date	[Text] 31
Contract Effective Date	[Text] 31
Partial Prepayment Reduction	[Dropdown]
Borrower Receipt of Appraisal	[Dropdown]
Appraisal Type	[Text]
Appraiser Chosen By	[Text]
Construction Fees	[Text]

Alterations / Improvements	
Statement of Work	
[Text Area]	
<input checked="" type="checkbox"/> Improvements Included	
Start Date	[Text] 31
Time	12:00 AM
Survey Coverage	[Dropdown]
Survey Provided To	[Dropdown]
Survey Approval(s)	[Dropdown]

Suppliers			
Name	Service	Owed	Contact



# 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.

DELL



# Construction Loans in DMO

## Disbursement Method

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

The screenshot shows a web form for a construction loan. The 'Payment Procedures' section has a dropdown menu for 'Disbursement Method' with options: 'Escrow Account', 'Direct', and 'Advance Request'. The 'Escrow Account' option is highlighted with a green box. Below this, section 2.8.1. 'Administration' is highlighted with a green box. The text in this section reads: '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.'

**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]

**Payment Procedures**  
Disbursement Method: [dropdown menu]  
Interest Payment: [input]  
Pmt Reserve Months: [input] by [input]  
Escrow Included:

**Advance Request**  
Advance Percent: [input] for [input] days  
Percent within: [input] days; Holdback %: [input]  
Dispute Period: [input] Failure to Pay %: [input]

**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.

DELL

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 menu]

Name	Service	Owed	Contact
Amount Of Monthly Payments			
Number Of Monthly Payments			

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By [dropdown menu]

Construction Fees [input field]

Title Report to be Provided

Title Insurance to be Provided

Contractor's Liability Policy

**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.

The screenshot shows a software interface for 'Completion' with the following elements:

- Completion** section header.
- Certifications** section with a **Date Completed** field set to **31**.
- A table with columns: **Type**, **Date**, and **Inspector Description**.
- Completion Certificate Due** dropdown menu.
- Two checkboxes:  **Certificate of Completion** and  **Certificate of Occupancy**.
- A dropdown menu with two options: **Before Final Advance** and **Within Six Months Of Completion**. The first option is highlighted with a green box.
- Section **2.8.4.5. Completion of Improvements.** with text: "The Work will be completed as required by this Loan Agreement."
- A paragraph: "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." The phrase "before the final Disbursement" is highlighted with a green box.

Two purple arrows point from the text boxes to the highlighted areas: one from the top box to the dropdown menu, and one from the bottom box to the highlighted text in the acknowledgment paragraph.

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.**

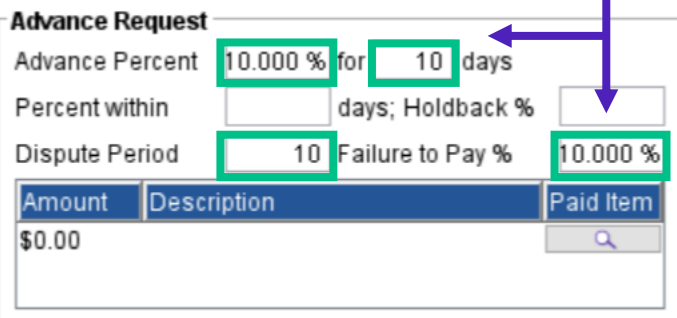
10.1. **Contractor's Insurance.** Contractor will purchase and maintain the following insurance policies:



# 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 contains the following fields:

- Advance Percent: 10.000 %
- for: 10 days
- Percent within: [ ] days; Holdback %: [ ]
- Dispute Period: 10
- Failure to Pay %: 10.000 %

Below the form is a table with the following structure:

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

Section 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 [text]

Construction Cost Amount [text]

**Interest / Term Months** [text] / [text]

Contract Date [text] 31

**Alterations / Improvements**

Statement of Work [text area]

Improvements Included

Start Date [text] 31 Time [dropdown] 12:00 AM

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 [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 [dropdown] 12:00 AM  
Survey Coverage [dropdown]  
Survey Provided To [dropdown]  
Survey Approval(s) [dropdown]

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 [input] at [input]

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>
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# 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' window open. The window 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 form with various fields like 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', and 'Appraisal Type'. Below the form is Section 17 of the Texas Residential Construction Loan Agreement, which discusses the 'Completion of Construction: Extension of Completion Date'. A red box highlights a blank space in the text, and a red arrow points from the 'Extension' entry in the table to this space.

**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 [red box] 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.



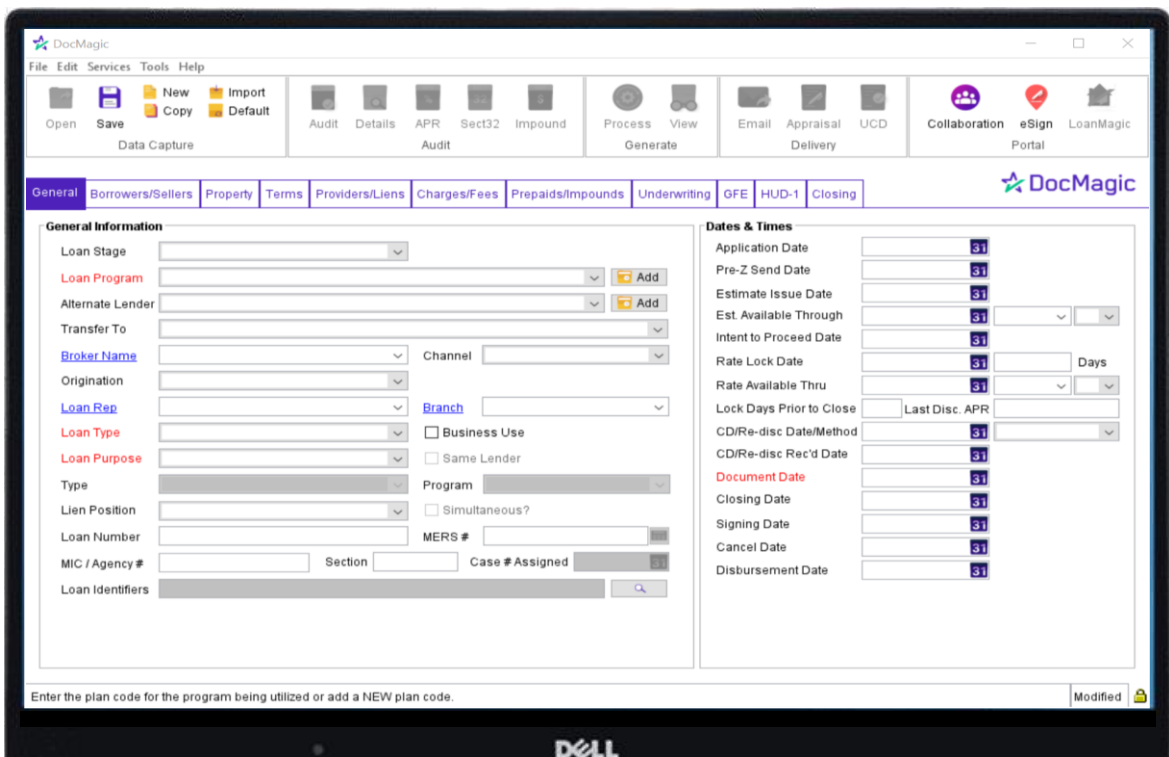


How to Avoid Getting Charged  
Multiple Times For The Same  
Loan Package

# 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 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 second window titled 'Validation - Worksheet #3339' is open, showing a warning report. The report header states '10 Warning issues have been detected.' Below this is a table with columns for Type, Message, Category, and Details.

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 screenshot shows the DocMagic software interface. The 'Borrowers' section is active, displaying a table with the following data:

Name	Type	Social Sec. #	Details	Vesting
JOHN TEST	INDIVIDUAL	000-00-0000		

Below the table, there are fields for 'Final Relation', 'Country' (UNITED STATES), 'City' (ANYTOWN), 'Mailing Street' (456 SOMEWHERE STREET), 'State' (NEW YORK), and 'Zip' (12345). The 'Sellers' section below shows 'STEVE SELLER'.

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

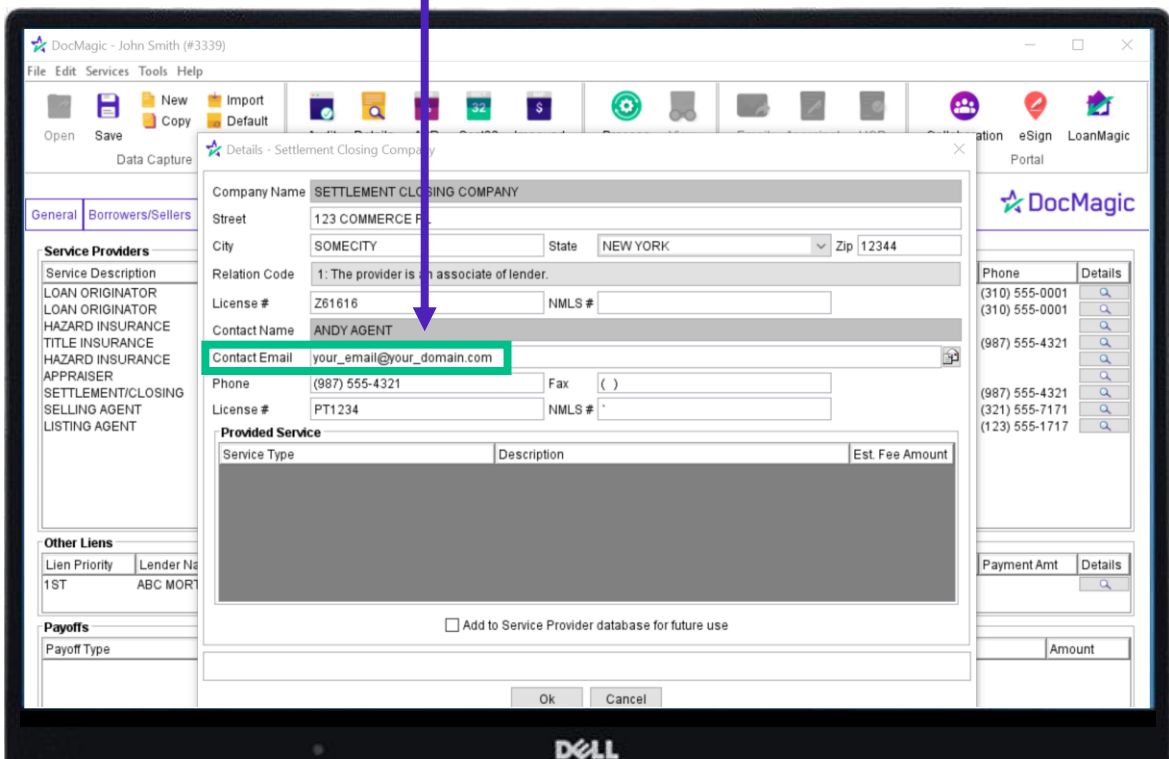
Please Note: Having "Test" or "Sample" in the loan file will not do anything – it must in be the borrower's last name



# 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.



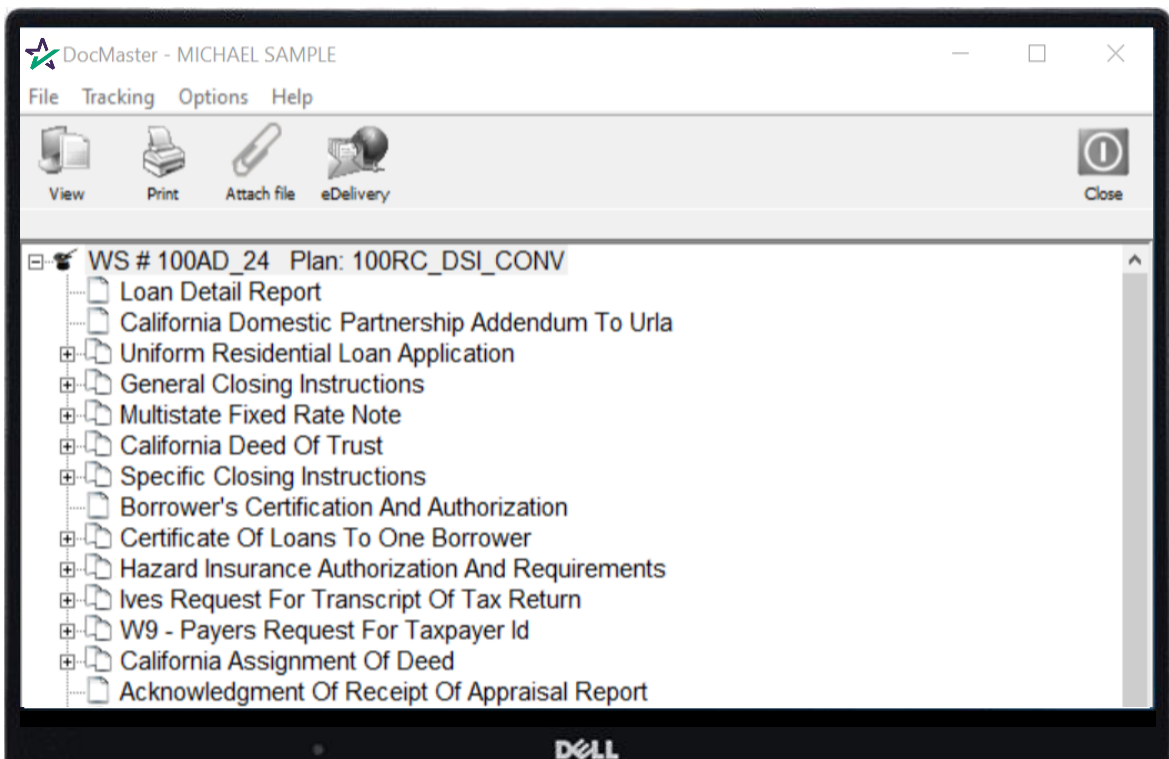
You can run up to 5 test samples a day without being charged.



# 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](#).

