

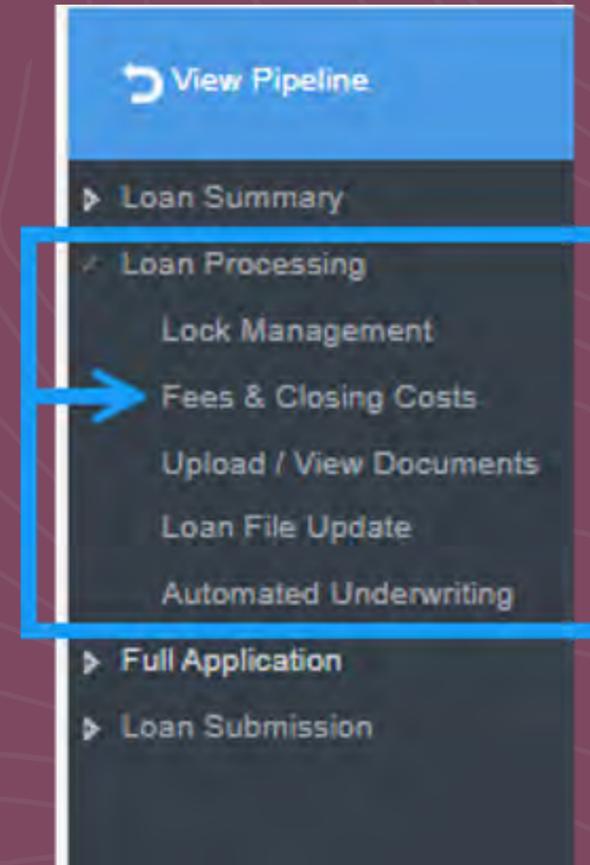


a Mortgage Boutique is a division of  
first community mortgage

# how to Send Out Initial Disclosures

# Fees & Closing Cost

- After registering file on the left hand tool bar select Fees & Closing Cost.
- The information you initially see on screen will come from your 3.4 file import. Check your compensation on all BPC files. Input your credit report, appraisal fee, and any other fees that need to be collected.



| SECTION | DESCRIPTION                        | SERVICE PROVIDER               | PAID TO              | TOTAL AMOUNT | BORROWER AMOUNT |
|---------|------------------------------------|--------------------------------|----------------------|--------------|-----------------|
| A       | Administration Fee                 |                                | Lender               | \$1,085.00   | \$1,085.00      |
| A       | Broker Fee                         |                                | Broker               | \$2,000.00   | \$2,000.00      |
| B       | Appraisal Fee                      | FCM? ValueLink                 | Third Party Provider | \$805.00     | \$805.00        |
| B       | Credit Report Fee                  |                                | Third Party Provider | \$150.00     | \$150.00        |
| C       | Deed Preparation                   | Nations Lending Services, Inc. | Third Party Provider | \$95.00      | \$95.00         |
| C       | Document Delivery                  | Nations Lending Services, Inc. | Third Party Provider | \$85.00      | \$85.00         |
| C       | Lender's Title Insurance           | Nations Lending Services, Inc. | Third Party Provider | \$927.00     | \$927.00        |
| C       | Recording Release/Service Fee      | Nations Lending Services, Inc. | Third Party Provider | \$150.00     | \$150.00        |
| C       | Settlement/Closing/Attorney Fee    | Nations Lending Services, Inc. | Third Party Provider | \$800.00     | \$800.00        |
| C       | Title Endorsement Fee              | Nations Lending Services, Inc. | Third Party Provider | \$25.00      | \$25.00         |
| E       | County Transfer Taxes - Deed       |                                | Third Party Provider | \$374.00     | \$374.00        |
| E       | Deed Recording                     |                                | Third Party Provider | \$48.00      | \$48.00         |
| E       | Mortgage Recording                 |                                | Third Party Provider | \$137.00     | \$137.00        |
| F       | Hazard Insurance Premium           |                                | Third Party Provider | \$0.00       | \$0.00          |
| F       | Prepaid Interest                   |                                | Lender               | \$1,687.95   | \$1,687.95      |
| F       | Property Taxes Due at Close        |                                | Third Party Provider | \$0.00       | \$0.00          |
| H       | Owner's Title Insurance (Optional) | Nations Lending Services, Inc. | Third Party Provider | \$986.00     | \$986.00        |

# Fees & Closing Cost

- On the Fees & Closing Costs screen you can add, delete, or change any fees that need to be updated such as adding escrows and adjusting seller credits.
- Once you are on the Fees & Closing Cost screen, please click “Generate Lender Fees” towards the bottom left of the screen to get started. This will load the Closing Corp Smart fees into the screen.

Fees and Closing Costs

Credit Fee Rate Chosen: 54.000.00

Fees and Closing Cost Service Providers

| SECTION | DESCRIPTION                        | SERVICE PROVIDER               | PAID TO              | TOTAL AMOUNT | BORROWER AMOUNT |
|---------|------------------------------------|--------------------------------|----------------------|--------------|-----------------|
| A       | Administration Fee                 |                                | Lender               | \$1,085.00   | \$1,085.00      |
| A       | Broker Fee                         |                                | Broker               | \$2,000.00   | \$2,000.00      |
| B       | 3rd Party Processing Fee           |                                | Third Party Provider | \$1,000.00   | \$1,000.00      |
| B       | Appraisal Fee                      | FTM Financial, Inc.            | Third Party Provider | \$910.00     | \$910.00        |
| B       | Credit Record Fee                  |                                | Third Party Provider | \$150.00     | \$150.00        |
| C       | Deed Preparation                   | Nations Lending Services, Inc. | Third Party Provider | \$95.00      | \$95.00         |
| C       | Document Delivery                  | Nations Lending Services, Inc. | Third Party Provider | \$85.00      | \$85.00         |
| C       | Lender's Title Insurance           | Nations Lending Services, Inc. | Third Party Provider | \$927.00     | \$927.00        |
| C       | Recording Release/Service Fee      | Nations Lending Services, Inc. | Third Party Provider | \$150.00     | \$150.00        |
| C       | Settlement/Closing/Attorney Fee    | Nations Lending Services, Inc. | Third Party Provider | \$800.00     | \$800.00        |
| C       | Title Endorsement Fee              | Nations Lending Services, Inc. | Third Party Provider | \$25.00      | \$25.00         |
| E       | County Transfer Taxes - Deed       |                                | Third Party Provider | \$374.00     | \$374.00        |
| E       | Deed Recording                     |                                | Third Party Provider | \$48.00      | \$48.00         |
| E       | Mortgage Recording                 |                                | Third Party Provider | \$137.00     | \$137.00        |
| F       | Hazard Insurance Premium           |                                | Third Party Provider | \$1,000.00   | \$1,000.00      |
| F       | Prepaid Interest                   |                                | Lender               | \$1,687.95   | \$1,687.95      |
| F       | Property Taxes Due at Close        |                                | Third Party Provider | \$4,000.00   | \$4,000.00      |
| G       | County Tax Impounds                |                                |                      | \$1,333.32   | \$1,333.32      |
| G       | Hazard Insurance Impounds          |                                |                      | \$333.32     | \$333.32        |
| H       | Owner's Title Insurance (Optional) | Nations Lending Services, Inc. | Third Party Provider | \$5,968.00   | \$608.00        |



Generate Lender Fees

Quick Fees

Partner Compensation

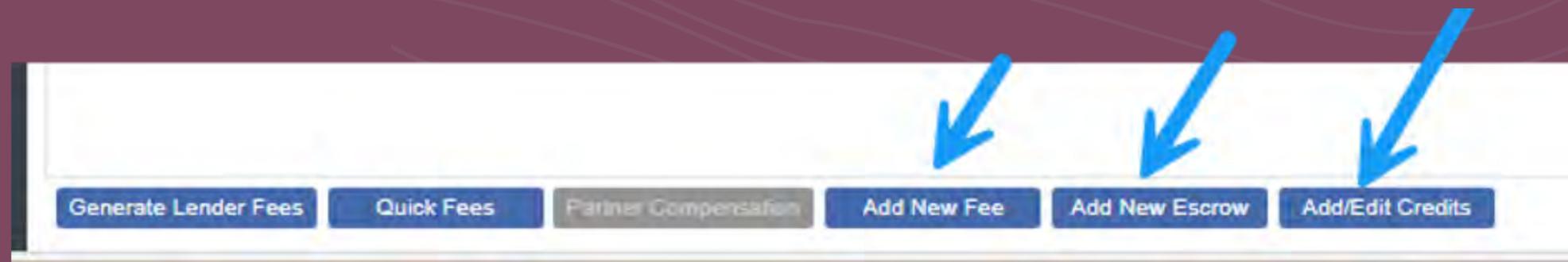
Add New Fee

Add New Escrow

Add/Edit Credits

# Fees

- Fees you should adjust
  - Credit report Fee
  - Appraisal Fee
  - HOI due at closing
  - Property Tax due at closing
- Fees you might want to add – see images below
  - Third Party Processing under services you can not shop for
  - Escrows / Impounds
    - Taxes and HOI



# Fees

- Please see screen shot examples of fees you might want to add

The 'Add Fee' dialog box contains the following fields and values:

- LE/CD Section:** Services You Cannot Shop For
- Fee Identifier:** 0878
- Fee description:** 3rd Party Processing Fee
- Service Provider Type:** Freeform Provider
- Pay To:** Third Party Provider
- Service Provider:** (empty text box)
- Vendor Relationship:** Services You Cannot Shop For
- Finance Charge:**
- Total Amount:** \$1,000.00    **POC Amount:** \$0.00
- Borrower Amount (Due at Closing):** \$1,000.00    **POC Amount:** \$0.00
- Seller Amount (Due at Closing):** \$0.00    **POC Amount:** \$0.00

Buttons: Cancel, Save

The 'Add an Escrow' dialog box contains the following fields and values:

- LE/CD Section:** G - Initial Escrow Payment At Closing
- Escrow Item:** 1094 - Addl County Tax Impounds
- Escrow Description:** Addl County Tax Impounds
- Annual Amount Due:** \$4,000.00
- Months Collected:** 2
- Cushion Months:** 2

Buttons: Cancel, Save

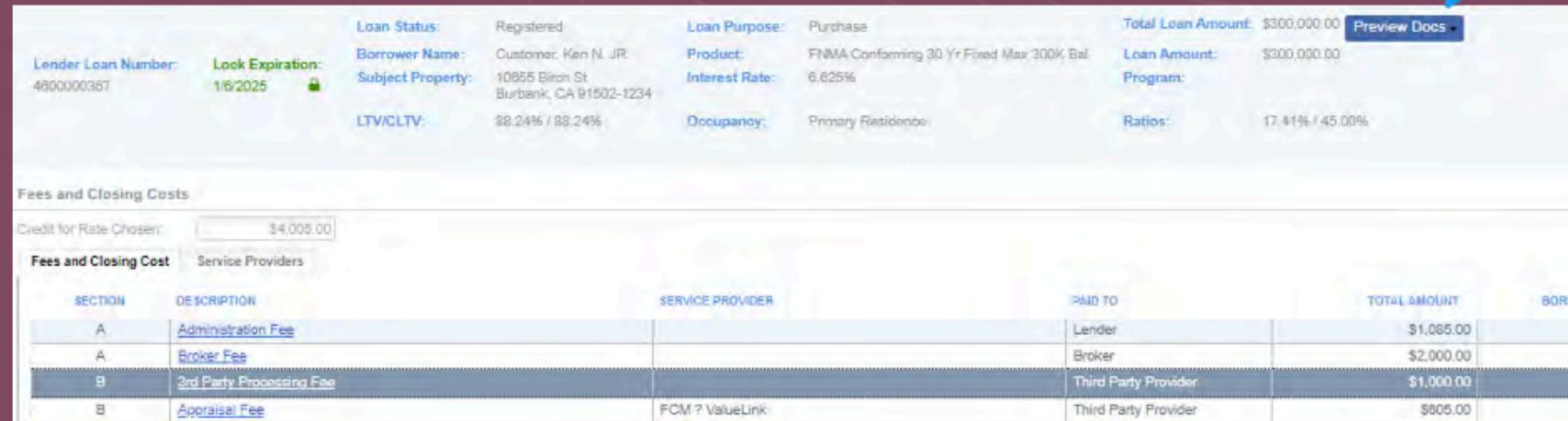
The 'Add an Escrow' dialog box contains the following fields and values:

- LE/CD Section:** G - Initial Escrow Payment At Closing
- Escrow Item:** 1002 - Hazard Insurance Impounds
- Escrow Description:** Hazard Insurance Impounds
- Annual Amount Due:** \$1,000.00
- Months Collected:** 2
- Cushion Months:** 2

Buttons: Cancel, Save

# Preview LE

- Once all fee's are correct you can preview the LE from same screen
- On the left hand tool bar Click Loan submission (this will not submit the file right now)



The screenshot shows a loan application interface with the following details:

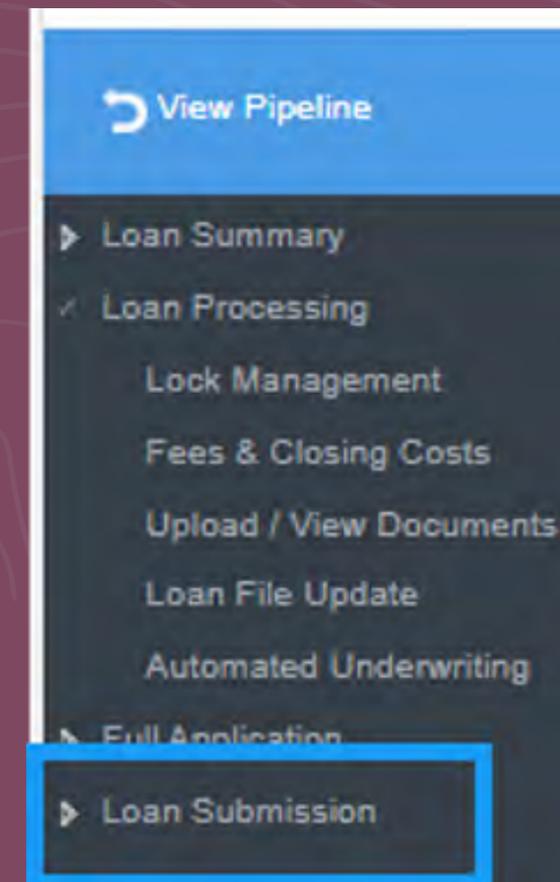
- Lender Loan Number:** 4800000367
- Lock Expiration:** 1/6/2025
- Loan Status:** Registered
- Borrower Name:** Customer: Ken N. JR.
- Subject Property:** 10855 Birch St, Burbank, CA 91502-1234
- LTV/CLTV:** 88.24% / 88.24%
- Loan Purpose:** Purchase
- Product:** FNMA Conforming 30 Yr Fixed Max 300K Bal
- Interest Rate:** 6.625%
- Occupancy:** Primary Residence
- Total Loan Amount:** \$300,000.00
- Loan Amount:** \$300,000.00
- Program:**
- Ratios:** 17.41% / 45.00%

A blue arrow points to a "Preview Docs" button in the top right corner.

**Fees and Closing Costs**

Credit for Rate Chosen: \$4,000.00

| SECTION | DESCRIPTION                              | SERVICE PROVIDER | PAID TO              | TOTAL AMOUNT | BORR |
|---------|--|------------------|----------------------|--------------|------|
| A       | <a href="#">Administration Fee</a>       |                  | Lender               | \$1,085.00   |      |
| A       | <a href="#">Broker Fee</a>               |                  | Broker               | \$2,000.00   |      |
| B       | <a href="#">3rd Party Processing Fee</a> |                  | Third Party Provider | \$1,000.00   |      |
| B       | <a href="#">Appraisal Fee</a>            | FCM ? ValueLink  | Third Party Provider | \$605.00     |      |



The screenshot shows a sidebar menu with the following items:

- View Pipeline
- ▶ Loan Summary
- ✓ Loan Processing
  - Lock Management
  - Fees & Closing Costs
  - Upload / View Documents
  - Loan File Update
  - Automated Underwriting
- ▶ Full Application
- ▶ Loan Submission

The "Loan Submission" item is highlighted with a blue box.

# Initial Disclosures

- Click Generate initial disclosures and input today's dates twice in both boxes
- If the loan is LPC please complete anti steering

Loan Submission

Reason for Loan Submission

Generate Initial Disclosures ←

Submit Loan to Setup

Loan Licensing Details

Name: Company, 30B Vreeland Road, Florham Park, NJ 07932 (v)

DBA Name: (v)

Address Line One: 30B Vreeland Road

Address Line Two: Ste 200 & 220

Zip City State: 07932 Florham Park NJ

Company/Branch NMLS ID: 1019

Company/Branch License: (v)

MLO NMLS ID: 271864

MLO License #: (v)

Partner acknowledges that all six (6) items, that define an Application, were received at the time the Borrower signed the 1003 (URLA) or the date that all six (6) items were received is:

12/05/2024

Broker Certifies that an Intent to Proceed was signed by the Borrower(s) on the following date:

12/05/2024

By selecting Submit, you confirm that loan 4600000367 will be submitted to the lender. As part of the submission process, indicate the action that the lender should take based on receiving the loan.

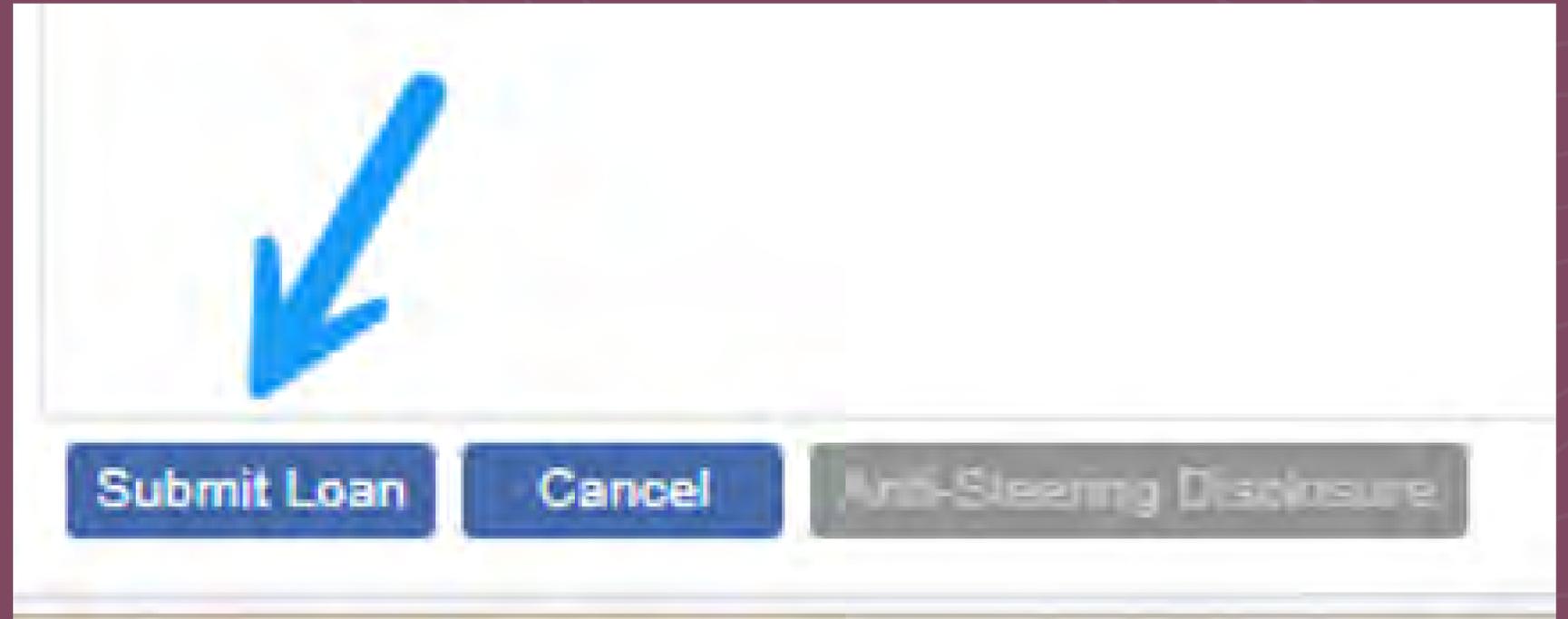
Click Cancel to stop the submission process

Submit Loan Cancel Anti-Steering Disclosure

↓

# Initial Disclosures

- Send your package to borrower by selecting Submit Loan on the left side of screen. (again this will not submit loan to lender, this just sends out the disclosures in this step)
- Borrower and Loan officer must 1st sign disclosures before you can submit full loan package to AMB.
- Our system also allows you to track your disclosures! Any questions please contact your AE.





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