

Loan Officer Ap Plus 5 Disclosure Procedure Reminder

1. Reminder to make sure that you have selected your correct Loan Officer Drop Down when starting each Ap Plus 5 Loan.

New Loan Setup

In the text box below, enter a few sequential characters contained in any of the following:
Institution ID, Institution Name, Originator First Name, or Originator Last Name. Then, select an item from the drop down menu, and click Submit.

Originator:

Action:

- 22 > Flanagan State Bank > **Joshua** William Heinrich
- 9 > FLANAGAN STATE BANK > **Joshua** William Heinrich
- App+5 MCB 81 > Flanagan State Bank > **Joshua** William Heinrich

2. Remember at time of application disclosure to always add "Loan Officer Compensation" on the LE Fees Tab. Make sure that the fee is "paid by" Lender, and "paid to" Other.

The Disclose button is disabled. Before you can mark this loan disclosed you must provide the disclosure date and delivery method. For the Loan Estimate, these fields are on the Loan Estimate tab. For the Closing Disclosure these fields are on the Important Dates page.

Origination Charges					\$5,040.62
Fee Name	Current		Paid By	Paid To	Details
<input type="text" value="Commitment Fee"/>	\$914.00		Borrower	Lender	
Discount Points	\$3,976.62		Borrower	Lender	
Loan Officer Compensation	\$1,363.63		Lender	Other	
<input type="text" value="Processing Fee"/>	\$150.00		Borrower	Lender	
Select a Fee to Add					
Services Borrower Cannot Shop For					\$2,768.46
Fee Name	Current		Paid By	Paid To	Details
Appraisal Fee	\$400.00		Borrower	Appraiser	
Credit Report	\$73.65		Borrower	Other	
...	