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From:	Wayne Pierce
Sent:	Sunday, February 28, 2021 9:23 PM
To:	Sales; Mortgage Support Center; Sarah Aguirre; Sara Philpott
Cc:	Audrey Harlan; Robert Anderson; Dave Weber; Rebecca Moorehead
Subject:	New URLA Implementation
Attachments:	URLA Property Screen_LOS_Job Aid.pdf; URLA Loan Details Screen_LOS_Job Aid.pdf; URLA Liabilities Screen_LOS_Job Aid.pdf; URLA Employment and Income Screen_LOS_Job Aid.pdf; URLA Cost Summary Screen_LOS_Job Aid.pdf; URLA Working with the Borrower Screen_LOS_Job Aid.pdf; URLA Assets Screen LOS Job Aid.pdf

Good evening. I hope everyone had a great weekend. The new URLA Implementation is complete. At this point it looks like everything is up and running and you are good to work in Mortgagebot. I have ran several tests over the weekends and at this point everything has been working. I do expect some bugs and issues as we move forward. Toni and I are working on a training that she will be providing hopefully later this week as we navigate through any issues that we find over the next few days. We will also use the Loan Officer call on Wednesday to discuss the implementation and any questions that you may have at that time. I have a few items to pass along at this time that I will list below. We will be providing more updates and training materials as they come available. We ask that everyone be patient during this transition. We understand there may be some issues with the initial disclosures over the next few days. We will do our best to answer questions and fix issues as quickly as we can. We will make sure the we stay in compliance on files if we have an issue that hinders our ability to print the initial disclosures in a timely manner.

All current files will remain the same and nothing will change on them. They will continue as they were set up with the old 1003. I have tested several older files and have not found any issues at this time.

Any new files starting today you will notice that you no longer have a 1003 option under Forms and Docs. The Uniform Residential Loan Application now has its own button – Lending Portal – URLA. You will click on this button to complete the 1003. I have attached several job aids that outline each page and instructions on how to complete them.

The Lending Portal – URLA application being available on a loan is based on the created date. Therefore any pre-approvals will need to be started as a new loan once you have all of the information for an application. All Loans with an application date of 3/1/2021 or later must have the new URLA Application form for the 1003. Any files that meet these dates and do not have the correct URLA Form will need to be started over.

Do not copy old files to start new ones. The fields are different and the information may not carry over correctly. We RECOMMEND that you print the old 1003 and input a whole new file in the system so that there are no issues with the fields carrying over.

Any new initials that are requested on Monday may take a little longer than normal due to the new URLA Application. We will do our best to get all new initial disclosures out as soon as possible. If you have any questions or concerns please contact me and copy your Sales Manager on the e-mail. I will be working out of the office on Monday and will do my best to respond to all e-mails at my earliest convenience.
Thanks,

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Fusion MortgagebotLOS

Working with the Property Screen – URLA

This job aid presents the fields on the Property tab in the Lending Portal for the Uniform Residential Loan Application (URLA). Fusion MortgagebotLOS supports two sets of borrower/co-borrower pairs.

Any loans created within Fusion MortgagebotLOS after the URLA effective date setting in LOS Admin, presents the user with the screens from the Lending Portal.

Click the **Lending Portal – URLA** link on the left to expand the lending portal.

Click the **Property** link.

- The Property screen opens and displays information for the property to be purchased.
- The Property Details and Expenses/Mortgages tabs display at the top of the screen.

Property Details Tab

The Property Details tab displays information about the subject property, such as:

- Property Address
- Property Details
- Title Details
- Rental Details
- Transaction Details
- Additional Details

Property Details Section

- On the Properties Details tab, when the Property Type is Co-op, Condo Low Rise, Condo High Rise, Detached Condo, PUD Attached, or PUD Detached, a **Property is in a project** check box displays.
- When the Construction Method is Manufactured Home or MH Advantage, a **Manufactured Home Width** field displays.
- When the Occupancy is Investment Property, a **Business Purpose Loan** check box displays.

Title Details Section

- In the Titles Details section, the options available in the **Manner in Which Title Will Be Held** list are static and cannot be changed. This is to ensure acceptable data is sent in Desktop Underwriter (DU) and Loan Product Advisor (LPA).

Rental Details Section

- In the Rental Details section, when you enter the **Expected Gross Monthly Rental Income**, the **Expected Net Monthly Rental Income** automatically calculates as 75% of the Gross Amount minus PITI and is editable.
- When the **Expected Net Monthly Rental Income** is positive, it is included on the U/W Transmittal → Stable Monthly Income → Rental Income - Subject Property.
- If the Net Amount is negative, it is included on the U/W Transmittal → Other Obligations → Negative Cash Flow (subject property).
- The **expected gross monthly rental income** field is required to be entered for AUS submissions and to property calculate the Expected Net Monthly Rental Income.

Transaction Details Section

- In the Transaction Details section, the **Construction-Conversion Type** list has two options, Single-Closing and Two-Closing.
  - **Single-Closing** indicates you are underwriting and closing on both the construction phase and permanent phase at the same time, using one set of closing documents.
  - **Two-Closing Transactions** indicates you are underwriting and closing the construction phase and permanent phase at different times, using two sets of closing documents.
- If you select the Single-Closing or Two-Closing Transaction option, the **Construction-Conversion/Construction-to-Permanent** check box populates on the Lender Loan Information form.
- The **Lot Acquisition** drop-down impacts both TRID Loan Purpose logic and how amounts are mapped to the Cost Summary/Qualifying the Borrower section. The options are:
  - Lot Owned
  - Lot and Construction on Separate Contracts
  - Lot and Construction on Same Contracts

Lot Owned

- This selection indicates the borrower is not using proceeds from the transaction to purchase the lot.
- If the borrower is paying off a lien on the subject lot, the TRID Loan Purpose is Refinance.
- If the borrower owns the lot free and clear and proceeds will be used for initial construction, the TRID Loan Purpose is Construction.
- If the borrower owns the lot free and clear and proceeds will not be used for initial construction, the TRID Loan Purpose is Home Equity.
- When Lot Acquisition is Lot Owned, only Construction/Improvements Costs are included on Cost Summary/Qualifying the Borrower → Line A - Sales Contract Price.

Lot and Construction on Separate Contract

- This indicates the borrower is acquiring the lot with loan proceeds under a separate contract from Construction/Improvements Costs. The TRID Loan Purpose is Purchase.
- Construction/Improvements Costs are included on Cost Summary/Qualifying the Borrower → Line A - Sales Contract Price.
- Loan Details → Sale Price (of the lot) is included on Cost Summary/Qualifying the Borrower → Line C. Land (if acquired separately).

Lot and Construction on Same Contract

- This indicates the borrower is acquiring the lot with loan proceeds under the same contract as Construction/Improvements Costs. The TRID Loan Purpose is Purchase.
- Construction/Improvements Costs and Loan Details → Sale Price (of the lot) are summed and included on Cost Summary/Qualifying the Borrower → Line A - Sales Contract Price.
- Refer to the *Construction Loan User Guide* available on Support Center → Fusion Solutions → Mortgagebot → MortgagebotLOS → Product Documentation → Guides, for additional information on construction and construction-permanent loans.

Additional Details Section

- In the Additional Details section, when you select **Subject to a lien that could take first-priority**, a **PACE Payoff Amount** field becomes available.
- After you enter or edit any data, you can, but it is not necessary to click the **Save and Next** button to save your changes. The system auto saves your changes when you move to another lending portal screen. Click the **Cancel** button to discard any changes.

Expenses/Mortgages Tab

- The Loan Estimate must be completed prior to visiting this tab.
- For all loan purposes, the Expenses/Mortgages tab displays the **Proposed Monthly Expenses** fields and the **View Combined Housing** button.
- Under **Proposed Monthly Expenses**, the fees displayed under Property Taxes display the Fee Name, as entered on the Loan Estimate → Fees tab so you can differentiate between them.
- When the Loan Purpose is not Purchase, this tab displays Current Monthly Expenses and information on Existing Mortgages.
- You can enter **Proposed Monthly Expenses** and, when applicable **Current Monthly Expenses** and then click the **View Combined Housing** button to see the current and proposed housing expenses side-by-side.
- When adding mortgages on the subject property, you can select which borrowers should be associated with the liability by utilizing the buttons in the left-hand column.
- After you enter or edit any data, you can, but it is not necessary to click the **Save and Next** button to save your changes.
- The system auto saves your changes when you move to another lending portal screen.
- Click the **Cancel** button to discard any changes.

View Combined Housing Button

- The Combined Monthly Housing Expense window opens.
- This window displays the current and proposed amounts for rent, first mortgage, other financing, homeowner and supplemental insurance, property taxes, mortgage insurance, association/project dues, and other expenses.
- The total expenses display at the bottom.

Working with the Loan Details Screen – URLA

This job aid presents the fields on the Loan Details screen in the Lending Portal for the Uniform Residential Loan Application (URLA).

Any loans created within Fusion MortgagebotLOS after the URLA effective date setting in LOS Admin, present you with the screens from the Lending Portal.

This screen collects loan details, purpose, and features, as well as other new mortgage details, interviewer details, interview date, loan number, and application date.

Many fields on this screen are **dynamic** and set up to hide or show fields based on answers to questions or selections.

- For example, when you change the loan purpose or the financing type, the system displays or hides different fields for this type of loan or financing option.

Appraised Value and Estimated Value Fields

- When both fields are completed, the **Appraised Value** takes precedence.
- If there is only an Estimated Value entered at the time of the lock and you have rights to update the 1003 from lock, then the Estimated Value will be updated.
- You will need to update the Appraised Value manually on the Loan Details and Lock Screens.

When the **Financing Type** is FHA, USDA/RHS, or VA, the system displays the Government Details section to capture additional government related details.

Select the **Seller provided below market sub. Financing** check box if the financing provided by the property seller is more than 2% below current standard rates for second mortgages and must be treated as a sales concession. Enter the **Sales Concession Amount** at the bottom of the first column.

Click an option for **Other New Mortgage Details**, **Interviewer Details**, or **Additional Details** to view, add, edit, or delete that information.

Click the **Save** button to save your changes, or the **Cancel** button to discard any changes and to close the window. Once the data saves, the system displays the data with an edit link.

In the **Other New Mortgage Details** window, there are two check boxes to indicate if the financing is a HELOC or a Community Second.

- If you select **Is HELOC**, the system displays a field to enter the draw amount and the credit limit.
- If you select **Is Community Second**, the system displays the Is Payment Deferred for 5 Years or More check box.

The Loan Amount, or Draw Amount in the case of a HELOC, entered in Other New Mortgage Details populates to the Cost Summary → Line J and reduces the cash from borrower.

Click the **Save** button to save your changes and close the window, or the **Cancel** button to discard your changes and close the window.

If your transaction is an **FHA Purchase** or **Affordable Loan**, the **Down Payment Details** captures the Amount and Funds Type for LPA submissions only and will not adjust the funds needed from the borrower on the Cost Summary screen.

The **Interviewer Details** section populates based on Administration settings. This data is editable.

The **Application Date** automatically calculates based on the applicable LOS Admin application date settings but is editable.

Click the **Save and Next** button to move to the next URLA screen or click the Cancel button to discard any changes.

If you have made changes, the system displays a confirmation message. Click Yes to cancel any changes.

Working with the Liabilities Screen – URLA

This job aid presents the fields on the Liabilities screen in the Lending Portal for the Uniform Residential Loan Application (URLA).

Fusion MortgagebotLOS supports two sets of borrower/co-borrower pairs.

Any loans created within Fusion MortgagebotLOS after the URLA effective date setting in LOS Admin, presents the user with the screens from the Lending Portal.

1. Click the **Lending Portal – URLA** link on the left to expand the lending portal.
2. Click the **Liabilities** link.
   The Liabilities summary screen opens and displays the Liabilities and Expenses tabs.

   The Liabilities summary screen displays the liability information for all loan applicants in a tile format.

   If there are no liability tiles on this screen, click the Plus icon to open the Select the Type of Liability window to add a new liability. There are many options available.

3. Click a **tile**.

   A liability details window opens that displays details of the liability.

   Information provided includes institution name and address information, account number, monthly payment, unpaid balance, months remaining, and check boxes to indicate if the liability is To Be Paid Off, Omit Liability, or Paid Prior to Closing.

4. Hover over the **tile**.
   A trash can icon displays.

5. Click the **Trash Can** icon to delete the liability. The system presents a confirmation dialog window. Click the Delete button to delete the liability or the Cancel button to cancel the action.

6. Click the **Trash Can** icon in the upper right corner of the summary window.

   The system presents a confirmation message asking you if you want to delete all liabilities. **Warning:** this action deletes all tiles from the Liabilities summary screen.

7. Click the **Delete** button to delete all or the Cancel button to cancel the requested action.
8. Click the **Plus** icon in the upper right corner.

   The system opens the Select the Type of Liability window where you can enter a new liability. Options include, revolving, open 30-day, liens, taxes, installment, lease, and other.

9. Select the **liability type** from the list.

   The system opens window where you can enter details about the liability (such as, institution name and address, account number, monthly payment, unpaid balance, months remaining, and there are check boxes to indicate if the liability is To Be Paid Off, Omit Liability, or Paid Prior to Closing.

10. Select the **borrower or borrowers** that the liability is associated with using the buttons at the top of the window.
11. Enter your **data** and click the **Save** button to save your changes or click the **Cancel** button to close out the window and discard your changes. The system adds a tile under the Liabilities tab.

12. Click the **Expenses** tab.

    A summary screen opens that displays the other expenses for all the loan applicants in a tile format.

    If there are no Expense tiles on this screen, click the **Plus** icon to open the **Select the Type of Expense** window to add a new expense. Options include Alimony, separate maintenance, child support, job related expenses, and other.

13. Select the desired **type of expense** option.

    The expense details window opens.

14. Enter data for the **months remaining**, **monthly payment**, and a **description** if necessary. The Omit Expense check box is available on the window.
15. Select the **borrower or borrowers** that the expense is associated with using the buttons at the top of the window.
16. Enter your **data** and click the **Save** button or click the **Cancel** button to discard your changes and close the window.

    The system adds a tile under the Expense tab.

    After you enter or edit your data, you can but it is not necessary to click the **Save and Next** button to save your changes.

    The system auto saves your changes when you move to another lending portal screen. Click the **Cancel** button to discard any changes.

Working with the Employment and Income Screen – URLA

This job aid presents the fields on the Employment and Income screen in the Lending Portal for the Uniform Residential Loan Application (URLA). Fusion MortgagebotLOS supports two sets of borrower/co-borrower pairs.

Any loans created within Fusion MortgagebotLOS after the URLA effective date setting in LOS Admin, presents the user with the screens from the Lending Portal.

1. Click the **Lending Portal – URLA** link on the left to expand the lending portal.

2. Click the **Employment and Income** link.

    The screen defaults to the All Income tab summary screen which displays income information for each borrower and totals at the right-hand side. The screen also includes tabs at the top for each borrower.

3. Click one of these **tabs**, or any of the **values** in the column under the borrower on the All Income summary screen, to view current income and employment information for the borrower.

    The system displays a summary of income and employment information.

    Select the **No Income** checkbox if the borrower does not have an income source. This is needed to set an application date.

4. Click the **+Income Source** button to add income.

    Income information from Primary Employment, Additional Employment, Other Income and Prior Employment are collected under the respective borrower's tab.

    To enter income for the first time, click the **+Income Source** button on the All Income tab or click the **Borrower** button at the top of the screen. Either action will display the screen for the selected borrower.

5. Click the **+Employment Source** button.

    Click on the **+Employment Source** button under Primary Employment, Additional Employment or Prior Employment to enter details. For Primary Employment and Additional Employment, a screen will display to enter employer details and income details.

    Enter employment information for the borrower on this screen. If you are done with your entries click the **Save** button to save your changes or the **Cancel** button to discard your changes. The second tab on this screen is **Income Details**.

6. Click the **Income Details** tab to enter the income values.

    The system calculates a monthly income amount based on the **dollar amount** entered and the selected **Time Period**.

    For example, if you enter Base income as $100,000 and change the Time Period to Annual, the system calculates $8,333.33 as the monthly amount.

    If the borrower has Military Income, click the **Military Income** heading to expand the fields.

    Click the **Save** button to save your changes or the **Cancel** button to discard your changes. If you have completed both tabs at the same time all entries will save with this action.

7. Click the **+Income Source** button under Other Income.

    The Other Source of Income window opens. Enter the income information. Click the **Save** button to save your changes or the **Cancel** button to discard your changes.

8. Click the **+Employment Source** button under Prior Employment.

    The Prior Employer Details window opens. Enter the previous employer information. Click the **Save** button to save your changes or the **Cancel** button to discard your changes.

Working with the Cost Summary Screen – URLA

This job aid presents the fields on the Cost Summary screen in the Fusion MortgagebotLOS Lending Portal for the Uniform Residential Loan Application (URLA). Fusion MortgagebotLOS supports two sets of borrower/co-borrower pairs.

Any loans created within Fusion MortgagebotLOS after the URLA effective date setting in LOS Admin, presents the user with the screens from the Lending Portal.

1. Click the **Lending Portal – URLA** link on the left to expand the lending portal.

2. Click the **Cost Summary** link.

   The Cost Summary screen opens and displays data for the loan.

   Editable fields on this screen include Borrower Closing Costs, Discount Points, Seller Credits, Other Credits, and Override Reserves Amount for LPA Submission.

   If the pencil icon is not reflected to edit these fields, please check for the following User Right, **Allow lock selected DOT fields** and **Edit LPA Reserves**.

3. Click the **Borrower Closing Costs** link.

   A modal opens where you can edit the borrower closing costs. When you edit the amount, a **Revert** button displays in the modal. Click this button to return to the previous amount. Click the **Save** button to save your changes.

4. Click the **Discount Points** link.

   A modal opens where you can edit the discount points. When you edit the amount, a **Revert** button displays in the modal. Click this button to return to the previous amount. Click the **Save** button to save your changes.

5. Click the **Seller Credits** link.

   A modal opens where you can enter or edit the seller credits and seller paid fees. Click the **Save** button to save your changes.

6. Click the **Other Credits** link.

   A modal opens where you can enter or edit the following items: Earnest Money, Sweat Equity, Trade Equity, Employer Assistance, Rent Credit, Relocation Funds, Lot Equity, and Lender Credit, Lender Credit not reflected on LE/CD, Borrower Paid Fees and Other.

   The amount for Lender Credit populates from the Loan Estimate and/or Closing Disclosure.

7. Click the **Save** button to save your changes.

Working with the Borrowers Screen – URLA

This job aid presents the fields on the Borrowers screen in the Lending Portal for the Uniform Residential Loan Application (URLA). Fusion MortgagebotLOS supports two sets of borrower/co-borrower pairs.

Any loans created within Fusion MortgagebotLOS after the URLA effective date setting in LOS Admin, presents the user with the screens from the Lending Portal.

1. Click the **Lending Portal – URLA** link on the left to expand the Lending Portal.

2. Click the **Borrowers** link.

   The Borrowers summary screen opens and displays tiles for each borrower. The screen shows the borrower type, Primary, Co-Borrower or Borrower. Besides current contact information, the tiles show the total Assets, Liabilities, REO, Income, and Credit Score for the borrower(s).

3. Either click the **Borrower** name on the summary screen or the **Borrower's** name at the left to open the individual borrower screen.
   - The sections to be completed are Borrower Name, Contact Info, Borrower Details, Present Address, and Additional Details.
   - The Additional Details screen collects information on the number of and age of dependents, language preference, military service, education/counseling information, alternate names, and signature date.
   - The Borrower screen also includes the Other Addresses section to enter a mailing address and/or previous addresses. The section includes an indicator that turns red if there is less than 2 years of history at the present address.
   - The indicator turns green when there is 2 years of history at the present address or combined with previous address(es).
4. Click a heading under **Additional Details** to view, add, edit, or delete that information.

5. Click the **Save** button to save your changes, or the **Cancel** button to discard any changes and to close the screen.
   - Once the data saves, the system displays the data with an edit link.
   - For example, if you select **Military details**, check the **Previous VA loan** check box, click the **Save** button, the system displays the information, along with an Edit link.

   The individual borrower screen includes a Declarations button and Demographics button which are red until they are completed and then show green.

6. Click the **Declarations** button, a screen displays with questions about the property and money for the loan. Click the **Save** button to save your changes and close the screen, or the click **Cancel** button to discard any changes and to close the screen.

7. Click the **Demographics** button to view a list of questions that gathers demographic data for the borrower. Click on the **Instructions** down arrow and the instructions will display. Note that the borrower's first name appears before each of the sections to be completed.

8. Click the **Save** button to save your changes and close the screen, or the click **Cancel** button to discard any changes and to close the screen.

9. Click in a **field** on the Borrower Page to add or edit the borrower information.
    - You can, but it is not necessary to click the **Save and Next** button to save your changes.
    - The system auto saves your changes when you move to another Lending Portal screen, or you can click the **Cancel** button to discard any changes.

10. For a Co-Borrower or another Borrower, there are dynamic fields available based on the selected Marital Status of the borrower.
    - If you select **Married**, the **Is Borrower's Spouse** check box displays.
    - If you select **Unmarried**, the system displays a button to add an Unmarried Addendum and a Completed Jointly check box.
    - If you select **Completed Jointly**, the borrowers receive a Joint Credit Report and a Joint URLA.
    - If you select **Separated**, the system displays the Completed Jointly check box.

11. Click the ₊**Plus Borrower** button on the Lending Portal Borrowers screen.

    A screen displays where you can add a borrower. You must complete the borrower's first name and tab out of the field before you can save the screen or access other screens to enter borrower details.

    There are multiple fields on the borrower screen where you can use a shortcut to copy information from one borrower to another borrower.
    - When you click in a field that has a shortcut available, the short cut displays below the field. Select the desired option.
    - For example, if you want to copy the last name of the primary borrower to the screen for the co-borrower, click the field and select the borrower name in the list.
    - Here is another example, you can copy the Home Phone Number from the primary borrower to the co-borrower.

    The **ZIP code** field displays before the city and state fields. Once entered, the city and state populate based on the entered ZIP code.
    - For example, if you enter 10032 for the ZIP code, the system displays New York as the city and state.

12. Check the **Borrower lives in a community property state** check box if the borrower lives in a community property state. It is included in iLAD, DU, and LPA. Fusion MortgagebotLOS does not send it to document providers as they have internal logic to provide the correct forms.

13. You can, but it is not necessary to click the **Save and Next** button to save your changes. The system auto saves your changes when you move to another Lending Portal screen. Click the **Cancel** button to discard any changes.

14. To delete a borrower, select a **Borrower** to display the borrower screen. Click the **Delete** button, a confirmation screen will display, click the **Delete** button on the confirmation screen to delete the borrower.

Working with the Assets Screen – URLA

This job aid presents the fields on the Assets screen in the Lending Portal for the Uniform Residential Loan Application (URLA). Fusion MortgagebotLOS supports two sets of borrower/co-borrower pairs.

Any loans created within Fusion MortgagebotLOS after the URLA effective date setting in LOS Admin, presents the user with the screens from the Lending Portal.

1. Click the **Lending Portal – URLA** link on the left to expand the lending portal.

2. Click the **Assets** link.

    There are three tabs on this screen, **Asset Accounts**, **Other Assets**, and **Gifts/Grants**. When the screen opens it defaults to the Asset Account summary and displays the assets of the loan applicants in a tile format.

    If there are no Asset tiles under the Assets Account tab, click the **Plus** icon to open the Select Account Type window to add an asset.

3. Click a **tile**.

    A summary window opens that displays details of the assets for the loan applicants. The Asset Account tiles include institution name and address information, account number, and cash or market value.

4. Hover over the **tile**. A trash can icon displays.

5. Click the **Trash Can** icon to delete the asset account. The system presents a confirmation dialog window. Click the Delete button to delete the asset or the Cancel button to cancel the action.

6. Click the **Trash Can** icon in the upper right corner of the summary window.

    The system presents a confirmation message asking you if you want to delete all asset accounts on the selected tab. Warning, this action deletes all tiles on the Asset Account summary screen.

7. Click the **Delete** button to delete all or the **Cancel** button to cancel the requested action.

8. Click the **Plus** icon in the upper right corner.

    The system opens the Select Account Type window for the Asset Account tab where you can enter an asset.

9. Select the **account type** from the list.

    The system opens window where you can enter details about the asset (such as, institution name and address information, account number, and cash/market value of the asset).

10. Select the **borrower or borrowers** the asset is associated with by clicking on the buttons at the top of the window.

11. Enter your data and click the **Save** button or click the **Cancel** button to discard your changes.

    The system adds a tile under the Asset Accounts tab.

12. Click the **Other Assets** link.

A summary screen opens that displays details of the other assets for the loan applicants in a tile format.

If there are no other asset tiles on this screen, click the **Plus** icon to open the Other Asset Type window to add an asset. When you click on one of the available options another screen will open to enter the cash or market value of the asset and to select the borrower or borrowers that asset is associated with.

13. Enter your data and click the **Save button** or click the **Cancel** button to discard your changes**.**
14. To add purchase credits or other credits, click the **Purchase Credits should be added/edited in Line M in Qualifying the Borrower** link to open the Other Credits window on the Cost Summary screen.

    Here, you can enter purchase credits and other credits associated with the transaction. Enter the amount of the purchase or other credit.

15. Enter your **data** and click the **Save** button or click the **Cancel** button to discard your changes.

    The system adds the amount to Line M of the Cost Summary.

16. Click the **Gifts/Grants** link.

    A summary screen opens that displays details of the Gifts/Grants assets for the loan applicants in a tile format.

    If there are no gift or grant tiles on this screen, click the **Plus** icon to open the Select the Type of Gift/Grant window to add a gift or grant.

17. Select the **gift or grant Type**.

18. Select the **borrower or borrowers** the gift or grant is associated with by clicking on the buttons at the top of the window.

19. Select the **source** of the gift or grant, enter the cash or market value, and enter information about the giver (if necessary).

20. Select the **Deposited** check box if the gift or grant has been deposited (this does not apply to a gift of equity).

    - If a gift is marked deposited, you should update the cash/market value of the associated asset account. This includes the deposited gift in Verified Assets on the U/W Transmittal screen.
    - If deposited is not checked, the gift or grant will be included in verified assets on the U/W Transmittal and in Liquid Assets on the FHA/VA Transmittal Screens.

    After you enter or edit your data click the **Save** or **Cancel** button to discard your changes. The system adds a tile under the Gift/Grants tab for the asset.