

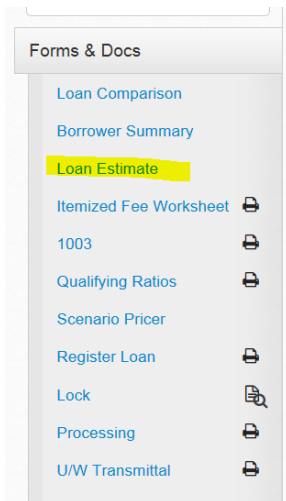
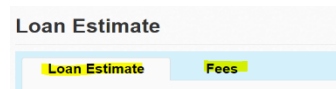
Preparing the LE & Initial Disclosures

Note: These instructions refer to using our version of Mortgagebot. The general LE instructions found in this document can be followed to prepare from any LOS system.

The LE (Loan Estimate) can be found under Forms & Docs within the file you are working on.

Click on the Loan Estimate to open up the screen to work in.

Within the screen, there will be 2 (two) tabs across the top.



Instructions for Completing the LE:

- To begin, start in the tab labeled LOAN ESTIMATE
- Enter all dates and fill in all blanks that allow you to complete. Dates should match application or be within 3 days of application date. Refinances should be within 3 days of credit report and dated after the credit report date.
- Once the Loan Estimate page is completed, click on the Fees tab
- The LE is broken down into sections. The Sections are: Origination Charges, Services Borrower Cannot Shop For, Services Borrower Can Shop For, Taxes & Other Government Fees, Transfer Taxes, Pre-paids, Initial Escrow Payment at Closing, Other and Credits.
- The best way to complete the LE is to work your way down the form. Starting with Origination.
 - If you are using Borrower Paid Compensation, you will list your fee under the label Origination Charge. It is a flat fee entry only.
 - If you are using Lender Paid Compensation, you will need to go to the drop down list at the bottom of the section and choose Loan Officer Compensation. It will take a moment for the system to add the new label. Once added, it will ask you to enter a flat fee or a percentage. It will calculate once entered.
- If you are charging the underwriting fee for FSB and not buying it out with an adjustment to the rate, our fee should be listed under Commitment Fee and shown as Paid By Borrower and Paid To Lender.
- As you enter fees, it is important to note that you should correctly mark the line as Paid By _____ and Paid to _____. Drop down lists are available and if choosing Other, click on the pencil next to the drop down that appears and enter in the payee when known.
- IF the fee is paid outside of closing, please check the POC box at the end of the fee line.
- If the fee will be financed into the loan, check the Financed box in the fee line
- Most of the fees will already have the PFC marked as needed, but for any fees added that are required to be included in the APR, please check the PFC box.
- Section for Services Borrower Cannot Shop for will require you to go to the drop down box at the bottom of the section and add the line for the Appraisal Fee. Your government loan fees will also be included in this section and must be added manually. Do not forget to click Financed for this line. Add other fees as needed.
- Services Borrower Can Shop For will include title fees, any inspections required per the purchase contract and attorney fees. Any of the labels that are open can be adjusted for ANY section. This feature will be utilized mostly in this section to customize the labels for your lending area. The regulations state that the labels for the fees should be the same as what will show on the Closing Disclosure.
- Taxes and Other Government Fees are your Recording Fees. When you click on the pencil besides the dollar amounts, you may split the fees up according to three sections: Mortgage, Deed and Other. They will all then total on the LE.
- Transfer Tax is next and your choices can be entered into City/County tax, State tax or Transfer Tax. Most simply choose Transfer Tax.
- Pre-paids will show the HOI Yearly Premium and 12 months should be what is entered for all purchase loans. On a refinance, the remaining number of months that would be required to pay the premium to equal a year should be entered. Enter in the number of days of prepaid interest that will be required at closing. And, Flood Insurance should be entered similar to HOI if



applicable to the property. Property taxes should only show here if they are the responsibility of the borrowers and will be due/payable at closing. Typically only on a refinance will this be seen.

- Initial Escrow Payment at Closing – list the number of months to be collected at closing for any and all insurances and property taxes. Remember to add in 2 months for the Lender cushion.
- Other – Owners Title will go in this section.
- Premium Pricing – this will not show until the loan is locked AND it only shows the actual premium pricing. It does NOT show the full credit to cover the lender paid compensation.
- ANY Credits that are due to the borrower will show on the Details of Transaction on the 1003. This may include: Property tax credit, owner’s title credit, transfer tax credit, seller paid closing costs, etc. This will carry over to show your cash to close properly.

SAVE YOUR WORK! Each time you go to leave the page, click save so you do not have to re-visit anything you have already completed.

Under Forms & Docs, next to Loan Estimate, click on the Print Icon next to the words (Loan Estimate). This will bring up the hard copy of the form. Check it over before printing the full disclosures or printing this one to use. IF anything is missing, go back and correct. Please note: the Lender Paid Compensation does not show on the form.

To print the full disclosure packet to use all or part of the forms

- Click on Doc Packages. Then click on Initial Disclosure – DocMagic.
- When in the Initial Docs screen, check to insure the program shows correctly then click Submit.
- The system will “spin” for a bit...after a couple of minutes click F5 to refresh the screen.
- Next to the Initial Disclosure (words) under Doc Packages will be a paper & magnifying glass icon. Click on this.
- It will open up a new screen. To the far left will be a tab that says “Initial Disclosures – PDF”. Click on this.
- A PDF version of the disclosures will pull up. There will be 7 – 8 pages of loan information that can be disregarded. Use all of the package or print out what you need to supplement your own documents. All blanks within the documents are to be completed. Not all fill in automatically.
- If you are in need of documents that are not printing in the Disclosure packet, our website will have any outstanding disclosures. www.fsbtpo.com