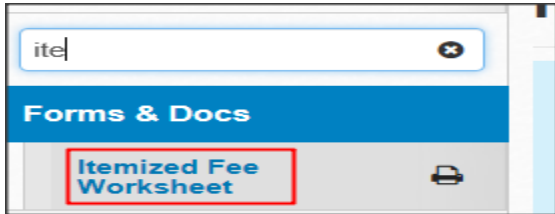


These procedures are for LO's who utilize the Fee Entry process for the preparation of the initial disclosure package. **After** importing/creating the URLA in Mortgagebot AND **prior** to "Final" to FLCB, the following steps are required to input the Taxes, Insurance, HOA, Other fees and MI. These fees will automatically transfer to the Income and Housing tab in the URLA once you Save/Close the IFW screen.

Select **Itemized Fee Worksheet** from the Forms & Docs menu in the left side task menu.



Details Tab of the Itemized Fee Worksheet

- All of this data will populate from the URLA and registration. **Note:** If the loan is locked the Interest Rate Expiration Date will populate. If Registered will be blank.
- Mortgage Insurance Option:** If conventional product requires Mortgage Insurance, click the Mortgage Insurance option. Then the Mortgage Insurance window will open up for completion.
Important: If FHA, VA or USDA then the applicable page will launch for completion. Follow procedures depending on loan type.

Loan Details
Payment Schedule

Product	Escrow Waiver	
Conforming 30 Year Fixed	No	
Interest Rate	Interest Rate Expiration Date	
4.490%	MM/DD/YYYY	HH:MM AM/PM
Estimated Closing Date	Estimated First Payment Date	
03/24/2017	05/01/2017	
Loan Purpose	Occupancy	
Purchase	Primary Residence	
Loan Amount	Purchase Price	Appraised Value
\$424,000.00	\$454,900.00	\$454,900.00
Property Type	Number of Units	
Condominium	1 Unit	

Mortgage Insurance

Conventional Loans Only - Mortgage Insurance

Input the MI data for proper disclosure.

<input checked="" type="checkbox"/> Mortgage Insurance	
Premium Type	Premium
User Entered/Imported from MI Order	1.870%
Company	Program
MI Company	Lender Paid
Coverage Type	Coverage %
Constant Renewal	25%
Credit Score	Counseling Saver
700	No
Amortizing Renewal	Level Annual Premium (Refundable)
Yes	No
Refundable Premium	Relocation Loan
No	No

USDA Loans Only – USDA Guarantee Fee

Conditional Commitment Date: enter today’s date to populate the correct guarantee fee

USDA Guarantee Fee
Conditional Commitment Date
10/05/2015

FHA Loans Only – FHA Mortgage Insurance

The **Upfront MIP Factor** will default to 1.750%

If the Term, Loan Amount and Appraised Value/Sales Price were already completed before clicking on the Itemized Fee Worksheet then the **FHA Monthly Factor** will default based off the calculation table below.

FHA Mortgage Insurance	
Upfront MIP Factor	FHA Monthly Factor
1.750%	0.85%

TERM	MIN LTV	MAX LTV	Factor	MIN LOAN AMOUNT	MAX LOAN AMOUNT
0 - 180	0%	78%	0.45	\$0	\$1,000,000
0 - 180	78.01%	90%	0.45	\$0	\$625,501
0 - 180	78.01%	90%	0.7	\$625,501	\$1,000,000
0 - 180	90.01%	100%	0.7	\$0	\$625,501
0 - 180	90.01%	100%	0.95	\$625,501	\$1,000,000
181 - 240	0%	95%	0.8	\$0	\$625,501
181 - 240	0%	95%	1	\$625,501	\$1,000,000
181 - 240	95.01%	100%	0.85	\$0	\$625,501
181 - 240	95.01%	100%	1.05	\$625,501	\$1,000,000
241 - 300	0%	95%	0.8	\$0	\$625,501
241 - 300	0%	95%	1	\$625,501	\$1,000,000
241 - 300	95.01%	100%	0.85	\$0	\$625,501
241 - 300	95.01%	100%	1.05	\$625,501	\$1,000,000
301 - 360	0%	95%	0.8	\$0	\$625,501
301 - 360	0%	95%	1	\$625,501	\$1,000,000
301 - 360	95.01%	100%	0.85	\$0	\$625,501
301 - 360	95.01%	100%	1.05	\$625,501	\$1,000,000

VA Loans Only – VA Funding Fee

Depending if the loan is a Purchase or Refinance, the applicable fields are to be answered. Listed below are the selections and process to assist you with completing each applicable field.

Veteran Exempt: will default to "No"	Purpose of Refinance: will default from the URLA>Property tab if configured
Type of Veteran: will default to blank to allow for user selection	Type of Refinance: will default to "Full Documentation" but can be changed to IRRRL is applicable
First Time Use: will default to blank to allow for user selection	Assumption: will default to "No"
Prior Use "Not Permanently Affixed": will default to "No" when the First Time Use field is set to "No"	Permanently Affixed: is disabled and will default to "Yes" when the property type is set to Manufactured Home Singlewide or Manufactured Home Multiwide.
Exception for Residual Income: will default to "No"	Loan Estimate Fee Category: will default blank but must be changed to "Services Borrower Cannot Shop For"

VA Funding Fee

<p>Veteran Exempt Yes <input type="button" value="v"/></p> <p>Type of Veteran Army <input type="button" value="v"/></p> <p>First Time Use <input type="button" value="v"/></p> <p>Prior Use "Not Permanently Affixed" <input type="button" value="v"/></p> <p>Exception for Residual Income No <input type="button" value="v"/></p>	<p>Purpose of Refinance No Cash-Out Rate/Term <input type="button" value="v"/></p> <p>Type of Refinance IRRRL <input type="button" value="v"/></p> <p>Assumption No <input type="button" value="v"/></p> <p>Permanently Affixed <input type="button" value="v"/></p>
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Fees Tab of the Itemized Fee Worksheet

The Fees screen will load with several sections including **Origination Charges, Services Borrower Cannot Shop For, Services Borrower Can Shop For, Taxes and Other Government Fees, Prepaids, Initial Escrow Payment at Closing, Other, Credits and Calculating Cash to Close.** ONLY complete the Prepaids and Initial Escrow Payment at Closing sections in this screen. **All other fees will be input during the Fee Entry process.**

Prepaids					\$3,232.96
Fee Name	Current	Paid By	Paid To	Details	
Homeowners Insurance Premium (12 Month(s))	\$2,400.00 <input type="button" value="v"/>	Borrower <input type="button" value="v"/>	Hazard <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Prepaid Interest (23 Day(s) @ \$36.22/Day)	\$832.96 <input type="button" value="v"/>	Borrower <input type="button" value="v"/>	Lender <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Select a Fee to Add <input type="button" value="v"/>					
Initial Escrow Payment at Closing					\$2,879.06
Fee Name	Current	Paid By	Paid To	Details	
Homeowners Insurance (3 Month(s) @ \$200.00/Month)	\$600.00 <input type="button" value="v"/>	Borrower <input type="button" value="v"/>	Lender <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Property Taxes - County (7 Month(s) @ \$325.58/Month)	\$2,279.06 <input type="button" value="v"/>	Borrower <input type="button" value="v"/>	Lender <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Select a Fee to Add <input type="button" value="v"/>					

Click **Save** on the bottom right hand corner of the page. This will update the affected data on the Income and Housing Tab of the URLA. **DO NOT** click on Submit Fees button located in lower left corner.

Cancel