

**HELOC Product Tip Sheet** – Listed below are additional instructions for the First Lien and HELOC Product.

Once you have imported your **first lien and second lien** loans per current procedures “Importing and Editing MB Lending Portal URLA”. Access the loan(s) via the pipeline; choose the Lending Portal URLA from the left side navigation.

- Continue with the current process of “Importing and Editing MB Lending Portal URLA” **which is to go through each screen of the Lending Portal URLA** before you Register or Lock either loan.
- For the First lien loan and Second Lien (HELOC product), you will need to ensure the following entered on the Loan Details of the Lending Portal ULRA screen prior to registering/locking the loan.

**For the First Lien Loan:** Review the Loan Details screen for the URLA/1003 to ensure the data is correct. **Go to the Other New Mortgage Details** and complete this screen with the Second Lien information

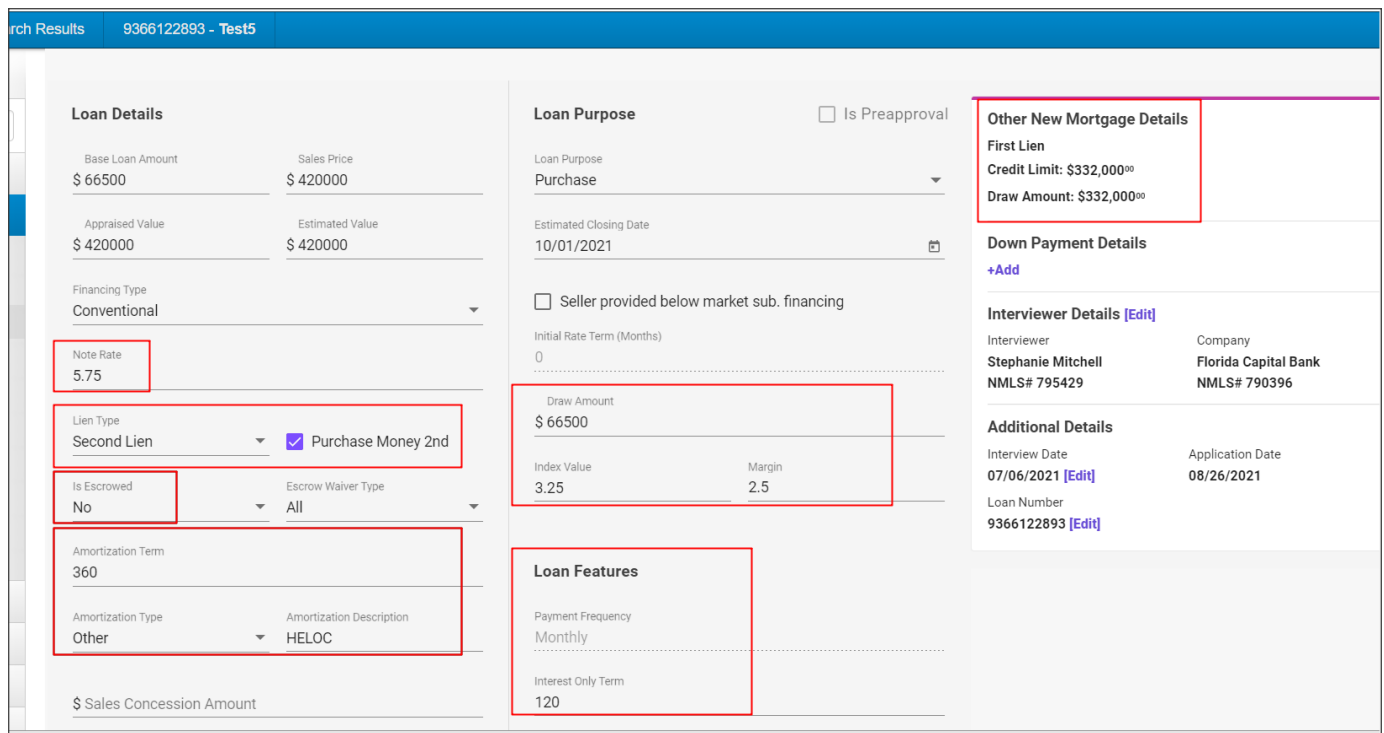
**Go to the Other New Mortgage Details Instructions:** Enter the Second Lien Information

- **“IS HELOC” box** - should be checked
- **Monthly Payment** - needs to be entered
- **Draw Amount** – enter the entire HELOC Loan Amount
- **Credit Limit** – enter the entire HELOC Loan Amount
- **Lien Type** - “Second Lien”

**Second Lien (HELOC) Loan Details Screen:**

- **Note Rate** – Enter the rate listed on HELOC Rate Sheet
- **Lien Type** – Second Lien
- **Purchase Money Second** – box should be checked if a purchase transaction
- **Is Escrowed** – No
- **Amortization Term** – 360
- Amortization Type – Other
- **Amortization Description** – HELOC
- **Draw Amount** - must be the full amount of the HELOC Loan
- **Index Value and Margin** - should auto populate when imported if the correct HELOC product is chosen
- **Loan Features**
  - **Payment Frequency** - Monthly
  - **Interest Only Term** - 120

**Second Lien Loan (HELOC):** Ensure the following information/data on the Loan Details screen for the URLA/1003 to is correct for the Second Mortgage (HELOC):



**Loan Details**

Base Loan Amount	\$ 66500	Sales Price	\$ 420000
Appraised Value	\$ 420000	Estimated Value	\$ 420000
Financing Type	Conventional		
Note Rate	5.75		
Lien Type	Second Lien	<input checked="" type="checkbox"/> Purchase Money 2nd	
Is Escrowed	No	Escrow Waiver Type	All
Amortization Term	360		
Amortization Type	Other	Amortization Description	HELOC
\$ Sales Concession Amount			

**Loan Purpose**  Is Preapproval

Loan Purpose: Purchase

Estimated Closing Date: 10/01/2021

Seller provided below market sub. financing

Initial Rate Term (Months): 0

Draw Amount: \$ 66500

Index Value: 3.25      Margin: 2.5

**Loan Features**

Payment Frequency: Monthly

Interest Only Term: 120

**Other New Mortgage Details**

First Lien

Credit Limit: \$332,000<sup>00</sup>

Draw Amount: \$332,000<sup>00</sup>

**Down Payment Details**  
[+Add](#)

**Interviewer Details** [\[Edit\]](#)

Interviewer	Company
Stephanie Mitchell	Florida Capital Bank
NMLS# 795429	NMLS# 790396

**Additional Details**

Interview Date	Application Date
07/06/2021 <a href="#">[Edit]</a>	08/26/2021
Loan Number	
9366122893 <a href="#">[Edit]</a>	

Other New Mortgage Details and complete this screen with the First Lien information

- “IS HELOC” or Is Community Second box – **should not be checked**
- Monthly Payment needs to be entered
- Loan Amount needs to be entered
- Funds Source – select Lender
- Lien Type should be “First Lien”

### Other New Mortgage Details

Is HELOC       Is Community Second

Creditor Name  
Florida Capital Bank

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Monthly Payment*	Loan Amount*
\$ 1,490.83	\$ 332,000

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Funds Source Lender	Lien Type First Lien
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\* = Required for save

🗑️ DELETE
CANCEL
💾 SAVE

### Cost Summary Screen:

Once both loans have been imported and registered, confirm the Closing Costs and Other Credits match on the “Cost Summary” screens for both loans. If they don’t match adjustments will need to be made so they do.

### 1<sup>st</sup> Mortgage Example:

<ul style="list-style-type: none"> <li>Assets</li> <li>Liabilities</li> <li>REO</li> <li><b>Cost Summary</b></li> <li>Other Data</li> <li>Doc Packages</li> <li>Closing Docs</li> <li>Services</li> <li>Status &amp; Tracking</li> <li>Actions</li> <li>Imaging</li> </ul>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid #ccc;"><b>I Loan Amount</b></td> <td style="text-align: right;"><b>\$332,000<sup>00</sup></b></td> </tr> <tr> <td style="padding-left: 20px;">Loan Amount Excluding Financed Mortgage Insurance</td> <td style="text-align: right;">\$332,000<sup>00</sup></td> </tr> <tr> <td style="padding-left: 20px;">Financed Mortgage Insurance</td> <td style="text-align: right;">--</td> </tr> <tr> <td style="border-top: 1px solid #ccc;"><b>J Other New Mortgage Loans on the Property the Borrower(s) is Buying or Refinancing</b></td> <td style="text-align: right;"><b>\$66,500<sup>00</sup></b></td> </tr> <tr> <td style="border-top: 1px solid #ccc;"><b>K TOTAL MORTGAGE LOANS</b></td> <td style="text-align: right;"><b>\$398,500<sup>00</sup></b></td> </tr> <tr> <td style="padding: 10px 0 0 0;"><b>L Seller Credits</b> <span style="color: blue;">✎</span></td> <td style="text-align: right;">--</td> </tr> <tr> <td style="padding: 0 0 0 0;"><b>M Other Credits</b> <span style="color: blue;">✎</span></td> <td style="text-align: right;">--</td> </tr> <tr> <td style="border-top: 1px solid #ccc;"><b>N TOTAL CREDITS</b></td> <td style="text-align: right;"><b>\$0<sup>00</sup></b></td> </tr> <tr> <td style="padding: 0 0 0 0;"><b>Override Reserves Amount for LPA Submission</b> <span style="color: blue;">✎</span></td> <td style="text-align: right;"><b>\$84,186<sup>53</sup></b></td> </tr> <tr> <td style="border: 1px solid red; padding: 5px;"><b>Cash From/To the Borrower</b></td> <td style="text-align: right; border: 1px solid red; color: red;"><b>\$30,928<sup>27</sup></b></td> </tr> </table>	<b>I Loan Amount</b>	<b>\$332,000<sup>00</sup></b>	Loan Amount Excluding Financed Mortgage Insurance	\$332,000 <sup>00</sup>	Financed Mortgage Insurance	--	<b>J Other New Mortgage Loans on the Property the Borrower(s) is Buying or Refinancing</b>	<b>\$66,500<sup>00</sup></b>	<b>K TOTAL MORTGAGE LOANS</b>	<b>\$398,500<sup>00</sup></b>	<b>L Seller Credits</b> <span style="color: blue;">✎</span>	--	<b>M Other Credits</b> <span style="color: blue;">✎</span>	--	<b>N TOTAL CREDITS</b>	<b>\$0<sup>00</sup></b>	<b>Override Reserves Amount for LPA Submission</b> <span style="color: blue;">✎</span>	<b>\$84,186<sup>53</sup></b>	<b>Cash From/To the Borrower</b>	<b>\$30,928<sup>27</sup></b>
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**Ratios:** Confirm the first and second Ratios are in line by selecting the blue ribbon on the top tool bar and then selecting the Ratio's tab. **System Issue:** The HCLTV is not calculating properly for either product at this time. The underwriter will handle this issue during the underwriting stage.

**1<sup>st</sup> Mortgage Example:**

Home	Loan Pipeline	Search Results	9366122892 - Test5
General Loan Summary			
Loan Details	Borrower Information	Assigned To	Ratios
Housing Ratio:	15.886%		
Debt Ratio:	39.042%		
LTV:	79%		
CLTV:	95%		
HCLTV:	95%		

**HELOC Mortgage Example:**

Home	Loan Pipeline	Search Results	9366122893 - Test5
General Loan Summary			
Loan Details	Borrower Information	Assigned To	Ratios
Housing Ratio:	6.452%		
Debt Ratio:	29.607%		
LTV:	16%		
CLTV:	95%		
HCLTV:	16%		

1. **Go through each screen** in the Lending Portal – URLA to ensure the data populated correctly when imported to the LOS. **Very important to perform this function before you run the AUS for the First Lien.**
2. **For the first lien product, you will run AUS** and for the **HELOC you will not** as a manual underwrite is performed.
3. When Registering/Locking your loan the tips below will guide you through the differences of registering/locking a first with a HELOC and a HELOC with a first. **Refer to the Resource Center – How To Submit a Loan Section, OB Register-Update Registration and Lock procedures to assist with entire process.**
  - **OB Change Requests – are not permitted on the Second Lien products (HELOC) – Refer to page 5 for the process to get this accomplished**

**Optimal Blue (OB) Registering/Locking:**

**For the First Lien Loan:** On the OB Registration/Lock screen in the “Lien Information” section the “**Search for First Lien**” radio button should be selected and grayed out and HELOC Loan amount should be in both “HELOC” Line Amt” and “HELOC Drawn Amt” fields.

**Lien Information**

Search for First Lien    
  Search for Second Lien    
  Search for HELOC Second Lien

• 1st Mtg Loan Amt (Base)     • 2nd Mtg Loan Amt     • HELOC Line Amt     • HELOC Drawn Amt

332000     0     66500     66500

**For the HELOC Loan:** On the OB Registration/Lock screen in the “Lien Information” section the “**Search for HELOC Second Lien**” radio button should be selected and grayed out and HELOC Loan amount should be in both “HELOC” Line Amt” and “HELOC Drawn Amt” fields.

**Lien Information**

Search for First Lien    
  Search for Second Lien    
  Search for HELOC Second Lien

• 1st Mtg Loan Amt (Base)     • 2nd Mtg Loan Amt     • HELOC Line Amt     • HELOC Drawn Amt

332000     0     66500     66500

**In the Loan Information section:**

**Waive Escrows** - should be “Yes”

**Exception?** Should be “No”

**Origination Compensation** - should always select “Borrower Paid”

**Loan Information**

• Price/Estimated Value     • Appraisal Amount     Loan Purpose     • Cash-Out Amount

420000     420000     Purchase     0.00

• LTV     CLTV New     HCLTV

79.05     94.88     94.88

Waive Escrows     Exception?     Application Date

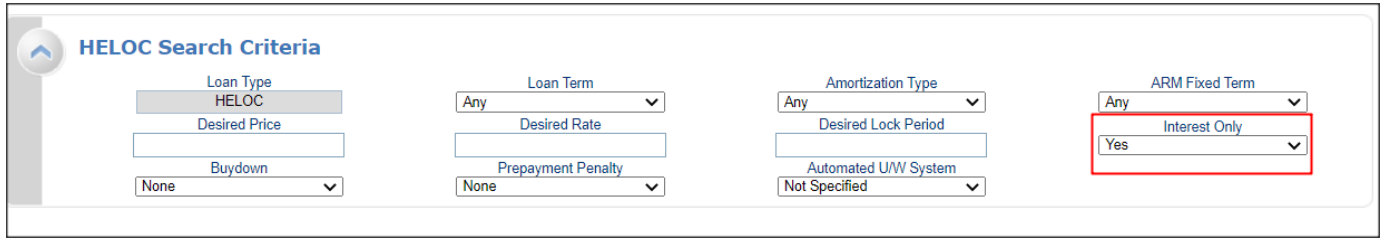
Yes     No     7/6/2021

• Origination Compensation     Waive Admin Fee?     External Status

Borrower Paid     No (Fees Out)     Status 1

Disclosure Date

“HELOC Search Criteria” section - make sure “Interest Only” dropdown is “Yes”.



The screenshot shows the 'HELOC Search Criteria' form with the following fields:

- Loan Type: HELOC
- Loan Term: Any
- Amortization Type: Any
- ARM Fixed Term: Interest Only (highlighted with a red box, set to Yes)
- Desired Price: [Empty text box]
- Desired Rate: [Empty text box]
- Desired Lock Period: [Empty text box]
- Buydown: None
- Prepayment Penalty: None
- Automated U/W System: Not Specified

4. **Wholesale/Broker customers:** Refer to Set up & Fee Entry Process. FLCBank will key your fees and release the initial disclosures to the consumer/applicant. HELOC Loan Fees are listed on the next page. **Important:** For these second lien products FLCBank will include the state and federal disclosures.
  - **If the First lien is for the NDC channel: you will prepare Initial Disclosures**
  - **The second lien must go through the Broker channel**
  
5. **OB Change Requests are not permitted for the HELOC product.** Once you have **locked your loan** any changes to the loan must be done as follows:
  - **Lock Extensions or Relocks** – contact [secondary@flcb.com](mailto:secondary@flcb.com)
  - **Profile Changes** -
    - Upload the updated URLA/Application and COC to the UW Conditions ImageFlow Doc Type folder
    - OB Profile Changes are subject to UW Approval
    - Once the underwriter reviews/approves the changes; they will contact secondary to make the OB Profile changes
    - The LO will receive an automated email notification once the OB Change Request has been completed by Secondary.

**HELOC Loan fees**

- FLCBank Administration Fee \$545
- Flood Determination \$8.50
- Wire Fee \$10
- **Important:** Maximum Origination Fee is 1%

**State Restrictions**

Properties located in the following states are ineligible for financing of the HELOC:

- Alaska
- Hawaii
- Tennessee
- Texas
- New York

Properties located in North Carolina: The total amount of lender fees cannot exceed 1% of the credit limits.