HELOC 1st Lien Product Tip Sheet – Listed below are additional instructions for the **HELOC 1st Lien** Product.

When importing the FNMA 3.4 file the product name **to select is HELOC 1st Lien**, per the current procedures of **Importing/Reimporting FNMA 3.4 files**. Access the loan(s) via the pipeline; choose the Lending Portal - URLA from the left side navigation menu.

- Continue with the current process of **Editing MB Lending Portal URLA**, **which is to go through each screen of the Lending Portal URLA** before you Register or Lock the loan in OB.

Lending Portal - URLA

Borrower Screen: **Go to each Borrower and/or Co-Borrower screen** to ensure the data imported correctly. Each Borrower and/or Co-Borrower(s) will have their own screen; this is where the data can be updated.

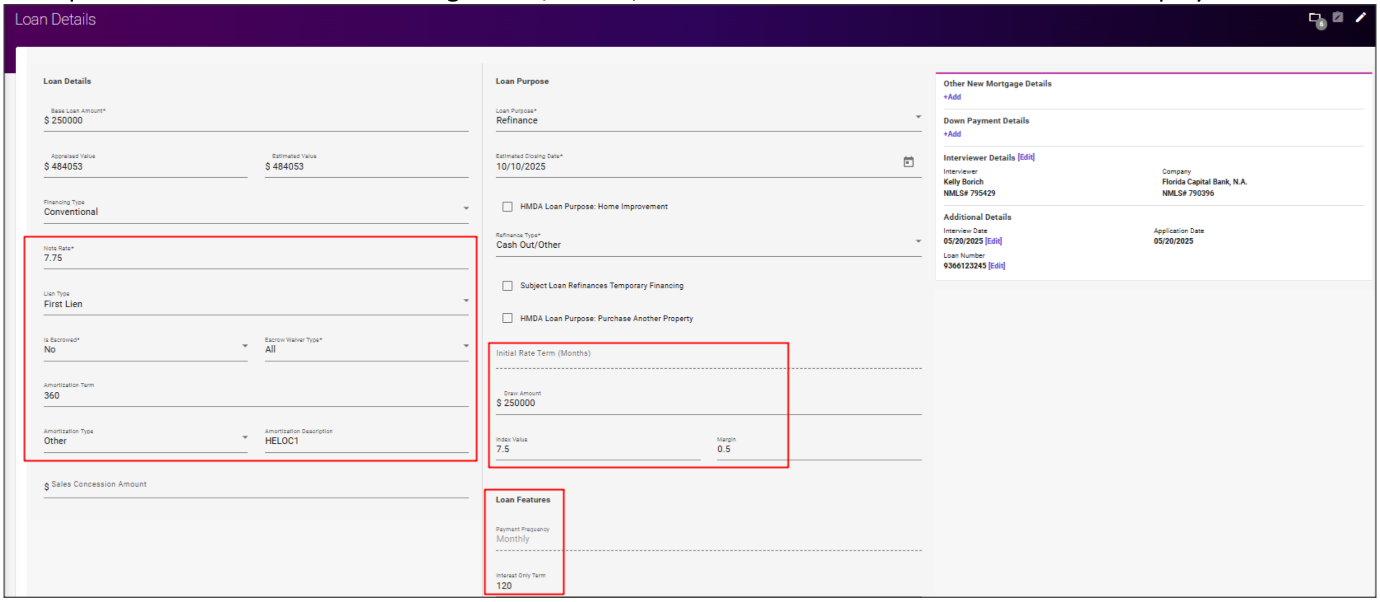
- The **Declarations** and **Demographics** are color coded; you know when all the data has been collected at a glance. **Green** when all fields have been collected and **Red** if not.

- Make sure you update each Borrower and Co-Borrower(s) email address. **Note**: Borrower and Co-Borrower(s) email addresses are required for FLCBank to release the initial disclosures via e-sign method.

Loan Details Screen: For the URLA/1003 data to be correct, ensure the following fields are verified/updated if incorrect on the Loan Details screen.

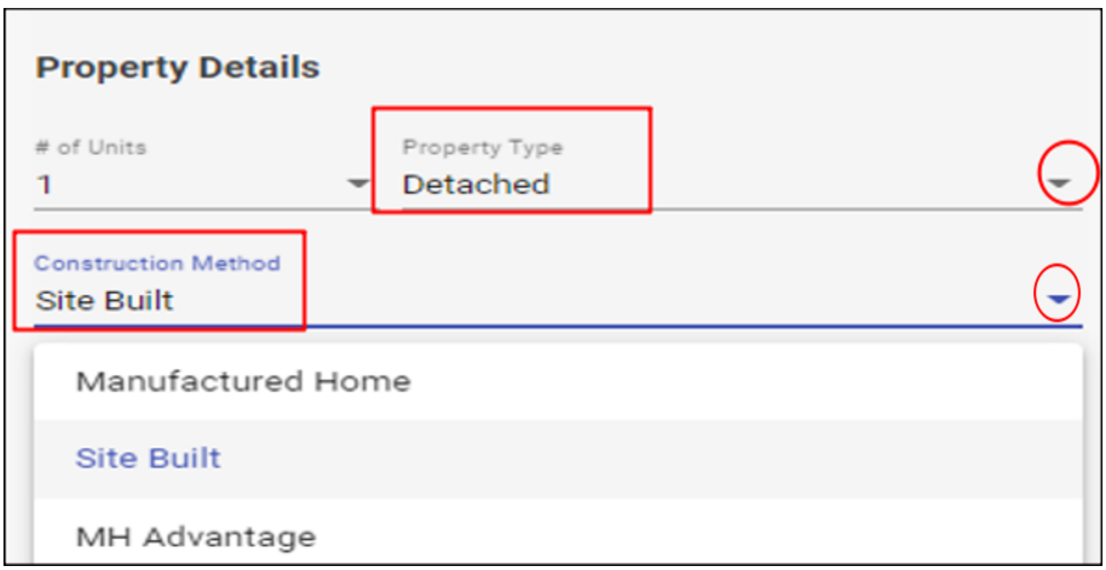
- **Note Rate** – Enter a rate from HELOC Rate Sheet tab
- **Lien Type** – First Lien
- **Is Escrowed** – No
- **Amortization Term** – 360
- **Amortization Type** – Other
- **Amortization Description** – HELOC1
- **Estimated Closing Date is Required**
- **Draw Amount** – Enter amount of the draw
- **Index Value and Margin** – will be blank; will auto populate once registered/locked
- **Loan Features**
    - **Payment Frequency** – Monthly will auto populate (not an editable field)
    - **Interest Only Term** - enter 120 (10-year term)
- **Important:** Once you Register/Lock the loan you will **revisit** the Lending Portal-URLA Loan Details screen to ensure the "Index and Margin" populated.

Example: **AFTER** the loan has been registered/locked, the Loan Details screen in the URLA will display as noted below.



Property Details Screen: Confirm the Property Details screen populates all the data correctly; update if needed. **Review each section:** Property Address, Title Details, Rental Details, Transaction Details and Additional details if applicable.

- **Property Details Section:** Ensure the Property Type and Construction Method are correct as **each have multiple selections in the drop down** and could populate incorrectly. **Update if incorrect**.



1. **Go through each screen** in the Lending Portal – URLA to ensure the data populated correctly when imported into the LOS. ***Very important to perform this function before you Register/Lock your loan.***
2. **HELOC 1st Lien product** requires manual underwriting. **Do not run AUS.**
3. The tips below will guide you through the differences of registering/locking the HELOC 1st Lien loan. **Refer to the Resource Center – How to Submit a Loan Section, OB Register-Update Registration and Lock procedures to assist with entire process**.

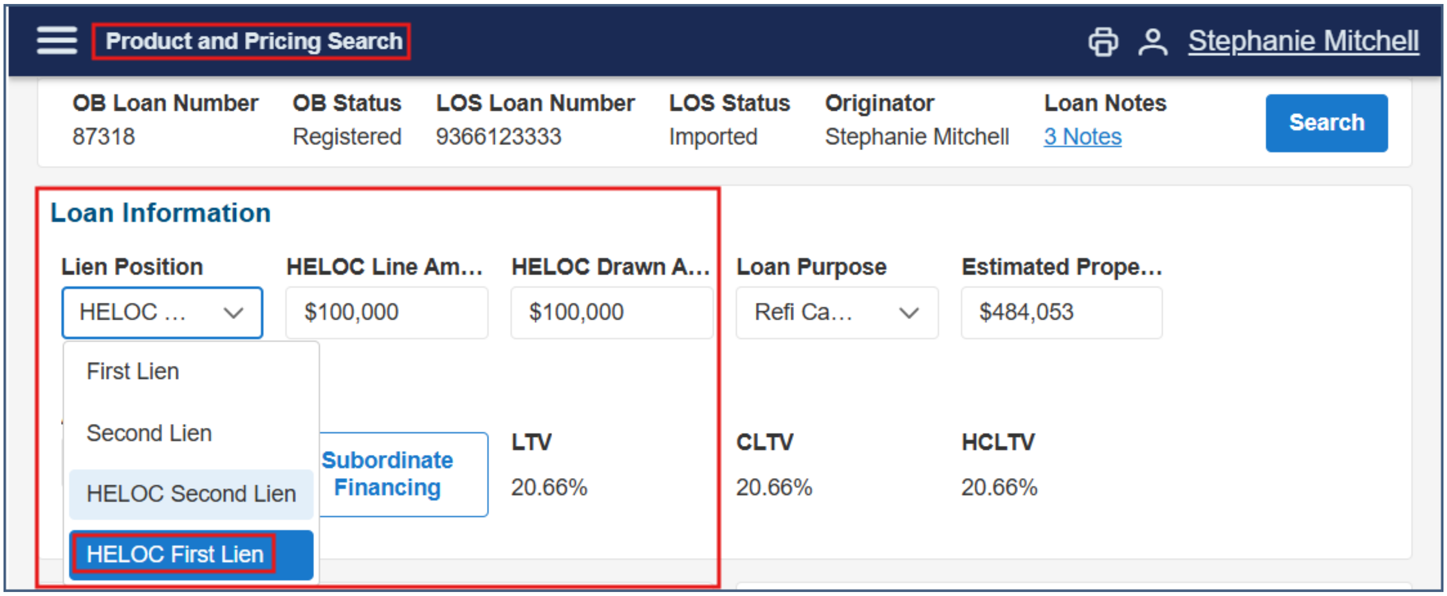
Optimal Blue (OB) Registering/Locking:

The HELOC 1st Lien **must be locked** before submission to underwriting. Ensure the following are fields are selected when locking the loan.

Loan Information Section:

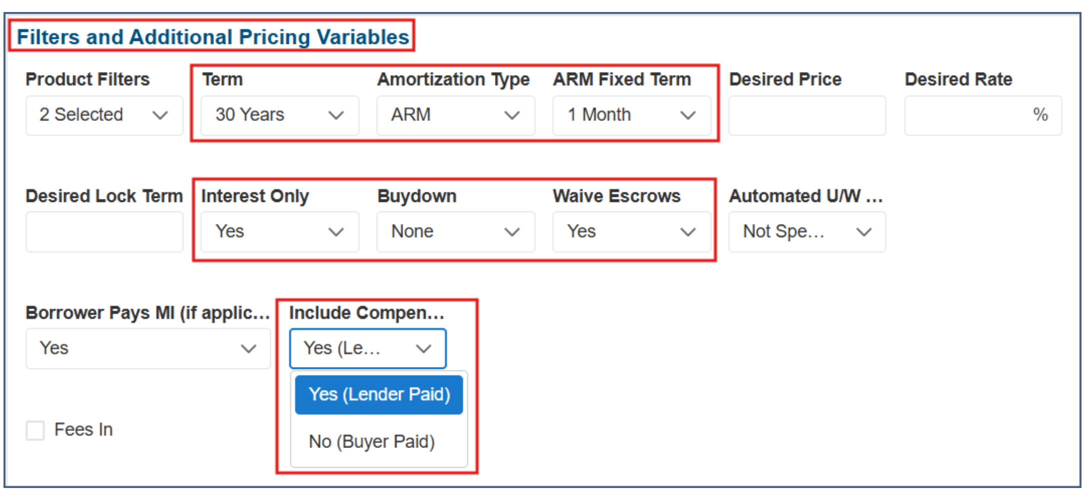
On the OB **Product and Pricing Search** screen in the Loan Information section ensure the following fields are correct.

- **Lien Position** – should show HELOC First Lien
- **HELOC Line Amt** – ensure the HELOC Line Amount populated correctly
- **HELOC Drawn Amt** – ensure the HELOC drawn amount populated correctly



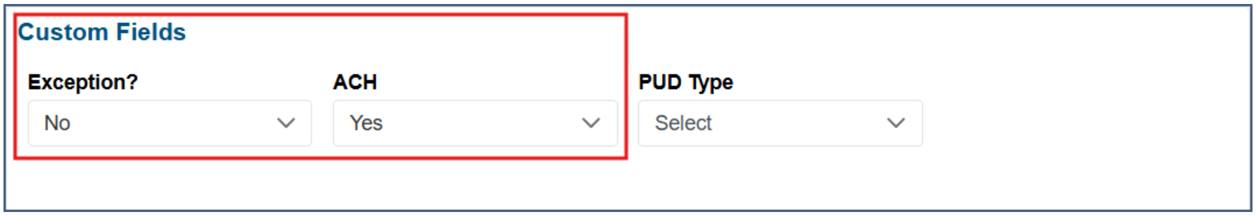
Filters and Additional Pricing Variables section: The following fields should be as follows:

- **Term** – 30 Years
- **Amortization Type** – ARM
- **ARM Fixed Term** – 1 Month
- **Interest Only** – Yes
- **Buydown** – None
- **Waive Escrows** – Yes
- **Include Compensation in Pricing** – select Yes (Lender Paid) or No (Buyer Paid)

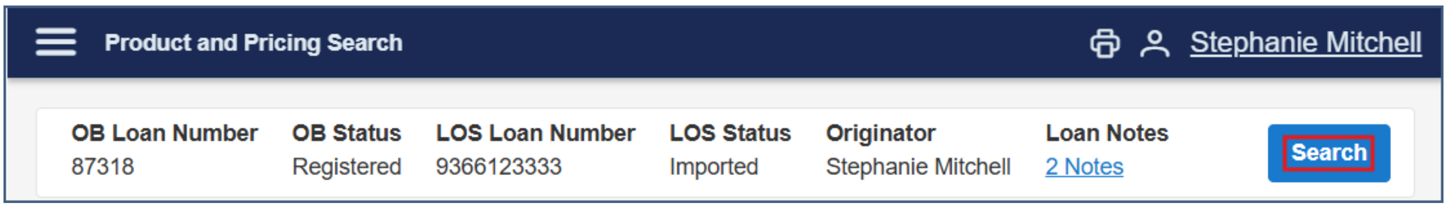


Custom Fields section: The following fields should be as follows:

- **Exception? -** No
- **ACH** – Defaulted to Yes

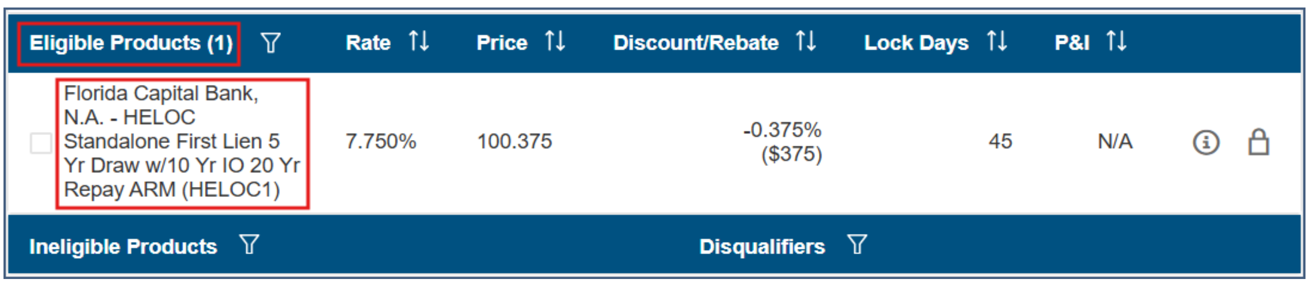


Click the **"Search"** button at the top of the screen.



The **Eligible Products** will appear for selection. Ensure the **First Lien HELOC** product with the correct I/O and repay features is chosen.

- Click on the **Product Name** to show the rates



- Select the applicable rate by clicking on the **Lock** icon for the correct selection
- **To view more of the rate stack:** scroll all the way over to the right and **click** the **maximize icon** button and it will open an additional screen with more rates and pricing to view.

Eligible Products (1)	Rate	Price	Discount/Rebate	Lock Days	P&I
Florida Capital Bank, N.A. - HELOC Standalone First Lien 5 Yr Draw w/10 Yr IO 20 Yr Repay ARM (HELOC1)	7.625%	100.125	-0.125% ($125)	45	N/A

Lock Period	Lock Expiration	Last Pricing Update	Search Timestamp
45	6/22 11:59 PM ET	5/6 10:56 AM ET	5/6 2:00 PM ET

Rate	Price	P&I	Discount/Rebate	LO Comp
7.250%	99.000	N/A	1.000% $1,000.00	2.750% $2,750.00
7.375%	99.250	N/A	0.750% $750.00	2.750% $2,750.00

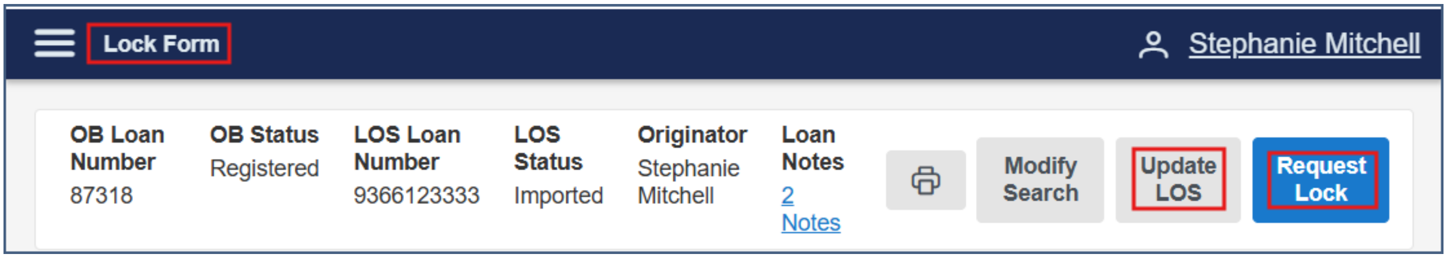
- **Click** the **X** to close the **maximized rate stack window** and return to the normal view.

Loan Scenario - Florida Capital Bank, N.A. - HELOC Standalone First Lien 5 Yr Draw w/10 Yr IO 20 Yr Repay ARM (HELOC1)

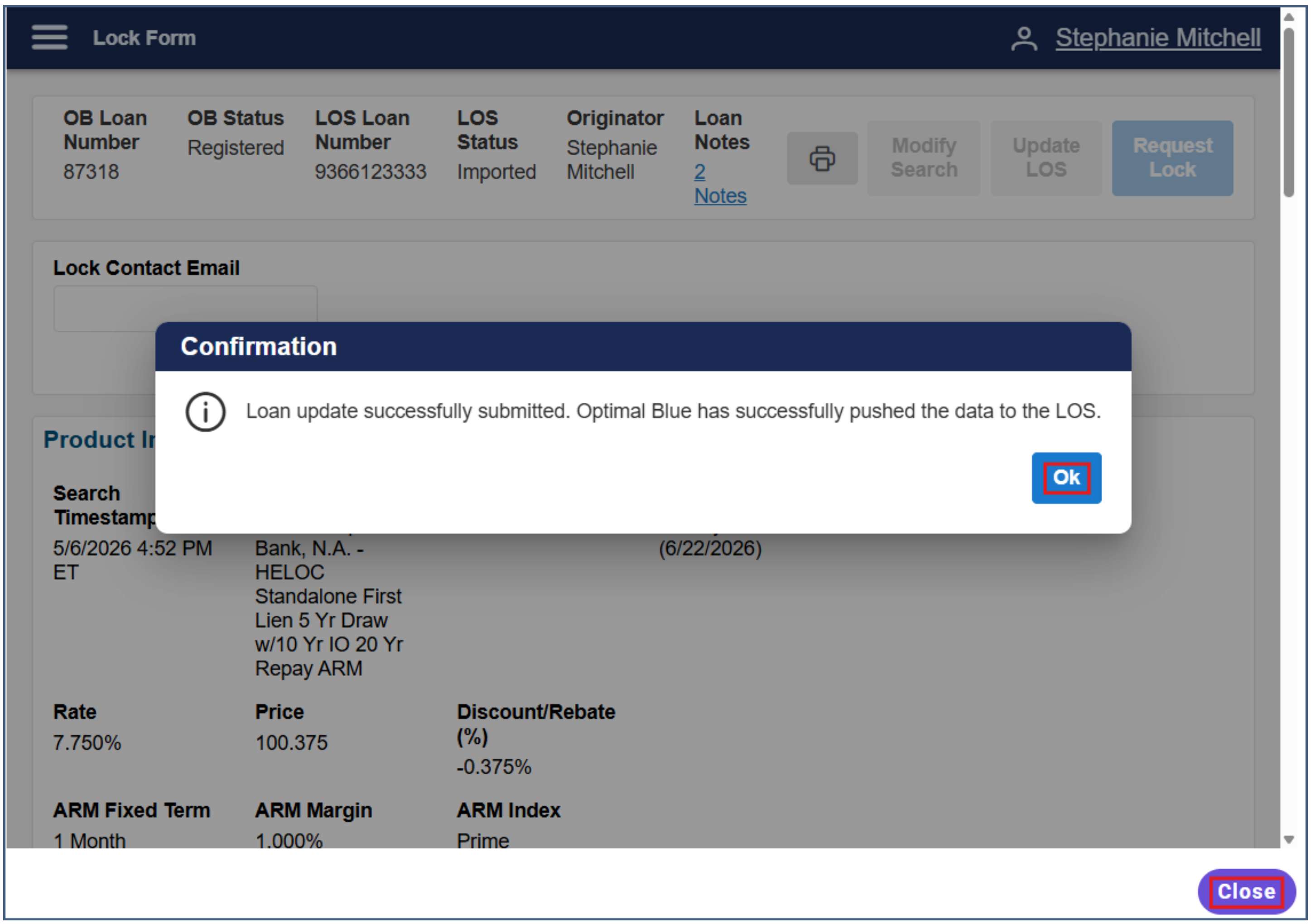
Lock Period	Lock Expiration	Last Pricing Update	Search Timestamp
45	6/22 11:59 PM ET	5/6 10:56 AM ET	5/6 4:52 PM ET

Rate	Price	P&I	Discount/Rebate	LO Comp
7.250%	99.000	N/A	1.000% $1,000.00	2.750% $2,750.00
7.375%	99.250	N/A	0.750% $750.00	2.750% $2,750.00
7.500%	99.750	N/A	0.250% $250.00	2.750% $2,750.00
7.625%	100.125	N/A	-0.125% ($125.00)	2.750% $2,750.00
7.750%	100.375	N/A	-0.375% ($375.00)	2.750% $2,750.00
7.875%	100.500	N/A	-0.500% ($500.00)	2.750% $2,750.00
8.000%	100.750	N/A	-0.750% ($750.00)	2.750% $2,750.00
8.125%	101.250	N/A	-1.250% ($1,250.00)	2.750% $2,750.00
8.250%	101.375	N/A	-1.375% ($1,375.00)	2.750% $2,750.00

- The Lock Form will open; choose to **Update LOS** to register the loan or **Request Lock** to lock the loan.

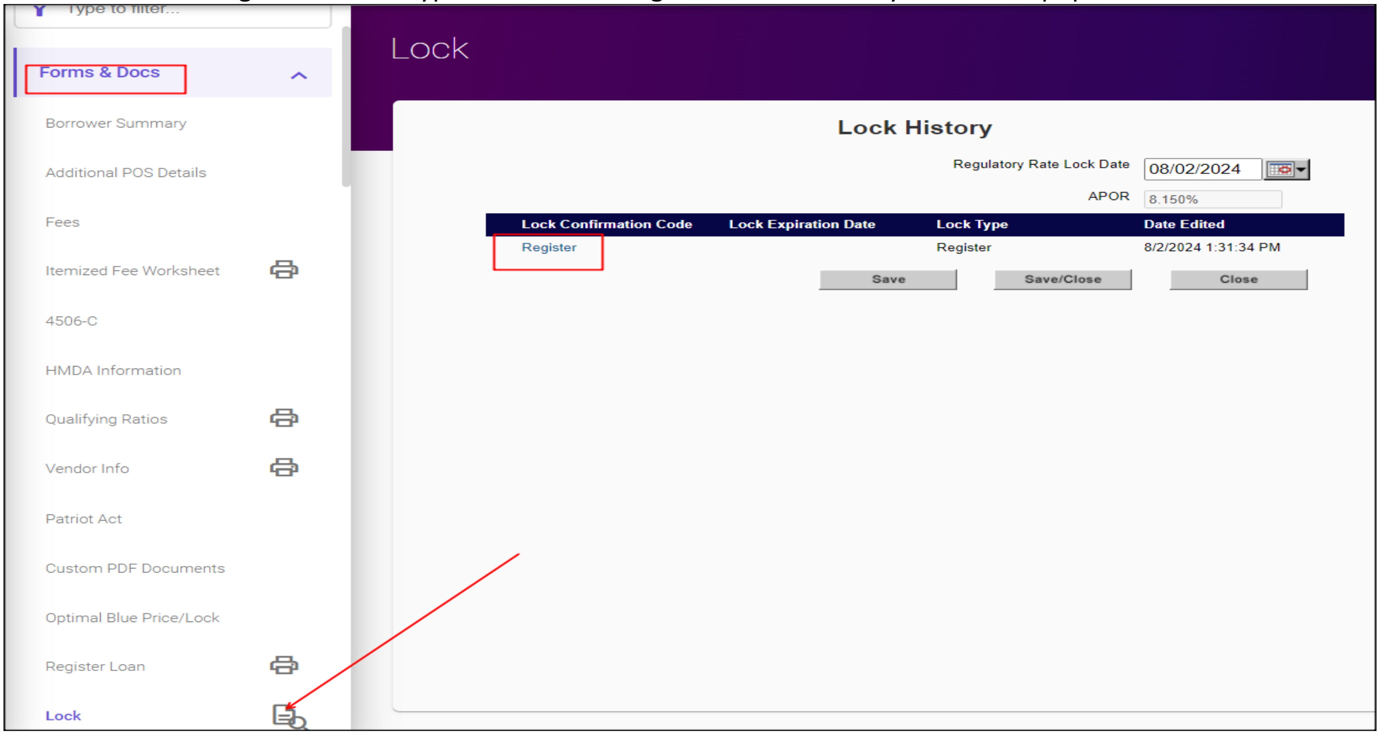


- Once the loan is Registered or Locked a **Confirmation** message will appear; click **OK** on the message **<u>and</u> Close** at the bottom of the screen to **return to the pipeline**.

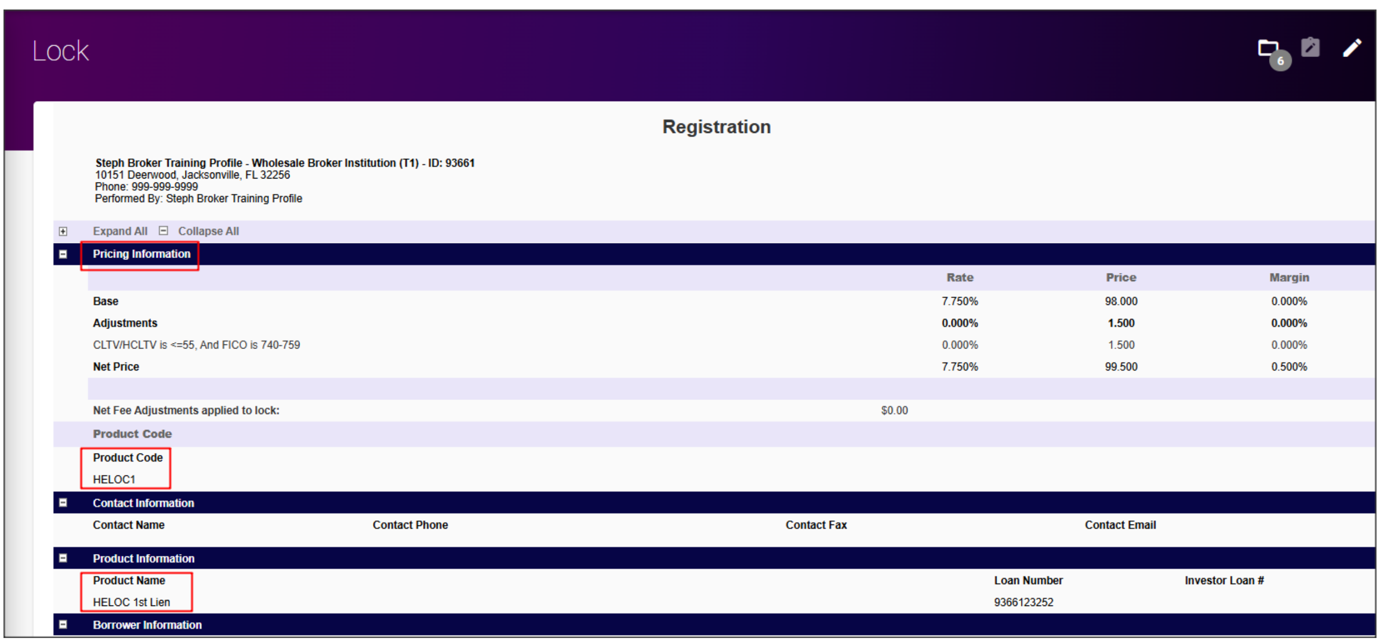


Go to Forms & Docs on the left navigation pane; click the Lock paper icon to view the Locked/Registered loan.

- Click the Register or Lock hyperlink and the Register or Lock History screen will populate



Verify the Registered or Locked loan data to ensure the correct product, rate, and/or price was chosen.



4. **Wholesale/Broker customers**: Refer to **Set up & Fee Entry Process** located on the FLCBank Resource Center. FLCBank will key your fees and release the initial disclosures to the consumer/applicant. HELOC Loan Fees are listed on the next page.

- **The HELOC 1st Lien must go through the Broker channel.**

5. **OB Change Requests are not permitted for the HELOC 1st Lien product**. Once you have **locked your loan,** any changes to the loan must be made as follows:

   - **Lock Extensions or Relocks** – contact secondary@flcb.com
   - **Profile Changes** -
     - Upload the updated URLA/Application to the UW Conditions ImageFlow Doc Type folder.
     - Complete the COC screen with the changes in LOS.
     - 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
- Wire Fee $10
- Flood Certification Fee $12.10
- AVM Fee $12
- Exterior Property Condition Report Fee $55

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.