HELOC2S Standalone 2nd Lien Product Tip Sheet – Listed below are additional instructions for the **HELOC2S Standalone 2nd Lien HELOC** Product.

When importing the FNMA 3.4 file for the Standalone second lien HELOC, the product name **to select is HELOC Standalone Program 2nd Lien** per 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.

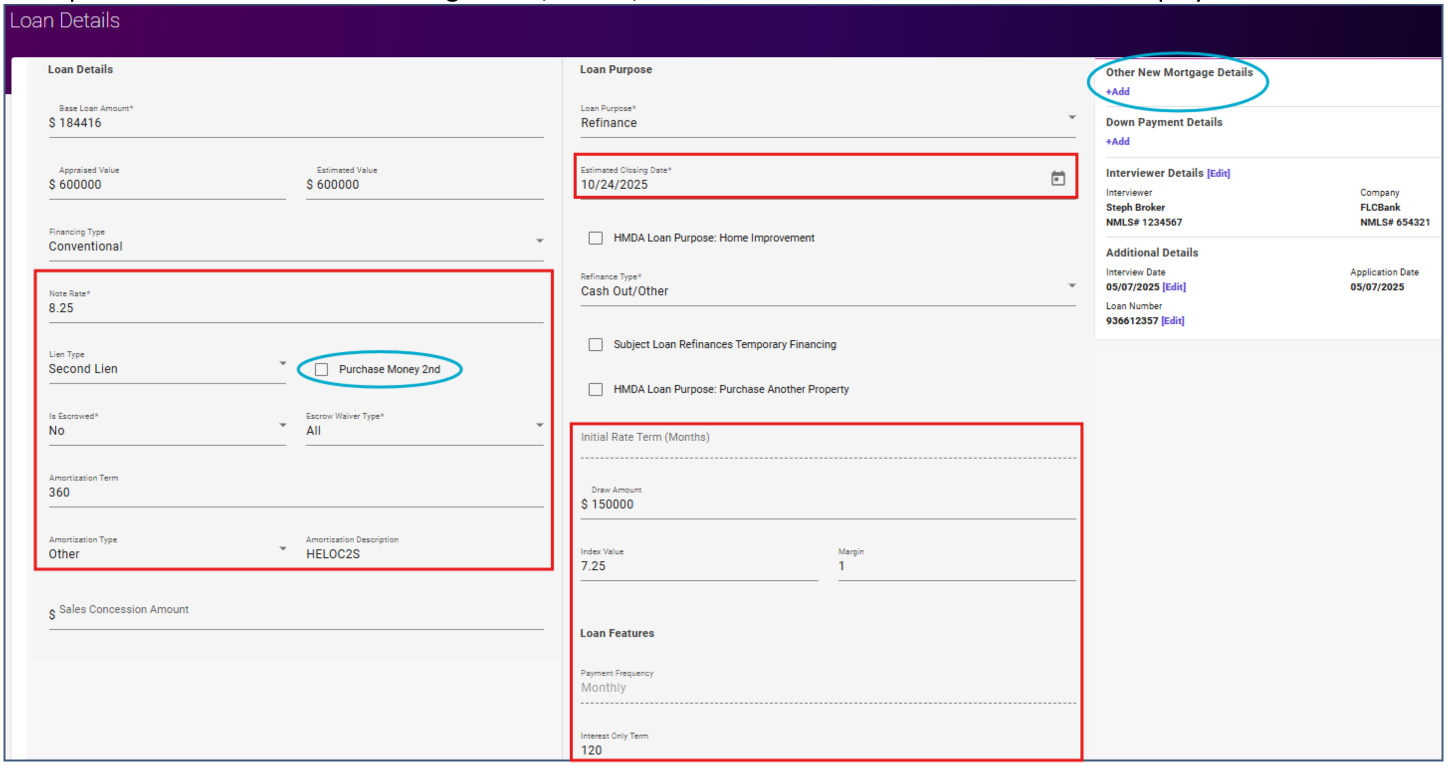
- The **Declarations** and **Demographics** are color coded; you know when all the data has been collected at a glance. **Green** when all fields have been collected and **Red** if not.

- 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.

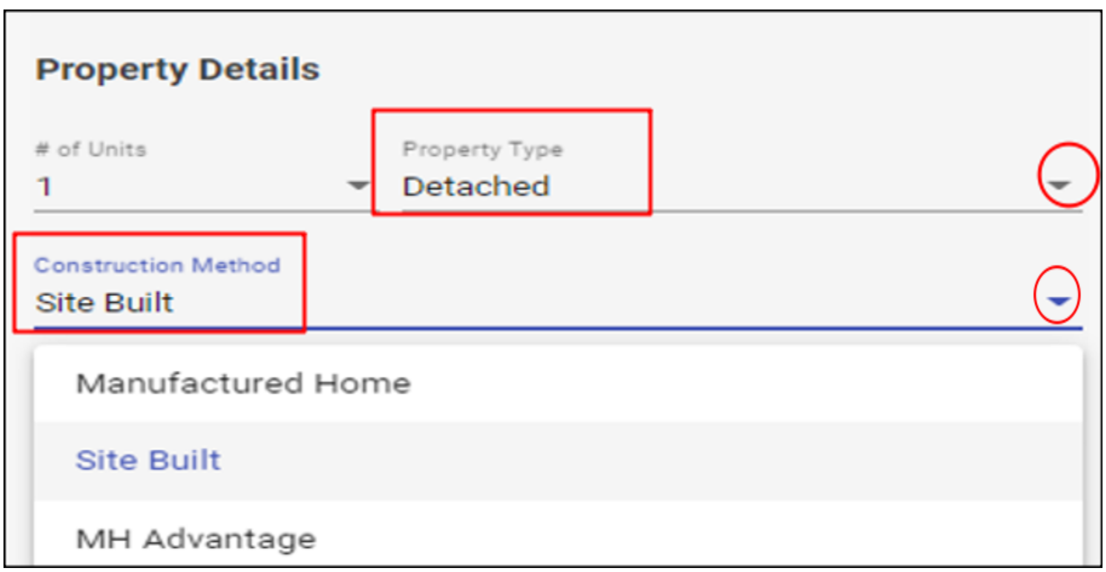
- **Note Rate** – Enter a rate from the HELOC Rate Sheet tab
- **Lien Type** – Second Lien
- **Purchase Money Second** – box should be checked, **only if a purchase transaction**.
- **Is Escrowed** – No
- **Amortization Term** – 360
- **Amortization Type** – Other
- **Amortization Description** – HELOC2S
- **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)
- **Other New Mortgage Details –** Complete **ONLY** for a **purchase transaction** when you have a **new First Lien**
- **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.



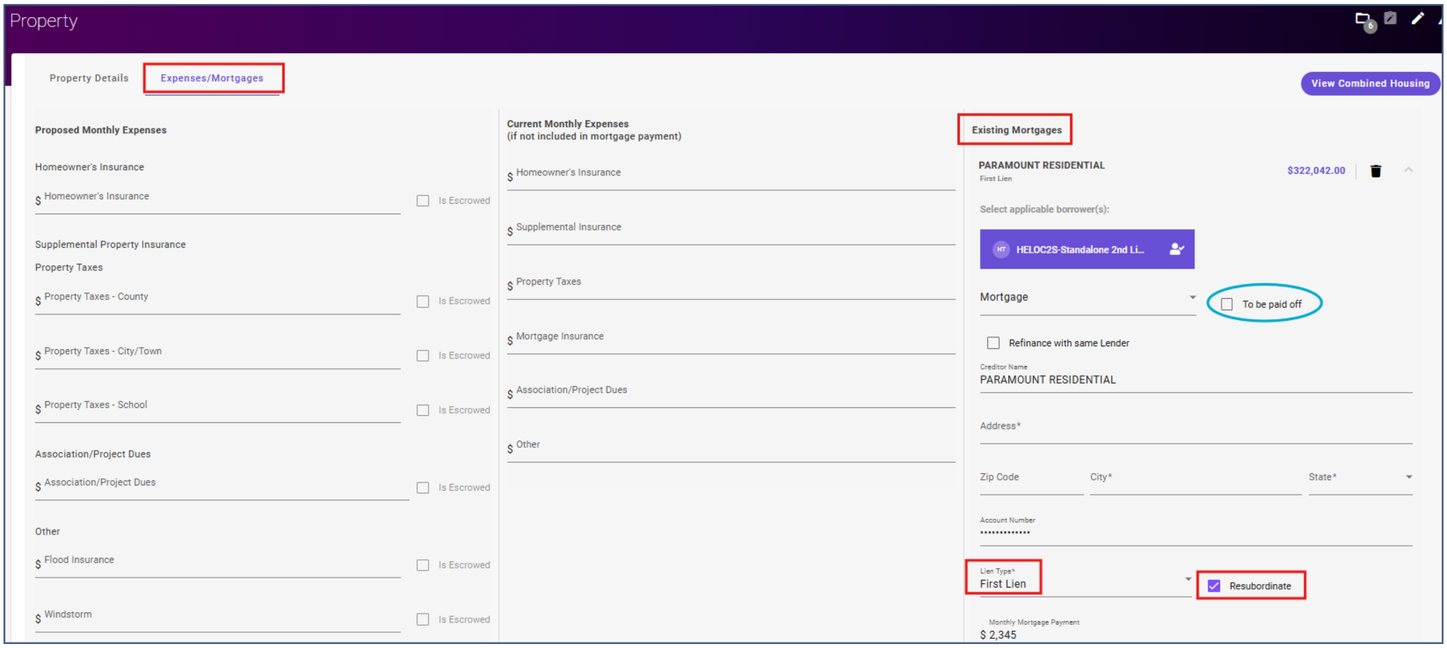
Property Screen: Confirm the **Property** screen populated all the data correctly; update if needed. **Review each section:** Property Address, Property Details, Title Details, Rental Details, Transaction Details, and Additional Details if applicable.

- **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**.



Property Screen: Click on the **Expenses/Mortgages** tab to see the existing first mortgage.

- Ensure the first lien data populated correctly, if not update.
- Review the lien type; **must be first lien**. If not, choose from the dropdown menu.
- Select the **Resubordinate** option or if being paid off the **To be paid off** option.



1. **Go through** each of the remaining screens in the **Lending Portal – URLA** to ensure the data populated correctly when imported into the LOS before the loan is Registered/Locked.

2. **The standalone HELOC second lien (HELOC2S)** requires manual underwriting. **Do not run AUS.**

3. The tips below will guide you through differences of registering/locking a Standalone HELOC second lien. **Refer to the Resource Center – How To Submit a Loan Section, OB Register-Update Registration and Lock procedures to assist with entire process**.

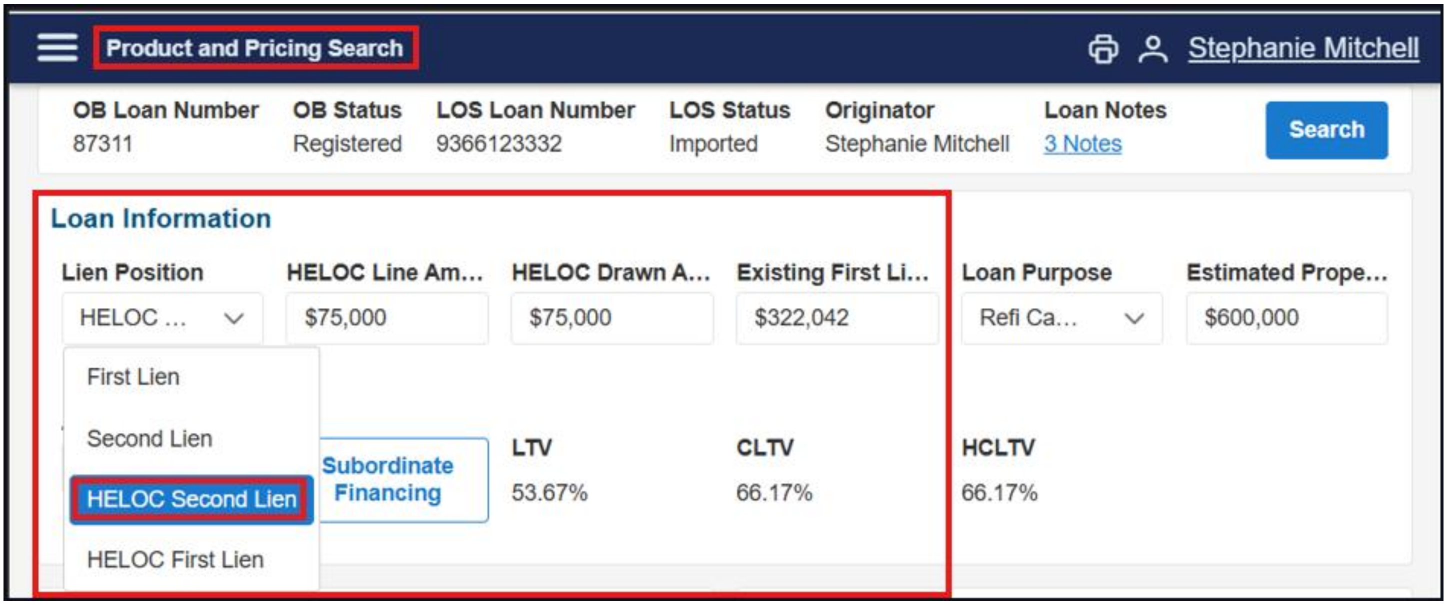
Optimal Blue (OB) Registering/Locking:

The Standalone HELOC second lien **must be locked** before submission to underwriting. Ensure the following are fields selected when locking the loan.

Loan Information section:

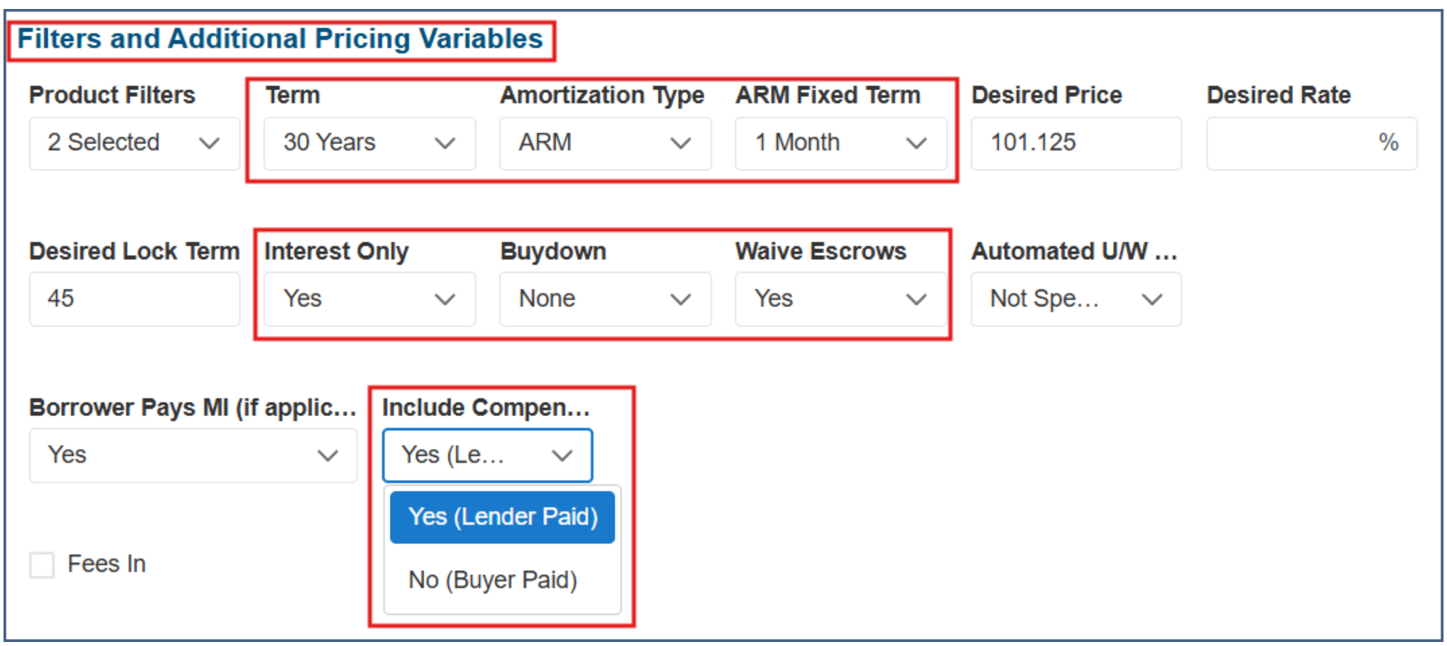
On the OB **Product and Pricing Search** screen in the Loan Information section ensure the following fields are correct.

- **Lien Position** – should show HELOC Second Lien
- **HELOC Line Amt** – ensure the HELOC Line Amount populated correctly
- **HELOC Drawn Amt** – ensure the HELOC Drawn Amount populated correctly
- **Existing First Lien Amount** - ensure the Existing First Lien Amount populated correctly, if applicable



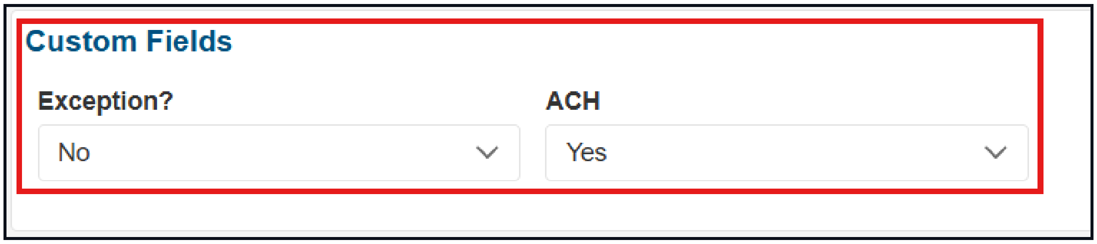
Filters and Additional Pricing Variables section: The following fields should be as follows:

- **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)

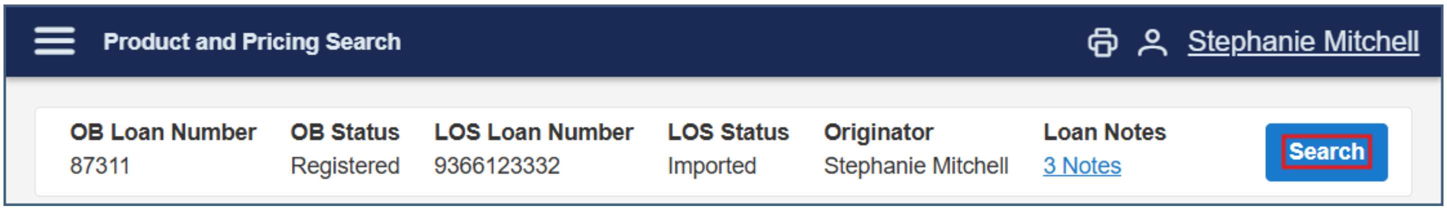


Custom Fields section: The following fields should be as follows:

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

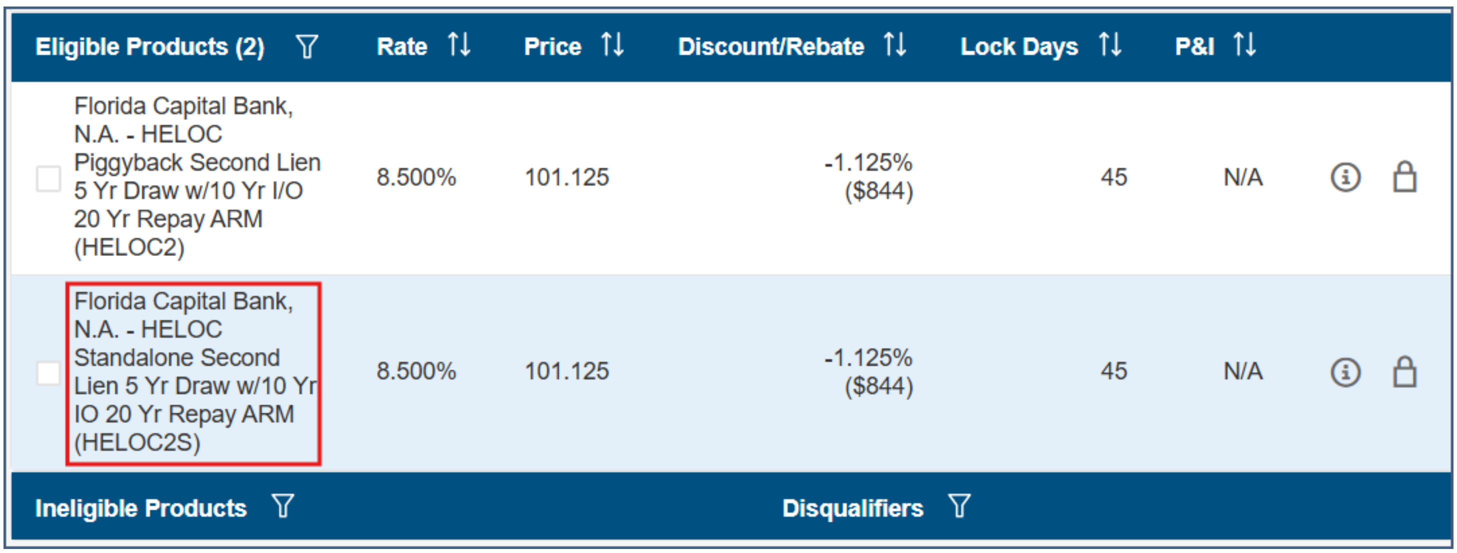


Click the "**Search"** button at the top of the screen.



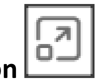
The **Eligible Products** will appear for selection. Ensure the **HELOCC Standalone Second Lien** product with the correct I/O and repay features is chosen; do not select the Piggyback Second Lien selection for the Standalone HELOC Second Lien product.

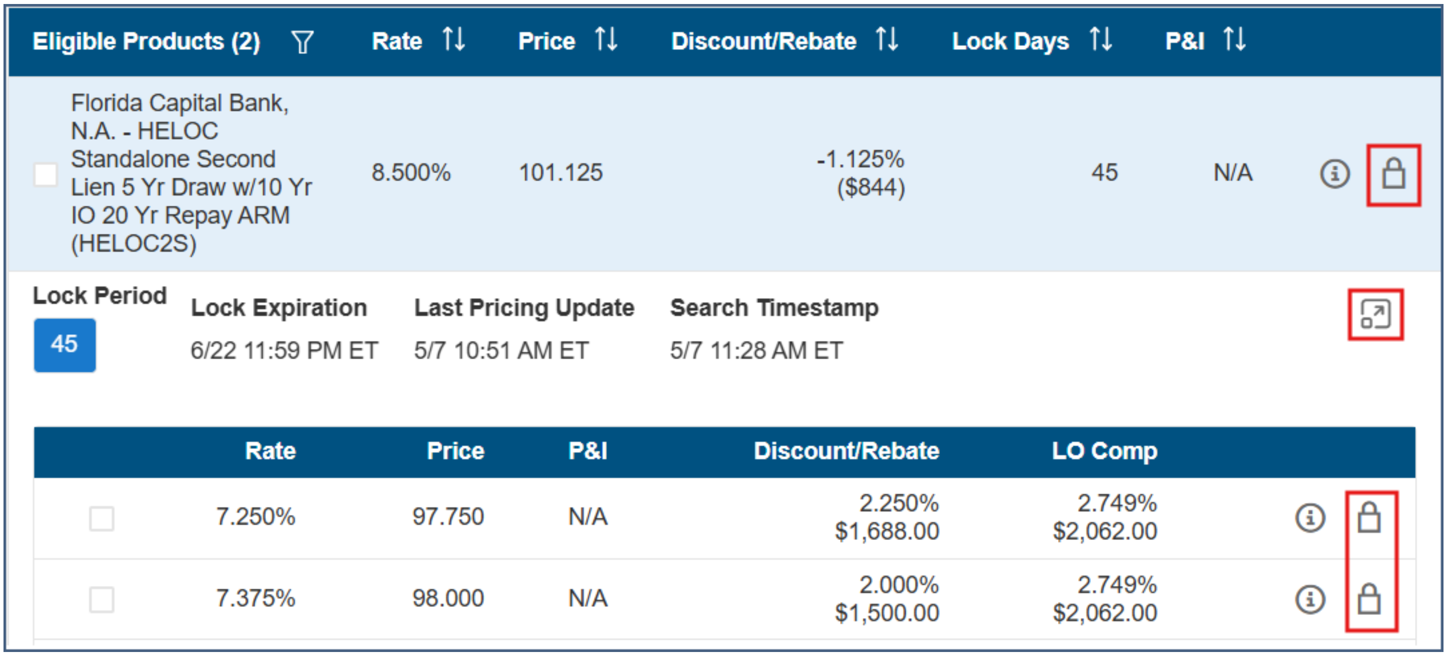
- Click on the **Product Name** to show the rates



Eligible Products (2)	Rate	Price	Discount/Rebate	Lock Days	P&I
Florida Capital Bank, N.A. - HELOC Piggyback Second Lien 5 Yr Draw w/10 Yr I/O 20 Yr Repay ARM (HELOC2)	8.500%	101.125	-1.125% ($844)	45	N/A
Florida Capital Bank, N.A. - HELOC Standalone Second Lien 5 Yr Draw w/10 Yr IO 20 Yr Repay ARM (HELOC2S)	8.500%	101.125	-1.125% ($844)	45	N/A

- 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.



- **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 Second Lien 5 Yr Draw w/10 Yr IO 20 Yr Repay ARM (HELOC2S)

45 6/22 11:59 PM ET 5/7 10:51 AM ET 5/7 11:28 AM ET

	Rate	Price	P&I	Discount/Rebate	LO Comp
	7.250%	97.750	N/A	2.250% $1,688.00	2.749% $2,062.00
	7.375%	98.000	N/A	2.000% $1,500.00	2.749% $2,062.00
	7.500%	98.500	N/A	1.500% $1,125.00	2.749% $2,062.00
	7.625%	98.875	N/A	1.125% $844.00	2.749% $2,062.00
	7.750%	99.125	N/A	0.875% $656.00	2.749% $2,062.00
	7.875%	99.250	N/A	0.750% $562.00	2.749% $2,062.00
	8.000%	99.500	N/A	0.500% $375.00	2.749% $2,062.00
	8.125%	100.000	N/A	0.000% $0.00	2.749% $2,062.00
	8.250%	100.125	N/A	-0.125% ($94.00)	2.749% $2,062.00

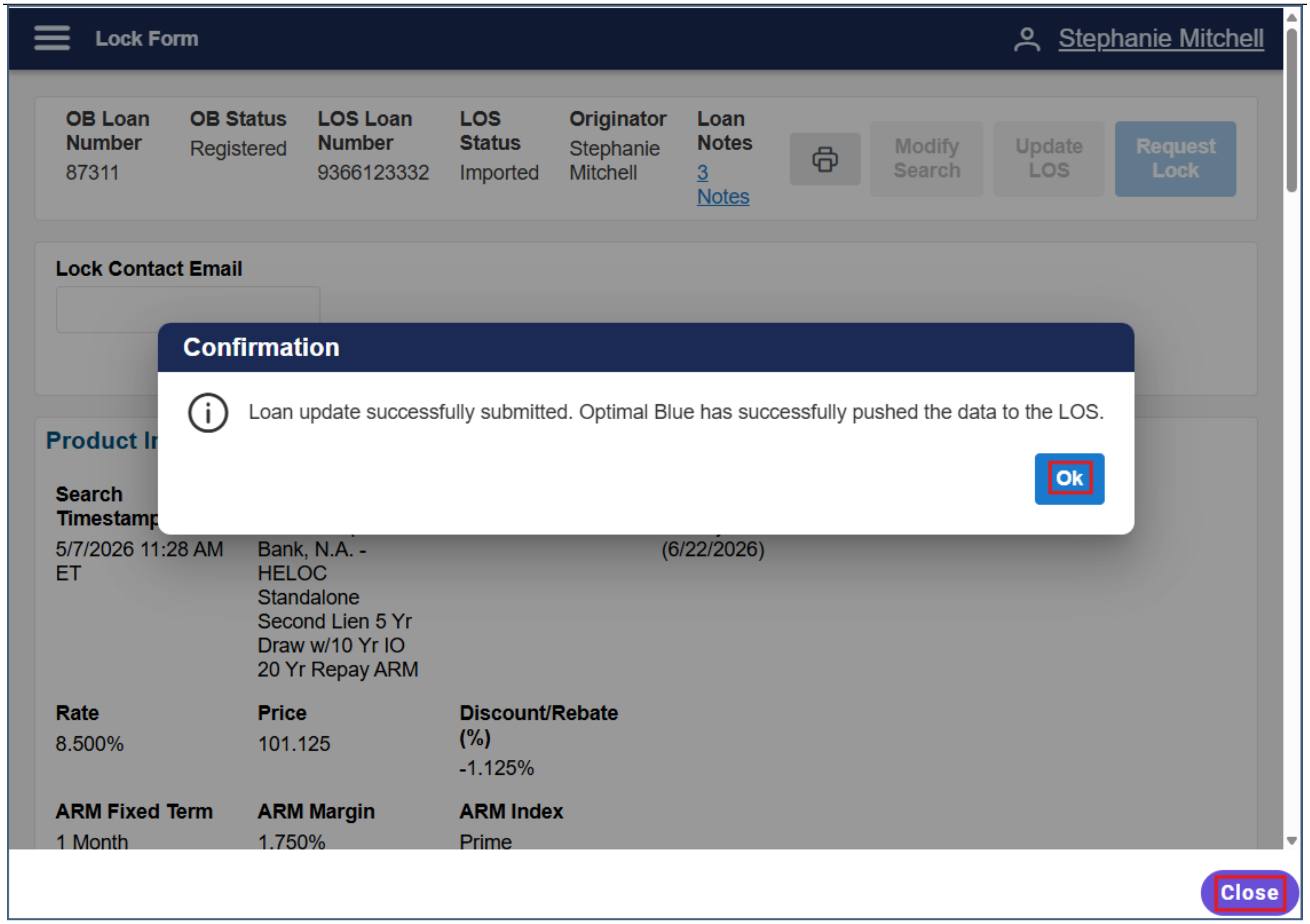
- The Lock Form will open; choose to **Update LOS** to register the loan or **Request Lock** to lock the loan.

Lock Form Stephanie Mitchell

OB Loan Number	OB Status	LOS Loan Number	LOS Status	Originator	Loan Notes
87311	Registered	9366123332	Imported	Stephanie Mitchell	3 Notes

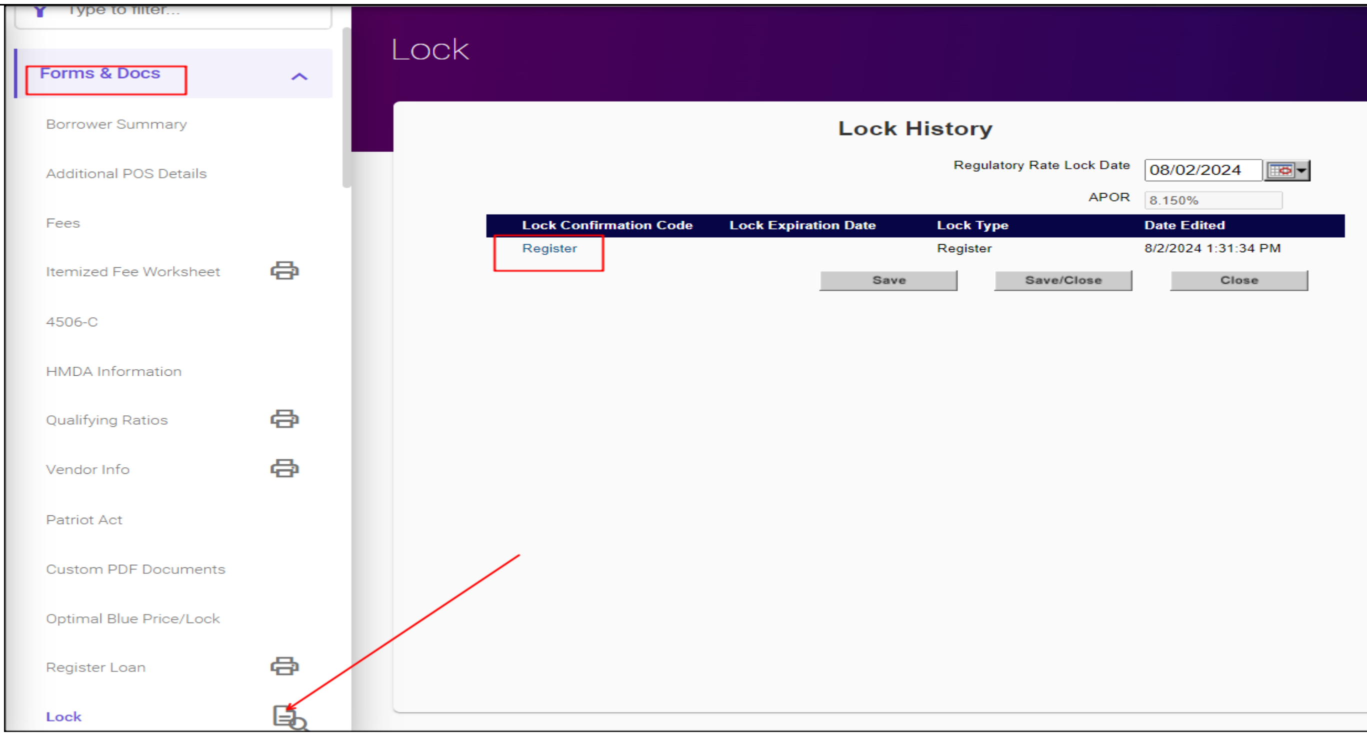
Modify Search | Update LOS | Request Lock

- 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**.

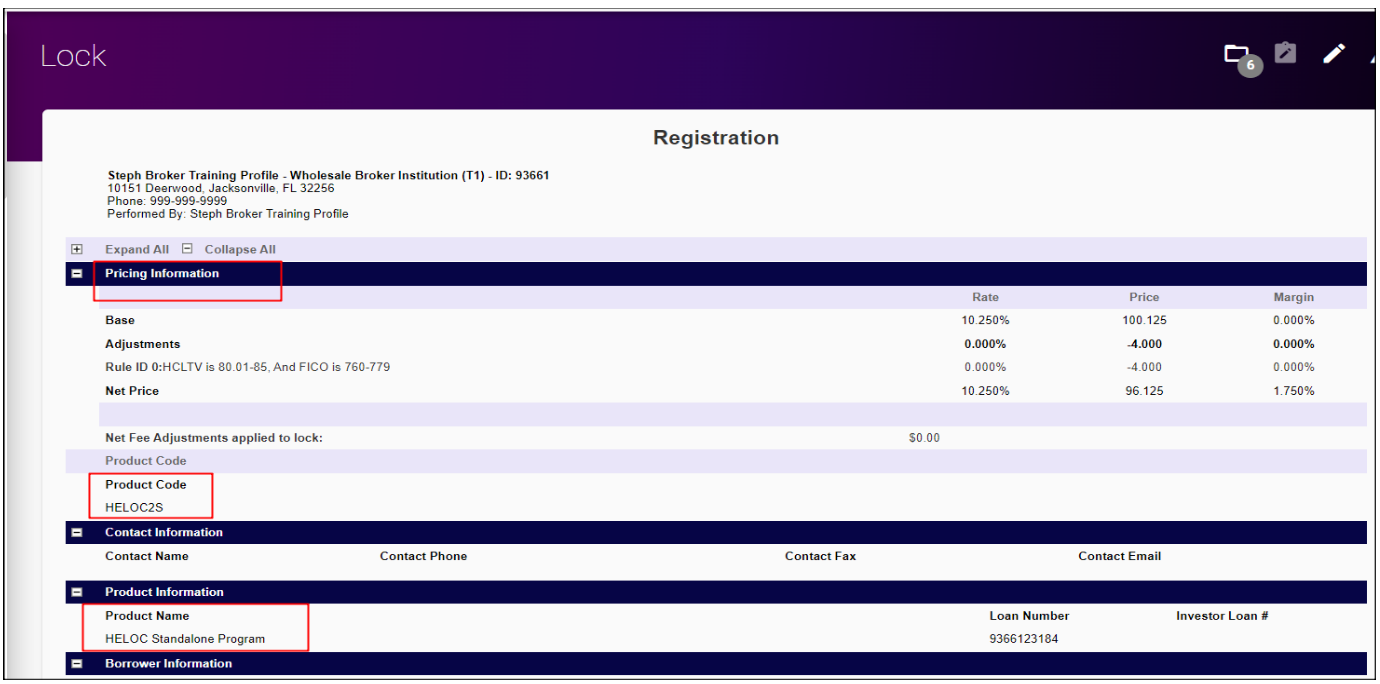


Go to Forms & Docs on the left navigation pane; click the Lock paper icon to view the Locked/Registered loan.

- 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 Standalone HELOC Second Lien must go through the Broker channel.**

5. **OB Change Requests are not permitted for the HELOC2S 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.