

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.

Loan Details

Loan Details Base Loan Amount* \$ 184416 Appraised Value \$ 600000 Estimated Value \$ 600000 Financing Type Conventional Note Rate* 8.25 Lien Type Second Lien Is Escrowed* No Escrow Waiver Type* All Amortization Term 360 Amortization Type Other Amortization Description HELOC2S Sales Concession Amount \$	Loan Purpose Loan Purpose* Refinance Estimated Closing Date* 10/24/2025 ☐ HMDA Loan Purpose: Home Improvement Refinance Type* Cash Out/Other ☐ Subject Loan Refinances Temporary Financing ☐ HMDA Loan Purpose: Purchase Another Property Initial Rate Term (Months) Draw Amount \$ 150000 Index Value 7.25 Margin 1 Loan Features Payment Frequency Monthly Interest Only Term 120	Other New Mortgage Details +Add Down Payment Details +Add Interviewer Details [Edit] Interviewer Steph Broker NMLS# 1234567 Company FLCBank NMLS# 654321 Additional Details Interview Date 05/07/2025 [Edit] Application Date 05/07/2025 Loan Number 936612357 [Edit]
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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 Details

of Units
1

Property Type
Detached

Construction Method
Site Built

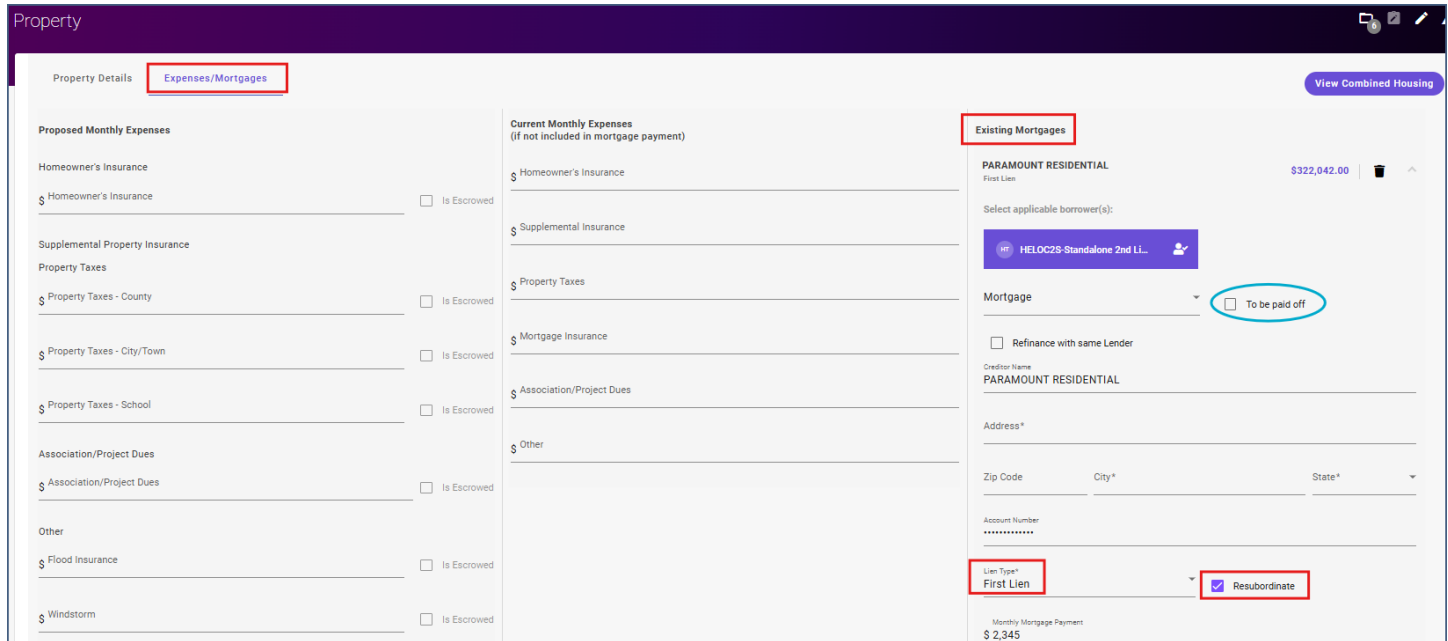
Manufactured Home

Site Built

MH Advantage

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.



The screenshot shows the 'Property' screen with the 'Expenses/Mortgages' tab active. It displays various expense categories and an 'Existing Mortgages' section. In the 'Existing Mortgages' section, the 'To be paid off' option is circled, and the 'Resubordinate' option is checked under the 'Lien Type*' dropdown menu.

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

Product and Pricing Search

Stephanie Mitchell

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

Search

Loan Information

Lien Position	HELOC Line Am...	HELOC Drawn A...	Existing First Li...	Loan Purpose	Estimated Prope...
HELOC ...	\$75,000	\$75,000	\$322,042	Refi Ca...	\$600,000
First Lien Second Lien HELOC Second Lien HELOC First Lien	Subordinate Financing	LTV 53.67%	CLTV 66.17%	HCLTV 66.17%	

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)

Filters and Additional Pricing Variables

Product Filters	Term	Amortization Type	ARM Fixed Term	Desired Price	Desired Rate
2 Selected	30 Years	ARM	1 Month	101.125	%

Desired Lock Term	Interest Only	Buydown	Waive Escrows	Automated U/W ...
45	Yes	None	Yes	Not Spe...

Borrower Pays MI (if applic...)	Include Compen...
Yes	Yes (Le...)
☐ Fees In	Yes (Lender Paid)
	No (Buyer Paid)

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

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

Custom Fields

Exception?

ACH

No

Yes

Click the “Search” button at the top of the screen.

Product and Pricing Search

Stephanie Mitchell

OB Loan Number	OB Status	LOS Loan Number	LOS Status	Originator	Loan Notes	
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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	
Ineligible Products	Disqualifiers					

- 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 (2)		Rate	Price	Discount/Rebate	Lock Days	P&I	
☐	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	

- 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

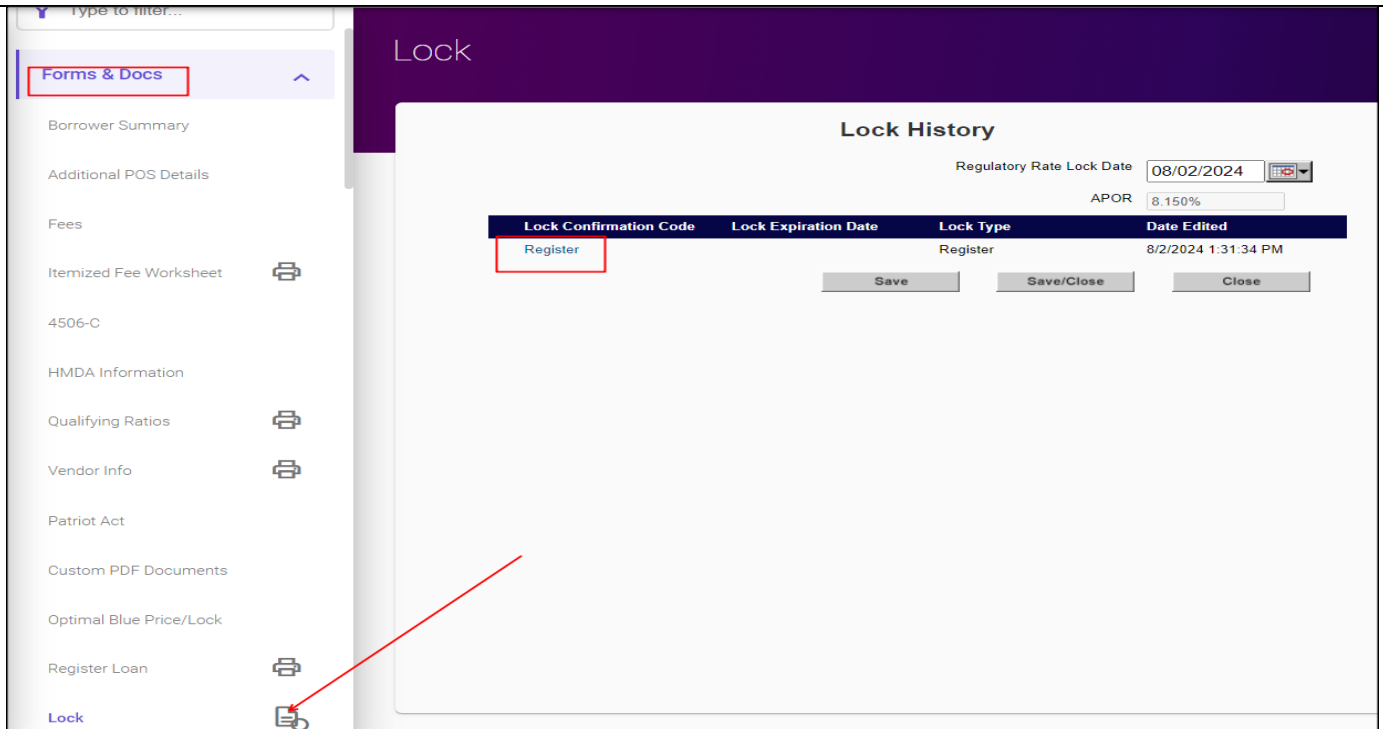
Stephanie Mitchell

OB Loan Number 87311	OB Status Registered	LOS Loan Number 9366123332	LOS Status Imported	Originator Stephanie Mitchell	Loan Notes 3 Notes		Modify Search	Update LOS	Request Lock
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- Once the loan is Registered or Locked a **Confirmation** message will appear; click **OK** on the message and **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



Lock History

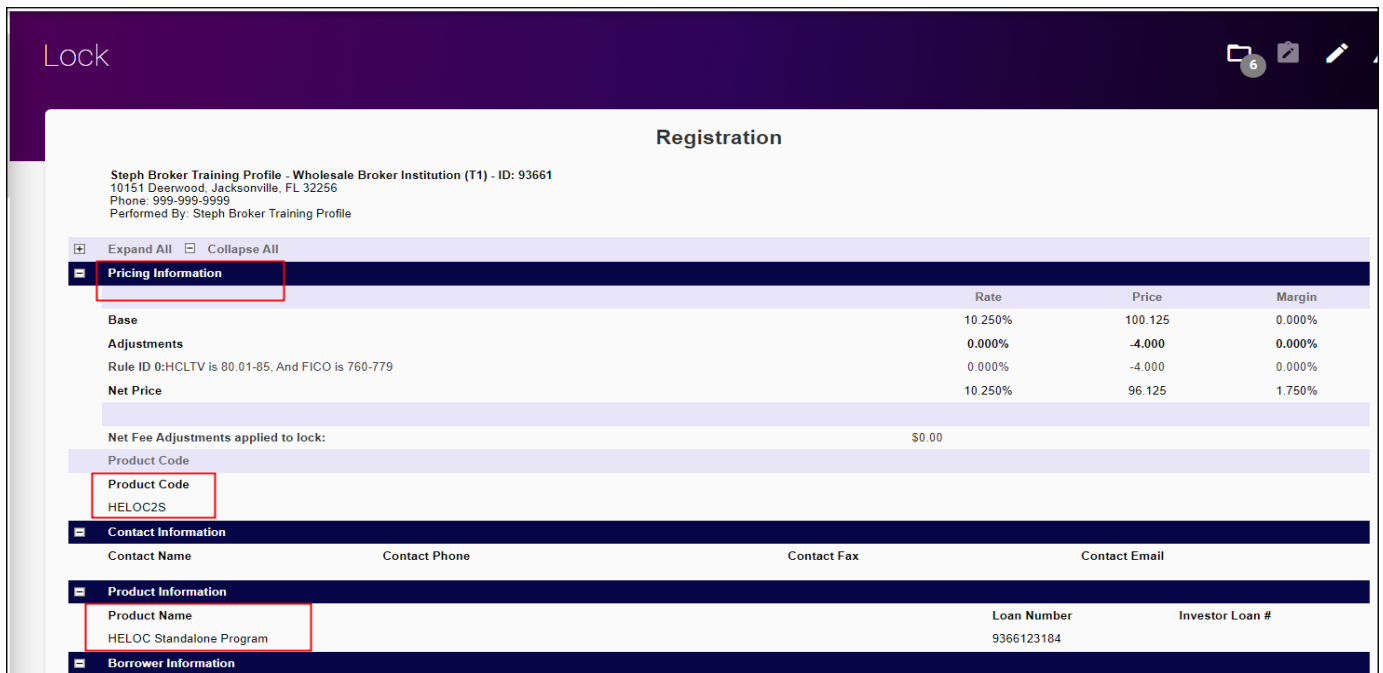
Regulatory Rate Lock Date: 08/02/2024

APOR: 8.150%

Lock Confirmation Code	Lock Expiration Date	Lock Type	Date Edited
Register		Register	8/2/2024 1:31:34 PM

Buttons: Save, Save/Close, Close

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



Registration

Steph Broker Training Profile - Wholesale Broker Institution (T1) - ID: 93661
 10151 Deerwood, Jacksonville, FL 32256
 Phone: 999-999-9999
 Performed By: Steph Broker Training Profile

Expand All Collapse All

Pricing Information

	Rate	Price	Margin
Base	10.250%	100.125	0.000%
Adjustments	0.000%	-4.000	0.000%
Rule ID 0:HCLTV is 80.01-85, And FICO is 760-779	0.000%	-4.000	0.000%
Net Price	10.250%	96.125	1.750%

Net Fee Adjustments applied to lock: \$0.00

Product Code
HELOC2S

Contact Information

Contact Name	Contact Phone	Contact Fax	Contact Email

Product Information

Product Name	Loan Number	Investor Loan #
HELOC Standalone Program	9366123184	

Borrower Information

- 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.