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Section 100 – Federal Laws & Regulations

Movement Mortgage, LLC (“Movement Mortgage”), as a provider of consumer financial products or services under the Consumer Financial Protection Bureau’s (“CFPB”) supervisory purview, fully complies with federal consumer financial laws and appropriately addresses and prevents violations of law and associated harms to consumers through its compliance management process and written policies and procedures.

In addition to matters within the CFPB’s scope, Movement Mortgage purposefully organized compliance management to include compliance with consumer-related state and federal laws that are outside the CFPB’s scope / jurisdiction. Movement Mortgage’s compliance management activities are organized within an internal division so that it may be most effective.

The Disclosures Department is appropriately trained, monitored, updated and audited to maintain compliance with following federal Laws and the CFPB regulations.

Section 101 Equal Credit Opportunity Act (ECOA)

The Equal Credit Opportunity Act (“ECOA” or “Regulation B”) prohibits Movement Mortgage, from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age, if they are a recipient of public assistance and the exercise of rights under the Consumer Credit Protection Act.

Movement Mortgage is required, by ECOA, to:

1. Collect information about the applicant’s race and other personal characteristics in applications for certain dwelling-related loans.

   a) An application for credit, primarily for the purchase or refinancing of a dwelling, that is or will be occupied by the applicant as a principal residence, where the extension of credit is secured by the dwelling, must contain the following request for information regarding the applicant(s): race or national origin, sex, marital status and age. This information is used for government monitoring purposes. Movement Mortgage discloses to the applicant orally or in writing when requesting this information that (1) not required, (2) requesting the information based on compliance with ECOA, (3) Federal Law prevents dissemination on basis of this information, and (4) certain info will be collected via visual observation or surname if not provided.

   b) If designation of title, Ms., Miss, Mrs., or Mr. is requested on the application, Movement Mortgage discloses on the form such is optional and terms are neutral to sex.

2. Notify applicants of the action taken on their applications.

   a) Notification of action taken must be provided to all applicants. Movement Mortgage notifies an applicant of action taken within 30 days of receiving a completed application concerning the approval of, counteroffer to, or adverse action (denial) on the application.

   b) An adverse action notice must contain a statement of the action taken, the name and address of Movement Mortgage, the ECOA notice regarding the prohibited bases, the name and address of the federal agency that administers compliance with respect to Movement Mortgage, and a statement of the specific reason(s) for the action taken.
3. Report credit history in the names of both spouses on an account.
   a) If Movement Mortgage furnishes information to consumer reporting agencies concerning an account that reflects the participation of both spouses, the information must be furnished in a manner that will enable the agency to provide access to the information in the name of each spouse.

4. Provide applicants with copies of appraisal reports used in credit transactions.
   a) Movement Mortgage shall routinely provide a copy of the appraisal report used in connection with an application for credit that is to be secured by a lien on a dwelling. If the copy is not routinely provided, Movement Mortgage must notify the applicant of the right to receive a copy of the appraisal upon written request. This notification may be provided at any time during the application process, but no later than when notice of action taken is provided.

Notification is required:

- Within 30 days after receiving a completed application concerning Movement Mortgage’s approval of, counteroffer to, or adverse action on the application, unless the parties contemplated that the applicant would inquire about the status, the application was approved, and the applicant failed to inquire within 30 days after applying, in which case Movement Mortgage may treat the application as withdrawn;
- Within 30 days after taking adverse action on an incomplete application, Movement Mortgage notifies applicants of the adverse action in writing unless written notice of incompleteness is provided within 30 days of receipt of the incomplete application, specifying the information needed, designating a reasonable period of time for the applicant to provide the information, and informing the applicant that failure to provide the information requested will result in no further consideration being given to the application and notice is provided in accordance with paragraph (c) of this section;
- Within 30 days after taking adverse action of an existing account; or
- Within 90 days after notifying the applicant of a counteroffer if the applicant does not expressly accept or use the credit offered, Movement Mortgage notifies applicants of the adverse action in writing unless the counteroffer was accompanied by the notice of adverse action on the credit terms originally sought.

The Disclosures Department is appropriately trained, monitored, updated and audited to maintain compliance with ECOA and all training, materials, and files are audited for possible ECOA violations.

Section 102 Fair Credit Reporting Act (FCRA)

The Fair Credit Reporting Act (“FCRA”) is a part of a group of acts contained in the Federal Consumer Credit Protection Act. FCRA requires Movement Mortgage to deal with consumer reporting agencies that adopt reasonable procedures with regard to the confidentiality, accuracy, relevancy, and proper utilization of consumer reports.

Movement Mortgage is required to provide a Risk-Based Pricing Notice (RBPN) if, based in whole or in part on a consumer credit report, it grants, extends or otherwise provides credit to a consumer on material terms that are
materially less favorable than the most favorable material terms available to a substantial proportion of its consumers. It is currently Movement Mortgage policy to provide the RBPN to every customer. In the future, however, Movement Mortgage reserves the right to send out the RBPN in accordance with the procedures below.

It is Movement Mortgage’s policy to provide a consumer with the RBPN regardless of the terms or conditions of their need to obtain one. When credit is run through Movement Mortgage’s credit reporting agency, the RBPN is automatically generated and sent directly to the consumer.

The RBPN is provided to a consumer after a credit approval decision has been made and before consummation. The risk-based pricing notices and the account review risk-based pricing notices must be clear and conspicuous, and provided to the consumer in oral, written, or electronic form.

The Disclosures Department is appropriately trained, monitored, updated and audited to maintain compliance with FCRA and all training, materials, and files are audited for possible FCRA violations.

Section 103 Flood Disaster Protection Act (FDPA)

The purpose of the Flood Disaster Protection Act ("FDPA") and the National Flood Insurance Act is to provide federal disaster relief assistance in areas which have been designated as having special flood hazards by the Director of the Federal Emergency Management Association ("FEMA"). These requirements apply to all loans secured by permanent structure or mobile home. A designated loan means a loan secured by a building or mobile home that is located or to be located in a special flood hazard area in which flood insurance is available under the National Flood Insurance Act.

As appropriate, and in accordance with the requirements of its secondary market investors, insurers or guarantors, Movement Mortgage does not make, increase, extend, or renew any designated loan unless the building or mobile home and any personal property securing the loan is covered by flood insurance for the term of the loan. The amount of insurance must be at least equal to the outstanding principal balance of the designated loan or the maximum limit of coverage available for the particular type of property under the Act. Movement Mortgage also requires the escrow of all premiums and fees for any flood insurance required.

Standard Flood Hazard Determination Form: Movement Mortgage uses the standard form developed by the Director of FEMA when determining whether the building or mobile home securing the loan is or will be located in a special flood hazard area.

Movement Mortgage mails or delivers a written notice to the borrower if the loan is secured by a building or a mobile home located or to be located in a special flood hazard area whether or not flood insurance is available under the Act.

Contents of Notice: The written notice must include the following information:

1. A warning, in a form approved by the Director of FEMA, that the building or the mobile home is or will be located in a special flood hazard area;
2. A description of the flood insurance purchase requirements set forth in section 102(b) of the Flood Disaster Protection Act of 1973;
3. A statement, where applicable, that flood insurance coverage is available under the NFIP and may also be available from private insurers; and
4. A statement whether Federal disaster relief assistance may be available in the event of damage to the building or mobile home caused by flooding in a federally declared disaster.

**Timing of Notice:** Movement Mortgage provides the notice to the borrower within a reasonable time before the completion of the transaction, and to the servicer as promptly as practicable after Movement Mortgage provides notice to the borrower and in any event no later than the time Movement Mortgage provides other similar notices to the servicer concerning hazard insurance and taxes. Notice to the servicer may be made electronically or may take the form of a copy of the notice to the borrower.

**Record of Receipt:** Movement Mortgage retains a record of the receipt of the notices by the borrower and the servicer for the period of time Movement Mortgage owns the loan.

**Alternate Method of Notice:** Instead of providing the notice to the borrower, Movement Mortgage may obtain satisfactory written assurance from a seller or lessor that, within a reasonable time before the completion of the sale or lease transaction, the seller or lessor has provided such notice to the purchaser or lessee. Movement Mortgage retains a record of the written assurance from the seller or lessor for the period of time Movement Mortgage owns the loan.

**Use of Prescribed Form of Notice:** Movement Mortgage is considered to be in compliance with the requirement for notice to the borrower of this section by providing written notice to the borrower containing the language presented below. The notice presented satisfies the borrower notice requirements of the Act.

**Section 104 Home Mortgage Disclosure Act (HMDA)**

The Home Mortgage Disclosure Act (“HMDA”) was enacted by congress in 1975 and is implemented by Regulation C. The purpose of this regulation is to provide the public with loan data that can be used (1) to help determine whether financial institutions are serving the housing needs of the communities in which they are located; (2) to assist public offices in distributing investments to attract private investment to areas where it is needed; and (3) to assist in identifying possible discriminatory lending patterns and enforcing antidiscrimination statutes.

Movement Mortgage must report data regarding loan originations, applications, and loan purchases, as well as requests under a preapproval program if the preapproval request is denied or results in the origination of a home purchase loan. HMDA requires Movement Mortgage to report the ethnicity, race, gender, and gross income of mortgage applicants and borrowers. Movement Mortgage must also report information regarding the pricing of the loan and whether the loan is subject to the Home Ownership and Equity Protection Act (“HOEPA”). Movement Mortgage must also identify the type of purchaser for mortgage loans that are sold.

Regulation C requires Movement Mortgage to report lending data on a loan-by-loan and application-by-application basis by way of a “register” reporting format. Movement Mortgage submits a Loan Application Register (“HMDA-LAR”) to the Department of Housing & Urban Development (“HUD”) in compliance with HMDA. HUD, through the Federal Financial Institutions Examination Council (“FFIEC”), compiles information in form of individual disclosure statements for Movement Mortgage. Per the regulation, the public may obtain Movement Mortgage’s disclosure.

For each calendar year, Movement Mortgage must report data regarding its applications, originations, and purchases of home purchase loans, home improvement loans, and refinancings. Data must also be given for loan applications that did not result in originations. This includes applications denied, withdrawn, or closed for incompleteness and those approved by Movement Mortgage but not accepted by the applicant.
The following data must be collected for each application or loan:

1. An identifying loan or application number (that does not include applicant’s name or social security number)
2. Date application was received
3. Type of the loan or application
4. Property type to which the loan or application relates
5. Purpose of the loan or application
6. Owner-occupancy status of the property to which the loan or application relates
7. Preapproval code (home purchase), as applicable, and whether it resulted in a denial or an origination
8. Amount requested or loan amount
9. Type of action taken
10. Date such action was taken
11. Race of applicant and co-applicant
12. Ethnicity of applicant and co-applicant
13. Sex of applicant and co-applicant
14. Gross annual income used to process the applicant’s request
15. Location of the property to which the loan or application relates by MSA (metropolitan statistical area)
16. State (2-digit code)
17. County (3-digit code)
18. Census Tract number (6-digit code)
19. Whether the loan is subject to HOEPA
20. Type of entity purchasing a loan that Movement Mortgage originates or purchases and then sells within the same calendar year
21. Lien status of the loan or application
22. Rate Spread (difference between the loan’s APR and the average prime offer rate for a comparable transaction as of the date the interest is set, if that difference is equal to or greater than 1.5 percentage points for first lien loans or 3.5 percentage points for subordinate lien loans on a dwelling) for loans subject to Regulation Z
23. Accurate reason for denial, if applicable, of an application
Movement Mortgage maintains documentation for loans including those loans that it packages and sells to other institutions.

Collection of data concerning ethnicity, race, and sex is mandatory for all transactions unless Movement Mortgage purchased the loans or the borrower is not a natural person (a corporation or partnership). This data is collected for all applicants.

Movement Mortgage must request ethnicity, race, and sex data for all telephone, mail and internet applications in accordance with Appendix B. For applications taken face-to-face, Movement Mortgage must note data concerning ethnicity, race, and sex on the basis of visual observation or surname if the applicant chooses not to provide this information.

If the applicant fails to provide this information in mail, telephone, or Internet applications, the ethnicity, race, and sex cannot be recorded. In this case, an applicable code number should be entered (NA should not be used for these three situations). The codes are as follows: ethnicity 3, race 6, and sex 3.

Regulation C requires Movement Mortgage to report whether or not a loan is subject to the Home Ownership and Equity Protection Act ("HOEPA"). The reporting of HOEPA status is part of the required reporting of data. Obtaining HOEPA status on loans is critical to address fair-lending concerns related to loan pricing and to better understand the mortgage market, including the subprime market.

HOEPA covers closed-end loans secured by the borrower’s principal residence, other than home purchase loans, with rates or fees above certain thresholds. HOEPA has an APR threshold and a points and fees threshold.

To determine if the APR exceeds the established thresholds, Movement Mortgage uses the Federal Reserve Board’s statistical release H.15 table, Selected Interest Rates. Movement Mortgage uses the 15th of the month before the month in which the application was received to identify the appropriate Treasury security yield. The only rate spread calculations Movement Mortgage uses are the Prime Offer Rate - Adjustable and Prime Offer Rate - Fixed tables published on the FFIEC web site. HOEPA will continue to require lenders to use the H.15 Treasury yields.

For reporting purposes, Movement Mortgage will use the following codes on the HMDA-LAR:

- Code 1 – For loans that Movement Mortgage originates or purchases that are subject to HOEPA restrictions because the APR or the points and fees on the loan exceed the applicable HOEPA triggers, or;
- Code 2 – For all other loans not subject to HOEPA

The Disclosures Department is appropriately trained, monitored, updated and audited to maintain compliance with HMDA and all training, materials, and files are audited for possible HMDA violations.
Section 105 Mortgage Disclosure Improvement Act (MDIA)

Movement Mortgage complies with the Housing and Economic Recovery Act of 2008 ("HERA") which was enacted by Congress on July 30, 2008. HERA included amendments to the Truth-in-Lending Act ("TILA"). This amendment became known as the Mortgage Disclosure Improvement Act of 2008 ("MDIA"). The July 2008 final rule requires creditors to give consumers transaction-specific cost disclosures shortly after application for closed-end loans secured by any dwelling of the consumer covered under the Real Estate Settlement Procedures Act ("RESPA").

Congress amended MDIA with the enactment of the Emergency Economic Stabilization Act of 2008 ("Stabilization Act") on October 3, 2008. The MDIA broadened the requirements of the July 2008 final rule to include disclosures for mortgage loans secured by dwellings other than the consumer's principal dwelling, require waiting periods between the time when disclosures are given and consummation of the mortgage transaction.

MDIA extends Truth-in-Lending to include refinance transactions and loans secured by a dwelling even when it is not the consumer's principal dwelling, which includes second homes. Credit extended to acquire, improve, or maintain rental property that is not owner-occupied (that is, in which the owner does not expect to live for more than fourteen days during the coming year) is deemed to be for business purposes. MDIA applies only to closed-end loans secured by a consumer's dwelling and does not affect the disclosure requirements for open-end credit plans secured by a dwelling (home equity lines of credit, or HELOCs).

Movement Mortgage complies with the requirement that early disclosures must be provided before the consumer pays any fee, other than a fee for obtaining the consumer's credit history and comply with waiting periods prior to consummation.

Movement Mortgage complies with the MDIA requirement for creditors to deliver or mail the early disclosures for all dwelling-secured mortgage loans no later than three business days after the creditor receives a consumer's application. For initial disclosure, the general definition of business day applies, which would be the days the creditor's office is open to the public. Disclosures must to be given before the consumer pays any fee, other than a bona fide and reasonable fee for obtaining the consumer's credit history. The MDIA amends TILA to require early disclosures for consumer loans secured by any dwelling, even if it is not the consumer's principal dwelling.

The three-business-day period for making early disclosures coincides with the time period within which creditors subject to RESPA must provide good faith estimates of settlement costs. If the creditor does not know the precise credit terms, the creditor must base the disclosures on the best information reasonably available and indicate that the disclosures are estimates. The creditor may label as an estimate only the items primarily affected by unknown information and may provide explanatory material concerning the estimates and the contingencies that may affect the actual terms.

Movement Mortgage complies with MDIA where lenders must allow applicants to have a 7 business day waiting period after mailing or delivering the TIL prior to consummation (closing of the loan). This timing is not based on receipt date (or assumed receipt date) by the consumer— the timing begins with the mailing or delivery by Movement Mortgage. This rule is based on the specific rule which includes Saturdays.

For example, if a creditor delivers the early disclosures to the consumer in person or places those in the mail on Monday, June 1, consummation may occur on or after Tuesday, June 9, the seventh business day following delivery or mailing of the early disclosures.
Consummation may not occur until both the seven-business-day waiting period and the three-business-day waiting period have expired. For example, assume that the initial disclosures were given to the consumer in person or they were placed in the mail on Monday, June 1. Later, Movement Mortgage delivers corrected disclosures in person to the consumer on Wednesday, June 3. Although Saturday, June 6 is the third business day after the consumer received the corrected disclosures, consummation may not occur before Tuesday, June 9, the seventh business day following delivery or mailing of the early disclosures.

If the APR is out of tolerance, Movement Mortgage re-discloses three business days prior to consummation. If the corrected disclosures are mailed, the consumer is considered to receive the disclosures three business days after mailing. MDIA requires that consummation may not occur until three business days after the consumer receives corrected disclosures. This rule applies the more specific definition of business day, which includes Saturdays.

Movement Mortgage may determine within the three-business-day period that the application will not or cannot be approved on the terms requested. If the consumer withdraws the application within the three-business-day period, the creditor need not make the disclosures under this ruling.

If the creditor fails to provide early disclosures and the transaction is later consummated on the original terms, the creditor will be in violation of MDIA. If, however, the consumer amends the application because of the creditor’s unwillingness to approve it on its original terms, no violation occurs for not.

Section 106 Real Estate Settlement Procedures Act (RESPA)

Movement Mortgage is required to comply with the Real Estate Settlement Procedures Act ("RESPA" or "Regulation X"). The purpose of this Act is to require advance disclosure to consumers of settlement charges involved in mortgage loan transactions and to ensure the accurate accounting and maintenance of escrow accounts. RESPA requires lenders, mortgage brokers, or servicers of home loans to provide borrowers with pertinent and timely disclosures regarding their nature and costs of the real estate settlement process. The act also protects borrowers against certain abusive practices and places limitations upon the use of escrow accounts.

Requirements for Applications and Settlement: Movement Mortgage provides HUD’s special information booklet entitled “Buying Your Home, Settlement Costs and Helpful Information” no later than 3 business days after receipt of an application for a mortgage loan. The booklet need not be provided in the following transactions:

- Refinancing
- Subordinate lien position closed-end loans
- Purpose is not the purchase of a 1-4 family residential property

Open-End Lines of Credit: In this transaction, the applicant receives a copy of the brochure entitled “When Your Home Is on the Line: What You Should Know About Home Equity Lines of Credit.”

Good Faith Estimate of Closing (Settlement) Costs: Applicants must receive a good faith estimate of the amount of or range of charges for the specific settlement services the applicant is likely to incur no later than 3 business days after receipt of an application.

Service Providers: If Movement Mortgage requires the use of a particular service provider and requires the consumer to pay any portion of the cost, the good faith estimate will clearly state the required use and that the
estimate is based on the provider’s charges. In addition, the good faith estimate includes disclosure of the name, address and telephone number of the service provider, and describe the nature of any relationship between the service provider and Movement Mortgage.

**Affiliate Business Arrangement:** If Movement Mortgage and the service provider are affiliated, the disclosure will be provided separately from the good faith estimate. The disclosure of the relationship will describe the ownership and financial interest between Movement Mortgage and the service provider. The estimated charge or range of charges generally made by such provider will also be included in the ABA. Movement Mortgage may not require the use of an affiliated service provider other than Movement Mortgage’s chosen attorney, credit reporting agency or appraiser.

**Servicing Disclosure Statement:** Movement Mortgage discloses, no later than 3 business days after receipt of an application, a disclosure that contains information on whether the servicing of the loan may be sold or transferred while outstanding to another lender and the percentage of loans originated that have been sold or transferred during the most recent 3 calendar years. This disclosure is not required for subordinate lien loans or open-end home equity line of credit regardless of the lien position. Each applicant signs an acknowledgement of receipt of the Servicing Disclosure Statement before settlement.

**Movement Mortgage, or its designated settlement agent, prepares a HUD settlement statement that details the costs of settlement:**

a. The statement to be used is the HUD-1, for mortgage loans in which there is a borrower and a seller or the HUD-1A if there is no seller, such as in a refinance transaction.

b. The borrower is permitted to inspect the settlement statement at least one day prior to settlement.

c. The borrower is provided with a copy of the settlement statement at the time of settlement or within a reasonable time thereafter if settlement is waived or exempt.

**Good Faith Estimate**

Movement Mortgage prepares the Good Faith Estimate ("GFE") in accordance with the requirements of this section and the Instructions in Appendix C to this part. The instructions in Appendix C to this part allow for flexibility in the preparation and distribution of the GFE in hard copy and electronic format.

**GFE must contain:**

- Interest Rate expiration date
- Settlement charges expiration date
- Rate lock period
- Number of days before settlement that the interest rate must be locked
- Summary of loan information
- Escrow account information
- Estimate for settlement charges
- Left hand column on trade-off table completed for loan
• All third-party fees, including those by Movement Mortgage, itemized and listed in appropriate blocks on the second page
• Separate sheet identifying settlement service providers for services listed

Tolerances for amounts included on GFE: Except as provided in this section, the actual charges at settlement may not exceed the amounts included on the GFE for:

• The origination charge;
• While the borrower’s interest rate is locked, the credit or charge for the interest rate chosen;
• While the borrower’s interest rate is locked, the adjusted origination charge; and
• Transfer taxes.

Except as provided below, the sum of the charges at settlement for the following services may not be greater than 10 percent above the sum of the amounts included on the GFE:

• Movement Mortgage -required settlement services, where Movement Mortgage selects the third-party settlement service provider;
• Movement Mortgage -required services, title services and required title insurance, and owner’s title insurance, when the borrower uses a settlement service provider identified by Movement Mortgage; and
• Government recording charges.

The amounts charged for all other settlement services included on the GFE may change at settlement.

Binding GFE: Movement Mortgage is bound, within the tolerances provided in paragraph (e) of this section, to the settlement charges and terms listed on the GFE provided to the borrower, unless a new GFE is provided prior to settlement consistent with this paragraph (f). If a loan originator provides a revised GFE consistent with this paragraph, Movement Mortgage documents the reason that a new GFE was provided. Movement Mortgage retains documentation of any reasons for providing a new GFE for no less than 3 years after settlement.

Changed circumstances affecting settlement costs: If changed circumstances result in increased costs for any settlement services such that the charges at settlement would exceed the tolerances for those charges, Movement Mortgage may provide a revised GFE to the borrower. If a revised GFE is to be provided, Movement Mortgage does so within 3 business days of receiving information sufficient to establish changed circumstances. The revised GFE may increase charges for services listed on the GFE only to the extent that the changed circumstances actually resulted in higher charges.

Changed circumstances affecting loan: If changed circumstances result in a change in the borrower’s eligibility for the specific loan terms identified in the GFE, Movement Mortgage may provide a revised GFE to the borrower. If a revised GFE is to be provided, Movement Mortgage does so within 3 business days of receiving information sufficient to establish changed circumstances.

Borrower-requested changes: If a borrower requests changes to the mortgage loan identified in the GFE that change the settlement charges or the terms of the loan, Movement Mortgage may provide a revised GFE to the
borrower. If a revised GFE is to be provided, Movement Mortgage does so within 3 business days of the borrower’s request.

Expiration of original GFE: If a borrower does not express an intent to continue with an application within 10 business days after the GFE is provided, or such longer time specified Movement Mortgage pursuant to paragraph (c) above, Movement Mortgage is no longer bound by the GFE.

Interest rate-dependent charges and terms: If the interest rate has not been locked by the borrower, or a locked interest rate has expired, the charge or credit for the interest rate chosen, the adjusted origination charges, per diem interest, and loan terms related to the interest rate may change. If the borrower later locks the interest rate, a new GFE is provided showing the revised interest rate-dependent charges and terms. All other charges and terms must remain the same as on the original GFE, except as otherwise provided in paragraph (f) of this section.

New home purchases: In transactions involving new home purchases, where settlement is anticipated to occur more than 60 calendar days from the time a GFE is provided, Movement Mortgage may provide the GFE to the borrower with a clear and conspicuous disclosure stating that at any time up until 60 calendar days prior to closing, Movement Mortgage may issue a revised GFE. If no such separate disclosure is provided, Movement Mortgage cannot issue a revised GFE, except as otherwise provided in paragraph (f) of this section.

GFE is not a loan commitment: Nothing in this section will be interpreted to require Movement Mortgage to make a loan to a particular borrower. Movement Mortgage is not required to provide a GFE if Movement Mortgage does not have available a loan for which the borrower is eligible.

HUD-1

The settlement agent uses the HUD-1 settlement statement in every settlement involving a federally related mortgage loan in which there is a borrower and a seller. For transactions in which there is a borrower and no seller, such as refinancing loans or subordinate lien loans, the HUD-1 may be utilized by using the borrower’s side of the HUD-1 statement. Alternatively, the form HUD-1A may be used for these transactions. The HUD-1 or HUD-1A may be modified as permitted under this part. Either the HUD-1 or the HUD-1A, as appropriate, shall be used for every RESPA-covered transaction, unless its use is specifically exempted. The use of the HUD-1 or HUD-1A is exempted for open-end lines of credit (home equity plans) covered by the Truth in Lending Act (“TILA”) and Regulation Z.

Movement Mortgage ensures that, from a review of the HUD-1 or HUD-1A prepared in connection with each GFE reviewed, the amounts on the GFE are the same as the fees actually paid by the borrower. If a charge stated on the HUD-1/A exceeds the charges stated on the GFE by more than permitted tolerance, Movement Mortgage will cure the tolerance violation by reimbursing the borrower the amount by which the tolerance was exceeded at settlement. Under certain circumstances, Movement Mortgage may also deliver payment by mail within 30 calendar days after settlement. If there is an inadvertent or technical error on the HUD-1/A Movement Mortgage will provide a revised HUD-1/A to the borrower within 30 calendar days after settlement.

For all loans that Movement Mortgage retains interest in the mortgage and/or services, the HUD-1/1A is retained for five years. In the case that Movement Mortgage disposes of interest in the mortgage and does not service the loan, the HUD-1/1A will be transferred to the new asset owner with the loan file.
Charges to be stated: The settlement agent completes the HUD-1 or HUD-1A in accordance with the instructions set forth in Appendix A to this part. Movement Mortgage transmits to the settlement agent all information necessary to complete the HUD-1 or HUD-1A.

Actual Charges (in general): The settlement agent states and itemizes the actual charges paid by the borrower and seller on the HUD-1, or by the borrower on the HUD-1A. The settlement agent separately itemizes each third-party charge paid by the borrower and seller. All origination services performed by or on behalf of Movement Mortgage are included in the loan originator’s own charge. Administrative and processing services related to title services must be included in the title underwriter’s or title agent’s own charge. The amount stated on the HUD-1 or HUD-1A for any itemized service cannot exceed the amount actually received by the settlement service provider for that itemized service, unless the charge is an average charge in accordance with this section. Any charges that are required by Movement Mortgage but that are paid outside of closing will be itemized on the settlement statement, marked as “paid outside of closing” or “P.O.C.”, but not included in the totals.

Use of average charge: The average charge for a settlement service shall be no more than the average amount paid for a settlement service by one settlement service provider to another settlement service provider on behalf of borrowers and sellers for a particular class of transactions involving federally related mortgage loans. The total amounts paid by borrowers and sellers for a settlement service based on the use of an average charge may not exceed the total amounts paid to the providers of that service for the particular class of transactions.

The settlement service provider defines the particular class of transactions for purposes of calculating the average charge as all transactions involving federally related mortgage loans for:

- A period of time as determined by the settlement service provider, but not less than 30 calendar days and not more than 6 months
- A geographic area as determined by the settlement service provider; and
- A type of loan as determined by the settlement service provider

A settlement service provider may use an average charge in the same class of transactions for which the charge was calculated. If the settlement service provider uses the average charge for any transaction in the class, the settlement service provider must use the same average charge in every transaction within that class for which a GFE was provided.

The use of an average charge is not permitted for any settlement service if the charge for the service is based on the loan amount or property value. For example, an average charge may not be used for transfer taxes, interest charges, reserves or escrow, or any type of insurance, including mortgage insurance, title insurance, or hazard insurance.

The settlement service provider must retain all documentation used to calculate the average charge for a particular class of transactions for at least 3 years after any settlement for which that average charge was used.

The Disclosures Department is appropriately trained, monitored, updated and audited to maintain compliance with RESPA and all training, materials, and files are audited for possible RESPA violations.
Section 107 Truth in Lending Act (TILA)

Movement Mortgage complies with the Truth in Lending Act ("TILA" or "Regulation Z"). The purpose of TILA is to promote the informed use of consumer credit by requiring disclosures about the terms and cost associated with the credit in a meaningful way so consumers can compare credit terms more readily and knowledgeably. Now all creditors must use the same credit terminology and expressions of rates. In addition to providing a uniform system for disclosure, TILA:

1. Provides consumers with rescission rights;
2. Provides for rate caps on certain dwelling-secured loans;
3. Imposes limitations on home equity lines of credit and certain closed-end home mortgages; and
4. Delineates and prohibits unfair or deceptive lending practices

Movement Mortgage complies with the new rules effective January 30, 2011 for issuing Truth-in-Lending disclosures, as implemented by the Federal Reserve as additional provisions of the Mortgage Disclosure Improvement Act ("MDIA").

For applications received on or after January 30, 2011, Movement Mortgage discloses how borrowers’ mortgage payments can change over time. The new TIL disclosure includes an Interest Rate and Payment summary table in lieu of the previously required payment schedule.

Movement Mortgage adheres to the following requirements:

Content of Interest Rate and Payment Summary Table

The interest rate and payment summary information must be provided in the form of a table. Model clauses are included in Appendix H of the rule and Movement Mortgage’s disclosures are substantially similar to the model clauses provided. Movement Mortgage formats its disclosures substantially similar to the two model tables issued by the FRB rule, as follows:

Fixed Rate Loans

- Interest rate at consummation
- Corresponding payment for periodic principal and interest; escrow account required (if applicable); estimate of the amount of taxes and insurance (includes mortgage insurance, if any); and the sum of the amounts disclosed labeled “total estimated monthly payment”
- If a periodic payment may increase without regard to an interest rate adjustment, the payment that corresponds to the first such increase

Adjustable-rate or Step-Rate Loans

1 "There is no guarantee to refinance the transaction to lower the interest rate or periodic payments."
• Interest rate at consummation and the period of time until first interest rate adjustment may occur; maximum interest rate that may apply during the first five years after the date on which the regular periodic payment will be due and the earliest date on which that rate may apply; and the maximum interest rate that may apply during the life of the loan

• Corresponding payment for periodic principal and interest (for each rate disclosed); escrow account required (if applicable); estimate of the amount of taxes and insurance (includes mortgage insurance, if any); and the sum of the amounts disclosed labeled “total estimated monthly payment”

• If a periodic payment may increase without regard to an interest rate adjustment, the payment that corresponds to the first such increase

Additional Disclosures

Movement Mortgage provides an introductory rate disclosure if the borrower’s interest rate at consummation is less than the fully indexed rate, as well as interest-only and balloon disclosures, if necessary. For all closed-end loans secured by real property or a dwelling, the TILA disclosure must include the following statement:

Other Models

Should Movement Mortgage include interest-only mortgages and/or mortgages with negative amortization, Movement Mortgage complies with the formatting of disclosures substantially similar to the models published by the Federal Reserve Board.

For each transaction, the creditor discloses the following items, as applicable:

a. Creditor
b. Amount financed
c. Itemization of amount financed
d. Finance charge
e. Annual percentage rate
f. Variable rate
g. Payment schedule
h. Total of payments
i. Demand Feature
j. Total sale price
k. Prepayment

3 No Negative Amortization
1. Late payment
2. Security interest
3. Insurance and debt cancellation
4. Certain security interest charges
5. Contract reference
6. Assumption policy
7. Required deposit
8. Interest Rate and Payment Summary for Mortgage Transactions

The disclosure of the finance charge and other disclosures affected by any finance charge will be treated as being accurate for purposes of TILA if the amount disclosed as the finance charge:

1. does not vary from the actual finance charge by more than $100; or
2. Is greater than the amount required to be disclosed under TILA.

An error in disclosure of the finance charge will not, in itself, be considered a violation of Regulation Z if:

1. The error resulted from a corresponding error in a calculation tool used in good faith by the lender; and
2. Upon discovery of the error, the lender promptly discontinues use of that calculation tool for disclosure purposes and notifies the Board in writing of the error in the calculation tool.

**APR**

Credit costs may vary depending on the interest rate, the amount of the loan and other charges, the timing and amounts of advances, and the repayment schedule. The APR, which must be disclosed in nearly all consumer credit transactions, is designed to take into account all relevant factors and to provide a uniform measure for comparing the cost of various credit transactions.

The APR is a measure of the total cost of credit, expressed as a nominal yearly rate. It relates the amount and timing of value received by the consumer to the amount and timing of payments made by the consumer.

The APR for closed-end credit must be disclosed as a single rate only, whether the loan has a single interest rate, a variable interest rate, a discounted variable interest rate, or graduated payments based on separate interest rates (step rates). The APR must appear with the “segregated” disclosures—disclosures grouped together and not containing any information not directly related to the disclosures required under the law.

Since APR measures the total cost of credit, including costs such as transaction charges or premiums for credit guarantee insurance, it is not an “interest” rate, as that term is generally used. APR calculations do not rely on definitions of interest in state law and often include charges, such as a commitment fee paid by the consumer, that are not viewed by some state usury statutes as interest. Conversely, APR calculations might not include charges, such as a credit-report fee in a real property transaction that some state laws view as interest for usury purposes.
The disclosure of the APR and finance charge is central to the uniform credit cost disclosure envisioned by the TILA. Generally, the finance charge includes any charges or fees payable directly or indirectly by the consumer and imposed directly or indirectly by the financial institution either incident to or as a condition of an extension of consumer credit. For example, the finance charge on a loan always includes any interest charges and, often, other charges, such as points, transaction fees, or service fees.

APR is a function of:

- The amount financed, which is not necessarily equivalent to the loan amount;
- The finance charge, which is not necessarily equivalent to the total interest amount;
- The payment schedule, which does not necessarily include only principal and interest payments

Below are the explanations to accompany the chart in the next couple of pages:

| Column A | Charges always included. Lists charges given in the regulation or commentary as examples of finance charge |
| Column B | Charges included unless conditions are met. Lists charges that must be included in the finance charge unless the creditor meets specific disclosure or other conditions to exclude the charges from the finance charge |
| Column C | Conditions for exclusion. Notes the conditions that must be met if the charges listed in column B may be excluded from the finance charge. Although most charges in Column B may be considered part of the finance charge at the creditor’s option, third-party charges and application fees must be excluded from the finance charge if the relevant conditions are met; however, inclusion of appraisal and credit-report charges as part of the application fee is optional. |
| Column D | Excludable charges identifies fees or charges that may be excluded from the finance charge if they are bona fide and reasonable in amount and the credit transaction is secured by real property or is a residential mortgage transaction. For example, if a consumer loan is secured by a vacant lot or by commercial real estate, any appraisal fees connected with the loan may be excluded from the finance charge. |
| Column E | Charges never included. Lists charges given in the regulation as examples of charges that automatically are not finance charges (for example, fees for unanticipated late payments). |
SECTION 200: DISCLOSURES DEPARTMENT PROCEDURES
Section 200 – E-Signature Policy & Procedures

Section 201 E-Signature Policy

The adoption of the Uniform Electronic Transactions Act ("UETA") in most states and the passage of Electronic Signatures in Global and National Commerce Act ("ESIGN") at the federal level in 2000 solidified the legal landscape for use of electronic records and electronic signatures in commerce. Movement Mortgage has entered a partnership with a national mortgage document preparer, DocuTech, Inc., to produce a compliant process for conforming with the ESIGN initial disclosure process.

The Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), signed into law on June 30, 2000, provides a general rule of validity for electronic records and signatures for transactions in or affecting interstate or foreign commerce.

The E-Sign Act allows the use of electronic records to satisfy any statute, regulation, or rule of law requiring that such information be provided in writing if the consumer has affirmatively consented to such use and has not withdrawn such consent.

Subject to certain exceptions, the substantive provisions of the law were effective on October 1, 2000. Record retention requirements became effective on March 1, 2001. The E-Sign Act grandfathers existing agreements between a consumer and an institution to deliver information electronically. However, agreements made on or after October 1, 2000, are subject to the requirements of the E-Sign Act.

Rule of General Validity

Both ESIGN and UETA establish that electronic records and signatures carry the same weight and legal effect as traditional paper documents and handwritten signatures, stating:

***A document or signature cannot be denied legal effect or enforceability solely because it is in electronic form***

Intent to Sign

The electronic signature laws retain the rule that a signature is only valid if the signer intends to sign.

Signature Associated with the Record

In order to qualify as an electronic signature under ESIGN and UETA, the system that is used to capture the electronic transaction must either

1. keep an associated record reflecting the process by which the signature was created; or
2. make a textual or graphic statement that is added to the signed record, reflecting the fact that it was executed with an electronic signature.
Consent to Do Business Electronically

Between businesses, the nature of the parties’ consent to do business electronically can be established explicitly or by implication based on the parties’ interactions. However, consumers receive special protection under ESIGN and some state UETA enactments. Electronic records may be used to deliver Required Information to consumers only if the consumer:

1. receives certain disclosures (UETA Consumer Consent Disclosures);
2. has affirmatively consented to use electronic records for the transaction; and
3. has not withdrawn such consent.

Record Retention

UETA provides that legal effect, enforceability or validity requires that electronic signature records be:

1. capable of being retained; and
2. capable of being accurately reproduced for later reference by all parties or persons who are entitled to retain the contract or other record.

The Legality of Electronic Signatures

Contracts signed using enterprise-level electronic signature processes like DocuSign are completely secure and deliver a rigorous audit trail of who signed and when. This court admissible audit trail includes the core elements required to successfully enforce and defend a contract.

Section 202 E-Signature Procedures

Movement Mortgage has a compliance sub-department that is responsible for monitoring and producing the required initial mortgage application and required disclosures. The process starts with a request for the mortgage application and associated disclosures from the mortgage originator.

Request for ESIGN documents

In the request, the originator indicates the borrowers’ preference for delivery. If ESIGN is selected, then the disclosure department first determines if the application was started in the last two days. The ESIGN process is only used on applications that were originated in the last two business days. This allows adequate time for Movement Mortgage to resend disclosures through another mean if the borrower does not completed the ESIGN process or does not consent to electronic delivery.

The Documents are Produced

Movement Mortgage’s Disclosure Department checks each file to ensure there is an email address for each borrower. The documents are then produced with a bidirectional integration between our LOS (PC Lender) and DocuTech. Hard stops are in place to ensure that documents are completed and include all
the required information. Once all the hard stops are cleared, the documents are produced and the e-Sign process is initiated through DocuTech. This process dates the application in the Loan Officer signature area of the initial 1003. The Disclosure Department reviews the 1003 to re-verify that the application date on the 1003 is within the regulatory time period.

For purchases, the Disclosure Department will also email the borrowers a copy of the HUD Booklet.

**Documents Delivery (Also see Appendix K for DocuTech’s “Borrower e-Sign Experience”)**

1. The borrower is sent an email that details the process and contains a secure link that starts the document signing process.
2. The signer is then prompted with security questions to confirm their identity. The security questions asked include a question that asks the borrowers’ last 4 of the borrowers’ SSN and the subject property state to confirm the signers authorized identity.
3. If the identity is confirmed, the signer is requested to consent to electronic delivery. If the signer consents, they are taken to the next step. If they do not consent, the package is sent to a fulfillment team to disclose the application by a more traditional method. In both cases, emails are sent to the disclosure department and the date/time of the click event is stored in the ConformX database within DocuTech for reporting purposes.

4. Next, the documents are loaded into a browser window for the borrower to review. The signer does not need Adobe software installed nor do they need to install any special software to review the documents. All the signer needs is an internet connection and a browser. The signer must scroll through the documents to read them. When they finish reviewing, an “OK” button appears. The date/time when a signer completes review is recorded in the ConformX database.
5. Once the borrower(s) review the documents, the documents are loaded back into a window. Signers are automatically taken to each signature line to “click-to-sign”.

6. The borrowers are then taken to a page that allows them to print and ink sign any documents that cannot be e-signed.

7. Once the signer completes the e-Sign process, the borrower is taken to a page where the entire completed package can be retained for their records.
**Documents Delivery - Mortgage Originator**

At the same time the borrower is emailed the secure link to the application and disclosure package, the Mortgage Originator is sent an email to e-sign the application where they are required to sign. The same procedure is followed for the Mortgage Originator to gain access to the secure website including a security question to identify which package they are accessing and a consent to e-sign. Once they sign the package, the disclosure department is notified that the Mortgage Originator has e-signed.

**Document Retention**

Once all parties have completed the e-Sign process an email notification goes to a team in the disclosure department that retrieves the signed disclosures and the audit log for each document that has been signed. These documents are imaged and retained in the LOS.

---

**eSignature Audit Trail Certificate**

*This certificate was prepared: Wednesday, July 16, 2014 10:24:51 AM*

**Document**

- Document Name: 1003 Uniform Residential Loan Application (TESTCO TEST) (1).pdf
- Document Type: 
- Document Identifier: 39f5a87b-9d32-4ef8-8b7f-56c1a0202b3a
- Signing SmartID: http://77.22.1.183
- Signing Completed: 7/16/2014 10:20:46 AM
- Signing Originator: Movement Mortgage

**Signers**

- First Name: TESTCO
- Last Name: TEST
- Email: tvanbuijil@movementmortgage.com
- IP Address: 68.225.15.227

**Audit Log**

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<th>Action</th>
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<td>TESTCO TEST</td>
<td>Invitation Login</td>
</tr>
<tr>
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<td>Invitation Login</td>
</tr>
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</tr>
<tr>
<td>7/16/2014 10:20:46 AM</td>
<td>TESTCO TEST</td>
<td>Document Signed</td>
</tr>
</tbody>
</table>

**E-SIGN Consent**

**TESTCO TEST accepted E-SIGN Consent: 7/16/2014 10:17:58 AM**

Consent to Receive Electronic Disclosures
Federal and State law requires that you receive disclosures in connection with your application for a mortgage loan. Prior to accessing these disclosures electronically, you must consent to the terms and conditions below:

---

MOVEMENT MORTGAGE

WWW.MOVEMENTMORTGAGE.COM

25
Section 203 Best Practices for E-Signature Compliance

**Intent to Sign**

The DocuTech process clearly identifies the borrowers by requiring the input of personal information only available to the borrower to access the documents and start the ESIGN process.

**Consent to Do Business Electronically**

The DocuTech process provides a clear disclosure that allows the borrower to consent or not to consent to the electronic delivery of the documents. If the borrower does not consent to electronic delivery, they are not allowed access to the ESIGN process and documents. The documents are then delivered through a fulfillment process.

**Record Retention**

A copy of the complete document set is imaged and retained in PCL. Included in the completed document set is a comprehensive audit trail including IP tracking and timings for all steps of the ESIGN process. A copy of the unsigned documents that were originally sent to the borrower is also retained in PCL. Finally, the e-signed copy of the entire package is indexed and retained in PCL.

**ESIGN vendor management**

To ensure DocuTech continued adherence to the both ESIGN and UETA. Movement Mortgage has two monitoring mechanisms to ensure compliance. These involve QC processes as well as processes for reviewing DocuTech procedures monthly and annually.

1. QC process involving E-sign—As part of the 100% pre-closing QC review process. The following checks are put in place.
   a. Initial QC review of the GFE and TIL. The initial QC team reviews every loan at time of submission for adherence of the timely delivery of the GFE and TIL. The team examines the GFE and TIL to confirm that the loan was disclosed 3 days from application.
   b. Initial QC review of e-sign document history. When documents are fulfilled via e-sign the documents audit history is reviewed to insure that the consent was performed and the audit trail is free of defects.
   c. Final QC team – Check all disclosure and re-disclosures for the timely delivery of the disclosure package and confirm the presence of the document audit history.

2. Movement Mortgage on a monthly and annually basis review compliance processes with the documents Vendor DocuTech
   a. Compliance, Disclosure department and DocuTech, monthly participate on a compliance call that reviews any changes that affect the disclosure process. In preparation for the call Movement Mortgage runs test documents through the disclosure process to check for procedure compliance. The Call discuss changes pending to the current process and
any issues that might have been discovered since the last call. The call also covers and state and federal regulatory changes involving the documents or document systems.
b. Movement Mortgage performs an annual review of all third party process including DocuTech. The review involves review of current process, Compliance documentation, State and federal documents. Discussion includes future adaptation and process changes in the e-Sign Process.
SECTION 300: DISCLOSURE DEPARTMENT PROCEDURES
Section 300 – Disclosures Department Procedures

Section 301 Introduction

In an effort to fully conform to RESPA guidelines for delivery of the GFE, TIL and associated disclosures, Movement Mortgage has created a department that will spearhead the production and delivery of the RESPA disclosures from our corporate office.

Application Date Integrity

In order to track a mortgage application taken by a Loan Officer, PCLender automatically populates a date field “application received” at the moment all six of the RESPA required borrower information is input into PCLender.

The six pieces of information used to populate this date are (1) borrower’s name, (2) borrower’s monthly income, (3) borrower’s social security number, (4) the subject property address, (5) the property value, and (6) the loan amount.

The application received date will define the start of the three day time frame required by RESPA to send out the GFE, TIL and associated disclosures. The “application received” field will only be editable by operations management staff.

Disclosure

There are two ways that the Disclosures Department is notified that a new application needs to be disclosed: “Initiated” or “Automated.” “Initiated” is dependent on the Loan Officer alerting the Disclosures Department that they are ready for disclosures to go the borrower. “Automated” is an automatic disclosure at the end of the 3 day disclosure window. The auto “application received” date will be the anchor for tracking the disclosure with the 3 day time frame.

Initiated

1. The Loan Officer must notify the disclosure department within 3 days of taking a mortgage application to request their disclosure package by sending an email to GFE@movementmortgage.com. The Loan Officer can provide any information pertaining to the loan in the email that will be helpful to being able to disclose the loan accurately. These items may include, purchase contracts, MI quotes, loan terms, delivery method, etc.

Automated

1. The QC (NEW) RESPA- Application Received report is pulled daily first thing in the morning that shows all applications that are on day 3 and still requiring a disclosure package to be sent to the borrower.
2. An internal email is sent to the Loan Officer asking them to email GFE@movementmortgage.com reminding them that the disclosures are required by end of business current day.
3. The same report is pulled towards the end of the business day. If the Loan Officer fails to respond the 3 day warning sent, the disclosures are automatically generated and emailed or mailed to the borrower by the Disclosure Department.
4. If any of the 6 pieces of information is missing, the application received date is removed and a note is made in the conversation log to the compliance department.
Section 302 Disclosure Delivery Times & Methods

Disclosure Delivery Times

The expected turn times for sending out disclosures from time of request is within 2 hours. A Rush request should be completed within 20-30 minutes from time of request.

Disclosure Delivery Methods

1. Electronic Signature (“e-Sign”) (Conventional, FHA, VA, VHDA and most bond products) ***USDA does not allow e-Sign***
2. Secure delivery (password protected email)

Fulfillment — documents are delivered to the Loan Officers email and they are responsible for delivering the disclosures to the borrower.

Section 303 Initial Disclosures

The first thing that you need to do before you start your initial disclosures is log into GFE@movementmortgage.com email. You are going to search the inbox for the email request from the Loan Officer requesting the initial disclosure package. You are looking at the email for any information pertaining to the file such as a purchase contract, MI Quote, specific loan terms or fees and delivery method of the disclosures.

***Use the Initial Disclosure Checklist for every initial disclosure package***

Section 303(a) PCLender: Open the Loan Requested

1) Disclosure History

- Click on Analyze on the toolbar and then click on Disclosure History
  - Verify if this is an initial disclosure.
  - If a commitment letter has been done check mark both “ignore” boxes and type in “commitment” in the Notes box if this has not been done already.

2) General Information

- Must have “App Received” date before it can be disclosed.
  - If there is no date, find out what is missing:
    1) Borrower’s name, 2) borrower’s monthly income, 3) social security number, 4) property address, 5) property value, and 6) loan amount
- Is it locked?
(3) Subject Property

- Verify that there is a valid street address with Google. Once the address if verified, lock the address fields by right-clicking in the Address box, click on Final Value once the pop-up box appears. When a field is green, it indicates that it is “locked.” Lock all the address fields including Property Type and Occupancy. (We DO NOT send disclosures on TBDs or 123 Unknown)
- Make note of the Property Type and Occupancy Type, check the Appraisal Guide
- Make note what state the loan is in and check the State Guide.

(4) Borrower’s Information Tab

- Click on the (+) next to the borrower’s name to expand the borrower information section.
- Next Double-click on the Government Monitoring to open-up that box.

The borrower’s Sex, Ethnicity, Race, and How the Information was provided fields need to be selected. If the race is unknown please select Not Provided, N/A may never be selected as an option.

In the Loan Originator section the Name, Other Name and Company field must be left blank. If there is anything in these fields please delete. The Signature Date will always need to have the same date as the Application Received date. This cannot be left blank.

Click on Tools and select All items are Final Value to lock the entire screen.

Next Double-click on the borrower’s name(s) to open-up the borrower information box. Here you will verify that the borrower’s email address is entered. ***If the delivery method for the borrower is e-Sign, then all borrowers must have an email address entered***
(5) Mortgage Data

Double-click on Mortgage Data to open-up the data box.

- Identify the loan Program
- Check to make sure the first payment date is valid, must be at least two months out from Estimated Closing Date. (Example: Closing date 9/15/2014, First payment date 11/01/2014)
- Review Rate on the rate guide; verify above Minimum (Floating loan only)
- Verify that the Sales Price, Value and Loan Amount have all been entered
- Is the LTV valid for the loan program? Is MI required?
- Check if MI is reflecting in background if not required. Lock the padlock
- Final Value the screen

To add or remove Mortgage Insurance in the Mortgage Date tab click on the ellipse shown below.

Once you click on the ellipse this box will open-up. The first box is what it will look like with MI and the second box is an example of what it will look like with no MI. To add, remove or change MI from this screen click on the Ellipse again in the Name field box.
Once you click on the ellipse the Mortgage Insurance Lookup with open-up.

This is where you can select your MI factor if the loan required MI. If the loan does not require MI you will open this field and make sure that the bottom box below is blank and you will do this by clicking on a blank line such as one the arrow is indicating. Click on the Ok Button to go back to the prior screen.

Once you are back to the Mortgage Insurance Edit Screen you are going to click on the lock button to either lock in the MI factor chosen or lock it so that it remains blank if it was not needed. Go to Tools and Select Final Value. Save and close screen.
(6) Loan Data
Click on the (+) next to Loan Data to open the drop down. Where it says Lender follow that across the screen and verify that the Lender name is Movement Mortgage and that there is a phone number indicated in the Phone field.

Next you will click on the Loan Officer’s name and verify the Loan Officer’s branch matches the branch that is listed on the Movement Mortgage Loan Officer Compliance Roster. You will also verify that the Loan Officer is Licensed in the state the property is located. The Disclosure Department or Team Lead will provide the department with a daily/weekly updated Loan Officer Compliance Roster, which comes from the Compliance Department. Once you have verified the Loan Officer’s branch you have to verify the Loan Officer’s Branch fee(s) from the Branch Fee list on the Google Docs Dept Master List. You will add this branch fee name and amount to your checklist so that it can be verified in the fee screen.

(7) Fee Screen
Double-click to open-up the Fee screen. The first thing you want to do when you open the Fee screen is lock the Padlock. This must be locked so that the fees will remain how you change them, if you forget to lock this the Fee screen could change back to the defaulted fees.

801 FEES (ZERO TOLERANCE FEES)
Loan Origination fee – This fee cannot be a negative number. If this number is ever reflecting negative contact the Loan Officer or rate lock if the loan is locked. *Fee must be Final Valued

Branch fees – must be verified via the Disclosure Department Branch fee list on Google docs. *Fee must be Final Valued.

IRS Transcript fee is $20 per person

Bond/Broker Misc. fees/MISC 801 fees (per Program Guides) *Fee must be Final Valued
NOTE: All 801 fees must be numbered in the HUD-1 column in the fees screen as 801 in order to reflect on the GFE in box 1 correctly, see below.

802 Fee (ZERO TOLERANCE FEE)

Can be a positive or a negative number. (Exception: CANNOT be positive on NC properties) **Fee must be Final valued**

Other 800 Fees (10% tolerance fees)

Appraisal fee is determined based on the Loan type and property type. Please refer to the Appraisal Fee Guide located in the Manual and in the Disclosure Department Google docs.

Credit report fee is $50 per borrower and $25 per additional borrower in a pair

Flood Cert fee $7 per file

Final Inspection $150.00

900 Fees

Daily interest default is at 30 days but can be changed. NOTE: FHA is the only loan type that requires a minimum of 15 days to be disclosed for that program

902 — Upfront MI, FHA MIP, VA funding Fee RD Guarantee fee (per program guidelines) (10% tolerance fees)

903 — Hazard insurance - On a purchase a full year is collected. Refinance is escrowed only.

1000 Fees

Taxes and Insurance - Make sure there is at least two months reflecting for each, if greater leave as is. If escrows are waived you can delete the fee lines from the fee screen.
1003 — You will need to add this line if there is monthly mortgage insurance and make sure that there are zero months collected.

1100 FEES

These are the settlement fees. We do not change or alter these fees unless instructed by the Loan Officer.

**Owners title**

1200 FEES

Recording fees Per State Guide (10% tolerance fees)

Transfer Taxes Per State Guide (ZERO TOLERANCE FEES)

The disclosures department staff uses Stewart Titles Lender Quote Express for these fees when needed.

http://www.stewart.com/microspotes/default/docs/lenderexpressquote.html

1300 FEES

These will be items that the borrower can shop for (GFE 6) or other charges to the buyer that are not associated with the GFE. The disclosure department does not add or remove these fees unless requested by the Loan Officer.

**NOTE:** Pay specific attention to the Zero Tolerance and 10% Tolerance Fees. These fees are the most critical in terms of preventing RESPA hits. Zero Tolerance fees cannot increase at settlement. The sum of all amounts noted as 10% Tolerance fees cannot increase more than 10% of the original sum of the amounts listed in the GFE.

Once all the fees in the fee screen have been verified based on the loan program, state and lender guidelines the entire fee screen must be Final Valued. The entire fee screen will turn green once the fee screen is in Final Value status.

When you reach this point the check list should be complete and PC lender should be fully updated and ready for the disclosure package to be generated. The disclosure package is created through an export process to a document system Called DocuTech.

Locate the Tool bar in PC lender and click on Interfaces, when the drop down appears click on Initial Disclosures. A date box will open-up and at the bottom of this box is a gray bar that says “Click here to send the Initial Disclosure Request”. This will then export the file into DocuTech.
Section 303(b) DocuTech


When you initially export a file to DocuTech it will open-up in PCLender. The first screen that will open-up is the Fee screen. You screen will look like this below.
The screen shot only shows the 800 Series fees but the entire fee screen will show all of your fees all the way down to the 1300 fees. You will review this fee screen against the fee screen in PCLender to make sure that all of your fees in PCLender are matching the fees in DocuTech. It is very important that you pay close attention to the GFE LINE that is located on the far right of the screen indicated by the red circle. These numbers indicate what GFE box the fee will show up on in the actual GFE document. If these boxes are numbered incorrectly it could cause RESPA tolerance hits. You can double check these with your fee screen in PCLender. See Example below.

When you are done reviewing the fee screen you will scroll to the bottom and hit NEXT.

The next screen you will go to is the Complete Data screen.
When preparing an initial disclosure package there are only a couple of fields that need to be completed on this screen.

- **Is this a GFE Re-disclosure?** Answer NO
- **Locked Status** - Is the loan Floating or Locked
  
  **(If the loan is locked enter the lock date (indicated below by the blue arrow))**
- **Desired Delivery Method** - this will default to the secure delivery method, if e-Sign is required you will need to select the e-Sign option here.
Again, once this screen is complete scroll to the bottom and click on the NEXT button. The next screen is the Documents. This is where you will find your complete initial disclosure package. All of the documents will already be selected by a check mark on the left side of the screen.

The first thing that you want to do is review the documents for accuracy prior to sending them out to the borrower. The following items need to be checked.

- Subject property is not TBD or 123 UNKNOWN
- Loan program is correct
- Loan fees are correct
- If loan has MI check TIL to make sure the correct amount is reflecting
- Check TIL APR to see if it matched PCLender.

When the documents have been reviewed for accuracy you then need to PDF the entire document package. You can do this easily by selecting the PDF button at the top or the bottom of the screen. The initial disclosure package will then be dropped into the "Unsigned Disclosure" folder in the Imaging Viewer for Status Items in PCLender.

**Section 303(c) Sending the Documents to the Borrower(s)**

Make sure that all of the documents are selected on the left side of the documents with a check mark. Once all the documents are selected you will select the Method of Delivery. You will either send the package via e-Sign or Secure Email. The secure email option is the same option you will use to send a package fulfillment.

When you select either option you will then get a pop up box where you can enter in the Loan Officers email address and the confirmation email address which is always GFEnotifications@movementmortgage.com.
You will click each tab EMAIL, BORROWER and LENDER and make sure the email addresses are entered and are accurate. The last thing you do is hit the Send button. The disclosures have now been completed and sent out to the borrower and the Loan Officer for signature.

**IMPORTANT**: Every disclosure package that is sent out must include a HUD booklet. This must be sent out to the borrower in a separate email sent from PCLender so that we have documented proof of delivery. If a loan is an ARM program the Consumer handbook on adjustable-rate mortgage or CHARM booklet must also be sent along with the HUD booklet. These must be sent to the borrower within 3 days of application received date.

As soon as the disclosure package has been sent there are two final things that need to be completed in PCLender.

Go to the General Information Tab in PCLender and enter the initial disclosure date. The date you enter is the actual date that you are sending the disclosures and the date of the actual documents. See below.
Next you will need to log the disclosures in the disclosure history. Go to your tool bar to Analyze then click on Disclosure History.

This is where you will be able to see all the history of any disclosures that are created in the file. As you can see in the example below the Initial disclosure that was done on 9/16/2014 via DocuTech. You will want to select that event indicated by the blue arrow below. Once you have selected that Disclosure History line you are going to write a description of the disclosures that were sent out in the NOTES box below indicated by the red circle below.

For initial disclosures your notes should include Disclosure type which in this case is an “Initial” disclosure. Next you will indicate the program that was disclosed, whether the loan was locked or floating and the delivery method used to send the disclosures. Save and close.

***PDF the Initial checklist and drop it into the “Disclosure Department” folder in the Images Viewer for status items in PCLender***

This completes the Initial Disclosure Process.
Section 304 Initial Disclosures – Bond Loans

Every bond loan is different and will vary from state to state. Terms for the 1st loan and 2nd loan are determined by the type of bond program. You will use the Bond Spread Sheet on our Goggle Docs Department Log to help determine what fees and terms need to be disclosed.

Section 304(a) Steps to Setting-up the First Loan

You will always use the initial checklist whenever disclosing a bond loan. Follow the same steps as an Initial Disclosure Process along with the additional steps included below for a Bond Loan:

1) General Information Tab

Some bond loans will have an interest rate while others will not. If the 2nd loan has an interest rate, you will note the rate and whether or not it is Locked or Floating. If the rate is locked you will need to write down the Lock-in Date and the Expiration Date to be entered into the 2nd loan once it has been created.

General Information Screen
(2) Mortgage Data Tab

The Mortgage Data Screen will provide information on the Bond Loan Program. The first loan will be set up to match the terms of the “Loan Type” coded in the Mortgage Data Screen (i.e. FHA/Conventional/USDA). Take note of the highlighted fields: Program, Sales Price (purchase only), Value, Loan Amount, LTV, and Mortgage Insurance. These fields will directly affect fees and MI required on the loan.

- Open the “Other Financing” ellipse: This is where you will enter the terms for the 2\textsuperscript{nd} loan.
  - Principal: amount of the 2\textsuperscript{nd} (varies per Bond program)
  - Interest Rate: may or may not have a rate
  - Number of Months: varies per program
  - Balloon: blank
  - Finance Method: Fixed
  - Monthly Payment: may or may not have a monthly payment
  - Lien Position: 2\textsuperscript{nd}
  - Heloc: blank

- Once the Terms are entered, you will select the Linked Loan Number ID to create the 2\textsuperscript{nd} loan. A new loan number will appear for the 2\textsuperscript{nd} loan.
- You will make a “Snip It” of the Mortgage Data Screen so that you have the information needed to enter into the 2\textsuperscript{nd} loan now that you have created it. This information will be entered in the 2\textsuperscript{nd} loan’s Mortgage Data Screen to create the “Application Date” needed to disclose the 2\textsuperscript{nd} loan.
- Do not Final Value the Mortgage Data Screen at this time. You will be using this tab throughout the disclosing process and will Final Value once you have finished disclosing both the first and second loan.
(3) Fee Screen
Make certain all fees are entered correctly in the fee screen for the corresponding background program noted in the Mortgage Data Screen (i.e. FHA/Conventional/USDA). You will refer to the Bond Spread Sheet for the additional fees required in the first loan by the specific bond program. Make sure the fee numbers in the fee screen match the fee numbers on the spread sheet so that all fees are disclosed in the correct GFE boxes. Once the Fee Screen is accurately set up for the background program as well as the additional Bond Loan fees, you will final value the Fee Screen. You will exit the first loan and enter the newly created 2nd loan to set up and disclose prior to disclosing the 1st loan.

At the Main Screen of the loan go to the File tab and select “Close current Loan and Open Linked Loan”

This will take you into the newly created 2nd loan.

Section 304(b) Steps to Setting-up the Second Loan

(1) Mortgage Data Tab
You will enter the Mortgage Data Screen of the 2nd loan: Here you will use your “Snip It” to fill in the following information: This information will auto-populate the “Application Received” date needed to disclose the 2nd loan.

- Program: change to match the 1st loan Program Type
- Loan Type: change to Conventional ALWAYS for the 2nd
- First Payment date: found on “Snip It”
- Sales Price: found on “Snip It” 1st Sales Price
- Value: found on “Snip It” Value
- Base Loan Amount: found on “Snip It” under “Other Financing”
- Note Rate: varies depending on program/may or may not have a rate
- Mortgage Insurance: Make certain that you open this all the way and zero out all MI
(2) General Information Tab

Confirm that you have created an “Application Received Date” prior to disclosing.

Enter the LOCK DATE and the LOCK EXPIRATION DATE.

![Application Received Date entered](image)

![Lock/Lock Expiration entered](image)

(3) Fee Screen

You will now open the Fee Screen and LOCK the PAD LOCK at the top of the screen. Refer to the Bond Loan Spread Sheet to confirm all fees required to be disclosed for the particular Bond Program. Enter all fees on the corresponding lines in the fee screen. If there is an interest rate tied to the bond program and a payment is being disclosed, you will populate the Prepaid Interest line 901. Delete all lines that are not noted on the Bond Program Spread Sheet to be disclosed.

![Sample 2nd Loan Fee Screen](image)

- You are now ready to disclose this 2nd loan through DocuTech or PCL.
- Follow the Steps below to disclose through either PCL or DocuTech.
- You can only disclose through DocuTech if there is an interest rate linked to the 2nd loan. If not, you will disclose through PC Lender.
Section 304(c) DocuTech Disclosing Process

DocuTech is used for disclosing the 2nd loan when an interest rate is tied to the 2nd loan.

(1) Email Tab
Using the email tab at the top of PCL, create an email template and set it to the side to use once you are ready to disclose in DocuTech. Have the borrowers on the first line and the LO, LOA and any Transaction Coordinators on the CC line so that you can easily copy and paste these email addresses when ready. You will use this email to send the borrower’s the HUD Booklet.

(2) Interfaces Tab
Open the “Interfaces” tab at the top on the main screen of the 2nd loan.
Select the Initial Disclosures tab. Once this screen opens you will select the “Click Here to Send Initial Disclosures Request” tab at the bottom of the screen. It may take a few minutes for the Fee Screen to open in DocuTech. Do not click the button again.

(3) Fee Worksheet Screen
DocuTech will open to the Fee Worksheet Screen. You will scroll down this Fee Screen and confirm that the fees you entered in PCL are reflected in this Fee Screen. Once at the bottom of the Fee Screen you will select “NEXT”

(4) Data Completion Screen
DocuTech will take you to the Data Completion Screen next. You will fill in 2 items of information.

- “Is GFE REDISCLOSURE?” You will select “NO”
- Lock Status: Enter whether the loan is Lock Confirmed or Floating.

You will now go to the Documents section of DocuTech.
(5) **#5 Documents**
Go to the far left side of the screen and select Documents. If you are directed back to the Data Completion Screen simply select #5 Documents a second time. You may come to a "Please Check Data" screen. Select next.

(6) **Documents**
You are now at the Documents Screen. Click on the Check Box to unselect all the documents. You will only be selecting the following documents to be disclosed on the 2nd:

- **Always select the first 4 documents and the Acknowledgement Disclosure at the bottom.**
  - Good Faith Estimate
  - Initial Truth in Lending Disclosure
  - Truth in Lending Terms and Definition
  - Itemization of Amount financed
  - Acknowledgement of Receipt of GFE and TIL

If the interest rate is locked you will also include the:

- **Lock In Agreement (some states will have State specific Lock in Agreements)**

![Documents Screen (top and bottom)](image-url)
(7) e-Sign or Secure Email
Go to the bottom of the screen and select either e-Sign or Email depending on how the disclosures were requested by the Loan Officer.

(a) e-Sign Delivery
The Email Box will open. Copy and paste the Email addresses you set up on your PCL email template.

- CC Email Address: The LO/LOA/Transaction Coordinator email addresses will be pasted here
- Confirmation Email Address: gfenotifications@movementmortgage.com
- Subject: “e-Sign Document Delivery and the loan number”
- Message: Go to your Dropbox and search for “Templates”. You will copy and paste the initial disclosures template into the message section of the email.
- Go to bottom and select “Next” the screen will ask for the LO’s email address again. Once that has been entered a 2nd time, you can send the email.
- A confirmation will come up stating e-Sign Package has been set up. Once you have this confirmation you will close this box.

(i) HUD Booklet
You will have to send the HUD Booklet in the separate PCL email you created. Please use the wording found on the Templates regarding the HUD Booklet and remember to attach it to the email prior to sending to the borrower.
(b) Secure Email Delivery

The Email Box will open. Copy and paste the Email addresses you set up on your PCL email template.

- To: The borrower’s email address
- CC Email Address: The LO/LOA/Transaction Coordinator
- Subject: “Secure Document Delivery and the loan number”
- Message: Go to your Dropbox and search for “Templates”. You will copy and paste the initial disclosures template into the message section of the email.
- A confirmation will come up stating “Secure Email Link Sent Successfully”

(i) HUD Booklet

You will have to send the HUD Booklet in the separate PCL email you created. Please use the wording found on the Templates regarding the HUD Booklet and remember to attach it to the email prior to sending to the borrower.

(8) PDF the Package

You will create a PDF of the package that you disclosed and save it to your desk top. Drag and drop this PDF into the "Unsigned Disclosures" folder in the 2nd. You will also drop this package into the unsigned disclosures folder of the 1st loan when you are finished in the 2nd loan.
(9) **Analyze Tab**
Go to main screen of the 2\(^{nd}\) Loan and select Analyze, then Disclosure History. Here you will enter your notes: “Initial “type of bond loan name” 2\(^{nd}\)- (locked or floating) e-Sign delivery.

(10) **General Information Tab**
Enter the Initial Disclosure Date (located under the Application Date). If the interest rate was locked and you confirmed that the GFE went out showing locked, you can also enter the QC Lock Date at this time.

(11) **File Tab**
You are now ready to leave the 2\(^{nd}\) loan and go back into the 1\(^{st}\) loan to disclose. Select “close current loan and open linked loan”.
Section 304(d) PCLender Disclosing Process
PC Lender is used to disclose the 2nd loan when no interest rate is linked to the 2nd loan.

(1) Image / Document Management Tab
Once you have finished setting up the fee screen for the 2nd loan you will open the Image/Document Management Tab

(2) Print Forms Tab
Open the Print Forms tab and select the following forms to be sent with the initial disclosure package for the 2nd loan.

- 3100 GFE
- 3226 GFE Acknowledgement
- 3910 Truth In Lending

(3) Drag & Drop
Drag and Drop these 3 documents into the “Unsigned Disclosures” Folder found in the Images Screen. You should have a total of 6 pages dropped in this folder.

(4) Images Folder
Select ALL the forms in the “Unsigned Disclosures” Folder File Tab

(5) File Tab
You will need to select email and then select email a second time to open the email template.

(6) Password Protected
You will enter the 4-digit custom password into the email: 1234
(7) Email Addresses
The email will be set up with the Borrower(s), LO, and LOA email addresses.

(8) Template
Select the Template Tab and scroll down to the GFE 4 “Initial Use” template and select this for your email.

(9) HUD Booklet
Always include a copy of the HUD Booklet with your initial disclosure package.

Select the OK button at the far right of the email template to send your disclosures.

(10) PDF the Package
You will have to PDF a copy of the entire disclosed package and the GFE from the “unsigned disclosures” folder and drop it in to the GFE Folder and save them to your desk top.

(11) Analyze Tab
Go to main screen of the 2nd Loan and select Analyze, then Disclosure History. Here you will enter your notes: “Initial “type of bond loan name” 2nd- (locked or floating) secure delivery.

(12) General Information
Enter the Initial Disclosure Date located under the Application Date.

(13) File Tab
You are now ready to leave the 2nd loan and go back into the 1st loan to disclose. Select “close current loan and open linked loan”.

MOVEMENT MORTGAGE
WWW.MOVEMENTMORTGAGE.COM
Section 304(e) Disclosing the First Loan

Once you are back in the 1st Loan, you will ALWAYS go immediately to the Mortgage Data Screen and re-enter the MIP/MI if it has dropped out of the file.

(1) Mortgage Data Screen
Re-enter the MI/MIP factor if it has dropped out of the 1st mortgage data screen.

- Remember that PCL is quirky and you may have to select an incorrect MIP factor and save it, then go back in and correct it to the right MIP factor before it will populate correctly for you.
- Once the MIP is corrected, you can Final Value the Mortgage Data Screen

(2) Fee Screen
Go back into the Fee Screen of the 1st and check that PCL did not skew the taxes in the first. Use your “Snip It” to confirm that the taxes shown are correct. If not, correct them. This is your last opportunity to double and triple check your fees before sending it out the disclosures for the 1st loan.

You are now ready to export the 1st Loan and disclose through DocuTech
Use the same steps provided for disclosing the 2nd through DocuTech
Section 305 Initial Disclosures – VHDA Plus

VHDA Plus is a Bond program specific to the state of Virginia. All VHDA Plus loans are set up with a FHA background template. This bond program requires both a 1st loan and a 2nd loan be disclosed to the borrower. The second loan will always have the same interest rate as the first and will always be disclosed with a payment amortized over a 30 year term.

Section 305(a) Steps to Setting-up the First Loan

You will always use the Initial Disclosure Check List when disclosing a VHDA Plus loan. Follow the Initial Disclosure Process to set up the 1st loan. This section will describe the additional steps needed to disclose the 1st as well as create and disclose the 2nd loan.

(1) Analyze Tab
Go to Disclosure History from the drop down menu.

(2) Disclosure Tab
Confirm that you are doing the initial disclosure.

(3) General Information Tab
Here you will confirm the application received date has populated and whether the loan is locked or floating. If the loan is locked, you will note the lock date and lock expiration date on your checklist. These dates will be entered in the 2nd loan once it is created.

(4) Subject Property Tab
Follow Initial Disclosure Process.

(5) Borrower(s) Name Tab
Follow the Initial Disclosure Process.
(6) **Mortgage Data Tab**

The Mortgage Data Screen will be set up to match a FHA30 template. LTV and MIP should match FHA program guidelines.

(7) **Snip It**

Before you exit the *Mortgage Data Screen*, you will make a “snip it” of the screen to use when creating the 2nd loan.
(8) Other Financing Tab
While you are in the Mortgage Data Screen, you will open the ellipse next to the Other Financing Tab. This will open the screen containing all the information for the 2nd loan.

The following fields should be completed in the Other Financing Screen:

- Principal: Normally 3-5%
- Interest Rate: Matches the 1st
- Number of Months: Always 360
- Balloon: Blank
- Finance Method: Fixed
- Monthly Payment: Auto-populates
- Lien Position: 2nd
- HELOC: Blank
- Linked Loan Number ID: Auto-populates once you link the new loan
(9) Linking the Second Loan
To create and link the 2nd loan you will double-click on the ellipse to the right of the “Linked Loan Number ID” in the Other Financing screen. This will open a 3rd screen and prompt you to select “Create New Loan” and OK at the bottom of the screen. Once the 2nd loan has been created and linked to the 1st loan, a new loan number will appear in the “Linked Loan Number ID” field.

You can now close out of these screens however, do not final Value the Mortgage Data Screen at this time. You will need to use these screens again and will final value them at the very end of the disclosing process.

(10) Loan Data Tab
Follow the Initial Disclosures Process
(11) Fees Tab

The **Fee Screen** will open and you will set the fees up to match the FHA template. Once those fees are entered correctly, you will add the VHDA Plus bond fees. These fees include:

- Origination Fee: 1%
- Bond Reservation Fee: $120.00
- Tax Service Fee: $53.50
- Wire Fee: $25.00

- **Fee Screen** will open and you will set the fees up to match the FHA template. Once those fees are entered correctly, you will add the VHDA Plus bond fees. These fees include:

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Description</th>
<th>Type</th>
<th>Amount</th>
<th>Total</th>
<th>HUD-4</th>
<th>Disclosed Value</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>Items Payable &amp; Connection with Loan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>001</td>
<td>Loan Origination Fee</td>
<td>L</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>002</td>
<td>Loan Discount Fee</td>
<td>L</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>003</td>
<td>Appraisal Fee</td>
<td>O</td>
<td>$475.00</td>
<td>$475.00</td>
<td>$475.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>005</td>
<td>Credit Report Fee</td>
<td>O</td>
<td>$60.00</td>
<td>$60.00</td>
<td>$60.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>006</td>
<td>VHDA Reservation Fee</td>
<td>O</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>007</td>
<td>Underwriting Fee</td>
<td>L</td>
<td>$650.00</td>
<td>$650.00</td>
<td>$650.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>012</td>
<td>Flood Certification Fee</td>
<td>O</td>
<td>$7.00</td>
<td>$7.00</td>
<td>$7.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>015</td>
<td>Final Inspection Fee</td>
<td>O</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>016</td>
<td>IRS Transcript Fee</td>
<td>O</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>019</td>
<td>VCE Fee</td>
<td>O</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>044</td>
<td>Tax Service Fee</td>
<td>O</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
<tr>
<td>046</td>
<td>3 Wire Fee</td>
<td>O</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td></td>
<td>Print the Good Faith Estimate</td>
</tr>
</tbody>
</table>

**Sample VHDA Plus 30 Fee Screen**

(12) Final Value

Final value the fee screen for the 1st loan. You will now close out of the 1st loan and enter the 2nd loan to set up and disclose first.

(13) File Tab

In the main screen of the loan you will select the **File Tab** and from the drop down menu select “Close Current Loan and Open Linked Loan”. This will take you into the newly created 2nd Loan.
Section 305(b) Steps to Setting-up the Second Loan

(1) Mortgage Data Tab
You will enter the Mortgage Data Screen of the 2nd loan: Here you will use your “Snip It” to fill in the following information: This information will auto-populate the “Application Received” date needed to disclose the 2nd loan.

- Program: change to match the 1st loan Program Type
- Loan Type: change to Conventional ALWAYS for the 2nd
- First Payment date: found on “Snip It”
- Sales Price: found on “Snip It” 1st Sales Price
- Value: found on “Snip It” Value
- Base Loan Amount: found on “Snip It” under “Other Financing”
- Note Rate: matches the 1st loan
- Mortgage insurance: zero out all MI

(2) Details
At the bottom of the Mortgage Data Screen you will open the Details Tab. Confirm that all the terms for the 2nd are correct.
(3) **General Information Tab**
Confirm that you have created an "Application Received Date". If the loan is locked you will enter the Lock Date and the Lock Expiration Date.

![Screen Shot of General Information Tab]

(4) **Fee Screen Tab**
Open the fee screen and Lock the Pad Lock at the top of the screen. Refer to the Bond Program Spreadsheet to confirm all fees required to be disclosed on the 2nd loan. Delete all lines that are not used for the VHDA Plus 2nd loan.

![Fee Screen for VHDA Plus 2nd Loan]

**Sample Fee Screen for VHDA Plus 2nd Loan**

You are now ready to disclose the 2nd loan through DocuTech.
Section 305(c) DocuTech Disclosing Process

DocuTech is used for disclosing the 2nd loan when an interest rate is tied to the 2nd loan.

(1) Email Tab

Using the email tab at the top of PCL, create an email template and set it to the side to use once you are ready disclose in DocuTech. Have the borrowers on the first line and the LO, LOA and any Transaction Coordinators on the CC line so that you can easily copy and paste these email addresses when ready. You will use this email to send the borrower’s the HUD Booklet.

(2) Interfaces Tab

Open the “Interfaces” tab at the top on the main screen of the 2nd loan.

Select the Initial Disclosures tab. Once this screen opens you will select the “Click Here to Send Initial Disclosures Request” tab at the bottom of the screen. It may take a few minutes for the Fee Screen to open in DocuTech. Do not click the button again.

(3) Fee Worksheet Screen

DocuTech will open to the Fee Worksheet Screen. You will scroll down this Fee Screen and confirm that the fees you entered in PCL are reflected in this Fee Screen. Once at the bottom of the Fee Screen you will select “NEXT”

(4) Data Completion Screen

DocuTech will take you to the Data Completion Screen next. You will fill in 2 items of information.

- “Is GFE REDISLCOSURE?” You will select “NO”
- Lock Status: Enter whether the loan is Lock Confirmed or Floating.
(5) #5 Documents
Go to the far left side of the screen and select Documents. If you are directed back to the Data Completion Screen simply select #5 Documents a second time. You may come to a “Please Check Data” screen. Select next.

(6) Documents
You are now at the Documents Screen. Click on the Check Box to unselect all the documents. You will only be selecting the following documents to be disclosed on the 2nd Loan.

Always select the first 4 documents and the Acknowledgement Disclosure at the bottom.

- Good Faith Estimate
- Initial Truth in Lending Disclosure
- Truth in Lending Terms and Definition
- Itemization of Amount financed
- Acknowledgement of Receipt of GFE and TIL

If the interest rate is locked you will also include the:

- Lock In Agreement
(7) e-Sign or Secure Email
Go to the bottom of the screen and select either e-Sign or Secure Email depending on how the disclosures were requested by the Loan Officer.

(a) e-Sign Delivery
The Email Box will open. Copy and paste the Email addresses you set up on your PCL email template.

- CC Email Address: The LO/LOA/Transaction Coordinator email addresses will be pasted here
- Confirmation Email Address: gfenotifications@movementmortgage.com
- Subject: “e-Sign Document Delivery and the loan number”
- Message: Go to your Dropbox and search for “Templates”. You will copy and paste the initial disclosures template into the message section of the email.
- Go to bottom and select “Next” the screen will ask for the LO’s email address again. Once that has been entered a 2nd time, you can send the email.
- A confirmation will come up stating e-Sign Package has been set up. Once you have this confirmation you will close this box.

(i) HUD Booklet
You will have to send the HUD Booklet in the separate PCL email you created. Please use the wording found on the Templates regarding the HUD Booklet and remember to attach it to the email prior to sending to the borrower.
(b) Secure Email Delivery
The Email Box will open. Copy and paste the Email addresses you set up on your PCL email template.

- To: The borrower’s email address
- CC Email Address: The LO/LOA/Transaction Coordinator
- Subject: "Secure Document Delivery and the loan number"
- Message: Go to your Dropbox and search for “Templates”. You will copy and paste the initial disclosures template into the message section of the email.
- A confirmation will come up stating "Secure Email Link Sent Successfully"

(i) HUD Booklet
You will have to send the HUD Booklet in the separate PCL email you created. Please use the wording found on the Templates regarding the HUD Booklet and remember to attach it to the email prior to sending to the borrower.

(8) PDF the package
You will create a PDF of the package that you disclosed and save it to your desk top. Drag and drop this PDF into the “Unsigned Disclosures” folder in the 2nd. You will also drop this package into the unsigned disclosures folder of the 1st loan when you are finished in the 2nd loan.
(9) **Analyze Tab**
Go to main screen of the 2nd Loan and select Analyze, then Disclosure History. Here you will enter your notes:
"Initial "type of bond loan name" 2nd - (locked or floating) e-Sign delivery."

(10) **General Information Tab**
Enter the Initial Disclosure Date (located under the Application Date). If the interest rate was locked and you confirmed that the GFE went out showing locked, you can also enter the QC Lock Date at this time.

(11) **File Tab**
You are now ready to leave the 2nd loan and go back into the 1st loan to disclose. Select "close current loan and open linked loan".

(12) **General Information**
Enter the Initial Disclosure Date located under the Application Date.

(13) **File Tab**
You are now ready to leave the 2nd loan and go back into the 1st loan to disclose. Select "close current loan and open linked loan".
**Section 305(d) Disclosing the First Loan**

Once you are back in the 1st Loan, you will ALWAYS go immediately to the Mortgage Data Screen and re-enter the MIP/MI if it has dropped out of the file.

Remember to drag and drop in the documents from the 2nd Loan into the “Unsigned Disclosures” folder of the 1st Loan and the GFE of the 2nd into the GFE folder of the 1st Loan.

1. **Mortgage Data Screen**
   Re-enter the MIP factor if it has dropped out of the 1st mortgage data screen.
   - Remember that PCL is quirky and you may have to select an incorrect MIP factor and save it, then go back in and correct it to the right MIP factor before it will populate correctly for you.
   - Once the MIP is corrected, you can Final Value the Mortgage Data Screen

2. **Fee Screen**
   Go back into the Fee Screen of the 1st and check that PCL did not skew the taxes in the first. Use your “Snip It” to confirm that the taxes shown are correct. If not, correct them. This is your last opportunity to double and triple check your fees before sending it out the disclosures for the 1st loan.

   You are now ready to export the 1st Loan and disclose through DocuTech.

Use the same steps provided for disclosing the 2nd loan for disclosing the 1st loan through DocuTech.
Section 306 Initial Disclosures – HECMs (Reverse Vision Disclosing Process)

HECMs are our Reverse Mortgage program. This disclosure process is completed in our Reverse Vision program instead of PCLender.

Reverse Vision Disclosing Process

Prior to disclosing on a HECM, the LO must provide a copy of the Counseling Certification in order for you to confirm the Counseling Certification date that will be entered into Reverse Vision.

(1) Open Reverse Vision Program
This program takes a few minutes to open

(2) Diagnostic Tab
One Reverse Vision is open you will select the Diagnostic Tab found in the top ribbon of the Reverse Vision screen.

(3) Full Synchronization
Select the Full Synchronization tab from the drop down menu. This process will take up to 3 minutes. You must complete the full sync every time you open Reverse Vision in order to upload all new loans and/or changes to existing files.

(4) Pipe Line Tab
You will now select the Pipe Line tab. Here you will type in the last name of the borrower(s). Once the borrower’s name populates in the screen, you will see the “Status” of the file at the far left side of the screen. The file must be in “Origination” status in order to complete the initial disclosures. If the file is not in “Origination” status, you will notify the LO that the file must be updated to “Origination” status in order for it to be disclosed.
(5) Borrower’s Last Name
Double-click on the borrower’s last name to open the file.

Once the file is open you will navigate through the file using the tabs located to the far left side of the screen.

(6) Property Tab
The Property tab will give you the information pertaining to the subject property such as address, city, state, property type. You will not make any changes to this screen.

- **Estimated Property Value:** Multiply this figure by 1.5% to calculate the amount used to calculate the transfer taxes as well as for the **Lender’s Owner’s Policy Amount** later in the file.
(7) Case Tab
Open the Case tab. Here you will:

- Confirm whether the file is a Refinance or a Purchase.
- Enter the Counseling Certification Date
- Enter the Loan Application Date: This will ALWAYS be the current date you are disclosing.

(8) Loan Tab
In the Loan tab you will confirm whether the loan is a Fixed Rate or an Adjustable-rate loan. There is no information in this tab to be filled in or changed.
(9) Fees Tab
The Fees tab will open the fee screen. Here you will need to update the fees to match the program and required fees to be disclosed.

800 Fees:
- Origination Fee: If the loan is a Purchase, there should be an origination fee charged. If the loan is a Refinance, no origination fee is required.
- Appraisal Fee: $475.00
- Credit Report: $ 50.00
- Flood Certification: $ 18.00
- Document Prep: $125.00
- MERS:* $ 6.00

*The MERS Fee can be manually added to the fee screen by right clicking in the 800 fee screen and selecting it from the drop down menu.

900 Fees:
- Mortgage Insurance Premium: auto-populates

1100 Fees:
- Settlement or Closing Fee auto-populates
- Owner’ Title Insurance auto-populates
- Lender’s Title Insurance auto-populates
- Lender’s Title Policy Limit* you will add the amount you calculated in the Property tab

*The Lender’s Title Policy Limit can be manually added to the fee screen by right clicking in the 1100 fee screen and selecting it from the drop down menu. Use the Estimated Property Value for this field.

1200 Fees
- Recording Fee at least $150.00 (use State Log to confirm amount)
- Transfer Taxes calculate based on State Log information. You will use the amount calculated as the Estimated Property Value to calculate taxes.

1300 Fees
- HECM Counseling Fee $125.00
Sample Fee Screen

(10) GFE Validator
Once the fee screen is complete, go to the bottom of the page and select GFE Validator. This function reviews the fees and gives its interpretation of the fees charged. DO NOT CHANGE ANY FEES.

(11) Don’t Change
Select the Don’t Change button at the bottom once the GFE Validator is complete.
(12) Save Tab
Select the Save tab at the top of the screen to save all fees and changes you completed on this file. This is very important. If you do not select Save, the fees and changes you have made to the file will not be reflected in your disclosures.

(13) Documents Tab
Select the Documents tab from the top ribbon on the screen and from the drop down menu you will select Application.

(14) Application Tab
Select Application from the drop down menu. From here you will choose “Create New Document Set” from the bottom of the menu. When prompted “Final” or “Draft”, you will select “Final”.

(15) Order Document Set
Select “Create Document Set” then select “Final”. This will next ask you to “Order New Document Set” This process can take several minutes to complete.
(16) Documents Tab
Open the Documents tab and select History. This is where you will check if the package is ready.

(17) History Tab
If the package is complete in Reverse Vision, the borrower’s last name will appear in this window. You will next select “Send Email” at the bottom of this screen. When you are prompted for the 4 digit password, you will enter 1234. Outlook will set up a pre-drafted Email with the document set attached in your Outlook email account.

(18) Outlook Email
Open the newly created Email and enter the LO and LOA email addresses. We do not send this package to the borrower, only the LO and LOA. Use the following text for the body of the email:

Your HECM package is now ready in Reverse Vision. It can also be found attached to this email with the password: 1234.

Once the package has been sent, you are finished disclosing the loan and can close the file.
Section 307 Re-Disclosure

Section 307(a) Overview
A file will need to be re-disclosed whenever a change occurs that effects the manner in which it was originally disclosed. RESPA guidelines state that a valid "change of circumstance" must have occurred in order to justify re-disclosure.

- "Changed Circumstance"
- Lock Event
- Borrower-requested change

The following items constitute a valid "change of circumstance" under RESPA guidelines.

- Acts of God, war, disaster or other emergency.
- Changed or inaccurate information provided by the borrower after the issuance of the GFE (e.g. credit quality, loan amount, property value, etc.)

What can change?

- Only those fees impacted by the changed circumstance
- Pricing, only if changed by circumstance, borrower-requested, terms change
- When going from a float to a lock, only interest rate-dependent charges and terms
- Block 1 "Origination Charges" CANNOT CHANGE, even with a changed circumstance.

**Exception NC loans and bond loans.

How to Re-disclose?

- Must occur within 3 business days of the "changed circumstance"
- A completed Revised GFE
- Change of Circumstance Disclosure must accompany Re-disclosure

No Waiting Period:
When re-disclosing a GFE where the loan terms are the same or better for the borrower, there is no waiting period required to close the loan. Examples of Re-disclosures where there is no waiting period include:

- Locked Loans where ALL terms are the same or better for the borrower
- Loan Amount Increases however, no fees are impacted
- Loan Amount or other terms change but the APR does not increase above .125%

Three Business Day Waiting Period:
When the APR on a loan has increased by more than the allowable 0.125%, we are required to disclose a new TIL to the borrower and a three business day wait is required to close.

Once it is determined that the file needs to be re-disclosed, you will ALWAYS use the Re-disclosure Checklist to complete the process.
Section 307(b) Re-Disclosure Process

(1) Analyze Tab
Select the Analyze tab at the top of the file. From the drop down menu you will next select Disclosure History tab.

(2) Disclosure History Tab
Read the disclosure history and be familiar with what has changed in the file. You will use this information to fill in your Re-disclosure Checklist with the dates and information the checklist requires. This information is used to determine if re-disclosure is necessary and if there is a “valid change of circumstance.” The conversation log in PCLender will provide “snapshots” of the terms of the file at different times. This information is helpful when determining when and what has changed in a file.

(3) General Information Tab
Review this section for the Lock and Lock Expiration date.

- If you are disclosing for the Lock, both of these fields must be completed by Rate Lock in order for the GFE to go out as a “Locked GFE”.
- Always check the Lock status. Many times we will receive a request to re-disclose for a change that occurred at the same time the loan was locked. This will eliminate multiple re-disclosures.
- You will also confirm the “closing date” to see if we are within 3 days of closing in the event a new TIL has to be issued and a 3 day wait is being required. Always notify the LO/LOA when a TIL is being issued to confirm that the 3 day wait is within the scheduled closing window.
(4) Subject Property Tab
Verify that the subject property, ownership, property type or Loan Purpose has not changed as these will directly affect our fees. In the event the address has changed, the file must be re-originated by the LO. If the Loan Purpose has changed, the file will have to be reviewed for compliance as well as fee structure.

(5) Mortgage Data Tab
Review the Mortgage Data Screen for changes in the Loan Program, Sales Price, Loan Amount, LTV, Note Rate and Mortgage Insurance. You will compare this information with the information from the disclosure history. Any changes to these fields could require re-disclosure as well as fee restructure. Confirm that all terms match the current loan program including MI/MIP/VA Funding Fee.
(6) Fees Tab
Update all fees to reflect what changes have been made to the file. If a change was made, a “Change of Circumstance” will need to be created and only those fees effected by the “change of circumstance” can be linked to the new GFE. You must have a “valid change of circumstance” in order to re-disclose the file.

- Always check that the fees initially disclosed have not been removed or changed from the initial disclosures. If they have, all fees must be returned to their initial amounts before re-disclosing. Transfer taxes, if removed from the fee screen, must be reviewed to determine if this line needs to be re-added or if the fee can be deleted.
- While in the fee screen, open all invoices to update the appraisal, credit and IRS transcript fees.
  - To create a “Change of Circumstance”, double-click on the fee that is effected by the change.
  - When the fee’s term box opens, click on the RESPA tab. Click on “Create Changed Circumstance Event”.
  - This will open another field box. Choose the valid reason for the change of circumstance. Generally the first option is selected as this covers most of the changes.

- A new field box will open. Type in the valid reason for the change of circumstance.
- Double-click on each additional fee that will need is effected by the change of circumstance and select “Link to Change Circumstance Event”. Remember that only those fees effected by the change of circumstance can be linked.
Once all valid fees have been linked to the "Change of Circumstance", the fee screen will show "Print Good Faith Estimate" next to the fee that will change on the re-disclosed GFE.

(7) APR
Once all the fees have been updated and linked, you will enter the Last Disclosed APR and the Current APR to your Re-disclosure Worksheet to evaluate whether a TIL will be required or not. This step is crucial and must be calculated correctly to avoid a TIL not being sent when it was required.

(8) Email Template
Create an Email template with the borrower, LO and LOA’s email address to cut and paste once in DocuTech.

The file is now ready to export to DocuTech for Re-disclosure.
Section 307(c) Exporting & Disclosing via DocuTech

(1) Interfaces Tab
Select the *Interfaces* tab at the top of PC Lender

(2) Initial Disclosures Tab
Select *Initial Disclosures* tab and once this screen opens you will select “*Click here to send the Initial Disclosure request.*” This may take a minute to open into DocuTech. Wait to open, do not press button again.

(3) Fee Work Sheet
The fee worksheet will open. You will review the fees in the fee worksheet to make certain all new and changed fees were correctly exported to DocuTech. At the bottom of the fee worksheet you will select “*Next.*”

(4) Data Completion Screen
This screen will require that you input 3 pieces of information in order to proceed to the next screen:

***Refer to your Re-disclosure Check List for this information***

- **Changed Circumstance Date**: This is the date that the change occurred. In the event that the interest rate was locked at the time that the program code changed, you will always use the “Locked Date” as your COC date.
- **Is GFE a Re-disclosure**: You will select “Yes”
- **Locked Status**: You will select either “floating” or “lock confirmed”
- **FHA Case Number Assignment Date**: This field will need to be entered on all FHA files. Input the current date in this field.

Once these 3-4 fields are entered you will select “*Next*” tab at the bottom of the screen.

(5) Next
When you select this tab it will direct you back to the *Data Completion Screen* to input 3 additional pieces of information:

- **Date of Re-disclosures**: You will enter current date
- **Explanation for date of Re-Disclosures #1**: You will enter the information that will be displayed on the borrower’s COC disclosures (i.e. Locked; program updated to FHA30)
- **Initial Disclosure/TIL Date**: Enter the date of the initial disclosure
(6) Documents Second time

Select the Documents Tab again. This will direct you to the list of documents required for the Re-disclosure. Here you will select the highlighted documents.

- If the interest rate has been locked you will have to select the Lock-In Agreement.
- **Always check the APR from the last disclosed TIL to the current APR. If it exceeds .125% you will include the TIL with your package.** Refer to your “Re-disclosure Check List” to confirm the change in the APR.
- Following is a list of documents that are always be included in every Program Change Re-disclosure:
  - GFE Always required
  - TIL: May be required if the APR exceeds .125% of last disclosed TIL
  - COC: Change of Circumstance disclosure-Always required
  - Lock-In Agreement: May be required if the interest rate has been locked at time of program change
  - Other highlighted documents must be selected to be sent with package

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**Documents:**
- **GOOD FAITH ESTIMATE** (01-01-10) (CX ID: 14221) [Check box]
- **INITIAL TRUTH-IN-LONDING DISCLOSURE** (CX ID: 1551) [Check box]
- **TRUTH-IN-LONDING TERMS AND DEFINITIONS** (CX ID: 1573) [Check box]
- **ITEMIZATION OF AMOUNT FINANCED** (01-01-10) (CX ID: 14224) [Check box]
- **CONSENT TO RECEIVE ELECTRONIC DISCLOSURES** (CX ID: 16811) [Check box]
- **1003 UNIFORM RESIDENTIAL LOAN APPLICATION** (TEST TEST Co) (CX ID: 4193) [Check box]
- **HUD FHA-VA ADDENDUM** (CX ID: 3981) [Check box]
- **SERVICING DISCLOSURE STATEMENT** (CX ID: 20) [Check box]
- **ENERGY EFFICIENT MORTGAGE PROGRAM** (CX ID: 3049) [Check box]
- **INFORMED CONSUMER CHOICE DISCLOSURE NOTICE** (CX ID: 41) [Check box]
- **FHA MANDATORY CLAUSE-REAL ESTATE CERTIFICATION** (CX ID: 38) [Check box]
- **IMPORTANT NOTICE TO HOMEbuyERS** (CX ID: 40) [Check box]
- **FIRST LIEN APPRAISAL WAIVER RECEIPT FORM** (CX ID: 1813) [Check box]
- **ANTI-STEEING DISCLOSURE OF LOAN OPTIONS** (CX ID: 15548) [Check box]
- **CHANGED CIRCUMSTANCE LETTER** (CX ID: 15219) [Check box]
(7) Select Type of Delivery

E-Sign is always our default delivery for all Re-disclosures.

(a) E-Sign Delivery

The Email Box will open. Copy and paste the Email addresses you set up on your PCL email template into the following fields:

- CC Email Address: The LO/LOA/Transaction Coordinator email addresses will be pasted here
- Confirmation Email Address: gfenotifications@movementmortgage.com
- Subject: “E-Sign Re-disclosure Document Delivery and the loan number”
- Message: Go to your Dropbox and search for “Templates”. You will copy and paste the initial disclosures template into the message section of the email.
- Go to bottom and select “Next” the screen will ask for the LO’s email address again. Once that has been entered a 2nd time, you can send the email.
- A confirmation will come up stating E-Sign Package has been set up. Once you have this confirmation you will close this box.

CHARM Booklet

You will have to send the CHARM Booklet in the separate PCL email you created if the loan has changed from a fixed rate loan to an adjustable-rate loan. Please use the wording found on the Templates regarding the CHARM Booklet and remember to attach it to the email prior to sending to the borrower.
(b) Secure Email Delivery
The Email Box will open. Copy and paste the Email addresses you set up on your PCL email template.

- To: The borrower’s email address
- CC Email Address: The LO/LOA/Transaction Coordinator
- Subject: “Secure Document Delivery and the loan number”
- Message: Go to your Dropbox and search for “Templates”. You will copy and paste the initial disclosures template into the message section of the email.
- A confirmation will come up stating “Secure Email Link Sent Successfully”

CHARM Booklet
You will have to send the CHARM Booklet in the separate PCL email you created if the loan has changed from a fixed rate loan to an adjustable-rate loan. Please use the wording found on the Templates regarding the CHARM Booklet and remember to attach it to the email prior to sending to the borrower.
(8) PDF the Package
You will create a PDF of the package that you disclosed and save it to your desk top. Drag and drop this PDF into the "Unsigned Disclosures" folder in PCLender. A separate PDF of the GFE must be made and dropped into the GFE folder in PCLender.

(9) Drop the PDF Worksheet
You will now PDF your Re-disclosure Worksheet and drop it into the Disclosure Department folder in PCLender.

(10) Analyze Tab
Go to main screen and select Analyze, then Disclosure History. Here you will enter your notes: (ex: "Re-issue/Locked-loan amount, points and appraisal increased (FHA30) **GFE and TIL required/**e-Sign delivery.)

(11) General Information Tab
Enter the Initial Disclosure Date (located under the Application Date). If the interest rate was locked and you confirmed that the GFE went out showing locked, you can also enter the QC Lock Date at this time.

You have now completed the Re-disclosure Process through DocuTech
Section 308 Loan Program Changes

A program change will occur when a Loan Officer switches from one loan type to another. If the program is not a lateral change (ex: one FNMA product to another FNMA product), our department will have to manually re-disclose the new program and disclosures to the borrower.

***You will always use the Re-disclosure Check List when doing program changes***

The most important factor when disclosing a program change is to determine whether a TIL is required with the re-issue.

Section 308(a) Instances When a TIL is Always Required

- The APR has increased over .125% from the last disclosed TIL
- If the loan is changing from a fixed rate product to an adjustable-rate product, a TIL is ALWAYS required regardless of the change in the APR.

Section 308(b) PCLender

(1) Analyze Tab
Select the Analyze tab then the Disclosure tab. Review the history of the file and be familiar with the history of the file. You will need to note the old program and whether the loan is locked or floating.

(2) Mortgage Data Tab
In the Mortgage Data Tab you will update the program code to match the new program requested by the LO. If the interest rate is locked on the file, only the Rate Lock department has the rights to update this information. You would email them to ratelock@movementmortgage.com to update the file to the new program code.

Be certain to update the Loan amount and LTV to match the terms and guidelines of the new program.

You may also need to update the Mortgage Insurance in the Mortgage Data Screen if it is impacted by the new program code.
(3) Fee Screen Tab

Open the Fee Screen tab and change Fee Screen from Final Value to Initial Value. Enter all updated fees and information that pertain to the new program code. Once all fees have been added, you will create a “Change of Circumstance” for the changes and link all fees that have been updated.

- To create a change of circumstance: Double-click on the fee that has changed or been added
- This will open the Data/RESPA tab: Here you will select the RESPA tab and choose Create Changed Circumstances Event.

Once you have selected this tab it will open the “Reason” screen. Here you will select the first option always by choosing the green check mark.

- A new screen will open and you will type in the Notes section your Change of Circumstance. Example: “Loan Program updated to FHA30”
- Select the Green Check Mark “OK” at the bottom of the screen

Once you have created your “Change of Circumstance” you will be able to go to each affected fee and double-click on it to link it to the “Change of Circumstance”. Always link all affected fees.
(4) Final Value
Once all the fees have been updated and the “Change of Circumstance” created and all fees are linked, you will final value the fee screen. You are ready to export and disclose the file through DocuTech.

(5) Email Addresses
You will create an email template with the borrower(s) email addresses and the LO/LOA email addresses to copy and paste once in DocuTech.

Section 308(c) Exporting & Disclosing via DocuTech
(1) Interfaces Tab
Select the Interfaces tab at the top of PC Lender

(2) Initial Disclosures Tab
Select Initial Disclosures tab and once this screen opens you will select “Click here to send the Initial Disclosure request.” This may take a minute to open into DocuTech, do not press button again.

(3) Fee Work Sheet
The fee worksheet will open. You will review the fees in the fee worksheet to make certain all new and changed fees were correctly exported to DocuTech. At the bottom of the fee worksheet you will select “Next”.

(4) Data Completion Screen
This screen will require that you input 3 pieces of information in order to proceed to the next screen: Refer to your Re-disclosure Check List for this information.

- Changed Circumstance Date: This is the date that the change occurred. In the event that the interest rate was locked at the time that the program code changed, you will always use the “Locked Date” as your COC date.
- Is GFE a Re-disclosure: You will select “Yes”
- Locked Status: You will select either “floating” or “lock confirmed”
- FHA Case Number Assignment Date: This field will need to be entered on all FHA files. Input the current date in this field.

Once these 3-4 fields are entered you will select “Documents” tab at the far left of the screen.
(5) Documents
When you select this tab it will direct you back to the Data Completion Screen to input 3 additional pieces of information:

- **Date of Re-disclosures**: You will enter current date
- **Explanation for date of Re-Disclosures #1**: You will enter the information that will be displayed on the borrower’s COC disclosures (i.e. Locked; program updated to FHA30)
- **Initial Disclosure/TIL Date**: Enter the date of the initial disclosure

(6) Documents (again)
Select the Documents Tab again. This will direct you to the list of documents required for the new loan program. Here you will select the highlighted documents. If the interest rate has been locked you will have to select the Lock-In Agreement. Always check the APR from the last disclosed TIL to the current APR. If it exceeds .125% you will include the TIL with your package. Following is a list of documents that will always be included in every Program Change Re-disclosure:

- **GFE**: Always required
- **TIL**: May be required if the APR exceeds .125% of last disclosed TIL
- **COC**: Change of Circumstance disclosure-Always required
- **Lock-In Agreement**: May be required if the interest rate has been locked at time of program change
(7) Select Type of Delivery

e-Sign is always our default type of delivery for all Re-issues. Enter all information needed to send e-Sign Email to borrower and LO by copying and pasting from your PClender email template. Once the email package has been sent, use the PClender email template to send a CHARM Booklet to the borrower(s) on all Adjustable-rate loans.

(8) PDF

You will PDF the entire Re-disclosure package and save it to your desk top.

(9) PClender

You are now ready to go back to PC Lender and drop the new disclosure package into the “Unsigned Disclosures” folder. You will also PDF a copy of the new GFE and drop that into the GFE Folder.

(10) Analyze Tab

Go to the Analyze tab and then the Disclosures tab. Enter your notes for the re-issue created (i.e. Locked-program updated to FHA30 **GFE and TIL required **e-Sign)

You have now completed the Program Change Re-disclosure process.
Section 308(d) Required Forms for Program Changes

Program Change to FHA
- GFE and TIL (if TIL required due to APR)
- Change of Circumstance
- HUD FHA/VA Addendum
- Energy Efficient Mortgage Program
- Informed consumer choice disclosure
- FHA Amendatory Clause
- Important Notice to Homebuyer
- For your Protection: Get a Home Inspection
- Assumption Notice

Program Change to FHA ARM
- All of the above documents plus:
  - GFE and TIL **a TIL must be sent regardless of the APR***
  - ARM disclosure
  - CHARM Booklet sent in separate email ***MUST SEND THROUGH PCL***

Program Change to Conventional
- GFE and TIL (if TIL required due to APR)
- Change of Circumstance
- LQI

Program Change to Conventional LPMI
- GFE and TIL (if TIL required due to APR)
- Change of Circumstance
- LQI
- LPMI Disclosure

Program Change to Conventional ARM
- GFE and TIL ***a TIL must be sent regardless of the APR***
- Change of Circumstance
- LQI
- ARM disclosure
- Send CHARM Booklet separate email *** MUST SEND THROUGH PCL***
Program Change to VA

- GFE and TIL (if TIL required due to APR)
- Change of Circumstance
- VA/FHA addendum
- VA Counseling Cert
- VA Federal Collections Policy
- Veteran’s nearest relative
- VA Request for Certificate of Eligibility
- Verification of VA Benefits
- VA Debt Questionnaire
- Vet Childcare Statement

***YOU MUST SEND A TIL AND CHARM BOOKLET EVERY TIME A PROGRAM CHANGES FROM A FIXED RATE TO AN ADJUSTABLE-RATE***
Section 309 QC Loan Lock Report Process

The QC Lock Loan Report shows all of the loans that are locked by our Rate Lock desk on a daily basis. When a loan is locked after the initial disclosures have been sent out as floating, the disclosure department must send out a new GFE, Change of Circumstance and a lock-in agreement to the borrower(s). The Lock disclosures are sent out the same day they are locked or within 24 hours of the lock date being entered into PCLender. These disclosures do not have to be requested by the Loan Officers unless a rush is needed, they are automatically sent out by the Disclosure Department.

The QC Lock Loan Report is pulled several times during the day:

- First thing in the morning (8:30am)
- After lunch (between 1pm and 2pm)
- End of the day (between 3:30pm and 4:30pm)

Section 309(a) Pulling the Report in PCLender

To pull the report in PCL, the following steps are to be followed:

1. Open PCL
2. On the main screen, you will need to click the ellipses next to the button labeled “Show me the loans”.
   a. In this box, press the letter Q and locate the QC Locked Loan Report.
3. Once you click on QC Lock Loan Report, click on OK
4. Now you will click “Show me the loans”
5. In the bottom right hand corner of the screen, there may be a button that states “Fetch All”. Click this button to ensure that you have all of the locked loans on the report.
6. You can now print this report from PCL by selecting File, Print.

Section 309(b) Reviewing the Report

Each loan is then reviewed to determine if the loan needs to be re-disclosed for the lock by completing the following steps:

1. When you open the loan select Analysis and in the drop down select Disclosure History
   a. When reviewing the disclosure history, if there are no disclosures that have been sent out, there is nothing to do with this loan. It will remain on the report until the 3 day timeframe has been reached or the Loan officer sends us an email requesting the initial disclosures on the file.
2. Reviewing the disclosures that were sent:
   a. Floating – The loan will need to be re-disclosed for the lock. Please refer to Re-disclosure checklist to disclose for a lock.
   b. Locked – Review the Good Faith Estimate (GFE folder) and ensure that this was sent out locked.
      i. To determine a Locked GFE:
1. Open the Imaging Viewer For Status Items
2. Locate the Good Faith Estimate folder
3. Locate the Good Faith Estimate that matches the date disclosed in the disclosure history that indicates the lock.
4. Confirm the following:
   a. Name of borrower(s)
   b. Date of GFE
   c. Line 4 should state: **You must lock the interest rate at least N/A days before settlement.** If it does not state this, the loan will need to be re-disclosed for the lock. Example below.

When the locked GFE has been sent out, we need to complete the process by entering the QC lock date on the general information screen.

1. Open the general information tab in PCL
2. The right hand side of this screen is where we locate the application date and locked date for initial disclosures. Just below the lock date is the “QC Lock” field that needs to contain the date that we are verifying that the locked GFE was sent to the borrower.
Appendix A: Loan Program Reference Sheets

Conventional Loans

Includes Program Codes

- C10
- C15
- C15 (LPMI)
- C15 (BPMI)
- C15 (Financed MI)
- C15 (Monthly MI)
- C15 EA
- C15 w/TCF
- C15 HB w/TCF

- C20
- C20 (LPMI)
- C20 (BPMI)
- C20 (Financed MI)
- C20 (Monthly MI)
- C20 EA
- C20 w/TCF
- C20 HB w/TCF

- C30
- C30 (95.01%-97%)
- C30 (LPMI)
- C30 97% LPMI
- C30 (BPMI)
- C30 (BPMI) MCC
- C30 (Financed MI)
- C30 (Monthly MI)
- C30 (Monthly MI) MCC
- C30 AUP
- C30 EA
- C30 Ext Lock
- C30 HB Ext Lock
- C30 w/TCF
- C30 HB w/TCF

- Conf HB 15yr Fixed
- Conf HB 15yr Fixed LPMI
- Conf HB 15yr BPMI
- Conf HB 15yr (Monthly MI)

- Conf HB 30yr Fixed
- Conf HB 30yr LPMI
- Conf HB 30yr BPMI
- Conf HB 30yr (Monthly MI)

- Conf 3/1 LIBOR ARM
- Conf 3/1 LIBOR ARM (LPMI)
- Conf 5/1 LIBOR ARM
- Conf 7/1 LIBOR ARM
- Conf 7/1 LIBOR ARM (LPMI)
- Conf 10/1 LIBOR ARM
- HB LIBOR 5/1 (5/2/5)
- HB LIBOR 7/1 (5/2/5)

- Big Easy
- Home Path
- EverBank Jumbo

- Open Access
- DU Refi Plus
- VHDA FNMA
- New Penn Jumbo

Notes on Conventional Loans

- LTV over 80% requires Mortgage Insurance and an Escrow Account. Some program codes may not specify MI, and the LO will need to specify type.
- LTV 80% and under do not require escrows. If not escrowing, these lines should be removed from the fee screen.
- Does not have many items in the 10% tolerance field, unless there is Single Premium MI.
- Branch fees are required. If the LO wishes to “waive” a branch fee, this must be done in the form of a Lender Credit.
- Max LTV is 97% (Program Must Match) Most files Max out at 95%
- Max LTV on Investment Property is 75%
**Fee Screen Example**

Example of Conventional Loan:

*The Padlock in the center of toolbar must be LOCKED before doing anything in this screen!*

<table>
<thead>
<tr>
<th>Fee #</th>
<th>HUD-1 CFE Block</th>
<th>Fee Name</th>
<th>Fee</th>
<th>By</th>
<th>To</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>001</td>
<td>Loan Origination Fee</td>
<td>points *</td>
<td>L</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>002</td>
<td>002</td>
<td>Loan Discount Fee</td>
<td>points *</td>
<td>L</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>004</td>
<td>004</td>
<td>Appraisal Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$450.00</td>
</tr>
<tr>
<td>005</td>
<td>005</td>
<td>Credit Report Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>010</td>
<td>001</td>
<td>Application Fee</td>
<td></td>
<td>L</td>
<td></td>
<td>$995.00</td>
</tr>
<tr>
<td>013</td>
<td>013</td>
<td>Flood Certification Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$7.00</td>
</tr>
<tr>
<td>015</td>
<td>015</td>
<td>Final Inspection Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>016</td>
<td>001</td>
<td>IRS Transcript Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>019</td>
<td>019</td>
<td>VOE Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>000</td>
<td></td>
<td>Items Required by Lender to be Paid in Advance</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>001</td>
<td>001</td>
<td>Prepaid Interest</td>
<td>30 days at 4.625% = $13.79 a day</td>
<td>L</td>
<td></td>
<td>$413.70</td>
</tr>
<tr>
<td>003</td>
<td>003</td>
<td>Hazard Insurance</td>
<td>1200.00 yr 100.00 mo 12 mos</td>
<td>O</td>
<td></td>
<td>$1,200.00</td>
</tr>
<tr>
<td>007</td>
<td>007</td>
<td>Taxes Payable at Closing</td>
<td></td>
<td>O</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1000</td>
<td></td>
<td>Reserve Deposited with Lender</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1002</td>
<td>1002</td>
<td>Hazard Insurance</td>
<td>1200.00 yr 100.00 mo 2 mos</td>
<td>O</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>1004</td>
<td>1004</td>
<td>County Property Taxes</td>
<td>1.57% 2150.00 yr 175.00 mo 2 mos</td>
<td>O</td>
<td></td>
<td>$350.00</td>
</tr>
<tr>
<td>1009</td>
<td>1009</td>
<td>Aggregate Adjustment</td>
<td></td>
<td>L</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1100</td>
<td></td>
<td>Title Charges</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1101</td>
<td>1101</td>
<td>Title Examination Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$175.00</td>
</tr>
<tr>
<td>1103</td>
<td>1103</td>
<td>Title-Owners Policy</td>
<td>0.100 points * $800.00</td>
<td>S</td>
<td></td>
<td>$908.00</td>
</tr>
<tr>
<td>1104</td>
<td>1104</td>
<td>Lenders Title Insurance</td>
<td>0.150 points * $200.00</td>
<td>O</td>
<td></td>
<td>$413.00</td>
</tr>
<tr>
<td>1107</td>
<td>1107</td>
<td>Attorney Fees</td>
<td></td>
<td>O</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1200</td>
<td></td>
<td>Government Recording and Transfer Charges</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1202</td>
<td>1202</td>
<td>Recording Fee</td>
<td></td>
<td>O</td>
<td></td>
<td>$250.00</td>
</tr>
<tr>
<td>1203</td>
<td>1203</td>
<td>FL Doc Stamps on Deed</td>
<td>0.784 points * $50.00</td>
<td>S</td>
<td></td>
<td>$392.00</td>
</tr>
<tr>
<td>1204</td>
<td>1204</td>
<td>FL Intangible Tax</td>
<td>0.335 points * $200.00</td>
<td>O</td>
<td></td>
<td>$222.00</td>
</tr>
<tr>
<td>1205</td>
<td>1205</td>
<td>FL Doc Stamps on Mortgage</td>
<td>0.355 points *</td>
<td>O</td>
<td></td>
<td>$385.00</td>
</tr>
<tr>
<td>1300</td>
<td></td>
<td>Additional Settlement Charges</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>1304</td>
<td>1304</td>
<td>Survey</td>
<td></td>
<td>O</td>
<td></td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**MOVEMENT MORTGAGE**

WWW.MOVEMENTMORTGAGE.COM
## 800: Items Payable in Connection with Loan – Branch and 3rd Party Fees

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>801</td>
<td>1</td>
<td>Loan Origination Fee</td>
<td>Must be a Positive #</td>
</tr>
<tr>
<td>802</td>
<td>802</td>
<td>2</td>
<td>Loan Discount Fee</td>
<td>Can be a positive (except NC loans) OR Negative Number</td>
</tr>
<tr>
<td>804</td>
<td>804</td>
<td>3</td>
<td>Appraisal Fee</td>
<td>Check Appraisal Guide for Fee – Minimum $450</td>
</tr>
<tr>
<td>805</td>
<td>805</td>
<td>3</td>
<td>Credit Report Fee</td>
<td>Minimum $50, $25 per each additional borrower</td>
</tr>
<tr>
<td>808-810</td>
<td>801</td>
<td>1</td>
<td>Application, Processing, or Underwriting</td>
<td>Check LO list for Branch Fees.</td>
</tr>
<tr>
<td>813</td>
<td>813</td>
<td>3</td>
<td>Flood Cert Fee</td>
<td>Our Flood Cert is disclosed @$7</td>
</tr>
<tr>
<td>815</td>
<td>815</td>
<td>3</td>
<td>Final Inspection Fee</td>
<td>Disclosed at $150.00 but not required, LO can remove</td>
</tr>
<tr>
<td>816</td>
<td>801</td>
<td>1</td>
<td>IRS Transcript Fee</td>
<td>$20 per Borrower on file</td>
</tr>
<tr>
<td>819</td>
<td>819</td>
<td>3</td>
<td>VOE Fee</td>
<td>No longer charged upfront</td>
</tr>
<tr>
<td>839</td>
<td>839</td>
<td>3</td>
<td>Cond Questionnaire Fee</td>
<td>$300 Must be disclosed on Condos and Site Condos</td>
</tr>
</tbody>
</table>

All fees in the 800’s are either a Zero Tolerance or 10% Tolerance Item - **CHECK ALL FEES**

## 900: Items Required by Lender to be Paid in Advance – Fees Due at Closing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>901</td>
<td>901</td>
<td>10</td>
<td>Prepaid Interest</td>
<td>If Auto-disclosed, use 30 days or leave what’s reflecting</td>
</tr>
<tr>
<td>903</td>
<td>903</td>
<td>11</td>
<td>Hazard Insurance</td>
<td>Required on Purchases, always 12 months. May be due on refis.</td>
</tr>
<tr>
<td>907</td>
<td>107</td>
<td>n/a</td>
<td>Taxes Payable at Closing</td>
<td>Not required. If in file, leave it.</td>
</tr>
</tbody>
</table>

## 1000: Reserves Deposited with Lender – Required in Fee Screen when the borrower is Escrowing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002</td>
<td>1002</td>
<td>9</td>
<td>Hazard Insurance</td>
<td>Must be in fee screen on files that require escrows, standard 2 months.</td>
</tr>
<tr>
<td>1003</td>
<td>1003</td>
<td>9</td>
<td>City Property Taxes</td>
<td>Must be in fee screen on files that require escrows, standard 2 months.</td>
</tr>
<tr>
<td>1004</td>
<td>1004</td>
<td>9</td>
<td>County Property Taxes</td>
<td>Must be in fee screen on files that require escrows, standard 2 months.</td>
</tr>
<tr>
<td>1009</td>
<td>1009</td>
<td>n/a</td>
<td>Aggregate Adjustment</td>
<td>This should be marked NO for show on GFE.</td>
</tr>
</tbody>
</table>

If not escrowing, delete lines. If they are in the fees screen, yet not required to escrow, leave these lines in file.

## 1100: Title Charges – LOs input title fees, they should have SOME fees in the file. Leave what they have.

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1103</td>
<td>1103</td>
<td>5</td>
<td>Title – Owners Policy</td>
<td>Must be disclosed on ALL purchases</td>
</tr>
</tbody>
</table>

Title Fees are inputted by the LO, there MUST be SOME fees. Leave in what LO has. Not included in tolerance if borrower Does not select our Preferred Service Provider.
1200: Government Recording and Transfer Charges – Fees fall in Zero and 10% Tolerance

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1202</td>
<td>1202</td>
<td>7</td>
<td>Recording Fee</td>
<td>Check State Guide for minimum amount</td>
</tr>
<tr>
<td>1204</td>
<td>1204</td>
<td>8</td>
<td>County Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
<tr>
<td>1205</td>
<td>1205</td>
<td>8</td>
<td>State Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
</tbody>
</table>

Each state requires something different for Transfer Taxes (state stamps). MUST check state guide this is a zero tolerance fee.

1300: Additional Settlement Charges – Additional Settlement Charges

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1304</td>
<td>1304</td>
<td>6</td>
<td>Survey</td>
<td>Required for loans in states: FL, TX</td>
</tr>
</tbody>
</table>

These fees are charges that the borrower can shop for and not required by us, but may be required for the loan type of state.

Conventional Loan Mortgage Insurance

**Lender Paid Mortgage Insurance (LPMI)**

- Program Codes include anything with (LPMI) after it.
- Requires no additional MI or fees in the file, this is built into the rate. Loans with LPMI will look like the conventional loan above.
- Will require re-disclosure for additional Credit Supplements, Final Inspection or other 10% tolerance fees as this has no room for increase.
- We do not offer LP Monthly MI, this is single premium only.
- Needs to be reviewed for changes after the lock desk has received the cert and updated the file.

**Borrower Paid Single Premium Mortgage Insurance (BPMI)**

- Program Codes include anything with (BPMI) after it.
- Requires line 902: Single Premium Mortgage Insurance to be added to the fee screen. Nothing is added to the Mortgage Data Screen as this is only for Monthly MI.
- Requires an escrow account for taxes and insurance
- Single Premium is included in the 10% tolerance.

**Borrower Paid Single Premium Mortgage Insurance (Financed MI)**

- Program Codes include anything with (Financed MI) after it.
- Requires both 904 and 905 lines. The whole dollar amount is place on line 904 which is financed into the loan. The change is placed on line 905, which is not allowed to be financed into the loan.

Deleted: Page Break
Borrower Paid Monthly Mortgage Insurance (Monthly MI)

- Requires line 1003: Mortgage insurance to be added to the fee screen. Total amount collected should be zero as we do not hold an escrow account for this; it is paid monthly.
- This should never be updated in the fee screen. All changes to Monthly MI should be made in the Mortgage Data Screen.

- Open the Mortgage Data Screen and click the ellipses next to the Mortgage Insurance Field. This will open-up the Mortgage Insurance Edit Box. Click on the ellipses next to the Name to open the Mortgage Insurance Lookup Field.
- The MI factor selected needs to match the terms at the bottom of the screen.
- Make sure to select the right amount of coverage %.
MI Rate Guide to Use for a Quote

Primary Residence, Purchase, A Credit, Greater than 25 years, Non-Refundable

<table>
<thead>
<tr>
<th>Monthly^4</th>
<th>Fixed level payments for the first 5 years</th>
<th>Non-Fixed</th>
<th>Actual or potential payment changes during the first 5 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>97% to 95.01%</td>
<td>35%</td>
<td>1.05%</td>
<td>1.10%</td>
</tr>
<tr>
<td>95% to 90.01%</td>
<td>30%</td>
<td>0.95%</td>
<td>0.96%</td>
</tr>
<tr>
<td>90% to 85.01%</td>
<td>25%</td>
<td>0.71%</td>
<td>0.77%</td>
</tr>
<tr>
<td>95% to 85.01%</td>
<td>16%</td>
<td>0.48%</td>
<td>0.56%</td>
</tr>
<tr>
<td>85% and under 6%</td>
<td>0.20%</td>
<td>0.25%</td>
<td>0.25%</td>
</tr>
<tr>
<td>Single^4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Adjustments

- Minimum Monthly and Annual rate = 13%
- Minimum Single rate = .69%

1. The loan Amounts do not apply in Alaska and Hawaii with amounts ≤ $417,000.01 ≤ $625,500.
2. Cancellation under the Homeowners Protection Act of 1999 is detailed in the Home Card Notes.

FHA Loans

Includes Program Codes

- FHA 15yr Fixed
- FHA 15 yr HUD REO
- FHA 5/1yr ARM
- FHA 30 DAP

- FHA 30yr Fixed
- FHA 30yr HUD REO
- FHA 30yr Streamline
- FHA 30yr GNND

- FHA 30yr High Balance
- FHA 30yr HUD REO MCC
- FHA 30yr Fixed MCC

- FHA 30yr 203K
- FHA 30yr HUD REO MCC
- FHA 30yr Streamline
- FHA 203K
- FHA 203K SL
- FHA 184
- FHA 30yr Streamline
- FHA 203K
- FHA 203K SL

- FHA BTW

Notes on FHA Loan

- Max LTV are as follows: If over email LO to confirm program.
  - Purchase – Max LTV is 96.5% on Standard FHA
  - Streamline & No Cash-Out Refinance - Max LTV is 97.75%
  - Cash-Out Refinance – Max LTV is 85%

- Escrows are required on FHA loans.
- Branch fees are required. If the LO wishes to “waive” a branch fee, this must be done in the form of a Lender Credit.
- ARM loans will require the CHARM booklet and ARM disclosure.

- FHA Streamlines may have lower MI factors. LO needs to confirm if borrower qualifies for the lower rates. This is for rate and term refinance only.

- MCC files are set up the same, but will have the MCC fee. Most states are $425 and are a 10% Tolerance Fee. Some states are a percentage of the loan amount. Check State Guide for current information.

- FHA HUD REO require the HUD REO Admin Fee

- FHA GNND – Stands for Good Neighbor Next Door. This program offers to pay 50% of the cost of the house for qualifying borrowers.

- If the program is FHA DAP, the LO must confirm what DAP type they are using. Disclosures are not to be sent until DAP program is confirmed for additional fees. These may require a 2nd to be disclosed. See separate list of FHA DAP programs.
Current FHA Mortgage Insurance Guidelines

<table>
<thead>
<tr>
<th>FHA Terms</th>
<th>Up Front MIP</th>
<th>LTV</th>
<th>Monthly MIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 30 years</td>
<td>1.75%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base Loan Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above $625,500</td>
<td>&gt; 95%</td>
<td>1.55%</td>
<td></td>
</tr>
<tr>
<td>Above $625,500</td>
<td>≤ 95%</td>
<td>1.00%</td>
<td></td>
</tr>
<tr>
<td>≤ $625,500</td>
<td>&gt; 95%</td>
<td>1.35%</td>
<td></td>
</tr>
<tr>
<td>≤ $625,500</td>
<td>≤ 95%</td>
<td>1.30%</td>
<td></td>
</tr>
</tbody>
</table>

| Qualifying FHA Streamlines | Up Front MIP | 0.01% |
|                          | Monthly MIP  | 0.55% |

- *Must have an original endorsement date of May 31, 2009 or before*
- AND
- *Must have a FHA case number assigned on June 11, 2012 or after*

- *Files with a case number assigned 6/3/13, will have MI through the life of the loan*

There is no Monthly MI on 15 years or less with an LTV of 78% or lower for Case Numbers endorsed 6/2/13 and prior
Fee Screen Example

Example of FHA Loan:

The Padlock in the center of toolbar must be locked before doing anything in this screen.

<table>
<thead>
<tr>
<th>Fee #</th>
<th>HUD#</th>
<th>GFE Block</th>
<th>Fee Name</th>
<th>Fee Type</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>001</td>
<td>1</td>
<td>Loan Origination Fee</td>
<td></td>
<td>L</td>
<td>$0.00</td>
</tr>
<tr>
<td>802</td>
<td>001</td>
<td>2</td>
<td>Loan Discount Fee</td>
<td></td>
<td>L</td>
<td>$0.00</td>
</tr>
<tr>
<td>904</td>
<td>004</td>
<td>3</td>
<td>Appraisal Fee</td>
<td></td>
<td>O</td>
<td>$475.00</td>
</tr>
<tr>
<td>805</td>
<td>005</td>
<td>3</td>
<td>Credit Report Fee</td>
<td></td>
<td>O</td>
<td>$50.00</td>
</tr>
<tr>
<td>810</td>
<td>010</td>
<td>1</td>
<td>Application Fee</td>
<td></td>
<td>L</td>
<td>$750.00</td>
</tr>
<tr>
<td>813</td>
<td>013</td>
<td>3</td>
<td>Flood Certification Fee</td>
<td></td>
<td>O</td>
<td>$7.00</td>
</tr>
<tr>
<td>816</td>
<td>016</td>
<td>1</td>
<td>IRS Transcript Fee</td>
<td></td>
<td>O</td>
<td>$20.00</td>
</tr>
<tr>
<td>819</td>
<td>019</td>
<td>3</td>
<td>VQE Fee</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

4 Items Required by Lender to be Paid in Advance

<table>
<thead>
<tr>
<th>Fee #</th>
<th>HUD#</th>
<th>GFE Block</th>
<th>Fee Name</th>
<th>Fee Type</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>901</td>
<td>001</td>
<td>10</td>
<td>Prepaid Interest</td>
<td></td>
<td>L</td>
<td>$106.48</td>
</tr>
<tr>
<td>902</td>
<td>002</td>
<td>3</td>
<td>Mortgage Insurance Premium</td>
<td></td>
<td>O</td>
<td>$2,005.11</td>
</tr>
<tr>
<td>903</td>
<td>003</td>
<td>11</td>
<td>Hazard Insurance</td>
<td></td>
<td>O</td>
<td>$900.00</td>
</tr>
<tr>
<td>507</td>
<td>057</td>
<td>107</td>
<td>Taxes payable at closing</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

10 Items Deposited with Lender

<table>
<thead>
<tr>
<th>Fee #</th>
<th>HUD#</th>
<th>GFE Block</th>
<th>Fee Name</th>
<th>Fee Type</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>902</td>
<td>002</td>
<td>3</td>
<td>Mortgage Insurance</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
<tr>
<td>904</td>
<td>004</td>
<td>9</td>
<td>County Property Taxes</td>
<td></td>
<td>O</td>
<td>$149.16</td>
</tr>
<tr>
<td>1000</td>
<td>100</td>
<td>1009</td>
<td>Aggregate Adjustment</td>
<td></td>
<td>L</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

11 Title Charges

<table>
<thead>
<tr>
<th>Fee #</th>
<th>HUD#</th>
<th>GFE Block</th>
<th>Fee Name</th>
<th>Fee Type</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1101</td>
<td>110</td>
<td>1</td>
<td>Title Examination Fee</td>
<td></td>
<td>O</td>
<td>$175.00</td>
</tr>
<tr>
<td>1103</td>
<td>110</td>
<td>5</td>
<td>Title - Owners Policy</td>
<td></td>
<td>O</td>
<td>$156.12</td>
</tr>
<tr>
<td>1104</td>
<td>110</td>
<td>4</td>
<td>Lenders Title Insurance</td>
<td></td>
<td>O</td>
<td>$484.10</td>
</tr>
<tr>
<td>1107</td>
<td>110</td>
<td>1</td>
<td>Attorney Fees</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
<tr>
<td>1142</td>
<td>114</td>
<td>4</td>
<td>Title Insurance Binder</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

12 Government Recording and Transfer Charges

<table>
<thead>
<tr>
<th>Fee #</th>
<th>HUD#</th>
<th>GFE Block</th>
<th>Fee Name</th>
<th>Fee Type</th>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200</td>
<td>120</td>
<td>7</td>
<td>Recording Fee</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
<tr>
<td>1206</td>
<td>120</td>
<td>8</td>
<td>SC Deed Stamps</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
<tr>
<td>1207</td>
<td>120</td>
<td>1</td>
<td>Additional Settlement Charges</td>
<td></td>
<td>O</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

MOVEMENT MORTGAGE
WWW.MOVEMENTMORTGAGE.COM
## 800: Items Payable in Connection with Loan – Branch and 3rd Party Fees

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>801</td>
<td>1</td>
<td>Loan Origination Fee</td>
<td>Must be a Positive #</td>
</tr>
<tr>
<td>802</td>
<td>802</td>
<td>2</td>
<td>Loan Discount Fee</td>
<td>Can be a positive (except NC) OR Negative Number</td>
</tr>
<tr>
<td>804</td>
<td>804</td>
<td>3</td>
<td>Appraisal Fee</td>
<td>Check Appraisal Guide for Fee – Minimum $475</td>
</tr>
<tr>
<td>805</td>
<td>805</td>
<td>3</td>
<td>Credit Report Fee</td>
<td>Minimum $50, $25 per each additional borrower</td>
</tr>
<tr>
<td>808</td>
<td>801</td>
<td>1</td>
<td>Application, Processing, or Underwriting</td>
<td>Check LO list for Branch Fees.</td>
</tr>
<tr>
<td>813</td>
<td>813</td>
<td>3</td>
<td>Flood Cert Fee</td>
<td>Our Flood Cert is disclosed @$7</td>
</tr>
<tr>
<td>815</td>
<td>815</td>
<td>3</td>
<td>Final Inspection Fee</td>
<td>Disclosed at $150.00 but not required, LO can remove.</td>
</tr>
<tr>
<td>816</td>
<td>801</td>
<td>1</td>
<td>IRS Transcript Fee</td>
<td>$20 per Borrower on file</td>
</tr>
<tr>
<td>819</td>
<td>819</td>
<td>3</td>
<td>VOE Fee</td>
<td>No longer charged upfront</td>
</tr>
<tr>
<td>839</td>
<td>839</td>
<td>3</td>
<td>Condo Questionnaire Fee</td>
<td>$300 Must be disclosed on Condos and Site Condos</td>
</tr>
</tbody>
</table>

All fees in the 800's are either a Zero Tolerance or 10% Tolerance Item - CHECK ALL FEES

## 900: Items Required by Lender to be Paid in Advance – Fees Due at Closing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>901</td>
<td>901</td>
<td>10</td>
<td>Prepaid Interest</td>
<td>Must have at least a minimum of 15 days disclosed on all FHA loans</td>
</tr>
<tr>
<td>902</td>
<td>902</td>
<td>3</td>
<td>Mortgage Insurance</td>
<td>Required on both Purchase and Refi’s. See current FHA Guide</td>
</tr>
<tr>
<td>903</td>
<td>903</td>
<td>11</td>
<td>Hazard Insurance</td>
<td>Required on Purchases, always 12 months. May be due on refis.</td>
</tr>
<tr>
<td>907</td>
<td>107</td>
<td>n/a</td>
<td>Taxes Payable at Closing</td>
<td>Not required. If in file, leave it.</td>
</tr>
</tbody>
</table>

## 1000: Reserves Deposited with Lender – Required in Fee Screen when the borrower is Escrowing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002</td>
<td>1002</td>
<td>9</td>
<td>Hazard Insurance</td>
<td>Required to escrow, standard 2 months.</td>
</tr>
<tr>
<td>1003</td>
<td>1003</td>
<td>9</td>
<td>Mortgage Insurance</td>
<td>Must show in fee screen to properly reflect on GFE/TIL. Not escrowed</td>
</tr>
<tr>
<td>1004</td>
<td>1004</td>
<td>9</td>
<td>City Property Taxes</td>
<td>Requires escrows, standard 2 months.</td>
</tr>
<tr>
<td>1005</td>
<td>1005</td>
<td>9</td>
<td>County Property Taxes</td>
<td>Requires escrows, standard 2 months.</td>
</tr>
<tr>
<td>1009</td>
<td>1009</td>
<td>n/a</td>
<td>Aggregate Adjustment</td>
<td>This should be marked NO for show on GFE.</td>
</tr>
</tbody>
</table>

## 1100: Title Charges - Title fees are inputted by the LO, they should have SOME fees in the file. Leave what they have.

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1103</td>
<td>1103</td>
<td>5</td>
<td>Title – Owners Policy</td>
<td>Must be disclosed on ALL purchases</td>
</tr>
</tbody>
</table>

Title Fees are inputted by the LO, there MUST be SOME fees. Leave in what LO has. No tolerance, if borrower Does not select our Preferred Service Provider.
1200: Government Recording and Transfer Charges – Fees fall in Zero and 10% Tolerance

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1202</td>
<td>1202</td>
<td>7</td>
<td>Recording Fee</td>
<td>Check State Guide for minimum amount</td>
</tr>
<tr>
<td>1204</td>
<td>1204</td>
<td>8</td>
<td>County Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
<tr>
<td>1205</td>
<td>1205</td>
<td>8</td>
<td>State Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
</tbody>
</table>

Each state requires something different for Transfer Taxes (state stamps). MUST check state guide this is a zero tolerance fee.

1300: Additional Settlement Charges – Additional Settlement Charges

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1304</td>
<td>1304</td>
<td>6</td>
<td>Survey</td>
<td>Required for loans in states: FL, TX</td>
</tr>
</tbody>
</table>

These fees are charges that the borrower can shop for and not required by us, but may be required for the loan type of state.
VA Loans

Includes Program Codes

- VA 15 yr Fixed
- VA IRRRL 30 yr
- VA 30 yr Fixed
- VA IRRRL 5/1 ARM
- VA 30 yr High Balance
- VA 5/1 ARM
- VA 30 MCC
- VHDA VA

Notes on VA Loan

- LTV can be up to 100%, if over email LO to confirm program.
- Escrows are required on VA Loans.
- Requires VA Funding Fee. Borrower may be exempt from Funding Fee which can show as 0 points. Check current VA Guidelines for Funding Fee Rates.
- Funding Fee is dependent on: transaction type, down payment, whether the Veteran is considered ‘Regular Military’ or ‘Reserves/National Guard’.
- VA IRRRL’s are Interest Rate Reduction Refinance and only and have a .50% Funding Fee. If the LO has .50% on any other VA refinance, they need to confirm that the program needs to be changed to an IRRRL.
- Branch fees are VA Non-Allowable and cannot be charged. The only exception is on a Purchase where the Seller has agreed to pay for the Non-Allowable fees. This will then have to be disclosed on the GFE/TIL and marked as seller paid in the fee screen.
- There is no Monthly Mortgage Insurance, only the VA Funding Fee which is paid up front.
- Can be financed into the loan or paid at closing.
Current VA Mortgage Insurance Guidelines

### Purchase Transactions

<table>
<thead>
<tr>
<th>Type of Veteran</th>
<th>Down Payment</th>
<th>LTV</th>
<th>Funding Fee for First Time Use</th>
<th>Funding Fee for Subsequent Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Military</td>
<td>0% - 4.99%</td>
<td>95.01% - 100%</td>
<td>2.15%</td>
<td>3.30%</td>
</tr>
<tr>
<td></td>
<td>5% - 9.99%</td>
<td>90.01% - 95%</td>
<td>1.50%</td>
<td>1.50%</td>
</tr>
<tr>
<td></td>
<td>10% or more</td>
<td>90% or less</td>
<td>1.25%</td>
<td>1.25%</td>
</tr>
<tr>
<td>Reserves/National Guard</td>
<td>0% - 4.99%</td>
<td>95.01% - 100%</td>
<td>2.40%</td>
<td>3.30%</td>
</tr>
<tr>
<td></td>
<td>5% - 9.99%</td>
<td>90.01% - 95%</td>
<td>1.75%</td>
<td>1.75%</td>
</tr>
<tr>
<td></td>
<td>10% or more</td>
<td>90% or less</td>
<td>1.50%</td>
<td>1.50%</td>
</tr>
</tbody>
</table>

### Refinance Transactions

<table>
<thead>
<tr>
<th>Type of Veteran</th>
<th>Funding Fee for First Time Use</th>
<th>Funding Fee for Subsequent Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Military</td>
<td>2.15%</td>
<td>3.30%</td>
</tr>
<tr>
<td>Reserves/National Guard</td>
<td>2.40%</td>
<td>3.30%</td>
</tr>
</tbody>
</table>

### VA IRRRL Transactions

<table>
<thead>
<tr>
<th>Type of Loan</th>
<th>Percentage for both First Time and Subsequent Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Rate Reduction Refinancing</td>
<td>0.50%</td>
</tr>
</tbody>
</table>
Fee Screen Example

Example of VA Loan:

<table>
<thead>
<tr>
<th>Fee #</th>
<th>HUD-4</th>
<th>GFE Block</th>
<th>Fee Name</th>
<th>Fee</th>
<th>By To Total</th>
<th>HUD-4</th>
<th>Compare</th>
</tr>
</thead>
<tbody>
<tr>
<td>091</td>
<td>001</td>
<td>1</td>
<td>Loan Origination Fee</td>
<td>1.00% points +</td>
<td>L</td>
<td>$1,140.00</td>
<td>$1,140.00</td>
</tr>
<tr>
<td>092</td>
<td>002</td>
<td>2</td>
<td>Loan Discount Fee</td>
<td>points +</td>
<td>L</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>094</td>
<td>004</td>
<td>3</td>
<td>Appraisal Fee</td>
<td></td>
<td>O</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>095</td>
<td>005</td>
<td>3</td>
<td>Credit Report Fee</td>
<td></td>
<td>O</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>013</td>
<td>013</td>
<td>3</td>
<td>Flood Certification Fee</td>
<td></td>
<td>O</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>500</td>
<td></td>
<td></td>
<td>Fee</td>
<td>Items Required by Lender to be Paid in Advance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>501</td>
<td>001</td>
<td>10</td>
<td>Prepaid Interest</td>
<td>15 days at 3.875 % or 12 mos</td>
<td>L</td>
<td>$185.40</td>
<td>$185.40</td>
</tr>
<tr>
<td>503</td>
<td>003</td>
<td>11</td>
<td>Hazard Insurance</td>
<td>600.00 yr 60.00 mo 12 mos</td>
<td>O</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>504</td>
<td>004</td>
<td>3</td>
<td>VA Funding Fee</td>
<td>2.15% points +</td>
<td>O</td>
<td>$2,461.00</td>
<td>$2,461.00</td>
</tr>
<tr>
<td>507</td>
<td>107</td>
<td></td>
<td>Taxes payable at closing</td>
<td></td>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td></td>
<td></td>
<td>Fee</td>
<td>Reserves Deposited with Lender</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1002</td>
<td>1002</td>
<td>0</td>
<td>Hazard Insurance</td>
<td>600.00 yr 50.00 mo 2 mos</td>
<td>O</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>1004</td>
<td>1004</td>
<td>5</td>
<td>County Property Taxes</td>
<td>1.271% 1449.00 yr 120.75 mo 2 mos</td>
<td>O</td>
<td>$241.50</td>
<td>$241.50</td>
</tr>
<tr>
<td>1009</td>
<td>1009</td>
<td></td>
<td>Aggregate Adjustment</td>
<td></td>
<td>L</td>
<td>$9.00</td>
<td>NA</td>
</tr>
<tr>
<td>1100</td>
<td></td>
<td></td>
<td>Fee</td>
<td>Title Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1101</td>
<td>1101</td>
<td>4</td>
<td>Title Examination Fee</td>
<td></td>
<td>O</td>
<td>$175.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>1103</td>
<td>1103</td>
<td>5</td>
<td>Title - Owners Policy</td>
<td>0.29% points +</td>
<td>O</td>
<td>$32.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>1104</td>
<td>1104</td>
<td>4</td>
<td>Lenders Title Insurance</td>
<td>0.29% points +</td>
<td>O</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>1107</td>
<td>1107</td>
<td>4</td>
<td>Attorney Fees</td>
<td></td>
<td>O</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>1200</td>
<td></td>
<td></td>
<td>Fee</td>
<td>Government Recording and Transfer Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1202</td>
<td>1202</td>
<td>7</td>
<td>Recording Fee</td>
<td></td>
<td>O</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>1205</td>
<td>1205</td>
<td>8</td>
<td>NC Board Stamps</td>
<td>0.29% points +</td>
<td>S O</td>
<td>$255.00</td>
<td>$255.00</td>
</tr>
<tr>
<td>1300</td>
<td></td>
<td></td>
<td>Fee</td>
<td>Additional Settlement Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1302</td>
<td>1302</td>
<td>0</td>
<td>Pest Inspection</td>
<td></td>
<td>S O</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
## 800: Items Payable in Connection with Loan – Branch and 3rd Party Fees

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>801</td>
<td>1</td>
<td>Loan Origination Fee</td>
<td>Must be a Positive #</td>
</tr>
<tr>
<td>802</td>
<td>802</td>
<td>2</td>
<td>Loan Discount Fee</td>
<td>Can be a positive (except NC loans) OR Negative Number</td>
</tr>
<tr>
<td>804</td>
<td>804</td>
<td>3</td>
<td>Appraisal Fee</td>
<td>Check Appraisal Guide for Fee – VA has set fees</td>
</tr>
<tr>
<td>805</td>
<td>805</td>
<td>3</td>
<td>Credit Report Fee</td>
<td>Minimum $50, $25 per each additional borrower</td>
</tr>
<tr>
<td>813</td>
<td>813</td>
<td>3</td>
<td>Flood Cert Fee</td>
<td>Our Flood Cert is disclosed @$7</td>
</tr>
<tr>
<td>815</td>
<td>815</td>
<td>3</td>
<td>Final Inspection Fee</td>
<td>Disclosed at $150.00 but not required, LO can remove</td>
</tr>
<tr>
<td>839</td>
<td>839</td>
<td>3</td>
<td>Condo Questionnaire Fee</td>
<td>$300 Must be disclosed on Condos and Site Condos</td>
</tr>
</tbody>
</table>

All fees in the 800’s are either a **Zero Tolerance** or **10% Tolerance** Item - CHECK ALL FEES

## 900: Items Required by Lender to be Paid in Advance – Fees Due at Closing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>901</td>
<td>901</td>
<td>10</td>
<td>Prepaid Interest</td>
<td>If Auto-disclosed, use 30 days</td>
</tr>
<tr>
<td>903</td>
<td>903</td>
<td>11</td>
<td>Hazard Insurance</td>
<td>Required on Purchases, always 12 months. May be due on refis.</td>
</tr>
<tr>
<td>904</td>
<td>904</td>
<td>3</td>
<td>VA Funding Fee</td>
<td>Must see the current VA Guidelines</td>
</tr>
<tr>
<td>907</td>
<td>107</td>
<td>n/a</td>
<td>Taxes Payable at Closing</td>
<td>Not required. If in file, leave it.</td>
</tr>
</tbody>
</table>

## 1000: Reserves Deposited with Lender – Required in Fee Screen when the borrower is Escrowing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002</td>
<td>1002</td>
<td>9</td>
<td>Hazard Insurance</td>
<td>Requires escrows, standard 2 months.</td>
</tr>
<tr>
<td>1003</td>
<td>1003</td>
<td>9</td>
<td>City Property Taxes</td>
<td>Requires escrows, standard 2 months.</td>
</tr>
<tr>
<td>1004</td>
<td>1004</td>
<td>9</td>
<td>County Property Taxes</td>
<td>Requires escrows, standard 2 months.</td>
</tr>
<tr>
<td>1009</td>
<td>1009</td>
<td>n/a</td>
<td>Aggregate Adjustment</td>
<td>If file has escrows, this line must be in fee screen. Not shown on GFE.</td>
</tr>
</tbody>
</table>

## 1100: Title Charges – LOs input title fees, they should have SOME fees in the file. Leave what they have.

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1103</td>
<td>1103</td>
<td>5</td>
<td>Title – Owners Policy</td>
<td>Must be disclosed on ALL purchases</td>
</tr>
</tbody>
</table>

**Title Fees are inputted by the LO, there MUST be SOME fees. Leave in what LO has. No tolerance, if borrower Does not select our Preferred Service Provider.**

## 1200: Government Recording and Transfer Charges – Fees fall in Zero and 10% Tolerance

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1202</td>
<td>1202</td>
<td>7</td>
<td>Recording Fee</td>
<td>Check State Guide for minimum amount</td>
</tr>
<tr>
<td>1204</td>
<td>1204</td>
<td>8</td>
<td>County Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
<tr>
<td>1205</td>
<td>1205</td>
<td>8</td>
<td>State Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
</tbody>
</table>

Each state requires something different for Transfer Taxes (state stamps). MUST check state guide this is a zero tolerance fee.
1300: Additional Settlement Charges – Additional Settlement Charges

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1302</td>
<td>1302</td>
<td>6</td>
<td>Pest Inspection</td>
<td>Required for VA Mortgage Loans</td>
</tr>
<tr>
<td>1304</td>
<td>1304</td>
<td>6</td>
<td>Survey</td>
<td>Required for loans in states: FL, TX</td>
</tr>
</tbody>
</table>

These fees are charges that the borrower can shop for and not required by us, but may be required for the loan type of state.
FHA 203k & 203k Streamline

Includes Program Codes

- FHA 203k
- FHA 230k SL
- FHA 203k HUD REO
- FHA 203k SL HUD REO

Notes on FHA Loan

- LTV has no limit and can be over 100%.
- Escrows are required on FHA loans.
- Does not qualify for lower FHA Streamline MI Premiums.
- Branch fees are required. If the LO wishes to “waive” a branch fee, this must be done in the form of a Lender Credit.
- Both Full 203k and 203k Streamlines require Supplemental Origination and 203k Inspection Fees. Full 203k requires a Consultant fee.
- Use the Maximum Mortgage Worksheet to confirm these fees and any other required fees. This must be filled out prior to disclosure. This must be reviewed prior to each re-disclosure on the file for changes to the 203k Fees.
- Branch fees are required. If the LO wishes to “waive” a branch fee, this must be done in the form of a Lender Credit.
- HUD REO Requires the HUD REO Admin fee on $200.

Example of Maximum Mortgage Worksheet:

- Looking for fees indicated below by the blue arrows. If on MMW, then it needs to be in fee screen.
- If the file is coded as FHA 203k, and the consultant fee is missing, email LO to confirm price of fee or if this is meant to be a 203k Streamline loan.
Fee Screen Example

Example of FHA 203k Loan

The Padlock in the center of toolbar must be locked before doing anything in this screen!
800: Items Payable in Connection with Loan – Branch and 3rd Party Fees

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>801</td>
<td>801</td>
<td>1</td>
<td>Loan Origination Fee</td>
<td>Must be a Positive #</td>
</tr>
<tr>
<td>802</td>
<td>802</td>
<td>2</td>
<td>Loan Discount Fee</td>
<td>Can be a positive (except NC) OR Negative Number</td>
</tr>
<tr>
<td>804</td>
<td>804</td>
<td>3</td>
<td>Appraisal Fee</td>
<td>Check Appraisal Guide for Fee – Minimum $525</td>
</tr>
<tr>
<td>805</td>
<td>805</td>
<td>3</td>
<td>Credit Report Fee</td>
<td>Minimum $50, $25 per each additional borrower</td>
</tr>
<tr>
<td>808-</td>
<td>801</td>
<td>1</td>
<td>Application, Processing, or Underwriting</td>
<td>Check LO list for Branch Fees.</td>
</tr>
<tr>
<td>810</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>811</td>
<td>801</td>
<td>1</td>
<td>HUD REO Admin Fee</td>
<td>$200</td>
</tr>
<tr>
<td>813</td>
<td>813</td>
<td>3</td>
<td>Flood Cert Fee</td>
<td>Our Flood Cert is disclosed @$7</td>
</tr>
<tr>
<td>816</td>
<td>801</td>
<td>1</td>
<td>IRS Transcript Fee</td>
<td>$20 per Borrower on file</td>
</tr>
<tr>
<td>829</td>
<td>829</td>
<td>3</td>
<td>203k Consultant Fee</td>
<td>Must match MMW – Require on Full 203k Only</td>
</tr>
<tr>
<td>830</td>
<td>801</td>
<td>1</td>
<td>203k Supplemental Origination</td>
<td>Must match MMW – Required on Full and SL</td>
</tr>
<tr>
<td>832</td>
<td>832</td>
<td>3</td>
<td>203k Inspection Fee</td>
<td>Must match MMW – Required on Full and SL</td>
</tr>
<tr>
<td>834</td>
<td>834</td>
<td>3</td>
<td>203k Architectural and Engineering Fees</td>
<td>These are rare – Check MMW, delete if $0</td>
</tr>
<tr>
<td>835</td>
<td>835</td>
<td>3</td>
<td>203k Permits</td>
<td>These are rare – Check MMW, delete if $0</td>
</tr>
</tbody>
</table>

All fees in the 800’s are either a Zero Tolerance or 10% Tolerance Item - CHECK ALL FEES

900: Items Required by Lender to be Paid in Advance – Fees Due at Closing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>901</td>
<td>901</td>
<td>10</td>
<td>Prepaid Interest</td>
<td>If Auto-disclosed, use 30 days</td>
</tr>
<tr>
<td>902</td>
<td>902</td>
<td>3</td>
<td>Mortgage Insurance</td>
<td>Required on both Purchase and Refi’s. See current FHA Guide</td>
</tr>
<tr>
<td>903</td>
<td>903</td>
<td>11</td>
<td>Hazard Insurance</td>
<td>Required on Purchases, always 12 months. May be due on refis</td>
</tr>
<tr>
<td>907</td>
<td>107</td>
<td>n/a</td>
<td>Taxes Payable at Closing</td>
<td>Not required. If in file, leave it.</td>
</tr>
</tbody>
</table>

1000: Reserves Deposited with Lender – Required in Fee Screen when the borrower is Escrowing

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1002</td>
<td>1002</td>
<td>9</td>
<td>Hazard Insurance</td>
<td>Required to escrow, standard 2 months.</td>
</tr>
<tr>
<td>1003</td>
<td>1003</td>
<td>9</td>
<td>Mortgage Insurance</td>
<td>Must show in fee screen to properly reflect on GFE/TIL, Not escrowed</td>
</tr>
<tr>
<td>1004</td>
<td>1004</td>
<td>9</td>
<td>City Property Taxes</td>
<td>Requires escrows, standard 2 months.</td>
</tr>
<tr>
<td>1005</td>
<td>1005</td>
<td>9</td>
<td>County Property Taxes</td>
<td>Requires escrows, standard 2 months.</td>
</tr>
<tr>
<td>1009</td>
<td>1009</td>
<td>n/a</td>
<td>Aggregate Adjustment</td>
<td>This should be marked NO for show on GFE.</td>
</tr>
</tbody>
</table>

1100: Title Charges – LOs input title fees, they should have SOME fees in the file. Leave what they have.

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1103</td>
<td>1103</td>
<td>5</td>
<td>Title – Owners Policy</td>
<td>Must be disclosed on ALL purchases</td>
</tr>
<tr>
<td>1124</td>
<td>1124</td>
<td>4</td>
<td>203k Title Updated Fee</td>
<td>Must Match MMW – Required on Full and SL</td>
</tr>
</tbody>
</table>

Title Fees are inputted by the LO, there MUST be SOME fees. Leave in what LO has.
1200: Government Recording and Transfer Charges – Fees fall in Zero and 10% Tolerance

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1202</td>
<td>1202</td>
<td>7</td>
<td>Recording Fee</td>
<td>Check State Guide for minimum amount</td>
</tr>
<tr>
<td>1204</td>
<td>1204</td>
<td>8</td>
<td>County Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
<tr>
<td>1205</td>
<td>1205</td>
<td>8</td>
<td>State Stamps</td>
<td>Check State Guide for Calculations</td>
</tr>
</tbody>
</table>

Each state requires something different for Transfer Taxes (state stamps). MUST check state guide this is a zero tolerance fee.

1300: Additional Settlement Charges – Additional Settlement Charges

<table>
<thead>
<tr>
<th>Fee #</th>
<th>Hud #</th>
<th>Block</th>
<th>Fee Name</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1304</td>
<td>1304</td>
<td>6</td>
<td>Survey</td>
<td>Required for loans in states: FL, TX</td>
</tr>
</tbody>
</table>

These fees are charges that the borrower can shop for and not required by us, but may be required for the loan type of state.
Appendix B: GFE Tolerance Fees

What fees need to be disclosed when increased?

For the purpose of staying in compliance and avoiding a tolerance cure at closing, the Disclosure Department would need to be notified when any of the zero and/or 10% tolerance fees increase. In the event a lender credit, found on line 2 of the fee screen (802), decreased from the previously disclosed amount, the Disclosure Department would have to be notified of this change.

ZERO Tolerance Fees: This category of fees is subject to a zero tolerance standard. The fees estimated on the GFE many not be exceeded at closing. The Disclosure Department would have to be notified in the event any of these fees increased. These fees include:

- The loan originator’s own origination charge, including processing/application/underwriting fees.
- Credit or charge for an interest rate once the interest rate is locked
- IRS Transcript fees
- State/Local property transfer taxes

10% Tolerance Fees: This category of fees, while each individual fee may increase or decrease, the sum of the charges at settlement may not be greater than ten percent above the sum of the amounts included on the GFE. The Disclosure Department would have to be notified in the event any of these fees increased. These fees include:

- Appraisal Fee
- Credit Report
- Flood Certification Fee
- Final Inspection
- VOE Fee
- Upfront Mortgage Insurance (Conventional loans-900s)
- VA Funding Fee
- Upfront MIP (FHA loans-900s)
- USDA upfront Fee (900s)
- Recording Fee

No Tolerance Fees: This category of fees can change with no penalty to the lender. These fees can and may change from the last disclosed GFE without any need to notify the Disclosure Department.

- Services that the borrower selects his own 3rd party provider
- Title services, lender’s and owner’s title insurance
- Initial escrow deposits
- Per diem interest
- Home owner’s insurance
- Flood insurance
Appendix C: Valid Change of Circumstance

***MUST DISCLOSE WITHIN 3 DAYS OF DOCUMENTED PROOF OF THE CHANGE OF CIRCUMSTANCE***

Loan Terms

- Sales price – if the sales price is linked to the transfer taxes (see state guide)
- Loan amount increase
- Interest Rate (if decreased point may have been added)
- Loan program
- LTV increase or decrease (if gov. or conv. Could affect the Upfront MI or Monthly MI factor)
- Term of the Loan changes (30year to 15 year or vice versa)
- MI Cert comes in Higher than disclosed
- COE comes in showing different VA eligibility than disclosed
- Borrowers credit score changes resulting in an increase charges
- Co-borrower added
- Property use changes from Owner-Occupied to Investment
- Property type changes: (SF/Multi-family/condo) (this would change the appraisal amount disclosed)
- Vendor originally selected to perform a settlement service goes out of business or stops offering the service
- Lock
- Lock extension
- Address change on New Construction
- Transaction type changes (refinance to a purchase...vice versa)

Fee Screen

- 801(NC only)/802 fees change due to pricing
- Invoice comes in higher than what is disclosed (appraisal, final inspection, credit report, IRS transcript, VOE, condo questionnaire, etc.)
- Recording fees—if we have the need for a Power of Attorney or any other recordable documents not known up front we can re disclose for recording costs (only the recording fee can change with this change of circumstance all other prior disclosed fees must remain the same.

- Transfer taxes—if the state or county taxes increased we can re disclose (must be verified by a manager), OR on a refinance where there is a transfer of title so transfer taxes become required and we have a deed. (must be reviewed and signed off on by a manager) Sales price or loan amount increase.
- If additional services are required such as a pest, survey, structural inspection, or other inspections.

***Please note that LOCKING the loan is NOT a valid change of circumstance to add origination fee (NC is the exception) or increase fees if initial disclosures have already gone out***

802 can increase or the credit removed due to pricing if the loan has NOT been locked.
# Appendix D: Appraisal Fee Guide

<table>
<thead>
<tr>
<th>Conventional</th>
<th>FHA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>$450</td>
</tr>
<tr>
<td>Second</td>
<td>$475</td>
</tr>
</tbody>
</table>
| Investment   | $625+| Investment   | $650+
| Two-Four Units | $700+| Two-Four Units | $700+
| Value over $600K | $625+| Value over $600K | $650+
| Final Inspections | $150+| Final Inspection | $150+
| Rush Fee     | $100 | Rush Fee     | $100 |
| Home Style   | $525 | Home Style   | $525 |
| Big Easy/Chase Jumbo | $800 | FHA 203K | $525 |
| Ever Bank    | $810 | Ever Bank    | $810 |
| HECM         | $475 | HECM         | $475 |
| USDA         | $475 | USDA         | $475 |

**Appraisals may not be required on the following loan programs**

<table>
<thead>
<tr>
<th>DU Refi Plus</th>
<th>Open Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>FHA Streamline</td>
<td>VA IRRRL</td>
</tr>
<tr>
<td>FHA Hud Repo</td>
<td>Home Path</td>
</tr>
</tbody>
</table>

## VA Loans

### VA IRRRL’s

<table>
<thead>
<tr>
<th>States</th>
<th>SF</th>
<th>Condo</th>
<th>Multi</th>
<th>2 unit</th>
<th>3 unit</th>
<th>4 unit</th>
<th>New Con SF</th>
<th>Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>425</td>
<td>425</td>
<td>500</td>
<td>600</td>
<td>600</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Alaska</td>
<td>700</td>
<td>700</td>
<td>900</td>
<td>900</td>
<td>900</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Arizona</td>
<td>450</td>
<td>475</td>
<td>600</td>
<td>500</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Arkansas</td>
<td>400</td>
<td>400</td>
<td>450</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>California</td>
<td>450</td>
<td>475</td>
<td>600</td>
<td>500</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Colorado</td>
<td>575</td>
<td>575</td>
<td>600</td>
<td>625</td>
<td>650</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Connecticut</td>
<td>400</td>
<td>400</td>
<td>550</td>
<td>100</td>
<td>100</td>
<td>100</td>
<td>100</td>
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</tr>
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</table>
Appendix E: Email Templates

Secure Email Delivery

(Subject:) Secure document delivery for loan #

Thank you for your interest in obtaining a mortgage from Movement Mortgage. To ensure timely underwriting of your mortgage, you are asked to access, print, sign and return these documents within 72 hours. If that will be a problem, please contact your Loan Officer and they will make alternative arrangements for you.

Instructions to securely access your disclosures:

1. Click the link to access your disclosures: %url%
2. When prompted, enter the required security questions to confirm your identity.
3. On the next screen, click the Print button. That will open your disclosures in Adobe Reader (or your installed PDF software).
4. Once your disclosures have opened, click on the print icon in Adobe Reader.
5. Choose the printer you would like the documents sent to and click OK.
6. Your documents will then print to the desired location.
7. Sign and date the disclosures where indicated.
8. Return the disclosures to your Loan officer.

Sincerely,

Movement Mortgage

Please find attached a copy of the HUD (Housing and Urban Development) handbook for home ownership.
Secure Email Delivery- Re-disclosure

(Subject:) Re-Disclosure: Secure document delivery for loan#

To ensure timely underwriting of your mortgage, you are asked to access, print, sign and return these documents within 72 hours. If that will be a problem, please contact your Loan Officer and they will make alternative arrangements for you.

Instructions to securely access your disclosures:

1. Click the link to access your disclosures: %url%
2. When prompted, enter the required security questions to confirm your identity.
3. On the next screen, click the Print button. That will open your disclosures in Adobe Reader (or your installed PDF software).
4. Once your disclosures have opened, click on the print icon in Adobe Reader.
5. Choose the printer you would like the documents sent to and click OK.
6. Your documents will then print to the desired location.
7. Sign and date the disclosures where indicated.
8. Return the disclosures to your Loan officer.

Sincerely,

Movement Mortgage
Secure Email Delivery- Re-disclosure- WHEN ONLY AS GFE AND COC IS ISSUED

(Subject:) Re-Disclosure (No Signatures Required): Secure document delivery for

Please find below instructions to print an updated Good Faith Estimate form for your loan. There have been changes that might have affected your fees. It is not necessary to sign these documents, they are being sent only for your records. If you have any questions please contact your loan originator.

Instructions to securely access your disclosures:

1. Click the link to access your disclosures: %url%
2. When prompted, enter the required security questions to confirm your identity.
3. On the next screen, click the Print button. That will open your disclosures in Adobe Reader (or your installed PDF software).
4. Once your disclosures have opened, click on the print icon in Adobe Reader.
5. Choose the printer you would like the documents sent to and click OK.
6. Your documents will then print to the desired location.

Sincerely,

Movement Mortgage
Secure Email Delivery - Re-delivery

(Subject:) Redelivery: Secure document delivery for loan #

We have attempted to provide your loan documents via e-Sign, but according to our records the documents were not accessed. To ensure timely underwriting of your mortgage, we are resending the documents for you to sign. You are asked to access, print, sign and return these documents within 72 hours. If that will be a problem, please contact your Loan Officer and they will make alternative arrangements for you.

Instructions to securely access your disclosures:

1. Click the link to access your disclosures: %url%
2. When prompted, enter the required security questions to confirm your identity.
3. On the next screen, click the Print button. That will open your disclosures in Adobe Reader (or your installed PDF software).
4. Once your disclosures have opened, click on the print icon in Adobe Reader.
5. Choose the printer you would like the documents sent to and click OK.
6. Your documents will then print to the desired location.
7. Sign and date the disclosures where indicated.
8. Return the disclosures to your Loan officer.

Sincerely,

Movement Mortgage
e-Sign Delivery

(Subject:) e-Sign document delivery for loan #

(WILL AUTO-POPULATE) %BorrowerFullName%

Thank you for your interest in obtaining a mortgage from Movement Mortgage. To avoid the hassle of printing and then faxing the signed disclosures, your Loan Officer has made these documents available to e-Sign. To ensure security and maintain compliance, you are asked to access and e-Sign these documents within 24 hours. If that will be a problem, please contact your Loan Officer and they will make alternative arrangements for you.

Instructions to e-Sign your disclosures:

1. Click the link to access your disclosures to e-Sign: %url%
2. When prompted, enter the required security questions to confirm your identity.
3. You will then be asked to give your consent to receiving electronic disclosures.
4. Before you e-Sign, you will be given an opportunity to review all documents.
5. You are then ready to electronically sign your documents. To e-Sign a document, click the ‘Click to Sign’ button located on each signature line. Once you do so, you will be automatically navigated to the next place you need to e-Sign.
6. Once you finish e-Signing, click the Submit button to send the disclosures to your Loan Officer.
7. You will then be given the opportunity to print some disclosures that require a ‘wet’ signature. Please print them and return them to your Loan Officer at your earliest possible opportunity.

Note: Both the borrower and co-borrower must e-Sign as needed to complete the process.

Sincerely,

Movement Mortgage
e-Sign Delivery-Re-disclosure

(Subject:) Re-disclosure: e-Sign document delivery for loan #

(WILL AUTO-POPULATE)

%BorrowerFullName%

Thank you for your interest in obtaining a mortgage from Movement Mortgage. To avoid the hassle of printing and then faxing the signed disclosures, your Loan Officer has made these documents available to e-Sign. To ensure security and maintain compliance, you are asked to access and e-Sign these documents within 24 hours. If that will be a problem, please contact your Loan Officer and they will make alternative arrangements for you.

Instructions to e-Sign your disclosures:

1. Click the link to access your disclosures to e-Sign: %url%
2. When prompted, enter the required security questions to confirm your identity.
3. You will then be asked to give your consent to receiving electronic disclosures.
4. Before you e-Sign, you will be given an opportunity to review all documents.
5. You are then ready to electronically sign your documents. To e-Sign a document, click the ‘Click to Sign’ button located on each signature line. Once you do so, you will be automatically navigated to the next place you need to e-Sign.
6. Once you finish e-Signing, click the Submit button to send the disclosures to your Loan Officer.
7. You will then be given the opportunity to print some disclosures that require a ‘wet’ signature. Please print them and return them to your Loan Officer at your earliest possible opportunity.

Note: Both the borrower and co-borrower must e-Sign as needed to complete the process.

Sincerely,

Movement Mortgage
Fulfillment Delivery

(Subject:) Fulfillment: Secure document delivery for loan#

There was no email address provided for the borrowers. We will send a copy of the RESPA disclosures to the address provided.

Below is the secure link to the borrower’s disclosures. You will need the last 4 of the SSN to access.

Instructions to securely access your disclosures:

1. Click the link to access your disclosures: %url%
2. When prompted, enter the required security questions to confirm authorized access.
3. On the next screen, click the Print button. That will open your disclosures in Adobe Reader (or your installed PDF software).
4. Once your disclosures have opened, click on the print icon in Adobe Reader.
5. Choose the printer you would like the documents sent to and click OK.
6. Your documents will then print to the desired location.

Sincerely,

Movement Mortgage
Appendix F: RESPA FAQs

Please click here to access the RESPA FAQs, ask your Department Manager if any issues accessing the link.
# Appendix G: Initial Disclosure Checklist

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<th>Field</th>
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<td>Loan Officer</td>
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<tr>
<td>Borrower</td>
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**Disclosure History**
- Check to verify if this is an initial disclosure.

**General Information**
- App Received Date: ________
- Int Res. Day: ________
- 3rd Res. Day: ________

**Subject Property**
- Subject Property Address Verified: ________
- Property State: ________
- Property Type: ________
- Occupancy: ________

**Borrower’s Information Tab**
- Loan Originator: ________
- Loan Amount: ________
- Note Rate: ________

**Loan Data**
- Application Date: ________
- Processing Date: ________
- Underwriting Date: ________
- Loan Amount: ________
- Loan Type: ________

**Mortgage Data**
- Loan Program: ________
- Loan Term: ________
- Interest Rate: ________
- Payment: ________

**Fees**
- Application Fee: ________
- Processing Fee: ________
- Underwriting Fee: ________
- Total Fee: ________

**Other Disclosure**
- Disclosure Log: ________
- Method Of Disclosure: ________
- Disclosure Log Updated To Reflect Send Time: ________

**Notes**
- Fee Breakdown: ________

---

**Program Guide**
- Program Guide was pulled and used to match the fees and terms on Loan.

**BPR Fees**
- Box 1: Origination Fee Correct? Can NOT be Negative
- Box 2: Branch Fees
- Box 3: IRS Transmittal Fee $20 / Borrower
- Box 4: Loan Potential Mortgage Fee (Per program guide)

**Fees**
- Box 1: BPR Fee Correct? Can NOT be Positive In BC Property
- Box 2: Appraisal Fee Correct Per: 0
- Box 3: MI Per Program Guide (Upfront MI Prepaid, FHA MIP, VA Funding Fee, RD Guarantee Fee)
- Box 4: Owners Title Disclosed On All Purchase Transactions
- Box 5: Recording Fee Per State Guide
- Box 6: Transfer Taxes Confirmed Per State Guide
- Box 7: Netted Taxes Calculated
- Box 8: Fee Verified that they Match the Manual’s Program Guide

---

**Disclosure Log**
- Method Of Disclosure: ________ (Ex: Secure Delivery, Fulfillment)
- Disclosure Log Updated To Reflect Send Time: ________
### Appendix H: Re-Disclosure Checklist

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<td>Loan Officer:</td>
<td></td>
</tr>
<tr>
<td>Borrower:</td>
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</table>

**Disclosure History**

- Verify Previous Disclosures Have Been Sent
- Date of Initial Disclosures: __________________________
- Last Disc Loan Program: ____________________________
- Last Disc Loan Amount: ____________________________
- Last Disc Note Rate: _____________________________

**Fees**

- Confirm if any Tolerance Fees have been updated
- 800 Fee Changed: Can NOT be Negative
- 822 Fee Changed: Can NOT be Positive in NC Property
- Appraisal: Check for invoice
- IRS Transcripts: Should not be changed from presets without invoice
- Any Applicable Program FEE’S
- Upfront MI for Program change (Upfront MI, Pre-paids, FHA MIP, VA Funding Fee, RD Guarant
- Monthly MI updated per program change
- Transfer Taxes Changed
- Changes in 800 and 1200 Fees Link to a change of Circumstance

**Disclosure History**

- Appraisal Fee not a Zero Value: Except per program (Home Path, VAIRRI, FHA streamline, DU REFI, Open ac
- Fee Screen Final Valued
- Zero Tolerance items 800, 802, 1200 changed CDC created and linked

**Verify APR is within Tolerance**

- APR on Last Disclosed TIL: ____________________________
- Current APR: ____________________________
- Difference: ____________________________
- If 1.00% or higher a new TIL must be sent

**TIL RE-DISCLOSURE REQUIRED**

- TIL NOT Required

**Notes on changes:**

- Date of Change of Circumstances: ____________________________
- Verify date of change: (From change of circumstance: Email)

**Change of Circumstance:**

- Reason for Re-disclosure (To Borrower): ____________________________
- Reason for Re-disclosure (Disclosure Log): ____________________________
- TIL NOT Required
Appendix I: Initial QC Checklist

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<td>1. If joint credit ensure both borrowers sign top of page 1&lt;br&gt;2. If more than one borrower, and they are separate the signatures present for all borrowers&lt;br&gt;3. Condition for any incomplete sections be corrected in PI1&lt;br&gt;4. Declarations must be fully completed (US Citizens or Permanent Resident needs to marked YES) Page 3 &amp; 4&lt;br&gt;5. Government Monitoring must be complete <strong>Not provided is only acceptable when taken via telephone or internet, page 4</strong>&lt;br&gt;6. How application was taken must have one option selected - Page 4&lt;br&gt;7. All borrowers must sign in Section X (Date can’t be before &quot;App Rec Date&quot;) - Page 4&lt;br&gt;8. Loan Officer Signature and Date (Date to equal &quot;App Rec Date&quot;) &amp; ID Identifier must be complete - Page 4&lt;br&gt;9. Borrowers signatures and date at bottom - Page 5&lt;br&gt;10. State specific address (HVW 386) written or typed for branch ID by TMU LO &amp; Comp. State License # written or typed</td>
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<table>
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<tr>
<td><strong>VA/HFA ADDENDUM TO 1003</strong></td>
<td>1. IF VA IS NOT ON File Report condition &quot;DATA VEBBY - Initial&quot; folder&lt;br&gt;2. Ensure L.O. acts in the state of the subject property NOT ACTIE ESCALATE TO MANAGEMENT</td>
</tr>
</tbody>
</table>

| 3981 | VA/HFA Addendum Page 1<br>Pulled Top And Bottom Signal and Listed by Borrower(s)<br>VA/HFA lines 22A, 22B, 25 section 4 completed - OR - VA lines 23, 24 section 2 completed |

| 14231 | IF Page 1<br>Ensure Initial GFE (determined from disclosure Summary) is in the file<br>Top section completed. Ensure that borrower’s name and address match PI3<br>APPLICATION RECEIVED DATE (PC1) __________ FIRST GFE DATE: __________ |

| 14600 | GFE Borrower Add.<br>Signed and dated by Borrower(s) |

| 15258 | Change of Circumstances<br>No Signature Required, borrower needed for all re-disclosures<br>APPLICATION RECEIVED DATE (FAX) __________<br>FIRST FIL DATE: __________<br>E assure that the 1st FAX is within 3 business days of app. received date IF NOT ESCALATE TO MANAGEMENT |

| 1591 | Federal Tax User Statement<br>No handwritten comments in form<br>□ NO PREVIOUS ESCALATE TO MANAGEMENT |

| 14232 | Borrower of Amount Financed<br>Signed and Dated by Borrower(s) |

| 14651 | Signature of Borrower<br>Signed and Dated by Borrower(s) |

| 3989 | Intent to Apply for Joint Credit<br>Signed and Dated by Borrower(s) |

| 15045 | Anti-Steering Disclosure<br>Signed and Dated by Borrower(s) |

| 16 | Borrower CTR & Authorization<br>Signed and Dated by Borrower(s) |

| 20 | Servicing Transfer Disclosure<br>**Must be provided within 5 days of application renewal received** |

| 15532 | Credit Scoring and the Price<br>Pulled Top And Bottom Signal and Listed by Borrower(s)<br>Page 1 and 2 completed & Page 3 Signed and Dated by Borrower(s) |

<p>| 3095 | 4506-T&lt;br&gt;Top section with 2 borrower’s information Line 6 &amp; 9 need to be completed &amp; Borrower’s WIT Signature and Date at bottom of page |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Requirement</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>17909</td>
<td>Notice of Right to Receive</td>
<td>Signed and dated by Borrower(s)</td>
</tr>
<tr>
<td>1413</td>
<td>Federal ECAct</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>16133</td>
<td>US Disclosure</td>
<td>Document only required if it is the title company, signature and date required by Borrower(s)</td>
</tr>
<tr>
<td>17876</td>
<td>Title Preference Disclosure</td>
<td>Document only required if it is the title company, signature and date required by Borrower(s)</td>
</tr>
<tr>
<td>17850</td>
<td>RBA Disclosure</td>
<td>Signed and Dated, if Not Out, is not disclosed and disclosure is NOT required. Geax for your information - dates should be marked with red ink.</td>
</tr>
<tr>
<td>13457</td>
<td>ARM Disclosure- Generic</td>
<td>Signature and Date - ONLY ON ARM LOANS</td>
</tr>
<tr>
<td></td>
<td>ARM Booklet only for ARMIS</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td></td>
<td>IURD - Important Notice To Home Buyer</td>
<td>Signed and Dated by Borrower(s) - PURCHASE ONLY</td>
</tr>
<tr>
<td>3521</td>
<td>VA - Counseling Checklist</td>
<td>VA - Counseling Checklist</td>
</tr>
<tr>
<td>3525</td>
<td>VA - Federal Home Loan Policy</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>354</td>
<td>VA - Veteran's Identification</td>
<td>Name, Address, Phone number, Relationship Required</td>
</tr>
<tr>
<td>3957</td>
<td>VA - Request for VA Cert Form</td>
<td>I must be completed.</td>
</tr>
<tr>
<td>15168</td>
<td>VA - Child Care Statement</td>
<td>Signed and Dated by Veteran only</td>
</tr>
<tr>
<td>3952</td>
<td>VA - Verification of VET Benefits</td>
<td>20-6037: Section 7 &amp; 8 completed, Signed and Dated by Borrower(s) only</td>
</tr>
<tr>
<td>3953</td>
<td>VA - Debt Disclosure</td>
<td>Each section completed with a check box, Signed and Dated</td>
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<tr>
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<td>STATE DISCLOSURES</td>
<td>STATE DISCLOSURES</td>
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<td>3342</td>
<td>AR Anti-Corrosion No. Ext.</td>
<td>Signed and Dated by Borrower(s)</td>
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<tr>
<td>2778</td>
<td>AR Anti-Corrosion No. Ext.</td>
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<tr>
<td>13917</td>
<td>AR Anti-Corrosion Insurance</td>
<td>Signed and Dated by Borrower(s)</td>
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<tr>
<td>2788</td>
<td>AR Right to Choose Alt.</td>
<td>One of two boxes checked &amp; signed and dated by Borrower(s)</td>
</tr>
<tr>
<td>2788</td>
<td>AR Application Discoure</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>3397</td>
<td>AR Appraisal Disclosure</td>
<td>Signed and Dated by Borrower(s)</td>
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<td>2779</td>
<td>AR Appraisal Marsh spaces</td>
<td>Borrower(s) signed and date, OK if no section completed</td>
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<td>2112</td>
<td>CA Credit Scert Disclosure</td>
<td>No Signatures required</td>
</tr>
<tr>
<td>2796</td>
<td>CA App Addendum</td>
<td>1. Risk checked &amp; Something written in the field; 2. Signed and Dated by borrower(s)</td>
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<tr>
<td>958</td>
<td>CA CONDO/ Condominium</td>
<td>Signed and Dated by Borrower(s) and Loan Officer</td>
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<tr>
<td>2114</td>
<td>CA Notice to Motion Loan Applicat.</td>
<td>Signed and Dated by borrower(s)</td>
</tr>
<tr>
<td>991</td>
<td>CA Fair Lending Notice</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>State</td>
<td>Form Name</td>
<td>Required Fields</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------</td>
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<tr>
<td>CO</td>
<td>CA Title Insurance</td>
<td>Signed and Dated by borrower(s)</td>
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<tr>
<td></td>
<td>CA Right for an appraisal</td>
<td>Signed and Dated by borrower(s)</td>
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<td>CA Hazard Insurance Disclosure</td>
<td>Signed and Dated by borrower(s)</td>
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<td></td>
<td>CA- Request for Fair Lending Info</td>
<td>Signed and Dated by borrower(s)</td>
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<tr>
<td>CT</td>
<td>CT- Agreement Advance Fee</td>
<td>Signed and Dated by borrower(s) and Loan Office</td>
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<td></td>
<td>CT- Interm Financing Disclosure</td>
<td>Signed and Dated by borrower(s)</td>
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<td></td>
<td>CT- Legal Representation</td>
<td>Signed and Dated by borrower(s)</td>
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<td></td>
<td>CT- Right to Receive Copy of Appraisal</td>
<td>Signed and Dated by borrower(s)</td>
</tr>
<tr>
<td></td>
<td>CT- Anti-Corruption Insurance</td>
<td>Signed and Dated by borrower(s)</td>
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<td>DC</td>
<td>DC Credit Anti-Corruption</td>
<td>Signed and Dated by borrower(s)</td>
</tr>
<tr>
<td></td>
<td>DC- Lock in Agreement</td>
<td>Signed and Dated by borrower(s) and Loan Officer</td>
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<tr>
<td></td>
<td>DC Initial Financial Agreement</td>
<td>Signed and Dated by borrower(s) and Loan Office</td>
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<td>DE- Anti-Corruption Insurance</td>
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<td>FL Anti-Computer</td>
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<td>FL- Florida Fair Lien Agreement</td>
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<td>FL- Notice to Purchaser</td>
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<td>GA</td>
<td>GA- Anti-Corruption</td>
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<td></td>
<td>GA- Application Fee</td>
<td>Signed and Dated by borrower(s) and Loan Officer</td>
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<td></td>
<td>GA- Acknowledgment of Receipt of Copy</td>
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<td>IA- Anti-Corruption</td>
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<td>IA- Acknowledgment of Receipt of Copy</td>
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<td>ID</td>
<td>ID- Anti-Corruption</td>
<td>Signed and Dated by borrower(s)</td>
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<tr>
<td></td>
<td>ID- Escrow Account Disclosures</td>
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<td>ID- Interest Rate and Lock Information</td>
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<td>IL- Depository Account</td>
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<td>IL- Escrow Apt</td>
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<td>IL- Borrower Information</td>
<td>Signed and Dated by borrower(s)</td>
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<tr>
<td></td>
<td>IL- Right to Choose FRM ws</td>
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<tr>
<td>IN</td>
<td>IN- Anti-Corruption</td>
<td>Signed and Dated by borrower(s)</td>
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**Notes:**
- **Purchase only**
- **Locked Version Required**
- **All applicable sections must be initialed by borrower(s)**
- **All sections on this form must be initialed by borrower(s)**
<table>
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<th>State</th>
<th>Disclosure Section</th>
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<td>Completed by signature required.</td>
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<td>IL</td>
<td>Advanced Fee Agreement</td>
<td>Signed and Dated by Borrower(s) &amp; Signed by LO.</td>
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<tr>
<td>PA</td>
<td>Privity Mortgage Inc.</td>
<td>Signed and Dated by Borrower(s).</td>
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<tr>
<td>KY</td>
<td>High LTV</td>
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<td>KY</td>
<td>Ante Contract Disc.</td>
<td>Signed and Dated by Borrower(s).</td>
</tr>
<tr>
<td>MA</td>
<td>Anti-Coordination Inc. Disc.</td>
<td>Signed and Dated by Borrower(s).</td>
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<tr>
<td>MA</td>
<td>Anti-Coordination Inc. Disc.</td>
<td>Signed and Dated by Borrower(s).</td>
</tr>
<tr>
<td>MA</td>
<td>Anti-Coordination Inc. Disc.</td>
<td>Signed and Dated by Borrower(s).</td>
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<tr>
<td>MA</td>
<td>Smoke detectors</td>
<td>Signed and Dated by Borrower(s).</td>
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<td>MA</td>
<td>MCA Treble net Benefit</td>
<td>State Version required only. Generic Treble form not required if state version is present.</td>
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<td>MCA Anti-Coordination Insurance</td>
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</tr>
<tr>
<td>MD</td>
<td>Application Disclosure</td>
<td>Signed and Dated by Borrower(s).</td>
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<td>MD</td>
<td>Loan Commitment</td>
<td>Signed and Dated by Borrower(s).</td>
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<td>MD</td>
<td>Mortgage Financing</td>
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<td>Rights to Cancel</td>
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<tr>
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<td>Advanced Fee</td>
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<td>MS</td>
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<td>Amortization Notice</td>
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<td>NC</td>
<td>Rights to Select Attorney</td>
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<td>Anti-Coordination Inc. Disc.</td>
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<td>Anti-Coordination</td>
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<td>Anti-Coordination Inc. Disc.</td>
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<tr>
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<td>Disclosure form</td>
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<td>Attorney Disc</td>
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<tr>
<td>State</td>
<td>Document Type</td>
<td>Special Instructions</td>
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<tr>
<td>NV</td>
<td>NV Choice of insurance</td>
<td>Signed and Dated by Borrower(s)</td>
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<tr>
<td>NV</td>
<td>NV Landlord application</td>
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<td>NV</td>
<td>NV Lock in Agreement</td>
<td>Signed and Dated by Borrower(s) &amp; Signed by LO</td>
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<tr>
<td>NV</td>
<td>NV Advanced Fee Disclosure</td>
<td>Signed and Dated by Borrower(s) &amp; Signed by LO</td>
</tr>
<tr>
<td>NV</td>
<td>NV Anti-Corruption Insurance</td>
<td>Signed and Dated by Borrower(s)</td>
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<tr>
<td>NV</td>
<td>NV Commercially reasonable</td>
<td>Signed and Dated by Borrower(s) &amp; Loan Officer</td>
</tr>
<tr>
<td>OK</td>
<td>OK Anti-Conflict Insurance</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>OR</td>
<td>OR Title Protection Notice</td>
<td>Signed and Dated by Borrower(s)</td>
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<tr>
<td>PA</td>
<td>PA Anti-Corruption Disclosure</td>
<td>Signed and Dated by Borrower(s)</td>
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<td>PA</td>
<td>PA Disclosure</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>PA</td>
<td>PA Application Disclosure</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>PA</td>
<td>PA Important Information</td>
<td>Complied &amp; Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>PA</td>
<td>PA Notice Concerning Extensions of Credit</td>
<td>Signed and Dated by Borrower(s) &amp; Loan Officer</td>
</tr>
<tr>
<td>SC</td>
<td>SC Attorney and insurance</td>
<td>Signed and Dated by Borrower(s)</td>
</tr>
<tr>
<td>SC</td>
<td>SC Agency to Complaint</td>
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<td>SC</td>
<td>SC Anti-Conflict Ins. Disc.</td>
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<td>TN</td>
<td>TN Advanced Fee Disclosure</td>
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<td>TN</td>
<td>TN Anti-Corruption</td>
<td>Signed and Dated by Borrower(s)</td>
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<td>TN</td>
<td>TN Review of Information</td>
<td>Signed and Dated by Borrower(s) &amp; Signed by LO</td>
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<td>TN Lock in Agreement</td>
<td>Signed and Dated by Borrower(s)</td>
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<td>TX Anti-Corruption Insurance</td>
<td>Signed and Dated by Borrower(s)</td>
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<td>TX</td>
<td>TX Mortgage Banker</td>
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<td>VA Notice Concerning Extensions of Credit</td>
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<td>WA Anti-Corruption</td>
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<td>WA Notice of appraisal</td>
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<td>WI ARM Sheet</td>
<td>Only required for Owner Occupied 2-4 family properties/ARM</td>
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<td>WI</td>
<td>WI-ARM Paydown Penalty Notice</td>
<td>Only required for Owner Occupied 2-4 family properties/ARM</td>
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<td>WI-ARM 2nd Disc.</td>
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<td>WI</td>
<td>WI-ARM Paydown Penalty Notice</td>
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<td>WI-ARM Paydown Penalty Notice</td>
<td>Only required for Owner Occupied 2-4 family properties/ARM</td>
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<td>WI</td>
<td>WI-ARM 2nd Disc.</td>
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<td>WI</td>
<td>WI-ARM Paydown Penalty Notice</td>
<td>Only required for Owner Occupied 2-4 family properties/ARM</td>
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## Broker Disclosures

**1033**  
- **Property Tax Escrow Option**  

Additional Required Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
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</table>
| 1013 | Broker Compensation: Page 1: Check box “(a) Not an affiliate of any lender”  
| 1024 | Broker Compensation: Page 2: Either Section A or Section B complete include compensation amount or percentage  
| 1041 | Broker Compensation: Page 3: Signed and dated by all parties (NO UGMA)  
| 1060 | Joint Closing: At least 2 owners must be listed on, and marry prior to, escrow sheet.

**ADDITIONAL REQUIRED ITEMS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1 | 1013 Day Verbal VOE: Ensure that the VOE is in the file for both borrowers  
| 3883 | Self-Employment VOE: Ensure that this form has been updated to the “Income Verification VOE for ALL Employment” folder on file that the borrower has “Self-Employment” income.

*Updated: 10/2/2014*
Appendix J: Final QC Checklist

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<th>Comment card Name</th>
<th>Initial QC (1)</th>
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<td>Initial QC</td>
<td>Check</td>
<td>For initial QC date in POL. If initial QC review has not been completed, a note should be added to indicate the date it has been completed.</td>
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<td>A2</td>
<td>Initial QC</td>
<td>Review initial QC review to ensure all initial disclosures are satisfactory.</td>
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<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>GFE &amp; T&amp;L</td>
</tr>
<tr>
<td>B2</td>
<td>GFE Date</td>
</tr>
<tr>
<td>B3</td>
<td>GFE Revisions</td>
</tr>
<tr>
<td>B3.5</td>
<td>GFE Revisions</td>
</tr>
<tr>
<td>B3</td>
<td>GFE Revisions</td>
</tr>
<tr>
<td>B4</td>
<td>CLOSING</td>
</tr>
<tr>
<td>B5</td>
<td>CLOSING</td>
</tr>
<tr>
<td>B6</td>
<td>CLOSING</td>
</tr>
<tr>
<td>B7</td>
<td>CLOSING</td>
</tr>
<tr>
<td>B8</td>
<td>CLOSING</td>
</tr>
<tr>
<td>B9</td>
<td>CLOSING</td>
</tr>
<tr>
<td>B10</td>
<td>CLOSING</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C2</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C3</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C4</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C5</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C6</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C7</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C8</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C9</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C10</td>
<td>Final QC Checklist</td>
</tr>
<tr>
<td>C11</td>
<td>Final QC Checklist</td>
</tr>
</tbody>
</table>

**Note:**
- For a second mortgage, additional disclosures are required.
<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>B/E page Check for correct borrowers information, property address, and Movement Mortgage company information.</td>
</tr>
<tr>
<td>E2</td>
<td>Effective Date PURCHASE ONLY Effective date has to be on or before the closing date, and no more than 30 days from requested closing.</td>
</tr>
<tr>
<td>E3</td>
<td>Loan Amount Data</td>
</tr>
<tr>
<td>E4</td>
<td>RFI proof of paid insurance Must be proof of current policy paid. This can either be on the RFI page or on current mortgage payoff. If known amounts for insurance are shown on the RFI that is acceptable.</td>
</tr>
<tr>
<td>E5</td>
<td>Policy amount Make sure that the annual premiums is correctly identified on the fee screens. If call and premium is coming due within 3 months it is the full amount reflected in the fee screens.</td>
</tr>
<tr>
<td>E6</td>
<td>Type Can not be an APPLICATION quote or estimate, must be an OFFER.</td>
</tr>
</tbody>
</table>

**Disclosures Department Manual**

<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>1003 mailing data An 1003 makes check for mailing data on page 1 and 2, and government monitoring section.</td>
</tr>
<tr>
<td>F2</td>
<td>Government monitoring If loan application was taken Face to Face then “real person” is not an option and two businesses is acceptable.</td>
</tr>
<tr>
<td>F4</td>
<td>1003 / Transient Match These are the two of the following transcripts must be the file for all borrowers.</td>
</tr>
<tr>
<td>F5</td>
<td>Borrower incomes Borrowers income as loan amount andtorrents.</td>
</tr>
<tr>
<td>F6</td>
<td>1003 Citizens Must have either US Citizens or resident alien marked PES.</td>
</tr>
<tr>
<td>F7</td>
<td>1003 Must check 1003 - Identification to make sure the LO is valid in state of loan. If not available check Consumer access site.</td>
</tr>
<tr>
<td>F8</td>
<td>1003 Must verify that 1003 is complete &amp; ready to be fully signed.</td>
</tr>
<tr>
<td>F9</td>
<td>1003 Must verify that 1003 has been completed.</td>
</tr>
</tbody>
</table>

**AUS Final DU (R)**

*Not required for manual underwritten files including FHA 203 & Loans Programs*

<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1</td>
<td>AUS RUNS Underwriter or Underwriter. Must check is present in the folder over 20 underwriting requests appeared in the AUS folder.</td>
</tr>
<tr>
<td>G2</td>
<td>Credit Report Check Credit Report(s) to see if matches report ID in borrower information screens and credit report folder.</td>
</tr>
<tr>
<td>G4</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
<tr>
<td>G5</td>
<td>Loan Amount Loan amount needs to match between mortgage Data Screens and AUS folders.</td>
</tr>
<tr>
<td>G6</td>
<td>Ratio(s) Ratio(s) must match exactly between AUS and PES.</td>
</tr>
<tr>
<td>G7</td>
<td>Assessed Value Assessed value in AUS folders match assessed value.</td>
</tr>
<tr>
<td>G8</td>
<td>Citizens If AUS requires obtaining papers we need to check if dishonesty on 2003 are correct.</td>
</tr>
<tr>
<td>G9</td>
<td>Only AUS that is in the AUS folder. Check to see if AUS flag is present on DU for approval. AUS will need to be completed. (only for conventional mortgages).</td>
</tr>
<tr>
<td>G10</td>
<td>Red Flags Check to see if a valid credit report is present on DU for approval. Most reports are not on DU for approval.</td>
</tr>
</tbody>
</table>

**AUS Final LP (R)**

*Not required for manual underwritten files including FHA 203 & Loans Programs*

<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>G11</td>
<td>AUS runs Check in AUS to see if matches report ID is present in the folder of mortgage Data Screens and AUS folder.</td>
</tr>
<tr>
<td>G12</td>
<td>AUS Credit Credit report(s) to see if matches report ID in borrower information screens and credit report folder.</td>
</tr>
<tr>
<td>G14</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
<tr>
<td>G15</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
<tr>
<td>G16</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
<tr>
<td>G17</td>
<td>Ratio(s) Ratio(s) must match exactly between AUS and PES.</td>
</tr>
<tr>
<td>G18</td>
<td>Assessed Value AUS requires obtaining papers we need to check if dishonesty on 2003 are correct.</td>
</tr>
<tr>
<td>G19</td>
<td>Only AUS that is in the AUS folder. Check to see if a valid credit report is present on DU for approval. Most reports are not on DU for approval.</td>
</tr>
<tr>
<td>G20</td>
<td>Red Flags Check to see if a valid credit report is present on DU for approval. Most reports are not on DU for approval.</td>
</tr>
</tbody>
</table>

**Mortgage Insurance (D)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>Verify MI Complete AGS, MR Cert, and POL.</td>
</tr>
<tr>
<td>H2</td>
<td>Verify MI If it is over 30 days past the closing date, the MI must be verified.</td>
</tr>
<tr>
<td>H3</td>
<td>MI (monthly) MI changes on MI Cert can reflect any loan terms including occupancy, Certificate shows only monthly premium and NO premiums due.</td>
</tr>
<tr>
<td>H4</td>
<td>MI (monthly) MI changes on MI Cert can reflect any loan terms including occupancy, Certificate shows only monthly premium and NO premiums due.</td>
</tr>
<tr>
<td>H5</td>
<td>MI (monthly) MI changes on MI Cert can reflect any loan terms including occupancy, Certificate shows only monthly premium and NO premiums due.</td>
</tr>
<tr>
<td>H6</td>
<td>MI (monthly) MI changes on MI Cert can reflect any loan terms including occupancy, Certificate shows only monthly premium and NO premiums due.</td>
</tr>
<tr>
<td>H7</td>
<td>MI (monthly) MI changes on MI Cert can reflect any loan terms including occupancy, Certificate shows only monthly premium and NO premiums due.</td>
</tr>
</tbody>
</table>

**AUS Final DU (R)**

*Not required for manual underwritten files including FHA 203 & Loans Programs*

<table>
<thead>
<tr>
<th>Item</th>
<th>Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1</td>
<td>AUS runs Check in AUS to see if matches report ID is present in the folder of mortgage Data Screens and AUS folder.</td>
</tr>
<tr>
<td>I2</td>
<td>AUS Credit Credit report(s) to see if matches report ID in borrower information screens and credit report folder.</td>
</tr>
<tr>
<td>I3</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
<tr>
<td>I4</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
<tr>
<td>I5</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
<tr>
<td>I6</td>
<td>AUS Property Address and property type appears AUS.</td>
</tr>
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</table>
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Appendix K: DocuTech’s Borrower e-Sign Experience

Please click here to access the Borrower e-Sign Experience, ask your Department Manager if any issues accessing the link.