

COMPLETING THE 2015 ITEMIZATION SCREEN

- Go to the 2015 Itemization Tab under Forms (refer to chart for what fee lines to input fees). If you chose the correct program and Closing cost program, you should see some fees already defaulted correctly

- You need to add and/or correct any fees to the itemization screen that apply to this loan
 - 704- Used for Real Estate Compliance Fee
 - 800 Section: This section contains all of our origination fees as well as fees for required services that we do not allow shopping on
 - Lender Credits
 - Use Line 802b (origination credit) if you want to show a lender credit on the LE
 - Discount Points
 - Use Line 802e(origination points) to disclose any discount points

- 900 Section: This section contains fees for daily interest, upfront MI Premiums, Upfront Homeowners or Flood insurance premium, Special Assessments due, etc.
- 1000 Section: This section is for our escrow reserves.
- 1100 Section: This section is used for Title Company Fees(including owners title)
- 1200 Section: This section is used for Recording fees and Transfer taxes
- 1302-1309 section: This section used for additional services required that are shoppable
- 1310-1314: Used for other fees not required by lender (Home Inspections, Home Warranty, etc.)
- You can complete the Fees from by clicking on the arrow to choose the fee name from the drop down list (no free hand typing of fees is allowed), type in payee name and fee amount.
- If you show fee on seller side, still shows on LE as it will be deemed a seller credit (only do this on VA loans for unallowable fees). Do lump sum credit on the 1003 details of transaction for seller concessions
- Paid by box: Don't need to complete if borrower paid as it automatically marks as borrower

The screenshot displays the '2015 Itemization' screen in the Encompass software. At the top, the user is logged in as Stephanie C Walker. The loan details include: Loan # 46107966, LTV 102.827/102.827, Rate 4.250%, and an estimated closing date of 06/10/2016. The address is 442 N Van Dyke Rd, Imlay City, MI 48444-4171. The loan amount is \$87,403.00. The screen is divided into several sections: 'Alerts & Messages' on the left, a '2015 Itemization' table in the center, and a 'Forms' list on the bottom left. The '2015 Itemization' table has columns for 'Origination / Discount Point Adjustment', 'Borrower', 'Seller', and 'Paid By / P / B / A / Paid To'. It lists various fees such as Appraisal Fee (350.00), Credit Report (25.00), Tax Service, Flood Certification, Final Inspection Fee (150.00), Verification of Employment (15.00), and Guarantee Fee (2,403.58). The 'Forms' list includes items like '2015 Itemization' and 'Show In Alpha Order'. The bottom right corner of the window shows the system time and date: 05/10 10:42, Saturday, 5/14/2016.

- You can also click on the button to the left of the fee number to open up the Individual Fee box.
- Within that box you can make changes to show things as paid by borrower, paid by seller, POC, can shop for, did shop for, paid by lender, etc. It also shows you WHAT SECTION that fee will show up on both the Loan estimate and the Closing Disclosure

Fee Details - 804

804. **Appraisal Fee** Dart Appraisal \$ 515.00

Total Fee Amount \$ 515.00
 Last Disclosed Loan Estimate 450
 % 0.151 Closing Disclosure

Paid to Name Dart Appraisal
 Paid to Type Other

	Financed	PTC	PAC	POC	Amount Paid
Borrower		515.00	515.00		515.00
Seller					
Broker					
Lender					
Other					
Total Paid By B / L / O					

Sec 32 Points and Fees 0.00 Total Fee Amount \$ 515.00

Borrower can shop for
 Borrower did shop for
 Impacts APR
 Seller Credit
 Seller Obligated

Loan Estimate Section B
 Closing Disclosure Section B

REGZGFE_2015_DETAILS

[Learn more...](#) Close

Important Items to Know:

- Taxes Coming due within 30 days of closing- Put on line 907 under Escrow for Upcoming Taxes Due as it will not work under the escrow set up based on first payment date being after the taxes are due
- Reserves(1000 section)- You need to click on the AGGREGATE SETUP and ensure the following:
 - You have the correct due dates listed and you have 2 under the cushion

The screenshot shows the Encompass software interface for a 2015 Itemization. The loan is for Stephanie C. Walker, with a loan amount of \$87,403.00 and a rate of 4.250%. The 1000. Reserves Deposited with Lender section is expanded, showing various items with their respective amounts and due dates. The 1100. Title Charges section is also visible.

Item	Borrower	Seller	Other	Total
1000. Reserves Deposited with Lender	473.08			473.08
1001. Initial Deposit For Your Escrow Account		473.08		
1002. Homeowner's Ins.		249.99		
1003. Mortgage Ins.				
1004. Property Taxes				
1005. City Property Tax		193.50		
1006. Flood Ins. Reserve				
1007. County Tax		182.97		
1008.				
1009.				
1010. USDA Annual Fee		72.28		
1011. Aggregate Adjust.		-225.68		
1100. Title Charges	974.35	654.25		1,628.60
1101. Title Insurance Services				

The screenshot shows the Initial Escrow Account Setup dialog box. The First Payment Date is 08/01/2016. The Prepaid button is visible. The table below lists various taxes and fees with their due dates and amounts.

Date	Tax	Haz Ins	Mtg Ins	Fld Ins	City Taxes	User #1	User #2	User #3	Annual Fee
Cushion		2			2	2			2
Due Date 1		06/10/2017			07/01/2017	12/01/2016			07/01/2017
Due Date 2									
Due Date 3									
Due Date 4									
08/2016									
09/2016									
10/2016									
11/2016									
12/2016						12			
01/2017									
02/2017									
03/2017									
04/2017									
05/2017									
06/2017		12							

- Title Fees Section(1100)- We currently disclose Attorneys Title for all our Title fees. When disclosing the initial Loan Estimate, it is important that you do NOT check the “Did Shop For” button. System is set up to mark these with only “Can shop For” button checked at initial disclosure

Fee Details - 1104

1104. Lender's Title Insurance Borrower \$ Seller \$

Total Fee Amount	Last Disclosed	Paid to Name
\$ <input type="text" value="424.35"/>	Loan Estimate <input type="text" value="424"/>	<input type="text" value="Attorneys Title Agency"/>
% <input type="text" value="0.486"/>	Closing Disclosure <input type="text"/>	Paid to Type <input type="text" value="Other"/>
		Retained amt. <input type="text"/>

Amount Paid by

	Financed	PTC	PAC	POC	Amount Paid
Borrower	<input type="text"/>	+ <input type="text" value="424.35"/>	= <input type="text" value="424.35"/>	+ <input type="text"/>	= <input type="text" value="424.35"/>
Seller					
Broker					
Lender					
Other					
Total Paid By B / L / O					<input type="text"/>

Sec 32 Points and Fees **Total Fee Amount \$**

<input checked="" type="checkbox"/> Borrower can shop for	Loan Estimate Section C
<input type="checkbox"/> Borrower did shop for	Closing Disclosure Section B
<input type="checkbox"/> Impacts APR	<input type="checkbox"/> Simultaneous Issuance
<input type="checkbox"/> Seller Credit	Undiscounted Title Insurance Premium <input type="text"/>
<input type="checkbox"/> Seller Obligated <input type="text"/>	

REGZGFE_2015_DETAILS

[? Learn more...](#) Close

- Seller Obligated Fees: If any fee is listed as seller obligated, THAT FEE WILL NOT PRINT ON THE LOAN ESTIMATE. Beware of this. Normal seller obligated fees would be for transfer taxes or inspections that may be required to transfer the property BUT ARE NOT REQUIRED BY THE LENDER AS A CONDITON OF APPROVAL. Do not mark fees such as pest inspections as seller obligated if they are a requirement of our loan.

Fee Details - 1302

1302. WELL & SEPTIC To Qwest Inspect \$ 250.00 \$

Borrower Seller

Total Fee Amount \$ 250.00 Last Disclosed Loan Estimate 250 Paid to Name Qwest Inspect
 % 0.286 Closing Disclosure Paid to Type Other

Amount Paid by

	Financed	PTC	PAC	POC	Amount Paid
Borrower		250.00	250.00		250.00
Seller					
Broker					
Lender					
Other					
Total Paid By B / L / O					

Sec 32 Points and Fees 0.00 Total Fee Amount \$ 250.00

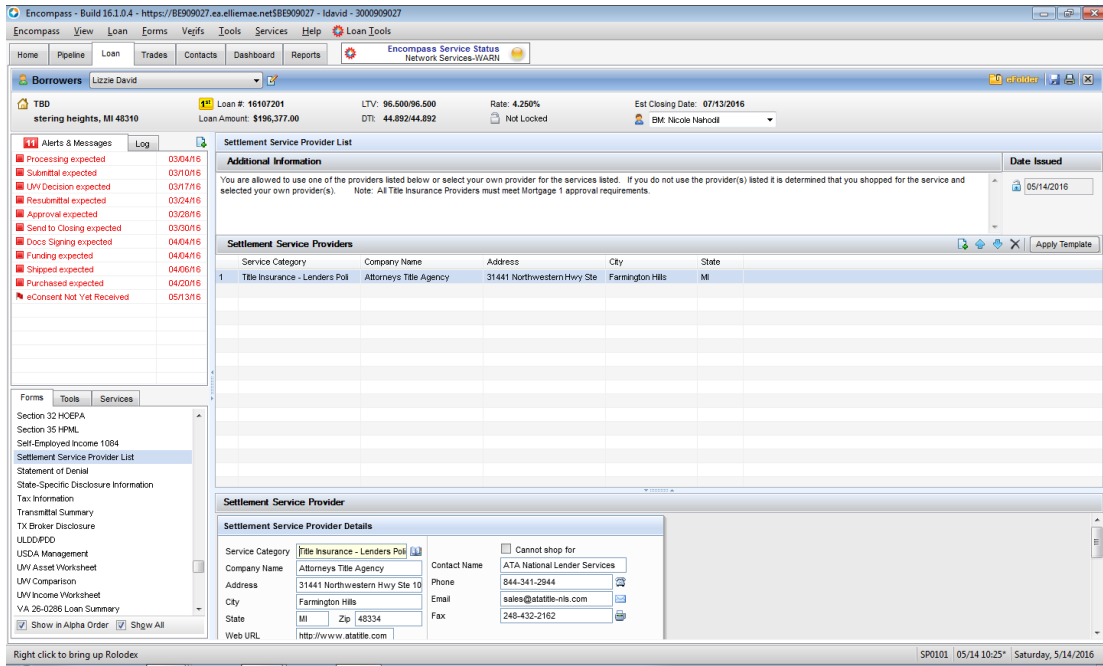
Borrower can shop for
 Borrower did shop for
 Impacts APR
 Seller Credit
 Seller Obligated

Loan Estimate Section C
 Closing Disclosure Section B

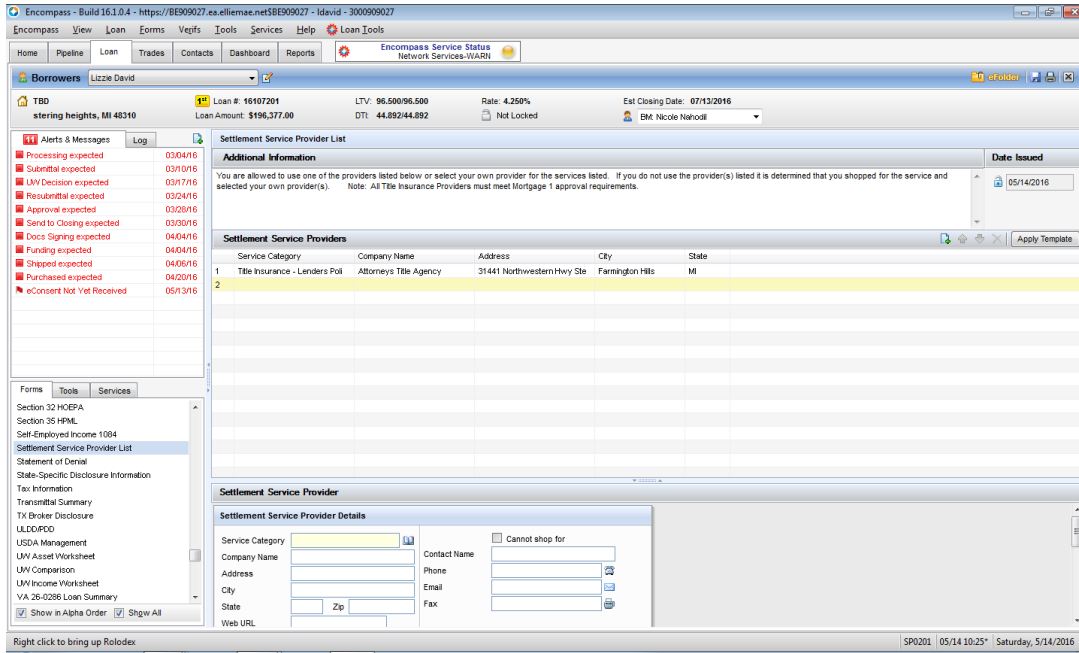
NEWHUD2.X3957: This check box is not editable and is selected when an amount is entered in the Seller PAC or Seller POC field.

Learn more... Close

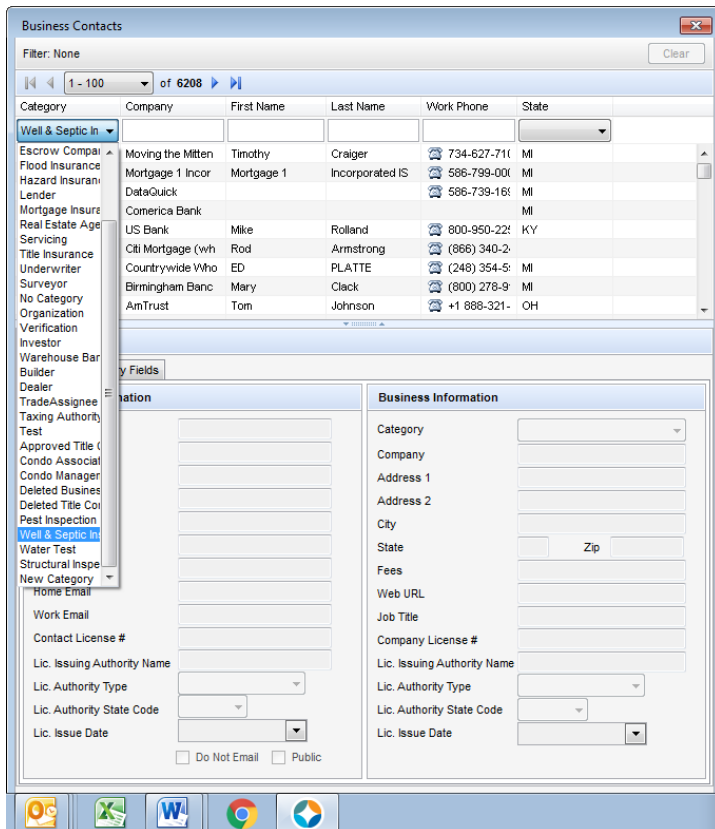
- Other Services added that you can shop for
 - If you are adding an additional service that we require that is shoppable (such as pest inspection, foundation inspection, well and septic, etc... you must add a SERVICE PROVIDER to the Settlement Service Provider List Page located under FORMS



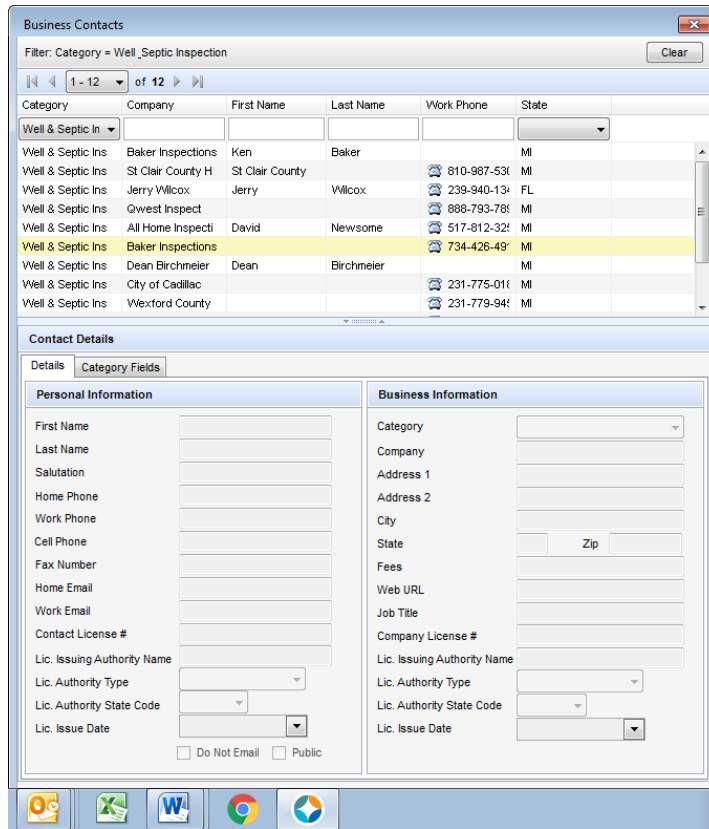
- Click on the Paper with the Plus sign icon to add a service provider. Once you click on it, a 2nd provider line will open up and be highlighted



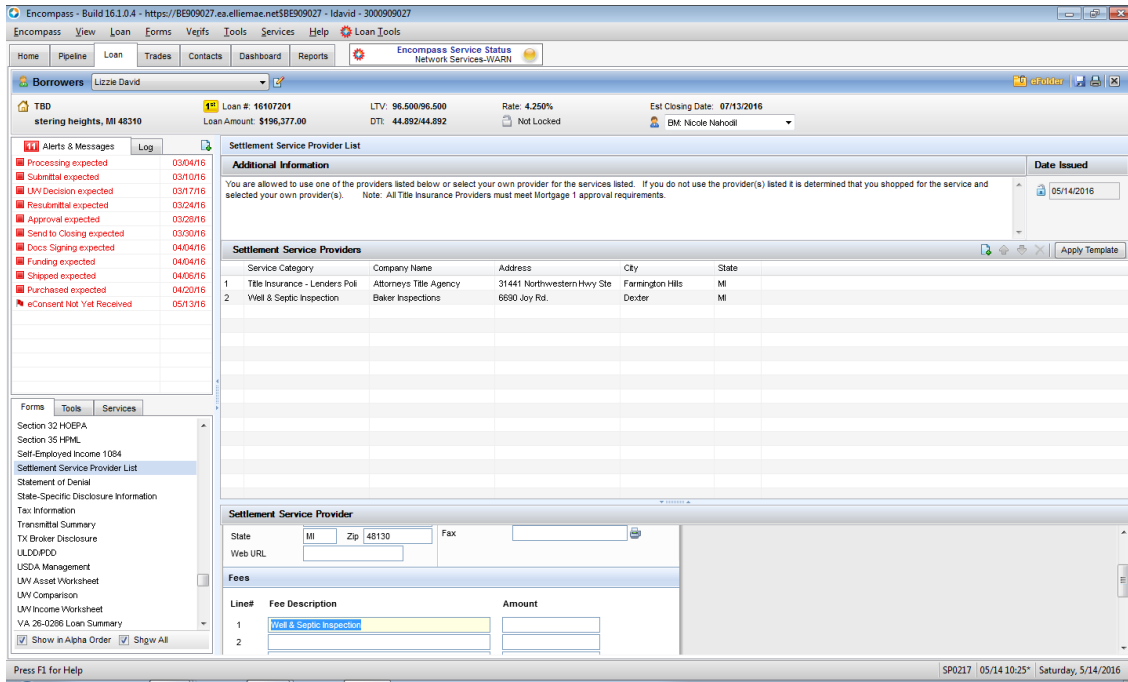
- Click on the phone book next to the service category and pick the service you are adding.



- If your provider is on the list, double click the name. it will take you back



- You must scroll down the page to enter the name of the service that will go on the service provider list. Click save.



- Tax Proration Charges and other Credits

- If you input other credits on the 1003 page 3 Section I other than EMD or seller concessions,(tax proration charges or credits) it will pull to the itemization as well as the loan estimate; HOWEVER, if you are doing a refinance where an ALT LE is used, there is NO Adjustments and Other Credits on the LE and therefore you will need to:
 - Create a Liability for the credit (such as mip credit) on page 2 of the 1003, Check that it will be paid off and show the payoff amount as a NEGATIVE number.

Below screen is for refinances where you have additional credits you want to show

VOL						
Creditor	Type	Balance	Months	Payment	Exclude Mon. Pay	To Be Paid Off
fisdklaj	Installment	25,000.00		540.00	N	Y
FHA MIP CREDIT		-3,560.00			N	Y

VOL is for Date //

Print "See attached borrower's authorization" on signature line.

To: (Name & Address of Creditor)

Name Phone

Attn Fax

Address Email

City

State Zip

Creditor Comments

From

Title Print user's name as title

Phone

Fax

Account Information

Account Type Account in Name of Account Number

Debt Information

Factor for Revolving Debt Balance

No. Months to exclude from installment debts Months Left

Will be paid off (*) Payment

Purpose

UCD Payoff Type

This debt is NOT secured to Subject Property? Prepayment Penalty

Exclude from URLA page 2 Liabilities Total Payoff Amount

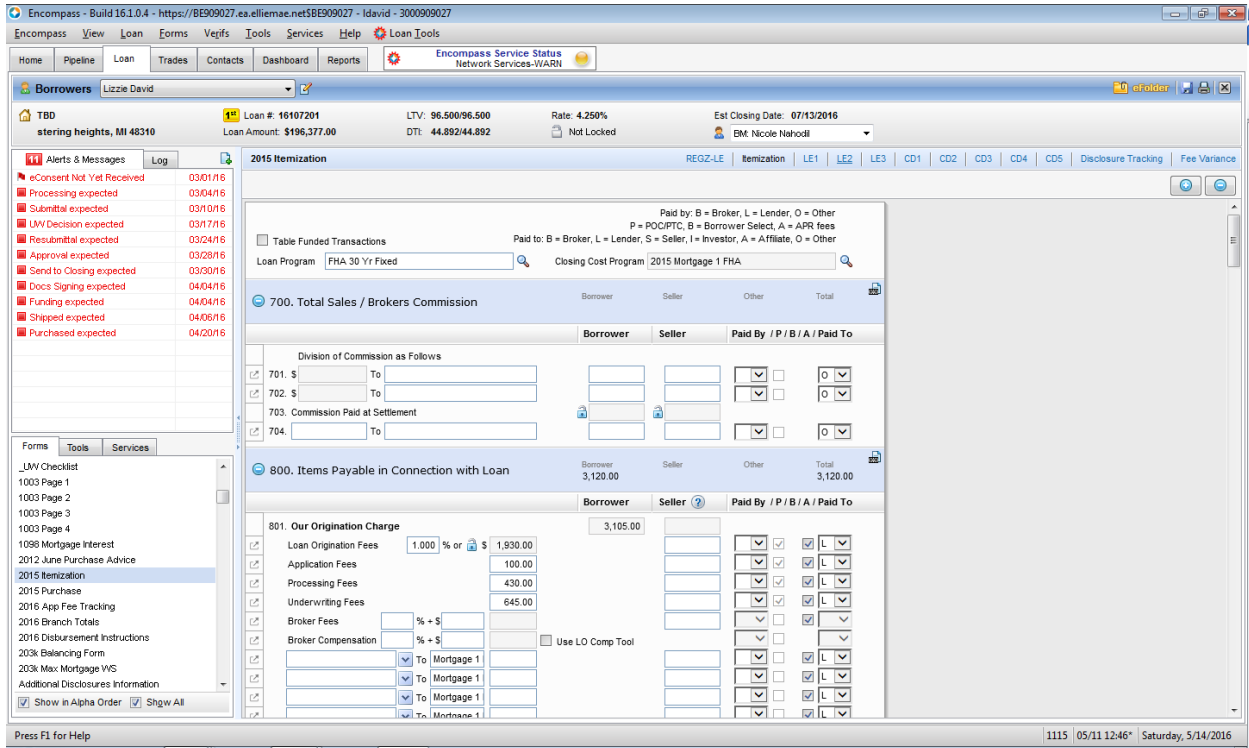
Resubordinated Indicator

Payment History

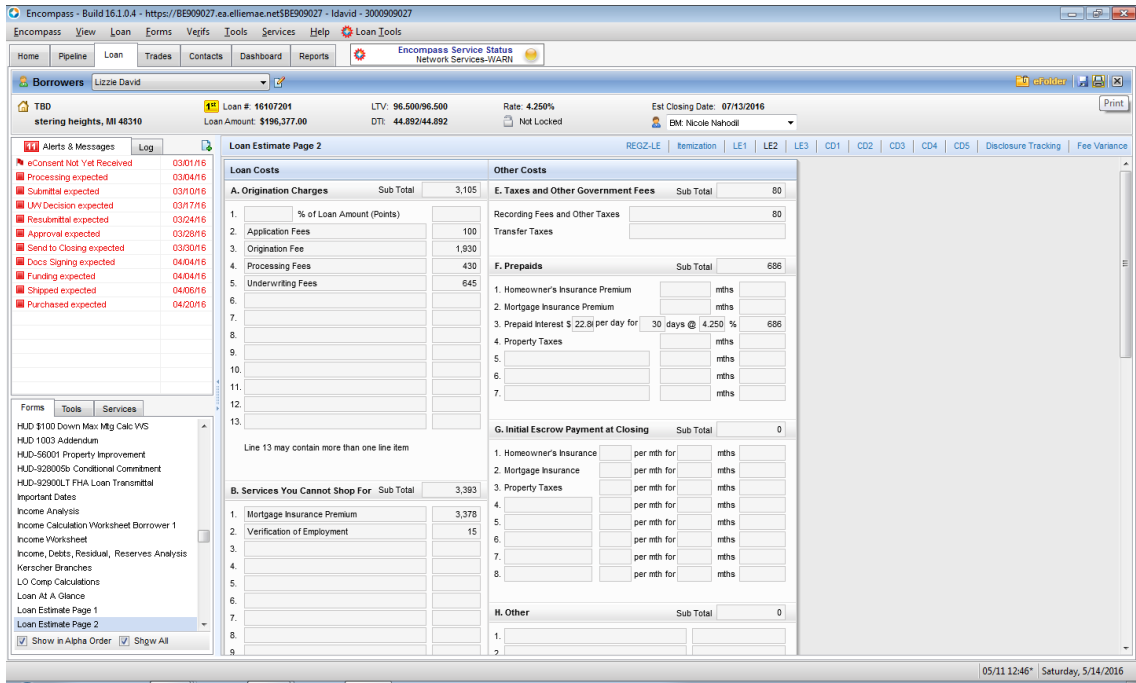
Account / Financial History

Account Delinquency	30 days	60 days	90 days	120 days	150 days
Last 12 Months	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13 to 24 Months	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
25+ Months	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- When you are finished, it is best to review the Loan estimate
 - At the top of the itemization screen, there is a ribbon that can easily take you to the pages of the LE or CD



- Click on any page of the LE and click on the print icon on top right hand corner



- Preview all pages of the Loan Estimate to ensure all fields and fees are completed accurately. Once done, save and close.