

HOW TO: Request Initial Disclosures and COC LE

See the Steps below in order to request your initial disclosures from Towne/AmeriCU, which also outlines the procedures and requirements for Towne/AmeriCU to complete the request. This will also outline the procedure and requirements for Towne/AmeriCU to provide a Change of Circumstance (COC) Loan Estimate (LE).

Requesting the Initial Disclosures, which includes:

- Loan Estimate
- Acknowledgement of Receipt of Loan Estimate
- Acknowledgement of Intent to Proceed
- MDIA (Mortgage Disclosure Improvement Act)
- Home Loan Toolkit

Step 1: Access the desired loan to disclose from your Pipeline View.

TOWN						CONTACT
WELCOME PIPELINE	ADD NEW LOAN	Scenarios resources ~				
	-		Find Loan #		V Q Advanced	Filter
LOAN OPTIONS		Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Dat Sta
VIEW		Builder, Suzi #1711000783 123 Main Street TALLAHASSEE FL 32308	🗎 Locked	12/04/17	Conventional \$180,000.00	11/0
• All loans		Builder, Suzi #1711000799 5404 Pawnee Trail LOUISVILLE KY 40207	a Locked	12/07/17	Conventional \$200,000.00	11/07/1:
My Loans		Darcy, Mr. Fitzwilliam #1711000812 123 Pemberly Rochester MN 55901	Not Locked		Conventional \$305,330.00	11/09/1
Current		Darcy, Mr. Fitzwilliam #1711000815 123 Pemberly Rochester MN 55901	🧧 Not Locked		Conventional \$305,330.00	11/09/1
Archived		De Leon, Gilberto #1711000791 6027 103RD ST APT 1B CHICAGO RIDGE IL 6	🧯 Not Locked		Conventional \$65,550.00	11/06/1
		Firstimer, Alice #1711000787 123 Memories In Troy MI 48083	C Not Locked		FHA \$96,500.00	11/04/]

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Step 2: Make sure that your loan is locked OR that you have selected a program through "Product Pricing and Lock". See the end of this document for a HOW TO:

Selecting the Loan Program:

a. From the Product Pricing & Lock tab on the left-hand column of the screen, click "Search for Product & Pricing"

TOWNE WHOLESALE	CONT/
WELCOME PIPELINE ADD NEW LOAN SCE	ENARIOS RESOURCES \sim
Mr. Darcy 123 Pembery, Rochester, MN, 55901 025ample Co - Wholesale	Loan Number: 1711000815 Loan Type: Conventional Rate: 4.000% Total Loan Amt: \$305,330.00 Loan Purpose: Purchase LTV/CLTV: 95.00% / 95.00%
E LOAN SUMMARY Product, Pricing &	
I003	
PRODUCT PRICING & LOCK Product Details	
DOCUMENTS	pes not have a loan program selected.
CONDITIONS	arch Product & Pricing" button to continue
(\$) FEES Search Product & F	Pricing
LOAN ACTIONS	

b. Ensure all boxes with a red asterisk (*) are complete, and click "Search Product & Pricing"

WHOLESALE WELCOME PIPELINE ADD NEW LOAN Mr. Darcy D12 Permeterix, Solvester, MM, 55501 023emple Co- Vindester ID Documents	Purchase Protal Loan Amount LTV = S305.330.00 'City ROCHESTER 'Postal Code 'Number of E5901 1		¢ , / 95.
WELCOME PIPELINE ADD NEW LOAN Mr. Darcy Diagonal Strength No. 55901 D23emple Co - Vholesile Pr Image: I	nanced *Total Loan Amount LTV = \$305,330.00 95.00 *City ROCHESTER *Postal Code *Number of 55901 1	*Lock Period 30 Subordinate Financing Balance 5 CLTV CLTV () Impound Weiver E Too Prepsyment Penalty E Too Hunts Self-Employed	c c/95.
Mr. Darcy Ti23 Pemberly, Bodnester, MN, 55901 D33mmble Co - Viholesale E LOAN SUMMARY D 1003 PRODUCT PRICING & D COLMENTS CONDITIONS FEES LOAN ACTIONS Import Additional Data	nanced *Total Loan Amount LTV = \$305,330.00 96.00 *City ROCHESTER *Postal Code *Number of 55901 1	30 - Subordinate Financing Balance S CLTV 6 Impound Waiver E No Prepsyment Penalty E No Prepsyment Penalty E No Prepsyment Penalty E No	c : / 95.
Im. Det Cy Im. Det Cy Im. Det Cy Im. Software (M.K. BB00) O2Sample Co - Vinolealie Im. Software (M.K. BB00) Im. Do Cy Im. Software (M.K. BB00) Im. Dot Additional Data Im. Software (M.K. BB00)	nanced • Total Loan Amount LTV = \$305,330.00 95.00 • City ROCHESTER • Postal Code • Number of 55901 1	Subordinate Financing Balance	, / 95.
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I 1003 PRODUCT PRICING & PRODUCT PRICING & PRODUCT PRICING & I DOCUMENTS © CONDITIONS © CONDITIONS © FEES .OAN ACTIONS mpoot Additional Data I DOCUMENTS © LIMITED • Property Type Detached mpoot Additional Data	• Total Loan Amount LTV = \$ 005,330,00 96,00 • City 96,00 96,00 • City ROCHESTER • Postal Code • Number of 56901	CLTV	
PRODUCT PRICING & PRODUCT PRICING & PRODUCT PRICING & Address Address CONDITIONS FEES OAN ACTIONS proof Additional Data	* Total Loan Amount LTV = \$:06,000.00 96.00 * City POStal Code * Number of * Postal Code * Number of 1	CLIV I mpound Waiver	
DOCUMENTS CONDITIONS CONDITIONS FEES COAN ACTIONS Property Type Detached property Additional Data	City ROCHESTER Postal Code Number of 55901 1	Prepsyment Penalty	
CONDITIONS CONDITIONS T23 Pemberly County County Minnesota OLMSTED Property Type Detached mport Additional Data	ROCHESTER Postal Code Number of 55901 1	f Units Self-Employed	
Subject Property State * County Subject Property State * County Minnesota * OLMSTED Property Type Detached mport Additional Data	Postal Code Number of 55901	of Units Self-Employed	
OLMSTED Minnesota OLMSTED Property Type Detached moort Additional Data	55901 1		
OAN ACTIONS Property Type Detached			
Detached	* Occupancy Type	Interest Only	
Import Additional Data	Primary	- No	
		 LO Compensation Paid By 	
Drder / Reissue Credit	* Total Monthly Income	Lender	•
Drder DU 12:09 40.35	\$14,208.00	* Target	
Order LPA AUS Findings		Rate Price 4.000	%
Nisclosures Engine	Recommendation (DU)		
Submit Loan DU	 Approve Eligible 	- Channel	
Re-Submit Loan		Wholesale	
Change of Circumstance			

Selecting the Loan Program (cont.):

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c. In the Pricing Screen, Select the Lender Paid Compensation, Underwriting Fee Designation, and verify the additional data points displayed. Then click "Submit".

	Search Product and Pricing	×
	Pipeline Product Search RateSheet RateSheet Pipeline Product Search Pipeline Pi	^
14	 Selected Laan: Loan ID: 4898 Status: Registered Borrower: Darcy 🔀 [2] 	
	Save As Prospect	6 / 95.00%
Pr	Pricing Options LENDER PAID COMPENSATION? Vers (Lender Paid) Vers (Lender Paid)	. 18
Р	Ves Lie Lien Information • First Lien Ant. • HELOC Line Ant. • HELOC Drawn Ant.	- 185
	305330 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	- 188
	Loan Information Price/Estimated Value Appraisal Amount Lean Purpose Cash-Out Amount	- 18
	321400 321400 Purchase 0 • LTV CLTV HCLTV (Line Amt) HCLTV (Drawn Amt) 95.00 0 0 0	

d. Next, choose the desired Program, Lock Days, Rate/Price, and select the lock icon next to the desired Rate/Price.

ct and Pr	icing													
	Re-Sub	mit Op	tions		Re-Sub	mit	Revise Searc	h						
	•	Loan Amt 305330		• L 9	TV 5		CLTV 0		Desired 4	Rate		Desired Price	30	sired Lock
	In	terest Only	·	Waive B	Escrows	r.	AUS		Buyda	own	P	repayment Penalty	40.247	OTI Ratio
	Pr	operty Zip	~	NO	~	L	00	•	None	v	IN	one 🗸	40.347	
	55901													
	Loan Ty	pe(s): Co	nforming	Loan T	[erm(s): 30 '	Yr	Amorti	zation Type(s): Fixed	ARM Fixe	d Term(s)): 3 Yr, 5 Yr	Exp. App. Level	(s):
블 Print								Full(Or	ig) 🔻 By	Type(Orig)	Top(Or	ig) Side(Orig)	Blend(Orig)	Best(Orig)
Links	Eligible Pr	<u>oduct</u>	Ra	<u>te</u>	Price	<u>Marqin</u>	<u>APR</u>	<u>Lock</u>	<u>P&I</u>	<u>Closing C</u>	<u>Cost (\$)</u>	Discount/Reba	<u>te(\$)</u> Deta	il Compare
	ACH Trust Yr Fixed	HomeRea	<u>idy 30</u> 4.0	00 1	101.285	0.000	4.000	30	\$1,458	\$0)	-\$3,923	Show	<u>v</u>
	ACH Trust	FNMA 0.30 Yr Fi	4.0	00 1	101.135	0.000	4.000	30	\$1,458	\$0)	-\$3,465	Show	<u>v</u>
	Towne Ho	meReady	<u>30 Yr</u> 4.0	00 1	101.125	0.000	4.000	30	\$1.458	\$0		-\$3.435	Shou	w 🗆
	Fixed	MA Confo	mina		COLICE D	01000		50	<i>41</i> ,100	ţ.		<i>\$57155</i>		
	30 Yr Fixed		4.0	00 1	100.875	0.000	4.000	30	\$1,458	\$0		-\$2,672	Hide	
View Pricing for lock period: 12 145 60 90 120 180 270 360 Expiration: 12/15/17 Pricing Last Updated: 11/15/17 10:32 AM Search Timestamp: 11/15/17 3:04 PM														
Rate	Price	APR	LockPeriod	P&I	Closura	-+ (\$)	Origination	Charges(\$)	3rd Part	y Fees(\$)	Discou	int/Rebate(\$)	Compensation	(\$) Select
3.250	96.250	3.556	30	\$1329	\$11,4	450	\$11,	450		\$0	:	\$11,450	\$4,580	
3.375	97.000	3.620	30	\$1350	\$9,1	.60	\$9,	160		\$0		\$9,160	\$4,580	
3.500	98.000	3.663	30	\$1371	\$6,1	.07	\$6,	107				\$6,107	\$4,580	
3.625	98.750	3.727	30	\$1392	\$3,8	17	\$3,	317		\$0		\$3,817	\$4,580	
3.750					¢1.5	27	ė1.	527		¢0		\$1,527	\$4,580	
	99.500	3.791	30	\$1414	\$1,5	27				<i></i> vo				
3.875	99.500 100.125	3.791 3.875	30 30	\$1414 \$1436	\$1,5)	\$1,	0		\$0		-\$382	\$4,500	
3.875 4.000	99.500 100.125 100.875	3.791 3.875 4.000	30 30 30	\$1414 \$1436 \$1458	\$1,5 \$0 \$0)	\$1, \$ \$	0		\$0 \$0		-\$382 -\$2,672	\$4,500 \$4,580	

Selecting the Loan Program (cont.):

e. Finally, select "Update Encompass" to push the Loan Program information into your loan. If you do decide at this point you want to lock the loan, select "Request Lock" to push your lock information into your loan.

			Pipeline 🕨 Lock Form 🔻	New Search 🕨 RateSheet 🕨
_				
Selected Loa	n: Loan ID: 4898 Status: R	tegistered Borrower: Darcy 🔑 🔺		
Printer	Friendly Version	Undate Encompass	Request Lock	Save &s Prospect
Frinces	includy recision	opuste Encompass	Incipiest LOCK	ource to Prospect
Borrow	ver Information			
Υ.	Borrower First Name	Borrower Last Name	Borrower DOB	Borrower SSN
	Mr.	Darcy		111-22-3333
	FICO	DTI Ratio	Self Employed	Citizenship
	000	411.347	INO	U.S. Citizen
	800	101017		

Requesting the Initial Disclosures, (cont.):

Step 3: Under "Loan Actions" on the left-hand column, click on "Disclosures". If there are any requirements needed to complete this request, it will show you at the top of the screen.

WELCOME PIP	ELINE	ADD NEW LOAN	SCENARIOS	RESOURCES	~							^
Mr. Darcy 123 Pemberly, Roche 02Sample Co - Whole	ster, MN, 55 esale	901		Loan Number: Total Loan Amt	1711000812 : \$305,330.00	Loan Type: Loan Purpose	Conventional Purchase	Rate: LTV/CLTV	4.000% /: 95.00% / 95.00%	Wh	1st 🧧	E
i⊟ LOAN SUMM	ARY	U Warning										
1003		You are ur Trans De	nable to perfor etails Loan Pro	m this action bec ogram is not speci	ause of the fo fied	llowing reaso	ns:					
	юск	Docume	ent Wholesale:	Initial LE Request	: Package atta	achment is mis	sing					
		Disclos										
& CONDITIONS		DISCIOS	ures								Ready to	
(\$) FEES		Disclosure	e Status									
LOAN ACTIONS		Application [Date	Ready to -	o Disclose Date		Completed By					
Import Additional D	lata	Borrower	Information									
Order DU	Suit	Select Bor	rrower Pair									
Order LPA		(1) Mr. D	arcy & Elizabeth [Darcy 🔻								
Disclosures												
Submit Loan		Borrower					Co-Borrowe	er.				
Change of Circums	tance	Borrow	ver First Name	Mr.			Co-Borrower	First Name				
		Borrower	Middle Name	Fitzwilliam			Co-Borrower Mi	iddle Name				
		Borrow	ver Last Name		Suffix		Co-Borrower	Last Name	Darcy	Su	ffix	~
		Call D	hone Number				Call Dho	ne Number			>	

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NOTE: The Warning referenced in the screenshot is stating you need to upload the required documents Towne requires to send the initial disclosure package:

- Initial LE Request
- Itemization of Fees
- Service Provider List
- 1003/URLA
- Mortgage Insurance Rate Quote (if applicable)

Step 4: Upload the Initial Disclosure Request documents using the Drag/Drop function at the bottom of the "Disclosures" screen.

Interest Only (Months)	Appraised Value	\$100,000.00
	Amortization Term	
	Section of the Act	
	Estimated Closing Date	
Required Documents		
WHOLESALE: INITIAL LE REQUEST PACKAGE		Drop files () s
		satisfield - more
		Ready to Disclose

Step 5: Once the attachment is present, you will be able to click "Ready to Disclose." It will then give you an additional confirmation window. Click "Continue".



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Step 6:

Your request will be put into a queue for Towne to generate and send. The Loan Officer and Processor will be alerted by email when sent, but will also see the LE Sent date populate on the Loan Summary.



Requesting a Change of Circumstance LE:

Step 1:	Access the loan from your Pipeline View, and click on "Change of Circumstance" under Loan Actions
NOTE:	If your loan is locked, ensure any changes that would affect (or you had to enter to obtain) pricing has been updated. You can make changes to your Rate by
	accessing Product & Pricing. Then click "Change Request".

i⊟ LOAN SUMMARY	Your loan is locked in Optimal Blue. Changes to 1003 are not permitted at this time	×
1003	Product, Pricing & Change Request	÷
	Lock	
	Currant Lock Status	
🎄 conditions	Product & Lock Details	
(§) FEES	Towne FNMA Conforming 30 Yr Fixed	

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Step 2:	Select "Change of Circumstance" under Loan Actions.
Step 3:	Complete the Change of Circumstance Screen:
	Choose a Changed Circumstance from the dropdown

- List all changes in the Comments section
- Select all disclosure reasons that apply.

Click "Request Change".

i⊟ LOAN SUMMARY					_ ^
国 1003	Change of Circ	cumstance		Request Chang	e
	Borrower Information				
	Select Borr ver Pair (1) Mr. Darcy & Elizabeth	Darcy 💌			
& CONDITIONS					
(\$) FEES	Changed Circumstanc	e			
LOAN ACTIONS	Request Status	Not Sent			
Import Additional Data Order / Reissue Credit Order DU Order LPA Disclosures Submit Loan Re-Submit Loan Change of Circumstance	* Changed Circumstance	Loan amount has changed Loan amount decreased to 275.00 and Rate is now locked. Discount points: 1% Changed Circumstance - Settlement Charges Changed Circumstance - Eligibility Revision requested by the Consumer Interest Rate dependent changed (Rate Lock) Expiration (Intent to Proceed received after 10 busin Delayed Settlement on Construction Loans Other	ress days)		
	Borrower		Co-Borrower		
	Borrower First Name	Mr.	Co-Borrower First Name		
	Borrower Middle Name		Co-Borrower Middle Name		~
<					>

Step 5:

Step 4:

Your request will be put into a queue for Towne to generate and send. The Loan Officer and Processor will be alerted by email when sent, but will also see the Revised LE Sent date populate on the Loan Summary.



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