



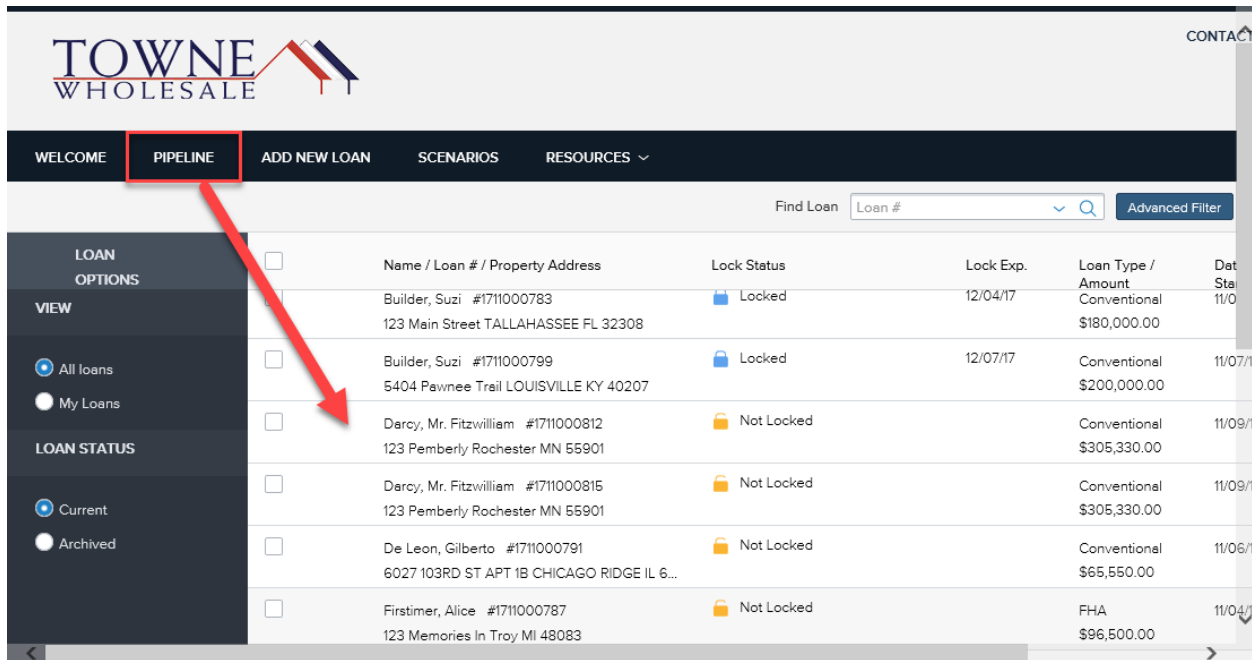
HOW TO: Request Initial Disclosures and COC LE

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.



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

WELCOME PIPELINE ADD NEW LOAN SCENARIOS RESOURCES

Mr. Darcy
123 Pemberly, Rochester, MN, 55901
02Sample Co - Wholesale

Loan Number: 1711000815
Total Loan Amt: \$305,330.00

Loan Type: Conventional
Loan Purpose: Purchase

Rate: 4.000%
LTV/CLTV: 95.00% / 95.00%

LOAN SUMMARY
1003
PRODUCT PRICING & LOCK
DOCUMENTS
CONDITIONS
FEES
LOAN ACTIONS

Product, Pricing & Lock

Product Details

This loan does not have a loan program selected.
Simply select the "Search Product & Pricing" button to continue

Search Product & Pricing

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

TOWNE WHOLESALE

WELCOME PIPELINE ADD NEW LOAN

Mr. Darcy
123 Pemberly, Rochester, MN, 55901
02Sample Co - Wholesale

LOAN SUMMARY
1003
PRODUCT PRICING & LOCK
DOCUMENTS
CONDITIONS
FEES
LOAN ACTIONS

Import Additional Data
Order / Reissue Credit
Order DU
Order LPA
Disclosures
Submit Loan
Re-Submit Loan
Change of Circumstance

Search Product and Pricing

U.S. Citizen Purchase Fixed Rate

* Lock Period: 30

Subordinate Financing Balance: \$

4 Base Loan Amount: \$305,330.00 + MI, MIP, FF Financed: \$ = Total Loan Amount: \$305,330.00 LTV: 95.00 / CLTV: 95.00

* Address: 123 Pemberly * City: ROCHESTER

* Subject Property State: Minnesota * County: OLMSTED * Postal Code: 55901 * Number of Units: 1

* Property Type: Detached * Occupancy Type: Primary

Front End DTI: 12.09 Back End DTI: 40.35 * Total Monthly Income: \$1,208.00

AUS Findings
Engine: DU Recommendation (DU): Approve Eligible

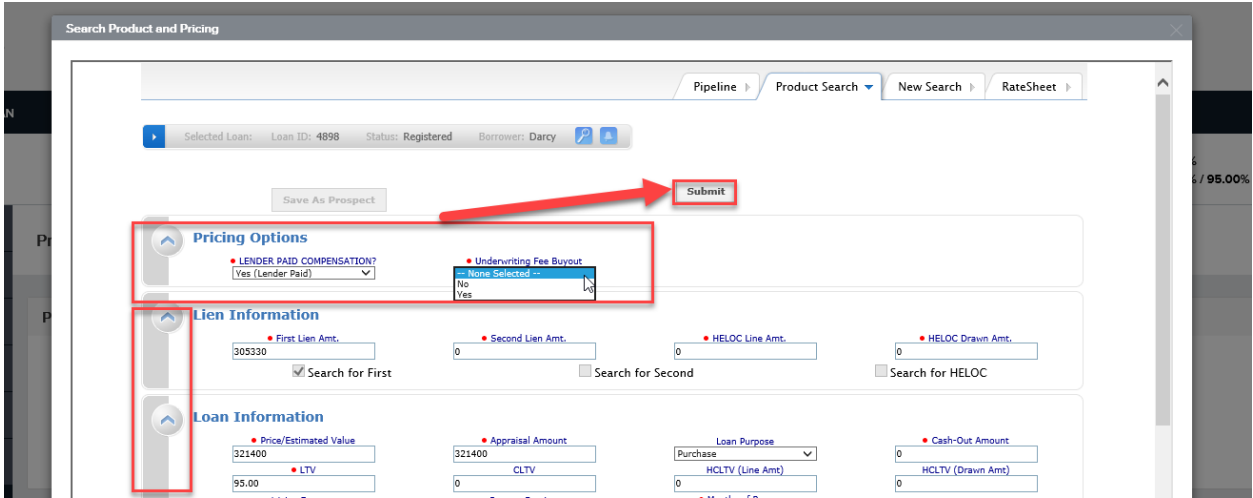
FHA Total Scorecard: Select One

6 Impound Waiver: No
Prepayment Penalty: No
Self-Employed: No
Interest Only: No
* LO Compensation Paid By: Lender
* Target: Rate 4.000%
Channel: Wholesale

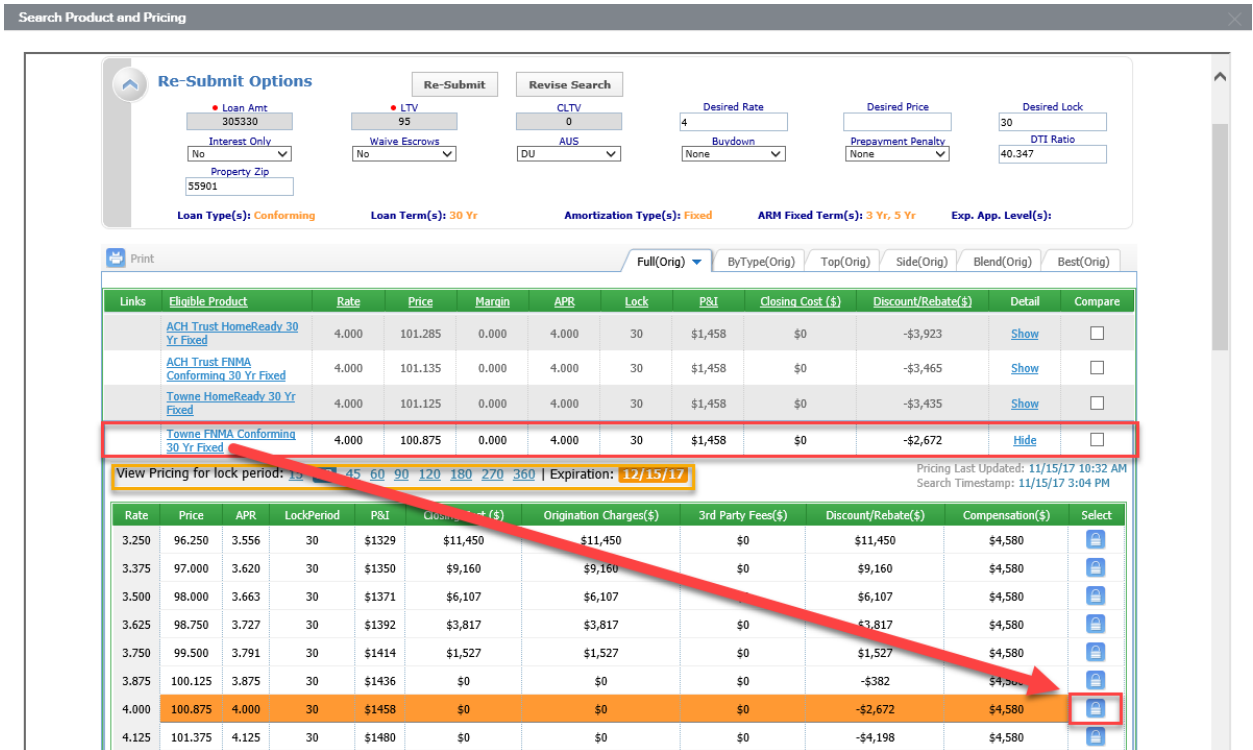
Cancel Search Product & Pricing

Selecting the Loan Program (cont.):

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

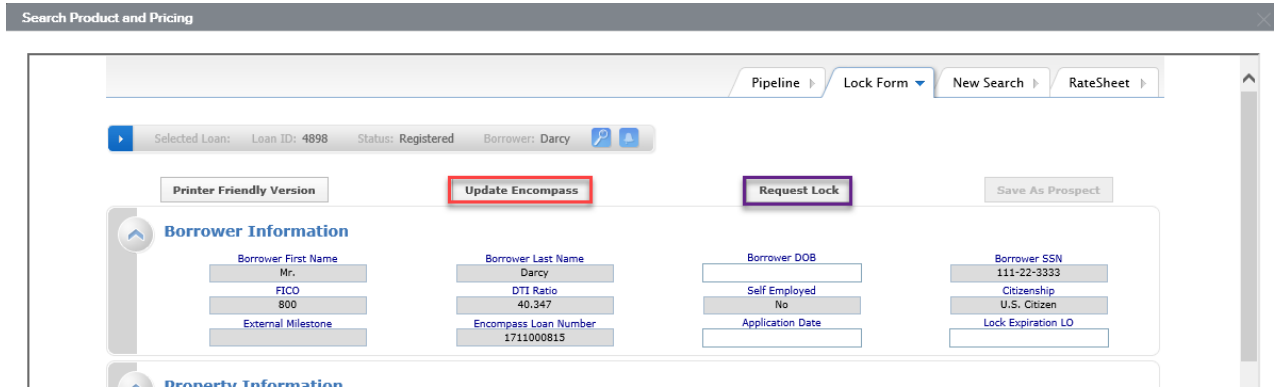


- d. Next, choose the desired Program, Lock Days, Rate/Price, and select the lock icon next to the desired Rate/Price.



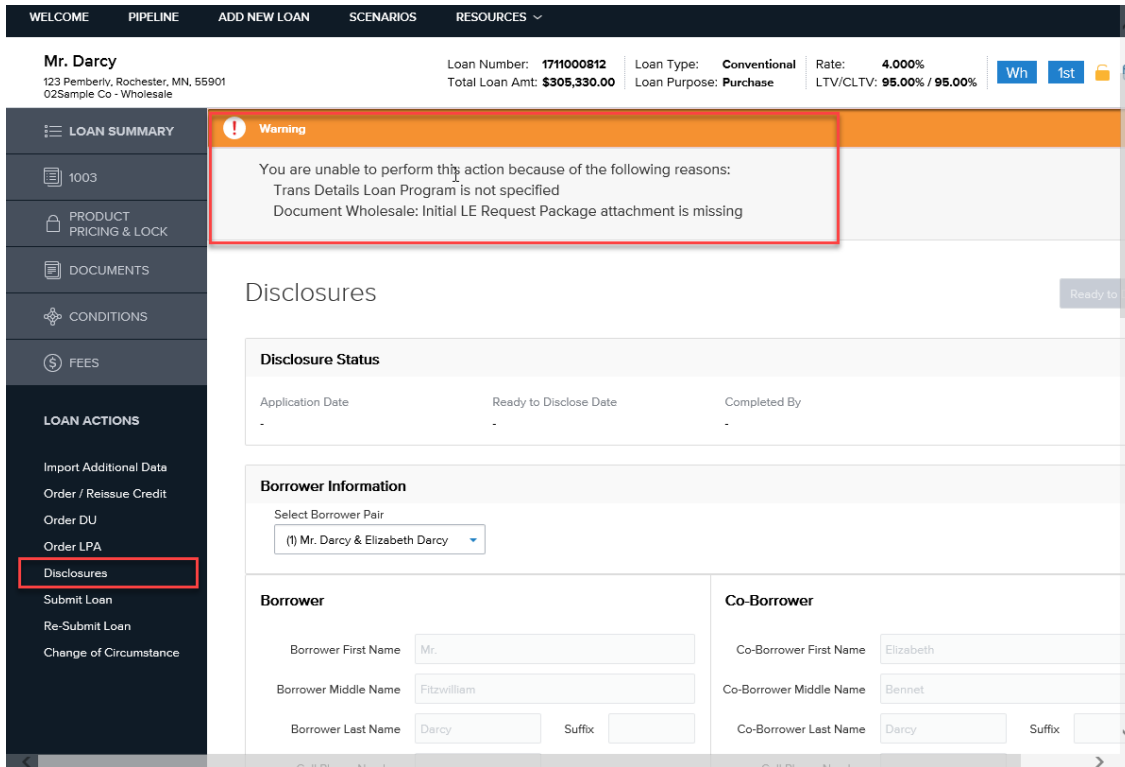
Selecting the Loan Program (cont.):

- 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.



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.



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.

The screenshot shows a form with various fields: Interest Only (Months), Appraised Value (\$100,000.00), Amortization Term (360), Section of the Act (2038), and Estimated Closing Date. Below these is a 'Required Documents' section containing a file named 'WHOLESALE: INITIAL LE REQUEST PACKAGE'. To the right of the file is a blue box with a file icon and a 'Move' button. At the bottom right of the form is a yellow 'Ready to Disclose' button.

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”.

The screenshot shows the same form as in Step 4, but with a confirmation dialog box overlaid. The dialog box contains the text: "By clicking 'Ready to Disclose', you are indicating that the loan data necessary to disclose has been provided." and buttons for "Cancel" and "Continue". A red arrow points from the "Continue" button in the dialog box to the "Ready to Disclose" button on the main screen. The "Required Documents" section now shows a blue box with a file icon and a "Browse for files" button. The "Ready to Disclose" button is highlighted with a red box.

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.

The screenshot displays the 'LOAN SUMMARY' page. On the left is a navigation menu with options: LOAN SUMMARY, 1003, PRODUCT PRICING & LOCK, DOCUMENTS, CONDITIONS, FEES, and LOAN ACTIONS. The main content area shows loan details: a balance of \$305,330.00 at 95.00% / 95.00%, a base loan amount of \$305,330.00, and a sub-financing amount of \$0.00. A 'Not Locked 4.000%' badge is visible. The 'Started' date is 11/09/2017. The 'Key Dates' section on the right includes 'Registered' (11/09/2017) and 'LE Sent' (11/16/2017), with the latter highlighted by a red box. A red arrow points from the 'LOAN SUMMARY' menu item to the 'LE Sent' date.

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”.

The screenshot shows the 'Product, Pricing & Lock' page. A red box highlights the 'PRODUCT PRICING & LOCK' menu item. A red arrow points from this menu item to the 'Change Request' button in the top right corner. A warning banner at the top states: 'Your loan is locked in Optimal Blue. Changes to 1003 are not permitted at this time'. The 'Current Lock Status' is shown as 'Locked'.

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.

Step 4: Click “Request Change”.

Change of Circumstance

Borrower Information
Select Borrower Pair
(1) Mr. Darcy & Elizabeth Darcy

Changed Circumstance
Request Status: Not Sent
* Changed Circumstance: Loan amount has changed
Loan amount decreased to 275.00 and Rate is now locked.
Discount points: 1%

Disclosure Reasons
 Changed Circumstance - Settlement Charges
 Changed Circumstance - Eligibility
 Revision requested by the Consumer
 Interest Rate dependant changed (Rate Lock)
 Expiration (Intent to Proceed received after 10 business days)
 Delayed Settlement on Construction Loans
 Other

Borrower
Borrower First Name: Mr.
Borrower Middle Name: Fitzwilliam

Co-Borrower
Co-Borrower First Name: Elizabeth
Co-Borrower Middle Name: Bennet

Request Change

Step 5: 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.

LOAN SUMMARY

Your loan is locked in Optimal Blue. Changes to 1003 are not permitted at this time

\$305,330.00
95.00% / 95.00%

Base Loan Amount: \$305,330.00
Sub. Financing: \$0.00

Started
11/09/2017

Conditions:
Open: 0
Ready for Review: 0

Assignment Information

Loan Officer	LO Test	Edit
Loan Processor	Donna Shaba	Edit

Key Dates

Application Disclosure	11/16/2017
Registered	11/09/2017
LE Sent	11/16/2017
Revised LE Sent	11/16/2017
CD Sent	-
Revised CD Sent	-