



**TOWNE**  
MORTGAGE COMPANY



# TPO CONNECT

9/20/2018

# TPO CONNECT OVERVIEW-Table of Contents

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- Add a Loan (import) to the TPO Connect Portal

# Add a New Loan (Importing a FNMA 3.2 File)

The screenshot shows the Towne Wholesale software interface. The top navigation bar includes 'WELCOME', 'PIPELINE', 'ADD NEW LOAN' (highlighted with a red box), and 'SCENARIOS'. Below this, the user profile for 'Tweety Bird' is displayed. A sidebar on the left contains various menu items: 'LOAN SUMMARY', '1003', 'PRODUCT PRICING & LOCK', 'DOCUMENTS', 'CONDITIONS', 'FEES', and 'LOAN ACTIONS'. The main content area shows a 'Register Wholesale Loan' dialog box. The dialog box has a title bar and a close button. It contains two sections: 'LOAN OFFICER' and 'LOAN PROCESSOR'. Each section has a dropdown menu for 'Organization' (both set to '02Sample Co - Wholesale') and a dropdown menu for 'User Name'. The 'User Name' dropdowns are highlighted with red boxes. The 'User Name' for the Loan Officer is 'Donna Shaba' and for the Loan Processor is 'Jennifer Drouin'. At the bottom of the dialog box, there are 'Cancel' and 'Next' buttons.

- Select Add New Loan

- Choose Contacts

- Click Next

*\*if Your office does not have a processor, you may choose yourself as the processor within the dropdown.*


# Add a New Loan (Importing a FNMA 3.2 File) cont.

- Click to Browse and Attach File or Drag and drop 3.2 file over the Drop Here to Upload. (Note the area will get a blue highlighted background when it's ready to be dragged in)
- Click Next

\*If you do not use your own LOS or do not have an LOS, please proceed to the next slide.

Register Wholesale Loan

Import Loan Data From FNM 3.2 File

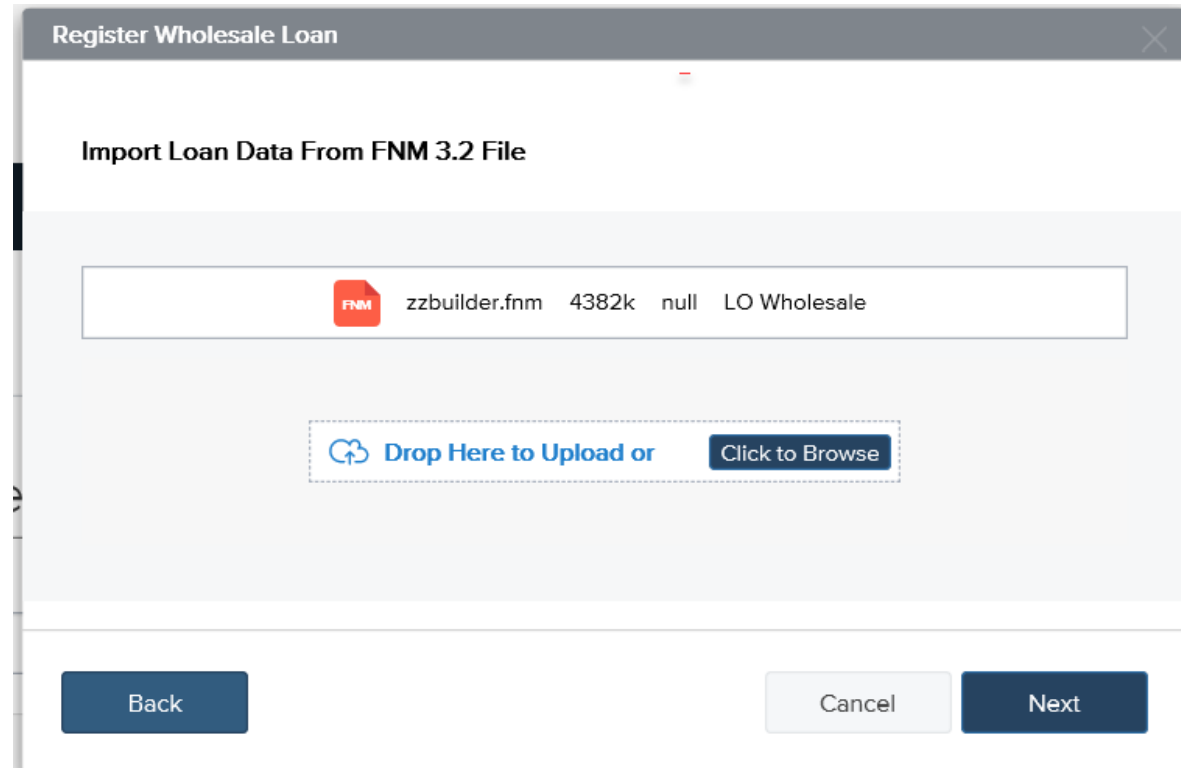
	zzbuilder.fnm	4382k	null	LO Wholesale
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Drop Here to Upload or [Click to Browse](#)

[Back](#) [Cancel](#) [Next](#)

# Add a New Loan (Importing a Manual-FNMA 3.2 File) cont.

- Click on the Resources dropdown and select Policies and Procedures.
- Click on FNM 3.2 Templates-Blank Purchase & Refinance.
- Right Click and copy the template that pertains to your loan.
- Paste on your desktop or folder and drag and drop into the section “Drop Here to Upload”.



# Add a New Loan (Importing a FNMA 3.2 File) cont.

The screenshot shows a web interface for adding a new loan. On the left is a dark sidebar with navigation options: LOAN SUMMARY, 1003, Loan Info, Borrower Info, Employer History, Income & Expenses, Assets & Liabilities, Transaction Details, Information for Government Monitoring, Comments, PRODUCT PRICING & LOCK, DOCUMENTS, CONDITIONS, FEES, and LOAN ACTIONS. The main content area is titled '1003 / Loan Information'. It includes a 'Select Borrower Pair' dropdown with '(1)' selected and an 'Edit' button. A 'Register' button is highlighted with a red box. Below are two checkboxes: 'The income / assets of a person other than the Borrower will be used.' and 'The income / assets of the Borrower's spouse will not be used.' The 'I. Types of Mortgage and Terms of Loan' section contains two columns of fields. The 'Decision FICO' field in the second column is highlighted with a red box. Other fields include Base Loan Amount, Lien Position, Sub Financing, Loan Type, Lender Case Number, Universal Loan Identifier, MERS MIN, Amortization Term Months, Due In, Interest Only, Interest Rate, Prepayment Penalty, MI Coverage, MI Months, Lender Paid Mortgage Insurance, Impound Waiver, Documentation Type, Application Date, and Estimated Closing Date.

- Fill in the Decision FICO, then click Register. (once clicked, the loan will be registered in TPO Connect and Encompass)
- Fill in the missing information
  - MI Coverage (next page)
  - Impound Waiver
  - Document type
  - Estimated Closing Date
  - Source of Down Payment



# Adding MI / UFMIP / FF

### MIP Guarantee Fee Calculation

**Upfront MIP**

Base Loan Amount: \$96,500

MIP/Funding/Guarantee Amount: 1.75% **\$1,688.75**

Amount Paid In Cash: \$0.75  Lock

Upfront MIP/Funding/Guarantee Fee Financed: \$1,688

Loan Amount with Upfront MIP/Funding Fee: \$98,188

Refund prorated unearned upfront  Charges for insurance collected upfront at closing

Round to nearest \$50  Lender Paid mortgage insurance

Charges for insurance are added to your loan payments  MI Factor field locked

**MI (FHA and VA)**

Type of Veteran:   First use of the VA loan program

**Monthly MI**

**Get MI**

Calculated Based on: Base Loan Amount

1. 0.85% 360 Months

2. 0% 0 Months

Cancel At: 0%

Calculate based on remaining balance

Midpoint payment cancellation

Declining renewals

Number of Months MI Being Collected

Prepaid

Prepaid Amount

Cancel Done

- Click on the Calculator Icon (will only appear when loan is registered)
- If Conventional Loan go outside the system run a rate quote and enter the factors in the Table (remember to add the rate quote with your package)
- If Government Loan (FHA,VA,USDA) Just click the "Get MI" button.
- Click done
- Remember to Answer VA questions if applicable (Purple)

Decision FICO	689
Interest Rate	5.375%
epayment Penalty	No
MI Coverage	0.850% 
MI Months	360

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# Preapproval Process

## II. Property Information and Purpose of Loan

Address	TBD
City	TROY
State	Michigan
ZIP	48083
County	Oakland
Property Type	Detached

- If the Loan is a Preapproval, make sure to enter "TBD" in the street address within your LOS.
- It will then come in that way in TPO Connect resulting in only 5 pieces of information. (If anything other than TBD is placed in the address it will trigger RESPA ex. Tbd, to be determined etc.)
- If you are manually putting in the File leave the street address as TBD.
- Once Property is found, update TPO Connect with address, loan amount, purchase price etc.
  - Request a LE if needed
  - Upload Supporting Documents to wholesale conditions and Resubmit.



# Borrower Info Screen

LOAN SUMMARY

1003

Loan Info

**Borrower Info**

Employer History

Income & Expenses

Assets & Liabilities

Transaction Details

Information for Government Monitoring

Comments

PRODUCT PRICING & LOCK

DOCUMENTS

CONDITIONS

FEEs

LOAN ACTIONS

Import Additional Data

Order Credit

Order DU

Order LPA

Disclosures

Submit Loan

Re-Submit Loan

Change of Circumstance

1003 / Borrower Information

Select Borrower Pair

1003

Edit

III. Borrower Information

Borrower First Name

Borrower Middle Name

Borrower Last Name

Suffix

Social Security Number

Date of Birth

Marital Status

Borrower Present Address

123 Inspector Gadget In , Troy MI 48083

2 yrs 3 months

Add Present Address

Borrower Mailing Address

Add Mailing Address

Copy from Present Address

Borrower Former Address

Add Former Address

- Indicate the borrower(s) Mailing address on the Borrower Info screen.
- If the borrower(s) address is different than their present click “Add Mailing Address” (Purple)
- If it is the same as the present address click “Copy from Present Address” (Red)

# Did my 1003 Import correctly?

1. Going through from loan info to information for Government Monitoring is always best business practice.
2. Click on Copy from Present Address located in the Borrower Info screen.
3. Indicate if Impounds will be waived or not waived on loan info screen.
4. Run thru tabs within 1003 and confirm all fields are filled in.