



HOW TO: Request a Loan Estimate

See the Steps below in order to request your Loan Estimate from Towne/AmeriCU, which also outlines the procedures and requirements for Towne/AmeriCU to complete the request.

Requesting the Loan Estimate, 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.

A screenshot of the Towne Wholesale web application interface. The top navigation bar includes "WELCOME", "PIPELINE" (highlighted with a red box and a red arrow), "ADD NEW LOAN", "SCENARIOS", and "RESOURCES". Below the navigation bar is a search bar with "Find Loan" and "Loan #" input fields, and an "Advanced Filter" button. The main content area displays a table of loans with columns for Name / Loan # / Property Address, Lock Status, Lock Exp., Loan Type / Amount, and Date. The table contains six rows of loan data. On the left side, there is a sidebar with "LOAN OPTIONS" (VIEW) and "LOAN STATUS" (Current, Archived) sections. A red arrow points from the "PIPELINE" menu item to the first row of the loan table.

LOAN OPTIONS		Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Date
VIEW	<input type="checkbox"/>	Builder, Suzi #1711000783 123 Main Street TALLAHASSEE FL 32308	Locked	12/04/17	Conventional \$180,000.00	11/0...
All loans	<input type="checkbox"/>	Builder, Suzi #1711000799 5404 Pawnee Trail LOUISVILLE KY 40207	Locked	12/07/17	Conventional \$200,000.00	11/07/17
My Loans	<input type="checkbox"/>	Darcy, Mr. Fitzwilliam #1711000812 123 Pemberly Rochester MN 55901	Not Locked		Conventional \$305,330.00	11/09/17
LOAN STATUS	<input type="checkbox"/>	Darcy, Mr. Fitzwilliam #1711000815 123 Pemberly Rochester MN 55901	Not Locked		Conventional \$305,330.00	11/09/17
Current	<input type="checkbox"/>	De Leon, Gilberto #1711000791 6027 103RD ST APT 1B CHICAGO RIDGE IL 6...	Not Locked		Conventional \$65,550.00	11/06/17
Archived	<input type="checkbox"/>	Firstimer, Alice #1711000787 123 Memories In Troy MI 48083	Not Locked		FHA \$96,500.00	11/04/17

Step 2: Make sure that your loan is locked OR that you have selected a program through “Product Pricing and Lock”. See the next section 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”

The screenshot shows the TOWNE WHOLESALE interface. At the top, there's a navigation bar with 'WELCOME', 'PIPELINE', 'ADD NEW LOAN', 'SCENARIOS', and 'RESOURCES'. Below that, the user's name 'Mr. Darcy' and address '123 Pemberly, Rochester, MN, 55901' are shown. Loan details include 'Loan Number: 1711000815', 'Loan Type: Conventional', 'Rate: 4.000%', 'Total Loan Amt: \$305,330.00', 'Loan Purpose: Purchase', and 'LTV/CLTV: 95.00% / 95.00%'. The left sidebar has a 'PRODUCT PRICING & LOCK' tab selected. The main content area shows 'Product Details' with a message: 'This loan does not have a loan program selected. Simply select the "Search Product & Pricing" button to continue'. A red box highlights the 'Search Product & Pricing' button, and a red arrow points to it from the 'PRODUCT PRICING & LOCK' tab.

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

The screenshot shows the 'Search Product and Pricing' form. It includes fields for 'U.S. Citizen', 'Purchase', 'Fixed Rate', 'Lock Period' (30), and 'Subordinate Financing Balance'. A summary row shows: '* Base Loan Amount \$305,330.00 + \$ = * Total Loan Amount \$305,330.00 LTV 95.00 / CLTV 95.00'. Below this are fields for 'Address' (123 Pemberly), 'City' (ROCHESTER), 'Subject Property State' (Minnesota), 'County' (OLMSTED), 'Postal Code' (55901), and 'Number of Units' (1). Other fields include 'Property Type' (Detached), 'Occupancy Type' (Primary), 'Front End DTI' (12.09), 'Back End DTI' (40.35), and 'Total Monthly Income' (\$14,208.00). There are also sections for 'AUS Findings', 'FHA Total Scorecard', 'Impound Waiver', 'Prepayment Penalty', 'Self-Employed', 'Interest Only', 'LO Compensation Paid By', and 'Target' (Rate 4.000%). A 'Search Product & Pricing' button is highlighted with a red box at the bottom right.

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.

View Pricing for lock period: 15 45 60 90 120 180 270 360 | Expiration: 12/15/17

Rate	Price	APR	LockPeriod	P&I	Closing Cost (\$)	Origination Charges(\$)	3rd Party Fees(\$)	Discount/Rebate(\$)	Compensation(\$)	Select
3.250	96.250	3.556	30	\$1329	\$11,450	\$11,450	\$0	\$11,450	\$4,580	
3.375	97.000	3.620	30	\$1350	\$9,160	\$9,160	\$0	\$9,160	\$4,580	
3.500	98.000	3.663	30	\$1371	\$6,107	\$6,107	\$0	\$6,107	\$4,580	
3.625	98.750	3.727	30	\$1392	\$3,817	\$3,817	\$0	\$3,817	\$4,580	
3.750	99.500	3.791	30	\$1414	\$1,527	\$1,527	\$0	\$1,527	\$4,580	
3.875	100.125	3.875	30	\$1436	\$0	\$0	\$0	-\$382	\$4,580	
4.000	100.875	4.000	30	\$1458	\$0	\$0	\$0	-\$2,672	\$4,580	
4.125	101.375	4.125	30	\$1480	\$0	\$0	\$0	-\$4,198	\$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.

The screenshot shows a web interface for loan management. At the top, there is a search bar labeled "Search Product and Pricing". Below it, a navigation bar includes "Pipeline", "Lock Form", "New Search", and "RateSheet". The main content area displays loan information for "Loan ID: 4898" with status "Registered" and borrower "Darcy". There are three buttons: "Printer Friendly Version", "Update Encompass" (highlighted with a red box), and "Request Lock" (highlighted with a purple box). Below these is a "Borrower Information" section with fields for Borrower First Name (Mr.), Borrower Last Name (Darcy), Borrower DOB, Borrower SSN (111-22-3333), FICO (800), DTI Ratio (40.347), Self Employed (No), Citizenship (U.S. Citizen), External Milestone, Encompass Loan Number (1711000815), Application Date, and Lock Expiration LO.

Requesting the Loan Estimate, (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.

The screenshot shows the TPO Connect interface with a warning message at the top. The warning message states: "You are unable to perform this action because of the following reasons: Trans Details Loan Program is not specified, Document Wholesale: Initial LE Request Package attachment is missing". Below the warning is the "Disclosures" section. The "Disclosure Status" table shows columns for Application Date, Ready to Disclose Date, and Completed By. Below this is the "Borrower Information" section, which includes a dropdown for "Select Borrower Pair" (Mr. Darcy & Elizabeth Darcy) and fields for Borrower and Co-Borrower names (First, Middle, Last, and Suffix).

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

- **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 360

Section of the Act 203B

Estimated Closing Date

Required Documents

WHOLESALE-INITIAL LE REQUEST PACKAGE

Drag & Drop files here or Browse for files

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”.

Loan Type FHA

Interest Rate 3.750

Price

Lock Expiration Date

Interest Only (Months)

Purchase Price \$100,000.00

Loan Amount \$96,500.00

Loan Amount \$98,188.00

Estimated Value \$100,000.00

Appraised Value \$100,000.00

Amortization Term 360

Section of the Act 203B

Estimated Closing Date

Required Documents

WHOLESALE-INITIAL LE REQUEST PACKAGE

Drag & Drop files here or Browse for files

Ready to Disclose

By clicking "Ready to Disclose", you are indicating that the loan data necessary to disclose has been provided.

Cancel Continue

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 in the TPO Connect system. The left sidebar contains navigation options: LOAN SUMMARY (highlighted with a red box), 1003, PRODUCT PRICING & LOCK, DOCUMENTS, CONDITIONS, FEES, and LOAN ACTIONS. The main content area is divided into several sections:

- Loan Amount and Rates:** \$305,330.00, 95.00% / 95.00%. Base Loan Amount: \$305,330.00. MI, FF, MIP Financ...: \$0.00. Sub. Financing: \$0.00.
- Not Locked 4.000%:** A yellow padlock icon indicates the loan is not locked.
- Started:** 11/09/2017. Conditions: Open (0), Ready for Review (0). AUS: Order DU Order LPA. Down Payment: \$16,070. P & I: \$1,457.69.
- Assignment Information:** Loan Officer: LO Test, Loan Processor: Donna Shaba.
- Key Dates:** Application Disclosure: 11/16/2017, Registered: 11/09/2017, **LE Sent: 11/16/2017** (highlighted with a red box), Revised LE Sent: -.