



DocMagic Online Hacks

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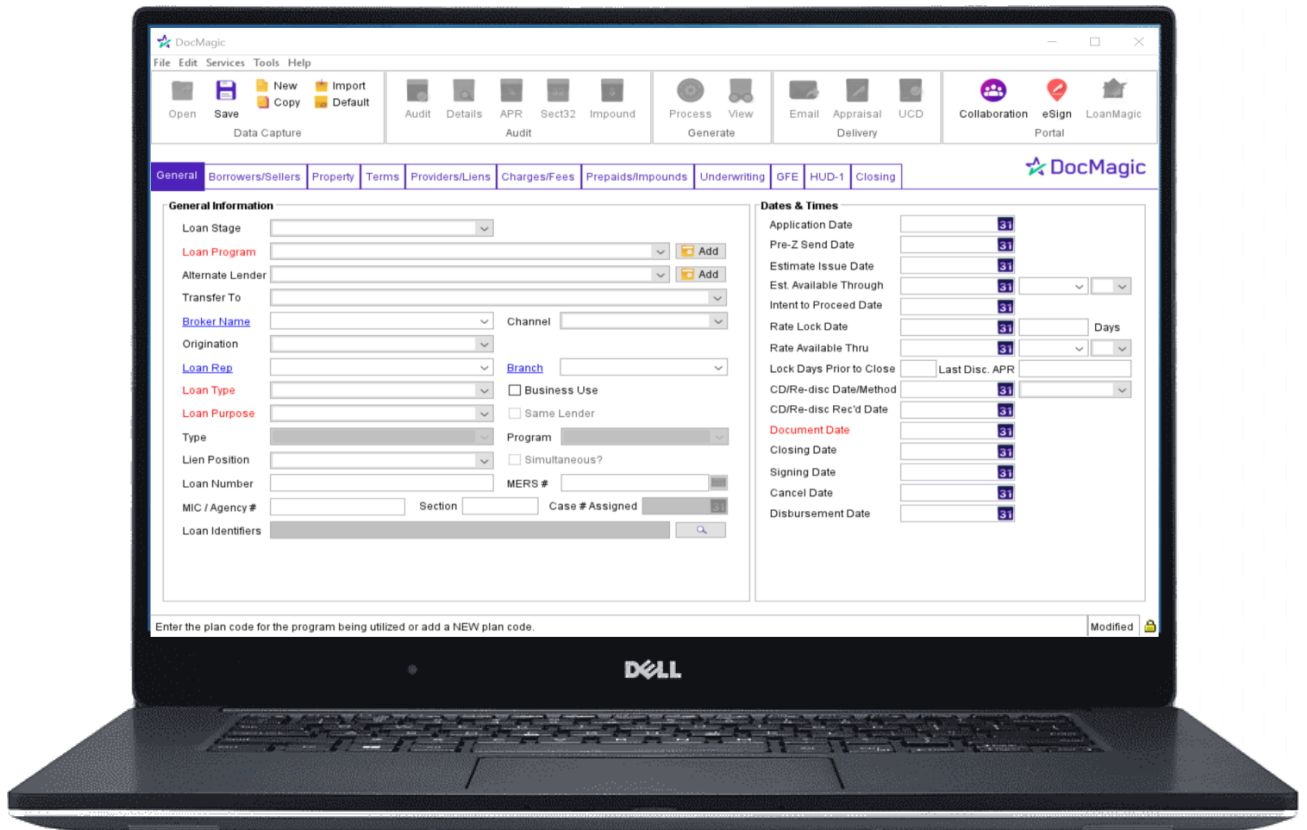


Downloading and Installing
the Java Application

DMO – Download & Install Java

Downloading Java

Java must be downloaded and installed on your computer or else the DocMagic Online application will not run.



DocMagic currently recommends OpenWebStart, a free open-source as an alternative to Oracle's version of Java. Please click [here](#) for instructions.



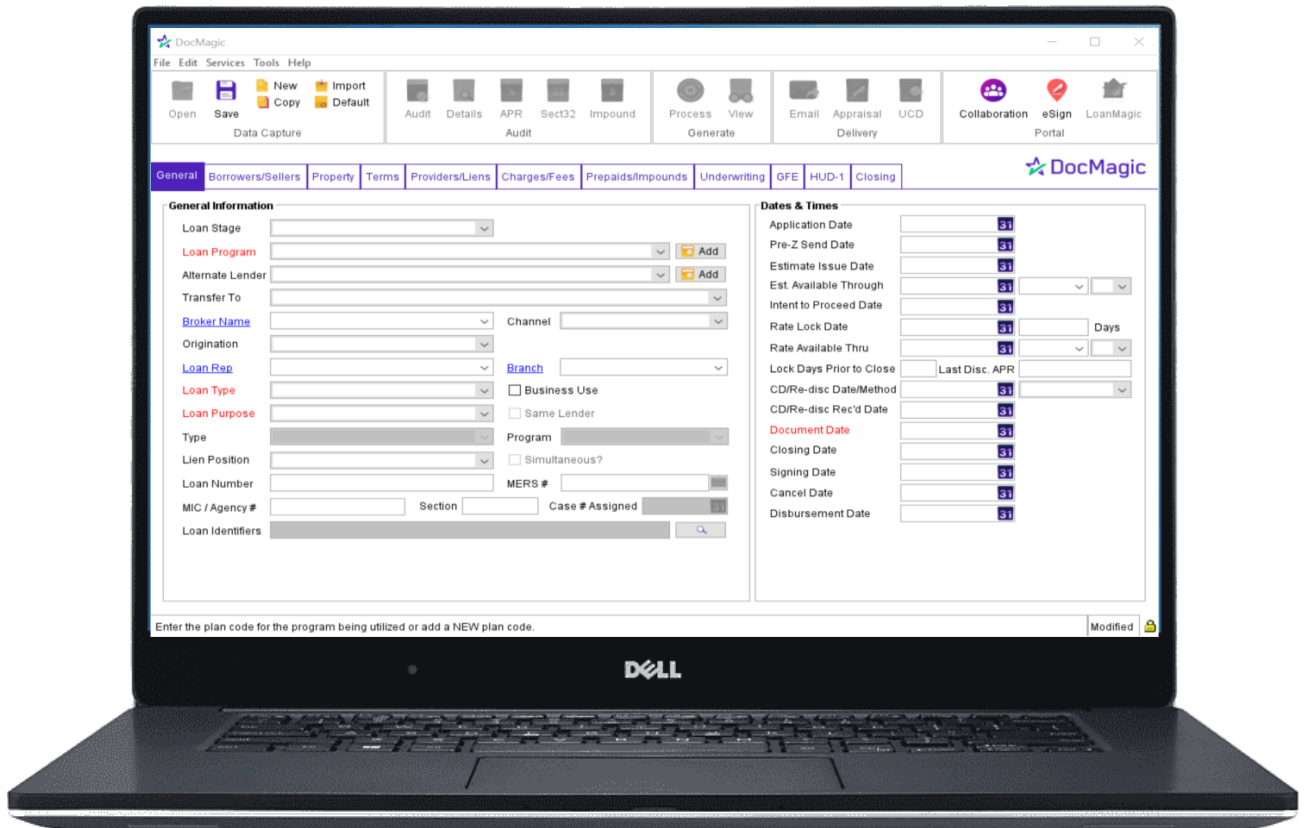


Generating Appraisals
For DocMagic Online

DMO – Generating Appraisals

Launch DocMagic Online

Start by launching DocMagic Online.



For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Generating Appraisals

Loan Stage - Disclosure

Create or open a file. Then on the General tab, set the Loan Stage to Disclosure.

The screenshot shows the DocMagic software interface with the 'General' tab selected. The 'General Information' section is visible, and the 'Loan Stage' dropdown menu is open, showing options: APPLICATION, VERIFICATION, DISCLOSURE (highlighted), PRE-CLOSING, CLOSING, and POST CLOSING. The 'Dates & Times' section is also visible, showing various dates and times.

General Information	
Loan Stage	DISCLOSURE
Loan Program	APPLICATION
Alternate Lender	VERIFICATION
Transfer To	DISCLOSURE
Broker Name	PRE-CLOSING
Origination	CLOSING
Loan Rep	LOAN REP
Loan Type	CONVENTIONAL
Loan Purpose	PURCHASE
Type	
Lien Position	FIRST
Loan Number	777071120240001
MIC / Agency #	
Loan Identifiers	

Dates & Times	
Application Date	03/01/2021
Pre-Z Send Date	03/02/2021
Estimate Issue Date	07/15/2024
Est. Available Through	07/08/2024
Intent to Proceed Date	03/08/2021
Rate Lock Date	03/10/2021
Rate Available Thru	03/15/2021
Lock Days Prior to Close	25 Last Disc. APR
CD/Re-disc Date/Method	
CD/Re-disc Rec'd Date	
Document Date	12/11/2023
Closing Date	07/11/2024
Signing Date	
Cancel Date	
Disbursement Date	05/10/2021

Fill out the relevant information across the different tabs of DocMagic Online.



DMO – Generating Appraisals

Audit & Process

Audit the file.

The screenshot displays the DocMagic software interface. The main window is titled 'DocMagic - Stephen Truitt (#1365)' and features a menu bar (File, Edit, Services, Tools, Help) and a toolbar with buttons for Open, Save, New, Import, Copy, Default, and Audit. The 'Audit' button is highlighted. A secondary window, 'Data Validation - Worksheet #1365', is overlaid on top. This window has a toolbar with buttons for Audit, Process, Details, APR, High Cost, Impounds, and Print. A warning icon and the text '32 Warning issues have been detected.' are visible. Below this, a table lists the validation issues:

Type	Message	Category	Details
WARNING	Document Date is more than '5' days in the past	DataValidation	
WARNING	Disbursement Date must be after Document Date	DataValidation	
WARNING	Disbursement Date must be after Closing Date	DataValidation	
WARNING	Is mortgage insurance required?	DataValidation	
WARNING	This is an MD Higher-Priced Mortgage Home Loan (COMAR 09.03.06.02 and COMAR 09.03.09.02)	HighCost-HPML	
WARNING	This is a federal Higher-Priced Mortgage Loan: APR exceeds comparable Average Prime Offer Rate by 1.5% or more	HighCost-Section35	
WARNING	This is a federal Higher-Priced Mortgage Loan secured by a first lien on a principal dwelling; the creditor must establish an escrow account for the payment of property taxes and creditor-required mortgage-related insurance premiums (REG. Z Section 1026.35(b)(1)).	HighCost-Section35	
WARNING	Reg. Z prohibits payments to loan originators based on loan terms, including the interest rate. Make sure premium selected is not based on loan terms.	Federal-TILA	

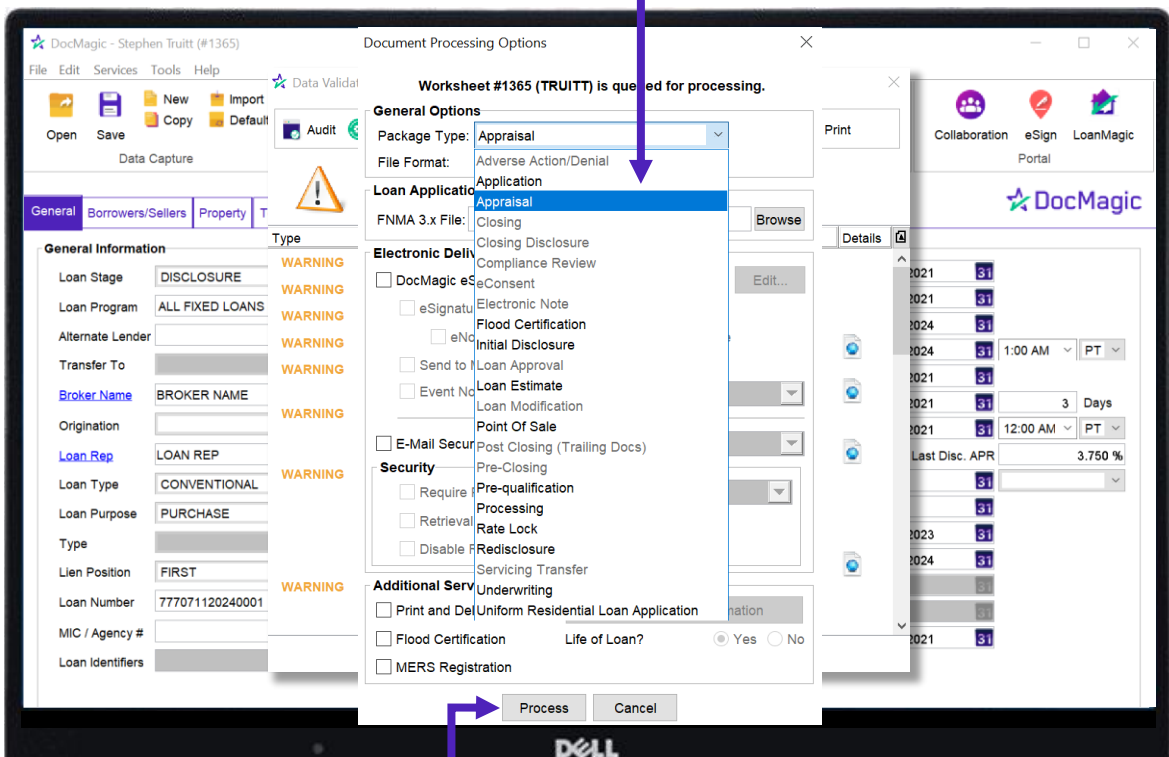
If there are no fatals or any information that needs to be corrected, click Process.



DMO – Generating Appraisals

Package Type - Appraisal

Select Appraisal for Package Type.



Hit Process.



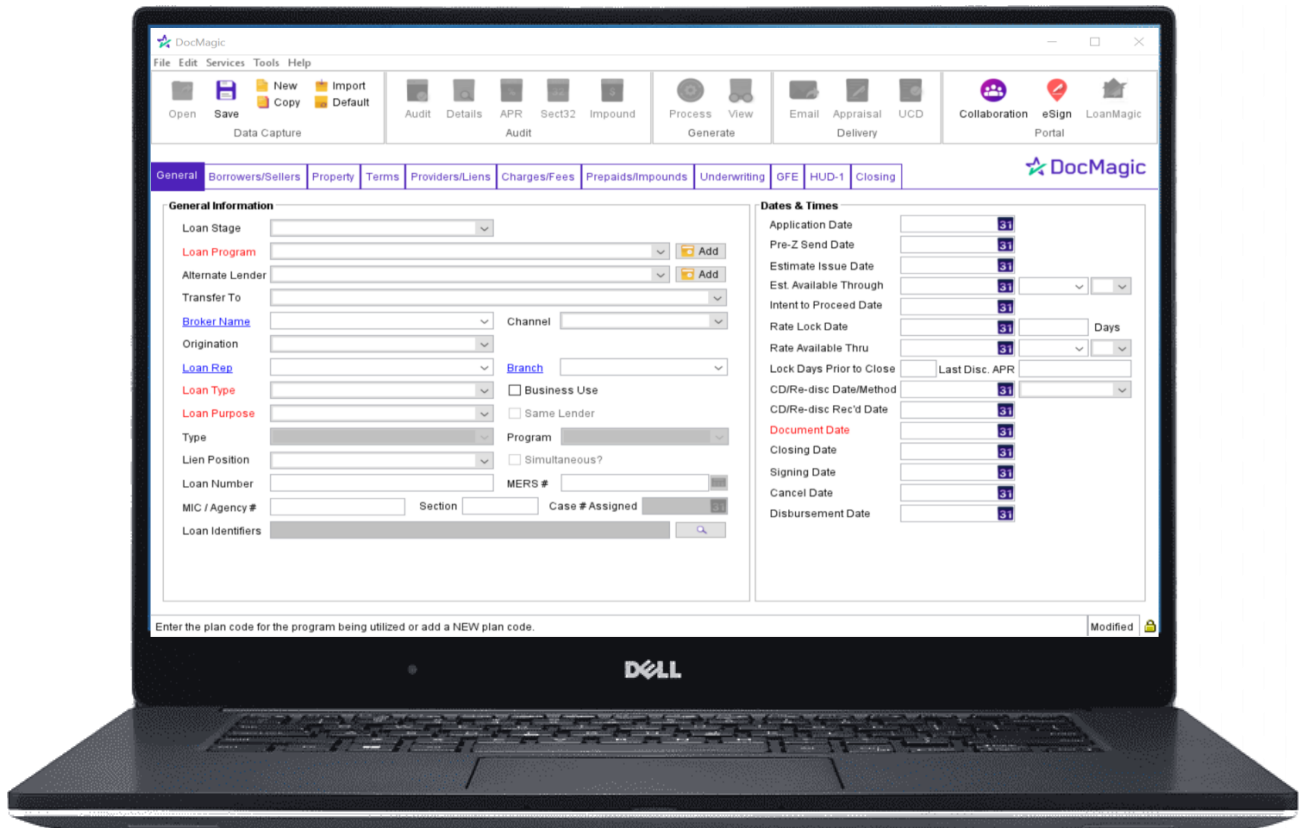


Alternate Lender Guide
For DocMagic Online

DMO – Alternate Lender Guide

Open DocMagic Online

Start by launching DocMagic Online.



For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Alternate Lender Guide

Add Alternate Lender

Start by clicking Add.

The screenshot displays the DocMagic software interface. The top menu bar includes File, Edit, Services, Tools, and Help. Below the menu is a toolbar with icons for Open, Save, New, Import, Copy, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, Delivery, UCD, Collaboration, eSign, and LoanMagic Portal. The main window has a tabbed interface with the following tabs: General, Borrowers/Sellers, Property, Terms, Providers/Liens, Charges/Fees, Prepays/Impounds, Underwriting, GFE, HUD-1, and Closing. The 'General' tab is active, showing two main sections: 'General Information' and 'Dates & Times'. In the 'General Information' section, the 'Alternate Lender' dropdown menu is highlighted with a green box, and an 'Add' button is visible next to it. A blue arrow points from the text 'Start by clicking Add.' to this button. Other fields in the 'General Information' section include Loan Stage, Loan Program, Transfer To, Broker Name, Channel, Origination, Loan Rep, Loan Type, Loan Purpose, Type, Lien Position, Loan Number, MIC / Agency #, Section, MERS #, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section includes fields for Application Date, Pre-Z Send Date, Estimate Issue Date, Est. Available Through, Intent to Proceed Date, Rate Lock Date, Rate Available Thru, Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date, Closing Date, Signing Date, Cancel Date, and Disbursement Date. At the bottom of the window, there is a status bar with the text 'Enter the plan code for the program being utilized or add a NEW plan code.' and a 'Modified' button.



DMO – Alternate Lender Guide

Lender/Beneficiary Tab

A new window with three tabs will open. Start by adding information in the Lender section.

The screenshot shows the 'Add Alternate Lender' window in DocMagic. The 'Lender/Beneficiary' tab is selected. The 'Lender' section has the following fields: Name, Address, City, State, Zip, Org. State, Org. Type, Phone #1, Phone #2, Fax #, and Rec. City. The 'Beneficiary' section has: Name, Address, City, State, Zip, Org. State, and Org. Type. A green box highlights the 'Org. State' and 'Org. Type' dropdowns in the Lender section. A purple arrow points from the text box below to the 'Org. State' dropdown.

Org. State is the State that the Alternate Lender is organized in. Org. Type is the type of organization. Be sure to always select these two dropdown boxes in the Lender section before moving forward.



DMO – Alternate Lender Guide

Lender/Beneficiary Tab

Hitting the tab key repeatedly after entering in Lender Information defaults the Lender Information into the appropriate Beneficiary fields.

The screenshot shows the 'Add Alternate Lender' form in the DocMagic application. The form is titled 'Add Alternate Lender' and has three tabs: 'Lender/Beneficiary', 'Loss Payee/Payments To/Mail To', and 'Trustee/Service/Miscellaneous'. The 'Lender/Beneficiary' tab is selected. The form is divided into two sections: 'Lender' and 'Beneficiary'. Both sections contain the following fields:

- Name: 1ST TEST LENDER OF CALIFORNIA
- Address: 1800 WEST 213TH STREET
- City: TORRANCE
- State: CALIFORNIA
- Zip: 90603
- Org. State: CALIFORNIA
- Org. Type: A CALIFORNIA BANKING CORPORATION

The 'Lender' section also includes the following fields:

- Phone #1: (800) 649-1362
- Phone #2: ()
- Fax #: ()
- Rec. City:

The 'Beneficiary' section is currently empty. At the bottom of the form, there are 'Add' and 'Cancel' buttons. The form is displayed on a Dell monitor.

If the Beneficiary Information is different from the Lender, enter the fields manually.



DMO – Alternate Lender Guide

Loss Payee/Payments To/Mail To

Select the next tab at the top of the window and continue hitting the TAB key to default all the Lender Information to the Loss Payee, Make Payments To, and When Recorded Mail To sections.

The screenshot shows the 'Add Alternate Lender' window in DocMagic. The 'Loss Payee' tab is active. The 'Assignee' field is highlighted with a green box and contains the text 'ITS SUCCESSOR AND/OR ASSIGNS'. A blue arrow points from this field down to a text box at the bottom of the page.

Section	Name	Address	City	State	Zip
Loss Payee	1ST TEST LENDER OF CALIFORNIA	1800 WEST 213TH STREET	TORRANCE	CALIFORNIA	90603
Make Payments To	1ST TEST LENDER OF CALIFORNIA	1800 WEST 213TH STREET	TORRANCE	CALIFORNIA	90603
When Recorded Mail To	1ST TEST LENDER OF CALIFORNIA	1800 WEST 213TH STREET	TORRANCE	CALIFORNIA	90603

For "Assignee", you must enter "ITS SUCCESSOR AND/OR ASSIGNS".



DMO – Alternate Lender Guide

Trustee/Service/Miscellaneous

Select the last tab and enter the Trustee only if there is one single Trustee for every transaction.

The screenshot shows the 'Add Alternate Lender' form in DocMagic. The 'Trustee' tab is selected and highlighted with a green box. A blue arrow points from the instruction box above to the 'Trustee' section. The form includes fields for Name, Address, City, State, Zip, Org. State, and Org. Type. Below this are sections for 'Miscellaneous' (Able To Service Loans?, Regulated By) and 'Licensing/Identification' (HUD Mortgage ID #, License #, VA ID #, NMLS #, MERS Org ID #, Tax Service ID #). The 'Add' and 'Cancel' buttons are at the bottom.

If you are using different Title/Closing companies you can leave this section blank and then add the Settlement Company in the Service Providers tab of DocMagic Online.



DMO – Alternate Lender Guide

Trustee/Service/Miscellaneous

Fill out the Miscellaneous and Licensing/Identification sections, then Click Add at the bottom of the window when done.

The screenshot shows the 'Add Alternate Lender' window in DocMagic. The 'Trustee/Service/Miscellaneous' tab is active. The form is divided into three main sections:

- Trustee:** Fields for Name, Address, City, State, Zip, Org. State, and Org. Type.
- Miscellaneous:** Fields for 'Able To Service Loans?' (set to 'May Assign') and 'Regulated By' (set to 'Department of Real Estate').
- Licensing/Identification:** Fields for HUD Mortgage ID #, License #, VA ID #, NMLS # (987897), MERS Org ID # (9999007), and Tax Service ID # (94-57871884).

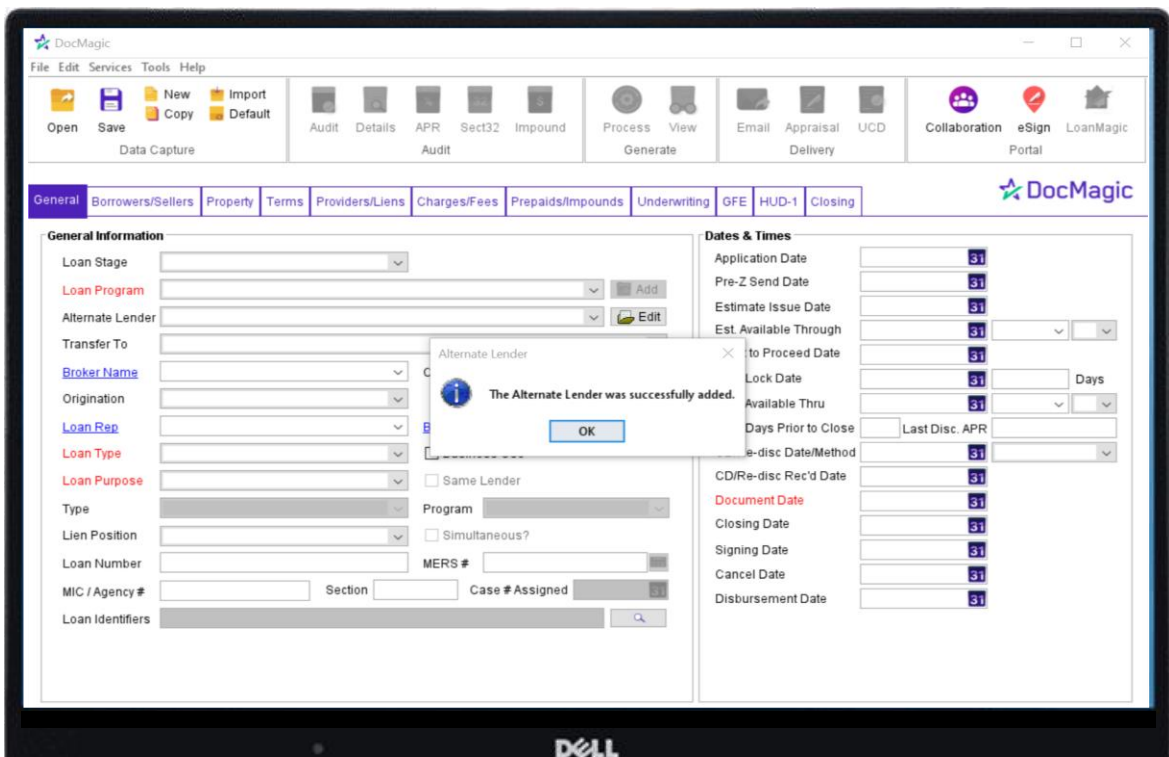
At the bottom of the window, there are 'Add' and 'Cancel' buttons. A status bar at the very bottom indicates 'Enter the plan code for the program being utilized or add a NEW plan code.' and 'Modified'.



DMO – Alternate Lender Guide

Done

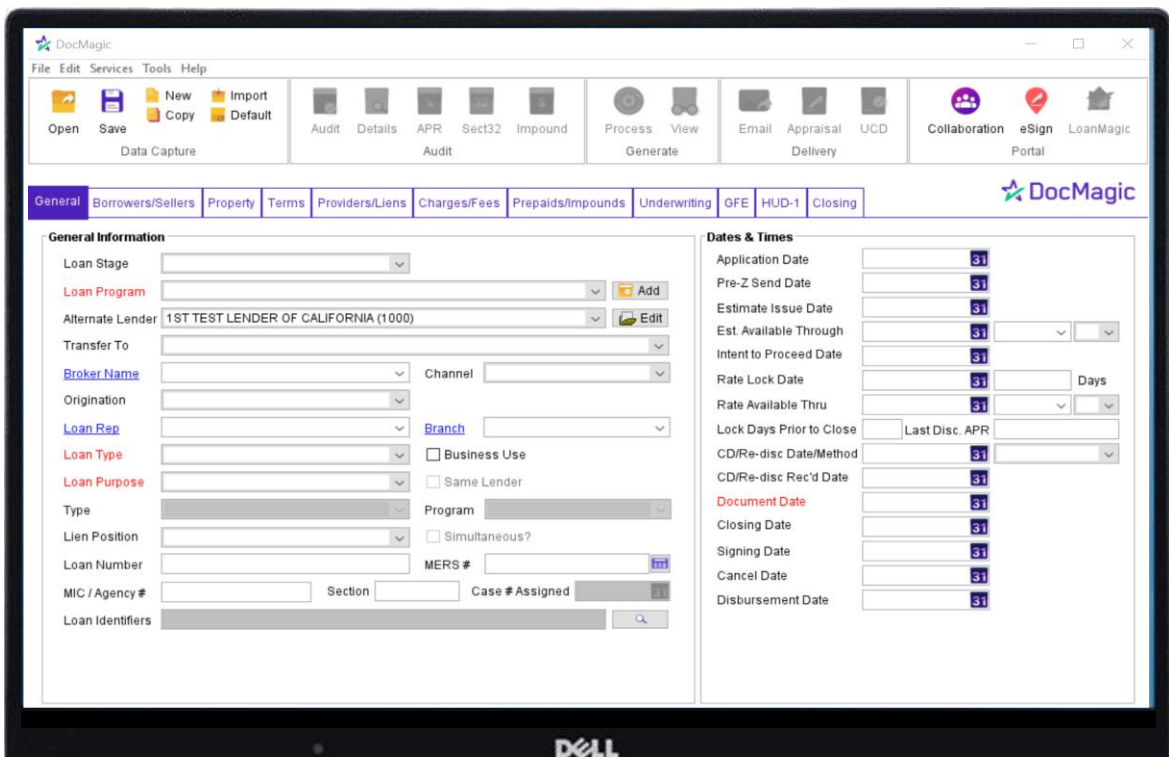
If the Alternate Lender is successfully added, then this window will pop up. Click Ok.



DMO – Alternate Lender Guide

Done

Your new Alternate Lender is added to the worksheet and your database.



You can now use the dropdown box for the Alternate Lender for future worksheets.



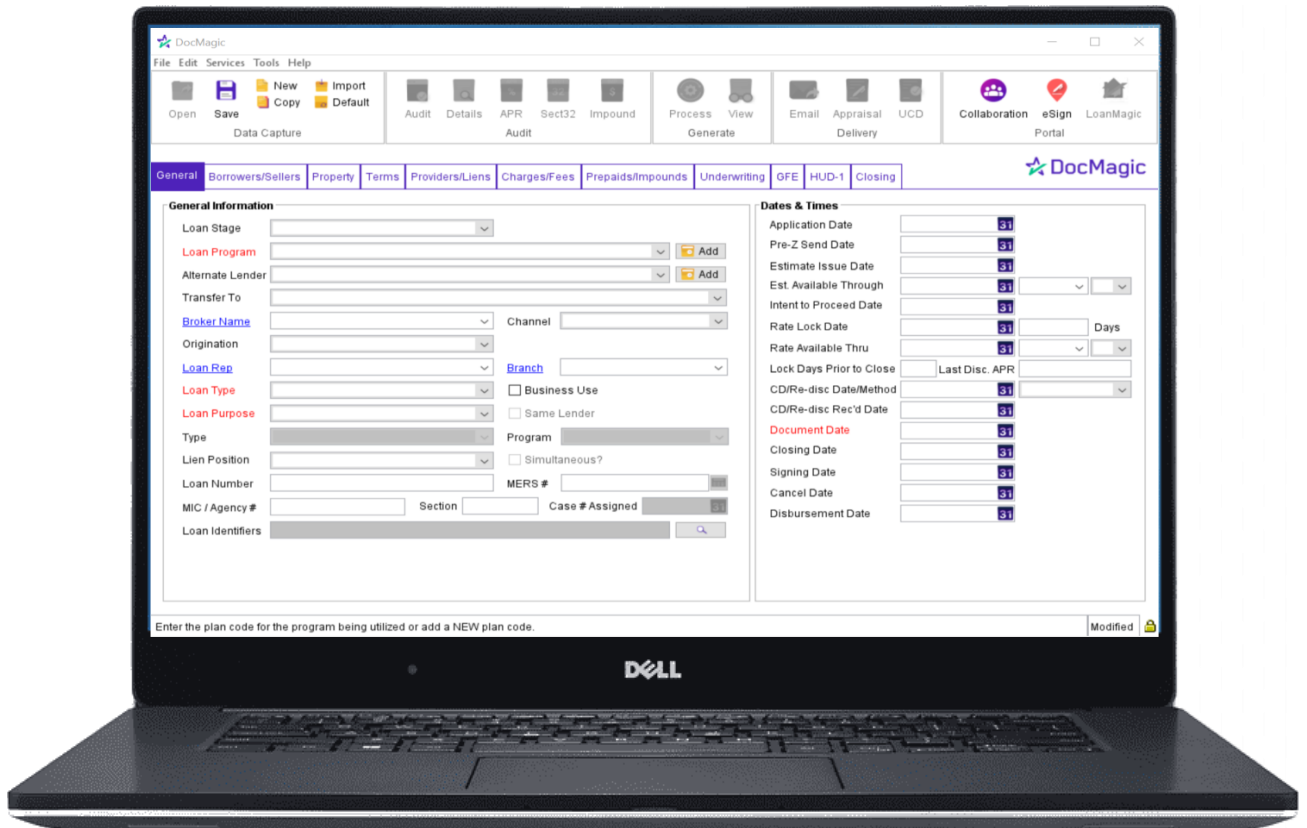


DocMagic Online
Creating Documents in a Dual Trust

DMO – Dual Trust Documents

Introduction

The steps in this guide will outline the preferred method of creating a closing package in a dual trust.



DocMagic itself can create a document package for a single trust. Once the documents are created, the additional trust information can be annotated with DocMaster.



DMO – Dual Trust Documents

Legal Disclaimer

This guide is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law.

The screenshot displays the DocMagic software interface. The top menu bar includes File, Edit, Services, Tools, and Help. Below the menu is a toolbar with icons for Open, Save, New, Copy, Import, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic Portal. The main window has a tabbed interface with tabs for General, Borrowers/Sellers, Property, Terms, Providers/Liens, Charges/Fees, Prepays/Impounds, Underwriting, GFE, HUD-1, and Closing. The 'General' tab is active, showing two main sections: 'General Information' and 'Dates & Times'. The 'General Information' section includes fields for Loan Stage, Loan Program, Alternate Lender, Transfer To, Broker Name, Channel, Origination, Loan Rep, Loan Type, Loan Purpose, Type, Lien Position, Loan Number, MIC / Agency #, Section, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section includes fields for Application Date, Pre-Z Send Date, Estimate Issue Date, Est. Available Through, Intent to Proceed Date, Rate Lock Date, Rate Available Thru, Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date, Closing Date, Signing Date, Cancel Date, and Disbursement Date. A status bar at the bottom indicates 'Enter the plan code for the program being utilized or add a NEW plan code.' and 'Modified'.

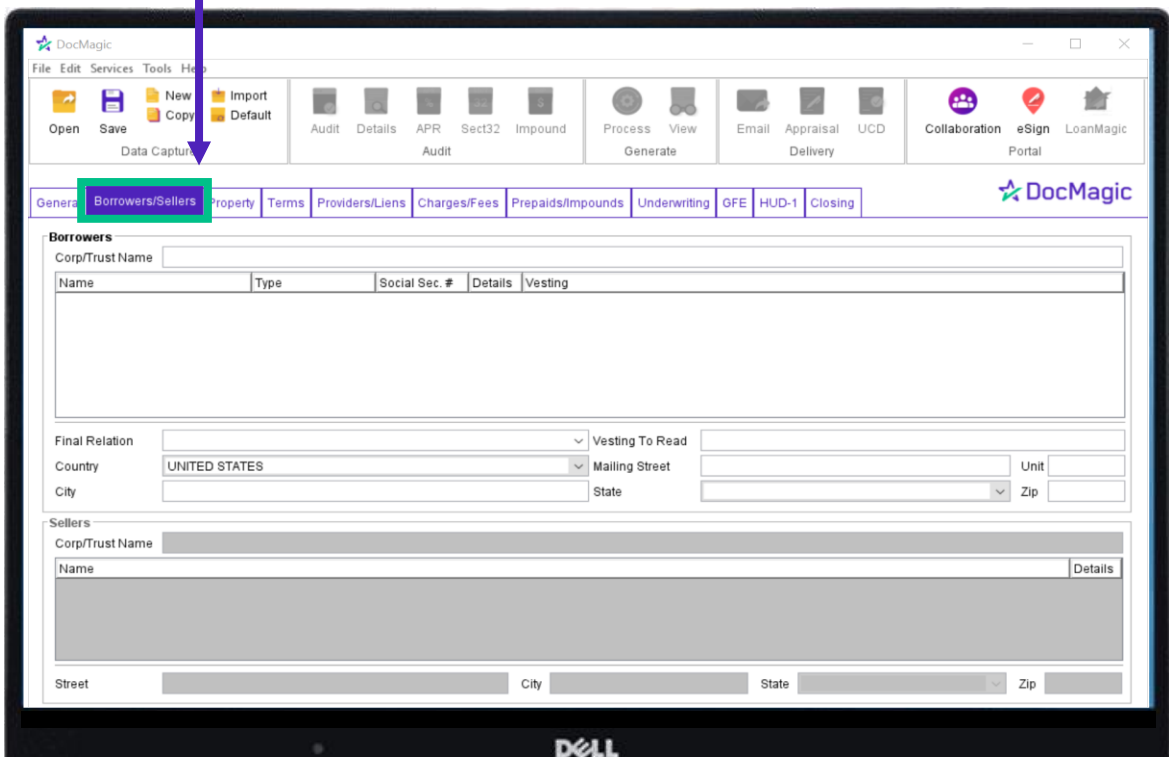
If you are not the intended recipient, any dissemination, distribution or copying of this communication is strictly prohibited.



DMO – Dual Trust Documents

Borrowers/Sellers Tab

Start by launching DocMagic Online and going to the Borrowers/Sellers Tab.



For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Dual Trust Documents

Corp/Trust Names

Enter the name of the trust here (only trust name and not vesting)

DocMagic

File Edit Services Tools Help

Open Save New Copy Import Data Capture

Audit Details APR Sect32 Impound Audit Process View Email Appraisal UCD Collaboration eSign LoanMagic Portal

General Borrowers/Sellers Property Tax Providers/Liens Charges/Fees Prepays/Impounds Underwriting GFE HUD-1 Closing

Borrowers

Corp/Trust Name THE SAMMY SAMPLE REVOCABLE TRUST DATED DECEMBER 28, 2000

Name	Type	Social Ser. #	Details	Vesting
SAMMY SAMPLE	INDIVIDUAL	000-00-0000	CL	
SANDRA SAMPLE	INDIVIDUAL	000-00-0001	CL	

Final Relation Vesting To Read

Country UNITED STATES Mailing Street Unit

City State Zip

Sellers

Corp/Trust Name

Name Details

Street City State Zip

Add the borrowers' names in the borrower section.



DMO – Dual Trust Documents

Vesting

Click on the vesting section and DocMagic will automatically add TRUSTEE.

DocMagic

File Edit Services Tools Help

Open Save New Copy Import Data Capture Audit Details APR Sect32 Impound Process View Email Appraisal UCD Collaboration eSign LoanMagic Portal

General Borrowers/Sellers Property Terms Providers/Liens Charges/Fees Prepays/Impounds Underwriting GFE HUD-1 Closing

Borrowers

Corp/Trust Name THE SAMMY SAMPLE REVOCABLE TRUST DATED DECEMBER 28, 2000

Name	Type	Ident No	Role
SAMMY SAMPLE	INDIVIDUAL	000-00-0000	TRUSTEE
SANDRA SAMPLE	INDIVIDUAL	000-00-0001	TRUSTEE

Final Relation Vesting To Read SAMMY SAMPLE AND SANDRA SAMPLE, TRUSTEES OF THE SAMMY SAM

Country UNITED STATES Mailing Street Unit

City State Zip

Sellers

Corp/Trust Name

Name Details

Street City State Zip

Enter the vesting information for both trusts.
Do not use the DocMagic default.



DMO – Dual Trust Documents

Document Processing Options

When it's time to process the worksheet, select Closing for the Package Type and DBK for the file format.

DocMagic Document Processing Options

Worksheet #27 (SAMPLE) is queued for processing.

General Options

Package Type: Closing

File Format: Adobe PDF DBK (PCL)

Loan Application

FNMA 3.x File: Browse

Electronic Delivery

DocMagic eSign Edit...

eSignature enable

eNotary enable Include SMARTDoc eNote

Send to Mobile App

Event Notification

E-Mail Secure Link to

Security

Require Password

Retrieval Notification

Disable Recipient Printing

Additional Services

Print and Deliver Enter Delivery Information

Flood Certification Life of Loan? Yes No

MERS Registration

Process Cancel

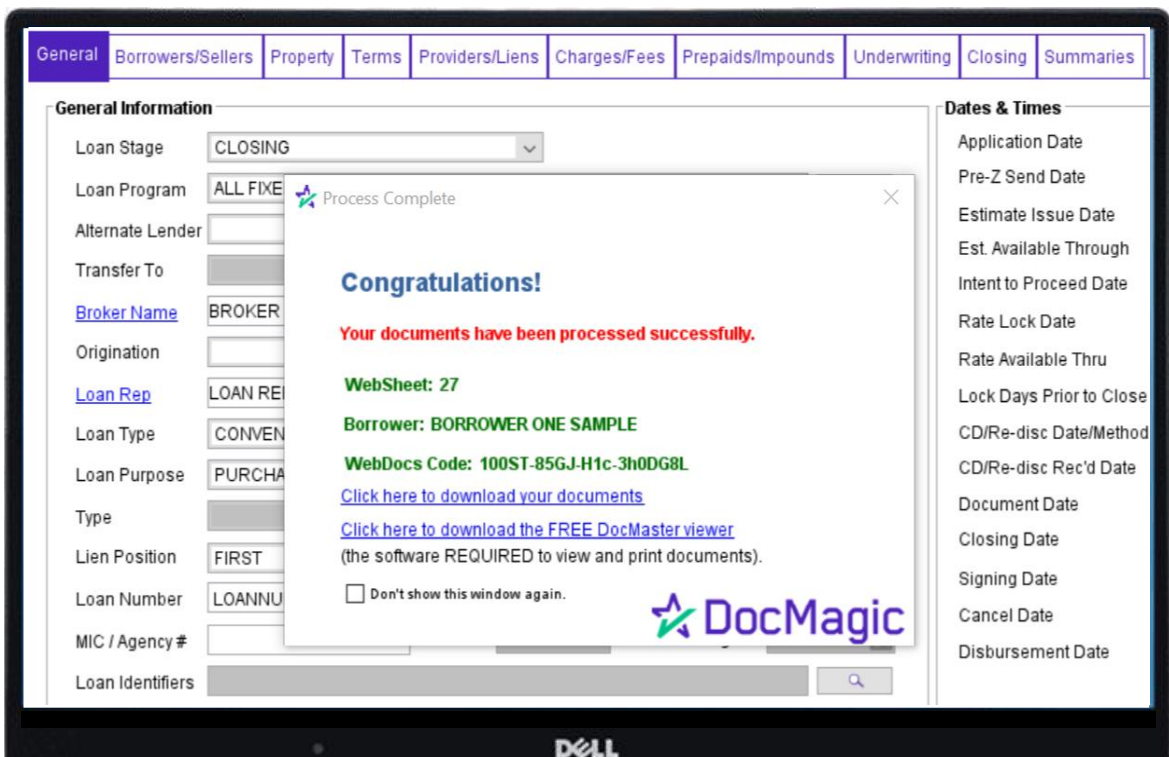
This will give you the ability to annotate with the DocMaster program.



DMO – Dual Trust Documents

Documents Processed

When the documents are processed, the user will receive a confirmation screen with a link to install DocMaster or download the document package.



DocMaster is necessary to complete the next steps and annotate the documents. For instructions on how to download and install DocMaster, please visit:

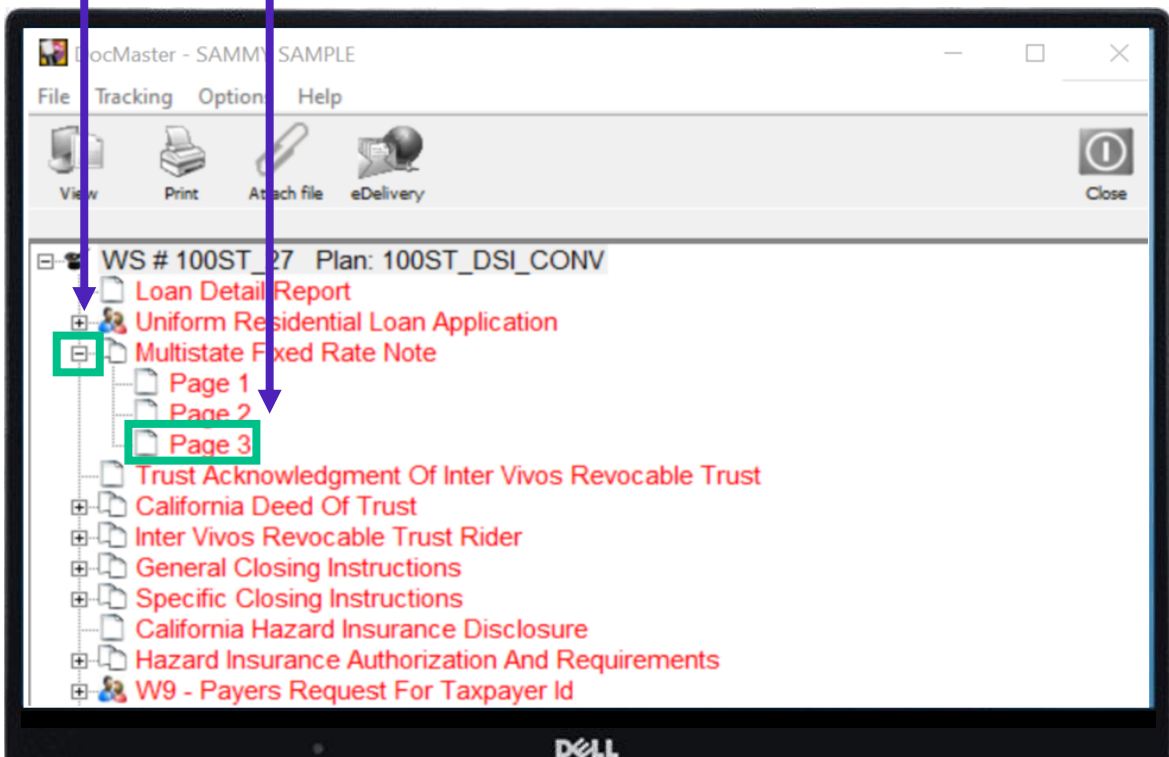
<https://www.docmagic.com/product-training/docmaster>



DMO – Dual Trust Documents

Annotating

You will need to annotate Page 3 of the Multistate Fixed Rate Note. Click on the plus button to expand the list, and then double click Page 3.



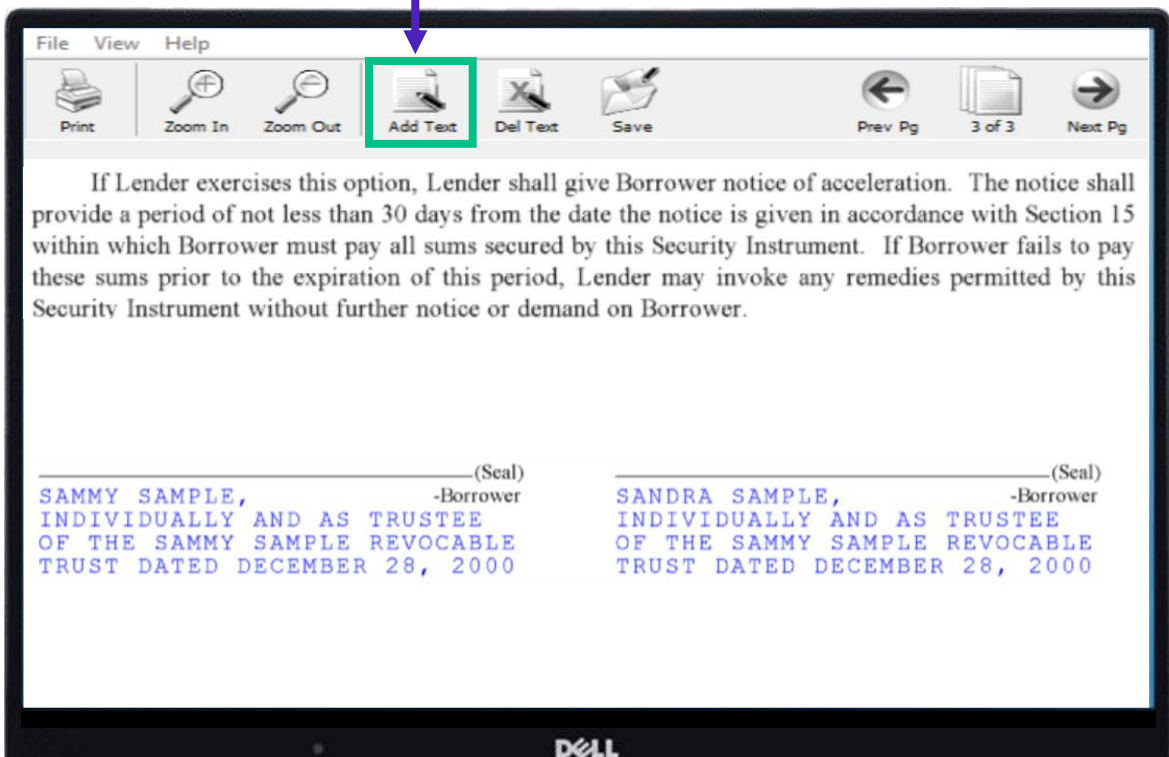
The document will open in another window (shown on next page).



DMO – Dual Trust Documents

Annotating

Scroll down to the signature lines and click on the Add Text button at the top of the window in the DocMaster form viewer.



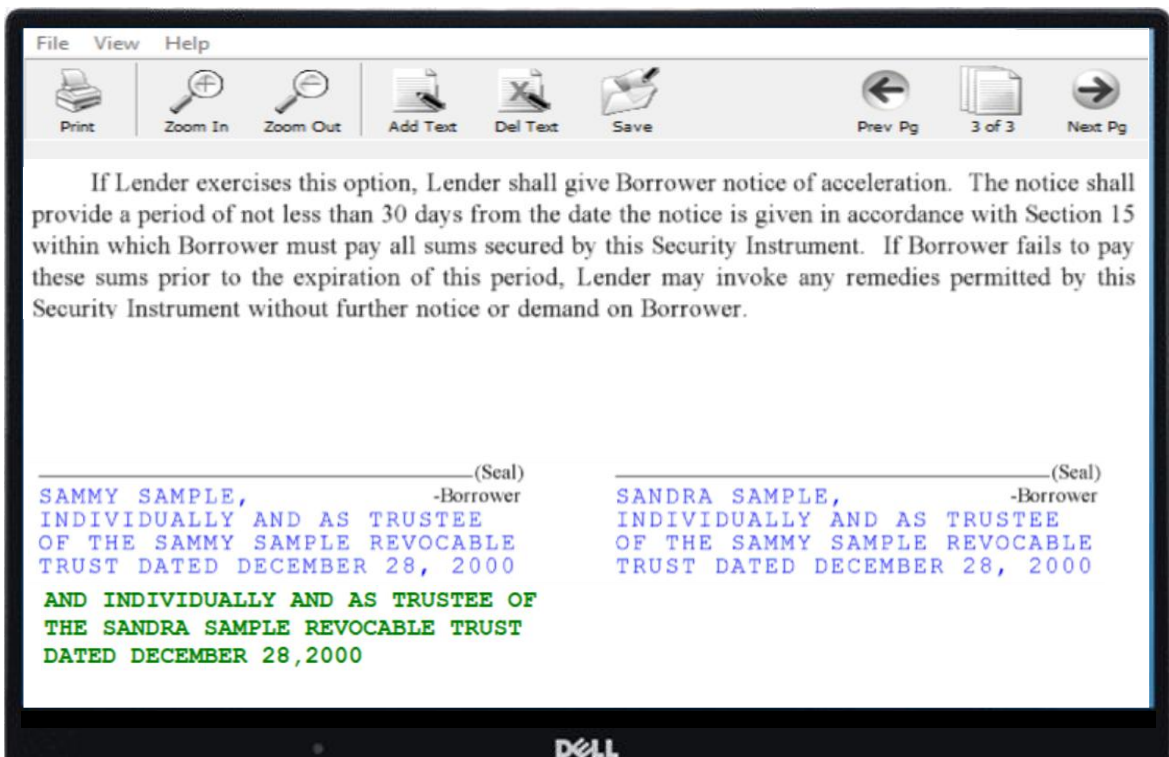
Then click anywhere on the document and start typing your annotation.



DMO – Dual Trust Documents

Annotating

Type the information for the second trust.



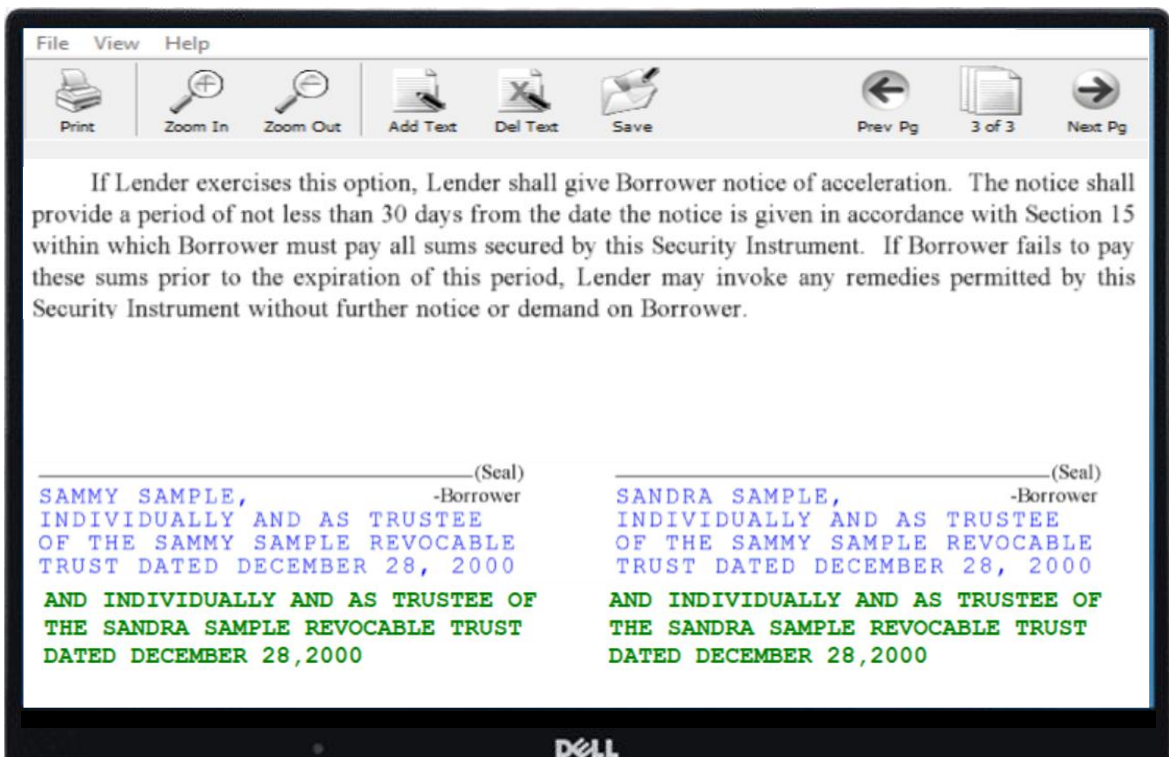
You may click enter to move the cursor down and over to begin typing a second line. The cursor will fall directly below where you first placed it.



DMO – Dual Trust Documents

Annotating

Click the save button at the top of the page to save the new text you have added to the form.



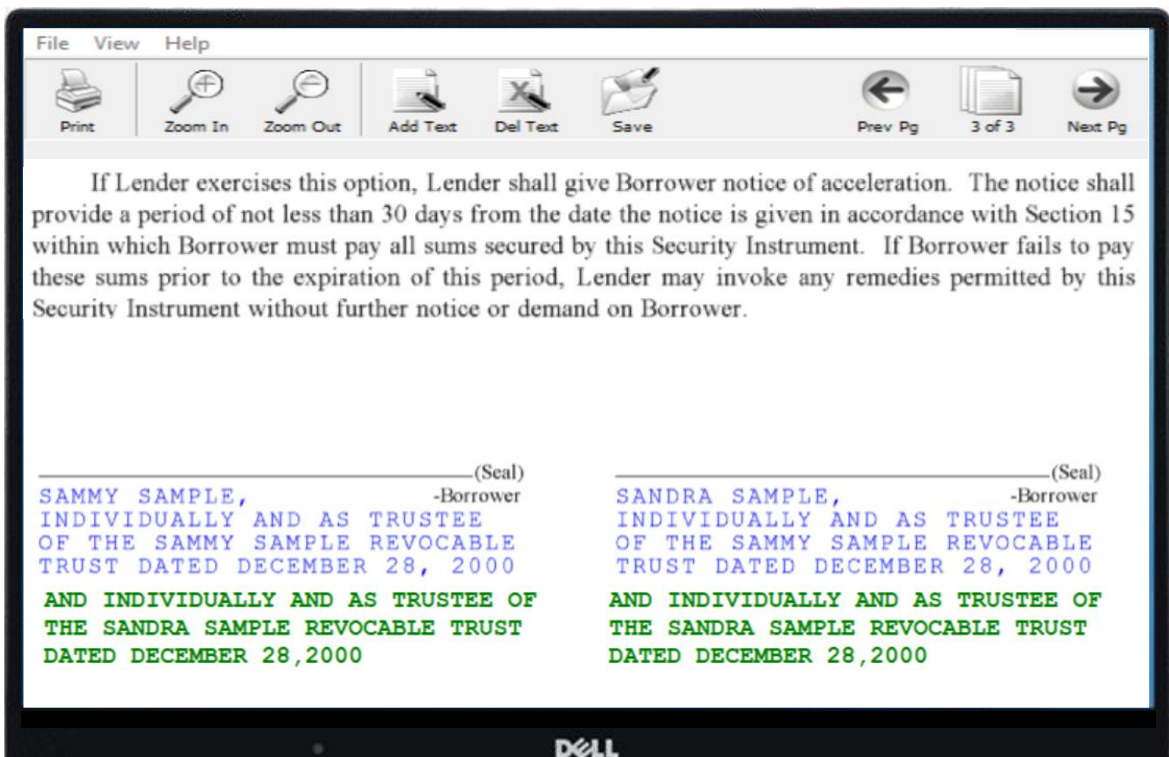
You may be prompted to log in with your DocMagic user credentials to save the annotations.



DMO – Dual Trust Documents

Annotating

Continue annotating all the security instruments and saving annotations on each page until you have completed the set.



You may use DocMaster to email or print the documents.
Please consult the DocMaster guide for instructions.



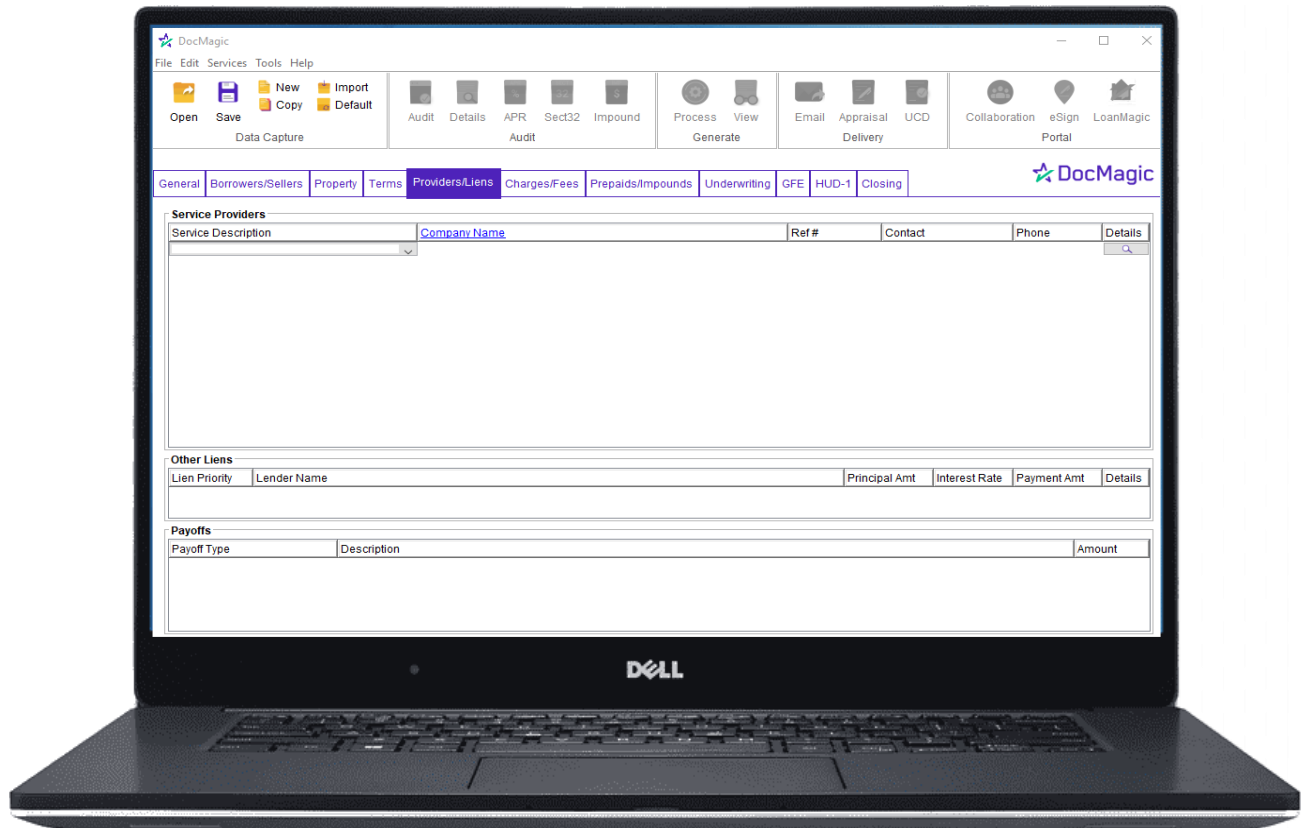


DocMagic Online
Adding Service Providers

DMO – Adding Service Providers

Introduction

Start by launching DocMagic Online and going to the Providers/Liens tab.



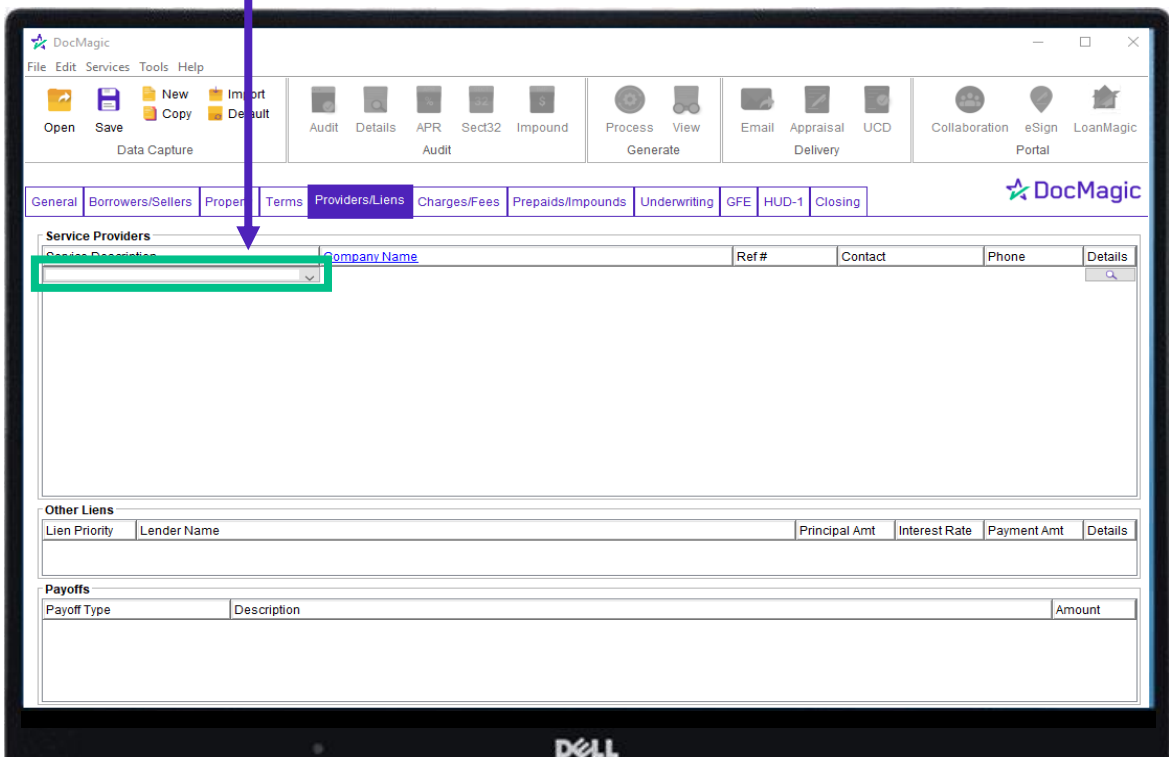
For detailed instructions on how to use DocMagic Online, please visit our Product Training page:
<https://www.docmagic.com/product-training/docmagic>



DMO – Adding Service Providers

Adding Service Descriptions

Click the blank space under Service Description to reveal a dropdown box.



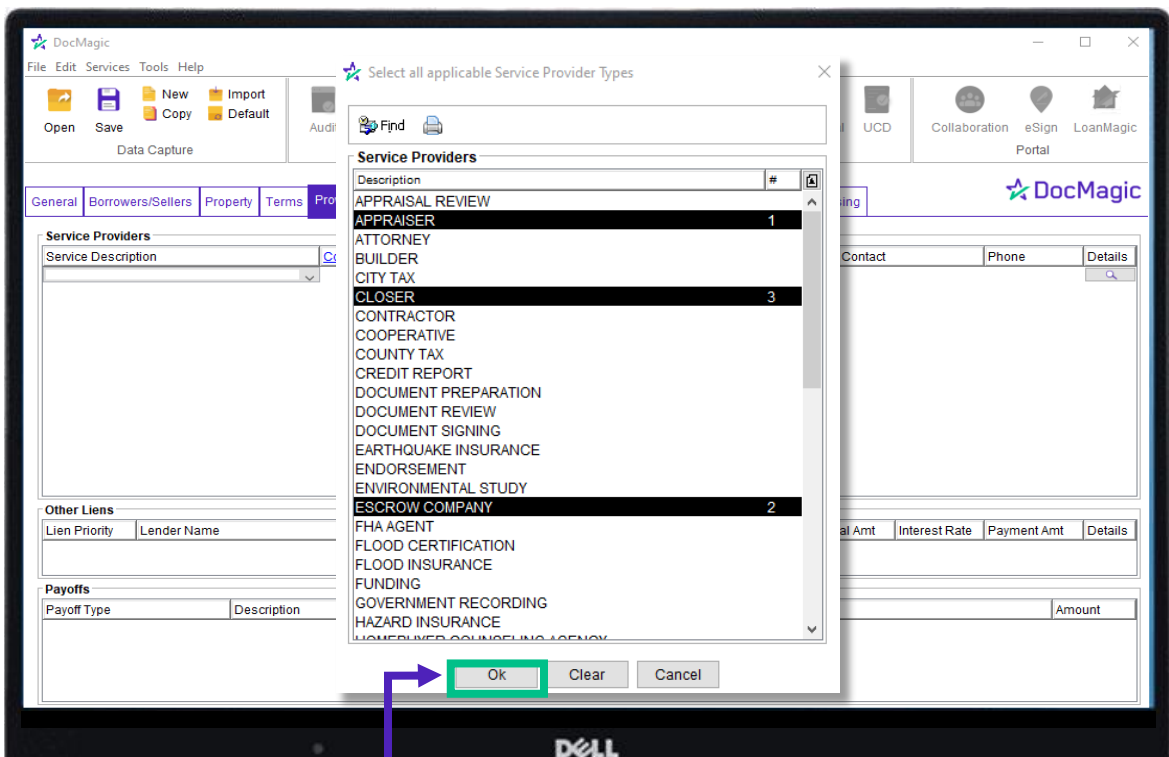
Clicking this box will open a new window (shown on next page).



DMO – Adding Service Providers

Adding Service Descriptions

In this window, you can select multiple service descriptions. Just click on the descriptions in the order you want them to appear.



Hit "Ok" at the bottom when finished.



DMO – Adding Service Providers

Service Provider Details

Your service descriptions will be listed as shown below. You may fill in the remaining fields by clicking the blank spaces and entering text or selecting the magnifying glass icon to add more complete information.

The screenshot shows the DocMagic application window with the 'Providers/Liens' tab selected. The 'Service Providers' table is visible, with the following columns: Service Description, Company Name, Ref #, Contact, Phone, and Details. The 'Company Name' column is highlighted with a green box, and a magnifying glass icon in the 'Details' column is also highlighted. A blue arrow points from the text box above to the magnifying glass icon, and another blue arrow points from the text box below to the 'Company Name' column.

Service Description	Company Name	Ref #	Contact	Phone	Details
APPRAISER					
ESCROW COMPANY					
CLOSER					

Other Liens

Lien Priority	Lender Name	Principal Amt	Interest Rate	Payment Amt	Details

Payoffs

Payoff Type	Description	Amount

You may also select Company Name to open a new window and organize your service providers for future use.



DMO – Adding Service Providers

Service Provider Details

In the window that appears, enter all information for the service providers and be thorough as possible. You will need to use the service type dropdown box to select the service type for the provider you are adding.

DocMagic
File Edit Services Tools Help

Open Save New Import Copy Default Audit Details APR Sect32 Imbound Process View Email Appraisal UCD Collaboration eSign LoanMagic

Organize Service Providers

General Borr

Service Provider

Service Description: APPRAISER, ESCROW CLOSER

Company Name: TEST APPRAISER

Street: 9118 MADISON AVENUE

City: MONTEBELLO State: CALIFORNIA License #: 90640

Service Type: APPRAISER

Relation Code: No relation code selected.

License #: NMLS # Add Licensing...

Representative Name	Phone	Email	Fax	License #	NMLS #
ANDY APPRAISER	(800) 649-1362	andy@appraiser.com	(800) 564-1362	8749	

Other Liens: Lien Priority

Payoffs: Payoff Type Description Amount

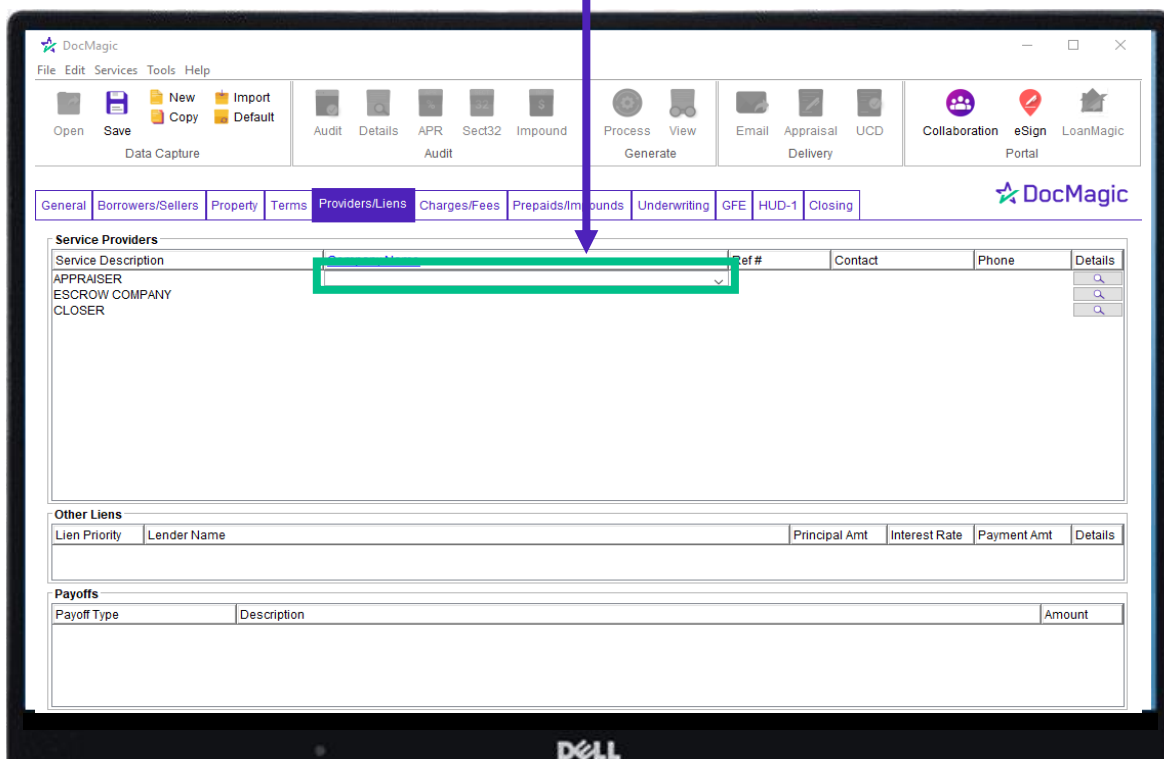
Press the floppy disk icon at the top to save your entry to your DocMagic database for future use.



DMO – Adding Service Providers

Selecting Your Service Providers

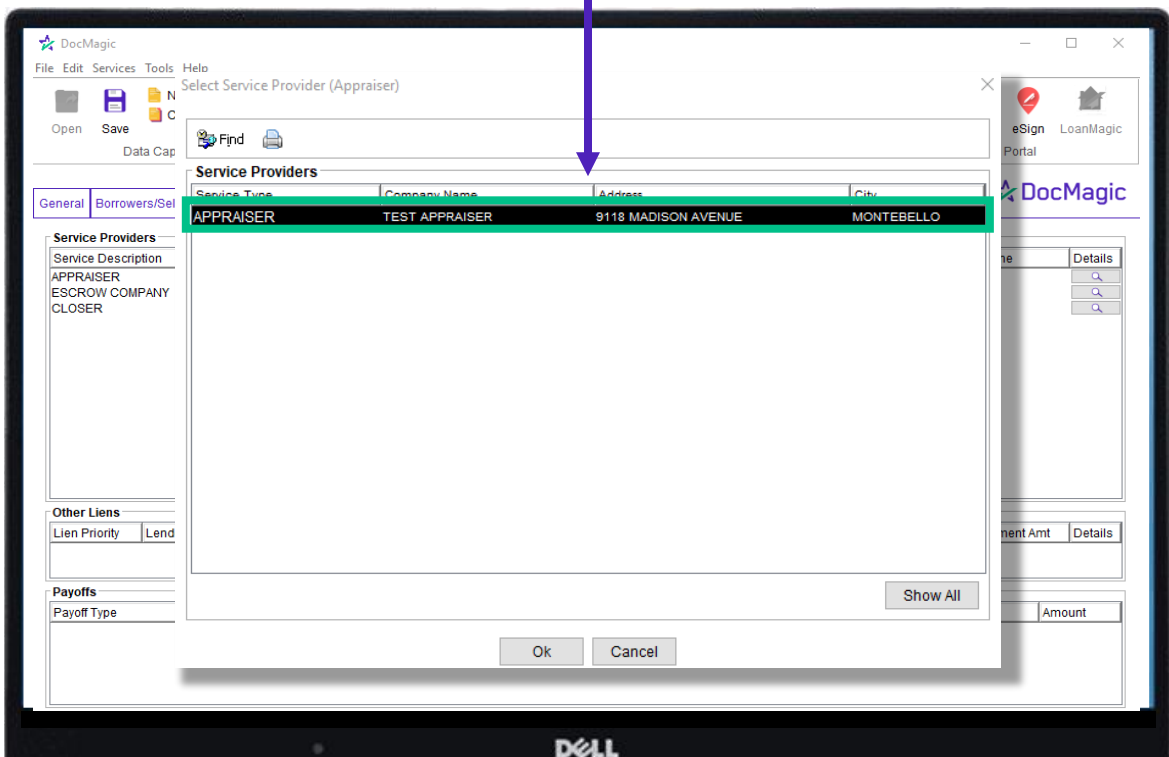
Select the service provider you just added by clicking the white area beneath Company Name to open another window.



DMO – Adding Service Providers

Selecting Your Service Providers

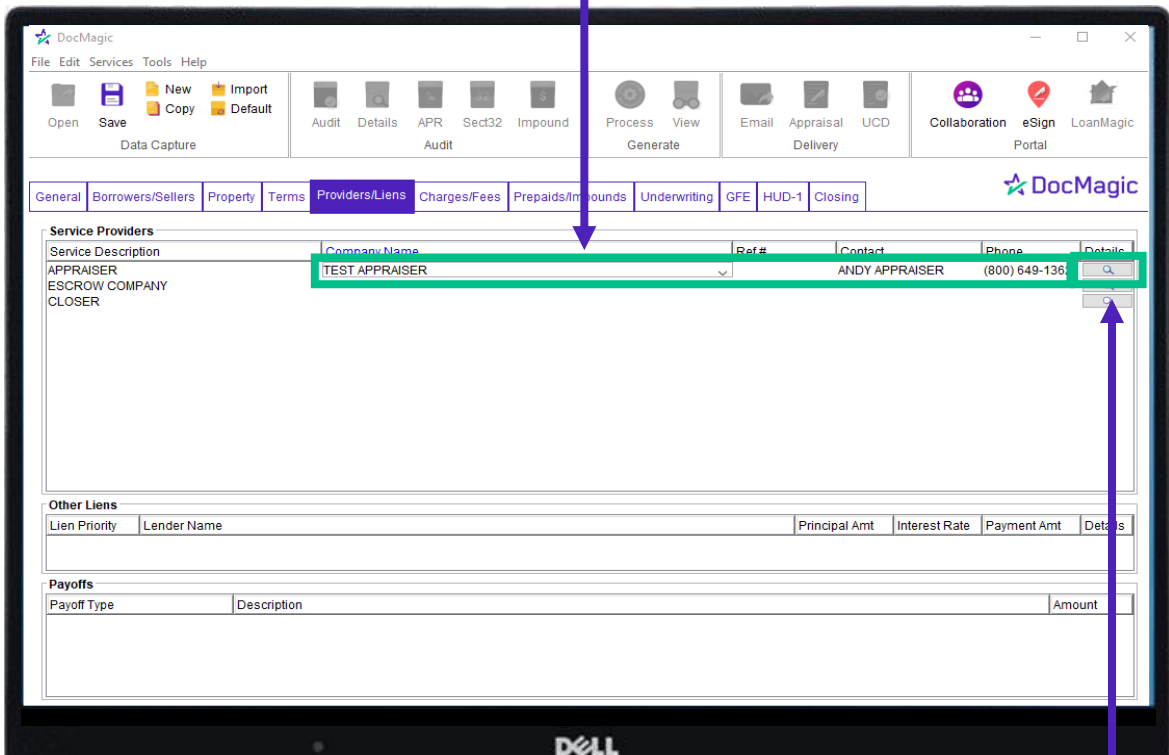
In the window that appears, click on the service provider you created then click the OK button.



DMO – Adding Service Providers

Service Providers Details

Your service provider details will show here.



Click the magnifying glass icon to review and edit the information for each service provider.



DMO – Adding Service Providers

Service Providers Details

Click the OK button to close the Details window.

DocMagic
File Edit Services Tools
Details - Test Appraiser

Open Save Data C

General Borrowers/S

Service Providers
Service Description
APPRAISER
ESCROW COMPAN
CLOSER

Other Liens
Lien Priority Le

Payoffs
Payoff Type

Company Name TEST APPRAISER

Street 9118 MADISON AVENUE

City MONTEBELLO State CALIFORNIA Zip 90640

Relation Code No relation code selected.

License # NMLS #

Contact Name ANDY APPRAISER

Contact Email andy@appraiser.com

Phone (800) 649-1362 Fax (800) 564-1362

License # 8749 NMLS #

Provided Service

Service Type	Description	Est. Fee Amount
--------------	-------------	-----------------

Add to Service Provider database for future use

What is the Service Provider Street?

Ok Cancel

eSign LoanMagic Portal
DocMagic
Details
649-1362
ent Amt Details
Amount

DELL

Repeat the process for all your service providers and your DocMagic workflow will move more efficiently.





DocMagic Online
Change of Circumstance

DMO Change of Circumstance

Introduction

The Change of Circumstance Form is NOT part of any default document package. You MUST contact Customer Service to add it first if you have not already done so.

The screenshot displays the DocMagic software interface for a 'Change of Circumstance' form. The window title is 'DocMagic - Stephen Truitt (#121)'. The menu bar includes 'File', 'Edit', 'Services', 'Tools', and 'Help'. The toolbar contains icons for 'Open', 'Save', 'New', 'Import', 'Copy', 'Default', 'Audit', 'Details', 'APR', 'Sect32', 'Impound', 'Process', 'View', 'Email', 'Appraisal', 'UCD', 'Collaboration', 'eSign', and 'LoanMagic'. The main workspace is divided into two sections: 'General Information' and 'Dates & Times'. The 'General Information' section includes fields for Loan Stage (DISCLOSURE), Loan Program (ALL FIXED LOANS (DSI_CONV)), Alternate Lender, Transfer To, Broker Name (BROKER NAME), Channel, Origination, Loan Rep (LOAN REP), Branch (BRANCH), Loan Type (CONVENTIONAL), Business Use checkbox, Loan Purpose (PURCHASE), Same Lender checkbox, Type, Program, Lien Position (FIRST), Simultaneous? checkbox, Loan Number (777041020250001), MERS # (9999999-1020250001-9), MIC / Agency #, Section, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section includes fields for Application Date (03/01/2021), Pre-Z Send Date (03/02/2021), Estimate Issue Date, Est. Available Through (04/12/2025), Intent to Proceed Date (03/08/2021), Rate Lock Date (03/10/2021), Rate Available Thru (03/15/2021), Lock Days Prior to Close (25), Last Disc. APR (3.750%), CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date (12/11/2023), Closing Date (04/10/2025), Signing Date, Cancel Date, and Disbursement Date (05/10/2021).

First, we need to make sure that initial baselines of fees and charges are properly set in compliance with TRID “good faith” estimates – the subsequent pages will focus on that first before the actual Change of Circumstance.



DMO Change of Circumstance

Getting Started

Start in the General tab (not Charges/Fees!). Make sure that your Loan Stage is set to Disclosure and that your Estimated Issue Date is BLANK.

The screenshot shows the DocMagic software interface with the following details:

- General Information:**
 - Loan Stage: DISCLOSURE
 - Loan Program: ALL FIXED LOANS (DSI_CONV)
 - Alternate Lender: (blank)
 - Transfer To: (blank)
 - Broker Name: BROKER NAME
 - Channel: (blank)
 - Origination: (blank)
 - Loan Rep: LOAN REP
 - Branch: BRANCH
 - Loan Type: CONVENTIONAL
 - Loan Purpose: PURCHASE
 - Type: (blank)
 - Lien Position: FIRST
 - Loan Number: 777041020250001
 - MERS #: 9999999-1020250001-9
 - MIC / Agency #: (blank)
 - Section: (blank)
 - Case # Assigned: (blank)
 - Loan Identifiers: (blank)
- Dates & Times:**
 - Application Date: 03/01/2021
 - Pre-Z Send Date: 03/02/2021
 - Estimate Issue Date: (blank)
 - Est. Available Through: 04/12/2025
 - Intent to Proceed Date: 03/08/2021
 - Rate Lock Date: 03/10/2021
 - Rate Available Thru: 03/15/2021
 - Lock Days Prior to Close: 25
 - CD/Re-disc Date/Method: (blank)
 - CD/Re-disc Rec'd Date: (blank)
 - Document Date: 12/11/2023
 - Closing Date: 04/10/2025
 - Signing Date: (blank)
 - Cancel Date: (blank)
 - Disbursement Date: 05/10/2021

The first entry of the Estimate Issue Date is the trigger for our system to set the Initial Baseline, so please do NOT enter one until you are ready to disclose your Loan Estimate and set an Initial Baseline.



DMO Change of Circumstance

Enter Loan Information

Next, enter all your loan information with the Estimate Issue Date left blank. This includes all charges, fees, prepaids and impounds.


Open Save New Import Copy Default

Audit Details APR Sect32 Impound

Process View Email Appraisal UCD

Collaboration eSign LoanMagic

Data Capture Audit Generate Delivery Portal



General Borrowers/Sellers Property Terms Providers/Liens Charges/Fees Prepaids/Impounds Underwriting Closing Summaries

Charges

Charge Description	To	TRID Section	Charge Amt	Paid By	Amt Paid	POC?	APR?	Fin?	BC?	SR?	Opt?	Estimate
Appraisal Fee	APPRAISAL COMPANY	Services Borrow...	\$400.00	BORROWER	\$400.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
CREDIT REPORT	CREDIT REPORT CO...	Services Borrow...	\$50.00	BORROWER	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
DOCUMENT FEE	DOCUMENT SYSTEM...	Services Borrow...	\$35.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
UNDERWRITING FEE	Lender	Services Borrow...	\$350.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$375.00
PROCESSING FEE	Lender	Services Borrow...	\$300.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$350.00
CLOSING FEE	CONTACT HERE	Services Borrow...	\$500.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$550.00
TITLE FEE	Lender	Services Borrow...	\$460.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
Title - Lender's Title Insura...	Lender	Services Borrow...	\$150.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00
Transfer Taxes	DOCMAGIC INC.	Services Borrow...	\$35.00	BORROWER	\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fees


Fee Description	To	Fee Points	+Fee Fixed	Paid By	APR?	Fed Bona Fide?	State Bona Fide?	Estimate
Loan Origination Fee	LENDER	1.000%		BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00

Premiums

Premium Description	To	Premium Points	+Fixed	Estimate
YIELD SPREAD PREMIUM	BROKER	1.250%		\$2,500.00

[Manage Changed Circumstance Information](#)

Exclude Conventional MI from Points and Fees Test





DMO Change of Circumstance

Estimate Values

When entering charges, fees, or prepaid items, if you enter ANY Estimate Value, the system will exclusively use estimate values to set your initial base lines. This means that all estimate values left blank will have a baseline of 0.

The screenshot displays a software interface with a top toolbar containing icons for Open, Save, New, Import, Copy, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic. Below the toolbar is a navigation menu with tabs: General, Borrowers/Sellers, Property, Terms, Providers/Liens, **Charges/Fees**, Prepaids/Impounds, Underwriting, Closing, and Summaries. The 'Charges/Fees' tab is active, showing three sections: Charges, Fees, and Premiums.

Charges Table:

Charge Description	To	TRID Section	Charge Amt	paid By	Amt Paid	POC?	APR?	Fin?	BC?	SR?	Opt?	Estimate
Appraisal Fee	APPRAISAL COMPANY	Services Borrow...	\$400.00	ORROWER	\$400.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
CREDIT REPORT	CREDIT REPORT CO...	Services Borrow...	\$50.00	ORROWER	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
DOCUMENT FEE	DOCUMENT SYSTEM...	Services Borrow...	\$35.00	ORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
UNDERWRITING FEE	Lender	Services Borrow...	\$350.00	ORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$375.00
PROCESSING FEE	Lender	Services Borrow...	\$300.00	ORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$350.00
CLOSING FEE	CONTACT HERE	Services Borrow...	\$500.00	ORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$550.00
TITLE FEE	Lender	Services Borrow...	\$460.00	ORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
Title - Lender's Title Insura...	Lender	Services Borrow...	\$150.00	ORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
Transfer Taxes	DOCMAGIC INC.	Services Borrow...	\$35.00	ORROWER	\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00

Fees Table:

Fee Description	To	Fee Points	+Fee Fixed	Paid By	APR?	Fed Bona Fide?	State Bona Fide?	Estimate
Loan Origination Fee	LENDER	1.000%		BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00

Premiums Table:

Premium Description	To	Premium Points	+Fixed	Estimate
YIELD SPREAD PREMIUM	BROKER	1.250%		\$2,500.00

At the bottom of the interface, there is a link for [Manage Changed Circumstance Information](#) and a checkbox labeled Exclude Conventional MI from Points and Fees Test.

If you leave ALL of the Estimate values blank, the system will set your initial baselines to your actual values under the Charge Amount Column.



DMO Change of Circumstance

Audit/Process

Once you've entered in all loan information and are ready to set an initial baseline, enter your Estimate Issue Date for your initial Loan Estimate and audit the worksheet. Next, audit and process your initial disclosure(s).

The screenshot displays the DocMagic software interface for loan management. The window title is "DocMagic - Stephen Truitt (#121)". The menu bar includes "File", "Edit", "Services", and "Tools". The toolbar contains icons for "Open", "Save", "New", "Import", "Copy", and "Default". The main workspace is divided into several sections:

- General Information:** Loan Stage (DISCLOSURE), Loan Program (ALL FIXED LOANS (DSI_CONV)), Alternate Lender, Transfer To, Broker Name (BROKER NAME), Channel, Origination, Loan Rep (LOAN REP), Branch (BRANCH), Loan Type (CONVENTIONAL), Business Use (checkbox), Loan Purpose (PURCHASE), Same Lender (checkbox), Type, Program, Lien Position (FIRST), Simultaneous? (checkbox), Loan Number (777041020250001), MERS # (9999999-1020250001-9), MIC / Agency #, Section, Case # Assigned, and Loan Identifiers.
- Dates & Times:** Application Date (03/01/2021), Pre-Z Send Date (03/02/2021), Estimate Issue Date (04/14/2025), Est. Available Through (04/12/2025, 1:00 AM, PT), Intent to Proceed Date (03/08/2021), Rate Lock Date (03/10/2021, 3 Days), Rate Available Thru (03/15/2021, 12:00 AM, PT), Lock Days Prior to Close (25, Last Disc. APR, 3.750%), CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date (12/11/2023), Closing Date (04/10/2025), Signing Date, Cancel Date, and Disbursement Date (05/10/2021).

Two blue arrows point from the text box above to the "Estimate Issue Date" field in the "Dates & Times" section and the "Loan Stage" field in the "General Information" section.

After processing the initial disclosure(s), your baseline values will be set to the values show on the Loan Estimate. This includes all borrower-responsible charges.



DMO Change of Circumstance

Change of Circumstance

If a changed circumstance occurs which causes charges or fees subject to a tolerance limitation to increase, please update your baseline(s) by following the instructions in the rest of the guide.

The screenshot shows a software interface with a top toolbar containing icons for Open, Save, New, Import, Copy, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic. Below the toolbar is a navigation menu with tabs: General, Borrowers/Sellers, Property, Terms, Providers/Liens, **Charges/Fees**, Prepaids/Impounds, Underwriting, Closing, and Summaries. The 'Charges/Fees' tab is active, displaying a table of charges.

Charge Description	To	TRID Section	Charge Amt	Paid By	Amt Paid	POC?	APR?	Fin?	BC?	SR?	Opt?	Estimate
Appraisal Fee	APPRAISAL COMPANY	Services Borrow...	\$400.00	BORROWER	\$400.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
CREDIT REPORT	CREDIT REPORT CO...	Services Borrow...	\$50.00	BORROWER	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
DOCUMENT FEE	DOCUMENT SYSTEM...	Services Borrow...	\$35.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
UNDERWRITING FEE	Lender	Services Borrow...	\$350.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$375.00
PROCESSING FEE	Lender	Services Borrow...	\$300.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$350.00
CLOSING FEE	CONTACT HERE	Services Borrow...	\$500.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$550.00
TITLE FEE	Lender	Services Borrow...	\$460.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
Title - Lender's Title Insura...	Lender	Services Borrow...	\$150.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00
Transfer Taxes	DOCMAGIC INC.	Services Borrow...	\$35.00	BORROWER	\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Below the charges table, there are sections for 'Fees' and 'Premiums'.

Fee Description	To	Fee Points	+Fee Fixed	Paid By	APR?	Fed Bona Fide?	State Bona Fide?	Estimate
Loan Origination Fee	LENDER	1.000%		BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00

Premium Description	To	Premium Points	+Fixed	Estimate
YIELD SPREAD PREMIUM	BROKER	1.250%		\$2,500.00

At the bottom left, there is a link: [Manage Changed Circumstance Information](#). At the bottom right, there is a checkbox: Exclude Conventional MI from Points and Fees Test.



DMO Change of Circumstance

Change of Circumstance

Edit any charges, fees, or prepaids that increased because of the changed circumstance in either the Charges/Fees or Prepaids/Impounds sections of DMO.

The screenshot displays the DMO software interface with the 'Charges/Fees' tab selected. The top toolbar includes buttons for 'Open', 'Save', 'New', 'Copy', 'Default', 'Import', 'Audit', 'Details', 'APR', 'Sect32', 'Impound', 'Process', 'View', 'Email', 'Appraisal', 'UCD', 'Collaboration', 'eSign', and 'LoanMagic'. The 'Charges/Fees' section contains three tables: 'Charges', 'Fees', and 'Premiums'. A blue arrow points from the 'Impound' button in the toolbar to the 'Charges/Fees' tab. Another blue arrow points from the 'Manage Changed Circumstance Information' link at the bottom of the 'Charges/Fees' section to the text box below.

Charge Description	To	TRID Section	Charge Amt	Paid By	Amt Paid	POC?	APR?	Fin?	BC?	SR?	Opt?	Estimate
Appraisal Fee	APPRAISAL COMPANY	Services Borrow...	\$400.00	BORROWER	\$400.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
CREDIT REPORT	CREDIT REPORT CO...	Services Borrow...	\$50.00	BORROWER	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
DOCUMENT FEE	DOCUMENT SYSTEM...	Services Borrow...	\$35.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
UNDERWRITING FEE	Lender	Services Borrow...	\$350.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$375.00
PROCESSING FEE	Lender	Services Borrow...	\$300.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$350.00
CLOSING FEE	CONTACT HERE	Services Borrow...	\$500.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$550.00
TITLE FEE	Lender	Services Borrow...	\$460.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
Title - Lender's Title Insura...	Lender	Services Borrow...	\$150.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00
Transfer Taxes	DOCMAGIC INC.	Services Borrow...	\$35.00	BORROWER	\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fee Description	To	Fee Points	+Fee Fixed	Paid By	APR?	Fed Bona Fide?	State Bona Fide?	Estimate
Loan Origination Fee	LENDER	1.000%		BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00

Premium Description	To	Premium Points	+Fixed	Estimate
YIELD SPREAD PREMIUM	BROKER	1.250%		\$2,500.00

[Manage Changed Circumstance Information](#) Exclude Conventional MI from Points and Fees Test

Click "Manage Changed Circumstance Information" at the bottom of the Charges/Fees tab of DMO.



DMO Change of Circumstance

Change of Circumstance (Reason)

The Change of Circumstance window will appear. Start by selecting a Reason for the changed circumstance.

The screenshot displays a software interface with a 'Changed Circumstance' dialog box open. A blue arrow points to the 'Reason' dropdown menu in the dialog. The dialog box contains a table of charges with the following data:

Type	Description	Revised Amo...	Previous Amo...	Includ...
Charge	Appraisal Fee	\$400.00	\$300.00	<input type="checkbox"/>
Charge	CREDIT REPORT	\$50.00	\$60.00	<input type="checkbox"/>
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title I...	\$150.00	\$200.00	<input type="checkbox"/>

The background interface shows a 'Charges' list on the left and a table of amounts on the right. The table of amounts includes the following data:

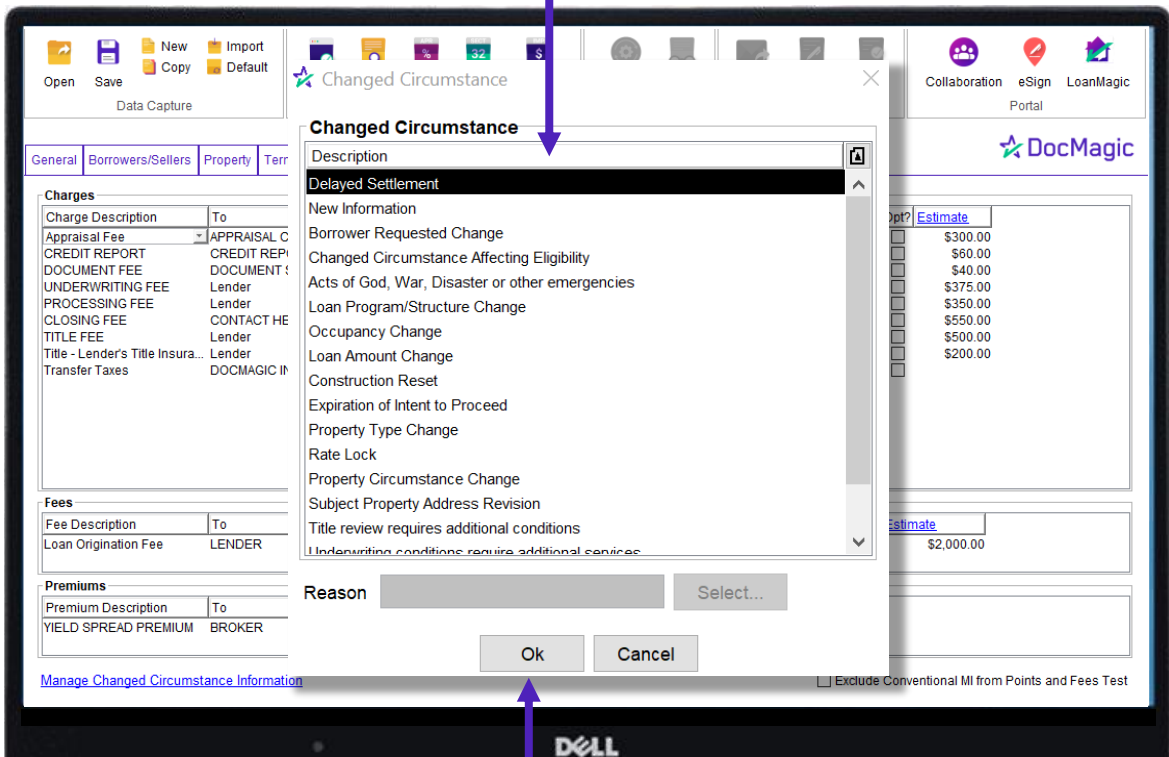
Amount
\$300.00
\$60.00
\$40.00
\$375.00
\$350.00
\$550.00
\$500.00
\$200.00



DMO Change of Circumstance

Change of Circumstance (Reason)

Another window will appear where you can choose the reason that best fits your Changed Circumstance.



Make your selection and then Click Ok.



DMO Change of Circumstance

Change of Circumstance (Reason)

If you need to enter a reason that is not listed, scroll to the bottom and select "Other".

The screenshot shows a software window titled "Changed Circumstance" with a dropdown menu open. The dropdown menu lists the following options: Borrower Requested Change, Changed Circumstance Affecting Eligibility, Acts of God, War, Disaster or other emergencies, Loan Program/Structure Change, Occupancy Change, Loan Amount Change, Construction Reset, Expiration of Intent to Proceed, Property Type Change, Rate Lock, Property Circumstance Change, Subject Property Address Revision, Title review requires additional conditions, Underwriting conditions require additional services, Non-Changed Circumstance Disclosure (No baseline update), and Other. The "Other" option is highlighted at the bottom. Below the dropdown, the "Reason" field contains the text "OTHER".

Charge Description	To
Appraisal Fee	APPRaisal
CREDIT REPORT	CREDIT R
DOCUMENT FEE	DOCUMEN
UNDERWRITING FEE	Lender
PROCESSING FEE	Lender
CLOSING FEE	CONTACT
TITLE FEE	Lender
Title - Lender's Title Insura...	Lender
Transfer Taxes	DOCMAGK

Fee Description	To
Loan Origination Fee	LENDER

Premium Description	To
YIELD SPREAD PREMIUM	BROKER

Opt?	Estimate
<input type="checkbox"/>	\$300.00
<input type="checkbox"/>	\$60.00
<input type="checkbox"/>	\$40.00
<input type="checkbox"/>	\$375.00
<input type="checkbox"/>	\$350.00
<input type="checkbox"/>	\$550.00
<input type="checkbox"/>	\$500.00
<input type="checkbox"/>	\$200.00

Enter your reason here – *the entire reason* as you want it to print on the form, then click Ok.



DMO Change of Circumstance

Change of Circumstance (Reason)

For example, if you're doing a change of circumstance because of a name change, don't just put "Name Change" in the Reason. Enter in "Person's name changed from Name A to Name B" or however the entire message is supposed to print.

The screenshot shows a software interface with a top toolbar containing icons for Open, Save, New, Import, Copy, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic. Below the toolbar is a 'Changed Circumstance' window. On the left, a list of reasons is shown, with 'Other' selected. A callout box with a green border and a purple arrow points to the 'Reason' field, which contains the text 'TYPE EVERYTHING HERE!!'. The main window displays a 'Reason' dropdown, a 'Date' field with '31', a 'Description' field with the placeholder text 'it might not print in the right place if you type it here!', and a table of charges and fees. At the bottom, there are 'Ok' and 'Cancel' buttons and a checkbox for 'Exclude Conventional MI from Points and Fees Test'.

Type	Description	Revised Amo...	Previous Amo...	Includ...
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title I...	\$150.00	\$200.00	<input type="checkbox"/>
Charge	Transfer Taxes	\$35.00	\$0.00	<input type="checkbox"/>
Fee	Loan Origination Fee	\$2,025.00	\$2,000.00	<input type="checkbox"/>



DMO Change of Circumstance

Change of Circumstance (Reason)

Your customized Changed Circumstance Reason *may not print* if you *only* enter it in the Description section of the Changed Circumstance window.

The screenshot shows the 'Changed Circumstance' window with the following details:

- Reason:** Other
- Description:** it might not print in the right place if you type it here!
- Table:**

Type	Description	Revised Amo...	Previous Amo...	Includ...
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title I...	\$150.00	\$200.00	<input type="checkbox"/>
Charge	Transfer Taxes	\$35.00	\$0.00	<input type="checkbox"/>
Fee	Loan Origination Fee	\$2,025.00	\$2,000.00	<input type="checkbox"/>

However, you'll still need to enter a Description if your Reason is Other or the system may not allow you to proceed.



DMO Change of Circumstance

Change of Circumstance (Date)

Next, select the date of the Changed Circumstance. This must be the date that the lender learned of the change in information which caused the fee increase.

The screenshot shows a software window titled "Changed Circumstance" with a menu bar (Open, Save, Copy) and a toolbar. The main area contains a form with the following fields:

- Reason: NAME CHANGE FROM STEPHEN TO S... (dropdown)
- Date: 05/01/2025 (text input, highlighted with a green box)
- Description: FHA to Conventional
- Disclosure Type: (dropdown)
- Date: 31 (text input)

A date picker calendar is overlaid on the form, showing the month of May 2025. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

The date 05/01/2025 is selected in the calendar. The form also includes a list of charges on the left and a table of fees at the bottom.

Type	Description			
Charge	Appraisal Fee			
Charge	CREDIT REPORT			
Charge	DOCUMENT FEE			
Charge	UNDERWRITING FEE			
Charge	PROCESSING FEE			
Charge	CLOSING FEE			
Charge	TITLE FEE			
Charge	Title - Lender's Title In...	\$150.00	\$200.00	<input type="checkbox"/>

At the bottom of the window, there is a link "Manage Changed Circumstance Information" and a checkbox "Exclude Conventional MI from Points and Fees Test".



DMO Change of Circumstance

Change of Circumstance (Check Boxes)

Select the charge(s) or fee(s) which were increased because of that changed circumstance by selecting the check box directly to the right of the fee you are disclosing.

The screenshot shows a software application window titled "Changed Circumstance" with a "Data Capture" header. The window is divided into several sections:

- General:** Includes fields for "Reason" (NAME CHANGE FROM STEPHEN TO S...), "Date" (05/01/2025), and "Disclosure Type".
- Description:** A text field containing "FHA to Conventional".
- Charges Table:** A table with columns: Type, Description, Revised Am..., Previous Am..., and Includ... (with a checkbox).

Type	Description	Revised Am...	Previous Am...	Includ...
Charge	Appraisal Fee	\$400.00	\$300.00	<input checked="" type="checkbox"/>
Charge	CREDIT REPORT	\$50.00	\$60.00	<input checked="" type="checkbox"/>
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input checked="" type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input checked="" type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title In...	\$150.00	\$200.00	<input type="checkbox"/>
- Fees Table:** A table with columns: Fee Description, To, and Amount.

Fee Description	To	Amount
Loan Origination Fee	LEN	\$300.00
		\$60.00
		\$40.00
		\$375.00
		\$350.00
		\$550.00
		\$500.00
		\$200.00
- Premiums Table:** A table with columns: Premium Description, To, and Amount.

Premium Description	To	Amount
YIELD SPREAD PREMIUM	BRO	\$1,000.00

At the bottom of the window, there are "Ok" and "Cancel" buttons, and a checkbox labeled "Exclude Conventional MI from Points and Fees Test". A blue arrow points from the text box above to the "Includ..." column header of the Charges table.



DMO Change of Circumstance

Change of Circumstance (LE or CD)

Select whether you are disclosing the changed circumstance on a Loan Estimate or Closing Disclosure.

The screenshot shows a software window titled "Changed Circumstance" with a "Data Capture" section. The "Reason" is "NAME CHANGE FROM STEPHEN TO S..." and the "Date" is "05/01/2025". The "Description" is "FHA to Conventional". A table lists charges with columns for Type, Description, Revised Amount, Previous Amount, and an inclusion checkbox. A dropdown menu for "Disclosure Type" is open, showing "Closing Disclosure" and "Loan Estimate".

Type	Description	Revised Am...	Previous Am...	Includ...
Charge	Appraisal Fee	\$400.00	\$300.00	<input checked="" type="checkbox"/>
Charge	CREDIT REPORT	\$50.00	\$60.00	<input checked="" type="checkbox"/>
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input checked="" type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input checked="" type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title In...	\$150.00	\$200.00	<input type="checkbox"/>

This is used for tracking when the lender has entered the "black hole" – a situation where they cannot reset tolerances on a Disclosure due to the four-business-day timing TRID rule.



DMO Change of Circumstance

Change of Circumstance (Disclosure Date)

Select the date on which the changed circumstance will be disclosed to the consumer.

The screenshot shows a software window titled "Changed Circumstance". The interface includes a menu bar with "Open", "Save", "New", and "Copy". Below the menu is a "Data Capture" section. The main area is divided into several sections: "General", "Borrowers/Sellers", "Charges", "Fees", and "Premiums".

The "Charges" section is active, showing a list of charges with a "Description" column. The "Fees" section shows "Loan Origination Fee". The "Premiums" section shows "YIELD SPREAD PREMIUM".

The "Reason" field is set to "NAME CHANGE FROM STEPHEN TO S..." and the "Date" is "05/01/2025". The "Description" field is "FHA to Conventional".

A calendar pop-up is displayed, showing the month of May 2025. The calendar has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The date 05/02/2025 is highlighted in a green box, and a blue arrow points from the text box above to this date.

The "Disclosure Type" is set to "Loan Estimate" and the "Date" is "05/02/2025".

Buttons for "Ok" and "Cancel" are visible at the bottom of the window.

Type	Description
Charge	Appraisal Fee
Charge	CREDIT REPORT
Charge	DOCUMENT FEE
Charge	UNDERWRITING FEE
Charge	PROCESSING FEE
Charge	CLOSING FEE
Charge	TITLE FEE
Charge	Title - Lender's Title Insura...

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7



DMO Change of Circumstance

Change of Circumstance (Click OK)

Click OK.

The screenshot shows a software window titled "Changed Circumstance" with a menu bar (Open, Save, New, Import) and a toolbar. The window is divided into several sections:

- General:** Includes tabs for "General", "Borrowers/Sellers", and "Pr".
- Charges:** A list of charge descriptions with checkboxes, including Appraisal Fee, CREDIT REPORT, DOCUMENT FEE, UNDERWRITING FEE, PROCESSING FEE, CLOSING FEE, TITLE FEE, and Title - Lender's Title Insura... Transfer Taxes.
- Fees:** Includes "Fee Description" and "Loan Origination Fee".
- Premiums:** Includes "Premium Description" and "YIELD SPREAD PREMIUM".
- Main Form:**
 - Reason:** NAME CHANGE FROM STEPHEN TO S... (dropdown)
 - Date:** 05/01/2025 (calendar icon)
 - Description:** FHA to Conventional
 - Table:** A table with columns: Type, Description, Revised Amo..., Previous Am..., and Includ...

Type	Description	Revised Amo...	Previous Am...	Includ...
Charge	Appraisal Fee	\$400.00	\$300.00	<input checked="" type="checkbox"/>
Charge	CREDIT REPORT	\$50.00	\$60.00	<input checked="" type="checkbox"/>
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input checked="" type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input checked="" type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title In...	\$150.00	\$200.00	<input type="checkbox"/>
 - Disclosure Type:** Loan Estimate (dropdown)
 - Date:** 05/02/2025 (calendar icon)
- Buttons:** "Ok" and "Cancel" buttons at the bottom.

A green box highlights the "Ok" button, and a blue arrow points from the text "Click OK." above to the "Ok" button.

[Manage Changed Circumstance Information](#)

Exclude Conventional MI from Points and Fees Test



DMO Change of Circumstance

Audit Worksheet

Audit the worksheet to ensure your tolerance audits have disappeared.

Charges

Charge Description	To	TRID Section	Charge Amt	Paid By	Amt Paid	POC?	APR?	Fin?	BC?	SR?	Opt?	Estimate
Appraisal Fee	APPRAISAL COMPANY	Services Borrow...	\$400.00	BORROWER	\$400.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
CREDIT REPORT	CREDIT REPORT CO...	Services Borrow...	\$50.00	BORROWER	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
DOCUMENT FEE	DOCUMENT SYSTEM...	Services Borrow...	\$35.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
UNDERWRITING FEE	Lender	Services Borrow...	\$350.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$375.00
PROCESSING FEE	Lender	Services Borrow...	\$300.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$350.00
CLOSING FEE	CONTACT HERE	Services Borrow...	\$500.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$550.00
TITLE FEE	Lender	Services Borrow...	\$460.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
Title - Lender's Title Insura...	Lender	Services Borrow...	\$150.00	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00
Transfer Taxes	DOCMAGIC INC.	Services Borrow...	\$35.00	BORROWER	\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fees

Fee Description	To	Fee Points	+Fee Fixed	Paid By	APR?	Fed Bona Fide?	State Bona Fide?	Estimate
Loan Origination Fee	LENDER	1.000%		BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00

Premiums

Premium Description	To	Premium Points	+Fixed	Estimate
YIELD SPREAD PREMIUM	BROKER	1.250%		\$2,500.00

[Manage Changed Circumstance Information](#) Exclude Conventional MI from Points and Fees Test



DMO Change of Circumstance

Entering Additional Changed Circumstance

To enter any additional changed circumstance, just click on "Manage Changed Circumstance Information" in the Charges/Fees tab and then select the New icon in the top left.

The screenshot displays a software interface for managing loan charges and fees. A dialog box titled "Change Circumstance" is open, allowing for the entry of a new circumstance. The dialog includes a "Reason" dropdown menu, a "Date" field, and a "Description" text area. Below these fields is a table listing charges with their descriptions, revised and previous amounts, and inclusion checkboxes. The background shows a software window with tabs for "General", "Borrowers/Sellers", and "Propose", and a "Charges" section with a list of fee items.

Type	Description	Revised Am...	Previous Am...	Includ...
Charge	Appraisal Fee	\$400.00	\$300.00	<input checked="" type="checkbox"/>
Charge	CREDIT REPORT	\$50.00	\$60.00	<input checked="" type="checkbox"/>
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input checked="" type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input checked="" type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title In...	\$150.00	\$200.00	<input type="checkbox"/>

Repeat the steps starting on page 9.



DMO Change of Circumstance

Process

After you have entered your applicable changed circumstances, you may process and issue your revised disclosures.

The screenshot displays the DocMagic software interface. A 'Document Processing Options' dialog box is open, showing various settings for document processing. The 'Process' button in the top toolbar is highlighted with a green box. A blue arrow points from the text box above to the 'Process' button. The dialog box contains the following sections:

- General Options:** Package Type: Initial Disclosure; File Format: Adobe PDF (selected); Language: English.
- Loan Application:** FNMA 3.x File: [Browse]
- Electronic Delivery:** DocMagic eSign (checked); eSignature enable (checked); eNotary enable (unchecked); Include SMARTDoc eNote (unchecked); Send to Mobile App (unchecked); Event Notification (dropdown menu).
- E-Mail Secure Link to:** (dropdown menu)
- Security:** Require Password (checked); Retrieval Notification (unchecked); Disable Recipient Printing (unchecked).
- Additional Services:** Print and Deliver (checked); Flood Certification (checked); MERS Registration (checked); Life of Loan? (radio buttons: Yes selected, No unselected).

The background interface shows a table with columns: Paid By, Amt Paid, POC?, APR?, Fin?, BC?, SR?, Opt?, Estimate. The table contains several rows of borrower data with corresponding values and checkboxes.

Paid By	Amt Paid	POC?	APR?	Fin?	BC?	SR?	Opt?	Estimate
BORROWER	\$400.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$300.00
BORROWER	\$50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00
BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$375.00
BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$350.00
BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$550.00
BORROWER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$500.00
BORROWER	\$35.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$200.00

Below the table, there is another section with columns: Paid By, APR?, Fed Bona Fide?, State Bona Fide?, Estimate. The table contains one row of borrower data.

Paid By	APR?	Fed Bona Fide?	State Bona Fide?	Estimate
BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$2,000.00

At the bottom of the dialog box, there are 'Process' and 'Cancel' buttons. The background interface also shows a 'Process' button in the top toolbar, which is highlighted with a green box. A blue arrow points from the text box above to the 'Process' button.

Entry of the changed circumstance information, if accepted, will clear any audits indicating that your current charges or fees exceed tolerance with the baseline values.



DMO Change of Circumstance

Disclosed Date VS Changed Circumstance Date

If your Disclosed Date is within three general business days following the Changed Circumstance Date, your Changed Circumstance information will be accepted allowing the associated baseline values to be updated.

The screenshot shows a software window titled "Changed Circumstance" with a menu bar (Open, Save, Copy, Import) and a toolbar. The interface is divided into several sections:

- Charges:** A list of charge types on the left, including Appraisal Fee, CREDIT REPORT, DOCUMENT FEE, UNDERWRITING FEE, PROCESSING FEE, CLOSING FEE, TITLE FEE, and Title - Lender's Title Insurance.
- Description:** A text field containing "FHA to Conventional".
- Table:** A table with columns: Type, Description, Revised Am..., Previous Am..., and Includ... (checkbox). The table lists various charges with their respective amounts and checkboxes.
- Reason and Date:** A dropdown menu for "Reason" (selected: "NAME CHANGE FROM STEPHEN TO S...") and a date field "Date: 05/01/2025 31".
- Disclosure Type and Date:** A dropdown menu for "Disclosure Type" (selected: "Loan Estimate") and a date field "Date: 05/02/2025 31".
- Buttons:** "Ok" and "Cancel" buttons at the bottom.

A blue arrow points from the text box above to the "Date: 05/01/2025 31" field. Another blue arrow points from the "Date: 05/02/2025 31" field down to the "Includ..." column of the table.

Type	Description	Revised Am...	Previous Am...	Includ...
Charge	Appraisal Fee	\$400.00	\$300.00	<input checked="" type="checkbox"/>
Charge	CREDIT REPORT	\$50.00	\$60.00	<input checked="" type="checkbox"/>
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input checked="" type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input checked="" type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title In...	\$150.00	\$200.00	<input type="checkbox"/>



DMO Change of Circumstance

Disclosed Date VS Changed Circumstance Date

However, if your Disclosed Date falls outside of that time, it will not be accepted, and the baseline values will not be updated.

The screenshot shows a 'Changed Circumstance' dialog box with the following details:

- Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31
- Description: FHA to Conventional
- Disclosure Type: Loan Estimate Date: 05/09/2025 31

Type	Description	Revised Amo...	Previous Am...	Includ...
Charge	Appraisal Fee	\$400.00	\$300.00	<input checked="" type="checkbox"/>
Charge	CREDIT REPORT	\$50.00	\$60.00	<input checked="" type="checkbox"/>
Charge	DOCUMENT FEE	\$35.00	\$40.00	<input checked="" type="checkbox"/>
Charge	UNDERWRITING FEE	\$350.00	\$375.00	<input checked="" type="checkbox"/>
Charge	PROCESSING FEE	\$300.00	\$350.00	<input type="checkbox"/>
Charge	CLOSING FEE	\$500.00	\$550.00	<input type="checkbox"/>
Charge	TITLE FEE	\$460.00	\$500.00	<input type="checkbox"/>
Charge	Title - Lender's Title In...	\$150.00	\$200.00	<input type="checkbox"/>

You will receive an audit warning indicating that the Changed Circumstance was not accepted and will continue to receive audit warnings stating that your current charge or fee values exceed their baseline values.



DMO Change of Circumstance

Change Circumstance Detail Form

If included in your loan package, the changed circumstance information you entered in DMO will populate the Changed Circumstance Detail Form.

Loan Number: 0315220834

CHANGED CIRCUMSTANCE DETAIL FORM

Name of Borrower: SUSAN SAMPLE, SAM SAMPLE

Property Address: 1234 APPLE BLOSSOM AVE

YUBA CITY, CALIFORNIA 95545

Date of Change: _____

Date of Disclosure: March 2, 2022

Description of Change:

DELL





DocMagic Online
Generating A WebDocs Code

DMO Generating A WebDocs Code

Introduction

Start by opening your file in DocMagic Online.

The screenshot displays the DocMagic software interface. The title bar reads "DocMagic - Stephen Truitt (#155)". The menu bar includes "File", "Edit", "Services", "Tools", and "Help". The ribbon contains several groups of icons: "Data Capture" (Open, Save, New, Import, Copy, Default), "Audit" (Audit, Details, APR, Sect32, Impound), "Generate" (Process, View), "Delivery" (Email, Appraisal, UCD), and "Portal" (Collaboration, eSign, LoanMagic). Below the ribbon is a navigation bar with tabs: "General", "Borrowers/Sellers", "Property", "Terms", "Providers/Liens", "Charges/Fees", "Prepays/Impounds", "Underwriting", "Closing", and "Summaries". The "General" tab is active, showing two main sections: "General Information" and "Dates & Times".

General Information

Loan Stage	CLOSING
Loan Program	ALL FIXED LOANS (DSI_CONV)
Alternate Lender	
Transfer To	
Broker Name	BROKER NAME
Channel	
Origination	
Loan Rep	LOAN REP
Branch	BRANCH
Loan Type	CONVENTIONAL
Business Use	<input type="checkbox"/>
Loan Purpose	PURCHASE
Same Lender	<input type="checkbox"/>
Type	
Program	
Lien Position	FIRST
Simultaneous?	<input type="checkbox"/>
Loan Number	777071020250001
MERS #	9999999-1020250001-9
MIC / Agency #	
Section	
Case # Assigned	
Loan Identifiers	

Dates & Times

Application Date	03/01/2021
Pre-Z Send Date	03/02/2021
Estimate Issue Date	07/10/2025
Est. Available Through	07/22/2025 1:00 AM PT
Intent to Proceed Date	03/08/2021
Rate Lock Date	03/10/2021 3 Days
Rate Available Thru	03/15/2021 12:00 AM PT
Lock Days Prior to Close	25 Last Disc. APR 3.750 %
CD/Re-disc Date/Method	
CD/Re-disc Rec'd Date	
Document Date	12/11/2023
Closing Date	07/15/2025
Signing Date	
Cancel Date	
Disbursement Date	05/10/2021

Set the Loan Stage to Closing in the General Tab.



DMO Generating A WebDocs Code

Audit

Audit the file and then Process.

The screenshot displays the DocMagic software interface for a loan file. The window title is "DocMagic - Stephen Truitt (#155)". The menu bar includes "File", "Edit", "Services", "Tools", and "Help". The ribbon contains several groups of icons: "Data Capture" (Open, Save, New, Import, Copy, Default), "Audit" (Audit, Details, APR, Sect32, Impound), "Generate" (Process, View), "Delivery" (Email, Appraisal, UCD), and "Portal" (Collaboration, eSign, LoanMagic).

The "General" tab is selected, showing a navigation bar with "General", "Borrowers/Sellers", "Property", "Terms", "Providers/Liens", "Charges/Fees", "Prepays/Impounds", "Underwriting", "Closing", and "Summaries".

The "General Information" section includes the following fields:

- Loan Stage: CLOSING
- Loan Program: ALL FIXED LOANS (DSI_CONV)
- Alternate Lender: [Empty]
- Transfer To: [Empty]
- Broker Name: BROKER NAME
- Channel: [Empty]
- Origination: [Empty]
- Loan Rep: LOAN REP
- Branch: BRANCH
- Loan Type: CONVENTIONAL
- Loan Purpose: PURCHASE
- Type: [Empty]
- Lien Position: FIRST
- Loan Number: 777071020250001
- MERS #: 9999999-1020250001-9
- MIC / Agency #: [Empty]
- Section: [Empty]
- Case # Assigned: [Empty]
- Loan Identifiers: [Empty]

The "Dates & Times" section includes the following fields:

- Application Date: 03/01/2021
- Pre-Z Send Date: 03/02/2021
- Estimate Issue Date: 07/10/2025
- Est. Available Through: 07/22/2025 1:00 AM PT
- Intent to Proceed Date: 03/08/2021
- Rate Lock Date: 03/10/2021 3 Days
- Rate Available Thru: 03/15/2021 12:00 AM PT
- Lock Days Prior to Close: 25 Last Disc. APR: 3.750%
- CD/Re-disc Date/Method: [Empty]
- CD/Re-disc Rec'd Date: [Empty]
- Document Date: 12/11/2023
- Closing Date: 07/15/2025
- Signing Date: [Empty]
- Cancel Date: [Empty]
- Disbursement Date: 05/10/2021



DMO Generating A WebDocs Code

Process

In the Document Processing Options window that appears, select Electronic Note for the Package Type.

Document Processing Options

Worksheet #155 (TRUITT) is queued for processing.

General Options

Package Type: Electronic Note

File Format: Adobe PDF DBK (PCL)

Language: English

Loan Application

FNMA 3.x File: Browse

Electronic Delivery

DocMagic eSign Edit...

eSignature enable

eNotary enable Include SMARTDoc eNote

Send to Mobile App

Event Notification

E-Mail Secure Link to

Security

Require Password

Retrieval Notification

Disable Recipient Printing

Additional Services

Print and Deliver Enter Delivery Information

Flood Certification Life of Loan? Yes No

MERS Registration

Process Cancel

This option will be greyed out if you did not set the Loan Stage to Closing in the General Tab.



DMO Generating A WebDocs Code

Process

In the Electronic Delivery section, check the boxes for DocMagic eSign and eSignature enable.

The screenshot shows the DocMagic application interface with the 'Document Processing Options' dialog box open. The dialog box title is 'Document Processing Options' and it contains the following sections:

- Worksheet #155 (TRUITT) is queued for processing.**
- General Options:**
 - Package Type: Electronic Note
 - File Format: Adobe PDF (selected), DBK (PCL)
 - Language: English
- Loan Application:**
 - FNMA 3.x File: [Browse]
- Electronic Delivery:**
 - DocMagic eSign [Edit...]
 - eSignature enable
 - eNotary enable
 - Include SMARTDoc eNote
 - Send to Mobile App
 - Event Notification [Dropdown]
 - E-Mail Secure Link to [Dropdown]
- Security:**
 - Require Password [Dropdown]
 - Retrieval Notification
 - Disable Recipient Printing
- Additional Services:**
 - Print and Deliver [Enter Delivery Information]
 - Flood Certification Life of Loan? Yes No
 - MERS Registration

Buttons at the bottom of the dialog are 'Process' and 'Cancel'.

The background application window shows the 'General' tab of the 'DocMagic - Stephen Truitt (#155)' interface. The 'General Information' section includes fields for Loan Stage (CLOSING), Loan Program (ALL FIXED LOANS (DS)), Alternate Lender, Transfer To, Broker Name (BROKER NAME), Origination, Loan Rep (LOAN REP), Loan Type (CONVENTIONAL), Loan Purpose (PURCHASE), Type, Lien Position (FIRST), Loan Number (777071020250001), MIC / Agency #, and Loan Identifiers.

On the right, a calendar view shows dates from 1/2021 to 5/2025 with various icons and a 'Last Disc. APR' of 3.750%.

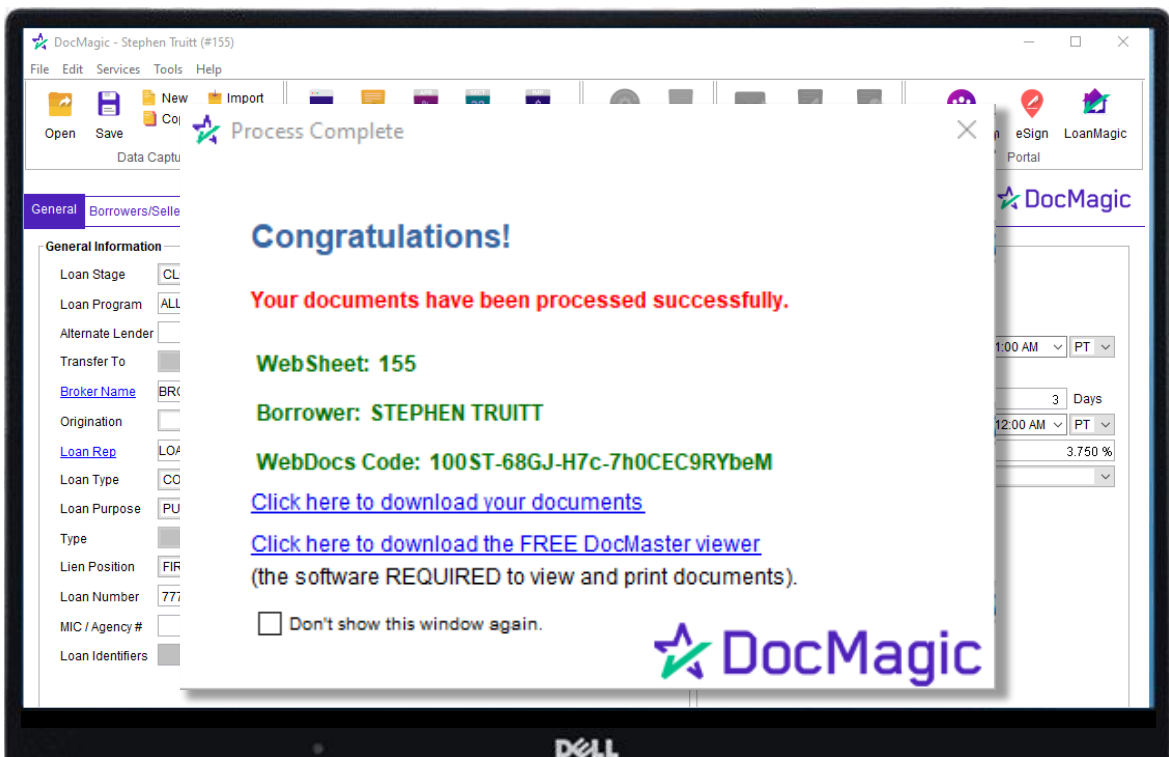
Hit Process.



DMO Generating A WebDocs Code

Code

Your WebDocs code will generate.



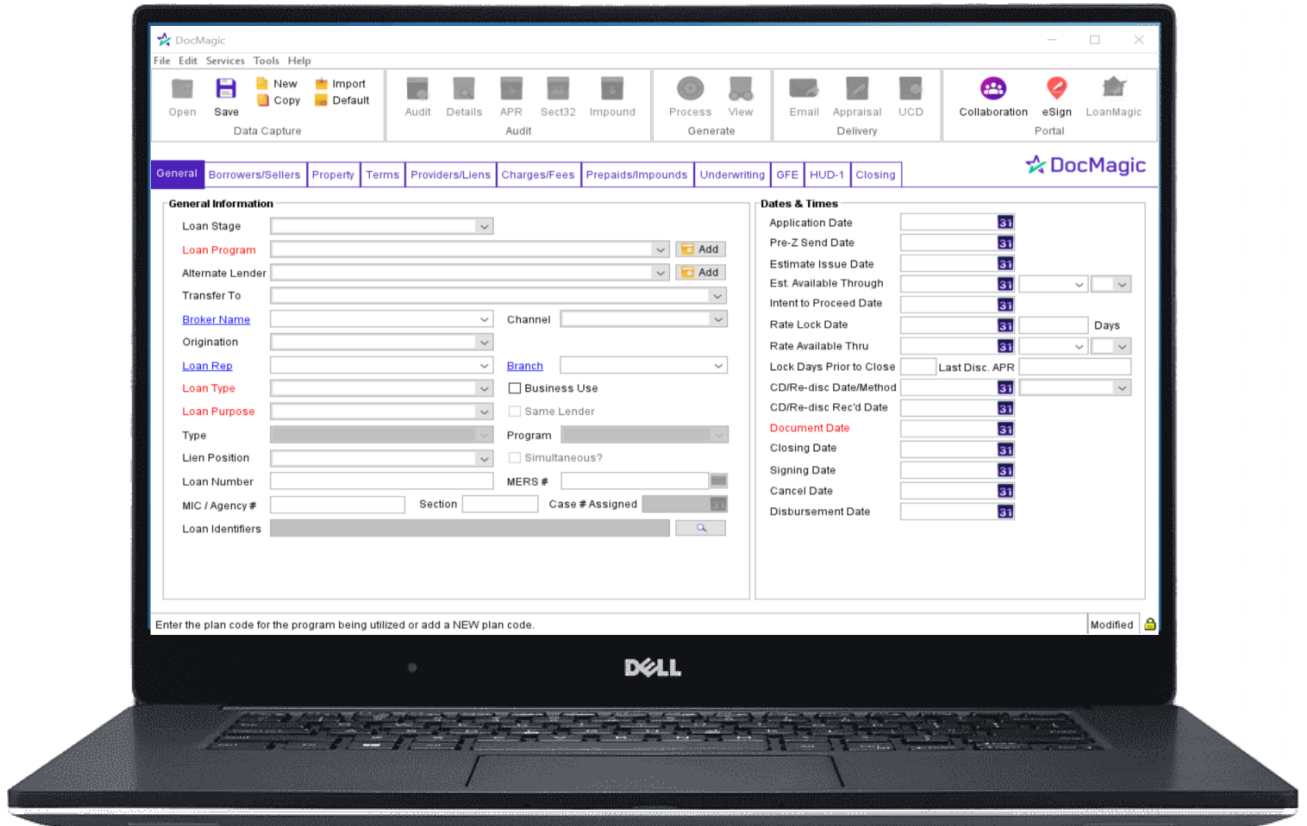


Flood Determination / Certification
in DocMagic Online

DMO – Flood Certification

Open DocMagic Online

Start by launching DocMagic Online.



For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



DMO – Flood Certification

Loan Stage = Disclosure

Select "Disclosure" for the Loan Stage on the General Tab.

The screenshot displays the DocMagic software interface for loan management. The 'General Information' tab is active, and the 'Loan Stage' dropdown menu is highlighted with a green box, showing 'DISCLOSURE' selected. A blue arrow points from the instruction box above to this dropdown. The interface includes a menu bar with options like File, Edit, Services, Tools, and Help. Below the menu bar are various tool icons for actions such as Open, Save, New, Import, Copy, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic Portal. The 'General Information' section contains fields for Loan Program (ALL FIXED LOANS (DSI_CONV)), Alternate Lender, Transfer To, Broker Name, Channel (RETAIL), Origination (LENDER), Loan Rep, Loan Type (CONVENTIONAL), Loan Purpose (PURCHASE), Type, Lien Position (FIRST), Loan Number (777081220250001), MERS # (9999353-1220250001-5), MIC / Agency #, Section, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section includes fields for Application Date (06/30/2025), Pre-Z Send Date (06/30/2025), Estimate Issue Date (07/24/2025), Est. Available Through (08/05/2025), Intent to Proceed Date, Rate Lock Date (06/07/2025), Rate Available Thru (07/31/2025), Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date (05/29/2025), Closing Date (08/13/2025), Signing Date, Cancel Date, and Disbursement Date.



DMO – Flood Certification

A Real Address!

On the Property Tab, verify that the address is correct and valid.

DocMagic - John Smith (#4002)

File Edit Services Tools Help

Open Save New Copy Import Data Capture Audit Details APR Sect32 Impound Process View Email Appraisal UCD Collaboration eSign LoanMagic Portal

General Borrowers/Sellers **Property** Terms Providers/Liens Charges/Fees Prepays/Impounds Underwriting Closing Summaries

Details

Owner Occupied? Yes No Second Home? Yes No Property Type SINGLE FAMILY RESIDENCE More Details...

Street 7755 JOHN Q HAMMONS DR Unit Building Status Existing No. Units 1

City FRISCO State NEW JERSEY Zip 75034 Estimated Value Flood Zone

County COLLIN Project Name Acquired Cost Acquired Date 31

Prelim Information

Legal Description: Attached? Yes No Deficiency Rights Preserved? Yes No

Mineral Rights/Abbreviated Legal Description:

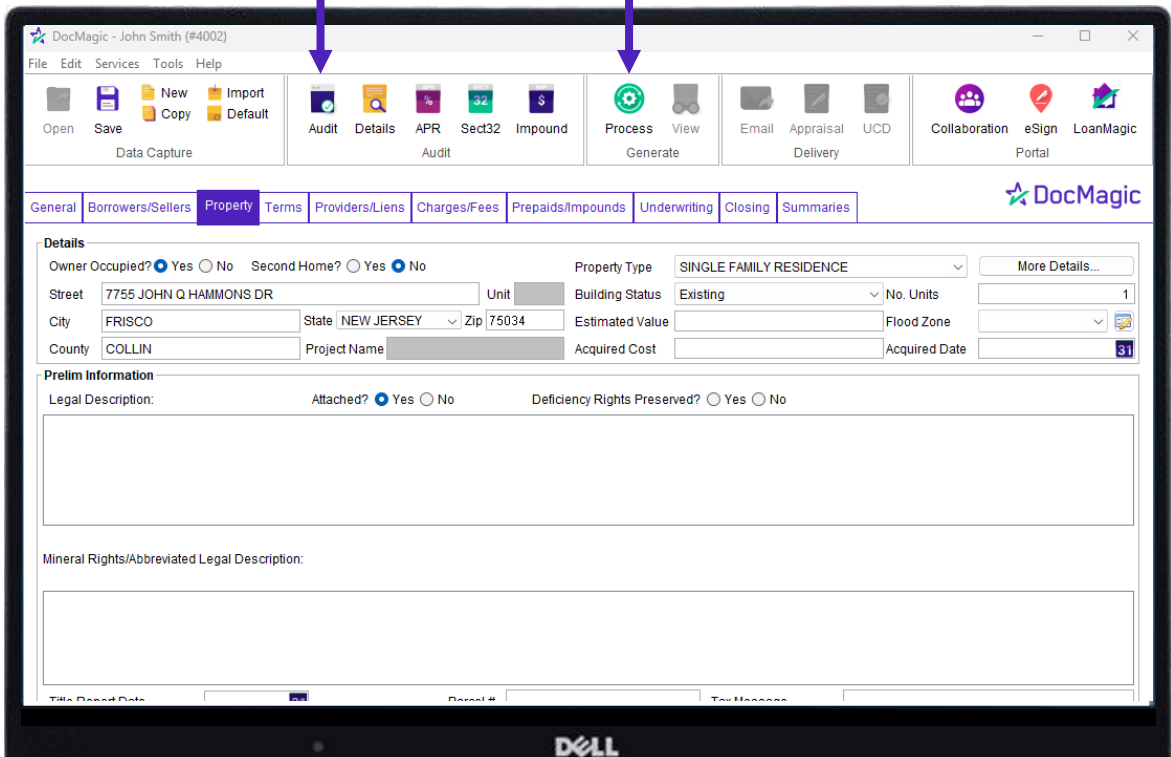
Leave the Flood Zone field blank for now.



DMO – Flood Certification

Audit/Process

Audit the file and hit Process.



DMO – Flood Certification

Process Confirmation Window

In The Document Processing Options window, select Flood Certification for Package Type. If this option is greyed out, double check your Loan Stage.

Worksheet #4002 (SMFH) is queued for processing.

General Options

Package Type: Flood Certification

File Format: Adobe PDF DBK (PCL)

Language: English

Loan Application

FNMA 3.x File: Browse

Electronic Delivery

DocMagic eSign

eSignature enable

eNotary enable Include SMARTDoc eNote

Send to Mobile App

Event Notification

E-Mail Secure Link to

Security

Require Password

Retrieval Notification

Disable Recipient Printing

Additional Services

Print and Deliver

Flood Certification

Life of Loan? Yes No

MERS Registration

Process Cancel

Make sure the Flood Certification box is checked, and that Life of Loan is indicated as Yes.



DMO – Flood Certification

Process Confirmation Window

You can select either Adobe PDF or DBK (PCL) for File Format. Keep in mind that you'll need to open and view the processed document, and you may need to download and install the DocMaster software to view a DBK file.

Document Processing Options

Worksheet #4002 (SMFH) is queued for processing.

General Options

Package Type: Flood Certification

File Format: Adobe PDF DBK (PCL)

Language: English

Loan Application

FNMA 3.x File: Browse

Electronic Delivery

DocMagic eSign Edit...

eSignature enable

eNotary enable Include SMARTDoc eNote

Send to Mobile App

Event Notification

E-Mail Secure Link to

Security

Require Password

Retrieval Notification

Disable Recipient Printing

Additional Services

Print and Deliver Enter Delivery Information

Flood Certification Life of Loan? Yes No

MERS Registration

Process Cancel

Select Process.



DMO – Flood Certification

Download Your Documents

Download your documents here. It will download as a PDF or DBK based on what you selected previously.

The screenshot shows the DocMagic software interface. A 'Process Complete' dialog box is open, displaying the following information:

- 2 Warning issues have been detected.**
- Congratulations!**
- Your documents have been processed successfully.**
- WebSheet: 4002**
- Borrower: JOHN SMITH**
- WebDocs Code: 100SALES-35G-LH1c-7NWQd7CMKD0N**
- [Click here to download your documents](#)
- [Click here to download the FREE DocMaster viewer](#) (the software REQUIRED to view and print documents).
- Don't show this window again.

The background interface includes a menu bar (File, Edit, Services, Tools, Help), a toolbar with icons for Audit, Process, Details, APR, High Cost, Impounds, and Print, and a sidebar with sections for Service Providers and Other Liens. A table of contact information is visible on the right side of the screen.



DMO – Flood Certification

Flood Zone – Box B4

Open the file and note the value in Box B4 – Flood Zone.

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency				OMB Control No.: 1660-0040 Expires: 02-28-2027	
STANDARD FLOOD HAZARD DETERMINATION FORM (SFHDF)					
SECTION I - LOAN INFORMATION					
1. LENDER/SERVICER NAME AND ADDRESS DSI TEST LENDER (SALES) 1800 W. 213TH STREET TORRANCE, CALIFORNIA 90501		2. COLLATERAL DESCRIPTION (Building/Mobile Home/Property) (See instructions for more information) JOHN SMITH 7755 JOHN Q HAMMONS DR FRISCO, NEW JERSEY 75034 Parcel Number:			
3. LENDER/SERVICER ID #	4. LOAN IDENTIFIER 777081220250001	5. AMOUNT OF FLOOD INSURANCE REQUIRED			
SECTION II					
A. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMMUNITY JURISDICTION					
1. NFIP Community Name FRISCO, CITY OF	2. County(ies) COLLIN COUNTY	3. State TX	4. NFIP Community Number 480134		
B. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) DATA AFFECTING BUILDING/MOBILE HOME					
1. NFIP Map Number or Community-Panel Number (Community name, if not the same as "A") 48085C0355K	2. NFIP Map Panel Effective/ Revised Date June 7, 2017	3. Is there a Letter of Map Change (LOMC)? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES (If yes, and LOMC date/no. is available, enter date and case no. below.) Date Case No.			
4. Flood Zone X	5. No NFIP Map				
C. FEDERAL FLOOD INSURANCE AVAILABILITY (Check all that apply.)					

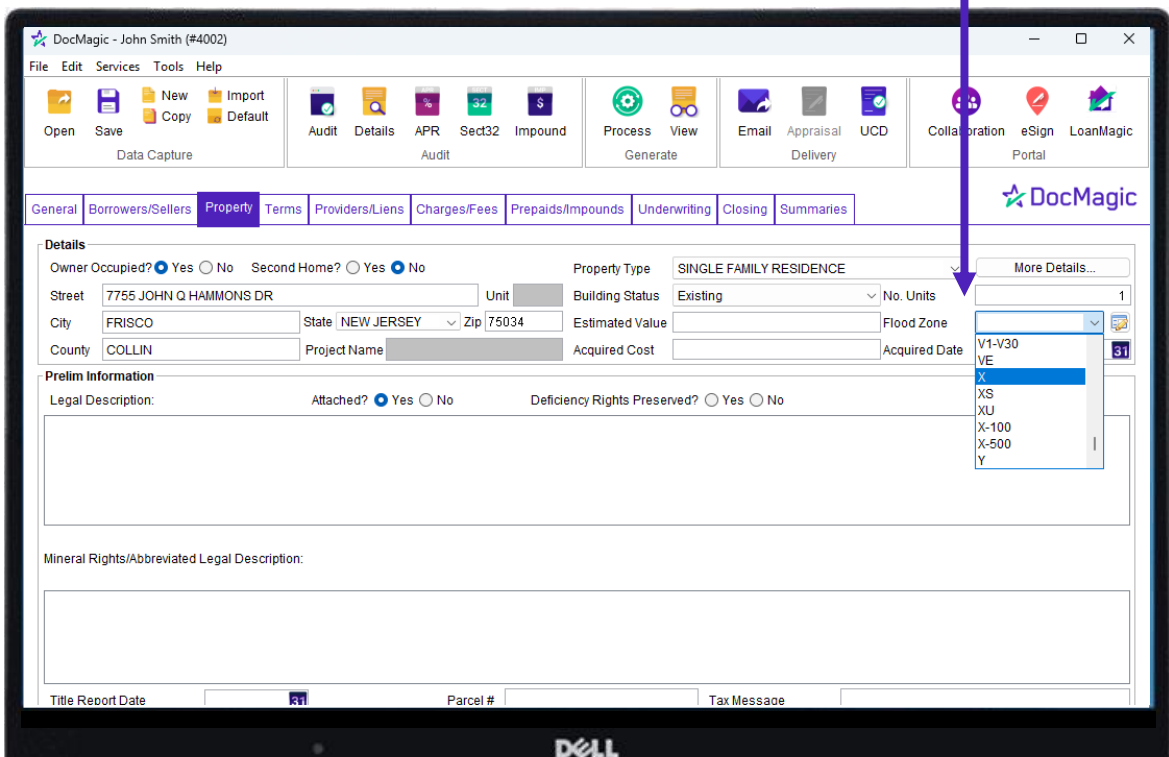
This is your Flood Cert! If you are only looking to generate this document, you can stop here.



DMO – Flood Certification

Enter The Code

If you are looking to generate subsequent documents with this Flood Zone information, return to DocMagic Online and select the code in the Flood Zone in the Property Tab.



The screenshot displays the DocMagic software interface. The 'Property' tab is selected, and the 'Flood Zone' dropdown menu is open, showing a list of codes: V1-V30, VE, X, XS, XU, X-100, X-500, and Y. A blue arrow points from the text above to the dropdown menu.

Details	
Owner Occupied? <input checked="" type="radio"/> Yes <input type="radio"/> No	Second Home? <input type="radio"/> Yes <input checked="" type="radio"/> No
Street: 7755 JOHN Q HAMMONS DR	Unit: []
City: FRISCO	State: NEW JERSEY
County: COLLIN	Zip: 75034
Property Type: SINGLE FAMILY RESIDENCE	Building Status: Existing
Estimated Value: []	No. Units: 1
Project Name: []	Acquired Cost: []
Acquired Date: []	Flood Zone: []

Prelim Information

Legal Description: []

Attached? Yes No

Deficiency Rights Preserved? Yes No

Mineral Rights/Abbreviated Legal Description: []

Title Report Date: [] Parcel #: [] Tax Message: []

If you are receiving Flood Zone information or Flood Certification from a third party, you can enter it in the Flood Zone field directly.





Calculating Cash to Close

The Four Cash-to-Close Tables

Calculating Cash to Close

Total Closing Costs (J)	\$8,054
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$18,000
Deposit	– \$10,000
Funds for Borrower	\$0
Seller Credits	\$0
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$16,054

1. Standard LE
2. Standard CD

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	\$8,054.00	\$9,712.10	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	– \$29.80	YES • You paid these Closing Costs before closing
Closing Costs Financed (Paid from your Loan Amount)	\$0	\$0	NO
Down Payment/Funds from Borrower	\$18,000.00	\$18,000.00	NO
Deposit	– \$10,000.00	– \$10,000.00	NO
Funds for Borrower	\$0	\$0	NO
Seller Credits	\$0	– \$2,500.00	YES • See Seller Credits in Section L
Adjustments and Other Credits	\$0	– \$1,035.04	YES • See details in Sections K and L
Cash to Close	\$16,054.00	\$14,147.26	

Calculating Cash to Close

Loan Amount	\$150,000
Total Closing Costs (J)	– \$5,099
Estimated Total Payoffs and Payments	– \$120,000
Estimated Cash to Close <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	\$24,901
Estimated Closing Costs Financed (Paid from your Loan Amount)	\$5,099

3. Alternate LE
4. Alternate CD

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Loan Amount	\$150,000.00	\$150,000.00	NO
Total Closing Costs (J)	– \$5,099.00	– \$5,757.57	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	\$435.00	YES • You paid these Closing Costs before closing
Total Payoffs and Payments (K)	– \$120,000.00	– \$115,000.00	YES • See Payoffs and Payments (K)
Cash to Close	\$24,901.00	\$29,677.43	
	<input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	<input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	Closing Costs Financed (Paid from your Loan Amount) \$5,322.57



1. Standard Loan Estimate

Calculating Cash to Close

Total Closing Costs (J)	\$8,054
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$18,000
Deposit	– \$10,000
Funds for Borrower	\$0
Seller Credits	\$0
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$16,054

1. Total Closing Costs (J): Covers all Borrower-Responsible charges.
2. Closing Costs Financed: Calculated by subtracting all payments to third parties from the Total Loan Amount.
3. Down Payment/Funds from Borrower: Calculated by subtracting the Total Loan Amount from the Sale Price of Property – use for Purchase Transactions.
4. Deposit: The amount entered as a deposit in DMO's Underwriting tab.
5. Funds for Borrower: Calculated by subtracting the Total Loan Amount from all existing debt being satisfied in the transaction - use for non-Purchase Transactions.
6. Seller Credits: The amount of all seller credits, specific and general
7. Adjustments and Other Credits: Calculated by subtracting the combined values of L03, L04, L06:L17 from the combined values of K02, K04, K05:K15 found in the Summaries tab of DMO.



2. Standard Closing Disclosure

Calculating Cash to Close		Use this table to see what has changed from your Loan Estimate.	
	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	\$8,054.00	\$9,712.10	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	– \$29.80	YES • You paid these Closing Costs before closing
Closing Costs Financed (Paid from your Loan Amount)	\$0	\$0	NO
Down Payment/Funds from Borrower	\$18,000.00	\$18,000.00	NO
Deposit	– \$10,000.00	– \$10,000.00	NO
Funds for Borrower	\$0	\$0	NO
Seller Credits	\$0	– \$2,500.00	YES • See Seller Credits in Section L
Adjustments and Other Credits	\$0	– \$1,035.04	YES • See details in Sections K and L
Cash to Close	\$16,054.00	\$14,147.26	

1. Total Closing Costs (J): All borrower-paid closing costs., including POC amounts, reduced by general lender credits
2. Closing Costs Paid Before Closing: Copies over from Borrower-Paid Before Closing under Total Closing Costs (Borrower-Paid) on page 2
3. Closing Costs Financed: Calculated by subtracting all payments to third parties from the Total Loan Amount
4. Down Payment/Funds From Borrower: Same as LE - subtract Total Loan Amount from Sale Price of Property (purchase transactions)
5. Deposit: The amount entered as a deposit in DMO's Underwriting tab
6. Funds for Borrower: Same as LE – subtract Total Loan Amount from debt being satisfied by the transaction (non-purchase transactions)
7. Seller Credits: Includes ONLY general seller credits unlike LE and MUST match the amount show in L05 of the DMO Underwriting Tab
8. Adjustments and Other Credits: Same as LE - Subtract the combined values of L03, L04, L06:L17 from the combined values of K02, K04, K05:K15 found in the Summaries tab of DMO.



3. Alternate Loan Estimate

Calculating Cash to Close

Loan Amount	\$150,000
Total Closing Costs (J)	– \$5,099
Estimated Total Payoffs and Payments	– \$120,000
Estimated Cash to Close <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	\$24,901
Estimated Closing Costs Financed (Paid from your Loan Amount)	\$5,099

1. Loan Amount: Total Loan Amount – as shown in DMO’s Terms tab
2. Total Closing Costs (J): Amount reflects closing costs reduced by lender credits, both general and specific, disclosed as a negative amount
3. Estimated Total Payoffs and Payments: Total of all amounts entered as a payoff, disclosed as a negative amount
4. Estimated Closing Costs Financed: Calculated in the same way as the standard forms – subtracting all payments to third parties from the Total Loan Amount – but in the Alternate Form the amount is simply disclosed and does NOT affect the Cash to Close total



4. Alternate Closing Disclosure

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate.

	Loan Estimate	Final	Did this change?
Loan Amount	\$150,000.00	\$150,000.00	NO
Total Closing Costs (J)	– \$5,099.00	– \$5,757.57	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	\$0	\$435.00	YES • You paid these Closing Costs before closing
Total Payoffs and Payments (K)	– \$120,000.00	– \$115,000.00	YES • See Payoffs and Payments (K)
Cash to Close	\$24,901.00 <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	\$29,677.43 <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	Closing Costs Financed (Paid from your Loan Amount) \$5,322.57

1. Loan Amount: Total Loan Amount – as shown in DMO’s Terms tab
2. Total Closing Costs (J): Amount reflects closing costs reduced by lender credits, both general and specific, disclosed as a negative amount
3. Closing Costs Paid Before Closing: Copies over from Borrower-Paid Before Closing under Total Closing Costs (Borrower-Paid) on page 2
4. Total Payoffs and Payments (K): Total of all amounts entered as a payoff, disclosed as a negative
5. Estimated Closing Costs Financed: Calculated in the same way as the standard forms – subtracting all payments to third parties from the Total Loan Amount – but in the Alternate Form the amount is simply disclosed and does NOT affect the Cash to Close total





Construction Loan
Quick Reference Guide

Construction Loans in DMO

Preface

The Construction Tab has been designed specifically to fill out the following federal forms:

- US3734.MSC (Construction Contract)
- US3735.MSC (Construction Loan Agreement)
- US3736.ATN (Addendum To Note)
- US3737.RID (Rider to Security Instrument)

The screenshot displays the DocMagic software interface for a Construction Loan. The interface includes a menu bar (File, Edit, Services, Tools, Help) and a toolbar with various icons for actions like Open, Save, New, Import, Copy, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic. The main window is divided into several tabs: General, Borrowers/Sellers, Property, Construction, Terms, Providers/Liens, Charges/Fees, Prepays/Impounds, Underwriting, Closing, and Summaries. The 'Construction' tab is active, showing a form with two main sections: 'General Information' and 'Dates & Times'. The 'General Information' section includes fields for Loan Stage (CLOSING), Loan Program (ALL FIXED LOANS (DSI_CONV)), Alternate Lender, Transfer To, Broker Name, Channel (RETAIL), Origination (LENDER), Loan Rep, Loan Type (CONVENTIONAL), Loan Purpose (CONSTRUCTION ONLY), Type, Lien Position (FIRST), Loan Number (77704071428), MIC / Agency #, Section, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section includes fields for Application Date (11/01/2018), Pre-Z Send Date, Estimate Issue Date, Est. Available Through (06/29/2021), Intent to Proceed Date, Rate Lock Date (11/16/2018), Rate Available Thru (12/16/2018), Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date (06/17/2021), Closing Date (04/08/2022), Signing Date, Cancel Date, and Disbursement Date. The interface also features a 'DocMagic' logo in the top right corner and a 'DELL' logo at the bottom center.

The Tab can also fill out some state and other specific forms:

- USNOC.MSC (Multistate Notice of Commencement)
- TXEHA.MSC (Texas Escrow Holdback Agreement)
- TXFBPA.MSC (Texas Final Bills – Paid Affidavit)



Construction Loans in DMO

Construction Loan Purpose

The Construction Tab will not appear unless a valid Loan Purpose is selected.

The screenshot displays the DMO software interface. The 'Construction' tab is highlighted in the top navigation menu. In the 'General Information' section, the 'Loan Purpose' dropdown menu is set to 'CONSTRUCTION ONLY'. The 'Dates & Times' section contains various date and time fields, including Application Date, Pre-Z Send Date, Estimate Issue Date, Est. Available Through, Intent to Proceed Date, Rate Lock Date, Rate Available Thru, Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date, Closing Date, Signing Date, Cancel Date, and Disbursement Date.

Users will need to select Construction Only or Construction to Permanent under the Loan Purpose section.



Construction Loans in DMO

Construction Loan Agreement

The selections covered in the first part of this guide are used to fill out portions of form *US3735.MSC* – Construction Loan Agreement

CONSTRUCTION LOAN AGREEMENT

THIS CONSTRUCTION LOAN AGREEMENT ("Loan Agreement") dated _____, is made by and between:

("Borrower", "I", "me" or "my"), and

a

_____ having a principal place of business at _____

_____ ("Lender").

1. ABOUT THIS LOAN AGREEMENT

1.1. **Lender's Loan to Me.** I have signed a Promissory Note payable to Lender ("Note"). The Note is for the loan by Lender to me in the principal amount of \$ _____ ("Loan"). The purpose of the Loan is:

to purchase the real property described in Exhibit "A" to this Loan Agreement ("Property");

to pay in full any outstanding liens on the Property;

and to pay for labor and materials to complete certain improvements ("Improvements") on the Property ("Work").

"Property" includes the Improvements. I also have executed a Mortgage or Deed of Trust ("Security Instrument") granting Lender a first priority lien on the Property. In this Loan Agreement, "Loan Documents" means the Note, the Security Instrument, and this Loan Agreement. All terms defined in the Note and the Security Instrument have the same meaning in this Loan Agreement.

DELL



Construction Loans in DMO

Construction Loan Purpose

The first box in Section 1.1. of the Construction Loan Agreement will be checked if Purchase is selected for the Construction Loan Purpose in DMO. The second box will be checked for Refinance.

1.1. Lender's Loan to Me. I have signed a Promissory Note payable to Lender ("Note"). The Note is for the loan by Lender to me in the principal amount of \$ _____ ("Loan"). The purpose of the Loan is:

to purchase the real property described in Exhibit "A" to this Loan Agreement ("Property");

to pay in full any outstanding liens on the Property;

and to pay for labor and materials to complete certain improvements ("Improvements") on the Property ("Work").

Options

Construction Loan Purpose	<input type="text" value="Purchase"/>
Loan Products	<input type="text"/>
Financing Option	<input type="text"/>
Closing Type	<input type="text"/>
Land Original Cost Amount	<input type="text"/>
Construction Cost Amount	<input type="text"/>
Interest / Term Months	<input type="text"/> / <input type="text"/>
Contract Date	<input type="text" value="31"/>

Alterations / Improvements

Statement of Work

Improvements Included

Start Date Time

Survey Coverage

Survey Provided To

Survey Approval(s)



Construction Loans in DMO

Improvements Included

If Improvements Included is checked in DocMagic, the second box will be checked in Section 1.1 of the Construction Loan Agreement.

CONSTRUCTION LOAN

THIS CONSTRUCTION LOAN AGREEMENT ("Loan Agreement") is made by and between:

("Borrower", "I", "me" or "my"), and

a

1. ABOUT THIS LOAN AGREEMENT

1.1. Lender's Loan to Me. I have signed a Promissory Note for the loan by Lender to me in the principal amount of \$_____ for the purpose of the Loan is:

to purchase the real property described in Exhibit A.

to pay in full any outstanding liens on the Property.

and to pay for labor and materials to complete the Work on the Property ("Work").

"Property" includes the Improvements. I also have signed a "Security Instrument" granting Lender a first priority lien on the Property. "Security Instruments" means the Note, the Security Instrument, and any other documents in the Note and the Security Instrument have the same effect as if they were part of this Agreement.

Alterations / Improvements

Statement of Work

Improvements Included

Start Date: Time: 12:00 AM

Survey Coverage:

Survey Provided To:

Survey Approval(s):

Suppliers

Details APR Sect32 Impound Audit Process View Generate

Terms Providers/Liens Charges/Fees Prepaids/Impounds Un

DELL



Construction Loans in DMO

Inspection of Work Fee

Inspection of Work Fees will print data in Section 2.1.6. of the form, shown below.

I acknowledge that the Construction Contract represents that the Work will be completed on or before _____ ("Completion Date"), subject to modifications in approved Change Orders, but no later than twelve (12) months after the loan closing. Lender will accept the Work as completed when I satisfy all of the conditions in Section 2.8.4.5 of this Loan Agreement.

- 2.1.6. Inspections.** Lender has the right to enter the Property to inspect the Work, without notice to me, during normal business hours, or any other times that Lender arranges with me. I will pay for all inspections performed at the request of Lender or any Government Authority, at the prevailing rate.

Lender inspections are for Lender's benefit only. Lender's inspections create no liability or responsibility to me, Contractor, any Suppliers, or any third parties. Lender is not obligated to inspect the Property or the Work.

- 2.1.7. I Am Responsible for the Work.** I have full and sole responsibility to make sure that the Work complies with the Plans and all Government Regulations. Lender has no liability, obligation or responsibility for the Work. Lender is not liable for any failure to construct,

DELL



Construction Loans in DMO

Inspection of Work Fee

To add an Inspection of Work Fee, start by clicking the magnifying glass next to Construction Fees to bring up the Construction Fees pop-up window.

The screenshot displays a software interface with two main sections: 'Options' on the left and 'Alterations / Improvements' on the right. The 'Options' section includes various dropdown menus and input fields for loan details. The 'Alterations / Improvements' section includes a 'Statement of Work' text area, a checked 'Improvements Included' box, and date/time input fields. A magnifying glass icon is located next to the 'Construction Fees' field in the 'Options' section. A blue arrow points from this icon to a pop-up window titled 'Construction Fees'. The pop-up window features a table with two columns: 'Amount' and 'Description'. The table is currently empty. At the bottom of the pop-up window are 'Ok' and 'Cancel' buttons.

Amount	Description
--------	-------------



Construction Loans in DMO

Inspection of Work Fee

Click anywhere in the blank space below Amount/Description and enter in a value for the fee.

The screenshot shows a software interface with two main sections: **Options** and **Alterations / Improvements**. The **Options** section includes fields for **Construction Loan Purpose**, **Loan Products**, **Financing Option**, **Closing Type**, **Land Original Cost Amount**, **Construction Cost Amount**, **Interest / Term Months**, **Contract Date**, **Contract Effective Date**, **Partial Prepayment Reduct**, **Borrower Receipt of Apprai**, **Appraisal Type**, **Appraiser Chosen By**, **Construction Fees**, **Title Report to be Provided**, and **Title Insurance to be Provided**. The **Alterations / Improvements** section includes a **Statement of Work** text area and a **Contact** dropdown menu. A **Construction Fees** dialog box is open, displaying a table with the following content:

Amount	Description
\$99.00	

Below the table, the dialog box contains the text: "Enter amount of post-consumation construction fees." and two buttons: "Ok" and "Cancel". A blue arrow points from the text above to the "Amount" cell of the table.



Construction Loans in DMO

Inspection of Work Fee

After entering the amount, press the right arrow or click the blank space under Description to bring up this dropdown menu.

The screenshot displays a software interface with two main sections: 'Options' on the left and 'Alterations / Improvements' on the right. The 'Options' section includes fields for 'Construction Loan Purpose', 'Loan Products', 'Financing Option', 'Closing Type', 'Land Original Cost Amount', 'Construction Cost Amount' (with '\$99.00' entered), 'Interest / Term Months', 'Contract Date', 'Contract Effective Date', 'Partial Prepayment Reducti', 'Borrower Receipt of Apprai:', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees', 'Title Report to be Provided', and 'Title Insurance to be Provided'. The 'Alterations / Improvements' section includes a 'Statement of Work' field and a 'Contractor's Liability Policy' field. A 'Construction Fees' dropdown menu is open, showing a table with columns 'Amount' and 'Description'. The 'Amount' column contains '\$99.00'. The 'Description' column is highlighted, and a dropdown menu is open below it, showing the text 'Enter description of post-consumation construction fees.' and 'Ok' and 'Cancel' buttons. A blue arrow points from the text box above to the 'Description' column header.

Amount	Description
\$99.00	

Enter description of post-consumation construction fees.

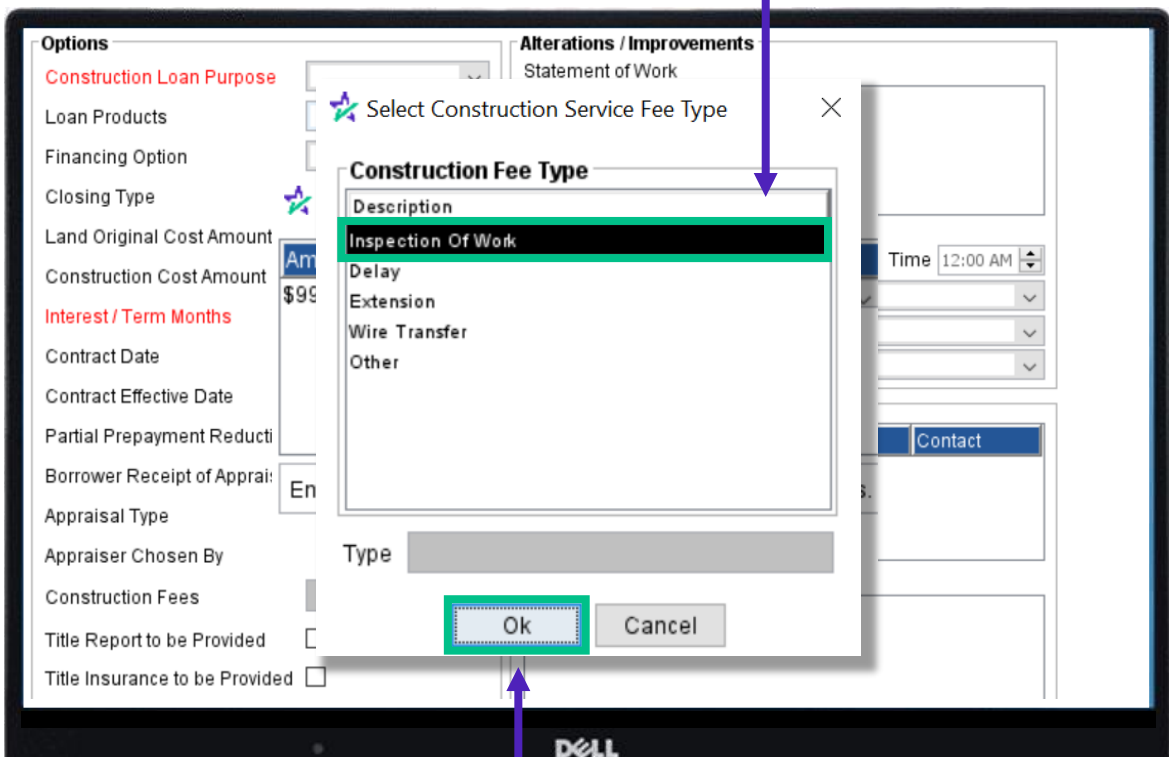
Ok Cancel



Construction Loans in DMO

Inspection of Work Fee

Select Inspection of Work from the window that appears.



Click Ok.



Construction Loans in DMO

Date Completed

"Date Completed" will populate Section 2.1.5.

2.1.5. Completing the Work. I will cause the Contractor to begin the Work promptly after the loan closing and all permits are in place. I will use my best efforts to ensure the Contractor continues the Work diligently and in a commercially reasonable and workmanlike manner in strict accordance with the Construction Contract and all Government Regulations. The Work will not violate any of the conditions, covenants or restrictions on the Property.

I acknowledge that the Construction Contract represents that the Work will be completed on or before ("Completion Date"), subject to modifications in approved Change Orders, but no later than twelve (12) months after the loan closing. Lender will accept the Work as completed when I satisfy all of the conditions in Section 2.8.4.5 of this Loan Agreement.

Suppliers

Name	Service	Owed	Contact

Contractor's Liability Policy


Completion

Certifications Date Completed

Type	Date	Inspector	Description

Completion Certificate Due

Certificate of Completion Final Inspection Report
 Certificate of Occupancy Final Title Endorsement



Construction Loans in DMO

Financing Option

Financing Option selection will populate data in section 2.3.

2.2. **Costs and Expenses.** I will pay all costs and expenses required to satisfy the conditions of this Loan Agreement, including any Change Orders.

2.3. **No Other Financing.** Until paid in full, the Loan will be my only financing for the Property and the Work.

2.4. **Title Insurance.** I will get and keep in force a mortgagee's or lender's policy of title insurance ("Title Policy"). The Title Policy will insure: (i) that the total amount of the lien of Lender's Security Instrument is a valid first priority lien on my interest in the Property; and (ii) that the title to my interest in the Property is free and clear of all defects and encumbrances except those Lender approves in writing.

General Borrowers/Sellers Property **Construction** Terms Providers/Liens Charges/Fees Prepaids/Impounds Ur

Options

Construction Loan Purpose [dropdown]

Loan Products [dropdown]

Financing Option [dropdown]

Closing Type [dropdown]

Land Original Cost Amount [input]

Construction Cost Amount [input]

Alterations / Improvements

Statement of Work [text area]

Improvements Included [input] 31

Time 12:00 AM [dropdown]

DELL



Construction Loans in DMO

Financing Option

If "Improvements" is selected as the Financing Option, section 2.3. will read "Until paid in full, the Loan will be my only financing for the Work".

2.2. **Costs and Expenses.** I will pay all costs and expenses required to satisfy the conditions of this Loan Agreement, including any Change Orders.

2.3. **No Other Financing.** Until paid in full, the Loan will be my only financing for the Property and the Work.

2.4. **Title Insurance.** I will get and keep in force a mortgagee's or lender's policy of title insurance ("Title Policy"). The Title Policy will insure: (i) that the total amount of the lien of Lender's Security Instrument is a valid first priority lien on my interest in the Property; and (ii) that the title to my interest in the Property is free and clear of all defects and encumbrances except those Lender approves in writing.

General Borrowers/Sellers Property **Construction** Terms Providers/Liens Charges/Fees Prepaids/Impounds Ur

Options

Construction Loan Purpose [Dropdown]

Loan Products [Dropdown]

Financing Option [Dropdown]

Closing Type [Dropdown]

Land Original Cost Amount [Input]

Construction Cost Amount [Input]

Alterations / Improvements

Statement of Work [Text Area]

Improvements Included [Dropdown]

31 Time 12:00 AM

If "Improvements and Property" is selected as the Financing Option, section 2.3. will read "Until paid in full, the Loan will be my only financing for the Property and the Work".



Construction Loans in DMO

Title Report To Be Provided

The data here is used to populate section 2.4. of the form.

2.4. Title Insurance. I will get and keep in force a mortgagee's or lender's policy of title insurance ("Title Policy"). The Title Policy will insure: (i) that the total amount of the lien of Lender's Security Instrument is a valid first priority lien on my interest in the Property; and (ii) that the title to my interest in the Property is free and clear of all defects and encumbrances except those Lender approves in writing.

At or prior to the closing of the Loan, I will provide Lender with the commitment of the issuer of the Title Policy ("Title Company") to issue the Title Policy ("Title Commitment"). When the Work is completed, I will provide Lender with endorsements to the Title Policy insuring Lender to the full amount of the Loan disbursed.

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Title Insurance to be Provided

Name	Service	Owed	Contact

Contractor's Liability Policy

DELL

Check the "Title Report to be Provided" box if the borrower will be getting a title report prepared by a title company. Check the "Title Insurance to be Provided" box if the borrower will be getting a title report prepared by a title company.



Construction Loans in DMO

Survey Provided To

The entry selected for Survey Provided To will populate data in section 2.5. of the form.

Interest / Term Months /

Contract Date 31

Contract Effective Date 31

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

Name	Serv
Lender	
Title Company	
Lender And Title Company	

2.5. **Survey.** If Lender requests, I will provide and certify to **Lender and to the Title Company** a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

2.7. **Hazard Insurance.**

DELL



Construction Loans in DMO

Survey Coverage

The entry selected for Survey Coverage will populate data in section 2.5. of the form.

2.5. **Survey.** If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

Land Original Cost Amount	<input type="text"/>	<input checked="" type="checkbox"/> Improvements Included	
Construction Cost Amount	<input type="text"/>	Start Date	<input type="text" value="31"/> Time <input type="text" value="12:00 AM"/>
Interest / Term Months	<input type="text"/> / <input type="text"/>	Survey Coverage	<input type="text" value="Preliminary"/>
Contract Date	<input type="text" value="31"/>	Survey Provided To	<input type="text" value="Preliminary"/>
Contract Effective Date	<input type="text" value="31"/>	Survey Approval(s)	<input type="text" value="Final"/>
Partial Prepayment Reduction	<input type="text"/>	Suppliers	<input type="text" value="Preliminary And Final"/>
Borrower Receipt of Appraisal	<input type="text"/>		
Appraisal Type	<input type="text"/>		

Name	Service	Owed	Contact



Construction Loans in DMO

Survey Approval(s)

The entry selected for Survey Approval(s) will populate data in section 2.5. of the form.

2.5. **Survey.** If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to **Lender and to the Title Company**

2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

Land Original Cost Amount	<input type="text"/>	<input checked="" type="checkbox"/> Improvements Included	
Construction Cost Amount	<input type="text"/>	Start Date	<input type="text" value="31"/> Time <input type="text" value="12:00 AM"/>
Interest / Term Months	<input type="text"/> / <input type="text"/>	Survey Coverage	<input type="text"/>
Contract Date	<input type="text" value="31"/>	Survey Provided To	<input type="text"/>
Contract Effective Date	<input type="text" value="31"/>	Survey Approval(s)	<input type="text" value="Lender And Title Company"/>
Partial Prepayment Reduction	<input type="text"/>	Suppliers	
Borrower Receipt of Appraisal	<input type="text"/>	Name	Lender
Appraisal Type	<input type="text"/>	Service	Lender And Title Company



Construction Loans in DMO

Borrower Receipt of Appraisal

The entry selected for Borrower Receipt of Appraisal will populate data in section 2.6. of the form.

The screenshot shows a software interface with several tabs: General, Borrowers/Sellers, Property, Construction (selected), Terms, Providers/Liens, Charges/Fees, Prepays/Impounds, and Ur. The 'Construction' tab is active, displaying various fields and sections.

Options

- Construction Loan Purpose: [Dropdown]
- Loan Products: [Dropdown]
- Financing Option: [Dropdown]
- Closing Type: [Dropdown]
- Land Original Cost Amount: [Text]
- Construction Cost Amount: [Text]
- Interest / Term Months: [Text] / [Text]
- Contract Date: [Text] 31
- Contract Effective Date: [Text] 31
- Partial Prepayment Reduction: [Dropdown]
- Borrower Receipt of Appraisal: [Dropdown] (highlighted with a green box)
- Appraisal Type: [Text]
- Appraiser Chosen By: [Text]
- Construction Fees: [Text]

Alterations / Improvements

- Statement of Work: [Text Area]
- Improvements Included
- Start Date: [Text] 31 Time: 12:00 AM
- Survey Coverage: [Dropdown]
- Survey Provided To: [Dropdown]
- Survey Approval(s): [Dropdown]

Suppliers

Name	Service	Owed	Contact

Contractor's Liability Policy

The 'Borrower Receipt of Appraisal' dropdown menu is open, showing two options: 'Prior To Any Disbursement Of Funds' and 'Prior To Final Advance'. A blue arrow points from the text box above to the dropdown menu.



Construction Loans in DMO

Borrower Receipt of Appraisal

If “Borrower Receipt of Appraisal” is “Prior to Any Disbursement Of Funds”, then the section in the green box below will read “before the Lender disburses any part of the Loan (“Initial Appraisal”)”.

- 2.5. **Survey.** If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a “Survey”). Each Survey must be satisfactory to Lender and to the Title Company.
- 2.6. **Appraisal.** Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.
- 2.7. **Hazard Insurance.**
- 2.7.1. **The Contractor's Insurance.** The Contractor must get and keep in force the following insurance policies (“Contractor's Insurance”): (i) a builder's all risk insurance policy (with a mortgagee's loss payable clause in favor of Lender and with a physical loss form endorsement), without co-insurance, in an amount not less than one hundred percent (100%) of the replacement cost of the Improvements, with the standard conditions; (ii) public liability insurance with limits of liability equal to at least \$500,000 per occurrence; (iii) workers' compensation insurance as required by applicable state law; (iv) automobile liability insurance with limits of liability equal to at least \$300,000 per occurrence for each vehicle that will be used in providing the services hereunder; and (v) other insurance as is appropriate for the Work being performed. The Contractor's Insurance will be in force until I accept the Improvements.

If “Borrower Receipt of Appraisal” is “Prior to Final Advance”, then the section in the green box below will read “before the final advance of the Loan (“Final Appraisal”)”.



Construction Loans in DMO

Appraisal Type

The entry selected for Appraisal Type will populate data in section 2.6. of the form.

Contract Effective Date

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Title Insurance to be Provided

Name	Service	Owed	Contact

Contractor's Liability Policy

2.5. Survey. If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. Appraisal. Lender will obtain at my expense an appraisal of the Property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

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Construction Loans in DMO

Appraiser Chosen By

The entry selected for Appraiser Chosen By will populate data in section 2.6. of the form.

Interest / Term Months /

Contract Date 31

Contract Effective Date 31

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

Name	Service	Owed	Contact

Contractor's Liability Policy

Dispute P
Amount

Completi
Certificati
Type

Completi

2.5. Survey. If Lender requests, I will provide and certify to Lender and to the Title Company a survey of the Property and the Improvements, including dimensions and locations of all completed Improvements and all easements or other rights or restrictions (each, a "Survey"). Each Survey must be satisfactory to Lender and to the Title Company.

2.6. Appraisal. Lender will obtain at my expense an appraisal of the property and the Improvements before Lender disburses any part of the Loan. The appraisal will show the value of the Property and the Improvements, using the property value estimate method. Lender will choose the appraiser. Each appraisal will reflect an appraised value and be in form and substance satisfactory to Lender.

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Construction Loans in DMO

Disbursement Method

The entry selected for Disbursement Method will populate data in section 2.8.1. of the form.

Alterations / Improvements
Statement of Work
 Improvements Included
Start Date: 31 Time: 12:00 AM
Survey Coverage:
Survey Provided To:
Survey Approval(s):

Payment Procedures
Disbursement Method: **Escrow Account**
Interest Payment:
Pmt Reserve Months: by
Escrow Included:

Advance Request
Advance Percent: for days
Percent within: days; Holdback %
Dispute Period: Failure to Pay %

Amount	Description	Paid Item
--------	-------------	-----------

The Loan.

2.8.1. Administration. Lender will disburse the Loan proceeds ("Loan Proceeds"); on the date the Loan closes ("Closing Date"), in escrow, to a federally insured interest bearing account ("Escrow Account" or "Account"), to be disbursed by Lender, or Lender's escrow agent in accordance with this Loan Agreement, unless prohibited by applicable law.

2.8.2. Use of the Loan Funds.

If the Disbursement Method is "Escrow Amount", then the section in green below will read as pictured.



Construction Loans in DMO

Disbursement Method

If the Disbursement Method is “Advance Request”, then the section in green will read “on the Closing Date, to me in the form of one or more checks, payable jointly to me and Contractor or one or more Suppliers”.

2.7.2. My Insurance. I will get and keep in force a standard hazard insurance policy as required by the Security Instrument. This insurance will be effective when the Contractor's Insurance terminates.

The Loan.

2.8.1. Administration. Lender will disburse the Loan proceeds (“Loan Proceeds”):
on the date the Loan closes (“Closing Date”), in escrow, to a federally insured interest bearing account (“Escrow Account” or “Account”), to be disbursed by Lender, or Lender's escrow agent in accordance with this Loan Agreement, unless prohibited by applicable law.

2.8.2. Use of the Loan Funds.

2.8.2.1. Disbursements. “Disbursement” means Lender's disbursement of any part of the Loan under this Loan Agreement, or my endorsement and delivery of any Loan Proceeds check to Contractor or a Supplier.

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If the Disbursement Method is “Direct”, then the section in green will read “directly to me and Contractor, as provided in Section 2.8.4.4 of this Loan Agreement”.



Construction Loans in DMO

Partial Prepayment Reduction

The entry selected for Partial Prepayment Reduction will populate data in section 2.8.2.2. of the form.

Partial Prepayment Reduction [dropdown menu]

Name	Service	Owed	Contact
Amount Of Monthly Payments			
Number Of Monthly Payments			

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By [dropdown menu]

Construction Fees [input field]

Title Report to be Provided

Title Insurance to be Provided

Contractor's Liability Policy

2.8.2.2. Loan Commitment Amount. As of the Closing Date, Lender commits to disburse Loan principal in the total amount of the Loan ("Loan Commitment Amount"). After the Closing Date, the Loan Commitment Amount will equal the principal amount of the Loan less the total amount of Disbursements made to date. Any Loan Commitment Amount that remains after all Disbursements have been made will be credited as **partial prepayment** of the principal amount of the Loan at the time of the final Disbursement.

2.8.2.3. No Changes. Unless Lender agrees in writing first, I will not change the Plans or the Construction Contract, or permit any part of any Disbursement to be paid except as specified in a Request for Disbursement.

Your selection will determine whether the partial prepayment mentioned will reduce the amount of each payment or the total number of monthly payments.



Construction Loans in DMO

Holdback %

Holdback will populate data in section 2.8.4. of the form.

Advance Request

Advance Percent for days

Percent within days; **Holdback %**

Dispute Period Failure to Pay %

Amount	Description	Paid Item

2.8.4. Disbursements; Conditions To Disbursements. Each of the promises I make in this Loan Agreement will be considered made again as of the time (i) Lender, or Lender's escrow agent, receives any request from me and Contractor for a Disbursement ("Request for Disbursement"); or (ii) I endorse any Loan Proceeds check to Contractor or a Supplier. Lender will hold **ten (10%) percent** of each Disbursement for the Work ("Holdback"). Lender will disburse Holdback only as part of the final Disbursement.

2.8.4.1. Plans Approved. I have reviewed the Plans; the Plans are satisfactory and have been approved by all Government Authorities having jurisdiction over the Property and the Work.

The percentage will show up here.



Construction Loans in DMO

Completion of Improvements

Completion of Improvements will populate data in section 2.8.4.5. of the form.

The screenshot shows a software interface for 'Completion' with the following elements:

- Completion** section header.
- Certifications** section with a **Date Completed** field set to **31**.
- A table with columns: **Type**, **Date**, and **Inspector Description**.
- Completion Certificate Due** dropdown menu.
- Two checkboxes: **Certificate of Completion** and **Certificate of Occupancy**.
- A dropdown menu with two options: **Before Final Advance** and **Within Six Months Of Completion**. The first option is highlighted with a green box.
- Section **2.8.4.5. Completion of Improvements.** with text: "The Work will be completed as required by this Loan Agreement."
- A paragraph: "I acknowledge that **before the final Disbursement** Lender must obtain a certification of completion stating the Work was completed in accordance with the Plans, and the final, unconditional certificate of occupancy issued by the responsible Government Authority, if required by law." The phrase "before the final Disbursement" is highlighted with a green box.
- A **DELL** logo at the bottom.

Two green arrows point from the text boxes to the highlighted areas: one from the top box to the 'Before Final Advance' dropdown option, and another from the bottom box to the 'before the final Disbursement' text.

Your selection will show up here.



Construction Loans in DMO

Contract Date

The entry selected for Contract Date will populate on page two of form *US3735EXC.MSC* – “Multistate Construction Loan Agreement – Schedule C – Request for Advance”

Land Original Cost Amount

Construction Cost Amount

Interest / Term Months /

Contract Date

Contract Effective Date

Partial Prepayment Reduction

Improvements Included

Start Date Time

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

Name	Service	Owed	Contact
------	---------	------	---------

Contractor _____

By: _____
Authorized Signature

Its: _____
Title

The Contract Date will populate here.



Construction Loans in DMO

Advance Request Amount

The data entered in Advance Request will populate in this section of the form. Click in the blank space to create an entry.

Advance Request

Advance Percent for days

Percent within days; Holdback %

Dispute Period Failure to Pay %

Amount	Description	Paid Item
\$99.00	SAMPLE	<input type="text"/>

By signing below Borrower and Contractor request Lender to pay the following payee(s) in the following amount(s):

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

_____ in the amount of \$ _____

DELL



Construction Loans in DMO

Percent Within ___ Days

The data entered in Percent within will populate Section 6.1 of *US3734.MSC – Multistate Construction Contract*.

Advance Request

Advance Percent for days

Percent within days; Holdback %

Dispute Period Failure to Pay %

Amount	Description	Paid Item
\$0.00		<input type="button" value="Q"/>

6.1. **Progress Payments.** Contractor will submit to Owner a request for payment in a format agreed to by Owner and Contractor and approved by Lender ("Request for Disbursement") which will cover completed and inspected work

Within ten calendar days after a Request for Disbursement is presented, Owner will notify Contractor if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Contractor will promptly meet to address such concerns. Owner will pay Contractor ninety percent (90%) of the full amount covered by the Request for Disbursement within ten calendar days from the day it was presented while retaining ten percent (10%) thereof ("Holdback") to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Contractor to pay subcontractors or to pay for labor, materials or equipment when due.

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The number of days entered for Percent within will be listed here.



Construction Loans in DMO

Contractors Liability Policy

The data entered in "Contractor's Liability Policy" will populate in section 10.1.

Suppliers

Name	Service	Owed	Contact
Contractor's Liability Policy			

ARTICLE 10. INSURANCE.

10.1. **Contractor's Insurance.** Contractor will purchase and maintain the following insurance policies:

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Construction Loans in DMO

Advance Percent ___ % for ___ Days

The data entered in these four boxes under Advance Request will populate under Section 6.1. of the form.

The screenshot shows a software interface for an 'Advance Request' form. The form contains the following fields:

- Advance Percent: 10.000 %
- for: 10 days
- Percent within: [] days; Holdback %: []
- Dispute Period: 10
- Failure to Pay %: 10.000 %

Below these fields is a table with three columns: Amount, Description, and Paid Item. The first row shows \$0.00 in the Amount column and a search icon in the Paid Item column.

6.1. **Progress Payments.** Contractor will submit to Owner a request for payment in a format agreed to by Owner and Contractor and approved by Lender ("Request for Disbursement") which will cover completed and inspected work.

Within ten calendar days after a Request for Disbursement is presented, Owner will notify Contractor if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Contractor will promptly meet to address such concerns. Owner will pay Contractor ninety percent (90%) of the full amount covered by the Request for Disbursement within ten calendar days from the day it was presented while retaining ten percent (10%) thereof ("Holdback") to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Contractor to pay subcontractors or to pay for labor, materials or equipment when due.



Construction Loans in DMO

Contract Effective Date

The date selected for Contract Effective Date will populate at the end of the document above the signature lines.

The screenshot shows a contract form with several fields. The 'Contract Effective Date' field is highlighted with a green box, and a blue arrow points from it to a text box above. Another blue arrow points from the text box to a date input field at the bottom of the form, which is also highlighted with a green box. The form includes sections for 'Interest / Term Months', 'Contract Date', 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Survey Coverage', 'Suppliers', and signature lines for 'Owner' and 'Contractor'.

Interest / Term Months /

Contract Date 31

Contract Effective Date 31

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

Name	Service	Owed	Contact

IN WITNESS WHEREOF, Owner and Contractor have signed this Contract.

This Contract will be effective on

Owner: _____ Contractor: _____

License No.: _____

By: _____

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Construction Loans in DMO

Statement Of Work

The data entered in Statement of Work will populate on form *USNOC.MSC* – Multistate Notice of Commencement under General Description of Improvement .

Options

Construction Loan Purpose [dropdown]
Loan Products [dropdown]
Financing Option [dropdown]
Closing Type [dropdown]
Land Original Cost Amount [input]
Construction Cost Amount [input]
Interest / Term Months [input] / [input]
Contract Date [input] 31

Alterations / Improvements

Statement of Work [text area]
 Improvements Included
Start Date [input] 31 Time 12:00 AM [dropdown]
Survey Coverage [dropdown]
Survey Provided To [dropdown]
Survey Approval(s) [dropdown]

2. General Description of Improvement: [text area]
3. Contracting Owner Information:
a. Name and address: [text area]

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Construction Loans in DMO

Start Date/Time

The date and time entered here will populate on page 2 of form *TXAC.MSC* – Texas Affidavit of Commencement.

Options

Construction Loan Purpose

Loan Products

Financing Option

Closing Type

Land Original Cost Amount

Construction Cost Amount

Interest / Term Months /

Contract Date

Alterations / Improvements

Statement of Work

Improvements Included

Start Date Time

Survey Coverage

Survey Provided To

Survey Approval(s)

4. The name and address of any other original contractor presently known to Owner that is furnishing, or will furnish, labor, service, or materials for the construction of the improvements.

5. Work on the improvements actually commenced on at

6. This affidavit has been jointly made by Owner and Original Contractor personally or by and through an authorized representative of each, the same being the undersigned affiants, and may be recorded by any person with the county clerk of the county in which the Property is located, whereupon it shall be deemed to have been jointly filed by Owner and Original Contractor.

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Construction Loans in DMO

Suppliers

The data entered in the Suppliers section will populate at the bottom of the first page on form *TXFBPA.MSC* – Texas Final Bills – Paid Affidavit.

Suppliers

Name	Service	Owed	Contact
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Contractor's Liability Policy

Completion

Certifications Date Completed

Type	Date	Inspector Description
------	------	-----------------------

Completion Certificate Due

Certificate of Completion Final Inspection Report
 Certificate of Occupancy Final Title Endorsement

The only exceptions to this paragraph are:

<u>Creditor Name</u>	<u>Creditor Address</u> (if known)	<u>Creditor Telephone Number</u> (if known)	<u>Amount Owed</u>
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Construction Loans in DMO

Extension Fee

Extension Fees, entered in the Construction Fee window, will populate in Section 17 of *TXRCLA.MSC* – Texas Residential Construction Loan Agreement.

The screenshot displays a software interface with a 'Construction Fees' window open. The window contains a table with two columns: 'Amount' and 'Description'. The first row shows '\$0.00' in the Amount column and 'Extension' in the Description column. Below the table is a text input field labeled 'Enter description of post-consummation construction fees.' and two buttons: 'Ok' and 'Cancel'. The background shows a form with various fields like 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', and 'Appraisal Type'. Below the form is Section 17 of the Texas Residential Construction Loan Agreement, which discusses the 'Completion of Construction: Extension of Completion Date'. A red box highlights a blank space in the text, and a red arrow points from the 'Extension' entry in the table to this space.

17. Completion of Construction: Extension of Completion Date. All Improvements contemplated herein shall be completed on or before _____ (the "Completion Date"). Borrower and Contractor understand that Lender cannot sell the Loan on the secondary market until the Improvements are complete and any delay will result in a monetary loss to Lender. Therefore, Borrower agrees to pay Lender as an extension fee an additional amount equal to _____ of the original Note amount if the construction is not completed prior to the expiration of the Completion Date. Borrower agrees to pay any lock extension fee incurred as a direct result of non-timely completion of Construction. Construction shall be deemed completed for these purposes when, in its sole and absolute discretion, Lender or Lender's designated agent approves a final inspection. At the time of completion Borrower or Contractor, where applicable, shall furnish to Lender, at Borrower's or Contractor's sole cost and expense, the following if and when required by Lender:

For instructions on how to enter Construction Fees, refer to pages 7 – 11 of this guide.



Construction Loans in DMO

Delay Fee

Delay Fees, entered in the Construction Fee window, will populate on Item 9 of *TXEHA.MSC* – Texas Escrow Holdback Agreement.

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

Title Report to be Provided

Title Insurance to be Provided

Construction Fees

Amount	Description
\$0.00	Delay

Enter description of post-consummation construction fees.

Ok Cancel

Borrower and/or Provider of Funds recognize that Lender will suffer financial loss if the Improvements are not completed on or before the Completion Date. Accordingly, Borrower and/or Provider of Funds agree that a charge of \$ per day will be made for each calendar day that the Improvements have not been satisfactorily completed up to a period of sixty (60) days after the Completion Date. In such Event, Lender may apply such funds out of the Escrow Funds to the delay fee, prior to any other amounts being paid.

The time periods stated in Paragraph 4 do not constitute any extension or waiver of any fees due Lender.

10. All communications and notices hereunder shall be delivered to the party to receive the same at the following addresses and shall be deemed to have been given to the intended recipient therefor five (5) days after being deposited into the United States Mail, postage prepaid, certified return receipt requested, addressed to the intended recipient:

For instructions on how to enter Construction Fees, refer to pages 7 – 11 of this guide.





How to Avoid Getting Charged
Multiple Times For The Same
Loan Package

Preventing Duplicate Charges

Introduction

If you're getting charged more than once per package, you are likely processing the same package multiple times. The following pages contain tips to help you avoid duplicate charges.

The screenshot displays the DocMagic software interface. The top menu bar includes 'File', 'Edit', 'Services', 'Tools', and 'Help'. Below the menu is a toolbar with icons for 'Open', 'Save', 'New', 'Import', 'Copy', 'Default', 'Audit', 'Details', 'APR', 'Sect32', 'Impound', 'Process', 'View', 'Email', 'Appraisal', 'UCD', 'Collaboration', 'eSign', and 'LoanMagic Portal'. The main window has a tabbed interface with 'General' selected. The 'General Information' section contains fields for Loan Stage, Loan Program, Alternate Lender, Transfer To, Broker Name, Channel, Origination, Loan Rep, Loan Type, Loan Purpose, Type, Lien Position, Loan Number, MIC / Agency #, Section, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section contains fields for Application Date, Pre-Z Send Date, Estimate Issue Date, Est. Available Through, Intent to Proceed Date, Rate Lock Date, Rate Available Thru, Lock Days Prior to Close, CD/Re-disc Date/Method, CD/Re-disc Rec'd Date, Document Date, Closing Date, Signing Date, Cancel Date, and Disbursement Date. A status bar at the bottom indicates 'Enter the plan code for the program being utilized or add a NEW plan code.' and 'Modified'.

The screenshots in this tutorial are taken from DocMagic Online, but the same principles apply to every LOS our services are integrated with.



Preventing Duplicate Charges

AUDIT

Audit – You can see issues with the documents before you process them by checking the full [Loan Detail Report](#).

The screenshot displays the DocMagic software interface. The 'Audit' button in the top toolbar is highlighted with a green box. A second window titled 'Validation - Worksheet #3339' is open, showing a warning message: '10 Warning issues have been detected.' Below the message is a table of issues.

Type	Message	Category	Details
WARNING	Impound Account Low Balance (\$-0.08) is less than zero.	DataValidation	
WARNING	Please select either a QM Type or an ATR/QM Exemption Type.	AbilityToRepay-QM	
WARNING	No Transfer Taxes found	DataValidation	
WARNING	Rate Lock not disclosed within 3 business days	Federal-TRID	
WARNING	Deficiency Rights Preserved information not provided. Default option will be used.	Federal-TRID	
WARNING	Closing Disclosure Issue date required.	TRID	
WARNING	Settlement Agent is missing File Number.	DataValidation-Service...	
WARNING	Only escrowed items included in Estimated Taxes, Insurance, and Assessments. Ensure all mortgage-related obligations are entered.	Federal-TRID	
WARNING	HAZARD INSURANCE Disbursement of \$950.00 on 03/01/2022 applied to Starting Balance.	DataValidation	
WARNING	CITY PROPERTY TAX Disbursement of \$2,500.00 on 03/01/2022 applied to Starting Balance.	DataValidation	

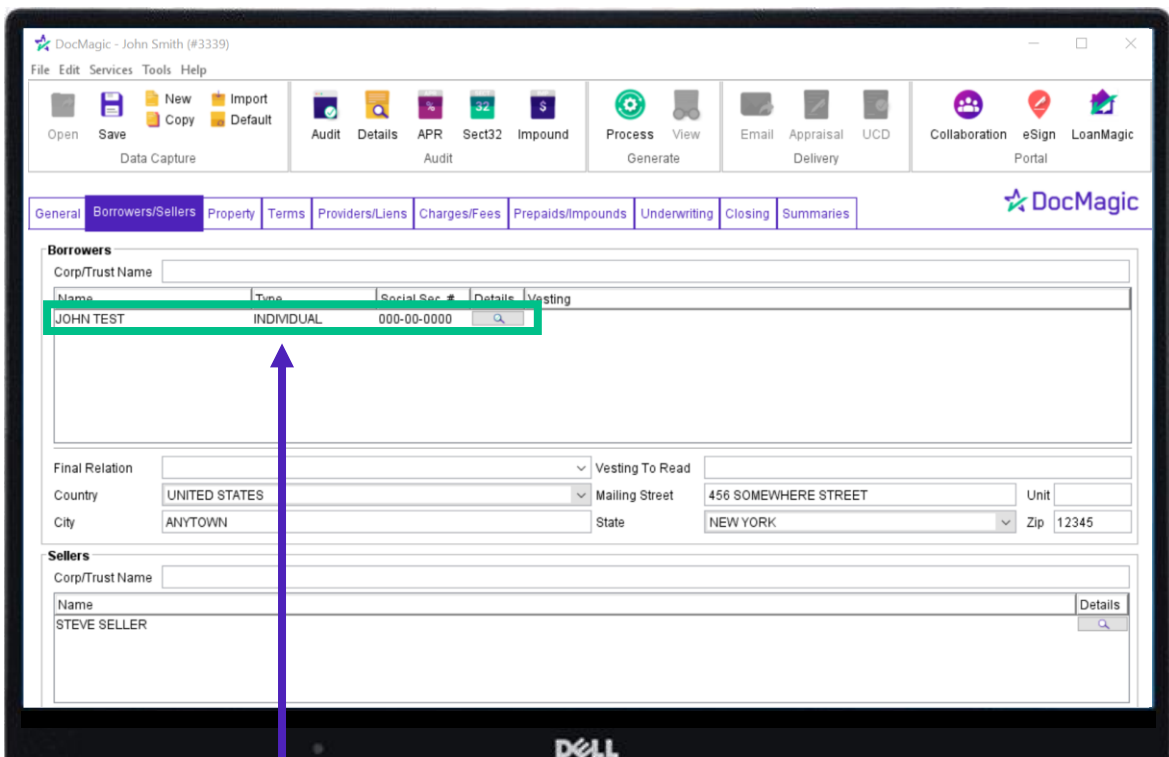
You may be making changes to the documents along the way and mistakes can easily slip through.



Preventing Duplicate Charges

TEST

Test – You can run a duplicate test file first to make sure each calculation and data point is correct.



The borrower should be given the last name TEST or SAMPLE, and their SSN should be changed to all zeroes.

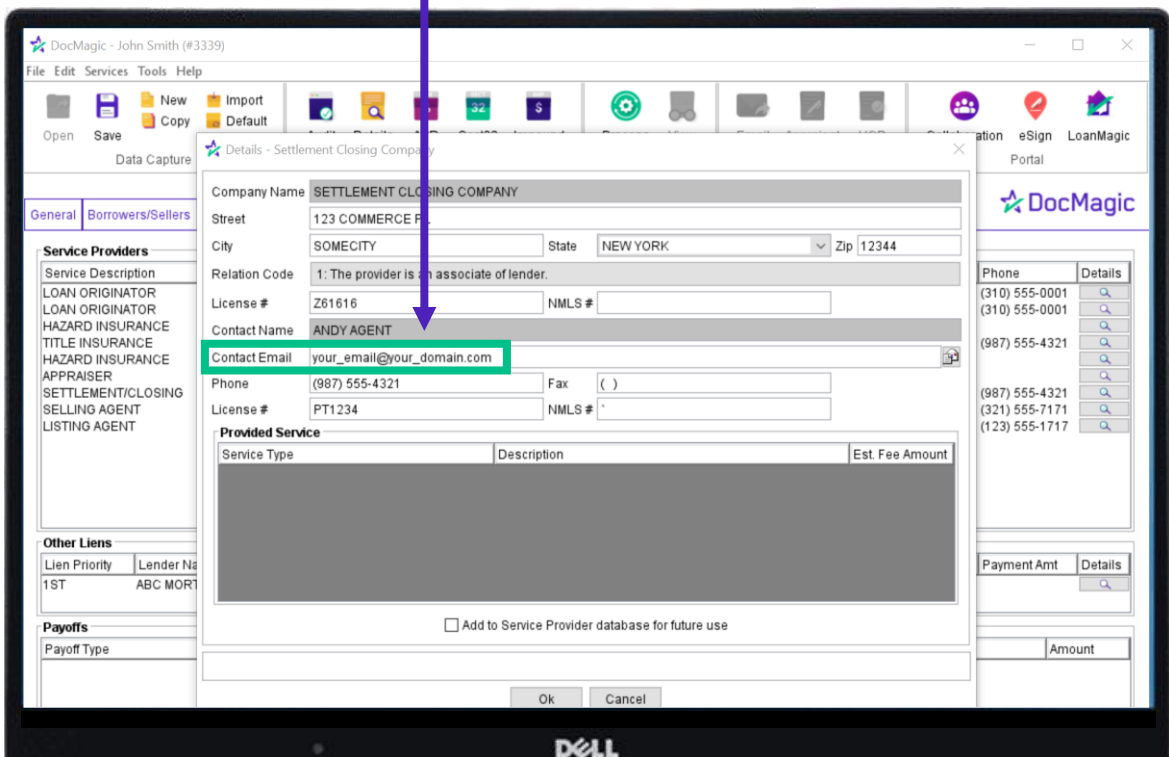
Please Note: Having "Test" or "Sample" in the loan file will not do anything – it must in be the borrower's last name



Preventing Duplicate Charges

TEST

Next, you can re-direct emails for all participants (borrower, loan officer, settlement agent) to your inbox, so that you may check for accuracy.



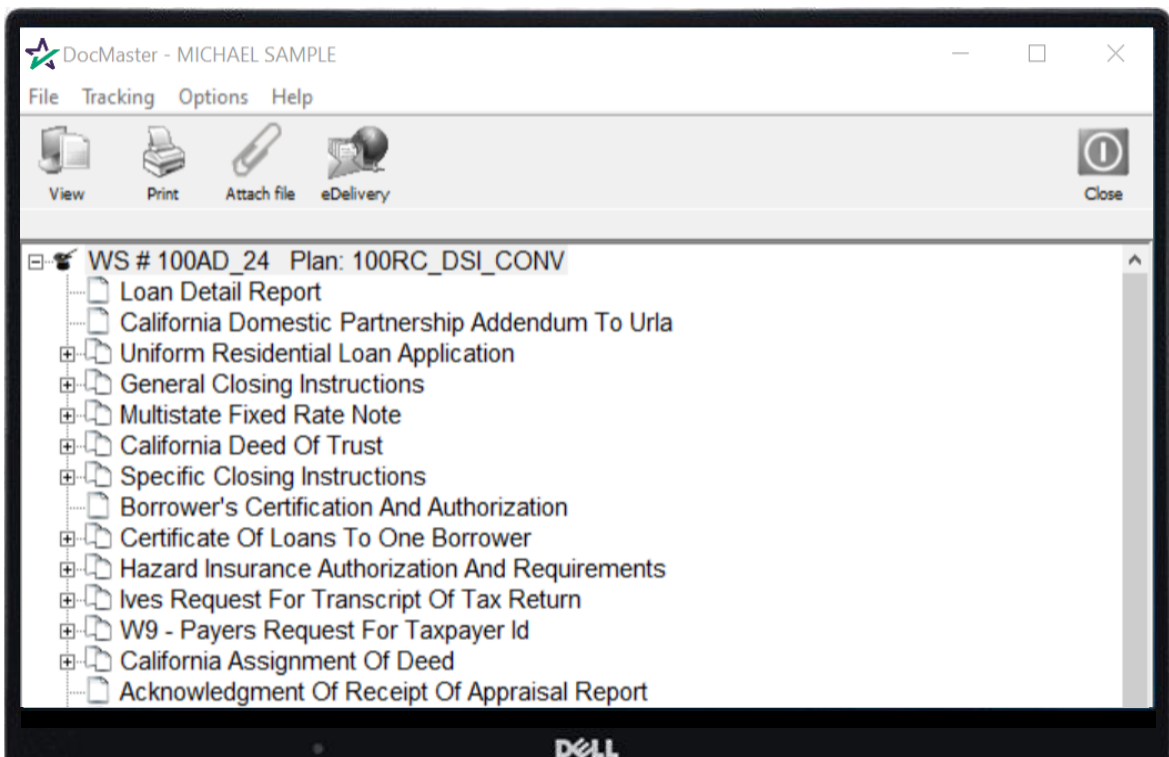
You can run up to 5 test samples a day without being charged.



Preventing Duplicate Charges

DOCMASTER

DocMaster - You can utilize this tool to manipulate forms (add, delete, annotate) within an electronic window before sending to the borrower and others for signature.



You can learn more about the process by going [HERE](#).





Forms List

If you want to print or send one form from your loan package, you can do so by going to Services and clicking on Forms...

The screenshot displays the DocMagic Online web application interface. The 'Services' menu is open, and the 'Forms...' option is highlighted with a green box. A blue arrow points from the text box above to this menu item. The interface includes a top navigation bar with icons for various services like 'Details', 'APR', 'Sect32', 'Impound', 'Process', 'View', 'Email', 'Appraisal', 'UCD', 'Collaboration', 'eSign', and 'LoanMagic Portal'. Below the navigation bar, there are tabs for 'Lienholders/Liens', 'Charges/Fees', 'Prepays/Impounds', 'Underwriting', 'Closing', and 'Summaries'. The main content area is divided into two sections: 'General' on the left and 'Dates & Times' on the right. The 'General' section contains various form fields for loan details, including 'Loan Rep', 'Loan Type', 'Loan Purpose', 'Type', 'Lien Position', 'Loan Number', 'MIC / Agency #', and 'Loan Identifiers'. The 'Dates & Times' section contains a table of dates and times for various stages of the loan process.

Dates & Times	
Application Date	03/01/2021 31
Pre-Z Send Date	03/02/2021 31
Estimate Issue Date	11/14/2023 31
Est. Available Through	11/27/2023 31 12:00 AM PT
Intent to Proceed Date	03/08/2021 31
Rate Lock Date	03/10/2021 31 3 Days
Rate Available Thru	03/15/2021 31 12:00 AM PT
Lock Days Prior to Close	25 Last Disc. APR 3.750 %
CD/Re-disc Date/Method	31
CD/Re-disc Rec'd Date	31
Document Date	04/12/2023 31
Closing Date	11/17/2023 31
Signing Date	31
Cancel Date	31
Disbursement Date	05/10/2021 31



This window will pop up, listing the forms that are a part of that loan program.

The image shows a screenshot of the DocMagic Online application interface. On the left, the 'Forms...' menu is open, listing various document types such as 'Audit Worksheet', 'Loan Details', 'Process Documents', 'Document Checklist', 'View Documents', 'eDelivery Service', 'Recently Processed Packages', 'Register MERS Loan', 'Flood Check', and 'Get Updates'. The 'Document Processing Options' dialog box is open in the center, displaying a list of documents and various configuration options.

Document Processing Options

Documents

- Description ▾
- Acknowledgment of Receipt of Informational Booklets (STEPHEN TRUITT)
- Acknowledgment of Right to Request Credit Reports (STEPHEN TRUITT)
- Affiliated Business Arrangement Disclosure Statement Notice (STEPHEN TRU...
- Borrower's Certification, Authorization and Consent (STEPHEN TRUITT)
- Changed Circumstance Detail Form (STEPHEN TRUITT)
- Fax Cover Sheet (STEPHEN TRUITT)
- Freedom to Choose (STEPHEN TRUITT)
- Itemization of Settlement Fees and Charges (STEPHEN TRUITT)
- Loan Options Certification (STEPHEN TRUITT)

General Options

File Format: Adobe PDF DBK (PCL)

Electronic Delivery

DocMagic eSign Edit...

eSignature enable

eNotary enable Include SMARTDoc eNote

Send to Mobile App

Event Notification ▾

E-Mail Secure Link to ▾

Security

Require Password ▾

Retrieval Notification

Disable Recipient Printing

Additional Services

Print and Deliver Enter Delivery Information

Process Cancel



DocMagic Online

Forms List

Choose the form you want, highlight it and then choose how you want to deliver it.

The screenshot shows the DocMagic application interface. On the left, the 'Forms...' menu is open, listing various document types such as 'Audit Worksheet', 'Loan Details', 'Process Documents', 'Document Checklist', 'View Documents', 'eDelivery Service', 'Recently Processed Packages', 'Register MERS Loan', 'Flood Check', and 'Get Updates'. The 'Document Processing Options' dialog box is open in the center, with several sections highlighted in green:

- Documents:** A list of document descriptions, with 'Privacy Form - Opt Out (STEPHEN TRUITT)' selected.
- General Options:** 'File Format' is set to 'Adobe PDF'.
- Electronic Delivery:** 'DocMagic eSign' and 'eSignature enable' are checked.
- Security:** 'Require Password' is checked.
- Additional Services:** 'Print and Deliver' is checked.

At the bottom of the dialog box, the 'Process' button is highlighted in green. A blue arrow points from the top text box to the 'Documents' list, and another blue arrow points from the bottom text box to the 'Process' button.

You can choose any form of hybrid to deliver. Then click process, and it will be delivered.

