

Mortgage Builder

DocMagic Interface Guide

Version 1.0



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February 1, 2007

Revision History

2007-02-01	<input type="checkbox"/> Initial Revision
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This document provides information regarding the DocMagic interface with Mortgage Builder Software's Mortgage Builder platform.

1. Background

1.1. Interface

- ❑ Combination of both DocMagic Direct and DocMagic Online.

1.2. Account

- ❑ Before utilizing this interface, the client must have an account with DSI.

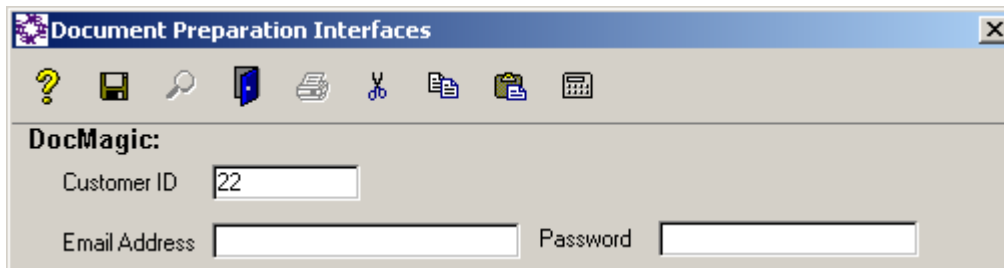
1.3. Plan Management

- ❑ All plan management is performed through either DSI's Account Administration system or directly within DocMagic Online.

2. DocMagic Services

2.1. Administration Setup

The first step in using the **Document Prep** interface is to make sure that the initial administration setup has been completed. Within the System Administration area, choose System Settings, then **Doc Prep** from the **Interfaces** tab. The following screen will display:

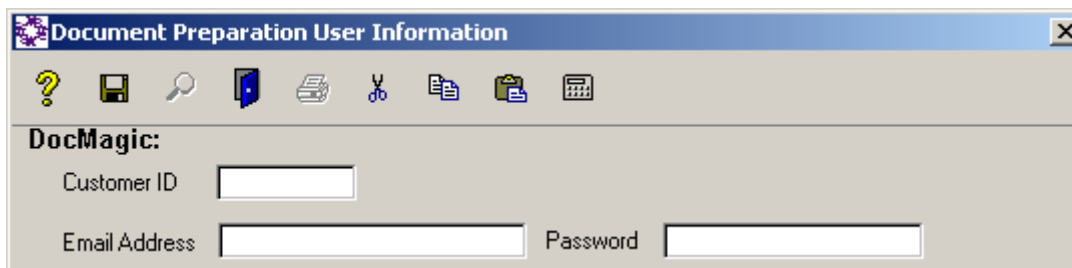


The screenshot shows a window titled "Document Preparation Interfaces". It features a toolbar with icons for help, save, search, folder, print, cut, copy, paste, and a calendar. Below the toolbar, the "DocMagic:" section contains three input fields: "Customer ID" with the value "22", "Email Address", and "Password".

Figure 2-1

Enter the DocMagic Customer ID, email address and Password.

Users can be assigned their own login by entering their email address and password in the Administration – Security – MB User Setup screen under the Doc Prep tab.



The screenshot shows a window titled "Document Preparation User Information". It features a toolbar with icons for help, save, search, folder, print, cut, copy, paste, and a calendar. Below the toolbar, the "DocMagic:" section contains three input fields: "Customer ID", "Email Address", and "Password".

Figure 2-2

2.2. Accessing DocMagic Services

The DocMagic services are available through the **Document Prep** interface located on the **Interfaces** menu. When selected, the following dialog is presented:

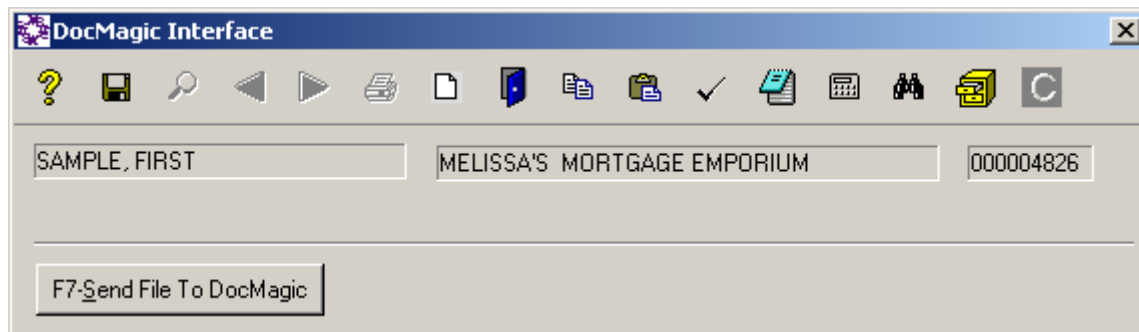


Figure 2-3

Click the **F7** button to submit the file to DocMagic. If the loan has previously been submitted the following message will display:

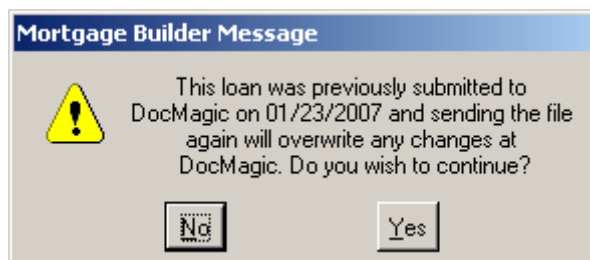


Figure 2-4

Mortgage Builder will post the loan information to the DocMagic servers and automatically launch the DocMagic Online applet with the transaction data pre-loaded.

The DocMagic Online applet will automatically be launched and preloaded with the transaction data.

3. DocMagic Online

DocMagic Online makes it quick and simple to produce a perfect set of mortgage documents. Five simple steps is all it takes:

1. Verify/Edit the loan specific information in the online Worksheet
2. Audit the information for accuracy and compliance
3. Process the Worksheet to produce the mortgage documents
4. Download the package of documents
5. Print/View/Transmit the mortgage documents.

Many of the fields in the Worksheet have programmed options, some of these are set by DSI others are dictated by the type of loan selected.

User Interface Conventions

Red Field labels	Indicate required information
Blue field labels	Indicate a “pop-up” window if clicked
Status Bar	Provides a brief description of the active field/option

3.1. Verify/Edit Loan Information

After the data transfer is complete, the DocMagic Online Applet will be automatically launched with the loan information pre-loaded.

The Worksheet is divided into the following ten (10) areas:

- ☐ General
- ☐ Borrowers/Sellers
- ☐ Property
- ☐ Terms/ARM
- ☐ Providers/Liens
- ☐ Charges/Fees
- ☐ Payoffs/Premiums
- ☐ Impounds
- ☐ HUD-1
- ☐ Closing

3.1.1. General Information

The screenshot shows the 'SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer' window. The 'General' tab is selected, and the 'Enter Data' step is indicated. The 'General Information' section contains the following fields:

- Loan Program: [Dropdown menu]
- Alternate Lender: [Dropdown menu]
- Transfer To: [Dropdown menu]
- Origination Type: [Dropdown menu]
- Broker Name: [Dropdown menu]
- Loan Rep: [Dropdown menu]
- Branch: [Dropdown menu]
- Loan Type: [Dropdown menu]
- Loan Purpose: [Dropdown menu] (with a 'Cash Out' checkbox)
- Loan Number: [Text field]
- MERS #: [Text field]
- FHA/VA Case #: [Text field]
- Section #: [Text field]
- Application Date: [Text field]
- Rate Lock Date: [Text field]
- Document Date: [Text field]
- Closing Date: [Text field]
- Signing Date: [Text field]
- Cancel Date: [Text field]
- Disbursement Date: [Text field]

At the bottom, there is a prompt: 'Enter the plan code for the program being utilized or add a NEW plan code.' and a 'Modified' status indicator.

Figure 3-1

Loan Program

On the General tab, select the Loan Program for this transaction. The Loan Program field, also known as Plan, contains a list of all Investor plans that have been associated with the client account. It is important to understand the hierarchy involved with respect to how Plan Codes are setup. Each investor has provided DSI with a list of their loan products and the required documents for each. DSI creates a unique plan code so when a plan is chosen the investor involved is automatically associated, and the required documents are identified. The Loan Program element is used for Auditing and Document Selection.

The 'Select a Loan Program' dialog box displays a table of loan programs. The table has three columns: Description, Investor, and Code.

Description	Investor	Code
1 YR LIBOR ARM ASSUMABLE		1YRLA
1 YR LIBOR ARM NON-ASSUMABLE		1YRL
1 YR T-BILL ARM - ALLIANCE MORTGAGE	ALLIANCE MORTGAGE COMPANY	1YRTAM3
1 YR T-BILL ARM WITH CONVERSION		1YRTWC
10/1 LIBOR ARM ASSUMABLE		101YRLA
10/1 LIBOR ARM NON-ASSUMABLE		101YRL

Figure 3-2

When a Plan has been selected, the Loan Type and Rate Type (Terms Tab) fields are set accordingly.

Alternate Lender

The Alternate Lender field allows you to have your closing or pre-disclosure documents drawn reflecting any lender name you may desire.

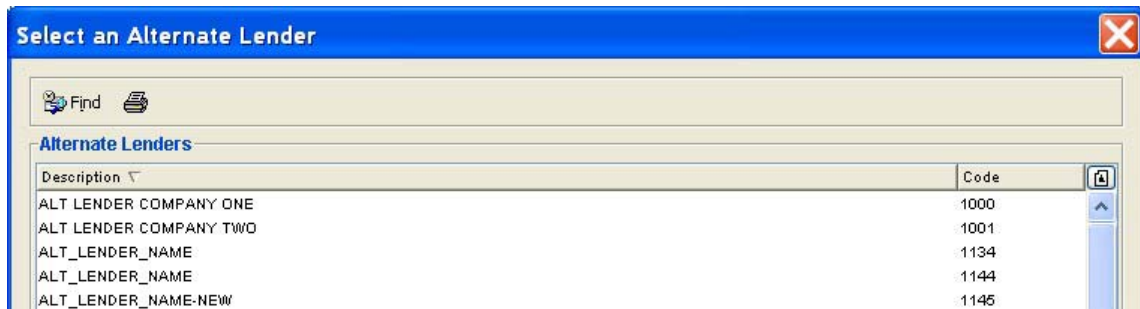


Figure 3-3

Example, if your company name is "XYZ MORTGAGE LENDING CORP." and you wish to draw your documents in your Broker's name, ABC MORTGAGE BROKER, simply enter all alternate lender information for ABC MORTGAGE BROKER in the alternate lender database. Then simply select ABC MORTGAGE BROKER from the list of Alternate Lenders.

3.1.2. Borrowers/Sellers Information

Name	Type	Social Sec. #	Details	Vesting
SAMPLE 1 BORROWER	INDIVIDUAL	100-10-1000		SAMPLE 1 BORROWER, A SINGLE WOMAN.
SAMPLE 2 BORROWER	INDIVIDUAL	200-20-2000		SAMPLE 2 BORROWER, A SINGLE MAN
SAMPLE 3 BORROWER	INDIVIDUAL	300-30-3000		
SAMPLE 4 BORROWER	INDIVIDUAL	400-40-4000		

Final Relation: ALL AS JOINT TENANTS

Vesting to Read: SMPLE 2 BORROWER, A SINGLE MAN AND SAMPLE 3 BORROWER AND SAMPLE 4 BORROWER ALL AS JOINT TENANTS

Mailing Street: 23531 BORROWER DRIVE City: BORROWER State: CALIFORNIA Zip: 90505

Sellers

Corp/Trust Name:

Seller Names: SAMPLE SELLER

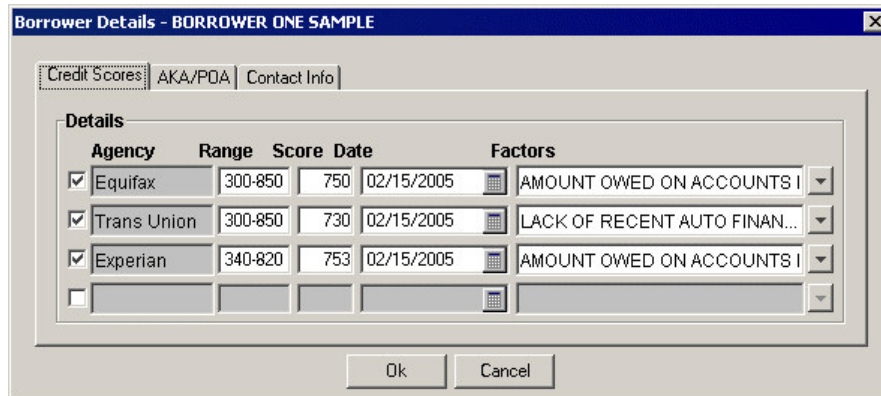
Street: 1002 PROPERTY WAY City: PROPERTY CITY State: CALIFORNIA Zip: 90505

If the borrower is a corporation or trust, what is the name of the corporation/trust? Modified

Figure 3-4

Borrower Details

Clicking the icon in the Details column for a particular Borrower allows for additional detail to be provided, such as Credit Scores and “Also Known As”.



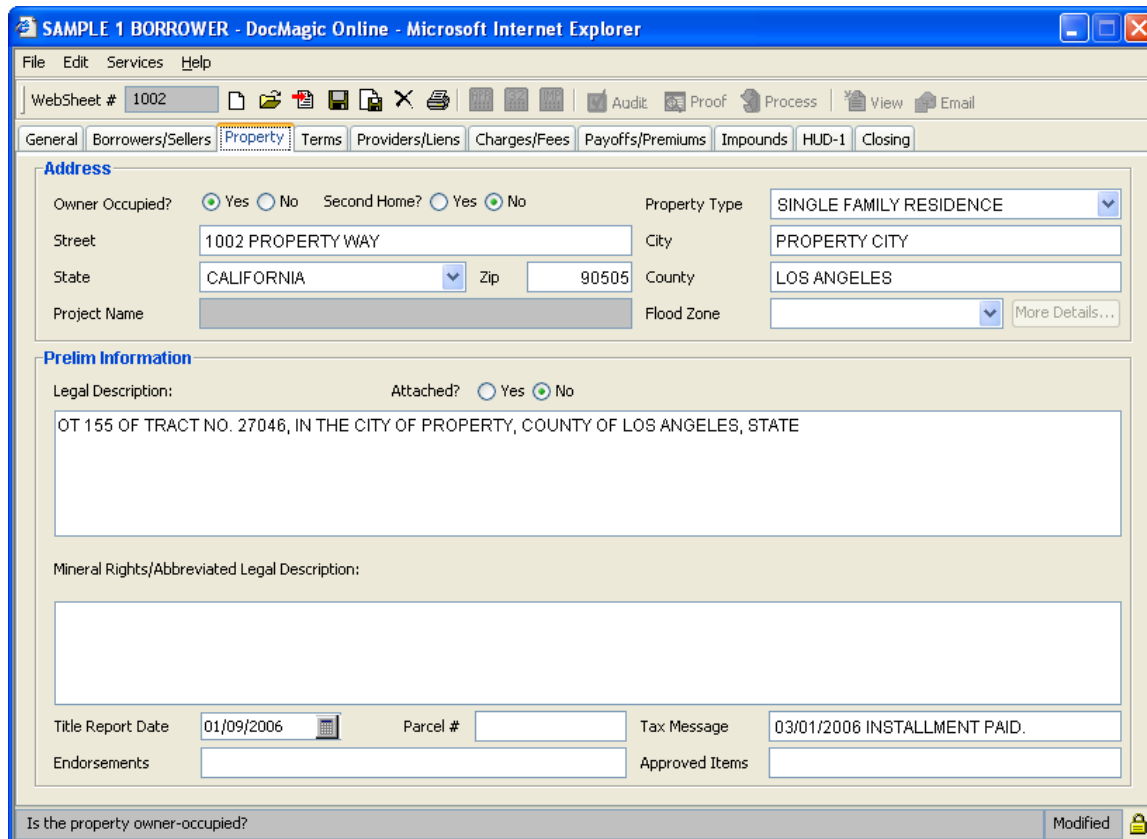
The dialog box titled "Borrower Details - BORROWER ONE SAMPLE" has tabs for "Credit Scores", "AKA/POA", and "Contact Info". The "Credit Scores" tab is active, showing a table of credit scores and factors.

Agency	Range	Score	Date	Factors
<input checked="" type="checkbox"/> Equifax	300-850	750	02/15/2005	AMOUNT OWED ON ACCOUNTS I
<input checked="" type="checkbox"/> Trans Union	300-850	730	02/15/2005	LACK OF RECENT AUTO FINAN...
<input checked="" type="checkbox"/> Experian	340-820	753	02/15/2005	AMOUNT OWED ON ACCOUNTS I
<input type="checkbox"/>				

Buttons: Ok, Cancel

Figure 3-5

3.1.3. Property Information



The window titled "SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer" shows the "Property" tab. The "Address" section includes fields for "Owner Occupied?", "Second Home?", "Property Type", "Street", "City", "State", "Zip", "County", "Project Name", and "Flood Zone". The "Prelim Information" section includes "Legal Description", "Mineral Rights/Abbreviated Legal Description", "Title Report Date", "Parcel #", "Tax Message", "Endorsements", and "Approved Items".

WebSheet # 1002

File Edit Services Help

Audit Proof Process View Email

General Borrowers/Sellers **Property** Terms Providers/Liens Charges/Fees Payoffs/Premiums Impounds HUD-1 Closing

Address

Owner Occupied? ☒ Yes ☐ No Second Home? ☐ Yes ☒ No Property Type: SINGLE FAMILY RESIDENCE

Street: 1002 PROPERTY WAY City: PROPERTY CITY

State: CALIFORNIA Zip: 90505 County: LOS ANGELES

Project Name: Flood Zone: More Details...

Prelim Information

Legal Description: Attached? ☐ Yes ☒ No

OT 155 OF TRACT NO. 27046, IN THE CITY OF PROPERTY, COUNTY OF LOS ANGELES, STATE

Mineral Rights/Abbreviated Legal Description:

Title Report Date: 01/09/2006 Parcel #: Tax Message: 03/01/2006 INSTALLMENT PAID.

Endorsements: Approved Items:

Is the property owner-occupied? Modified

Figure 3-6

3.1.4. Terms/ARM Information

The screenshot displays the 'SAMPLE 1 BORROWER - DocMagic Online' web application in a Microsoft Internet Explorer browser window. The application has a menu bar (File, Edit, Services, Help) and a toolbar with icons for document operations. Below the toolbar is a tabbed interface with tabs for General, Borrowers/Sellers, Property, Terms (selected), Providers/Liens, Charges/Fees, Payoffs/Premiums, Impounds, HUD-1, and Closing.

The 'Terms' tab is active, showing the following fields:

- Rate Type:** FIXED (dropdown)
- GPM Type:** (dropdown)
- Buydown Type:** (dropdown)
- Appraised Value:** \$825,000.00
- Approved JR Lien:** (text field)
- Sales Price:** (text field)
- Loan Amount:** \$318,500.00
- Initial Interest Rate:** 5.875 %
- Initial Payment Rate:** (text field)
- Term / Amortization:** 360 / 360 Months
- Monthly Payment:** \$1,559.32
- First Payment Date:** 04/01/2006
- Days Prepaid Interest:** 21
- Paid By:** BORROWER (dropdown)

The 'ARM' section is also visible, containing fields for:

- Interest Change Date
- Payment Change Date
- Margin
- Current Index
- Ceiling (Max) Rate
- Floor (Min) Rate
- First Interest Cap
- Subsequent Rate Cap
- Life-of-loan Cap

The 'HELOC' section includes:

- Initial Advance
- Draw / Repay Period
- Annual Fee? (radio buttons: Yes, No)

The 'Miscellaneous' section includes:

- Assumable? (radio buttons: Yes, No)
- Prepayment Penalty? (radio buttons: Yes, No)
- Prepayment (text field) Months
- Soft Prepayment (text field) Months
- Prior Prepay Amount (text field)
- Prepayment Penalty Options... (button)

At the bottom of the form, there is a status bar with the text 'What type of rate shall be used?' and a 'Modified' button with a lock icon.

Figure 3-7

Rate Type

Specifies whether the loan is Fixed or Adjustable. When Adjustable is selected, the ARM area is enabled. When specific fields receive focus, initial values are populated from the Plan defaults.

3.1.5. Providers/Liens Information

Service Description	Company Name	Ref #	Contact	Phone	Details
SETTLEMENT/CLOSING	ESCROW GALLERY, INC.	91204		(818) 545-1220	

Lien Priority	Lender Name	Principal Amt	Interest Rate	Payment Amt	Details
---------------	-------------	---------------	---------------	-------------	---------

What type of service provider? Modified

Figure 3-8

Pressing the down arrow displays the list of 28 Service Provider Types.

Select all applicable Impounds

Find

Service Providers

Description	#
APPRAISAL	
ATTORNEY	
CREDIT REPORT	
DOCUMENT PREPARATION	
DOCUMENT SIGNING	

Figure 3-9

When you select a Service type by clicking on it with your left mouse button, it is tagged and will change color. To unselect, click again on the charge you wish to remove. After selecting all services, click [OK], and they will appear in the Service Description column. If you forget a service, simply press the down arrow, after locating the desired choice, press [OK]. The additional entry will be conveniently added at the bottom of the list.

After selecting the services associated with this loan, clicking the down arrow in the Company Name column will display the list of stored Service Providers.



Figure 3-10

3.1.6. Charges/Fees Information

Charge Description	To	Charge Amt	Paid By	Amount Paid	POC?	APR?
APPRAISAL FEE	BROKER	\$350.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
CREDIT REPORTING FEE	BROKER	\$18.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
TAX SERVICE FEE	BROKER	\$85.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
PROCESSING FEE	BROKER	\$350.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
UNDERWRITING FEE	BROKER	\$350.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
WIRE FEE	BROKER	\$50.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
FLOOD CERTIFICATION FEE	BROKER	\$25.00	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
INTEREST @ \$51.27/DAY FOR 21 ...	BROKER	\$1,076.67	BORROWER		<input type="checkbox"/>	<input checked="" type="checkbox"/>
IMPOUNDS REQUIRED: AGGREGA...	BROKER	\$1,457.02	BORROWER		<input type="checkbox"/>	<input type="checkbox"/>

Fee Description	To	Fee Points	+Fee Fixed	Paid By	APR?	Bona Fide?
LOAN ORIGINATION FEE	LENDER	1.000%		BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LOAN DISCOUNT POINTS	LENDER	0.250%		BORROWER	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Loan Fee Description. Modified

Figure 3-11

Charges

Pressing the down arrow displays a list of current charges. Select the charge from the pop-up list. The charge enables defaulting of the charge description and indicates whether the charge should be included in the prepaid finance charge.

When you select a charge by clicking on it with your left mouse button, the charge is tagged and will change color. To unselect, click again on the charge you wish to remove. After selecting all charges, click [OK] and all charge codes will appear in the charge code column. If you forget a charge, simply press the down arrow, after locating the desired choice, press [OK]. The additional codes will be conveniently added at the bottom of the list.

In many cases, DSI has assumed that charges that may be considered part of the Section 32 analysis should be considered. Sometimes this is not the case. Our assumptions result in a conservative computation in that 100% of the time a transaction is subject to Section 32, we will detect and properly indicate by the use of the required disclosures. However, this conservative approach may also trigger the use of the required disclosures in certain cases where the transaction is not subject to Section 32. It is a wise idea to closely scrutinize all charges in an attempt to more precisely compute the Section 32 analysis. As indicated above, all assumptions can be changed to meet your requirements. For each charge, the "Paid To" party must be chosen. In addition, the "POC?" indicates if the charge is to be paid outside closing. If an Amount Paid has been entered, this will default to "Yes". The APR field indicates if the charge should be included in the Prepaid Finance Charge and Section 32 calculations.

Fee Description

Select the description that corresponds to an entry in the loan fee pop-up list. Press the down arrow to view a list of loan fee types and corresponding fee codes. The fee code distinguishes the loan fee description and whether the fee point percentage amount will apply to the loan amount as entered or the base loan amount (loan amount less MIP premium financed-FHA loans only). Loan fee types consist of borrower/seller points and borrower/seller discount points. Generally discount points are utilized in FHA/VA transactions only. Most conventional loan fees will consist of point (origination) fees only, while FHA/VA loans will often have origination and discount point fees. In the case of a FHA/VA transaction, point fee computations will be computed based upon the base loan amount. The base loan amount is computed by subtracting any mortgage insurance premiums financed from the loan amount as entered. All discount point fee computations will be computed based on the loan amount as entered.

The origination fee would be computed by multiplying the point figure (1.000) by the base loan amount (\$10,000) that would result in a \$1,000 origination fee. The borrower discount fee, however, would be computed by multiplying the point figure (1.000) by the loan amount as entered (\$10,380) that would result in a \$1,038 discount fee. Remember that loan fees that are paid by the borrower are included in the prepaid finance charge and subsequently effect the APR while loan fees that are not paid by the borrower do not affect the prepaid finance charge.

3.1.7. Payoffs/Premiums Information

The screenshot shows a web application window titled "SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer". The interface includes a menu bar (File, Edit, Services, Help), a toolbar with various icons, and a tabbed navigation system. The "Payoffs/Premiums" tab is currently active. Below the tabs, there are two main sections: "Payoffs" and "Premiums".

The "Payoffs" section contains a table with the following headers: "Payoff Type", "Description", and "Amount". The "Payoff Type" column has a dropdown menu.

The "Premiums" section contains a table with the following headers: "Premium Description", "To", "Points", and "+Premium Fixed".

At the bottom of the window, there is a status bar with the text "What is the type of Payoff?" and a "Modified" button with a lock icon.

Figure 3-12

Premiums

Enter any broker rebate or service release premiums, paid outside of closing, by entering the appropriate premium code corresponding to an entry in the premium code pop-up list. Press the down arrow to view a list of available premium types. We have attempted to accommodate the wide range of accepted rebate language. This is why there is some repetition in the Premium Pop-up list.

Example: Enter 'SRP' for Service Release Premium or 'YAC' for Yield Adjustment Credit (Broker Rebate).

Note: Premium entries are always assumed to be paid outside of closing. In addition, premium entries do not affect the prepaid finance charge and resulting APR or section 32 computations.

Payoffs

Enter any Payoff information that may apply to this transaction. Example:

Master Card = \$10,000
First Lien = \$65,000

3.1.8. Impounds Information

Accounts

Impound Description	Pmts/Year	Payment Amt	Monthly Inflow	Due Dates	Months
COUNTY TAXES	2	\$625.74	\$104.29	11/01/2006	0
HAZARD INSURANCE	1	\$1,246.92	\$103.91	07/11/2006	8

PMI/MMI

1st Year Premium Rate	<input type="text"/>	1st Year Premium	<input type="text"/>	PMI/MMI Monthly	<input type="text"/>
Renewal Rate #1	<input type="text"/>	1st Renewal # Mos	<input type="text"/>	PMI/MMI Due Date	<input type="text"/>
Renewal Rate #2	<input type="text"/>	2nd Renewal # Mos	<input type="text"/>	PMI/MMI # Mos	<input type="text"/>

Miscellaneous Impound Information

Impounds Paid By	<input type="text" value="BORROWER"/>	Starting Balance	<input type="text" value="\$830.52"/>
PMI Paid By	<input type="text" value="BORROWER"/>	Low Balance	<input type="text" value="\$416.40"/>
Aggregate Adjustment	<input type="text" value="(\$0.76)"/>	Cushion	<input type="text" value="\$416.40"/>

Impound Description. Modified

Figure 3-13

Impound Payments

Enter the number of disbursements in a year. For example, property taxes paid twice a year would require entry of a "2" in this field. Disbursement dates are automatically computed by dividing the number of disbursements indicated in this field into 12 months. For example, in the property tax example above $12 \text{ months} / 2 \text{ months} = 6 \text{ months}$. Therefore DocMagic would compute a second disbursement 6 months after the first date entered in the Due Date field. If multiple disbursement dates are not as easily computed as described above, simply press "Due dates" header in the Impound Due Date field and enter the disbursement dates, as they should be.

Once this data is added, simply hit the tab key and DocMagic will auto-calculate the Payment Amount, Monthly Inflow and number of months based off of your due dates.

Aggregate Adjustment

If an aggregate adjustment is necessary, accept the default figure shown below. To view the result of the aggregate adjustment or simply to see a monthly accounting of the impound account; simply click the calculator icon next to the Aggregate Adjustment field.

Note: The aggregate adjustment is simply a direct adjustment to the starting balance of the impound account. Notice that when a figure is defaulted into this field, the Impound Account Cushion and Impound Account Low Balance figures below match. The same result can occur by manipulating the number of months to impound for any one or all of the impound items indicated above. Although the use

of the aggregate adjustment is convenient, it is NOT required. As long as the Impound Account Low Balance is greater than zero and less than the Impound Account Cushion, the impound account is fine. DocMagic's Goof-Proof Audit System will ensure proper compliance at all times.

The impound account low balance cannot be greater than the impound account cushion. If the low balance is greater than the cushion, there are two possibilities:

1. Decrease the number of months to collect at closing for any of the impound account types.
2. Allow DocMagic to apply an aggregate credit adjustment; the result will instantly bring the low balance within limits.

Aggregate Impound Cushion

The impound account cushion amount is located in the lower portion of the of the impound screen. This figure is computed by adding all monthly impound inflow amounts and multiplying by "2" months (cushion amounts can also be computed using "1" of "0" months).

3.1.9. HUD-1

http://www.docmagic.com - DocMagic OnLine - Microsoft Internet Explorer

File Services Help

WebSheet # <NEW>

General Borrowers/Sellers Property Terms/ARM Service Providers Charges Impounds HUD-1 Closing

100. Gross Amount Due From Borrower

Code	Description	Amount
101	Contract Sales Price	\$0.00
103	Settlement charges to borrower	\$0.00
104	Payoff(s)	\$0.00
120	GROSS AMT. DUE FROM BORROWER	\$0.00

400. Gross Amount Due to Seller

Code	Description	Amount
401	Contact sales price	\$0.00
420	GROSS AMT. DUE TO SELLER	\$0.00

200. Amounts Paid by or in Behalf of Borrower

Code	Description	Amount
202	Principal amount of new loan(s)	\$0.00
220	TOTAL PAID BY/ FOR BORROWER	\$0.00

500. Reductions in Amount Due to Seller

Code	Description	Amount
502	Settlement charges to seller	\$0.00
520	TOTAL REDUCTION AMT. DUE	\$0.00

300. Cash at Settlement From/To Borrower

Code	Description	Amount
301	Gross amount due from borrower	\$0.00
302	Less amounts paid by/for borrower	\$0.00
303	CASH FROM/TO BORROWER	\$0.00

600. Cash at Settlement To/From Seller

Code	Description	Amount
601	Gross amount due to seller	\$0.00
602	Less reductions in amount due seller	\$0.00
603	CASH TO/FROM SELLER	\$0.00

Select a HUD-1 line number.

Applet DocMagic started

Internet

Figure 3-14

Hud-1Worksheet code fields: By clicking on the "code" fields, this will enable you to input other HUD1 line items. Choose either series 100, 200,400 or 500, to add additional line items. Series 300 and 600 are

not editable fields and cannot be accessed. These series fields sole purpose is to tabulate all information from new HUD1 line items that are added to the 100,200,400 and 500 series boxes.

3.1.10. Closing Information

SAMPLE 1 BORROWER - DocMagic Online - Microsoft Internet Explorer

File Edit Services Help

WebSheet # 1002 [Icons]

General Borrowers/Sellers Property Terms Providers/Liens Charges/Fees Payoffs/Premiums Impounds HUD-1 **Closing**

Closing

Closing County Loan Proceeds To

[Closing Instructions/Conditions](#)

COPY OF BORROWERS DRIVERS LICENSE/PHOTO IDENTIFICATION
PAYSTUB WITHIN 45 DAYS OF CLOSING
HAZARD INSURANCE (PTD IF BORROWER WANTS RESERVES)
COPIES OF RENTAL AGREEMENT(S)
COPY OF CASHIER'S CHECK SHOWING SUFFICIENT FUNDS

2 Audit → Now that you have completed the entry of your loan information, DocMagic's Goof-Proof Audit system will analyze your WebSheet information. [Audit]

3 Process → Congratulations, DocMagic is ready to produce your mortgage documentation. Please be sure your loan information is complete and accurate before processing. [Process]

What closing conditions (if any) must be met prior to closing? [Modified]

Figure 3-15

To generate a Closing Document Package, the Closing County must be populated.

Closing Conditions

Frequently utilized conditions can be entered into your instruction/condition file to facilitate data entry.

Select Closing Condition

Find [Icon]

Closing Condition

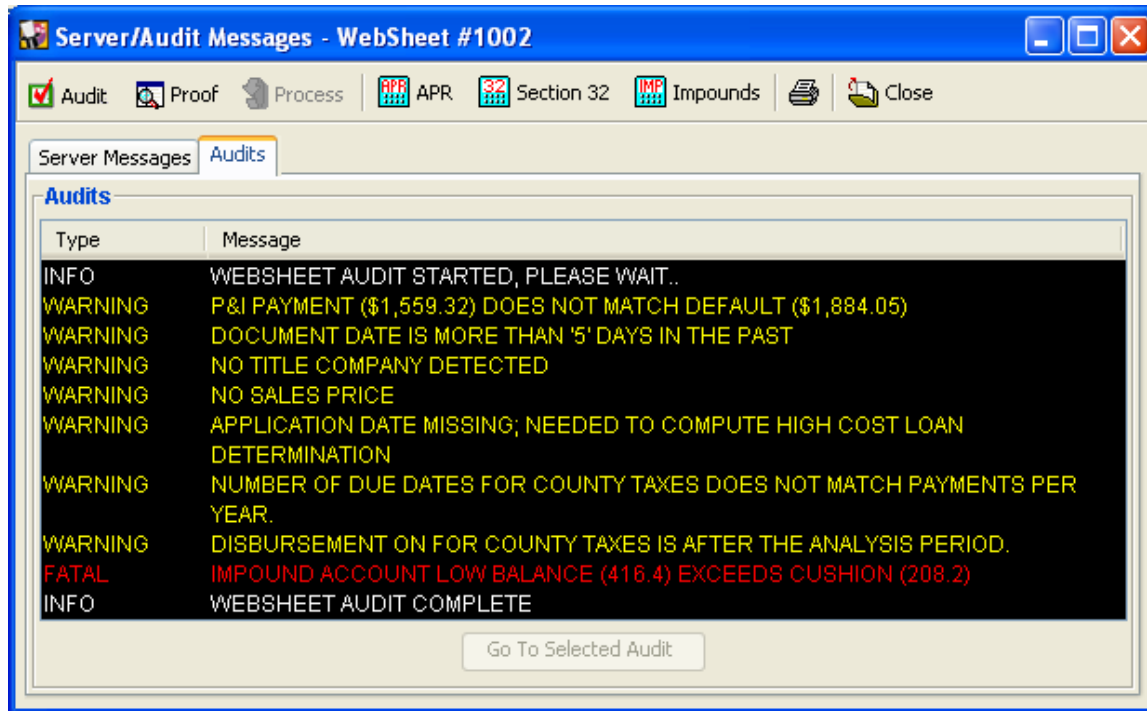
TEST ONE
TEST TWO
TEST THREE
BORROWER(S) TO SIGN AND DATE FINAL 1003
BORROWER(S) TO PROVIDE 2 FORMS OF PICTURE IDENTIFICATION
PAYOFFS IN THE AMOUNT OF:
CONVENTIONAL LOANS*FIRST CONDITION*SECOND CONDITION*THIRD CONDITION*FO...
COLIN1
MISMO CLOSING

[Ok] [Cancel]

Figure 3-16

3.2. Audit Worksheet Information




DocMagic's Goof-Proof Audit system instantly analyzes all loan-specific data for accuracy. With over 500 standard data validation and loan type-specific audits and unlimited potential for custom user-defined audits, DocMagic's Goof-Proof Audit system will insure that documents have all of the necessary information. DocMagic's Goof-Proof Audit system is completely customizable. Audits can be implemented on many different levels of the process. Audits on a document level can halt the processing of an individual document and report the problem to the user while audits implemented on a package level can halt the production of the entire loan document package.



Audits should be performed until it is time to actually draw the documents. No DSI charges are incurred when audits are done, so to avoid charges for loans that don't close, a process request should only be used when the documents are needed.

3.2.1. Executing an Audit

The Audit system can be activated in any of the following ways:

- ☐ Clicking the  button on the **Closing** tab
- ☐ Selecting  from the Services menu
- ☐ Clicking the  button on the DocMagic Online toolbar

3.2.2. Audit Severity

DocMagic's Goof-Proof Audit system instantly detects problems with incoming data and organizes any issues into warning and fatal error messages.

Warning

These errors indicate that the information entered in the reported field differs from the information DocMagic expects to see. This audit is only to tell you that DocMagic has found something in your worksheet that is not normal and will not prevent you from processing.



Fatal

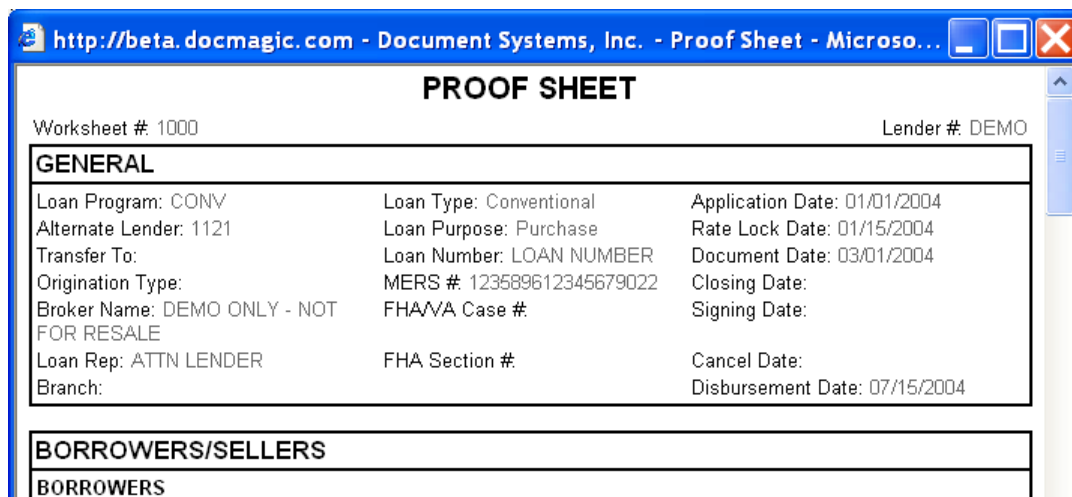
Fatal errors stop processing until the problem is remedied. These errors **MUST** be corrected before DocMagic will allow you to continue to the document processing stage of the program. These errors indicate an item in the worksheet that is critical to successful loan document production.

3.2.3. Additional Audit Results

When the Worksheet is audited, the following items are generated:

- APR/Payment Schedule
- Amortization Schedule
- Section 32 Computation
- State High Cost Analysis
- Fannie Mae Test
- Impound Account Analysis

In addition to the list of items above, a “Proof Sheet” is also generated based on the data provided in the Worksheet. This can be viewed by clicking the  on the toolbar or selecting  from the **Services** menu.



PROOF SHEET		
Worksheet #: 1000		Lender #: DEMO
GENERAL		
Loan Program: CONV	Loan Type: Conventional	Application Date: 01/01/2004
Alternate Lender: 1121	Loan Purpose: Purchase	Rate Lock Date: 01/15/2004
Transfer To:	Loan Number: LOAN NUMBER	Document Date: 03/01/2004
Origination Type:	MERS #: 123589612345679022	Closing Date:
Broker Name: DEMO ONLY - NOT FOR RESALE	FHA/VA Case #:	Signing Date:
Loan Rep: ATTN LENDER	FHA Section #:	Cancel Date:
Branch:		Disbursement Date: 07/15/2004
BORROWERS/SELLERS		
BORROWERS		

Figure 3-17

3.3. *Document Processing*

Once all of the necessary data has been entered into the Worksheet and the Audit process has been successful, it is time to process the Document Package. When a request is made (based on the package type), a set of documents are created and delivered in the requested file format.

Document Processing Options

WebSheet #1002 (BORROWER) is queued for processing.

General Options

Document Package Type: Predisclosure

Document File Format: ☒ DocMagic BLK (recommended)
☐ Adobe PDF

Loan Application

FNMA 3.x File: Browse

Delivery Options

☐ Leave for Web (Internet) Pickup

☐ E-mail to another location E-mail:

☐ Send Borrower eDisclosure

☐ DSI to Print and Deliver Edit Delivery Information

Security

☐ Require Password Password:

☐ E-mail Read Receipt

Additional Services

☐ Flood Certification Life of Loan? ☐ Yes ☒ No

☐ Register MERS Loan

Process Cancel

Figure 3-18

3.3.1. Document Package Type

DocMagic Online provides for the processing of 4 distinct Document Packages:

1. Closing
2. Predisclosure
3. Servicing Transfer
4. Flood Certification

However, Package Types can be added to accommodate any combination of documents.

3.3.2. Document File Format

Two formats are available for these package types:

1. DocMagic Blockument (BLK) – Recommended
2. Adobe Portable Document Format (PDF)

3.3.3. Delivery Options

Email Service

Notifies a 3rd party via email at the time the documents are prepared. For a nominal fee, the set of documents can also be emailed to a specified email address.

DSI to Print and Deliver

Our In-house Production Department boasts the fastest turnaround time available anywhere. Documents can be produced in-house and delivered directly using the information provided. For a nominal fee, DSI can print the documents and deliver them to a person and address provided.

3.3.4. Additional Services

In addition to generating the document set, DSI offers the following services that can be added at time of process.

Confirmation Email (sendConfirmationEmail)

An email will be sent to the user provided in the User Authentication Header and contain a link to retrieve the documents from the DocMagic servers.

Edisclosure

For the "Predisclosure" package type, if one or more borrower emails are defined, the **Send Borrower eDisclosure** option becomes enabled. If checked, an email invitation will be sent to all borrower emails. This email will provide the borrower a link to DSI's eDisclosure system to view their Predisclosure documents online.

Register MERS Number

When checked, DSI will submit a registration request to MERS with using the MERS Number provided. In conjunction with the MERS number, DSI will register Borrower, Beneficiary, Property, and Loan information. Status of the registration will be returned in the response messages.

Web Pickup

When the **Leave for Web (Internet) Pickup** option is selected, this enables a set of documents for remote retrieval and notifies a third party via email. In addition, the WebPickup provides for applying a password to the set for additional security through the Security section.

Flood Certification

When your worksheet is processed, a flood determination request containing certain required information is automatically and simultaneously forwarded via the Internet to the flood provider. At this point, one of two things can happen:

(1) Automatic determination: the information will be located in the provider records and automatically determine that the property is either in or not in a flood zone. If an automatic determination is made, the loan document package will automatically include:

- "Standard Flood Hazard Determination" form; and
- If the property is determined to be in a flood zone, a "Notice of Special Flood Hazards and Availability of Federal Disaster Relief Assistance" form.

Or (2) Manual determination: a determination cannot be made until a researcher from the provider conducts a manual search of the flood zone database. If additional research is required, the loan document package will automatically include:

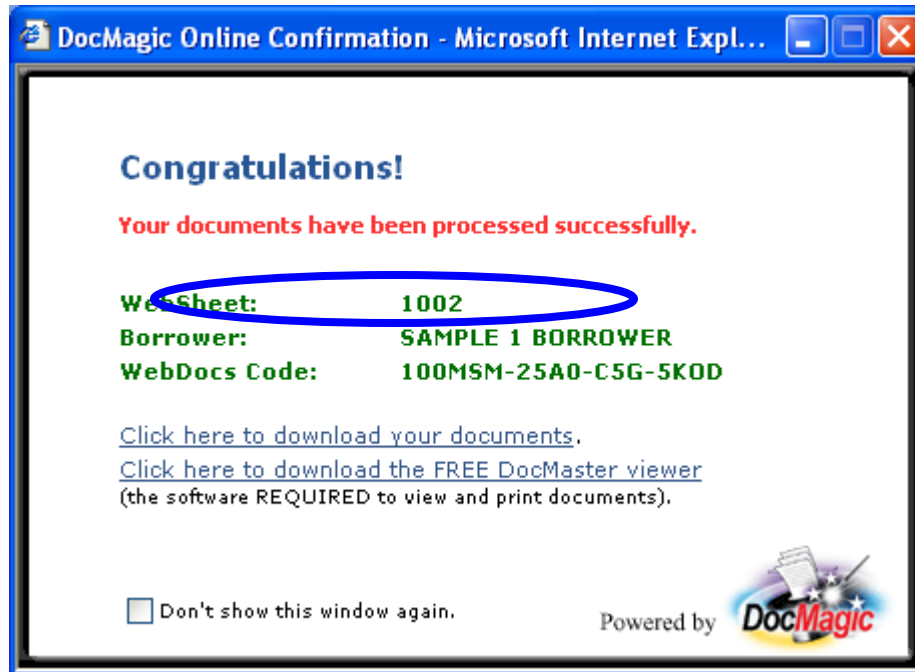
- A "Flood Hazard Determination Request" form

- A "Flood Zone Notification" form.

We currently anticipate that the majority of flood determination requests (over 80%) will result in automatic determinations, which are complete as soon as the customer receives the loan document package. In the remaining cases, a manual determination must be made and it will be the responsibility of the flood provider to follow up with the Doc Magic customer directly.

3.4. Download the Document Package

Once the Document Process request has been completed, the following screen will be displayed.

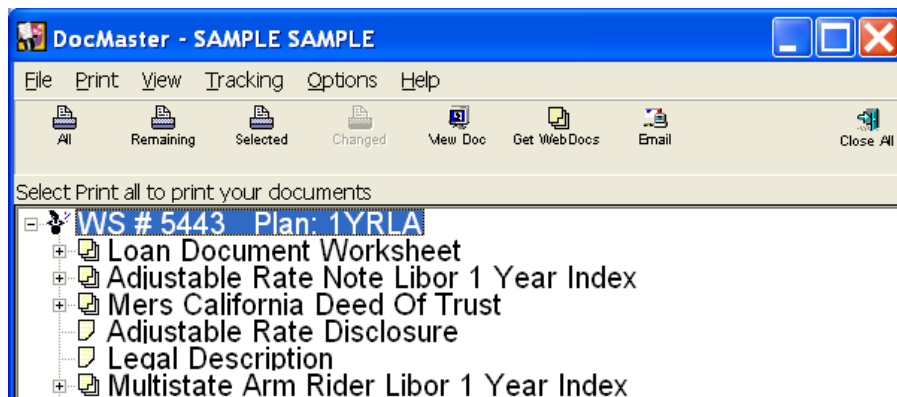


Upon processing completion, you are provided with a combination code for the document set that has been posted for Internet delivery. You simply give this code to whomever you desire to download documents, they then visit the DocMagic website <http://www.docmagic.com> and access the **Get WebDocs** option. After entry of the combination code, the user is prompted for immediate document download.

The View Documents option will allow you to view any previously processed documents for the current Worksheet.

3.5. DocMaster - Print/View/Transmit Documents

DocMaster is a proprietary program that facilitates printing, viewing, re-transmission and imaging of loan documents.



DocMaster possesses complete imaging capabilities and increased functionality such as determining which documents were affected by the most recent change to the underlying data. DocMaster can also be downloaded separately and apart from DocMagic and is utilized extensively by closing agents and others nationwide as a standalone product for the purpose of viewing, printing and re-transmitting loan documents. Documents contained in DSI's proprietary Blockument (.blk) format can be viewed and printed; documents can also be saved and retransmitted in the original format, or can be converted to PDF. The DocMaster program can be configured to allow a document file to be opened on a local file system, or instead to allow access only to a remote (secure) server. In the latter configuration, a pass phrase system generates a random five-word phrase that is then delivered to the intended recipient via an alternative delivery channel (i.e., fax, phone) for complete data security.

3.5.1. Document Stacking Order

The DocMagic default print order is based on the relative importance of the actual document types contained in the package. For example, it begins with the Note and any addendums to the Note followed by the Security Instrument and any Riders to the Security Instrument. Then generally the Closing Instructions, Truth-In-Lending, Itemization and Hud-1 closing documents are selected. Finally, the miscellaneous documents are selected and appear in alphabetical order.

4. Company Information

Mortgage Builder Software, Inc.
Corporate Office
24370 Northwestern Highway, Suite 200
Southfield, MI 48075
Tel: (800) 850-8060
www.mortgagebuilder.com

4.1. Product Information

“Mortgage Builder Software, Inc. (MBSI) is a Southfield, Michigan-based Computer Company that specializes in mortgage software. With more than two decades of mortgage industry experience, MBSI's reputation has been based on solid reliable software backed by dedicated customer support staff.

Mortgage Builder is a Windows-based software package that is designed to be a complete mortgage lending solution. The system allows for processing, closing and underwriting of all loan types for both wholesale and retail production. Post Closing functionality is also available for Final Document Tracking, Warehousing, HMDA and 1098 reporting. Custom Document and Report Designing capabilities are also available as well as the ability to export your data from the system into any third party windows package. Interfaces are available to FNMA's Desktop Underwriter, Mornet, Midanet, Ginnienet, Credit Bureaus, FHLMC's Loan Prospector as well as the GCC Servicing System.”