



DocMagic Online Hacks

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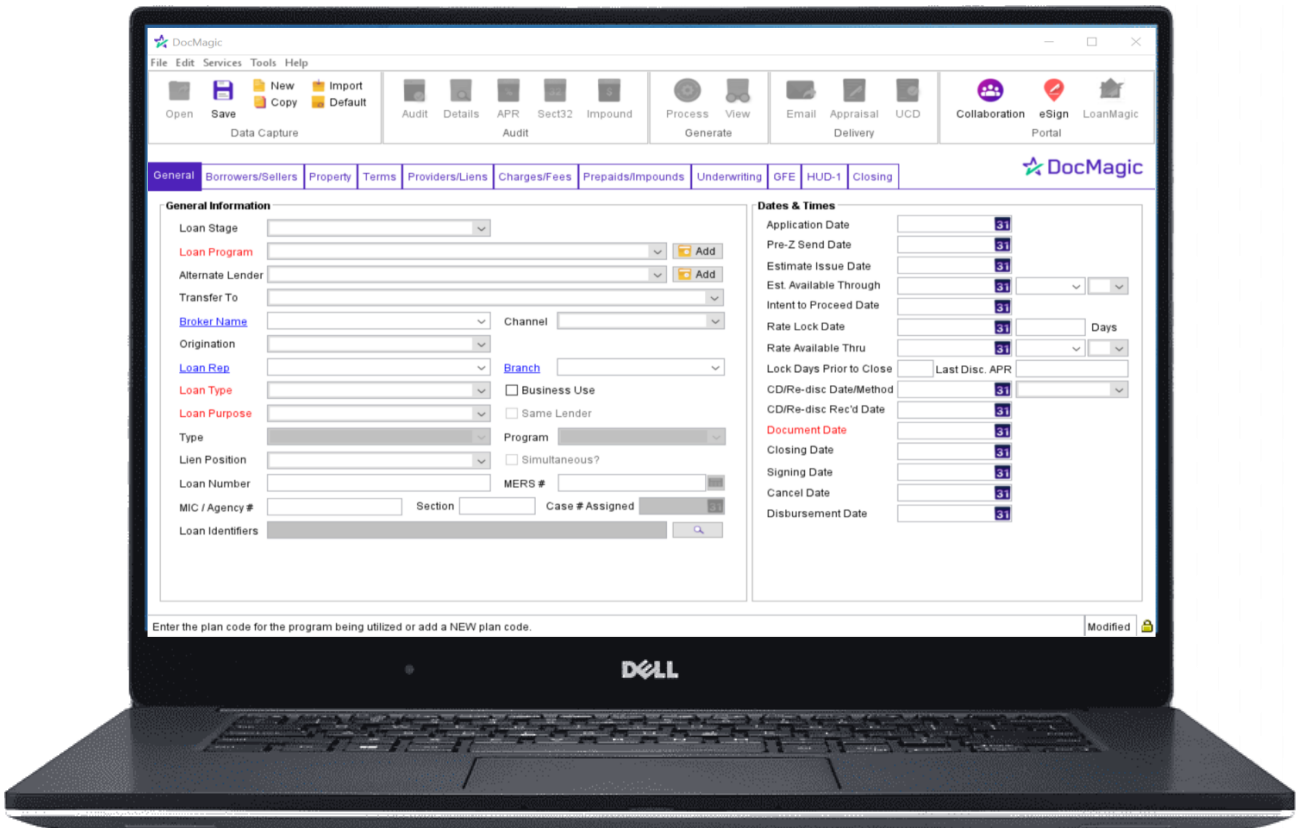


Downloading and Installing
the Java Application

DMO – Download & Install Java

Downloading Java

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



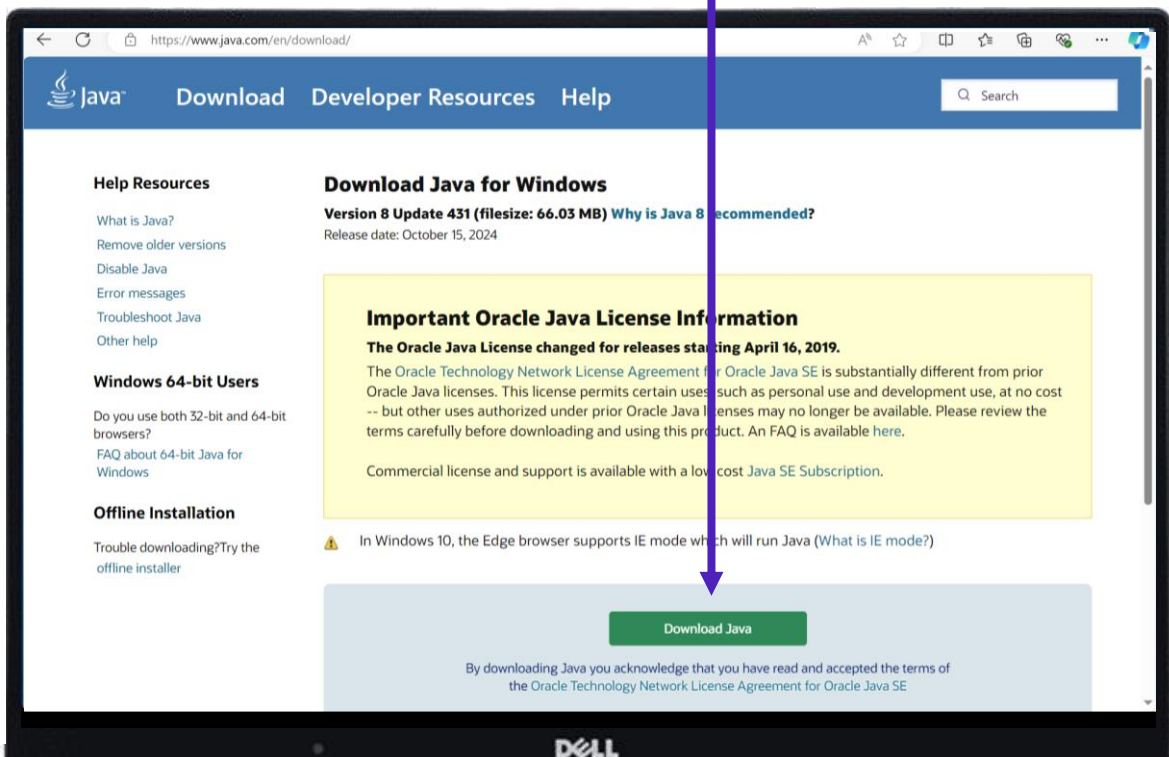
If you need to download Java, start by going to their website [here](#).



DMO – Download & Install Java

Download From The Website

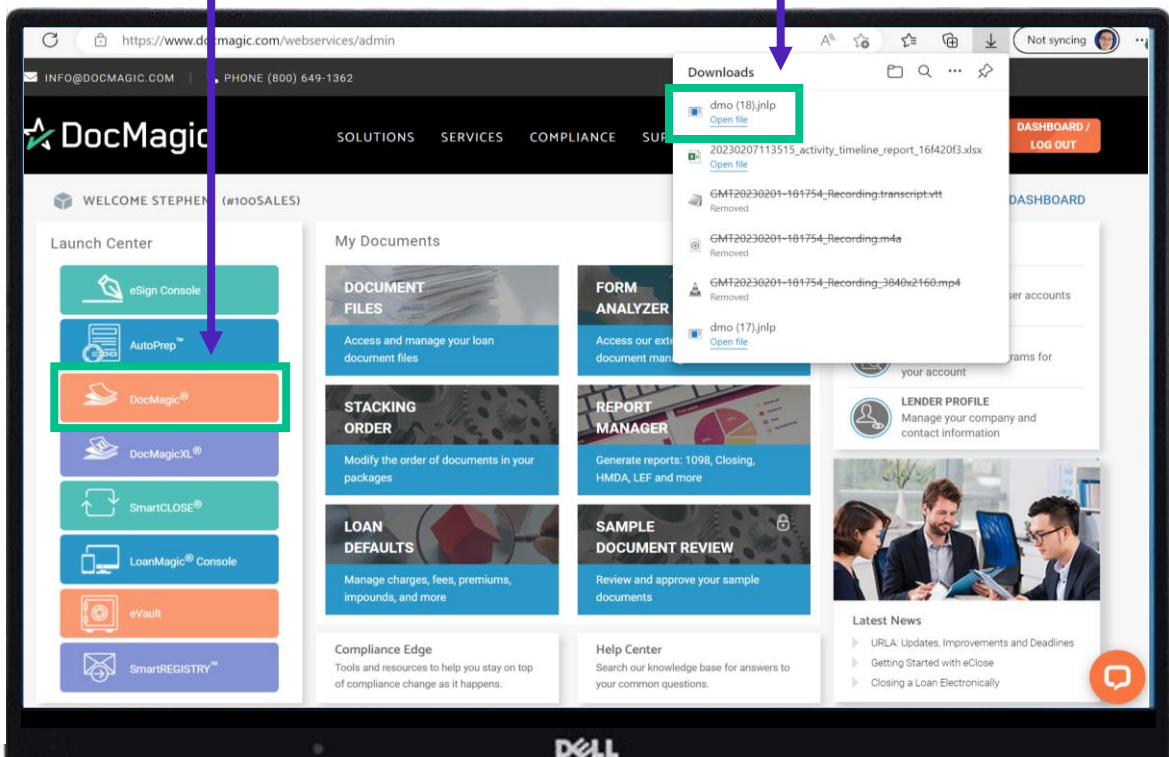
Click Download Java.



DMO – Download & Install Java

Download The JNLP

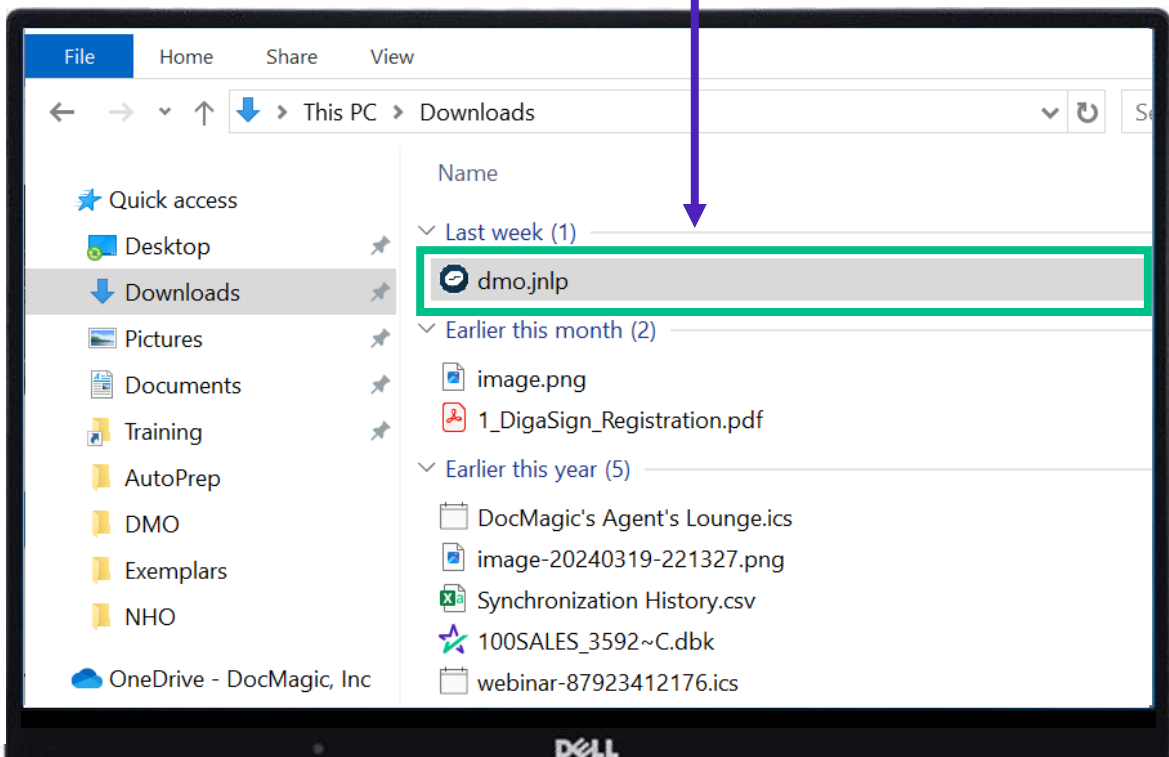
Next, download the JNLP file from the [website](#) if you haven't already.



DMO – Download & Install Java

File Explorer

Find the .jnlp file in Explorer. It will most likely be in your Downloads folder.



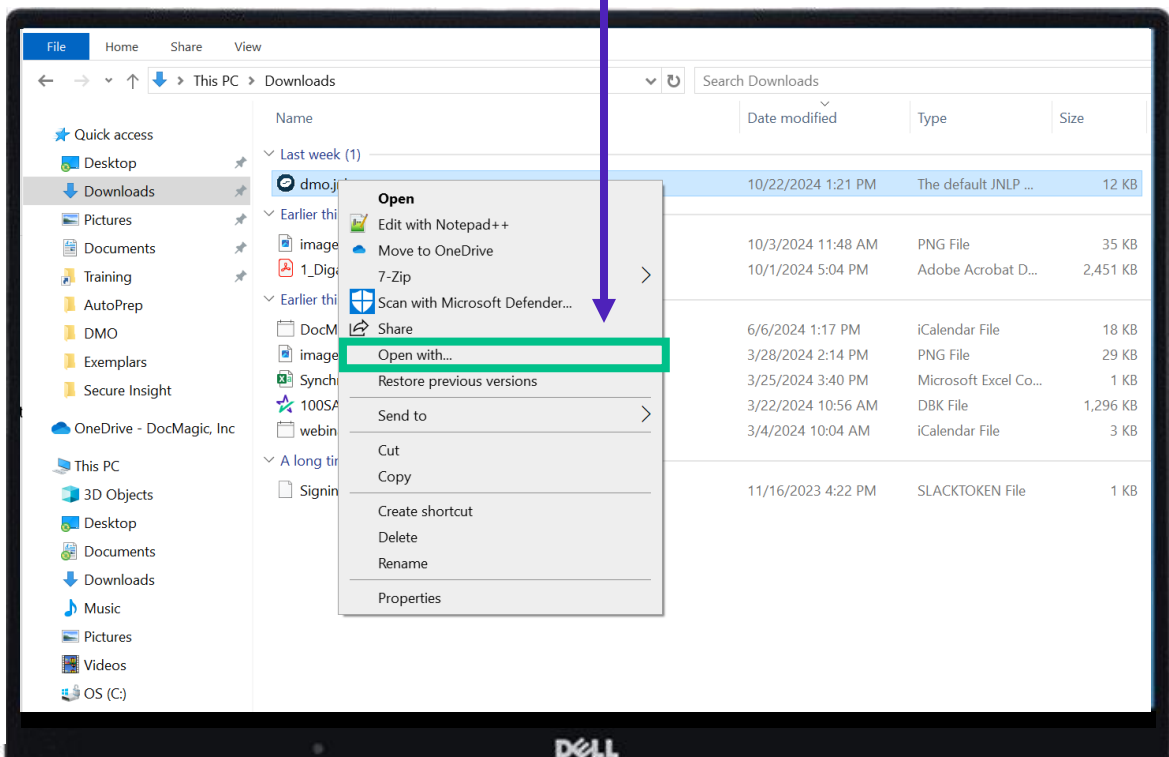
Don't worry if the icon for the JNLP file looks different.



DMO – Download & Install Java

Open With

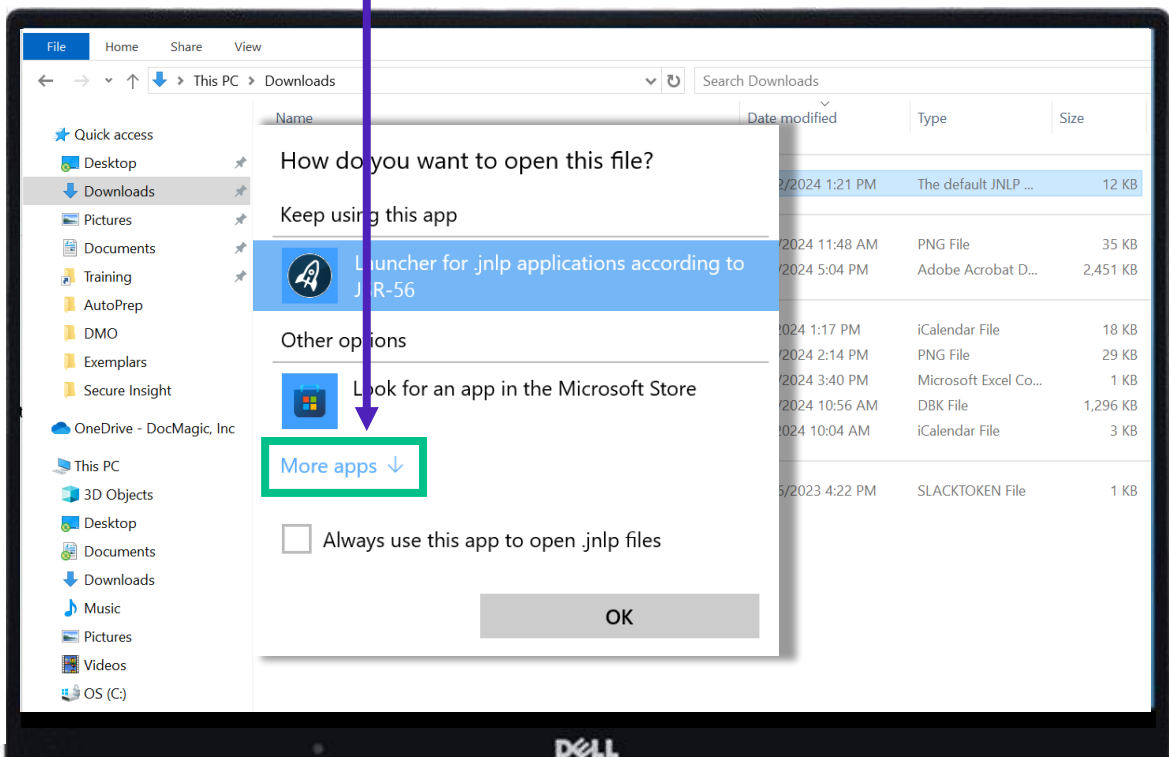
Click on the file to select it (you'll know if it's highlighted). Then *right click* on the file and select "Open with..."



DMO – Download & Install Java

More Apps

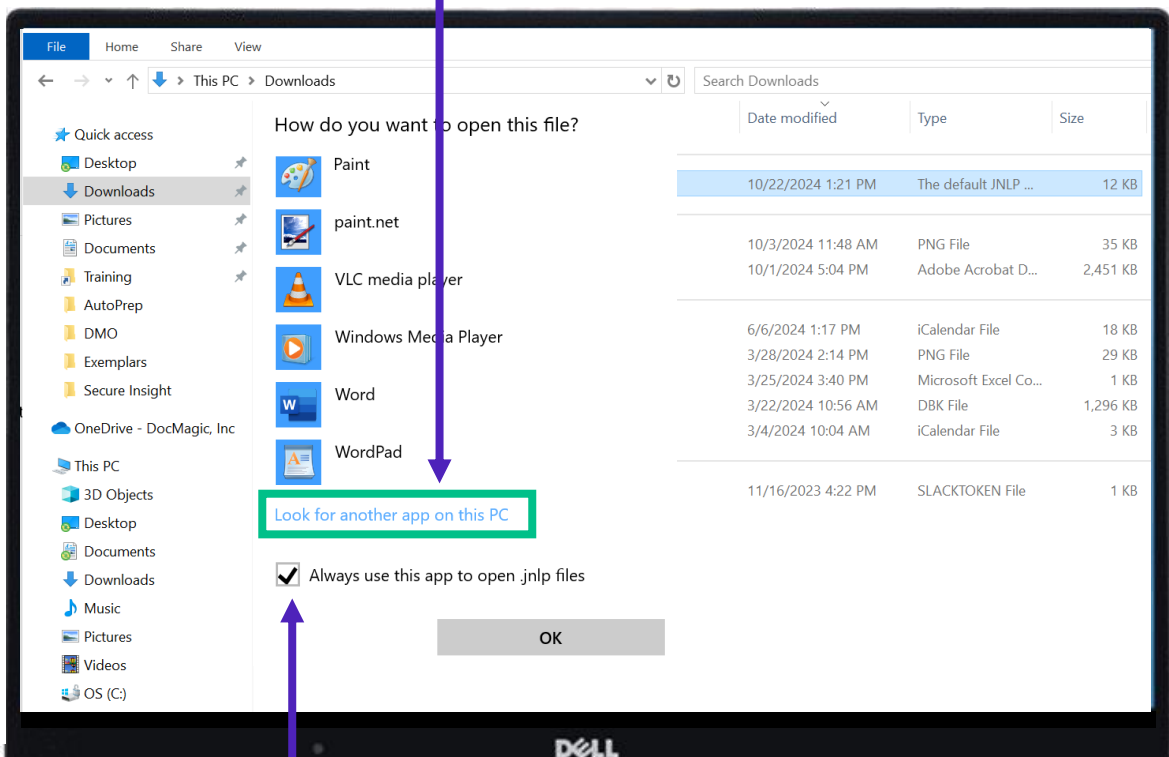
Select More apps in the window that appears.



DMO – Download & Install Java

More Apps

Scroll down until you see “Look for another app on this PC”.



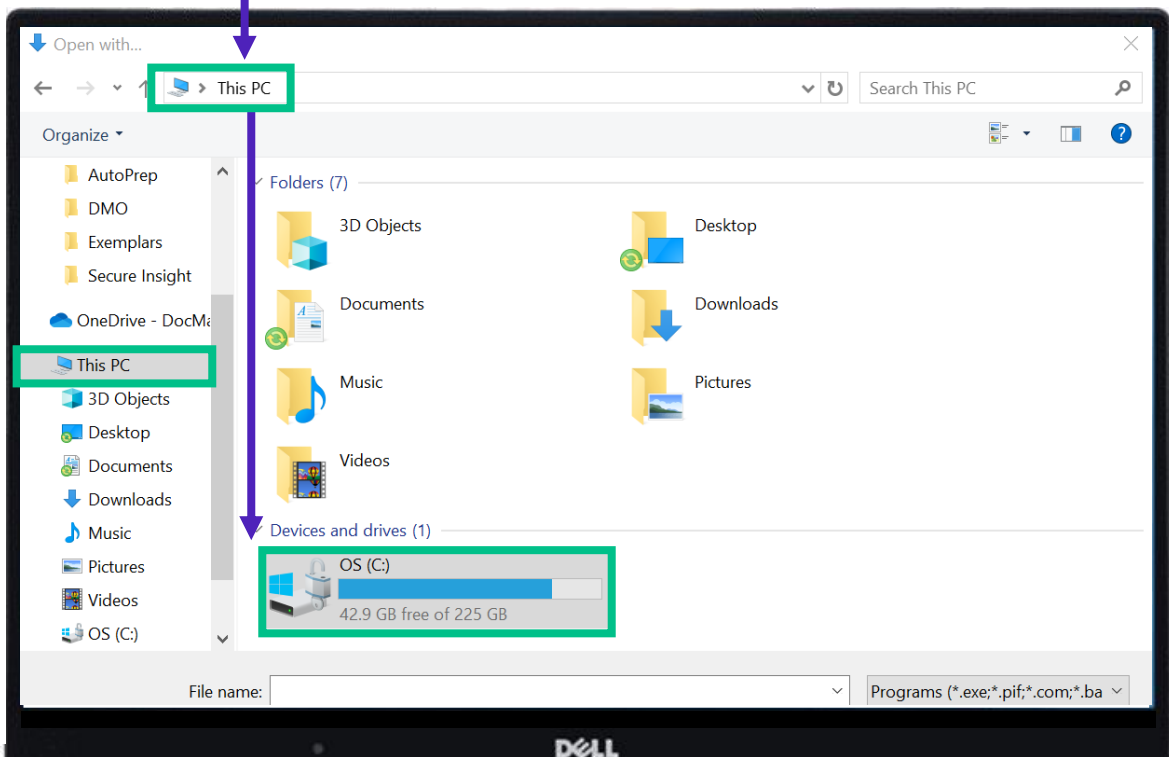
Check the box that says, “Always use this app open .jnlp files”.



DMO – Download & Install Java

Navigating File Explorer

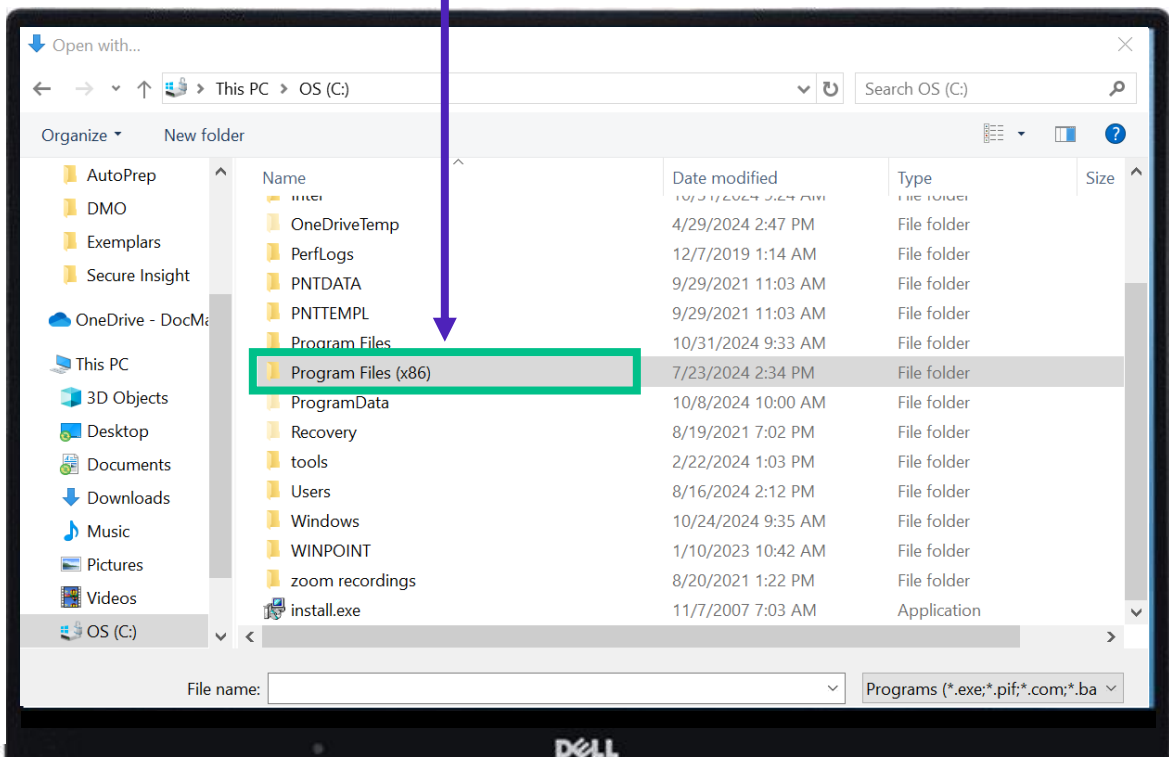
This will open another instance of File Explorer.
Go to This PC and select the C Drive.



DMO – Download & Install Java

Navigating File Explorer

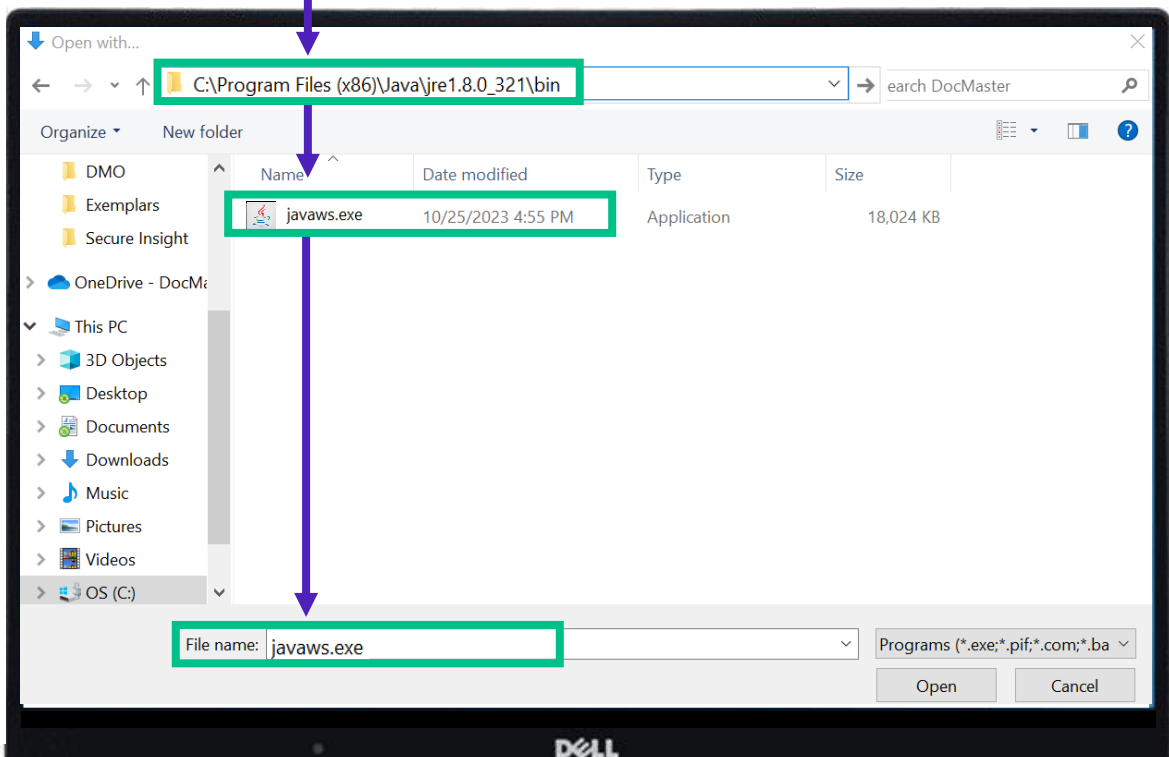
Double-Click the “Program Files (x86)” folder.



DMO – Download & Install Java

“How Much Is In The Bin?!”

Select the Java, jre1.8.0_321, and bin folders in that order.



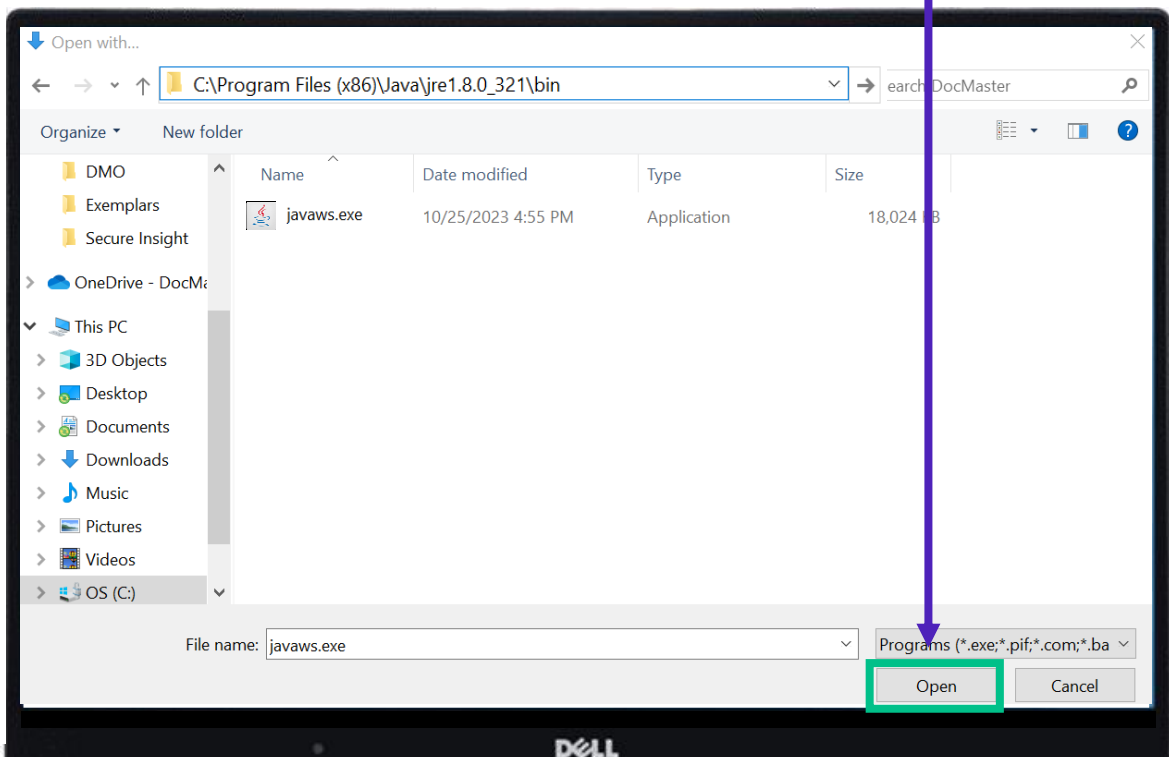
Find the `javaws.exe` application and select it.



DMO – Download & Install Java

Open

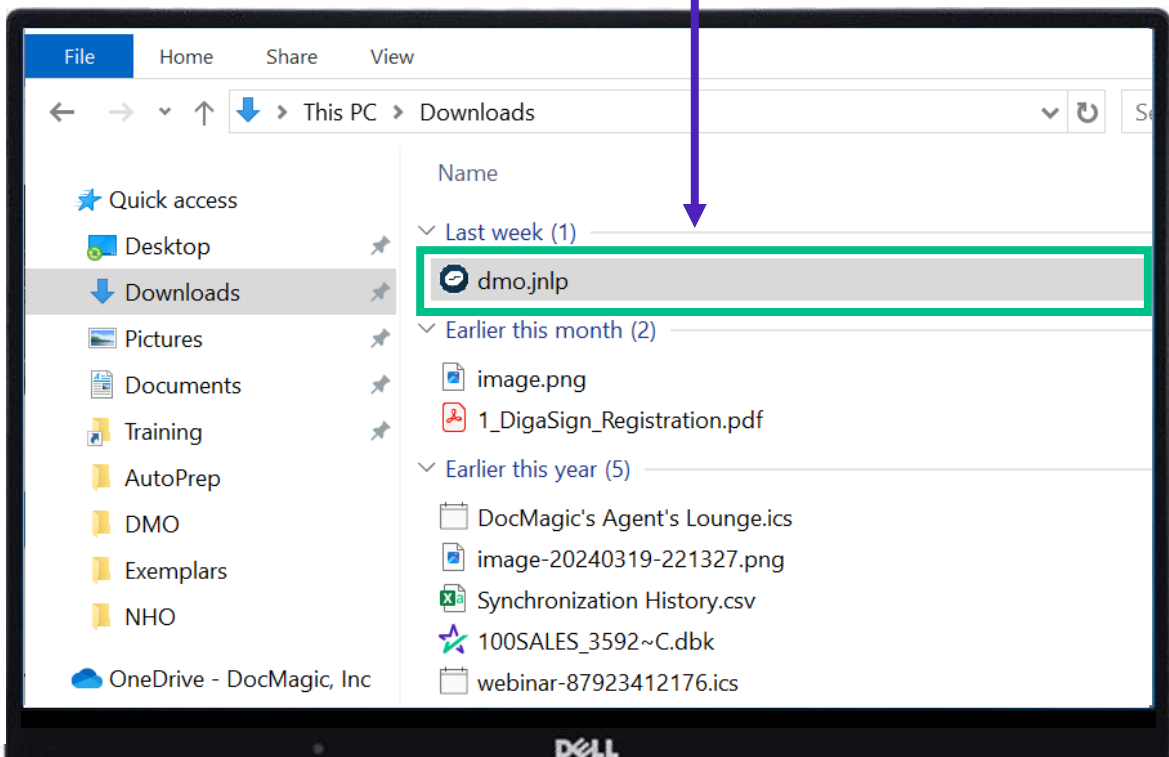
Select Open. Now, your computer will always open .jnlp files using the selected application.



DMO – Download & Install Java

Launch DocMagic Online

Double click the dmo.jnlp file to launch DocMagic Online.



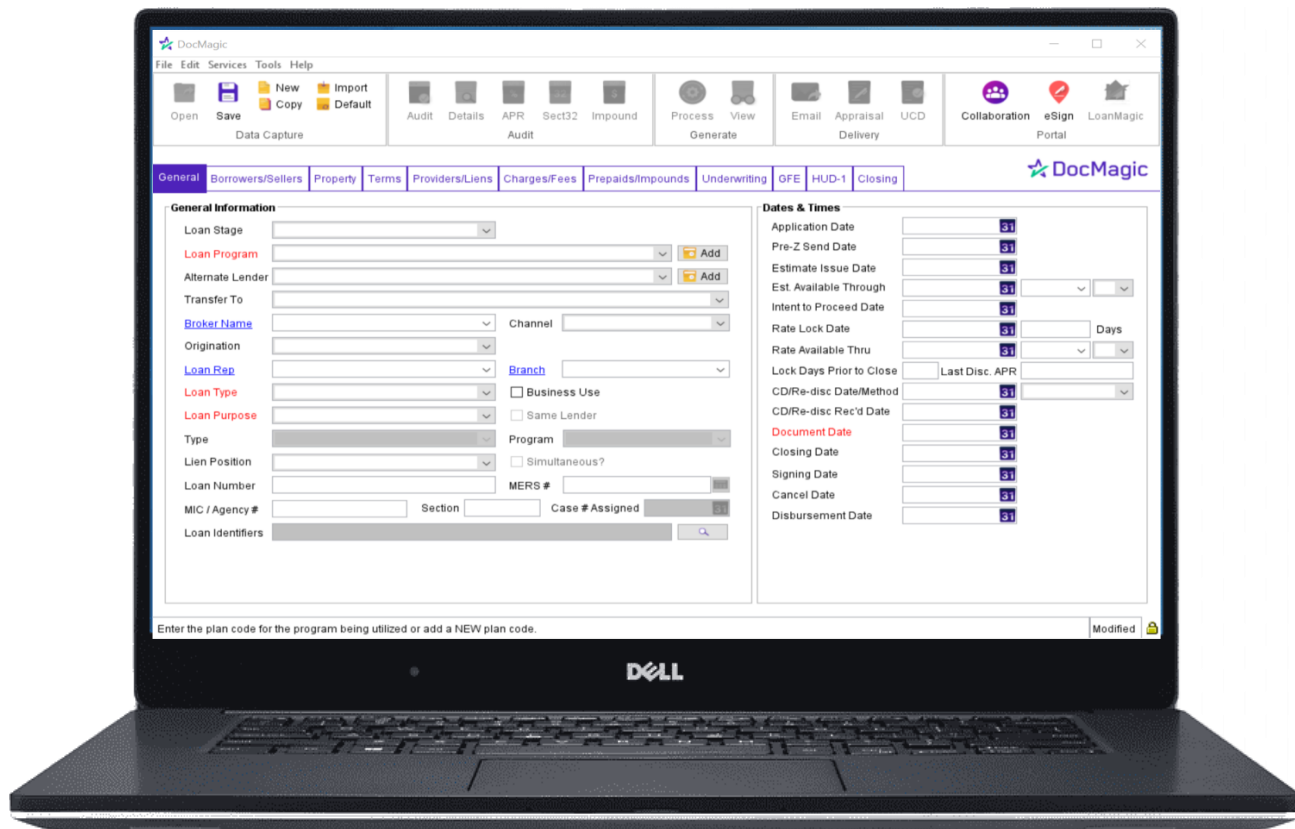


Generating Appraisals
For DocMagic Online

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 displays the DocMagic software interface. The 'General' tab is selected, and the 'Loan Stage' dropdown menu is open, showing 'DISCLOSURE' as the selected option. The interface includes a menu bar (File, Edit, Services, Tools, Help), a toolbar with icons for Open, Save, New, Import, Copy, and Default, and a series of tabs for different loan stages: General, Borrowers/Sellers, Property, Terms, Providers/Liens, Charges/Fees, Prepays/Impounds, Underwriting, Closing, and Summaries. The 'General Information' section contains fields for Loan Stage, Loan Program, Alternate Lender, Transfer To, Broker Name, 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.

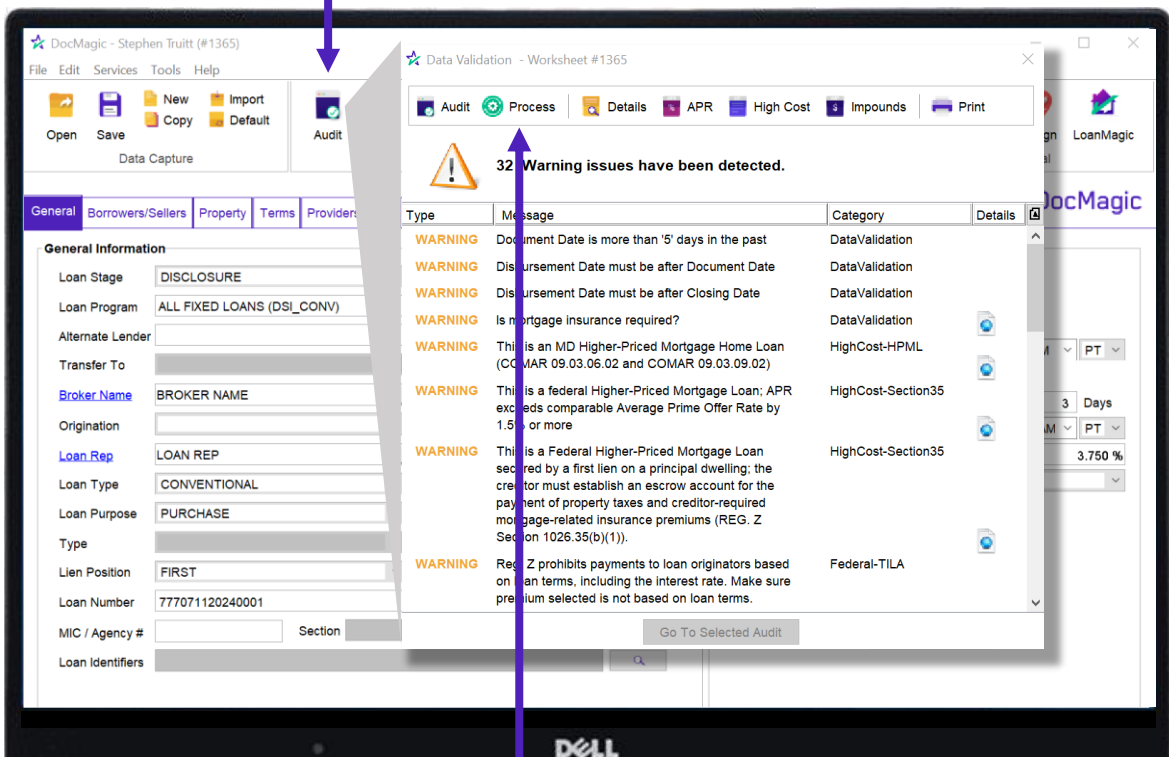
Fill out the relevant information across the different tabs of DocMagic Online.



DMO – Generating Appraisals

Audit & Process

Audit the file.



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.

DocMagic - Stephen Truitt (#1365)

File Edit Services Tools Help

Data Capture

Open Save New Import Copy Default

General Borrowers/Sellers Property T

General Information

Loan Stage: DISCLOSURE

Loan Program: ALL FIXED LOANS

Alternate Lender:

Transfer To:

Broker Name: BROKER NAME

Loan Rep: LOAN REP

Loan Type: CONVENTIONAL

Loan Purpose: PURCHASE

Type:

Lien Position: FIRST

Loan Number: 777071120240001

MIC / Agency #:

Loan Identifiers:

Document Processing Options

Worksheet #1365 (TRUITT) is queued for processing.

General Options

Package Type: Appraisal

File Format: Adverse Action/Denial Application

Loan Application: Appraisal

FNMA 3.x File: Closing

Electronic Delivery

☐ DocMagic eSign

☐ eSignature

☐ eNote

☐ Send to

☐ Event No

☐ E-Mail Security

☐ Require

☐ Retrieval

☐ Disable F

Additional Services

☐ Print and Del

☐ Flood Certification

☐ MERS Registration

Life of Loan? Yes No

Process Cancel

Hit Process.



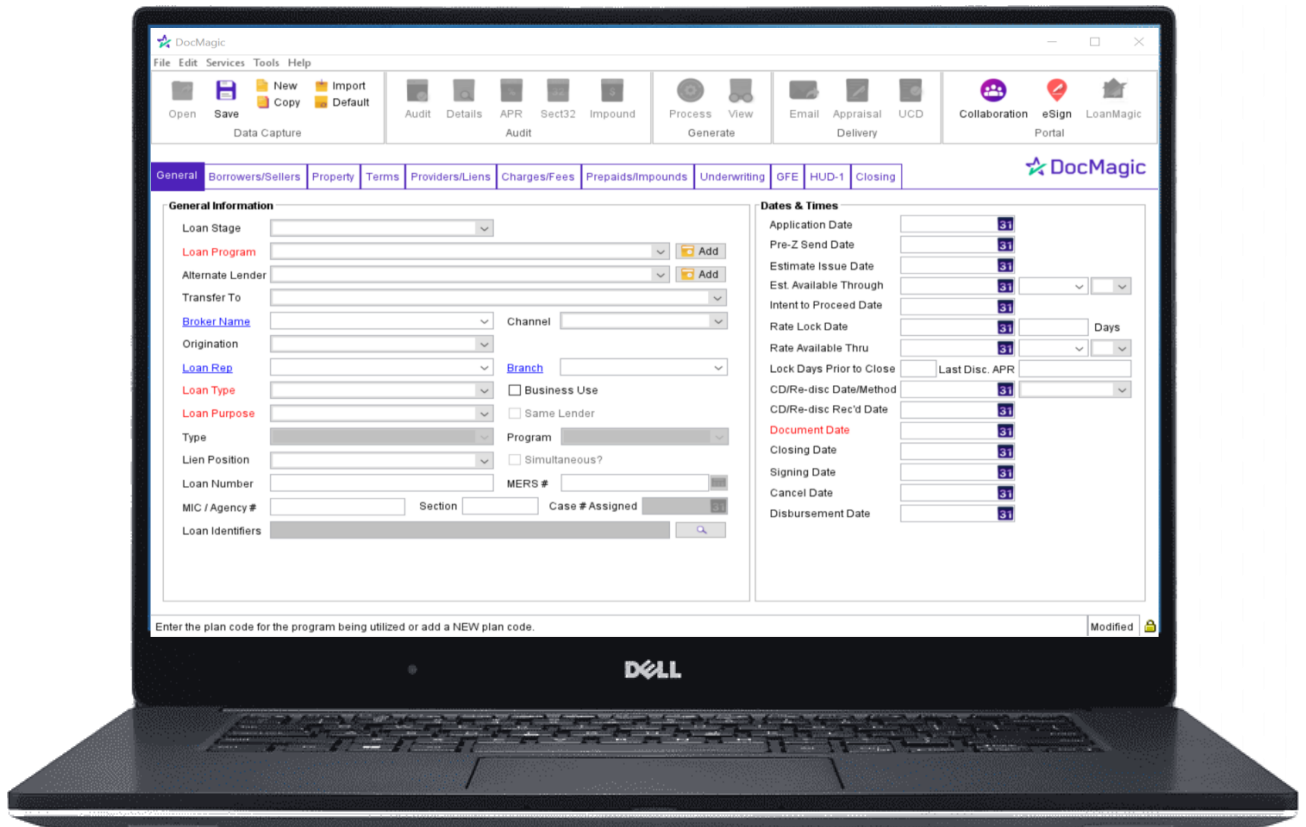


Alternate Lender Guide
For DocMagic Online

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, 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, Prepaids/Impounds, Underwriting, GFE, HUD-1, and Closing. The 'General' tab is active, showing a 'General Information' section on the left and a 'Dates & Times' section on the right. In the 'General Information' section, the 'Alternate Lender' field is highlighted with a green box, and a blue arrow points to the 'Add' button next to it. The 'Dates & Times' section contains various date fields with dropdown menus for selection.

General Information

Loan Stage

Loan Program **Add**

Alternate Lender **Add**

Transfer To Channel

Broker Name Branch

Origination

Loan Rep

Loan Type ☐ Business Use

Loan Purpose ☐ Same Lender

Type Program

Lien Position ☐ Simultaneous?

Loan Number MERS #

MIC / Agency # Section Case # Assigned

Loan Identifiers

Dates & Times

Application Date

Pre-Z Send Date

Estimate Issue Date

Est. Available Through

Intent to Proceed Date

Rate Lock Date Days

Rate Available Thru

Lock Days Prior to Close Last Disc. APR

CD/Re-disc Date/Method

CD/Re-disc Rec'd Date

Document Date

Closing Date

Signing Date

Cancel Date

Disbursement Date

Enter the plan code for the program being utilized or add a NEW plan code. Modified



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 the DocMagic application. The window has three tabs: 'Lender/Beneficiary', 'Loss Payee/Payments To/Mail To', and 'Trustee/Service/Miscellaneous'. The 'Lender/Beneficiary' tab is selected. On the left, there is a sidebar with 'General Information' and 'Loan Program' sections. The 'Lender' section is highlighted with a green box, and a purple arrow points to the 'Org. State' dropdown menu. The 'Beneficiary' section is also visible below the 'Lender' section. The 'Org. State' and 'Org. Type' dropdowns are highlighted with a green box. The 'Add' and 'Cancel' buttons are at the bottom of the form.

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.

DocMagic Add Alternate Lender

File Edit Services Tool

Open Save Data Ca

General Borrowers/St

General Information

Loan Stage

Loan Program

Alternate Lender

Transfer To

Broker Name

Origination

Loan Rep

Loan Type

Loan Purpose

Type

Lien Position

Loan Number

MIC / Agency #

Loan Identifiers

Lender/Beneficiary Loss Payee/Payments To/Mail To Trustee/Service/Miscellaneous

Lender

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

Phone #1 (800) 649-1362 Fax # ()

Phone #2 () Rec. City.

Beneficiary

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

Add Cancel

Enter the plan code for L

Modified

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 the DocMagic application. The 'Loss Payee/Payments To/Mail To' tab is selected. 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 slide.

DocMagic
File Edit Services Tools H Add Alternate Lender

Open Save New Copy Data Capture

General Borrowers/Seller

General Information

Loan Stage ☐
Loan Program ☐
Alternate Lender ☐
Transfer To ☐
Broker Name ☐
Origination ☐
Loan Rep ☐
Loan Type ☐
Loan Purpose ☐
Type ☐
Lien Position ☐
Loan Number ☐
MIC / Agency # ☐
Loan Identifiers ☐

Loss Payee

Name 1ST TEST LENDER OF CALIFORNIA
Address 1800 WEST 213TH STREET
City TORRANCE State CALIFORNIA Zip 90603
Assignee ITS SUCCESSOR AND/OR ASSIGNS

Make Payments To

Name 1ST TEST LENDER OF CALIFORNIA
Address 1800 WEST 213TH STREET
City TORRANCE State CALIFORNIA Zip 90603

When Recorded Mail To

Name 1ST TEST LENDER OF CALIFORNIA
Address 1800 WEST 213TH STREET
City TORRANCE State CALIFORNIA Zip 90603

Add Cancel

Enter the plan code for the program being utilized or add a NEW plan code. Modified

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' window in DocMagic. The 'Trustee/Service/Miscellaneous' tab is selected. The 'Trustee' section is highlighted with a green box, containing fields for Name, Address, City, State, Zip, Org. State, and Org. Type. Below this is the 'Miscellaneous' section with 'Able To Service Loans?' and 'Regulated By' (set to Department of Real Estate). The 'Licensing/Identification' section includes fields for HUD Mortgage ID #, License #, VA ID #, NMLS #, MERS Org ID #, and Tax Service ID #. A left sidebar shows various loan-related options. At the bottom, there are 'Add' and 'Cancel' buttons, and a footer note about plan codes.

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 the DocMagic application. The window has a menu bar (File, Edit, Services, Tools) and a toolbar with icons for Open, Save, and Data Capture. On the left is a sidebar with a tree view containing 'General', 'Borrowers/Sellers', 'General Information', 'Loan Stage', 'Loan Program', 'Alternate Lender', 'Transfer To', 'Broker Name', 'Origination', 'Loan Rep', 'Loan Type', 'Loan Purpose', 'Type', 'Lien Position', 'Loan Number', 'MIC / Agency #', and 'Loan Identifiers'. The main area displays the 'Trustee/Service/Miscellaneous' tab, which is divided into three sections: 'Trustee', 'Miscellaneous', and 'Licensing/Identification'. The 'Trustee' section includes fields for Name, Address, City, State (dropdown), Zip, Org. State (dropdown), and Org. Type (dropdown). The 'Miscellaneous' section includes 'Able To Service Loans?' (dropdown set to 'May Assign') and 'Regulated By' (dropdown set to 'Department of Real Estate'). The 'Licensing/Identification' section includes fields for HUD Mortgage ID #, License #, VA ID #, NMLS # (987897), MERS Org ID # (9999007), and Tax Service ID # (94-57871884). At the bottom are 'Add' and 'Cancel' buttons. A status bar at the very bottom says 'Enter the plan code for the program being utilized or add a NEW plan code.' and 'Modified' with a lock icon. A Dell logo is visible at the bottom center of the monitor frame.

Trustee	
Name	
Address	
City	
State	
Zip	
Org. State	
Org. Type	

Miscellaneous	
Able To Service Loans?	May Assign
Regulated By	Department of Real Estate

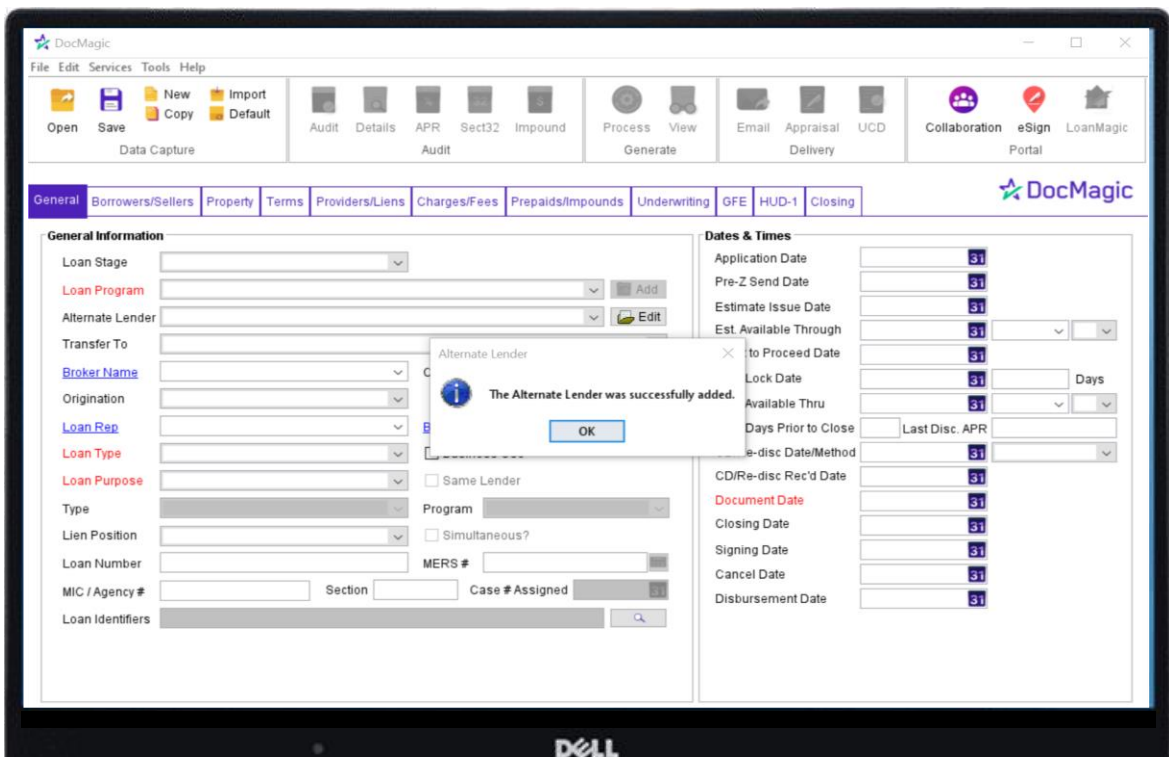
Licensing/Identification	
HUD Mortgage ID #	
License #	
VA ID #	
NMLS #	987897
MERS Org ID #	9999007
Tax Service ID #	94-57871884



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.

The screenshot displays the DocMagic application window. 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, Prepaids/Impounds, Underwriting, GFE, HUD-1, and Closing. The 'General' tab is active, showing the 'General Information' section. This section contains fields for Loan Stage, Loan Program, Alternate Lender (set to '1ST TEST LENDER OF CALIFORNIA (1000)'), Transfer To, Broker Name, Channel, Origination, Loan Rep, Branch, Loan Type, Loan Purpose, Type, Lien Position, Loan Number, MIC / Agency #, Section, MERS #, Case # Assigned, and Loan Identifiers. The 'Dates & Times' section on the right 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. Each date field has a dropdown menu for selection.

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



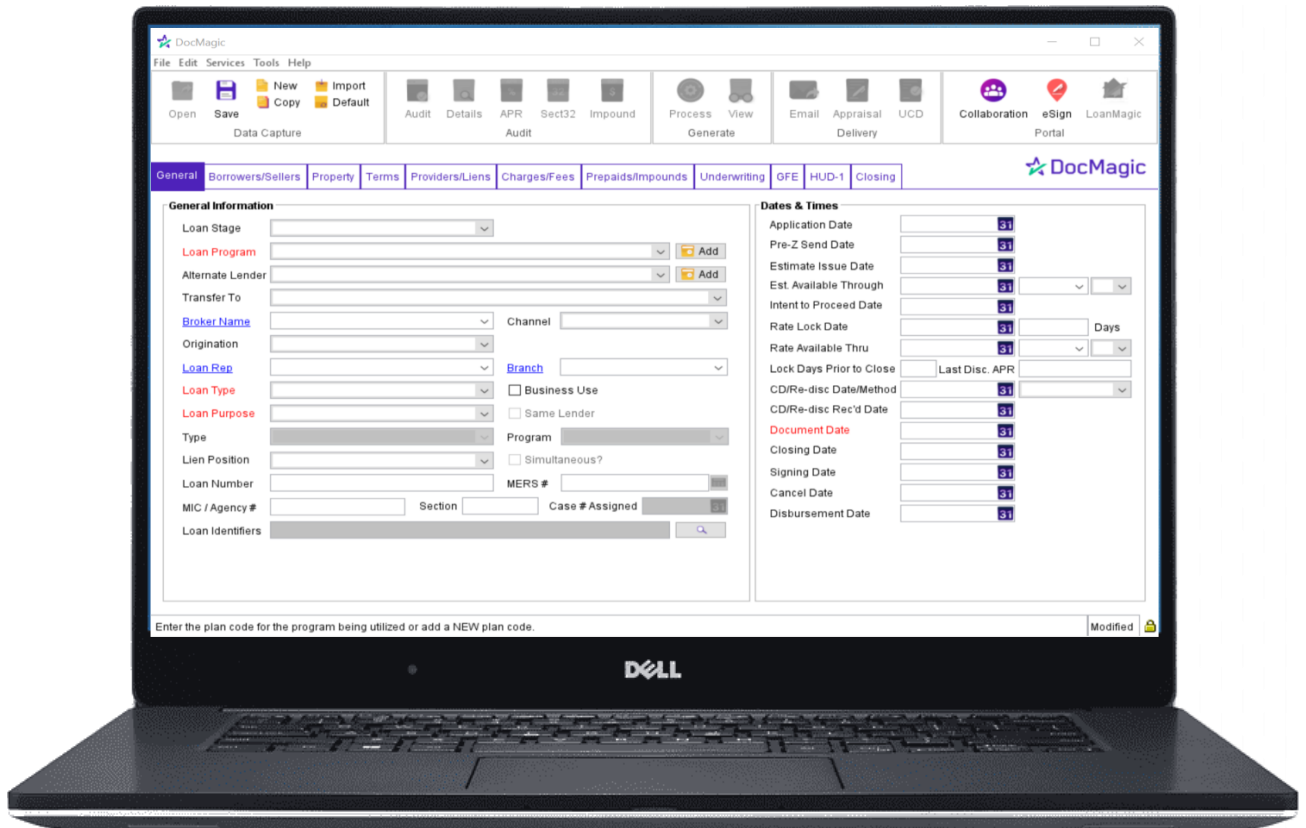


DocMagic Online
Creating Documents in a Dual Trust

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, Generate, 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, Prepaids/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. At the bottom of the window, there is a text field for 'Enter the plan code for the program being utilized or add a NEW plan code.' and a 'Modified' button.

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.

The screenshot displays the DocMagic Online application window. The 'Borrowers/Sellers' tab is selected and highlighted with a green box. A purple arrow points from the instruction box above to this tab. The interface includes a menu bar (File, Edit, Services, Tools, Help), 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, and a main navigation bar with tabs: General, Borrowers/Sellers, Property, Terms, Providers/Liens, Charges/Fees, Prepaids/Impounds, Underwriting, GFE, HUD-1, and Closing. The 'Borrowers' section contains a 'Corp/Trust Name' field, a table with columns 'Name', 'Type', 'Social Sec. #', 'Details', and 'Vesting', and a 'Final Relation' dropdown. The 'Sellers' section contains a 'Corp/Trust Name' field, a 'Name' field, a 'Details' button, and a 'Street' field. The 'Vesting To Read' dropdown is also visible.

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 Process View Email Appraisal UCD Collaboration eSign LoanMagic Portal

General Borrowers/Sellers Property Tax Providers/Liens Charges/Fees Prepaids/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	Details	
SANDRA SAMPLE	INDIVIDUAL	000-00-0001	Details	

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 Audit Process View Email Appraisal UCD Collaboration eSign LoanMagic Portal

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

Borrowers

Corp/Trust Name THE SAMMY SAMPLE REVOCABLE TRUST DATED DECEMBER 26, 2000

Name	Type	Serial No.	Details	Vesting
SAMMY SAMPLE	INDIVIDUAL	000-00-0000	TRUSTEE	
SANDRA SAMPLE	INDIVIDUAL	000-00-0001	TRUSTEE	

Final Relation

Country UNITED STATES

City

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

Mailing Street

State

Unit

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

☐ MERS Registration

Life of Loan? ☒ Yes ☐ No

Process Cancel

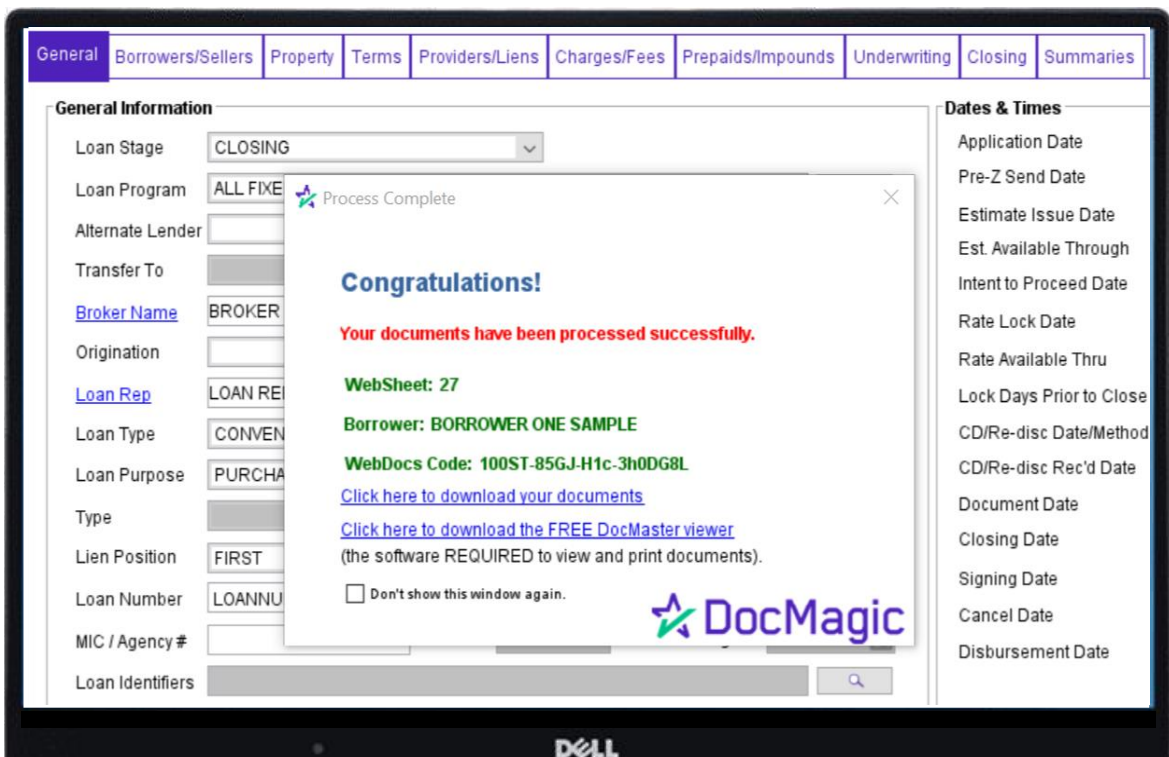
This will give you the ability to annotate with the DocMaster program.



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.



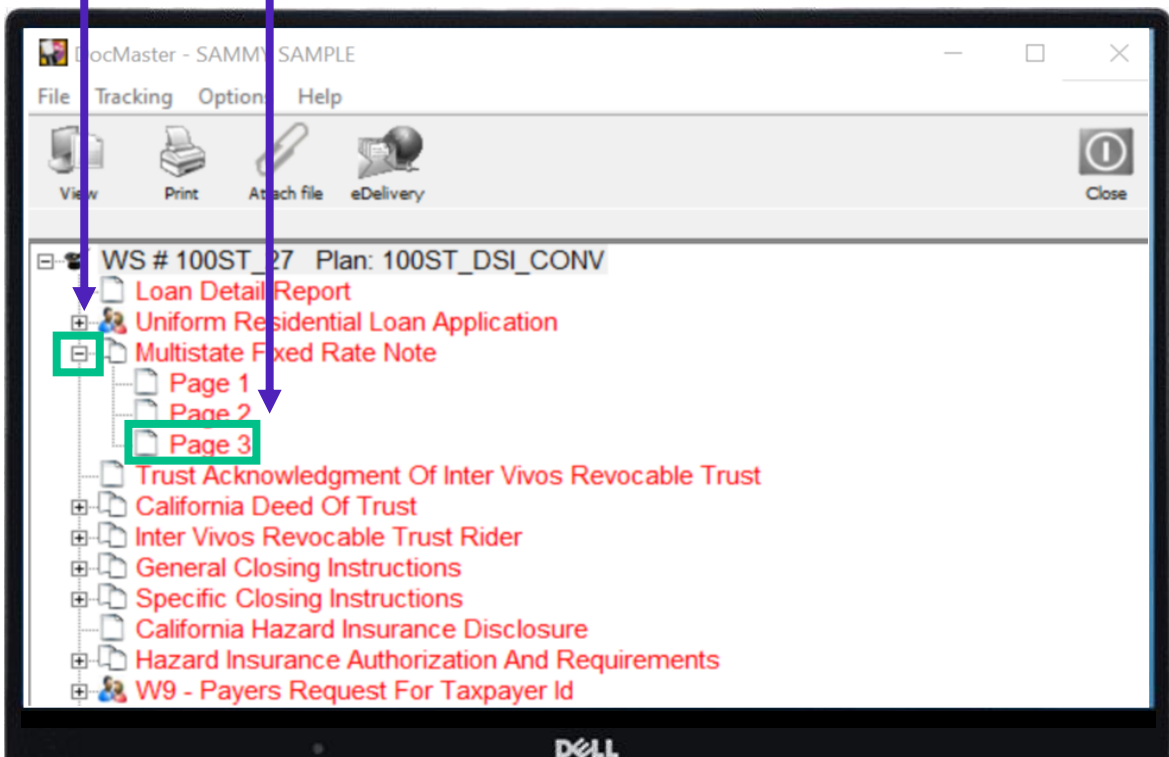
DocMaster is necessary to complete the next steps and annotate the documents. For instructions on how to download and install DocMaster, please visit:
<https://www.docmagic.com/product-training/docmaster>



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.



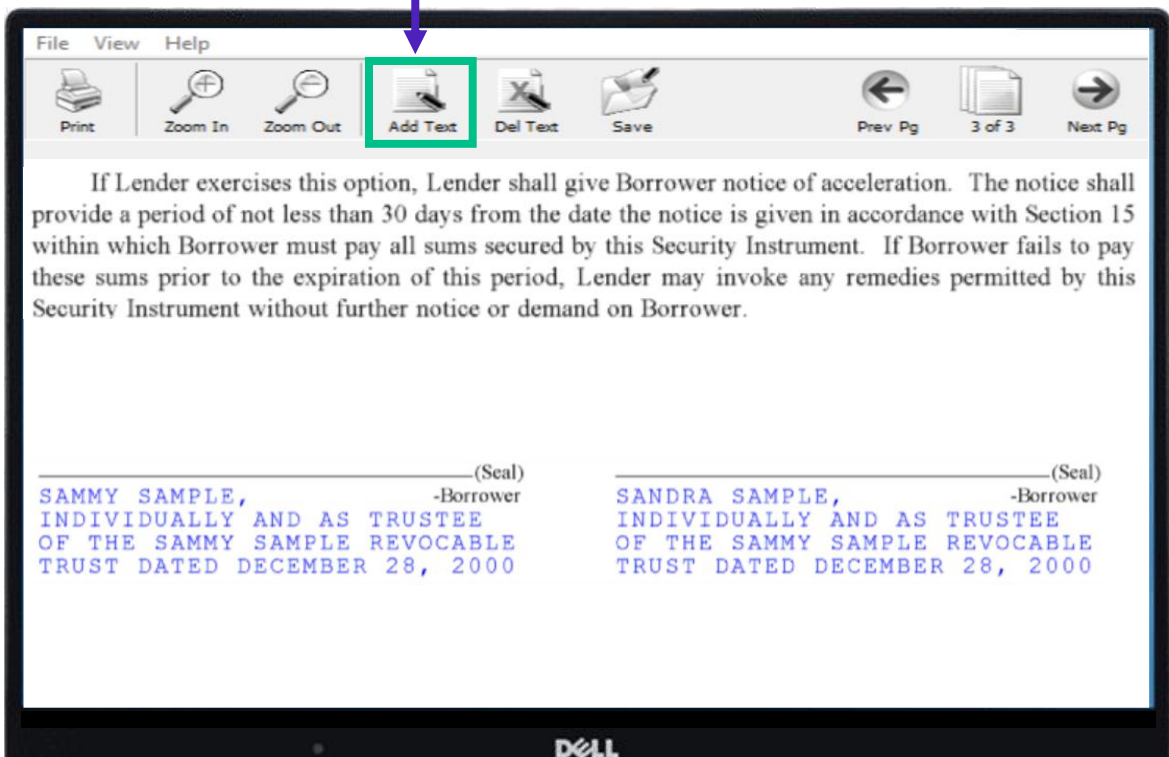
The document will open in another window (shown on next page).



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.



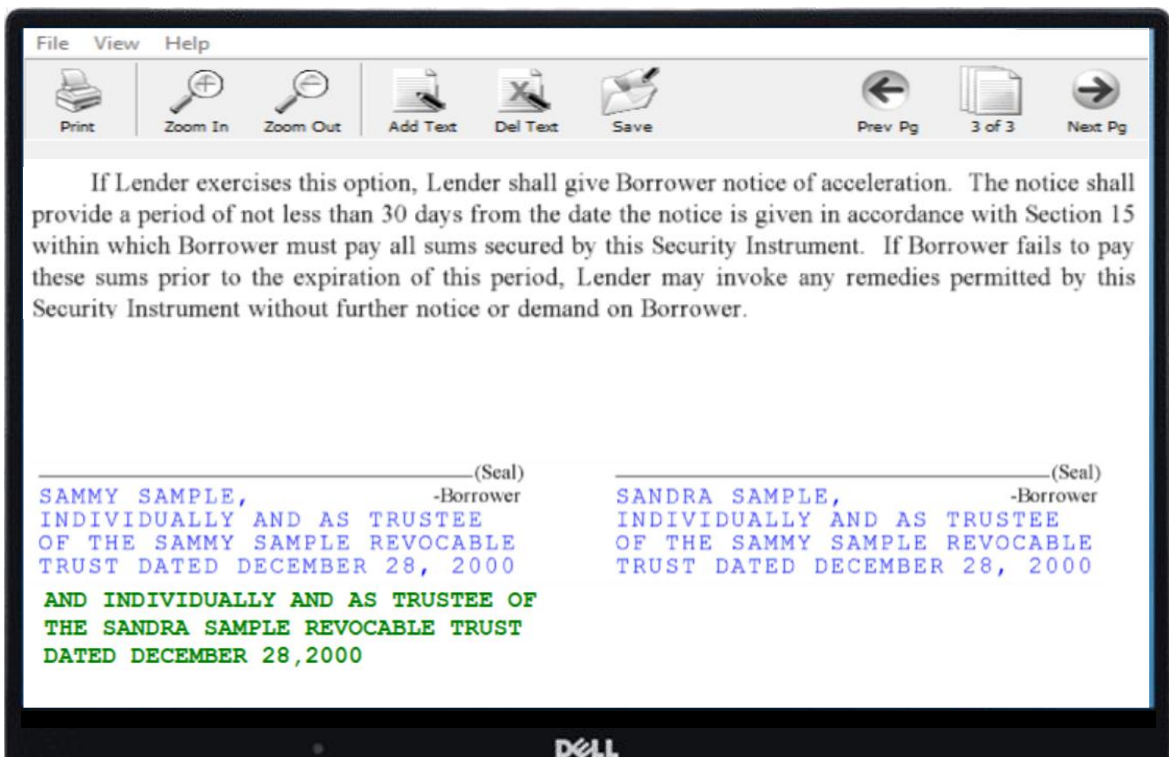
Then click anywhere on the document and start typing your annotation.



DMO – Dual Trust Documents

Annotating

Type the information for the second trust.



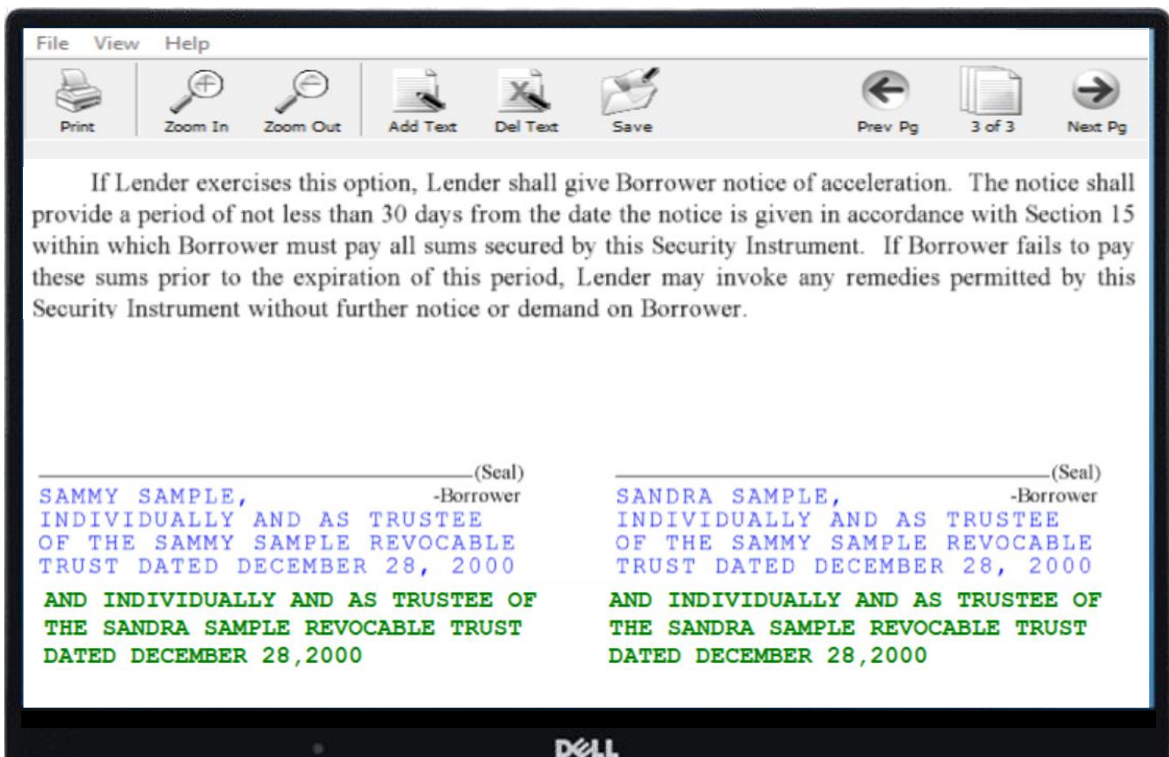
You may click enter to move the cursor down and over to begin typing a second line. The cursor will fall directly below where you first placed it.



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.



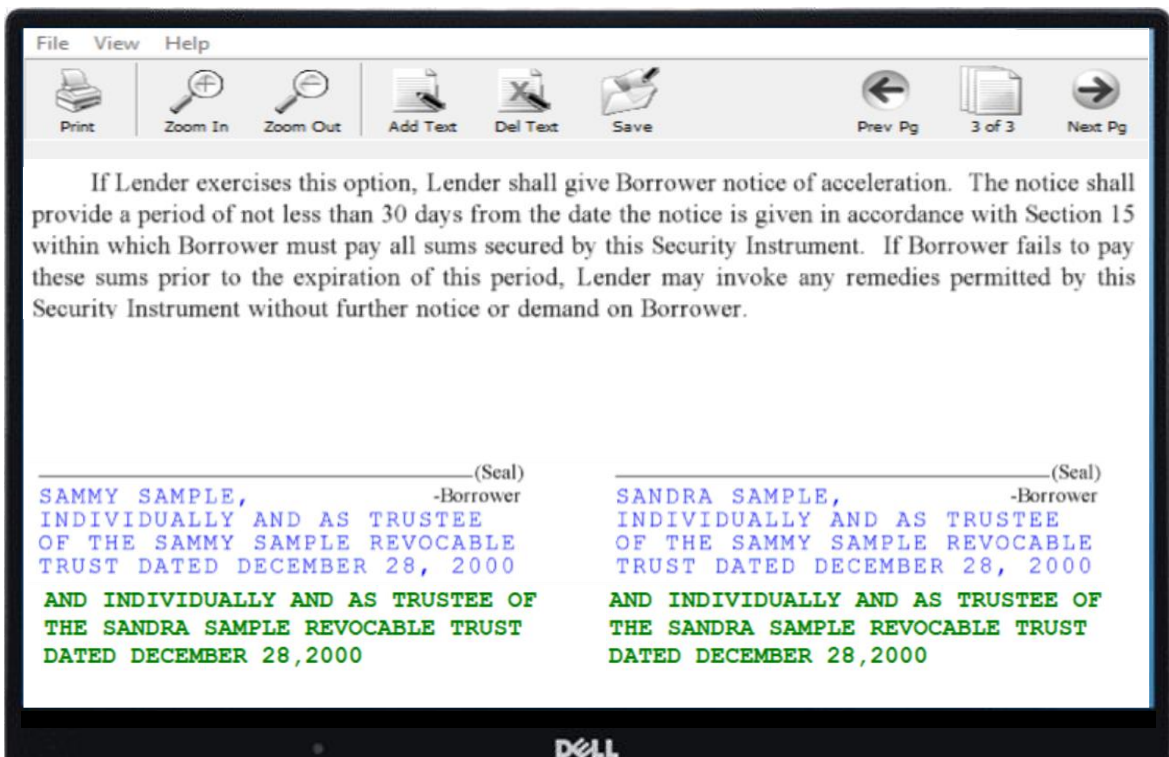
You may be prompted to log in with your DocMagic user credentials to save the annotations.



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.



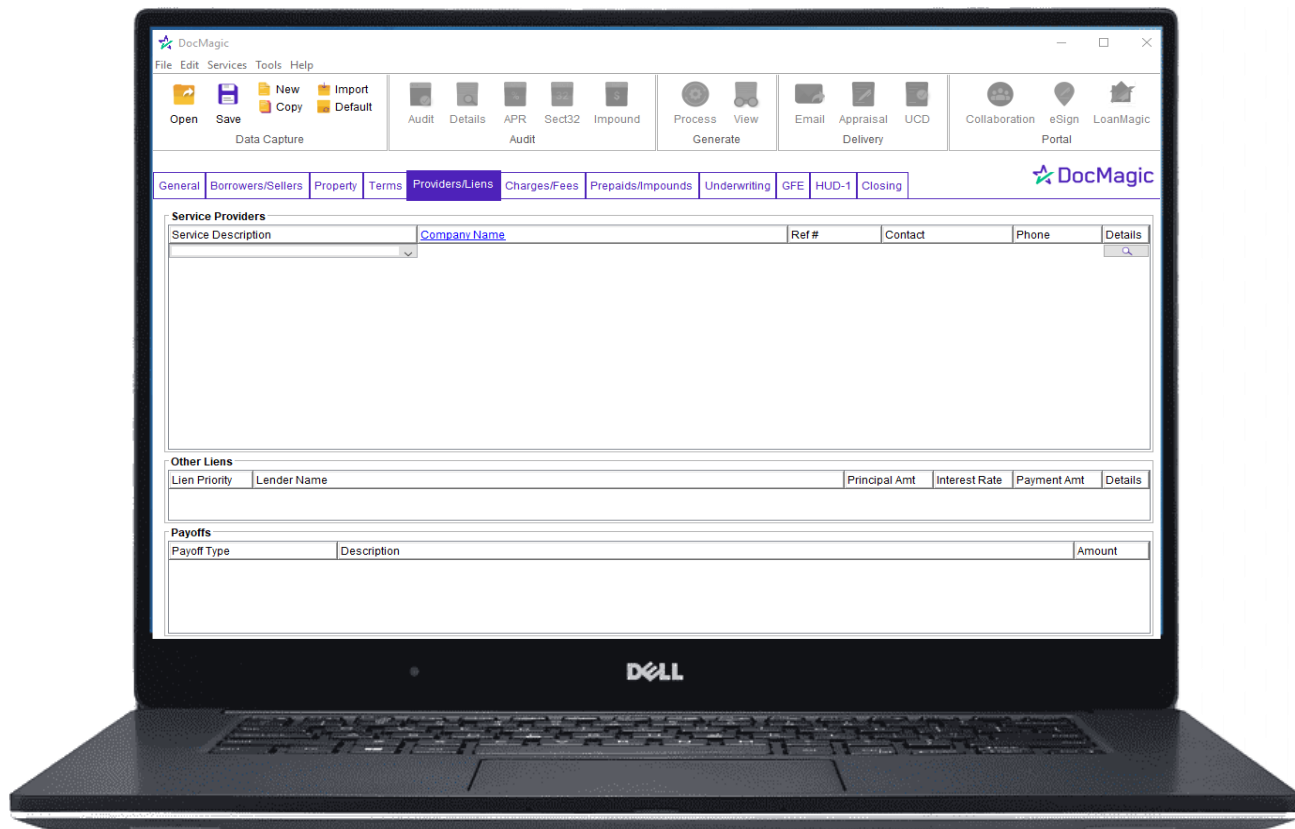


DocMagic Online
Adding Service Providers

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.

The screenshot shows the DocMagic application window. The 'Providers/Liens' tab is selected. The 'Service Providers' section contains a table with columns: Service Description, Company Name, Ref #, Contact, Phone, and Details. The 'Service Description' cell is highlighted with a green box. Below this are sections for 'Other Liens' and 'Payoffs'.

Service Description	Company Name	Ref #	Contact	Phone	Details

Lien Priority	Lender Name	Principal Amt	Interest Rate	Payment Amt	Details

Payoff Type	Description	Amount

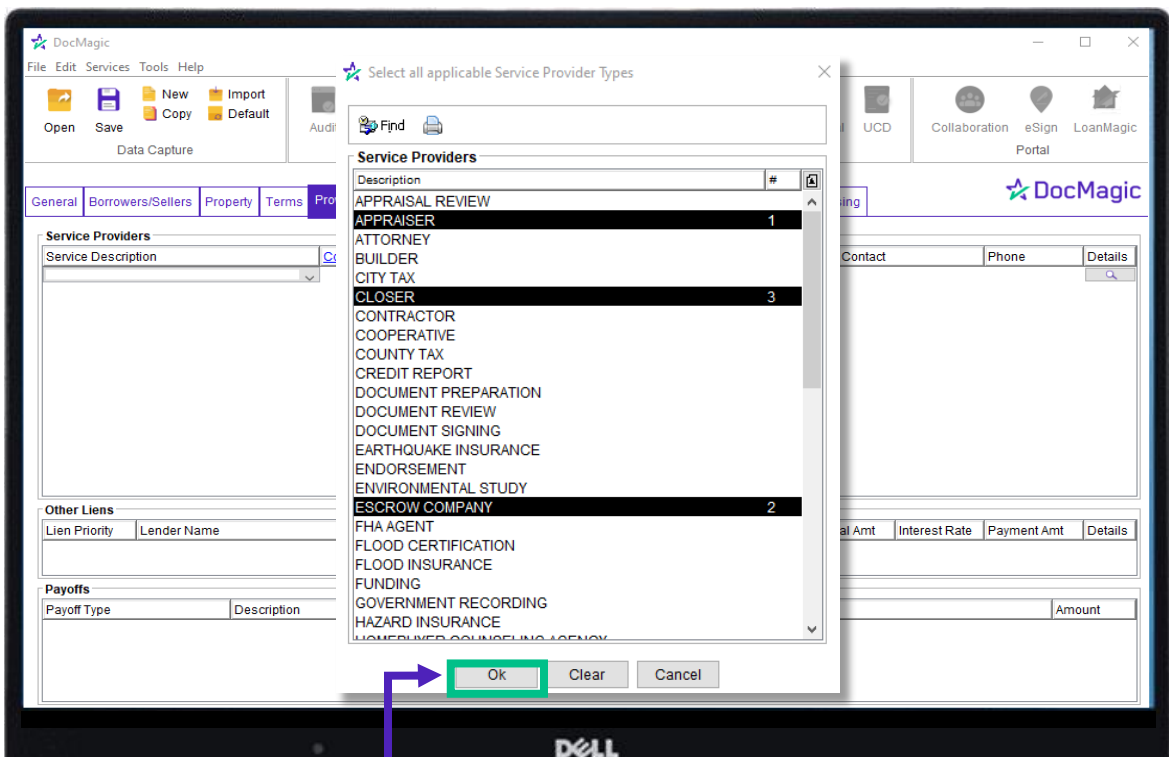
Clicking this box will open a new window (shown on next page).



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.

DocMagic

File Edit Services Tools Help

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

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

Service Providers

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

Organize Service Providers

General Borrow

Service Provider

Service Description: APPRAISER, ESCROW CLOSER

Company Name: TEST APPRAISER

Street: 9118 MADISON AVENUE

City: MONTEBELLO State: CALIFORNIA Zip: 90640

Service Type: APPRAISER

Relation Code: No relation code selected.

License #: NMLS #: Add'l Licensing...

Contacts

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
-------------	-------------	--------

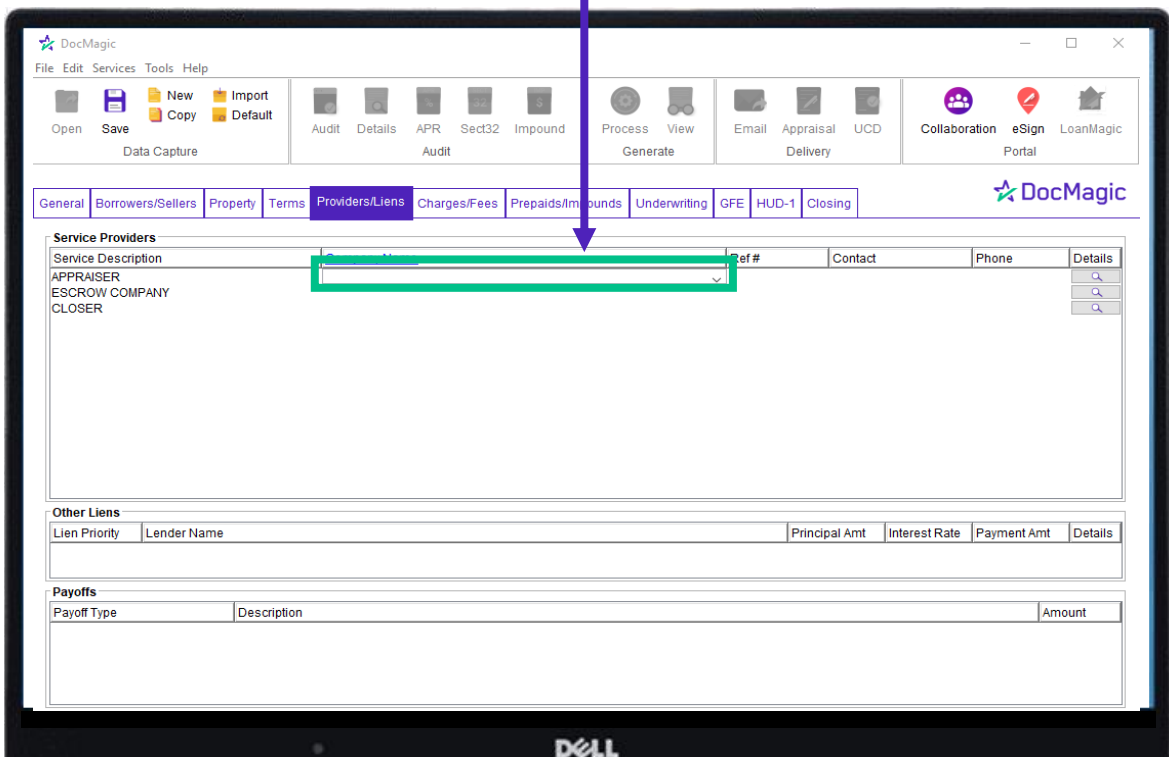
Press the floppy disk icon at the top to save your entry to your DocMagic database for future use.



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.



The screenshot shows the DocMagic application interface. The 'Providers/Liens' tab is selected in the top navigation bar. Below the tab, there are three main sections: 'Service Providers', 'Other Liens', and 'Payoffs'. The 'Service Providers' section contains a table with columns: Service Description, Company Name, Ref #, Contact, Phone, and Details. The 'Company Name' column has a dropdown menu, and the area below it is highlighted with a green box. The 'Other Liens' section has columns: Lien Priority, Lender Name, Principal Amt, Interest Rate, Payment Amt, and Details. The 'Payoffs' section has columns: Payoff Type, Description, and Amount.

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

Lien Priority	Lender Name	Principal Amt	Interest Rate	Payment Amt	Details

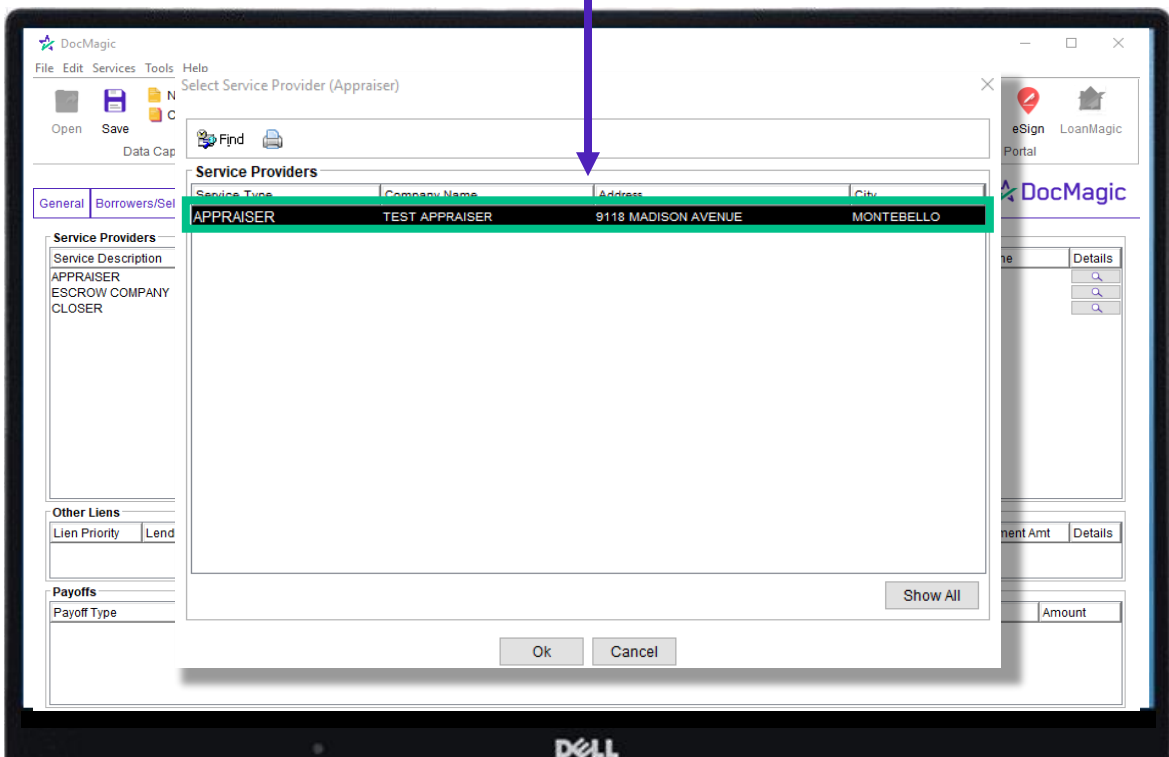
Payoff Type	Description	Amount



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.

The screenshot shows the DocMagic application window. The 'Providers/Liens' tab is selected in the top navigation bar. The 'Service Providers' section contains a table with the following data:

Service Description	Company Name	Ref #	Contact	Phone	Details
APPRAISER	TEST APPRAISER		ANDY APPRAISER	(800) 649-136	
ESCROW COMPANY					
CLOSER					

Below the 'Service Providers' table are sections for 'Other Liens' and 'Payoffs', each with their respective tables.

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
Open Save Data Center

General Borrowers/Service Providers

Service Providers
Service Description
APPRAISER
ESCROW COMPANY
CLOSER

Other Liens
Lien Priority Lien

Payoffs
Payoff Type

Details - Test Appraiser

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

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 loan application. 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, Copy, Import, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic. The main menu includes General, Borrowers/Sellers, Property, Terms, Providers/Liens, Charges/Fees, Prepaids/Impounds, Underwriting, Closing, and Summaries. The 'General Information' section includes fields for Loan Stage (DISCLOSURE), Loan Program (ALL FIXED LOANS (DSI_CONV)), Alternate Lender, Transfer To, Broker Name, Channel, Origination, Loan Rep, Branch, Loan Type (CONVENTIONAL), Business Use, Loan Purpose (PURCHASE), Same Lender, Type, Program, Lien Position (FIRST), Simultaneous?, 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. The 'General' tab is selected. In the 'General Information' section, the 'Loan Stage' is set to 'DISCLOSURE'. In the 'Dates & Times' section, the 'Estimate Issue Date' is highlighted with a green box and a red arrow pointing to it from the instruction box above. The 'Estimate Issue Date' is currently blank.

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
Loan Purpose	PURCHASE
Type	
Lien Position	FIRST
Loan Number	777041020250001
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	
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	
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.

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 checked="" 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 checked="" 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 shows the DocMagic software interface with the 'Charges/Fees' tab selected. The 'Charges' table has columns: Charge Description, To, TRID Section, Charge Amt, Paid By, Amt Paid, POC?, APR?, Fin?, BC?, SR?, Opt?, and Estimate. The 'Estimate' column is highlighted with a green box. The 'Charge Amt' column is also highlighted with a green box. A purple arrow points from the text box above to the 'Estimate' column header, and another purple arrow points from the 'Estimate' column header down to the 'Charge Amt' column.

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

Below the 'Charges' table, there are sections for 'Fees' and 'Premiums'. The 'Fees' table has columns: Fee Description, To, Fee Points, +Fee Fixed, Paid By, APR?, Fed Bona Fide?, State Bona Fide?, and Estimate. The 'Premiums' table has columns: Premium Description, To, Premium Points, +Fixed, and Estimate.

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 shows the DocMagic software interface. The 'General Information' section on the left 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 on the right includes fields for Application Date (03/01/2021), Pre-Z Send Date (03/02/2021), Estimate Issue Date (04/14/2025), 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, 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). The 'Estimate Issue Date' field is highlighted in green.

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.

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 checked="" 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 checked="" 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

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 shows the DMO software interface with the 'Charges/Fees' tab selected. The top toolbar includes buttons for Open, Save, New, Copy, Import, Default, Audit, Details, APR, Sect32, Impound, Process, View, Email, Appraisal, UCD, Collaboration, eSign, and LoanMagic. The 'Charges/Fees' tab is active, displaying three sections: Charges, Fees, and Premiums.

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 checked="" 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 shows the 'Changed Circumstance' window in the DocMagic software. The window is titled 'Changed Circumstance' and has a close button (X) in the top right corner. A purple arrow points to the 'Reason:' dropdown menu, which is currently set to 'Reason:'. The 'Date:' field is set to '31'. Below the 'Reason:' dropdown is a 'Description:' text area. The main part of the window contains a table with the following columns: 'Type', 'Description', 'Revised Amo...', 'Previous Amo...', and 'Includ...'. The table lists several charges with their respective amounts and checkboxes. Below the table is a 'Disclosure Type:' dropdown menu and a 'Date:' field set to '31'. At the bottom of the window are 'Ok' and 'Cancel' buttons. The background shows the DocMagic interface with various toolbars and a list of charges on the left.

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"/>

Disclosure Type: Date: 31

Ok Cancel



DMO Change of Circumstance

Change of Circumstance (Reason)

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

The screenshot shows a software application window titled 'Changed Circumstance'. The window has a title bar with standard OS controls and a close button. Below the title bar is a list of reasons for a change of circumstance. The 'Delayed Settlement' reason is selected. Below the list is a 'Reason' field and a 'Select...' button. At the bottom are 'Ok' and 'Cancel' buttons. The background shows a software interface with tabs like 'General', 'Borrowers/Sellers', 'Property', and 'Terr'. There are also sections for 'Charges', 'Fees', and 'Premiums'.

Charge Description	To
Appraisal Fee	APPRaisal C
CREDIT REPORT	CREDIT REP
DOCUMENT FEE	DOCUMENT :
UNDERWRITING FEE	Lender
PROCESSING FEE	Lender
CLOSING FEE	CONTACT HE
TITLE FEE	Lender
Title - Lender's Title Insura...	Lender
Transfer Taxes	DOCMAGIC IN

Fee Description	To
Loan Origination Fee	LENDER

Premium Description	To
YIELD SPREAD PREMIUM	BROKER

Reason: Select...

Ok Cancel

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 interface with a 'Changed Circumstance' dialog box. The dialog has a 'Description' list with the following items: 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 selected. Below the list is a 'Reason' text field containing the word 'OTHER'. A blue arrow points from the 'Other' option in the list to the 'Reason' field. Another blue arrow points from the 'Reason' field to a text box below the dialog. The background shows a 'Data Capture' window with tabs for 'General', 'Borrowers/Sellers', and 'Property'. The 'Charges' section is visible, showing a table with 'Charge Description' and 'To' columns. The 'Fees' section shows a table with 'Fee Description' and 'To' columns. The 'Premiums' section shows a table with 'Premium Description' and 'To' columns. The 'DocMagic' logo is visible in the top right corner.

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

Fee Description	To
Loan Origination Fee	LENDER

Premium Description	To
YIELD SPREAD PREMIUM	BROKER

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 the DMO software interface with the 'Changed Circumstance' dialog box open. The dialog box has a 'Reason' field and a 'Description' field. A purple arrow points from the text box in the 'Description' field to the 'Reason' field in the 'Changed Circumstance' list.

Changed Circumstance

Description

- 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)
- Other

Reason TYPE EVERYTHING HERE!!

Ok Cancel

Changed Circumstance

Reason: [Dropdown] Date: [31]

Description:

it might not print in the right place if you type it here!

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"/>

Disclosure Type: [Dropdown] Date: [31]

Ok Cancel

[Manage Changed Circumstance Information](#)

☐ Exclude Conventional MI from Points and Fees Test



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.

Changed Circumstance

Description

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

Other

Reason: TYPE EVERYTHING HERE!!

Select...

Ok Cancel

[Manage Changed Circumstance Information](#)

Changed Circumstance

Reason: Date: 31

Description: it might not print in the right place if you type it here!

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"/>

Disclosure Type: Date: 31

Ok Cancel

☐ Exclude Conventional MI from Points and Fees Test

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 the 'Changed Circumstance' application window. On the left is a sidebar with tabs for 'General', 'Borrowers/Sellers', and 'F'. The 'General' tab is active, showing sections for 'Charges', 'Fees', and 'Premiums'. The 'Charges' section lists various fees like Appraisal Fee, CREDIT REPORT, DOCUMENT FEE, etc. The 'Fees' section includes Fee Description and Loan Origination Fee. The 'Premiums' section includes Premium Description and YIELD SPREAD PREMIUM. The main area of the window is titled 'Changed Circumstance' and contains a 'Reason' dropdown menu with the text 'NAME CHANGE FROM STEPHEN TO S...', a 'Date' field with the value '05/01/2025', and a 'Description' field with the text 'FHA to Conventional'. A calendar pop-up is displayed over the 'Date' field, showing the month of May 2025. The calendar has a table of dates from 27 to 31. The date '31' is highlighted in blue. At the bottom of the window are 'Ok' and 'Cancel' buttons. A footer bar contains the text 'Manage Changed Circumstance Information' and a checkbox labeled 'Exclude Conventional MI from Points and Fees Test'.

Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31

Description: FHA to Conventional

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...

Disclosure Type: Date: 31

Ok Cancel

Manage Changed Circumstance Information ☐ 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.

Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31

Description: FHA to Conventional

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"/>

Disclosure Type: Date: 31

Ok Cancel

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



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.

Changed Circumstance

Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31

Description: FHA to Conventional

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"/>

Disclosure Type: **Closing Disclosure**
Loan Estimate

Manage Changed Circumstance Information ☐ Exclude Conventional MI from Points and Fees Test

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" with a "Data Capture" toolbar. The left sidebar contains sections for "Charges", "Fees", and "Premiums". The main area displays a "Reason" dropdown set to "NAME CHANGE FROM STEPHEN TO S...", a "Date" field set to "05/01/2025", and a "Description" field set to "FHA to Conventional". A calendar pop-up is open, showing the month of May 2025. A blue arrow points from the instruction text to the date field, and a green box highlights the date "05/02/2025" in the "Disclosure Type" field. The "Disclosure Type" is set to "Loan Estimate".

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...

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.

Open Save New Import Data Capture

General Borrowers/Sellers Pr

Charges

Charge Description T
Appraisal Fee A
CREDIT REPORT C
DOCUMENT FEE D
UNDERWRITING FEE L
PROCESSING FEE L
CLOSING FEE C
TITLE FEE L
Title - Lender's Title Insura... L
Transfer Taxes D

Fees

Fee Description T
Loan Origination Fee L

Premiums

Premium Description T
YIELD SPREAD PREMIUM B

Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31

Description:

FHA to Conventional

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 Date: 05/02/2025 31

Ok Cancel

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 checked="" 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 checked="" 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.

Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31

Description:

FHA to Conventional

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"/>

Disclosure Type: Loan Estimate Date: 05/02/2025 31

Ok Cancel

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.

Document Processing Options

Worksheet #121 (TRUITT) is queued for processing.

General Options

Package Type: Initial Disclosure

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

☐ MERS Registration

Life of Loan? ☒ Yes ☐ No

Process Cancel

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 checked="" 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

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

Estimate

\$2,500.00

☐ Exclude Conventional MI from Points and Fees Test

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.

Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31

Description: FHA to Conventional

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"/>

Disclosure Type: Loan Estimate Date: 05/02/2025 31

Ok Cancel



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.

Reason: NAME CHANGE FROM STEPHEN TO S... Date: 05/01/2025 31

Description: FHA to Conventional

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 Date: 05/09/2025 31

Ok Cancel

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



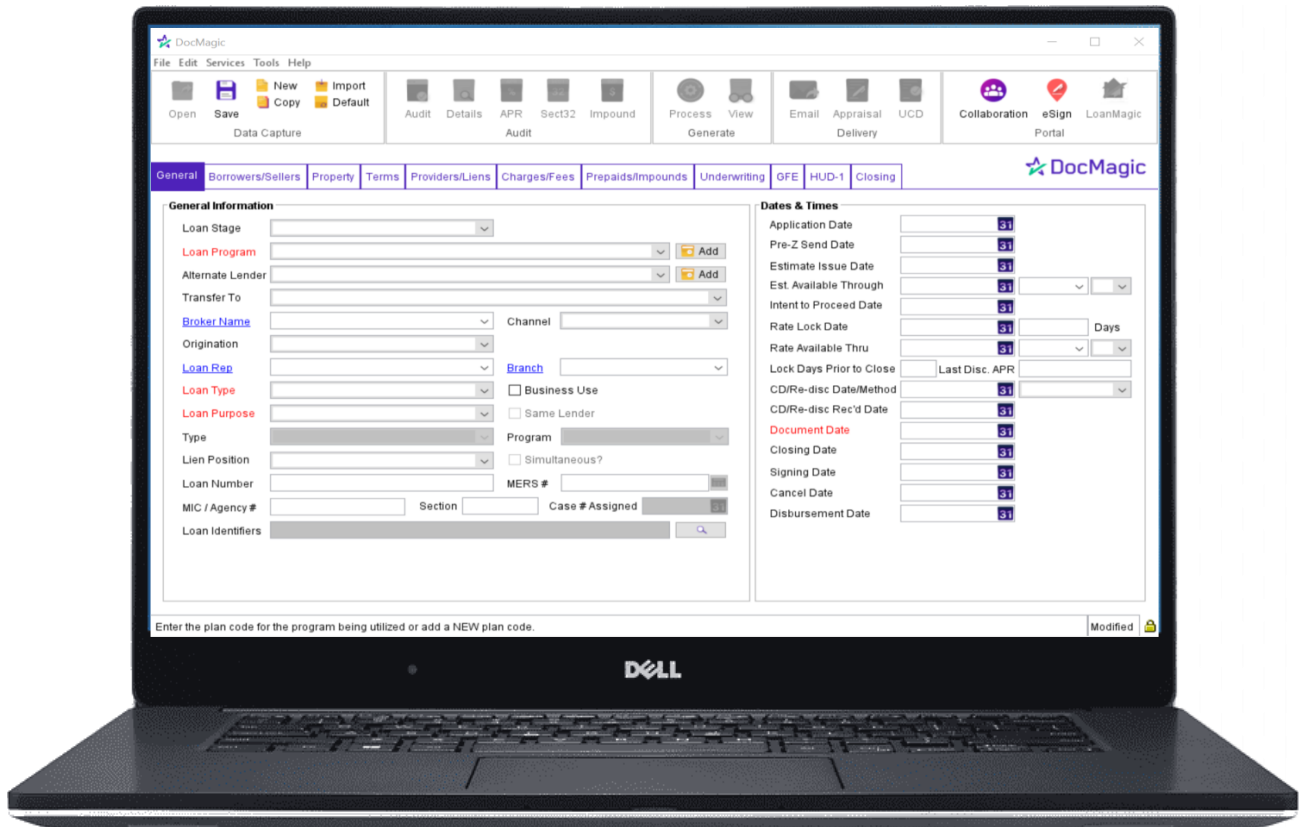


Switching to the new URLA
in DocMagic Online

DMO – Switch to New URLA

Open DocMagic Online

Start by launching DocMagic Online.

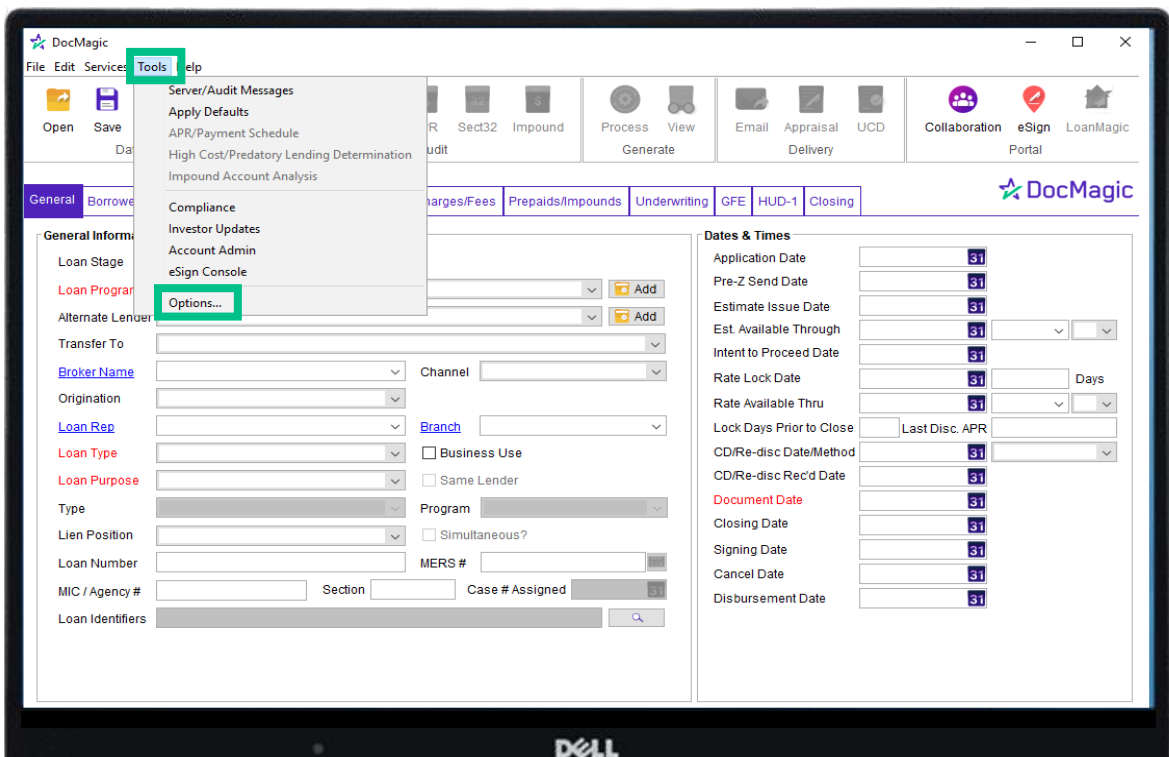


For instructions on how to launch and use DocMagic Online, please visit our product training page:
<https://www.docmagic.com/product-training>



Options

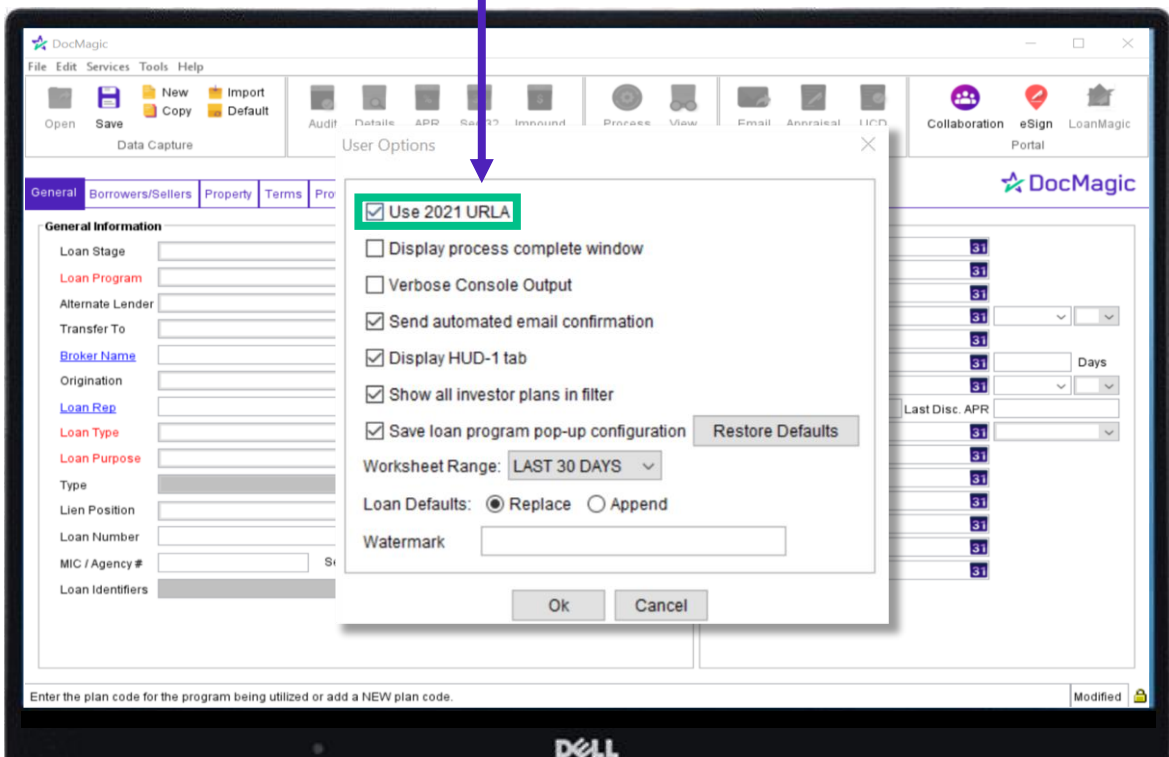
From the Tools drop-down, select Options...



DMO – Switch to New URLA

Use 2021 URLA

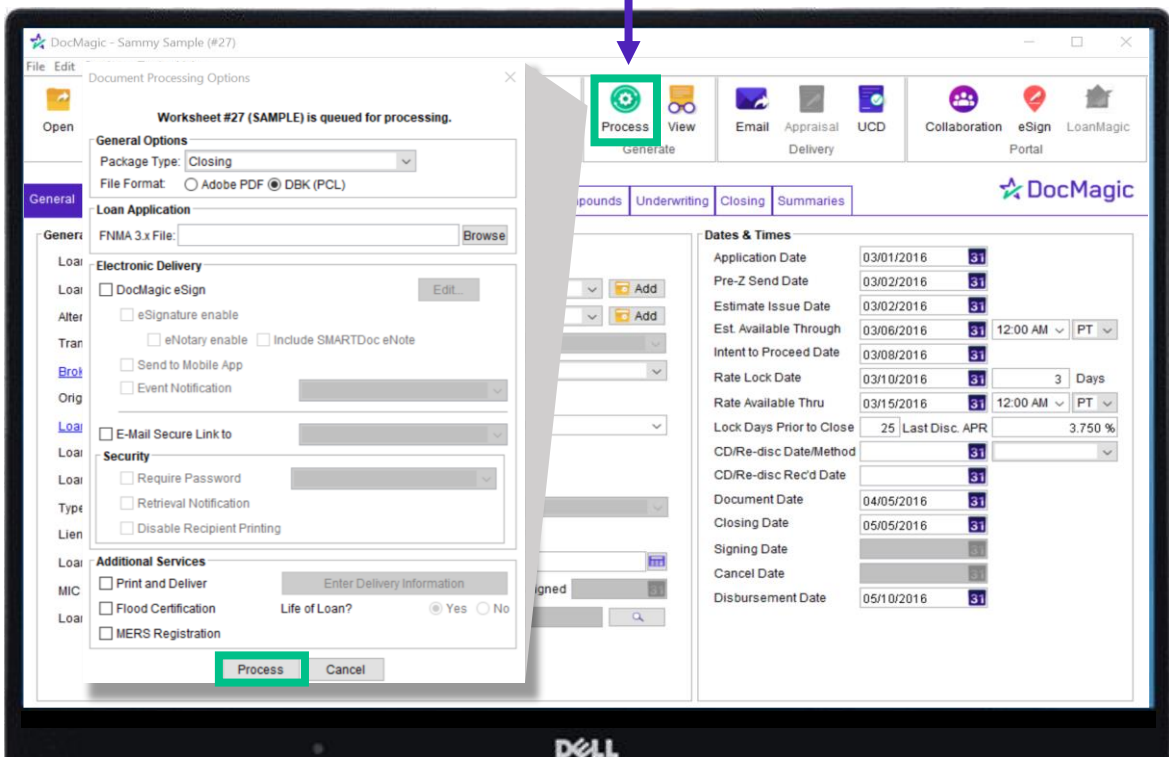
Check the box that reads “Use 2021 URLA”.



DMO – Switch to New URLA

Process Documents

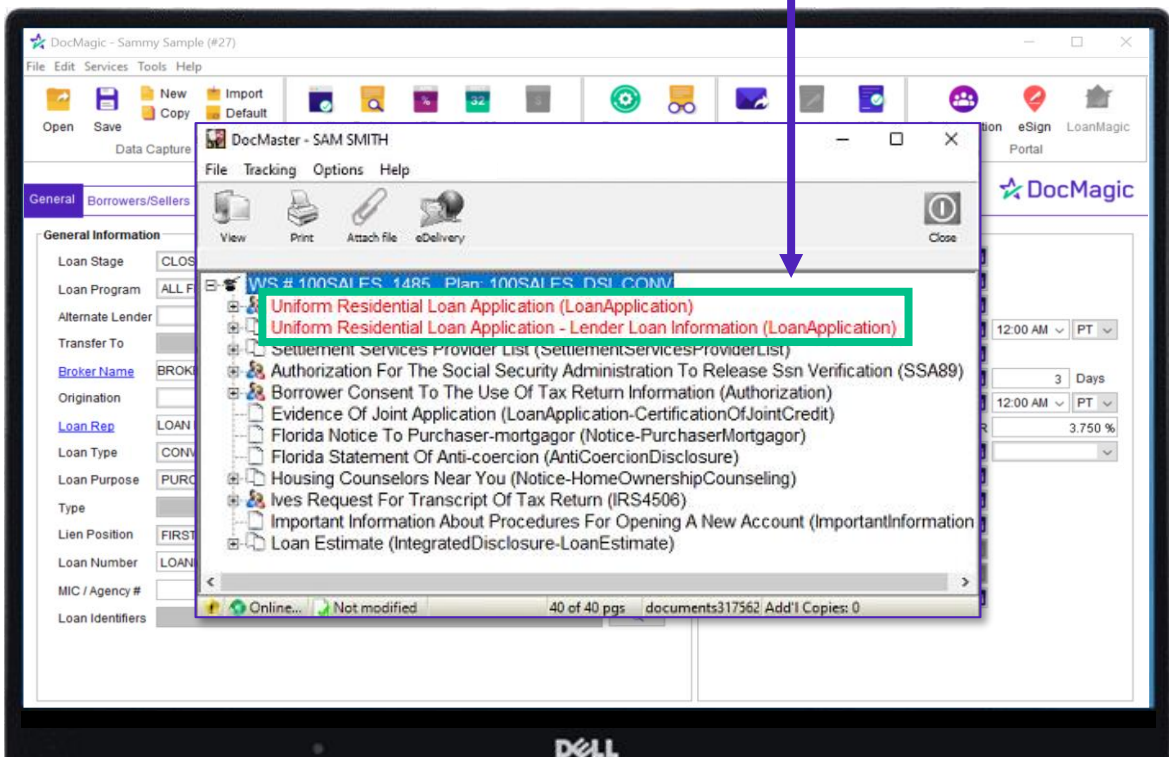
Fill out the worksheet then process the documents.



DMO – Switch to New URLA

New URLA Appears in DocMaster

The new URLA will be listed in the DocMaster document set.



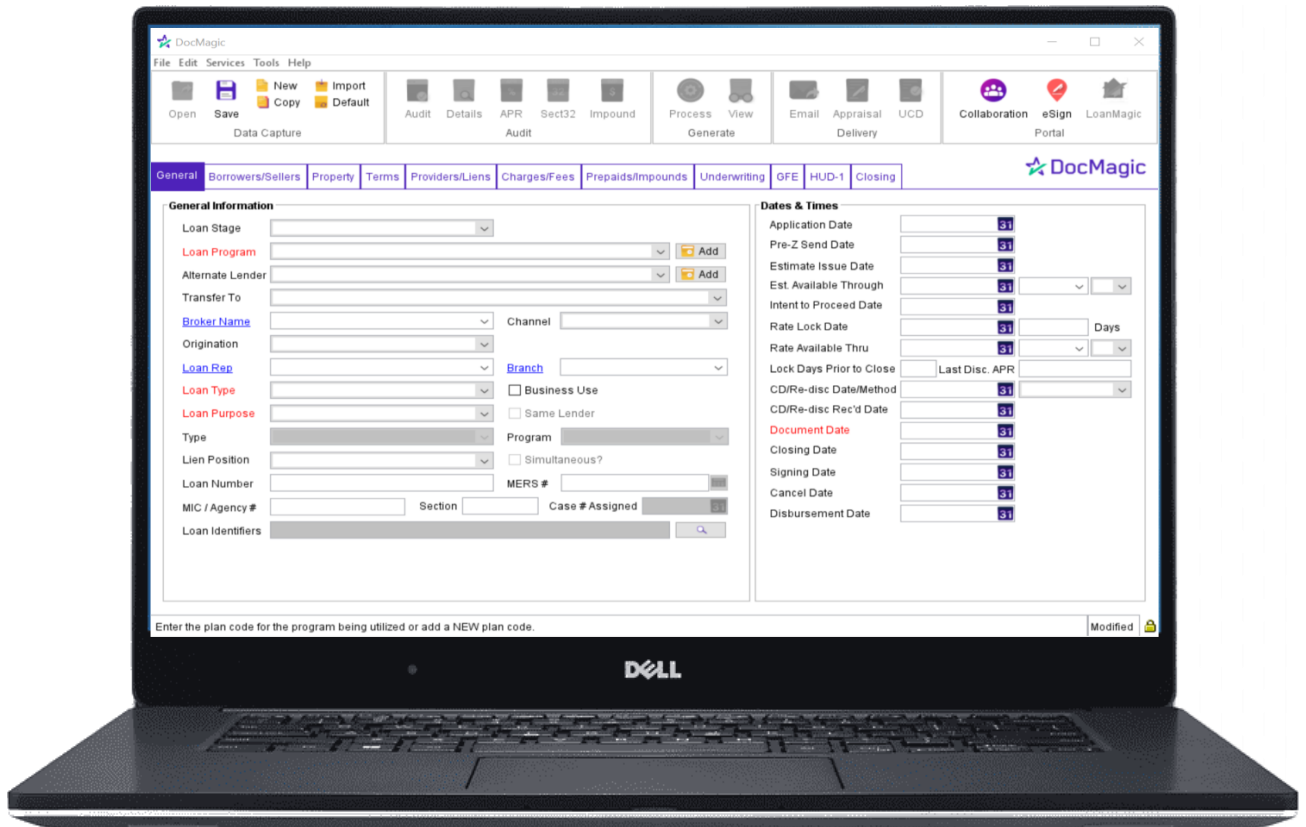


Flood Determination / Certification
in DocMagic Online

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

Process Documents

Select "Disclosure" for the Loan Stage.

The screenshot shows the DocMagic software interface for a loan document. The 'Process' button in the top toolbar is highlighted with a green box. A green box also highlights the 'Loan Stage' dropdown menu in the 'General Information' section, which is currently set to 'DISCLOSURE'. A blue arrow points from the 'Process' button to the 'Loan Stage' dropdown. The 'General Information' section includes fields for Loan Program, Alternate Lender, Transfer To, Broker Name, Channel, Origination, Loan Rep, Branch, Loan Type, Loan Purpose, Type, Lien Position, Loan Number, MIC / Agency #, Section, MERS #, and Case # Assigned. 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.

Fill out the worksheet then process the documents.



DMO – Flood Certification

Process Documents

Select Flood Certification for the Package Type and DBK(PCL) for File Format.

DocMagic - Sammy Sample (#27)

File Edit Services Tools Help

Open Save New Copy Import Default Audit

Data Capture

General Borrowers/Sellers Property Terms Provid

General Information

Loan Stage: CLOSING

Loan Program: ALL FIXED LOANS (DSL_CONV)

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: LOANNUMBER

MIC / Agency #: Sec

Loan Identifiers:

Document Processing Options

Worksheet #27 (SAMPLE) is queued for processing.

General Options

Package Type: Flood Certification

File Format: ☐ Adobe PDF ☒ DBK (PCL)

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 Enter Delivery Information

☒ Flood Certification Life of Loan? ☒ Yes ☐ No

☐ MERS Registration

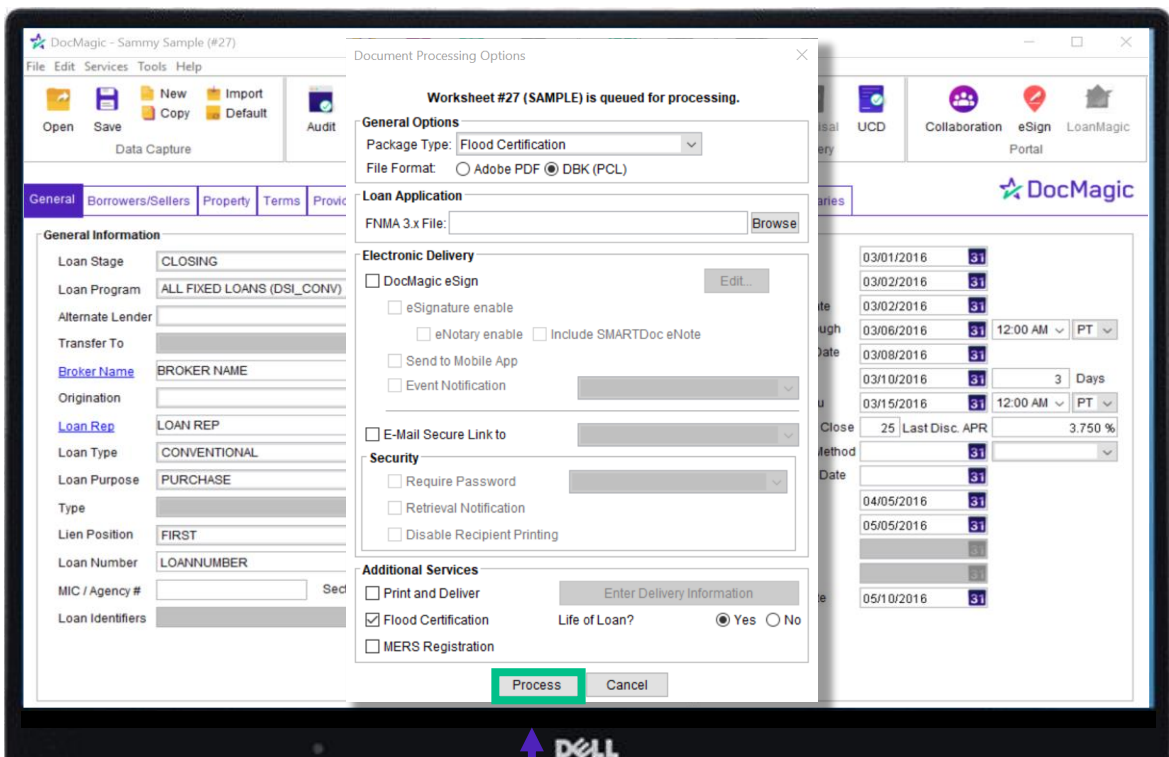
Process Cancel

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



DMO – Flood Certification

Process Documents



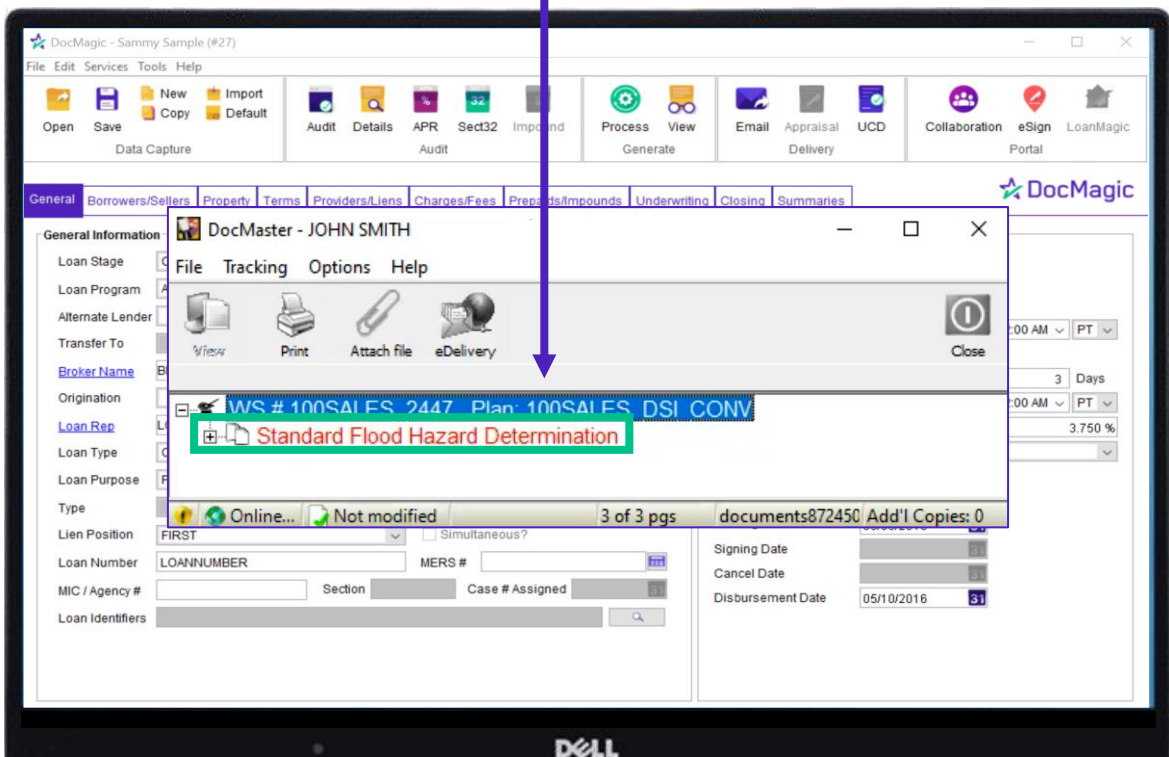
Hit Process.



DMO – Flood Certification

Retrieve Flood Certification Document

The Standard Flood Hazard Determination Document will show up in DocMaster. Click on the document to view it.



For instructions on how to download and launch DocMaster, please visit our product training page:

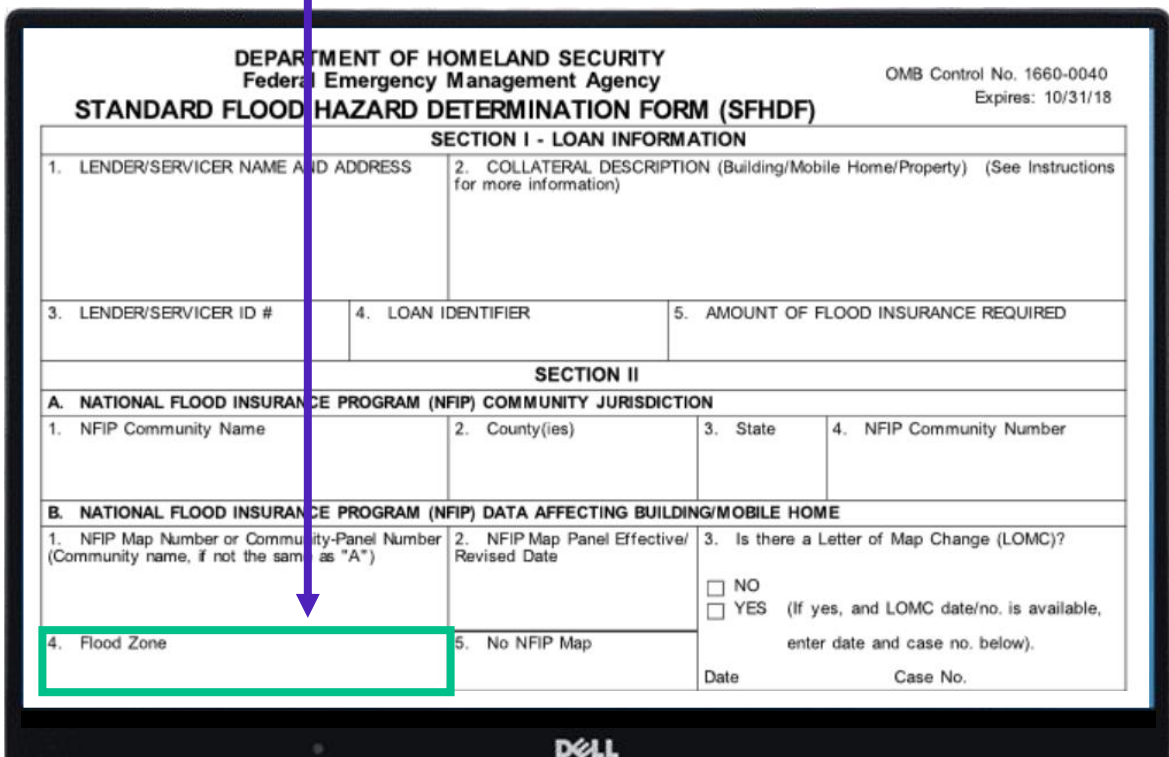
<https://www.docmagic.com/product-training>



DMO – Flood Certification

Flood Zone Code

The Flood Zone Determination Code can be found here.



DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

OMB Control No. 1660-0040
Expires: 10/31/18

STANDARD FLOOD HAZARD DETERMINATION FORM (SFHDF)

SECTION I - LOAN INFORMATION

1. LENDER/SERVICER NAME AND ADDRESS	2. COLLATERAL DESCRIPTION (Building/Mobile Home/Property) (See Instructions for more information)		
3. LENDER/SERVICER ID #	4. LOAN IDENTIFIER	5. AMOUNT OF FLOOD INSURANCE REQUIRED	

SECTION II

A. NATIONAL FLOOD INSURANCE PROGRAM (NFIP) COMMUNITY JURISDICTION

1. NFIP Community Name	2. County(ies)	3. State	4. NFIP Community Number
------------------------	----------------	----------	--------------------------

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")	2. NFIP Map Panel Effective/ Revised Date	3. Is there a Letter of Map Change (LOMC)? <input 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	5. No NFIP Map	

For demonstrative purposes, this document has been left blank.



DMO – Flood Certification

Enter The Code

Find and select the code in the Flood Zone in the Property Tab.

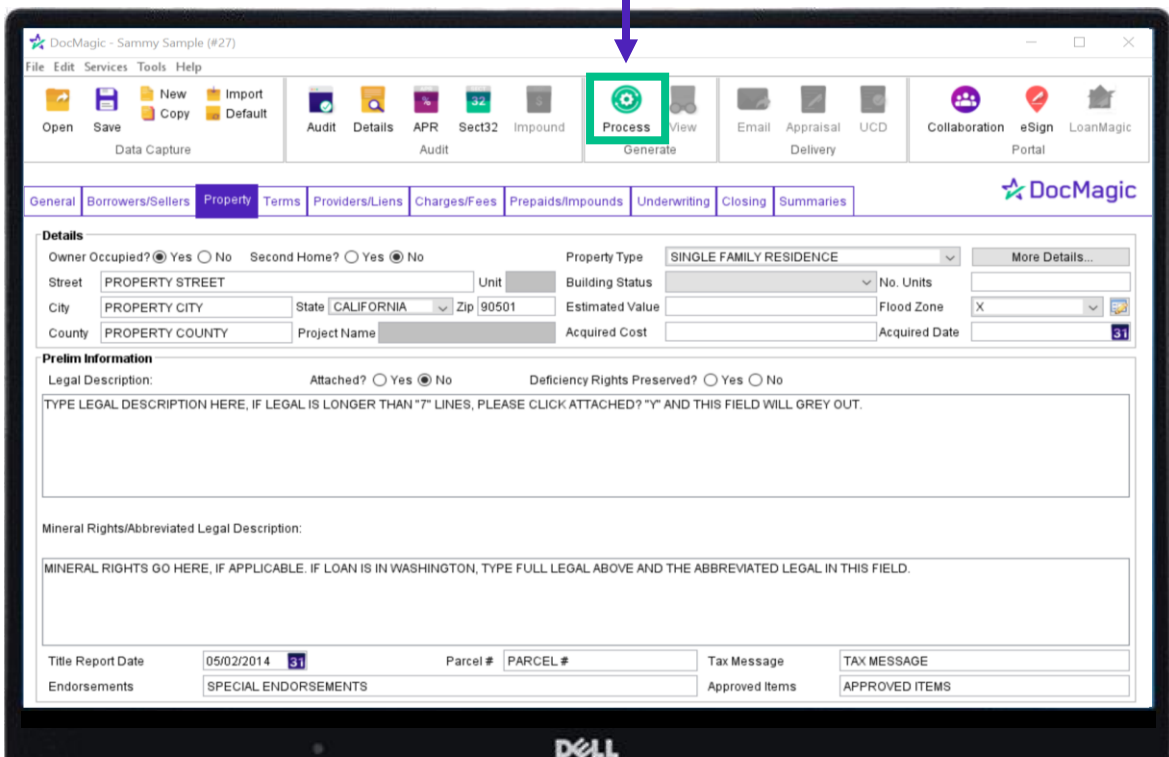
The screenshot displays the DocMagic software interface for a document titled "Sammy Sample (#27)". The interface includes a menu bar (File, Edit, Services, Tools, Help) and a toolbar with various icons for document management. Below the toolbar is a tabbed interface with the following tabs: General, Borrowers/Sellers, Property, Terms, Providers/Liens, Charges/Fees, Prepaids/Impounds, Underwriting, Closing, and Summaries. The "Property" tab is currently selected and highlighted with a green box. Within the "Property" tab, the "Details" section is visible. It contains fields for "Owner Occupied?", "Second Home?", "Property Type" (set to "SINGLE FAMILY RESIDENCE"), "Street", "City", "State" (set to "CALIFORNIA"), "Zip" (set to "90501"), "Building Status", "Estimated Value", "Flood Zone", "County", "Project Name", "Acquired Cost", and "Acquired Date". The "Flood Zone" dropdown menu is open, showing a list of options: A, A1-A30, A1, A2, A3, A4, and A5. A green box highlights the dropdown menu, and a blue arrow points from the instruction text above to this dropdown. Below the "Details" section is the "Prelim Information" section, which includes a "Legal Description" field and a "Mineral Rights/Abbreviated Legal Description" field. At the bottom of the interface, there are fields for "Title Report Date" (set to "05/02/2014"), "Parcel #", "Tax Message", "Endorsements" (set to "SPECIAL ENDORSEMENTS"), "Approved Items", and "APPROVED ITEMS". The Dell logo is visible at the bottom center of the screen.



DMO – Flood Certification

Process Again

Click Process again to send your documents with the Flood Determination selected.



The screenshot displays the DocMagic software interface for a document titled "Sammy Sample (#27)". The top toolbar contains several icons, with the "Process" icon (a green circle with a white gear) highlighted by a green box and a purple arrow pointing to it from the instruction box above. The interface includes a menu bar (File, Edit, Services, Tools, Help) and a series of tabs (General, Borrowers/Sellers, Property, Terms, Providers/Liens, Charges/Fees, Prepaids/Impounds, Underwriting, Closing, Summaries). The "Property" tab is currently selected. Below the tabs, the "Details" section contains various input fields for property information, including Owner Occupied?, Second Home?, Property Type (SINGLE FAMILY RESIDENCE), Street, City, State (CALIFORNIA), Zip (90501), Building Status, Estimated Value, Flood Zone (X), County, Project Name, Acquired Cost, and Acquired Date. The "Prelim Information" section includes fields for Legal Description, Attached?, Deficiency Rights Preserved?, and Mineral Rights/Abbreviated Legal Description. At the bottom, there are fields for Title Report Date (05/02/2014), Parcel #, Tax Message, Endorsements (SPECIAL ENDORSEMENTS), Approved Items, and APPROVED ITEMS. The Dell logo is visible at the bottom center of the screen.





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	\$29,677.43	Closing Costs Financed (Paid from your Loan Amount) \$5,322.57
	<input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	<input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	

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)

File Edit Services Tools Help

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

Data Capture Audit Audit Generate Delivery Portal

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

General Information

Loan Stage: CLOSING

Loan Program: ALL FIXED LOANS (DSI_CONV) Add

Alternate Lender Add

Transfer To

Broker Name Channel: RETAIL

Origination: LENDER

Loan Rep Branch

Loan Type: CONVENTIONAL Business Use

Loan Purpose: CONSTRUCTION ONLY Same Lender

Type Program

Lien Position: FIRST Simultaneous?

Loan Number: 77704071428 MERS #

MIC / Agency # Section Case # Assigned

Loan Identifiers

Dates & Times

Application Date: 11/01/2018

Pre-Z Send Date

Estimate Issue Date

Est. Available Through: 06/29/2021 1:00 AM PT

Intent to Proceed Date

Rate Lock Date: 11/16/2018 30 Days

Rate Available Thru: 12/16/2018 2:00 PM PT

Lock Days Prior to Close Last Disc. APR

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

Disbursement Date

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 top navigation bar includes tabs for General, Borrowers/Sellers, Property, Construction, Terms, Providers/Liens, Charges/Fees, Prepays/Impounds, Underwriting, Closing, and Summaries. The 'Construction' tab is currently selected. Below the navigation bar, the 'General Information' section is visible, containing various dropdown menus and text fields. The 'Loan Purpose' dropdown is highlighted with a green box and labeled 'CONSTRUCTION ONLY'. To the right, the 'Dates & Times' section contains a grid of date and time selection fields. The interface also features a toolbar at the top with icons for File, Edit, Services, Tools, and Help, and a 'DocMagic' logo in the top right corner.

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 _____, having a principal place of business at _____ ("Lender").

a _____

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	<div>Construction Purchase Refinance</div>
Loan Products	
Financing Option	
Closing Type	
Land Original Cost Amount	
Construction Cost Amount	
Interest / Term Months	
Contract Date	31

Alterations / Improvements

Statement of Work

☐ Improvements Included

Start Date: 31 Time: 12:00 AM

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.

The screenshot shows a 'CONSTRUCTION LOAN' form. On the left, Section 1.1 'Lender's Loan to Me' contains two checkboxes. The second checkbox, 'to pay in full any outstanding liens on the Property', is highlighted with a green box. A purple arrow points from the text box above to this checkbox. On the right, the 'Alterations / Improvements' section has a checkbox labeled 'Improvements Included', which is also highlighted with a green box. A second purple arrow points from the same text box above to this checkbox. The form includes various tabs like 'Details', 'APR', 'Sect32', 'Impound', 'Process', and 'View', as well as a 'Suppliers' section at the bottom.

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 Construction of the Property ("Work").

"Property" includes the Improvements. I also have signed a "Security Instrument" granting Lender a first priority lien on the Property. "Documents" means the Note, the Security Instrument, and any other documents in the Note and the Security Instrument have the same meaning as in the Note and the Security Instrument.

Alterations / Improvements

Statement of Work

☒ Improvements Included

Start Date: Time: 12:00 AM

Survey Coverage:

Survey Provided To:

Survey Approval(s):

Suppliers



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 the DMO software interface. On the left, the 'Options' section contains various fields for loan configuration, including '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 Reduction', 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees', 'Title Report to be Provided', and 'Title Insurance to be Provided'. A green box highlights the magnifying glass icon next to the 'Construction Fees' field, with a blue arrow pointing to it from the text box above. On the right, the 'Alterations / Improvements' section includes a 'Statement of Work' text area, a checked 'Improvements Included' checkbox, 'Start Date' (31), 'Time' (12:00 AM), and 'Survey Coverage'. A 'Construction Fees' pop-up window is open, showing a table with columns 'Amount' and 'Description'. The pop-up window has 'Ok' and 'Cancel' buttons at the bottom.



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 the DMO software interface. On the left, there is a list of options including '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'. On the right, there is a section for 'Alterations / Improvements' with a 'Statement of Work' field. A 'Construction Fees' dialog box is open in the center. It has a table with two columns: 'Amount' and 'Description'. The 'Amount' column has a value of '\$99.00' entered. The 'Description' column is empty. Below the table is a text input field with the placeholder text 'Enter amount of post-consummation construction fees.' and 'Ok' and 'Cancel' buttons. A purple arrow points from the text box above to the 'Amount' column.



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 the 'Options' and 'Alterations / Improvements' sections of the DMO software. The 'Construction Fees' dropdown menu is open, showing a table with columns for 'Amount' and 'Description'. The 'Amount' column contains '\$99.00'. The 'Description' column is currently empty, and the dropdown menu is open, showing the text 'Enter description of post-consumption construction fees.' and buttons for 'Ok' and 'Cancel'.

Amount	Description
\$99.00	

Enter description of post-consumption construction fees.

Ok Cancel



Construction Loans in DMO

Inspection of Work Fee

Select Inspection of Work from the window that appears.

The screenshot shows a software interface with a sidebar on the left containing various options like 'Construction Loan Purpose', 'Loan Products', 'Financing Option', etc. The main area displays a 'Statement of Work' under 'Alterations / Improvements'. A dialog box titled 'Construction Fee Type' is open, showing a list of fee types: 'Inspection Of Work', 'Delay', 'Extension', 'Wire Transfer', and 'Other'. The 'Inspection Of Work' option is highlighted. Below the list is a 'Type' field. At the bottom of the dialog are 'Ok' and 'Cancel' buttons. The 'Ok' button is highlighted with a green box. A purple arrow points from the text 'Select Inspection of Work from the window that appears.' to the 'Inspection Of Work' option. Another purple arrow points from the text 'Click Ok.' to the 'Ok' button.

Click Ok.



Construction Loans in DMO

Inspection of Work Fee

The screenshot displays a software interface for managing construction loans. On the left, under the 'Options' tab, various fields are listed, including '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 Reduction', 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees', 'Title Report to be Provided', and 'Title Insurance to be Provided'. The 'Construction Fees' field is currently selected, and a search icon is visible next to it. On the right, the 'Alterations / Improvements' section contains a 'Statement of Work' text area and a 'Time' dropdown menu set to '12:00 AM'. A 'Contact' button is also present. A modal dialog box titled 'Construction Fees' is overlaid on the interface. It features a table with two columns: 'Amount' and 'Description'. The first row shows '\$99.00' and 'Inspection Of Work'. Below the table is a text input field labeled 'Enter description of post-consummation construction fees.' and two buttons: 'Ok' and 'Cancel'. The 'Ok' button is highlighted with a green border. A purple arrow points from a text box at the bottom to the 'Ok' button.

Amount	Description
\$99.00	Inspection Of Work

Enter description of post-consummation construction fees.

Ok Cancel

Click Ok again.



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
<input type="text"/>			

Contractor's Liability Policy

Completion

Certifications Date Completed

Type	Date	Inspector Description
<input type="text"/>		

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	Prepays/Impounds	Ur
---------	-------------------	----------	--------------	-------	-----------------	--------------	------------------	----

Options

Construction Loan Purpose

Loan Products

Financing Option

Closing Type

Land Original Cost Amount

Construction Cost Amount

Improvements

Improvements And Property

Not Applicable

Alterations / Improvements

Statement of Work

Improvements Included

Start Date

31

Time

12:00 AM



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	Prepays/Impounds	Ur
---------	-------------------	----------	--------------	-------	-----------------	--------------	------------------	----

Options

Construction Loan Purpose

Loan Products

Financing Option

Closing Type

Land Original Cost Amount

Construction Cost Amount

Alterations / Improvements

Statement of Work

Improvements Included

Improvements

Improvements And Property

Not Applicable

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

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.

The screenshot shows a loan application form with various input fields and dropdown menus. On the right side, the 'Survey Provided To' dropdown menu is open, showing three options: 'Lender', 'Title Company', and 'Lender And Title Company'. A green box highlights these options, and a blue arrow points from the text box above to this dropdown. Another blue arrow points from the 'Lender And Title Company' option down to the text in section 2.5 of the form, which also has a green box around it. The form includes sections for contract details, appraisal, and insurance.

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.



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	Start Date	<input type="text" value="31"/>	Time	<input type="text" value="12:00 AM"/>								
Construction Cost Amount	<input type="text"/>	Survey Coverage	<input type="text" value="Preliminary"/>											
Interest / Term Months	<input type="text" value="31"/> / <input type="text"/>	Survey Provided To	<input type="text" value="Preliminary"/>											
Contract Date	<input type="text" value="31"/>	Survey Approval(s)	<input type="text" value="Preliminary And Final"/>											
Contract Effective Date	<input type="text" value="31"/>	Suppliers	<table border="1"><thead><tr><th>Name</th><th>Service</th><th>Owed</th><th>Contact</th></tr></thead><tbody><tr><td colspan="4"> </td></tr></tbody></table>				Name	Service	Owed	Contact				
Name	Service	Owed	Contact											
Partial Prepayment Reduction	<input type="text"/>													
Borrower Receipt of Appraisal	<input type="text"/>													
Appraisal Type	<input type="text"/>													



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"/>						
Partial Prepayment Reduction	<input type="text"/>	Suppliers							
Borrower Receipt of Appraisal	<input type="text"/>	<table border="1"><thead><tr><th>Name</th><th>Serv</th></tr></thead><tbody><tr><td>Lender</td><td></td></tr><tr><td>Lender And Title Company</td><td></td></tr></tbody></table>	Name	Serv	Lender		Lender And Title Company		
Name	Serv								
Lender									
Lender And Title Company									
Appraisal Type	<input type="text"/>								



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 web-based form for 'Construction Loans in DMO'. The 'Construction' tab is selected. A dropdown menu for 'Borrower Receipt of Appraisal' 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. The form includes sections for 'Options', 'Alterations / Improvements', and 'Suppliers'.

General	Borrowers/Sellers	Property	Construction	Terms	Providers/Liens	Charges/Fees	Prepays/Impounds	Ur
Options								
Construction Loan Purpose		[Dropdown]						
Loan Products		[Dropdown]						
Financing Option		[Dropdown]						
Closing Type		[Dropdown]						
Land Original Cost Amount		[Text Box]						
Construction Cost Amount		[Text Box]						
Interest / Term Months		[Text Box] / [Text Box]						
Contract Date		[Text Box] 31						
Contract Effective Date		[Text Box] 31						
Partial Prepayment Reduction		[Dropdown]						
Borrower Receipt of Appraisal		[Dropdown]						
Appraisal Type		[Text Box]						
Appraiser Chosen By		[Text Box]						
Construction Fees		[Text Box]						
Alterations / Improvements								
Statement of Work								
<input checked="" type="checkbox"/> Improvements Included								
Start Date		[Text Box] 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								



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.

The screenshot shows a computer monitor displaying a loan form. A green box highlights the 'Appraisal Type' dropdown menu, which is open and shows four options: 'As Built', 'Drive By', 'Property Value Estimate', and 'Tax Assessment Method'. A purple arrow points from the text box above to this dropdown. Another purple arrow points from the 'Property Value Estimate' option in the dropdown to the text 'property value estimate method' in section 2.6 of the form. The form includes fields for 'Contract Effective Date' (31), 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', 'Appraiser Chosen By', 'Construction Fees', 'Title Report to be Provided', and 'Title Insurance to be Provided'. There is also a 'Suppliers' table with columns 'Name', 'Service', 'Owed', and 'Contact', and a 'Contractor's Liability Policy' section.

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

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.



Construction Loans in DMO

Appraiser Chosen By

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

The screenshot shows a web-based form for construction loans. On the left, a vertical list of fields includes 'Interest / Term Months', 'Contract Date', 'Contract Effective Date', 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees', and 'Title Report to be Provided'. The 'Appraiser Chosen By' dropdown menu is highlighted with a green box and contains the options 'Borrower' and 'Lender'. A purple arrow points from this dropdown to the text in section 2.6 of the form below. To the right of the left column, there are fields for 'Survey Coverage', 'Survey Provided To', and 'Survey Approval(s)', followed by a 'Suppliers' table with columns 'Name', 'Service', 'Owed', and 'Contact'. Below the suppliers table is the 'Contractor's Liability Policy' field. On the far right, there are fields for 'Dispute P Amount', 'Completi Certification Type', and 'Completi'. At the bottom of the form, two numbered sections are visible: '2.5. Survey' and '2.6. Appraisal'. Section 2.6 contains the text: '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.' The word 'Lender' in this section is highlighted with a green box, and a purple arrow points from the 'Appraiser Chosen By' dropdown to it. The Dell logo is visible at the bottom center of the screen.

Interest / Term Months

Contract Date

Contract Effective Date

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 Certification 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.

DELL



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: Time:
Survey Coverage:
Survey Provided To:
Survey Approval(s):

Payment Procedures
Disbursement Method:
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.

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.

The screenshot shows a software interface for a construction loan form. A dropdown menu is open for the 'Partial Prepayment Reduction' field, showing two options: 'Amount Of Monthly Payments' and 'Number Of Monthly Payments'. Below this, the form includes fields for 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees', 'Title Report to be Provided', and 'Title Insurance to be Provided'. To the right, there are tabs for 'Name', 'Service', 'Owed', and 'Contact', and a section for 'Contractor's Liability Policy'. At the bottom, section 2.8.2.2. 'Loan Commitment Amount' is visible, with the text 'partial prepayment' highlighted in green. A purple arrow points from the text box above to the dropdown menu, and another purple arrow points from the text box below to the highlighted 'partial prepayment' text.

Partial Prepayment Reduction

Borrower Receipt of Appraisal

Appraisal Type

Appraiser Chosen By

Construction Fees

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 a 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** header
- Certifications** section with a **Date Completed** field set to 31.
- A table with headers: **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.

Below the form is section **2.8.4.5. Completion of Improvements.** The text reads: "The Work will be completed as required by this Loan Agreement." Below this is 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 purple arrow points from the text box above to the highlighted dropdown option, and another purple arrow points from the text box below to the highlighted phrase in the paragraph.

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 31

Contract Effective Date 31

Partial Prepayment Reduction

☐ Improvements Included

Start Date 31 Time 12:00 AM

Survey Coverage

Survey Provided To

Survey Approval(s)

Suppliers

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

Contractor _____ Date

By: _____ Date

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	

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.

The screenshot shows a computer monitor with a software interface. At the top, there's a form titled "Advance Request". It contains several input fields: "Advance Percent" followed by a box for a percentage and "for" followed by a box for days; "Percent within" followed by a box containing the number "10" and "days; Holdback %" followed by a box; and "Dispute Period" followed by a box and "Failure to Pay %" followed by a box. Below these is a table with three columns: "Amount", "Description", and "Paid Item". The first row shows "\$0.00" in the "Amount" column. A purple arrow points from the "Percent within" box in the form to a green-bordered text box above it. Another purple arrow points from the "10" in the "Percent within" box to a green-bordered text box below it. The bottom half of the screen shows a contract section titled "6.1. Progress Payments." which describes the process of submitting a request for payment and the conditions for disbursement. A green box highlights a portion of the text in this section, and a purple arrow points from the "10" in the form to this green box.

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="Search"/>

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.

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:



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.

Advance Request

Advance Percent for days

Percent within days; Holdback %

Dispute Period Failure to Pay %

Amount	Description	Paid Item
\$0.00		

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 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 of the full amount covered by the Request for Disbursement within from the day it was presented while retaining 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.

DELL



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 computer monitor displaying a loan form. A green box highlights the 'Contract Effective Date' field, which contains the date '31'. A blue arrow points from this field down to a text box on the signature line that says 'This Contract will be effective on'. Another blue arrow points from the explanatory text box at the top to the 'Contract Effective Date' field. The form includes sections for 'Interest / Term Months', 'Contract Date', '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: _____

DELL



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

Loan Products

Financing Option

Closing Type

Land Original Cost Amount

Construction Cost Amount

Interest / Term Months /

Contract Date 31

Alterations / Improvements

Statement of Work

☐ Improvements Included

Start Date 31 Time 12:00 AM

Survey Coverage

Survey Provided To

Survey Approval(s)

2. General Description of Improvement:

3. Contracting Owner Information:

a. Name and address:

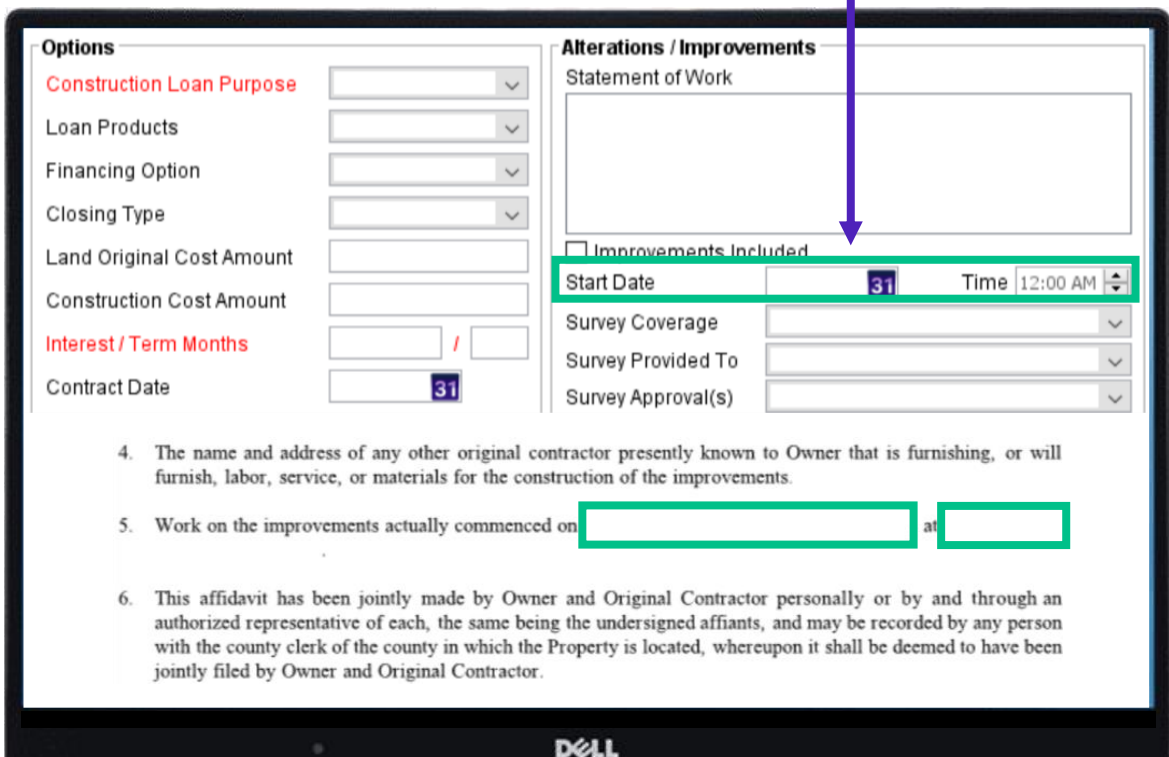
DELL



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 31

Alterations / Improvements

Statement of Work

☐ Improvements Included

Start Date 31 Time 12:00 AM

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.

DELL



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 the DMO software interface. On the left, a form titled 'Construction Fees' includes fields for 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees' (with a search icon), 'Title Report to be Provided' (checkbox), and 'Title Insurance to be Provided' (checkbox). A purple arrow points from the 'Construction Fees' field to a pop-up window titled 'Construction Fees'. This pop-up window contains a table with two columns: 'Amount' and 'Description'. The first row shows '\$0.00' and 'Extension'. A green box highlights the 'Extension' text. Below the table is a text input field labeled 'Enter description of post-consummation construction fees.' and two buttons: 'Ok' and 'Cancel'. Another purple arrow points from the text box in the main window to the 'Extension' entry in the table. The main window also displays Section 17 of the 'TXRCLA.MSC' – Texas Residential Construction Loan Agreement, which discusses the 'Completion of Construction: Extension of Completion Date'. A green box highlights a blank space in the text, corresponding to the 'Extension' fee entry in the table.

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.

The screenshot displays the DMO software interface. On the left, a form contains several dropdown menus and checkboxes: 'Partial Prepayment Reduction', 'Borrower Receipt of Appraisal', 'Appraisal Type', 'Appraiser Chosen By', 'Construction Fees' (with a search icon), 'Title Report to be Provided', and 'Title Insurance to be Provided'. A blue arrow points from the 'Construction Fees' dropdown to a pop-up window titled 'Construction Fees'. This window contains a table with two columns: 'Amount' and 'Description'. The first row shows '\$0.00' and 'Delay'. A green box highlights the 'Delay' text. Below the table is a text input field labeled 'Enter description of post-consummation construction fees.' and 'Ok' and 'Cancel' buttons. Another blue arrow points from the 'Construction Fees' dropdown to a green box in the document text below. The document is the 'TXEHA.MSC' – Texas Escrow Holdback Agreement, showing Paragraph 10. The green box highlights the text 'per day' in the sentence: '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 \$ [green box] 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.'

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', 'Copy', 'Import', 'Default', 'Audit', 'Details', 'APR', 'Sect32', 'Impound', 'Process', 'View', 'Generate', 'Email', 'Appraisal', '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'. 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'. 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.

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 shows the DocMagic software interface. The 'Audit' tab is selected in the top navigation bar. A pop-up window titled 'Validation - Worksheet #3339' displays a list of 10 warning issues. The issues are categorized by Type, Message, and Category. The 'Audit' button in the top navigation bar is highlighted with a green box, and a purple arrow points from the text box above to it. Another purple arrow points from the text box above to the 'Audit' button in the pop-up window.

Type	Message	Category
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

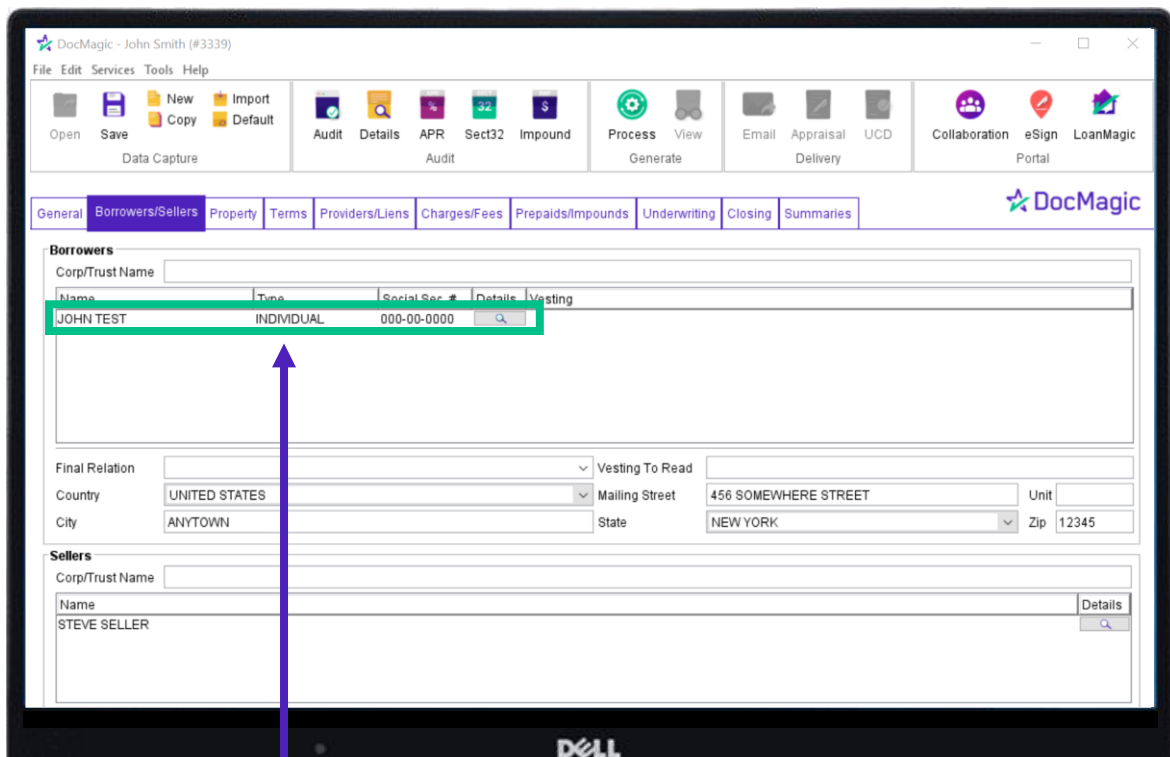
You may be making changes to the documents along the way and mistakes can easily slip through.



Preventing Duplicate Charges

TEST

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



DocMagic - John Smith (#3339)

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 Prepaids/Impounds Underwriting Closing Summaries

Borrowers

Name	Type	Social Sec. #	Details	Vesting
JOHN TEST	INDIVIDUAL	000-00-0000		

Final Relation: [Dropdown] Vesting To Read: [Dropdown]
Country: UNITED STATES Mailing Street: 456 SOMEWHERE STREET Unit: [Dropdown]
City: ANYTOWN State: NEW YORK Zip: 12345

Sellers

Corp/Trust Name	Name	Details
	STEVE SELLER	

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.

DocMagic - John Smith (#3339)

File Edit Services Tools Help

Open Save New Copy Import Default

Data Capture

Details - Settlement Closing Company

Company Name: SETTLEMENT CLOSING COMPANY

Street: 123 COMMERCE PL

City: SOMECITY State: NEW YORK Zip: 12344

Relation Code: 1: The provider is an associate of lender.

License #: Z61616 NMLS #:

Contact Name: ANDY AGENT

Contact Email: your_email@your_domain.com

Phone: (987) 555-4321 Fax: ()

License #: PT1234 NMLS #:

Provided Service

Service Type	Description	Est. Fee Amount

☐ Add to Service Provider database for future use

Ok Cancel

DocMagic Portal

Phone Details

(310) 555-0001	
(310) 555-0001	
(987) 555-4321	
(987) 555-4321	
(321) 555-7171	
(123) 555-1717	

Payment Amt Details

Amount

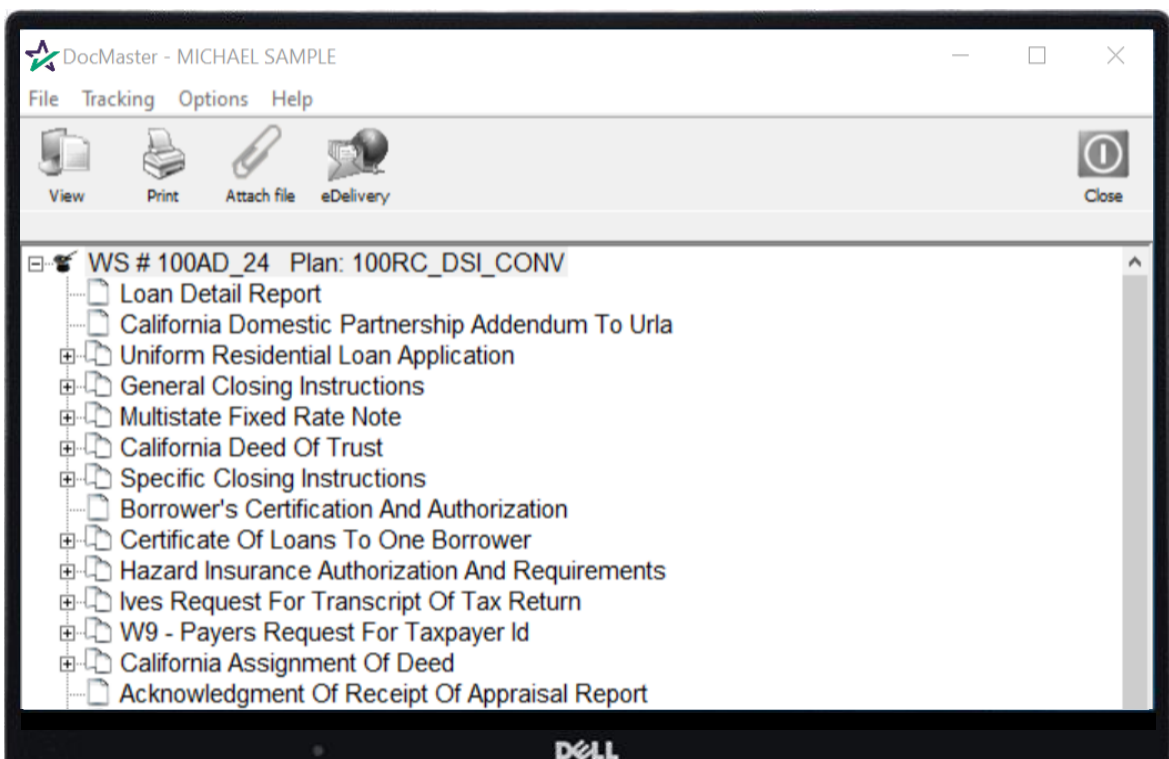
You can run up to 5 test samples a day without being charged.



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](#).

