

# How To Import Fees and Send Disclosures



## How to Import Fees and Send Disclosures

### Lock Rate

**\*\*PLEASE NOTE\*\*** If you selected to lock the rate at registration, you will not be able to send the Initial Loan Estimate. We will send them out for you once we confirm the rate lock.

The screenshot shows a web browser window with the URL `https://origination.mortgage.meridianlink.com/Main/ConfirmationPageWrapper.aspx?loanid=b90dbc8a-df6...`. The page title is "Rate Lock Expiration Date 9/25/2024 (Assumes a 30-day lock.)". A yellow warning banner at the top reads: "WARNING: Worst case pricing will apply if lock is broken. Register now and lock later if you are unsure about the closing date." Below this, the "Request Type" section has two radio buttons: "Register Loan" (selected) and "Lock Rate". An orange box highlights the "Lock Rate" option, and an orange arrow points to it from the "Message to Lender" text area. Below the text area is another yellow warning banner: "Warning \*\*\*\*\*ALL CONDITIONS MUST BE SUBMITTED 7 BUSINESS DAYS PRIOR TO CLOSING\*\*\*\*\* CASH OUT PROCEEDS IN ASSET SECTION NEED TO BE ENTERED IN ORDER TO CALCULATE RESERVES. PLEASE VERIFY. FTHB UP TO 50% DTI". Underneath is an "Agreement" section with a text area containing a disclaimer. At the bottom, there is a checkbox labeled "I Agree" (highlighted with an orange box), a "Confirm" button (highlighted with an orange box), and a "Cancel" button.



## Mortgage Broker Fees

Click on the Closing Costs tab and verify that the mortgage broker fee percentage you entered at registration is listed under Section A – Origination Charges.

Loan Number: 12024120049 | Borrower Name: Nancy Perkins | Loan Amount: \$520,000.00 | DTI: 40.522% | LTV: 80.000% | CLTV: 80.000% | HCLTV: 80.000% | Property Address: 17 Carman St, Hempstead, NY 11510 | Loan Type: Conventional | Credit Score: 713 | SAVE

Application Information  
Closing Costs  
Pricing  
Loan Information  
Rate Lock  
QM  
Disclosures  
E-docs  
Tasks (14)  
Conditions (0)  
Order Services

### Closing Costs

First American - PROD | Credit Plus - Settlement Services Worksheet (SSW) | LodeStar

Borrower-Responsible Closing Costs | Non-P&I Housing Expenses | Non Borrower-Responsible Closing Costs

#### A - Origination Charges

Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
Discount points	Lender	\$0.00	borr fin	at closing	1/17/2025
Document Prep Fee	Lender	\$100.00	borr pd	at closing	1/17/2025
Mortgage broker fee	Broker	\$10,400.00	borr pd	at closing	1/17/2025
Originator compensation	Broker	\$0.00	borr pd	at closing	1/17/2025
Underwriting fee	Lender	\$1,495.00	borr pd	at closing	1/17/2025

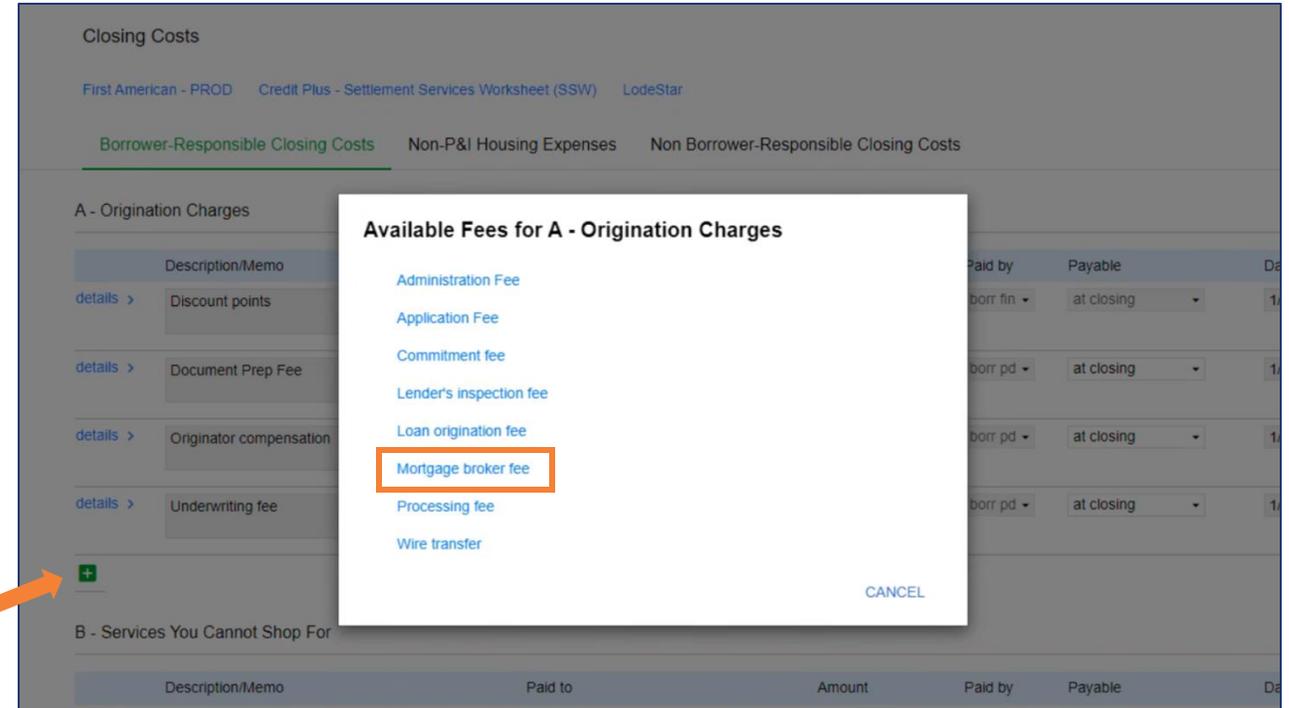
#### B - Services You Cannot Shop For

Description/Memo	Paid to	Amount	Paid by	Payable	Date paid
Appraisal fee	Appraiser	\$800.00	borr pd	at closing	1/17/2025
Credit report	Credit Report	\$200.00	borr pd	at closing	1/17/2025



## Mortgage Broker Fees Cont.

\*If the fee is missing, you can add it by clicking on the green plus sign and selecting 'Mortgage Broker Fee' and entering in the amount. Click 'save' in the right-hand corner of the page when you are done.



### Mortgage Broker Fees Cont.

\*If you need to change the amount you entered at registration, click on the green calculator next to the incorrect amount and update it. Click 'save' in the right-hand corner of the page when you are done.

Once disclosed, we cannot increase fees in Section A.

Please note: Title fees will populate at a later step.

#### Calculator

Type:

Percent  of  +

[CANCEL](#) [OK](#)



# How to Import Fees and Send Disclosures

## Third-Party Processing Fee

If you charge a third-party processing fee, you can add it under Section B – Services You Cannot Shop For. You'll add it by clicking on the green plus sign and selecting '3<sup>rd</sup> Party Processing Fee' and entering in the amount. Click 'save' in the right-hand corner on the page when you are done.

Once disclosed, we cannot increase fees in Section B.

Please note: How to populate title fees will be listed on the next page.

The screenshot displays a mortgage software interface. At the top, a dark blue header contains loan details: Borrower Name (Nancy Porters), Loan Amount (\$520,000.00), DTI (40.522%), LTV (80.000%), CLTV (80.000%), HCLTV (80.000%), Property Address (17 Carman St, Hempstead, NY 11510), Loan Type (Conventional), and Credit Score (713). A green 'SAVE' button is in the top right corner, with an orange arrow pointing to it. Below the header, the 'Closing Costs' section is visible, with a green plus sign next to 'B - Services You Cannot Shop For' highlighted by an orange arrow. A modal dialog box titled 'Available Fees for B - Services You Cannot Shop For' is open, listing various fees. The '3rd Party Processing Fee' is highlighted with an orange box. Other fees listed include 2nd Appraisal Fee, Appraisal, Appraisal Admin Fee, Appraisal Trip Fee, Condo Questionnaire, Disaster Inspection, Final Inspection, Flood certification, Bank Attorney Fee, Verification of Employment Fee, and Wire Transfer Fee. A 'CANCEL' button is at the bottom right of the dialog. In the background, a table shows fee details with columns for 'Paid by', 'Payable', and 'Date paid'.



# How to Import Fees and Send Disclosures

## Title Fees

We use Lodestar for the title fee estimates for Initial Disclosures. You will need to pull in LodeStar for the estimated title fees prior to sending the Initial Disclosures out.

To pull in LodeStar, click on Disclosures and then LodeStar.

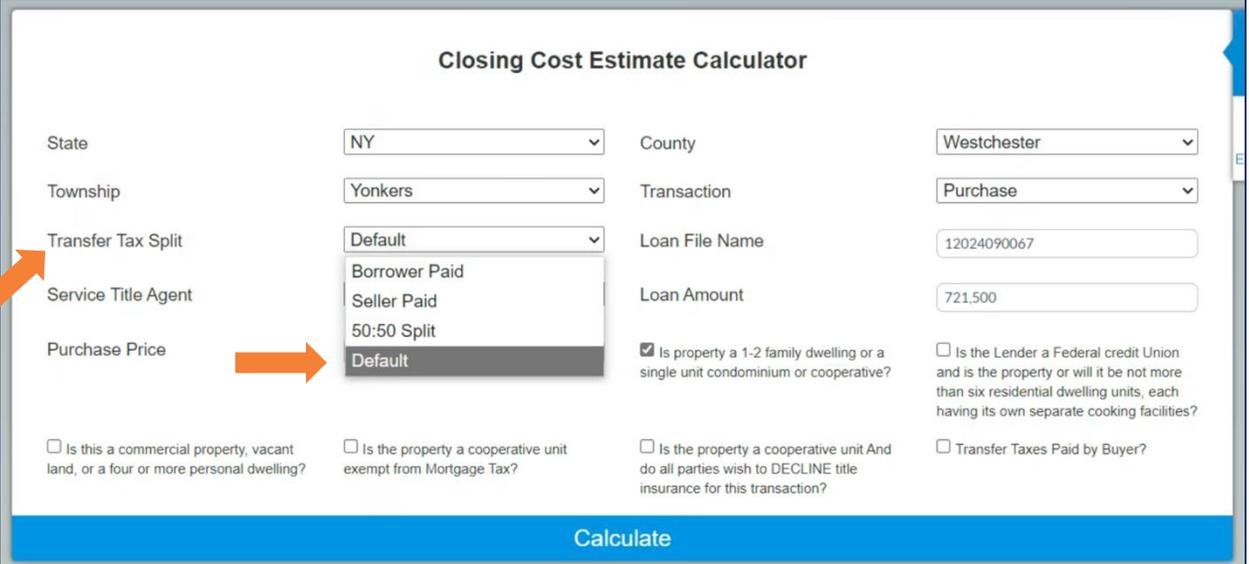
The screenshot displays a mortgage software interface. At the top, there is a header bar with loan details: Loan Number 12024120049, Borrower Name Nancy Perkins, Loan Amount \$520,000.00, DTI 40.522%, LTV 60.000%, CLTV 80.000%, HCLTV 80.000%, Property Address 17 Carman St, Hempstead, NY 11510, Loan Type Conventional, and Credit Score 713. A 'SAVE' button is visible on the right. The left sidebar contains a navigation menu with items: Status and Agents, Application Information, Closing Costs, Pricing, Loan Information, Rate Lock, QM, Disclosures (highlighted with an orange arrow), E-docs, Tasks (14), Conditions (0), and Order Services. The main content area is titled 'Disclosures' and includes a sub-header 'First American - PROD Credit Plus - Settlement Services Worksheet (SSW) LodeStar' (where 'LodeStar' is highlighted in an orange box). Below this, there are sections for 'Important Loan Dates' (Application Date: 12/18/2024, Registration Date: 12/18/2024, Intent to Proceed, Estimated Closing: 1/17/2025), 'Deadlines' (Loan Estimate: Deadline to Mail or Deliver Initial LE: 12/23/2024, Deadline for Borrower to Receive Revised LE: 1/13/2025; Closing Disclosure: Deadline to Mail Initial CD: 1/10/2025, Deadline for Borrower to Receive Initial CD: 1/14/2025), and buttons for 'ORDER INITIAL LOAN ESTIMATE', 'REQUEST COG / REDISCLOSURE', and 'REQUEST INITIAL CLOSING DISCLOSURE'. There are also sections for 'Loan Estimates' (No Loan Estimates currently on file) and 'Closing Disclosures' (No Closing Disclosures currently on file). An 'Activity Log' table is at the bottom right, showing a single entry: 12/18/2024 10:13:22 AM PST, System Notification, Application Received, RESPA 3 Day Disclosure Period Begins.



## How to Import Fees and Send Disclosures

### Closing Cost Estimate Calculator

From here, you will choose how the transfer taxes will be charged between buyer and seller. By selecting Default, LodeStar will quote the transfer taxes on the respective payee side based on what is most common in that state.



The screenshot shows the 'Closing Cost Estimate Calculator' interface. The 'Transfer Tax Split' dropdown menu is open, showing options: 'Borrower Paid', 'Seller Paid', '50:50 Split', and 'Default'. An orange arrow points from the text on the left to the 'Transfer Tax Split' label, and another orange arrow points from the 'Default' option in the dropdown to the right.

Field	Value
State	NY
Township	Yonkers
County	Westchester
Transaction	Purchase
Loan File Name	12024090067
Loan Amount	721,500
Transfer Tax Split	Default
Service Title Agent	
Purchase Price	

Is this a commercial property, vacant land, or a four or more personal dwelling?  Is the property a cooperative unit exempt from Mortgage Tax?  Is property a 1-2 family dwelling or a single unit condominium or cooperative?  Is the Lender a Federal credit Union and is the property or will it be not more than six residential dwelling units, each having its own separate cooking facilities?  Is the property a cooperative unit And do all parties wish to DECLINE title insurance for this transaction?  Transfer Taxes Paid by Buyer?

**Calculate**



## How to Import Fees and Send Disclosures

### Closing Cost Estimate Calculator

Next, select SettleWise, LLC from the drop-down menu for Service Title Agent. Then click Calculate.

The screenshot shows a web form titled "Closing Cost Estimate Calculator". The form contains several input fields and checkboxes. An orange arrow points to the "Service Title Agent" dropdown menu, which is currently open and shows "SettleWise, LLC" as the selected option. Another orange arrow points to the "Calculate" button at the bottom right of the form. The form fields are as follows:

Field	Value
State	NY
County	Westchester
Township	Yonkers
Transaction	Purchase
Transfer Tax Split	Default
Loan File Name	12024090067
Service Title Agent	SettleWise, LLC
Loan Amount	721,500
Purchase Price	

Checkboxes and their labels:

- Is this a commercial property, vacant land, or a four or more personal dwelling?
- Is the property a cooperative unit exempt from Mortgage Tax?
- Is property a 1-2 family dwelling or a single unit condominium or cooperative?
- Is the property a cooperative unit And do all parties wish to DECLINE title insurance for this transaction?
- Is the Lender a Federal credit Union and is the property or will it be not more than six residential dwelling units, each having its own separate cooking facilities?
- Transfer Taxes Paid by Buyer?

Buttons: Calculate



## Closing Cost Details

From here, you will see the Closing Cost Details.

**Closing Cost Details**

Click This Section To See Itemized Breakdown

Loan Costs	
<b>A. Origination Charges</b>	\$0
<b>B. Services You Cannot Shop For</b>	\$0
<b>C. Services You Can Shop For</b>	\$4,884
Title - Coordination Fee to SettleWise	\$300
Title - Courier Fee	\$25
Title - E-Recording Fee	\$10
Title - Escrow Service Fee	\$50
Title - Judgement Searches	\$125
Title - Lender's Title Policy	\$2,703
Title - Municipal Searches	\$300
Title - Notary Fee	\$50
Title - Recording Service Fee	\$50
Title - Sales Tax	\$27
Title - Settlement Fee	\$875
Title - TIRSA Environmental Protection Lien (8.1)	\$50
Title - TIRSA Restrictions, Encroachments, Minerals (Endorsement 9)	\$270
Title - TIRSA Waiver of Arbitration	\$50
<b>D. TOTAL LOAN COSTS</b>	<b>\$4,884</b>

Other Costs	
<b>E. Taxes and Other Government Fees</b>	\$11,153
Recording Fees and Other Taxes	\$400
Transfer Taxes	\$11,153
<b>F. Prepays</b>	\$0
Homeowner's Insurance Premium (months)	\$0
Mortgage Insurance Premium (months)	\$0
Prepaid Interest (per day for days @ )	\$0
Property Taxes (months)	\$0
<b>G. Initial Escrow Payment at Closing</b>	\$0
Homeowner's Insurance per month for mo.	\$0
Mortgage Insurance per month for mo.	\$0
Property Taxes per month for mo.	\$0
<b>H. Other</b>	\$1,426
Title - Owner's Title Policy(optional)	\$1,426

Click This Section To See Title Premiums Break Down

If you click on Section E, it will show you the full breakdown of the transfers taxes and recording fees and how they are paid. To go back to the main closing cost details screen, simply press "Back":

**E. Buyer Paid Taxes**

<b>Total:</b>	\$11,153
City - MortgageTax	\$3,608
State - MortgageTax	\$7,546

**E. Recording Fees**

<b>Total:</b>	\$400
County - Deed Fee	\$205
County - Mortgage Fee	\$195

**E. Seller Paid Taxes**

<b>Total:</b>	\$17,100
City - DeedTax	\$13,500
State - DeedTax	\$3,600

**E. Lender Paid Taxes**

<b>Total:</b>	\$1,804
State - MortgageTax	\$1,804



# How to Import Fees and Send Disclosures

## Initial Loan Estimate

Once you've clicked "Back", click on 'Export to MeridianLink Mortgage'.

Once the fees have been pulled thru, you'll receive the following popup and can then 'X' out of the fee screen. You'll be able to verify that everything was entered correctly on the Loan Estimate prior to sending the initial disclosures out.

Export To MeridianLink Mortgage

### Closing Cost Details

Click This Section To See Itemized Breakdown

Loan Costs	
<b>A. Origination Charges</b>	<b>\$0</b>
<b>B. Services You Cannot Shop For</b>	
<b>\$0</b>	
<b>C. Services You Can Shop For</b>	
<b>\$4,884</b>	
Title - Coordination Fee to SettleWise	\$300
Title - Courier Fee	\$25
Title - E-Recording Fee	\$10
Title - Escrow Service Fee	\$50
Title - Judgement Searches	\$125
Title - Lender's Title Policy	\$2,703
Title - Municipal Searches	\$300
Title - Notary Fee	\$50
Title - Recording Service Fee	\$50
Title - Sales Tax	\$27
Title - Settlement Fee	\$875
Title - TIRSA Environmental Protection Lien (8.1)	\$50
Title - TIRSA Restrictions, Encroachments, Minerals (Endorsement 9)	\$270
Title - TIRSA Waiver of Arbitration	\$50
<b>D. TOTAL LOAN COSTS</b>	<b>\$4,884</b>

Other Costs	
<b>E. Taxes and Other Government Fees</b>	<b>\$11,653</b>
Recording Fees and Other Taxes	\$400
Transfer Taxes	\$11,153
<b>F. Prepays</b>	
<b>\$0</b>	
Homeowner's Insurance Premium (months)	\$0
Mortgage Insurance Premium (months)	\$0
Prepaid Interest (per day for days @ )	\$0
Property Taxes (months)	\$0
<b>G. Initial Escrow Payment at Closing</b>	
<b>\$0</b>	
Homeowner's Insurance per month for mo.	\$0
Mortgage Insurance per month for mo.	\$0
Property Taxes per month for mo.	\$0
<b>H. Other</b>	
<b>\$1,426</b>	
Title - Owner's Title Policy(optional)	\$1,426

Click This Section To See Title Premiums Break Down

**LodeStar Message**

Fees have been imported. Please verify that everything has been entered correctly.



## Initial Loan Estimate

Next, you will order the “Initial Loan Estimate” which is the initial disclosure package the borrower will sign with required disclosures, including the Intent to Proceed.

To do this, click on “Order Initial Loan Estimate”.

The screenshot displays a software interface for managing loan disclosures. On the left, a vertical sidebar lists various menu items: Status and Agents, Application Information, Closing Costs, Pricing, Loan Information, Rate Lock, QM, Disclosures (highlighted with an orange box), E-docs, Conditions (0), and Order Services. The main content area is titled 'Disclosures' and includes the text 'First American - PROD Credit Plus - Settlement Services'. It features two sections: 'Important Loan Dates' and 'Deadlines'. The 'Important Loan Dates' section shows 'Application Date' as 8/26/2024 and 'Registration' as 8/26/2024. The 'Deadlines' section shows 'Deadline to Mail or Deliver Initial LE' as 8/29/2024 and 'Deadline for Borrower to Receive Revised LE' as 9/20/2024. At the bottom of the interface, there are two buttons: 'ORDER INITIAL LOAN ESTIMATE' (highlighted with an orange box) and 'REQUEST COC /'.



# How to Import Fees and Send Disclosures

## Service Providers

The first step is to enter the service provider. We default to SettleWise, LLC. Once you select Settlewise, you will notice the red X turns to a green check mark and the button for Next-Request Review is now available to continue.

The screenshot shows the 'Disclosures' page for 'Order Initial Loan Estimate'. A progress bar at the top indicates the current step is '1. Enter SSPL'. Below the progress bar are buttons for 'CANCEL ORDER' and 'NEXT - REQUEST REVIEW'. A red message states: 'All fees in Section C must have at least one suggested settlement provider.' The 'Available Providers' section lists 'First American Title' with address and phone number. The 'Assign Providers' section shows 'Title Fees' with a red X. An orange arrow points to the 'Title - Lender's title insurance' entry, which has a green checkmark. The 'Estimated Cost Amt.' for this entry is \$1,135.00. Other entries include 'Title - Title Search' with an estimated cost of \$6,059.96.

The screenshot shows the same 'Disclosures' page. The 'NEXT - REQUEST REVIEW' button is now highlighted with a green box. The 'Title Fees' section now shows a green checkmark and a green arrow pointing to the 'Title - Lender's title insurance' entry, indicating that the requirement for a suggested settlement provider has been met. The estimated cost for this entry remains \$1,135.00.



# How to Import Fees and Send Disclosures

## Request Review

The next step is Request Review. The system will do a few internal checks and those are listed on the left. You should see a green check mark. If anything has a red X next to it, that item will need to be corrected before it will allow you to proceed. Click Next – Document Vendor Audit to continue

The system will complete a vendor audit at this time and may spin for a few moments. Warnings will populate if any item needs to be brought to your attention, but warnings will not prevent you from moving forward. If a red Fatal Warning is showing, that will need to be resolved before you can proceed. Click Next – Order Document Preview to continue.

The screenshot shows the 'Disclosures' page for 'Order Initial Loan Estimate'. A progress bar at the top indicates five steps: 1. Enter SSPL, 2. Request Review (highlighted in green), 3. Vendor Audit, 4. Document Preview, and 5. Request Complete. Below the progress bar, there are three buttons: 'CANCEL ORDER', 'REQUEST LENDER TO COMPLETE ORDER', and 'NEXT - DOCUMENT VENDOR AUDIT' (highlighted in green with a red '17' notification icon). An orange arrow points to the 'NEXT - DOCUMENT VENDOR AUDIT' button. The 'Requirements Checklist' is highlighted with an orange border and contains four items: 'Loan is in Loan Open or Registered status.' (green check), 'User is a loan officer or processor.' (green check), 'Loan is not in the Correspondent channel.' (green check), and 'For loans in New York, please reach out to Community Savings to generate disclosures.' (red X). To the right, there are sections for 'Borrower Information' (Name: Nancy A Perkins, Email: nperkins@mycommunitysavings.com) and 'Loan Officer Information' (Name: Jeff Broker, NMLS#: 454545, License ID: 999, Email: mmscenarios@gmail.com).

The screenshot shows the 'Disclosures' page for 'Order Initial Loan Estimate' at the 'Vendor Audit' step. The progress bar shows steps 1 through 3 completed (1. Enter SSPL, 2. Request Review, 3. Vendor Audit) and steps 4 and 5 pending. Below the progress bar, there are two buttons: 'CANCEL ORDER' and 'NEXT - ORDER DOCUMENT PREVIEW' (highlighted in yellow with an orange arrow). The 'Document Vendor Audit Findings' section is highlighted with an orange border and contains two warning messages: 'Warning: The Application Date is empty on this loan. Today's Date will be used to determine which versions of the disclosures print in this document package.' and 'Warning: Field 'Disclosure Date' is optional.'



# How to Import Fees and Send Disclosures

## Review Disclosures

The initial disclosures will now generate for you to review before sending. Make sure to check the little box to confirm you have reviewed and accept the previewed disclosures. Click Next –Complete Request to continue.

Once your disclosures have been successfully sent to the borrower, you will see the following message. At this time, your borrowers will receive their initial disclosure package via email and you will receive an email letting you know the package was sent to them. You can also see a copy under the E-Docs tab.



### Final Steps

An email will be sent to the borrowers to e-sign the initial disclosures along with an email to the loan officer to e-sign the 1003.

All documents will be sent from [docmailer@solex.com](mailto:docmailer@solex.com) and may go to spam folders.

If you receive a notice that documents were sent to Jeff Sherwood to sign. He is our EVP of Operations, and some states require the lender to sign certain disclosures. This is a valid notice.

