

Loan Officer Disclosure Procedure UPDATED

1. First determine if this borrower(s) previously been PR'd (Prequalified / Preapproved)?
2. If yes, email mtgsupportcenter@flanagansstatebank.com and ask for the loan number to have the PR removed.

Note - Loan number changes will be done within 15 minutes always upon request!

3. If the loan was not previously PR'd (Prequalified / Preapproved), Loan Officer will setup their new loan and when ready for disclosure will email mtgsupportcenter@flanagansstatebank.com for the loan number to be changed. The loan officer will state in this email what their two- digit loan number sequence should be to help our internal staff label the loan correctly.

Note - Loan number changes will be done within 15 minutes always upon request!

4. Under Forms and Docs the Loan Officer will fill in/check "Borrower Summary" screen and enter the property address:

The screenshot shows the 'Borrower Summary' form with the following details:

- Configuration:** Loan Origination Type: Wholesale; RESPA 2010 Loan:
- Borrower Information:**
 - First Name: Loan; Middle Initial: ; Last Name: Test - Broker; Generation:
 - Email Address: jheinrich@fsbfamily.com; Date of Birth: 1/1/1973; SSN: *****
 - Home Phone: 630-399-2827; Work Phone: ; Cell/Alt Phone: ; Fax:
- Present Address:**
 - Address Street: Fake 1234
 - City: NORMAL; State: IL; Zip: 61761; Zip Ext:
- Mailing Address (complete if different from Present Address):**
 - Address Street:
 - City: ; State: ; Zip: ; Zip Ext:
- Co-Borrower Information:**
 - Add Co-Borrower?: Yes No
 - First Name: Loan 2; Middle Initial: ; Last Name: Test - Broker; Generation:
 - Email Address: jheinrich@fsbfamily.com; Date of Birth: 8/28/2003; SSN: *****

Please make sure to enter all loan amount information, and product code dropdowns. Make sure you hit save.

The screenshot shows a web-based loan application form. On the left is a sidebar menu titled "Forms & Docs" with various options like "Loan Comparison", "Borrower Summary", "Loan Estimate", etc. The main form area is divided into sections: "Intent To Proceed", "Property Information", "Loan Information", and "Construction/Construction Permanent Only".

Property Information Section:

- Same as Borrower's Present Address? Yes No
- Subject Property Address: 30 E 1st Street
- Address Number: 30, Address Street: E 1st Street, Address Unit: [empty]
- City: EL PASO, State: IL, County: WOODFORD
- Zip: 61738, Zip Ext.: [empty]

Loan Information Section (circled in red):

Sales Price	Estimated Balance on Home	Property Type
\$118,000.00	\$0.00	Detached
Estimated/Appraised Value Same as Sales Price	Approx. Mtg Payment	Property will be
\$120,000.00	\$0.00	Primary Residence
Base Loan Amount	Is Employee Loan?	Purpose of Loan
\$117,000.00	<input type="radio"/> Yes <input checked="" type="radio"/> No	Purchase
Guarantee Fee Financed	LTV	Product
\$2,387.00	99.489%	USDA
Total Loan Amount	CLTV	Lien Type
\$119,387.00	99.489%	First Mortgage
Down Payment	Subordinate Financing LIAB	Mortgage Applied For
0.847% % \$1,000.00	\$0.00	USDA/RHS
Subordinate Financing DOT	New First Mortgage Amount	Number of Months
\$0.00	\$0.00	360
		Rate
		7.625%
		Closing Costs from 2nd Lien
		\$0.00
		Application Date
		10/12/2023

Construction/Construction Permanent Only Section:

At the bottom right, there are "Save/Close" and "Cancel" buttons, with a red arrow pointing to the "Save/Close" button.

5. Loan Officer will pull credit if not done previously.
6. Loan Officer will Complete 1003/URLA in MBOT including the following.
 - a. Residency – 2 year minimum
 - b. Employment – 2 year minimum (address and contact information)
 - c. Assets – estimated if cash needed for closing
 - d. Liabilities – updated to match Credit Report and items being paid off marked
 - e. Declarations
 - f. Government Monitoring
 - g. Leave email for borrowers BLANK if wet-sign.

FINASTRA MORTGAGEBOTLOS Create Pipeline Rates Reports Resources

Loan Pipeline Search Results 98B12039509 - Test - Broker

Type to filter...

Forms & Docs

Lending Portal - URLA

Borrowers

Loan Test - Broker

Loan 2 Test - Broker

Loan Details

Property

Employment & Income

Assets

Liabilities

REO

Cost Summary

Other Data

Doc Packages

Loan Test - Broker

Borrower Name

First Name*
Loan

Middle Name

Last Name
Test - Broker

Suffix

Contact Info

Email Address
jheinrich@fsbfamily.com

Home Phone Number
(630) 399-2827

Borrower Details

Taxpayer Identifier
SSN

Number
.....

Date Of Birth
01/01/1973

Citizenship
US Citizen

Marital Status
Married

CAIVRS #
A304430339

Present Address

Street Address
Fake 1234

Unit #

Zip Code
61761

City
NORMAL

State
IL

Country
United States

DECLARATIONS

Additional Details

Dependents
0 [Edit]

Military
+Add

Alternate Names
+Add

Other Addresses

Mailing Address
[Edit]

7. **Please make sure to “Order MI” or “Re-Order MI” on any Conventional loan <80% LTV.** This will save you from having to restart the file if this is now reflected on the initial docs!

8. Now it is time to setup you Loan Estimate. Loan Officers can update fees when necessary, on a per loan basis, however, please advise your sales manager if an LE template needs to be updated.

FINASTRA MORTGAGEBOTLOS Create Pipeline Rates Reports Resources

Loan Pipeline Search Results 98B12039509 - Test - Broker

Loan Estimate

Forms & Docs

- Loan Comparison
- Borrower Summary
- Loan Estimate**
- Itemized Fee Worksheet
- 4506-C
- HMDA Information
- Qualifying Ratios
- Vendor Info
- Scenario Pricer
- Register Loan
- Lock
- Flood Hazard
- Processing
- Title Request

Loan Estimate Fees

Creditor Loan ID
0012039509

Redisclosure Information View History

Date of Loan Estimate Loan Estimate Expiration Date
12/22/2023 12/27/2023 05:00 PM

Disclosure Delivery Method Borrower Received Date
MM/DD/YYYY

Initial Disclosure (Disclosed 12/14/2023)

Date of Loan Estimate Loan Estimate Expiration Date
12/14/2023 12/27/2023 05:00 PM

Disclosure Delivery Method Borrower Received Date
E-disclosure 12/18/2023

- In your Loan Estimate: **VERY IMPORTANT ON PREVIOUSLY PR'd LOANS – LO PRIOR** to registering or locking each loan should go the “Fees Tab” and hit the “recalculate” loan fees to make sure the appropriate UFMIP or Guaranty Fees are populated correctly so the total loan amounts are correct **BEFORE** registering and locking each loan.

FINASTRA MORTGAGEBOTLOS Create Pipeline Rates Reports Resources

Loan Pipeline Search Results 98B12039509 - Test - Broker

Loan Estimate

Type to filter...

Forms & Docs

- Loan Comparison
- Borrower Summary
- Loan Estimate
- Itemized Fee Worksheet
- 4506-C
- HMDA Information
- Qualifying Ratios
- Vendor Info
- Scenario Pricer
- Register Loan
- Lock
- Flood Hazard
- Processing
- Title Request

Loan Estimate **Fees**

Fee View | Tolerance View | Audit View

Recalculate Fees

The Disclose button is disabled. Before you can mark this loan disclosed you must provide the disclosure date and delivery method. For the Loan Estimate, these fields are on the Loan Estimate tab. For the Closing Disclosure these fields are on the Important Dates page.

Origination Charges \$0.00

Fee Name	Current	Paid By	Paid To	Details
Loan Officer Compensation	\$3,283.14	Lender	Other	

Select a Fee to Add

Services Borrower Cannot Shop For \$2,446.81

Fee Name	Current	Paid By	Paid To	Details
Appraisal Fee	\$650.00	Borrower	Appraiser	

- When entering Title Fees: be sure to select a service provider for each fee.

Services Borrower Can Shop For \$3,488.00

Fee Name	Current	Paid By	Paid To	Details
Pest Inspection Fee	\$150.00	Borrower	Other	
Title - ALTA 22-06	\$125.00	Borrower	Title	
Title - ALTA 7-06	\$100.00	Borrower	Title	

PFC Sec 32 Affiliate Financed POC T&H

Service Provider Select an Item or Type to Search...

Tolerance Category

11. If you have origination or discount fees, please make sure to add them to the LE screen and the registration / lock screen before proceeding.

Loan Estimate

The screenshot shows the 'Fees' tab of a 'Loan Estimate' screen. At the top, there are tabs for 'Loan Estimate' and 'Fees'. Below these are links for 'Fee View', 'Tolerance View', and 'Audit View'. A 'Recalculate Fees' button is located in the top right. A grey message box states: 'The Disclose button is disabled. Before you can mark this loan disclosed you must provide the disclosure date and delivery method. For the Loan Estimate, these fields are on the Loan Estimate tab. For the Closing Disclosure these fields are on the Important Dates page.' Red handwritten annotations include '#1' pointing to the 'Current' field of the 'Discount Points' row, '2' pointing to the 'Paid By' dropdown, and '3' pointing to the 'Paid To' dropdown. The table below shows 'Origination Charges' totaling '\$0.00' and two rows of fees: 'Discount Points' for '\$0.00' (Paid By: Borrower, Paid To: Lender) and 'Loan Officer Compensation' for '\$3,283.14' (Paid By: Lender, Paid To: Other). A 'Select a Fee to Add' dropdown is at the bottom.

Fee Name	Current	Paid By	Paid To	Details
Origination Charges				\$0.00
Discount Points	\$0.00	Borrower	Lender	?
Loan Officer Compensation	\$3,283.14	Lender	Other	?

12. Click the Recalculate button!!!!!!

13. Loan Officer will register/lock loan in MBOT.

14. VERY IMPORTANT - LOAN OFFICER SHOULD GO TO “STATUS AND TRACKING” AND VALIDATE EACH LOAN BEFORE GENERATING DISCLOSURES! MAKE SURE THAT ANY RED ITEMS SHOWN ARE NOT RELEVANT TO YOUR INTEREST RATE / LOCK!

FINASTRA MORTGAGEBOTLOS Create Pipeline Rates Reports Resources

Loan Pipeline Search Results 98B12039509 - Test - Broker

Type to filter...

- Forms & Docs
- Lending Portal - URLA
- Doc Packages
- Closing Docs
- Services
- Status & Tracking**
 - Loan Status
 - Loan History
 - Validate Loan**
- Actions
- Imaging

Loan Validation

Label	1003 Value	Registration Value	U/W Value
Loan Number	98B12039509	98B12039509	--
Interest Rate	7.6250	--	(Missing)
Product Code	--	USDA 30	(Missing)
Base Loan Amount	117000.00	117000.00	--
Financed PMI/MIP/VAFF	2387.00	2387.00	--
Total Loan Amount	119387.00	119387.00	--
Term	360	360	--
Borrower First Name	Loan	Loan	--
Borrower Last Name	Test - Broker	Test - Broker	--
Borrower Generation	(Missing)	(Missing)	--
Borrower SSN	123456789	123456789	--
Property Address	30 E 1st Street	30 E 1st Street	--
City	EL PASO	EL PASO	--
State	IL	IL	--
Zip	61738	61738	--
County	WOODFORD	WOODFORD	--
Property Type	Detached	Detached	--
Appraisal Value	120000.00	120000.00	--
Escrow Waiver	N	N	--
Escrow Waiver Type	(Missing)	(Missing)	--
Occupancy Type	Primary Residence	Primary Residence	--
Purpose of Loan	Purchase	Purchase	--
Purpose of Refinance	--	--	--
Subordinate Financing CLTV	0.00	0.00	--
Subordinate Financing HCLTV	0.00	0.00	--

****Reminder to Enter Application Date, Interview Date, and Interviewer into MBOT.**

Application & Interview date must *match* so that this date transfers to the 1003 when disclosed.

The screenshot shows a web application interface. On the left is a sidebar menu under the heading 'Forms & Docs'. The menu items are: 'Lending Portal - URLA' (highlighted in blue), 'Borrowers' (with a printer icon), 'Loan Test - Broker', 'Loan 2 Test - Broker', and 'Loan Details' (highlighted in blue). A red arrow points from the top of the sidebar to the 'Loan Details' item. On the right side of the page, there are two sections. The first is 'Interviewer Details [Edit]', which contains the following information: Interviewer: Joshua William Heinrich (with a red arrow pointing to the name), NMLS# 334476; Company: 360 Mortgage Inc, NMLS# 80777. The second section is 'Additional Details', which contains: Interview Date: 10/12/2023 [Edit] (with a red circle around the date and the [Edit] link), and Application Date: 10/12/2023 [Edit] (with a red circle around the date and the [Edit] link).

The loan officer's name should automatically be entered and in some instances it is not. Please make sure to double check these critical fields while setting up your loans for disclosures. If you have a loan that one of these fields is not populating, please send an email with the loan number to dcarls@fsbfamily so Doug Carls can discuss this issue further directly with MBOT's customer support. Obviously, we understand if you cannot wait to proceed in order to disclose, but please make us aware of these issues.

15. Now it is time to check your cash to close on your LE:
First click on the cash to close button at the bottom of the LE Fees Tab

Loan Estimate

Type to filter...

Forms & Docs

- Borrower Summary
- Loan Estimate
- HMDA Information
- Qualifying Ratios
- Vendor Info
- Scenario Pricer
- Lock
- Lock Extension
- Flood Hazard
- Processing
- Title Request
- Appraisal Request
- Hazard Insurance Request
- U/W Transmittal
- U/W Conditions/Decision
- Denial/Withdrawn Letter
- Closing Request
- File Contact Information

Lending Portal - URLA

Loan Estimate Fees

Fee View | Tolerance View | Audit View

Recalculate Fees

The Disclose button is disabled. Before you can mark this loan disclosed you must provide the disclosure date and delivery method. For the Loan Estimate, these fields are on the Loan Estimate tab. For the Closing Disclose these fields are on the Important Dates page.

Origination Charges \$3,637.83

Fee Name	Current	Paid By	Paid To	Details
Commitment Fee	\$750.00	Borrower	Lender	

Discount Points \$2,887.83

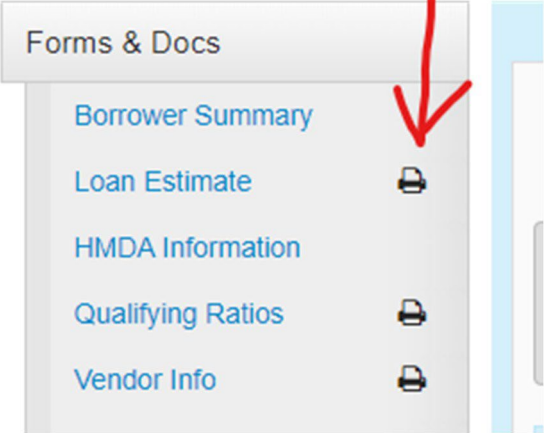
Select a Fee to Add

Services Borrower Cannot Shop For \$1,716.26

Fee Name	Current	Paid By	Paid To	Details
Appraisal Fee	\$500.00	Borrower	Appraiser	
Credit Report	\$100.00	Borrower	Other	
Final Inspection Fee	\$150.00	Borrower	Appraiser	

Disclose Cash To Close Cancel Save

Next Click on the Adobe version of the LE.



Now compare LE Cash to Close Vs. MBOT Fees Tab. If this does not match email complianceconditions@flanaganstatebank.com.

Save this Loan Estimate to compare with your closing disclosure.

Loan Estimate

DATE ISSUED 8/2/2022

APPLICANTS Alixandria Autumn Hagedorn
617 east 7th street spencer iowa
Spencer, IA 51301

PROPERTY 123 North Central Avenue
HARTLEY, IA 51346

SALE PRICE \$89,225

LOAN TERM 30 years

PURPOSE Purchase

PRODUCT Fixed Rate

LOAN TYPE Conventional FHA VA RHS

LOAN ID # 0011721057

RATE LOCK No Yes, until 9/14/2022 at 5:00 PM EDT

Before closing, your interest rate, points, and lender credits can change unless you lock the interest rate. All other estimated closing costs expire on 8/12/2022 at 5:00 PM EDT

Loan Terms	Can this amount increase after closing?	
Loan Amount	\$90,126	NO
Interest Rate	5.625%	NO
Monthly Principal & Interest <small>See Projected Payments below for your Estimated Total Monthly Payment</small>	\$518.82	NO
Does the loan have these features?		
Prepayment Penalty		NO
Balloon Payment		NO

Projected Payments		
Payment Calculation	Years 1 - 30	
Principal & Interest		\$518.82
Mortgage Insurance	+	26
Estimated Escrow <small>Amount can increase over time</small>	+	176
Estimated Total Monthly Payment		\$721

Estimated Taxes, Insurance & Assessments <small>Amount can increase over time</small>	\$176 a month	This estimate includes <input checked="" type="checkbox"/> Property Taxes <input checked="" type="checkbox"/> Homeowner's Insurance <input type="checkbox"/> Other: <small>See Section G on page 2 for escrowed property costs. You must pay for other property costs separately.</small>	In escrow? YES YES
---	------------------	--	---

Costs at Closing		
Estimated Closing Costs	\$9,404	<small>Includes \$6,854 in Loan Costs + \$2,550 in Other Costs - \$0 in Lender Credits. See page 2 for details.</small>
Estimated Cash to Close	\$2,328	<small>Includes Closing Costs. See Calculating Cash to Close on page 2 for details.</small>

16. You are now ready to disclose your loan.

E-Sign Packages

- Go to Forms and Docs
- Go to Loan Estimate
- Under Initial Disclosure Enter today's date under date of loan estimate
- *Please make sure that this date is within 3 days of your application date on your URLA/1003.
- Select E Disclosure on Method type from the drop down
- The borrower received date will fill in automatically for you.
- **DO NOT fill in the Borrower Intent to Proceed date or Method of Intent.** This leaves off important dates from the LE!
- **Remember to Reset up you MI if necessary**
- **In the bottom left hand corner of the LE Tab, click "Disclose".** This brings final figures into your disclosure set and saves all data for LE tracking purposes for compliance.
- Make sure to hit Save in the bottom right-hand corner.
Please see the below screenshots:

Loan Estimate

The screenshot shows a 'Loan Estimate' form with two tabs: 'Loan Estimate' and 'Fees'. The 'Loan Estimate' tab is active. The form contains the following fields:

- Creditor:** FLANAGAN STATE BANK
- Loan ID:** 0011614658
- Initial Disclosure:**
 - Date of Loan Estimate:** 12/23/2023
 - Loan Estimate Expiration Date:** 01/06/2024 05:00 PM
 - Disclosure Delivery Method:** E-disclosure
 - Borrower Received Date:** 12/28/2023
- Intent To Proceed:**
 - Borrower Provided Intent to Proceed:** MM/DD/YYYY (crossed out with a red X)
 - Method Provided:** (crossed out with a red X)
 - Provided By:** (empty field)
 - Received By:** Brady Bugh

A red arrow points to the 'Borrower Received Date' field. Red X marks are placed over the 'Borrower Provided Intent to Proceed' and 'Method Provided' fields.

Please double check the below fields are accurate:

Loan Details Payment Schedule

Product Conventional 30 **Escrow Waiver** No

Interest Rate 5.000% **Interest Rate Expiration Date** MM/DD/YYYY HH:MM AM/PM

Estimated Closing Date 08/16/2021 **Estimated First Payment Date** 10/01/2021

Loan Purpose Purchase

Occupancy Primary Residence **Loan Amount** \$196,650.00

Purchase Price \$207,000.00 **Appraised Value** \$210,000.00 **Property Type** Detached

Number of Units 1 Unit **Existing Loan(s) Assumed or Taken Subject To** \$0.00

Simultaneous Mortgages

- Remember to Reset up you MI if necessary
- Make sure to hit Save in the bottom right-hand corner.

Compliance Details

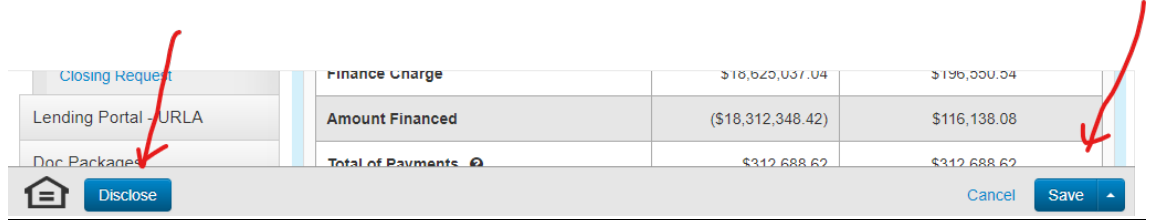
Closing Cannot Occur Until MM/DD/YYYY

	Last Disclosed	Current
Annual Percentage Rate (APR)	0.000%	5.102%
Total Prepaid Finance Charges (PFC)	\$0.00	\$2,270.01
Finance Charge	\$0.00	\$185,657.46
Amount Financed	\$0.00	\$194,379.99
Total of Payments	\$0.00	\$380,037.45
Total Interest Percent (TIP)	0.0000%	Only calculated when disclosed.

Mortgage Insurance

Cancel **Save**

- In the bottom left hand corner of the LE Tab, click **“Disclose”**. This brings final figures into your disclosure set and saves all data for LE tracking purposes for compliance.

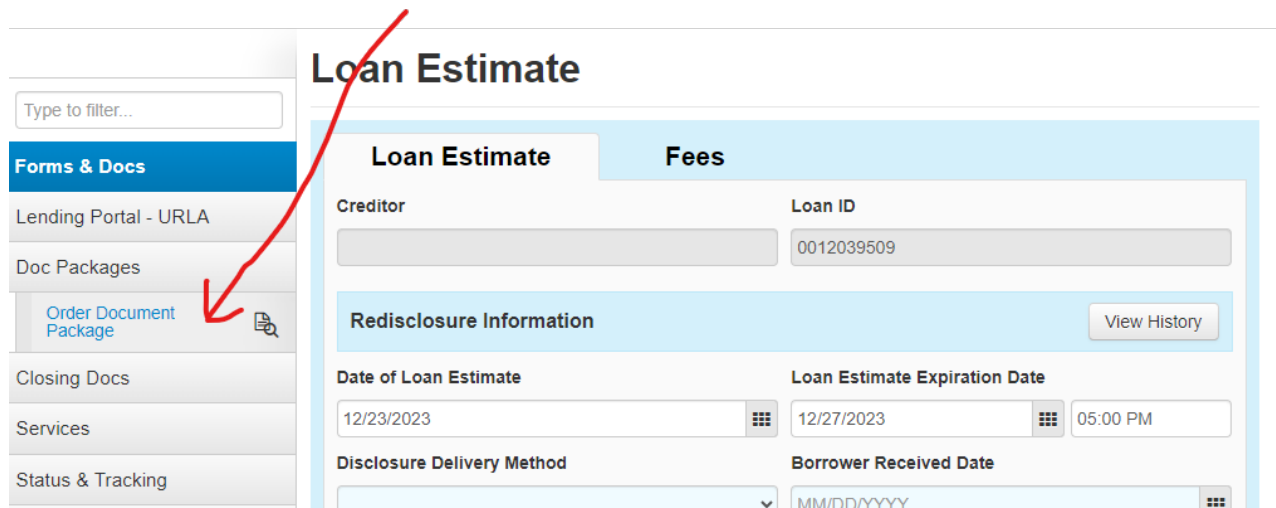


Closing Request	Finance Charge	\$18,629,037.04	\$196,990.94
Lending Portal - URLA	Amount Financed	(\$18,312,348.42)	\$116,138.08
Doc Packages	Total of Payments	\$312,688.62	\$312,688.62

Disclose Cancel Save

17. You are now ready to send out your disclosures
E-Sign Packages

- Go to Doc Packages
- Hit the words Order Document Package
- From the Document Package Type drop down please select “Initial Disclosure”
- When you are ready to send the disclosures, make sure to **check the “EDisclosure” and “Click Sign” boxes.**
- Click submit at the bottom – Your disclosures were sent!



The screenshot shows a web interface for a Loan Estimate. On the left is a sidebar with a search bar and several menu items: 'Forms & Docs' (highlighted in blue), 'Lending Portal - URLA', 'Doc Packages', 'Order Document Package' (with a red arrow pointing to it), 'Closing Docs', 'Services', and 'Status & Tracking'. The main content area is titled 'Loan Estimate' and has two tabs: 'Loan Estimate' and 'Fees'. The 'Loan Estimate' tab is active. It contains several input fields: 'Creditor' (empty), 'Loan ID' (0012039509), 'Date of Loan Estimate' (12/23/2023), 'Loan Estimate Expiration Date' (12/27/2023 05:00 PM), 'Disclosure Delivery Method' (dropdown menu), and 'Borrower Received Date' (MM/DD/YYYY). A 'Redislosure Information' section with a 'View History' button is also present.

Order Document Package

Document Engine

DocMagic

Document Package Type

Initial Disclosure

Request Type

Complete Package

Language

English

Plan Code

USDA-RHS -- USDA: USDA RURAL HOUSING

Alt Lender Code

eDisclosure Click Sign Mail Out To Borrower

Event Notification

Additional Data

Upload PDF to DocBlock

Cancel

Submit

Wet Sign Packages

- From the Document Package Type drop down please select “Initial Disclosure”
- **DO NOT check the “EDisclosure” and “Click Sign” boxes as these will be wet signed!**
- **Click submit at the bottom**
- **You can then print the initial disclosures.**

Under Doc Packages, click Order Document Package.

Select the type of package you wish to print.

Submit.

Type to filter...

Forms & Docs

Doc Packages

Order Document Package

Closing Docs

Services

Status & Tracking

Actions

Imaging

Order Document Package

Document Engine: DocMagic

Document Package Type: Initial Disclosure

Request Type: Complete Package

Language: English

Plan Code: CONV -- Conventional: ALL FIXED LOANS

Alt Lender Code: [Empty]

eDisclosure Click Sign Mail Out To Borrower

Event Notification

Additional Data

Cancel Submit

Next, click the paper icon next to Order Document Package and click on Initial Disclosure.

Forms & Docs

Doc Packages

View Documents

DocMagic

Initial Disclosure

Close

Last, click on Initial Disclosure on the far left corner of the page to view your documents. Use the print icon on the right hand side to print.

Initial Disclosure (PDF) Proof Sheet Audit APR Payment Calculation Section 32 Calculation Impound Analysis Upload PDF

Upload to ImageFlow

RetrieveDocMagicDocs 1 / 48 100%

Uniform Residential Loan Application

This application is designed to be completed by the applicant(s) with the Lender's assistance. Applicants should complete this form as "Borrower" or "Co-Borrower," as applicable. Co-Borrower information must also be provided (and the appropriate box checked) when the income or assets of a person other than the Borrower (including the Borrower's spouse) will be used as a basis for loan qualification or the income or assets of the Borrower's spouse or other person who has community property rights pursuant to state law will not be used as a basis for loan qualification, but his or her liabilities must be considered because the spouse or other person has community property rights pursuant to applicable law and Borrower resides in a community property state, the security property is located in a community property state, or the Borrower is relying on other property located in a community property state as a basis for repayment of the loan.

If this is an application for joint credit, Borrower and Co-Borrower each agree that we intend to apply for joint credit (sign below):

Borrower _____ Co-Borrower _____

I. TYPE OF MORTGAGE AND TERMS OF LOAN					
Mortgage Applied for:	<input type="checkbox"/> VA	<input checked="" type="checkbox"/> Conventional	<input type="checkbox"/> Other (explain):	Agency Case Number	Lender Case Number
	<input type="checkbox"/> FHA	<input type="checkbox"/> USDA/Rural Housing Service			PR0011582186
Amount	Interest Rate	No. of Months	Amortization Type:	<input checked="" type="checkbox"/> Fixed Rate	<input type="checkbox"/> Other (explain):
\$ 300,000.00	7.500 %	360		<input type="checkbox"/> GPM	<input type="checkbox"/> ARM (type):

II. PROPERTY INFORMATION AND PURPOSE OF LOAN

Once the LO/Branch has the signed disclosure package back simply scan and upload them to ImageFlow or email them to disclosures@flanaganstatebank.com.