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Summary of Changes

Closing Disclosure Support

- The application now supports the complete Closing Disclosure form (CDF) as required by the Real Estate Settlement Procedures Act (Regulation X) & the Truth in Lending Act (Regulation Z) final rule, effective 10/3/2015.
- When creating a new order, the user will be prompted to choose a settlement type: HUD, GFE HUD, or CDF. A dedicated CDF tab will appear in the order if CDF is selected. HUD-1 orders will display the same HUD-1 & Closing tab as in prior versions. The new CDF data entry screens appear only in CDF orders.
- The Default ReadyDocs tree has been updated with all versions of the CDF as well as settlement statements and other supporting documents. These documents are found under the Escrow & Closing folder. The current HUD-1 documents are still available and have not changed.
- Pending receipts & disbursements will continue to be generated from the CDF just as it does from the HUD-1.
- The Title Insurance Premiums screen has new options for calculating simultaneous issue premiums as required by the final rule.
- Fees sent from title screens will automatically add the text “Title –” as required by the final rule. You do not need to update templates or lookup table entries to support this.
- Fees will automatically sort alphabetically on CDF Page 2 when you leave and then return to that page the order.

Configuration Requirements

Several configuration changes are recommended prior to 10/3/15:

- Create new templates for CDF orders. You can copy existing HUD templates into new CDF templates, which will populate all user-entered, non-HUD data from the original template. Users can also apply HUD templates directly into CDF orders, which will bring over all user-entered, non-HUD data. In your CDF templates, set the Title – CDF section defaults on the Options screen; this is recommended over alternate methods such as including CDF lines in title lookup tables.
- Set the Full Loan Premium rate table in your lookup table(s) for simultaneous issue policies.
- Ensure that custom documents and reports that reflect HUD data are updated, if appropriate, for CDF orders.
- Add License ID/NMLS License ID fields and data to the contact lookup tables for lenders, mortgage brokers, loan servicers, real estate brokers, settlement agents, title companies, and underwriters, along with their contact people. This data is displayed on page 5 of the CDF.
- Update custom document trees if you would prefer to print CDFs and settlement statements from your custom tree rather than the SoftPro default tree.
- On or around 10/3/15, change the Default settlement type found in Global preferences to CDF.
- If these configuration changes are not made prior to 10/3/15, the CDF can still be produced for any order but will require additional manual data entry.
- No configuration changes are required for recording fees, transfer taxes, endorsements, or additional title charges.

System Requirements

- The minimum supported screen resolution is 1024x768. Visit softprocorp.com for full system requirements.
Closing Disclosure Form

Creating a New Order or Template

When creating a new order or template, the user will need to specify a Settlement Type. The default may be set in SPAdmin. The New order/template dialog now has the CDF option available in the Type drop-down:

- You may copy from a CDF or HUD-1 order into a CDF order. See below for more information.

CDF Tab

A CDF tab will appear in CDF orders. This tab contains all of the new data entry screens for CDF Pages 1-5 of the Closing Disclosure Form, as well as several other screens which assist with CDF preparation. These screens are discussed below.
Closing Information

Provides a basic summary of loan dates, settlement agent, file number, property address, and sale price/appraised value.

- **Date Issued**: The date that the Closing Disclosure form is issued to the consumer; must be entered manually.
- **Closing Date**: The closing date of the loan. Defaults from Settlement date/time on the Express Order Entry, File No., Settlement Dates, Notes, and Basic Order Information screens, but can be manually overridden.
- **Disbursement Date**: The loan funding date. This is the same field as the Disbursement date on the File No., Settlement Dates, Notes screen.
- **Settlement Agent**: The order contact handling the loan closing transaction. This field defaults from the settlement agent contact on Sett. Agent, Title Co., Underwriter, Offices, and also contains options to select Title Company, Underwriter, Lender, and Mortgage Broker. This is the same field as the Settlement Agent on CDF Page 5 Contact Information. The button opens the Sett. Agent, Title Co., Underwriter, Offices screen.
- **File #**: This field defaults to the ProForm file number but may be overridden manually.
- **Property**: Lists the property being purchased. This information is the same as that found in the Property Address fields on the Express Order Entry and Property, Legal Description screens. The button opens the Property, Legal Description screen.
- **Sale Price/Appraised Property Value**: If the transaction is a purchase, these two fields will populate automatically based on the Sales Price field on the Express Order Entry & Sales Price, Deposit/Earnest Money screens; they may be manually overwritten. If not a purchase, the fields will default to the Appraised Property Value which is also found on the Appraisal Information screen.

Transaction Information

Displays contact information for the buyer, seller, and lender.
- **Borrower**: Selecting the button here opens the *Buyer/Borrower, Officers & Signatures screen* for adding and editing contact information. This field will default from the first set of borrower names associated with the loan, and their address. Borrowers are associated to a loan using the *Borrowers* grid on the *Loan, Funding & ProTrust* screen.
  
  - If the **title drop-down** is changed here, the title shown in the order’s *Buyer/Borrower Signature Lines* dialog will be adjusted as well; the title selected from the list is the label that will be printed on *CDF Page 1* and *Settlement Statements*.

- **Seller**: Selecting the button here opens the *Seller, Officers & Signatures screen* for adding and editing contact information. This field will default from the first set of seller names associated in the file and their address.
  
  - If the **title drop-down** is changed here, the title shown in the *Seller Signature Lines* dialog will be adjusted as well; the title selected is the label that will be printed on *CDF Page 1*.

- **Lender**: The name of the loan creditor; populates automatically with the *Lender Full Legal Name* on the *Lender screen*; it can also be accessed from the *Express Order Entry* screen.

### Loan Information

This section contains details about the loan term, purpose, product, and type. Selecting the button directly next to *Loan Information* opens the *Terms, Payment & ARM* screen for quick editing of loan information.

- **Loan Term**: Defaults from *Loan Years* on the *Terms, Payment & ARM* screen and can be manually overridden.

- **Purpose**: This field will default from the order type that is selected on the *Express Order Entry* screen (i.e. purchase, refinance, or equity) or “Construction” when the Construction checkbox is selected on the *File No., Settlement Dates, Notes* screen. The field may be overridden manually.

- **Product**: This drop-down contains standard loan products. When the **Other** option is selected, the second line beneath is enabled for manual entry. These fields are the same as the *Loan Product & description* fields on the *Loan, Funding & ProTrust* screen.

- **Loan Type**: This drop-down list contains standard loan types; when the **Other** option is selected, the second line beneath is enabled for manual entry. These fields are the same as the *Loan type & description* fields on the *Loan, Funding & ProTrust* screen.

- **Loan ID #**: Input loan number here. This field is the same as *Loan number* on the *Loan, Funding & ProTrust* screen.

- **MIC #**: Input mortgage insurance case number here. This field is the same as *Mtg. Ins. Case Number* on the *Loan, Funding & ProTrust* screen.
## Loan Terms

This area is for specifying the Loan Amount, Interest Rate, Principal & Interest (defaults to monthly), Prepayment Penalty, Balloon Payment, and any Additional Terms.

### Field Codes

The following items correspond with the fields marked in blue above. These fields match other existing fields:

1. Same as **Principal Amount of Loan** on the Express Order Entry & Loan, Funding & ProTrust screens.
2. Same as **Annual Interest Rate** on the Terms, Payment & ARM screen.
3. Same as **Interest Adjust/Change Period** on the ARM Data screen.
4. Same as **Lifetime Maximum Rate** on the ARM Data screen.
5. Same as **Payment frequency** on the Terms, Payment & ARM screen.
6. Same as **Principal and Interest Payment** on the Terms, Payment & ARM screen.

### Additional Terms

- The loan terms will not print on the Closing Disclosure form unless the corresponding checkbox is selected. If **free-form text is needed**, there are three **Additional Terms** lines included in all five sections; each preceded by a checkbox.  
- Clicking the **button** to the right of each additional terms line will pull up a dialog for rich-text editing to allow you to bold specific text.
Lookup tables are not available for these dialogs.
- The font default for CDF Pg 1 is Tahoma, 10pt & each Additional Term will be a separate bullet on CDF Pg 1.

**Loan Amount**
- The first field is for the full loan amount.
- The first drop-down always defaults to No, but may be adjusted manually to Yes.
- The remaining options will allow the user to specify details of the loan amount increase, as well as the specific time period during which this increase may occur.

**Interest Rate**
- The first field is for the interest rate.
- The first drop-down defaults to No, unless a value is entered in the Type of Arm field on the ARM Data dialog.
- The remaining options will allow the user to specify details of any interest rate increases, as well as the specific time period(s) during which these increases may occur. Additionally, the See AIR Table checkbox will default to checked when Yes is selected.
  - The Air Table may be edited on CDF Page 4.

**Principal & Interest**
- The drop-down label for this section, found over the title Principal & Interest, is the same field as the Payment Frequency drop-down on the Terms, Payment & ARM screen.
- The first drop-down defaults to No, unless the loan is set up as an adjustable rate mortgage.
- If Yes is selected, the remaining options allow the user to specify details regarding future adjustments that will be made to the principal and interest, including time periods, maximum payments, and interest-only payments; the See AP Table checkbox will be checked.
  - The AP Table may be edited on CDF Page 4.

**Loan Terms (Continued)**
FIELD CODES

The following items correspond with the fields marked in blue above. These fields match other existing fields:

1. Same as **Maximum Prepayment Penalty** on the Terms, Payment & ARM screen.
2. Same as **Balloon after field** on the Terms, Payment & ARM screen.
3. Same as **Balloon after drop-down** on the Terms, Payment & ARM screen.

**PREPAYMENT PENALTY**

- The first drop-down always defaults to No, but may be adjusted manually to Yes.
- If Yes is selected, select the appropriate time period within which a prepayment penalty would apply, as well as the maximum amount of the penalty.

**BALLOON PAYMENT**

- The drop down list defaults to No, unless the Balloon after field on Terms, Payments, & ARM screen has a value.
- If applicable, enter the amount of the balloon payment as well as the balloon payment due period.

**Projected Payments**

This section provides a breakdown of how loan payments will be structured during the life of the loan, specifying how principal, interest, insurance, and escrow payments will be handled.

**FIELD CODES**

1. Same as **Principal and Interest Payment** on the Terms, Payment & ARM screen, & Principal and Interest screen on the Payment Information Letter screen.
2. Same as **Mortgage Insurance** on the Payment Information Letter screen.
3. Same as **Estimated Escrow** on the Payment Information Letter screen.
4. Same as **Estimated Total Monthly Payment** on the Payment Information Letter screen.

**PAYMENT CALCULATION**

- The first row allows the user to specify year range(s) for any changes to the payment calculation during the life of the loan.
- Row two allows the user to specify Interest-Only and Final Payment amounts, if necessary.
**PRINCIPAL & INTEREST**

- The user is able to enter Principal & Interest amounts on this row, including minimum and maximum amounts.
- Clicking the button opens the Terms, Payment & ARM screen.

**MORTGAGE INSURANCE**

Enter Mortgage Insurance costs on this row; clicking the button in the far left column opens the Line Detail Dialog for editing and modifying the Mortgage Insurance charge found on CDF Page 2, Section G, Line 2.

- In order for this charge to populate with data entered on CDF Pg 2, the Calculation Type details must be specified:

**ESTIMATED ESCROW**

Enter the total Estimated Escrow amounts on this row; clicking the button in the far left column opens the Line Detail Dialog for editing and modifying the Homeowner’s Insurance charge found on CDF Page 2, Section G, Line 1 and allows you to add or edit additional escrow amounts in Section G.

**ESTIMATED TOTAL MONTHLY PAYMENT**

Enter the Estimated Total Monthly Payments on this row. Minimum and maximum payment amounts may be entered manually.

- These amounts will calculate/populate automatically based on the information in the Principal & Interest, Mortgage Insurance, and Estimated Escrow fields above.

**ESTIMATED TAXES, INSURANCE & ASSESSMENTS**

- The Estimated Taxes, Insurance & Assessments field will display an amount calculated from information entered into the Payment Information Letter screen (see below).
  - The Payment Information button opens the Payment Information Letter screen:
- Check the **In Estimate** checkbox to indicate that an item should print on the Closing Disclosure Form. If **In Estimate** is unchecked, the row will not print on the form, and the associated amount will not be included in the total estimated taxes, insurance, & assessments.
- Enter or modify the **Description** for each item; information entered on **CDF Page 2, Section G** will default here.
- To indicate that an amount is escrowed as part of the loan, check the **In Escrow** checkbox.
- The **Estimated Escrow** amount calculates from the total of all amounts entered in Payment Information Letter where **In Escrow** is checked.
- The fields at the bottom of this dialog display information from the **Payment Calculation** section of **CDF Page 1**; the field at bottom provides the **Estimated Total First Payment**.

**Costs at Closing**

This section displays the total closing costs & cash to close information from **Pages 2 & 3** of the Closing Disclosure form. Buttons next to these read-only fields allow the user to jump to other screens for viewing cost details & make edits.

<table>
<thead>
<tr>
<th>Costs at Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Closing Costs</strong></td>
</tr>
<tr>
<td>+ 500.00</td>
</tr>
<tr>
<td>-</td>
</tr>
<tr>
<td><strong>Cash to Close</strong></td>
</tr>
</tbody>
</table>

- **Closing Costs button**: Opens **CDF Pg 2, Section J**, & opens the screen where the data is defaulting from.
  - **in Loan Costs button**: Opens **CDF Pg 2, Section D**, & opens the screen where the data is defaulting from.
  - **in Other Costs button**: Opens **CDF Pg 2, Section I**, & opens the screen where the data is defaulting from.
  - **in Lender Credits button**: Opens **CDF Pg 2, Section J**, & opens the screen where the data is defaulting from.
- **Cash to Close button**: Opens the **Division of Proceeds & 1099-S** Data screen.
Use this page to detail closing costs that are associated with the transaction.

**Section Grids**

**CDF Page 2** is presented in a grid and allows data to be entered directly within the grid cells unless they are grayed out. Use the **Enter or arrow keys** to move from one cell to another in a grid. Use **Tab** to move from one grid to the next.

- **Description**: Enter a description of the line item; functions the same as the HUD lines. The contents of the description field will print in the memo field on a receipt/disbursement transaction.
  - The section and line number will be displayed in the extended memo details.
    - Ex. – “Settlement or closing fee - (B.01) $500.00”
  - The breakdown of the charges pulls into the **Extended Memo** field. For example:
    - A single item check would appear similarly to the following:

- A **Grouped Disbursement Check** would reflect all fees collected:

- **Re**: Enter a memo or other note about this item; functions the same as the HUD lines.
- **DS**: Select a disbursement status code from this drop-down list; functions the same as the HUD lines.
- **To**: Enter the name of the payee for this item; functions the same as the HUD lines.
• **Borrower-Paid:** The two Borrower-Paid columns allow the user to list items that will be paid by the buyer/borrower:
  o **At Closing:** Indicates the amount listed is to be paid at the closing.
  o **Before Closing:** Indicates the amount is to be paid prior to the closing.

• **Seller-Paid:** The two Seller-Paid columns allow the user to list items that must be paid by the seller.
  o **At Closing:** Indicates the amount listed is to be paid at the closing.
  o **Before Closing:** Indicates the amount is to be paid prior to the closing.

• **Paid by Others:** Indicates the amount is paid by a party other than the borrower or seller.

**GRID LINES**

• **Headers:** Each section has a header row which contains bold, black text and lists the corresponding Section letter, Title, and Borrower-Paid Total:

  ![F. Prepaids $ 0.00](image)

• **Sorting:** Each section’s lines are sorted alphabetically by description when the screen is closed; capitalized items are sorted before lowercase items.
  o **This sorting does not apply to** any default, reserved lines in each section.
  o Alphabetic sorting can be turned off by unchecking option 6) Sort CDF page 2 lines descriptions alphabetically on the CDF Options screen.

• **Line numbers:** Sections A-C & E-H have black hyperlinked line numbers at the left side of the grid.
  o These numbers may be clicked to view and edit information in the Line Detail Dialogs for those items.
  o Sections A-C & E-H can each contain up to 99 lines; only 55 total lines will be printed on CDF Page 3. Any lines that exceed this number will be included on an addendum page.

• **Lines may be added** by choosing the **<Click here to add a row>** option at the bottom of a given section.

• **Lines may be deleted** by clicking in the column to the left of the line numbers to select an entire row and pressing the **Delete** key.
  o Each section must have at least one line.
  o The **Aggregate Adjustment** line in Section G cannot be deleted, & always shows as the last line in the grid.
  o **All charges associated** with that line must be eligible for deletion.
    ▪ **Default lines** in each section cannot be deleted.
    ▪ **Enterprise users:** If a line contains a charge already posted in ProTrust (i.e., not pending or voided), you will not be able to delete the charge or line until you void the existing transaction.
    ▪ If the charge is being “sent” from another location you must remove the CDF line value from the Line drop-down so the charge is no longer on the CDF line.

• **Multiple charge lines:** Lines containing multiple charges have “grayed out” DS and **amounts** fields since they contain a total of all the charges that are associated with this line:

<table>
<thead>
<tr>
<th>Description</th>
<th>Req</th>
<th>DS</th>
<th>Chg</th>
<th>Paid By Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Line Detail Dialogs

After clicking a hyperlinked line number in the CDF Page 2 grid, a Line Detail Dialog will appear. These dialogs allow you to enter additional details regarding a charge (i.e.-Calculation type, Seller Pay %, Paid by others details, etc.), add multiple charges that will total on the main line on CDF Page 2, and chose a calculation charge type to automatically calculate the charge amount.

- The two headings at the top of the dialog identify the Section and Line number for the charge currently displayed.
- The grid found in the top portion of the dialog lists and provides a summary of the charges present on the line being edited; details cannot be entered into this grid. Click on a grid row to edit the charge.
  - Additional charges may be added or deleted by pressing the buttons found in the upper left.
- The bottom portion of the dialog contains various fields and drop-down lists for configuring line charges:
  - The top two rows containing Desc, Re, DS, To, and Address fields function the same as the HUD lines.
  - There are eight calculation types available. When adding a new charge to a line, you must select Basic, Percent, Proration, Payoff, Recording Fees, Transfer Tax, Prepaid, or Escrow, and then press the Details button to edit:
When multiple charges are added to a line, charges will be itemized on the Closing Disclosure–Addendum page and the total will print on the main CDF Page 2 line with a default description or reference. See Additional xxx Items. This default description can be manually overridden.

**BASIC CHARGE**

- **The details button** is not available for this charge type; the charge is entered directly into the Line Detail dialog.
- **Cost Paid:** Modify this option to automatically move a calculated or sent over charge amount from At Closing to Before Closing, or By Others. This option will not move manually entered amounts from one amount column to another.
- **Sr%:** Allows a calculated or sent over amount to be split between a buyer and seller; if the file is not a purchase, Sr% and Seller-Paid amounts (At & Before closing) are disabled.
- **Borrower-Paid/Seller-Paid:**
  - **At Closing:** Input the amount to be paid at closing.
  - **Before Closing:** Input the amount paid before closing.

- **Paid by Others:** Indicates the amount is paid by a party other than the borrower or seller. To indicate how the amount should be disbursed, use these rules:
  - An amount shown with a **normal decimal** (e.g. $300.00) will be disbursed at closing. **Process As** should be marked accordingly based on whether the funds are Incoming funds, In Funding check, or Reduce Funds.
  - An amount shown with an **asterisk decimal** (e.g. $300*00) indicates a fee that was paid outside of closing by a third party.
  - **Disburse:** Selecting this checkbox creates a POC disbursement to be paid to the entitled payee; **Process As** should be marked based on whether the funds are Incoming funds, In Funding Check, or Reduce Funds.
  - **Process As:**
    - **Incoming Fund:** The amount is considered an incoming fund on behalf of the borrower or seller; use to specify monies that should be brought to the closing. This will generate a deposit in either the Receipts Register (Enterprise version) or as a generated incoming deposit (Standard version).
    - **In Funding Check:** The amount is designated to be included in the funding check. The amount “Paid by Others” will need to be added to the Funding Check if the Funding type is marked as **Gross**. If Funding type is marked as **Net**, the Funding Proceeds will adjust automatically.
    - **Reduce Funds:** The user specifies a **Paid By** contact from the drop-down list below, which deducts from the party’s check; a warning is issued if the check isn’t big enough to cover the amount. If this option is selected, the Paid By field is activated and the user will need to indicate from which party the funds are being reduced.
    - **Paid By:** Drop-down list includes options for all “grouped check” contacts.
      - Two additional contacts, **LB** (Lending Broker) & **SB** (Selling Broker), will be available in the Paid By dropdown when Reduce Funds is selected in the **Process As** dropdown.
      - LB & SB are used in conjunction with amounts entered on the Commissions screen. For example, if a user has a listing broker commission entered on the Commissions screen in a CDF order, the user may select LB in the Paid By dropdown for any Paid By Other amounts that are processed as Reduce Funds; the same functionality exists for selling broker.

- **Tolerance:** Specify the maximum percentage that a charge on the Closing Disclosure may differ from the Loan Estimate.
- **Loan estimate:** Enter the amount of the charge as shown on the Loan Estimate.
- **Fee Type:** Use to categorize the charge when transmitting file data electronically.
**Percent Charge**

Use to calculate a percentage of the loan amount, sales price, loan premium, or owner’s premium.

- Use the first row to set a percentage of loan amount, sales price, loan premium, or owner’s premium
  - Rounding to the nearest whole dollar may be specified with the checkbox.
- Adjustment amounts may be set on the second row.
  - Adjustment +/-: Enter a dollar amount here; lead with a minus sign to subtract the amount.
  - For: Input a description if necessary.

**Proration Charge**

Use this option to prorate a charge between a buyer & seller, or calculate just the buyer’s or seller’s portion of a charge.

- Compute Drop-down list: Select Split, Compute Buyer’s Share of, or Compute Seller’s Share of, depending on what is required.
- $____: Enter the total amount of the charge.
- From/Through: Enter the date range.
- = ____ : Automatically calculates when a date range is entered.
- Days of: The system calculates this field after the date range is entered.
- 30 Day Months: Select this option to base the prorating of this item on a 360-day year. When 30 Day Months is checked, ProForm calculates the number of days the buyer or seller is responsible for by using 30 day months.
- Which Includes $ _____ That _____ Must Pay: Only available when a Split calculations is selected.
  - Defaults to Buyer; this line may be used to add an additional charge for either the Buyer or Seller.

**Payoff Charge**

This charge is configured to determine a payoff amount for a selected charge line. It may be calculated based on the Principal balance or a predetermined Payoff Amount.
• Calculate Loan Payoff Using a Payoff amount:
  o The Principal Balance and Interest fields are not available by default.
  o Loan Payoff: The predetermined payoff amount.
  o As of: The date through which this payoff is valid.
  o Per diem: The per diem amount.
  o Days from: Select the date from which you want the total payoff calculated; defaults to Disbursement as data is entered. The ____ Days field will calculate automatically based on the selection made here.
  o Plus ___ Extra Days: Enter any amount of extra days to be considered for mail travel.
  o Plus Late Fee __ After _/__/_: Enter the amount of any late fee and the date after which the late fee is due.

• Calculate Loan Payoff Using Principal Balance: This checkbox defaults unchecked.
  o The Loan Payoff field is disabled when this option is selected.
  o The two following fields are made editable when this option is selected:
    ▪ Principal balance: Enter the principal balance remaining on the loan.
    ▪ Interest: Enter any lump sum of interest charged.

• Additional Charges: Up to 10 additional charges may be added to or subtracted from the payoff.
  o Total: The total of all Additional Charges displays here.
**Recording Fees**

This charge type is based upon the formulas configured on the Recording & Transfer Fee Formulas screen. Once configured, they may be selected with this dialog.

- **Document**: Specify deed, mortgage, release, or one of the 3 custom Document types if entered on Recording & Transfer Fee Formulas screen.
- **Pages**: Specify a number of pages to be recorded.
- **Other**: Specify a number of other items such as index names, cancelled documents, etc.
- **Totals**: Provides a total of the Deed, Mortgage, and Release fees.
- **Slr%**: Enter a percentage of the recording fee paid by the seller if applicable.

**Transfer Tax**

This charge type is based upon the formulas configured in the Recording & Transfer Fee Formulas section. Once configured, they may be selected with this dialog.

- **Formula**: Select a formula to use, including City/County, State, Other 1, or Other 2.
- **Document**: Select Deed or Mortgage.

**Prepaid**

This option provides a **Months** field which is used to indicate the total number of months for the prepaid amount. The months entered here will default into the **Re** field on the charge.
**Escrow**

These fields assist with escrow activities and function similarly to the 1000 section of the HUD-1.

- **Month/Payments**: Enter the number of months (or payments) that the Lender is requiring to be collected up-front for the initial deposit in the escrow account.
  - If this escrow is being sent from Section F, the per-month amount will show pre-calculated.
- **Each**: Enter amount to be collected each month/payment. This amount will automatically calculate when the Section G line has been selected as an Escrow Line on a Section F charge.

**Sections A-J Details**

**A. ORIGINATION CHARGES**

Charges paid by the consumer to each creditor/loan originator for generating and extending credit. Items listed here might include: application fee, origination fee, underwriting fee, processing fee, verification fee, rate-lock fee, etc.

- The first line, labeled of Loan Amount (Points), is required and may not be deleted. You may manually enter the percentage of points, or select the 01 line hyperlink to access the Line Details dialog and calculate the percentage based on the loan amount.

**B. SERVICES BORROWER DID NOT SHOP FOR**

Services that the creditor requires in connection with the transaction. These items are provided by persons other than the creditor or mortgage broker, and for which the creditor does not allow the consumer to shop. This may include: appraisal fees, credit report fees, flood determination fee, etc.
C. Services Borrower Did Shop For

Services that the creditor requires in connection with the transaction. These items are provided by persons other than the creditor or mortgage broker, and for which the creditor does allow the consumer to shop. These items may include: pest inspection fees, survey fees, title insurance-related fees.

D. Total Loan Costs (Borrower-Paid)

Provides a sum of the Borrower-Paid subtotals of Sections A-C. This total generally represents all costs that the creditor and mortgage broker require of the borrower in connection with the loan transaction. These lines may not be deleted.

E. Taxes and Other Government Fees

This section details the fees paid to state and local governments, particularly taxes and other government fees for recording documents, and transfer taxes assessed against the purchase price of a real estate contract or the loan amount.

- Lines in this section may only contain one charge per line.

F. Prepaids

Includes prepaid charges for real estate property taxes, insurance premiums, or other items that must be paid to insure the property or satisfy real estate tax obligations before completion of the credit transaction and the real estate closing. Line F.03 is reserved for prepaid interest and must show $0.00 if interest is not collected in advance.

- Line F.03 is pulled from the Terms, Payment & Arm screen under the General Tab.
- The first four lines default to Homeowner’s Insurance Premium, Mortgage Insurance Premium, Prepaid Interest, and Property Taxes. These lines may not be deleted.
- Lines 1-3 may not contain multiple charges.

G. Initial Escrow Payment at Closing

This is the amount that the borrower is expected to set aside for the establishment of an escrow account. The first three lines default to Homeowner’s Insurance, Mortgage Insurance, and Property Taxes. These lines may not be deleted.

- Lines 1-2 may not contain multiple charges.
- The Aggregate Adjustment will automatically sort to the last line in Section G and may not be deleted; enter information into the amount fields just like any other fees received from the lender.
- Property Taxes collected with different time periods may be disclosed on separate lines in this section or as separate charges under line G.03.

H. Other

This section is used to disclose any items that are part of the real estate closing, but not required by the creditor or disclosed elsewhere. These may include all real estate brokerage fees, homeowner’s or condominium association charges paid at consummation, home warranties, inspection fees, and any owner’s title insurance premiums.

- Real estate commissions must be the total amount paid, regardless of the retention of any earnest money deposit.
- Owner’s title insurance must include “Title -” at the beginning of the label, as well as the parenthetical “(optional)” at the end of the label when designated borrower-paid at or before closing.

I. Total Other Costs (Borrower-Paid)

Displays a sum of the Borrower-Paid subtotals of Sections E-H. These lines may not be deleted.
J. TOTAL CLOSING COSTS (Borrower-Paid)

Displays a sum of the Borrower-Paid subtotals of Sections D (Total Loan Costs) & I (Total Other Costs), totals for all amounts under all Borrower-Paid, Seller-Paid, and Paid by Others, and any general credits provided by the lender. These lines may not be deleted. The Lender Credits description is editable if additional statements are required by the creditor on this line.

- **Lender credits** is used to specify a general credit amount from the lender to the borrower and must be input manually as a negative amount.
- **Process as** may be specified here. See details above for explanation.
CDF Page 3

This page provides more detail regarding closing costs associated with the transaction.

Calculating Cash to Close

This section allows the user to list any differences in the totals between what was included in the Loan Estimate and on the Final Closing Disclosure Form.

<table>
<thead>
<tr>
<th>Loan Estimate</th>
<th>Final</th>
<th>Did this change?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Closing Costs (J)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing Costs Paid Before Closing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing Costs Financed (Paid from your Loan Amount)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Down Payment / Funds from Borrower</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds for Borrower</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seller Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjustments and Other Credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash to Close</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

**Columns**

- **Loan Estimate**: Most fields in this column are manual-entry and are designated for amounts from the loan estimate provided by the lender. The Loan Estimate Total Closing Costs (J) amount will be the sum of all Loan Estimate amounts and can be manually overwritten.
- **Final**: All fields in this column are explained in the Lines section below.
- **Did this change?**: The drop-down list will default to Yes or No based upon any difference between what is in the Loan Estimate column and the Final column. The user may manually input a reason for this difference in the field to the right.
  - Clicking the button at the far right pulls up a dialog for rich-text editing.
  - The CDF requires that certain text included in this section be formatted in bold; you can use the Field Editor dialog which provides a formatting toolbar:

Lookup tables are not available for these dialogs.

The default font set for CDF Page 3 is Tahoma, 7pt.
The following items correspond with the fields that are in the Final column:

1. **Total Closing Costs (J):** Same as the Total Borrower-Paid Closing Costs on CDF Page 2, Section J.
2. **Closing Costs Paid Before Closing:** The sum of all Borrower closing costs “paid before closing” amounts.
3. **Closing Costs Financed (Paid from your Loan Amount):** This is a manual entry field.
4. **Down Payment/Funds from Borrower:** When the order is a purchase, this field contains the sum of lines K.01-L.02 minus any Closing Costs Financed. When the order is not a purchase, this field contains the sum of all Section K Payoff charges, minus L.02 and any Closing Costs Financed. An amount is displayed if the total of Section K is greater than the total of Section L, otherwise the field displays $0.00.
5. **Deposit:** Sum of all Deposit/Earnest money entered on the Sales Price, Deposit/Earnest Money screen.
6. **Funds for Borrower:** When the order is a purchase, this field contains the sum of K.01-L.02 minus any Closing Costs Financed. When the order is not a purchase, this field contains the sum of all Section K Payoff charges, minus L.02 and any Closing Costs Financed. An amount is displayed if the total of Section K is less than the total of Section L, otherwise it displays as $0.00.
7. **Seller Credits:** This field is the same as the L.05 Borrower Amount field on CDF Page 3.
8. **Adjustments and Other Credits:** When the order is a purchase, this field contains the sum of lines K.02, K.04-K.15 on CDF Page 3 and subtracts the sum of all non-payoff charges on lines L.03, L.04 & L.06-L.17 on CDF Page 3. When the order is not a purchase, this field contains the sum of all non-deposit lines K.02, K.04-K.15 on CDF Page 3 and subtracts the sum of all non-payoff charges on lines L.03, L.04 & L.06-L.17.
9. **Cash to Close:** This line displays the totals of the Loan Estimate and Final columns.

**Summaries of Transactions**

This section of CDF Page 3 contains Sections K, L, M, and N. Unlike CDF Page 2, these sections are not sorted alphabetically; lines may not be added or deleted.

**SECTION GRIDS**

The four grids in this section contain manual-input grids.

- You are able to specify the various credits and debits associated with the borrower and seller.
  - The Credit/Debit Column found in Sections K and L may be used to specify which items should appear in both borrower and seller amount columns as a debit to one and a credit to the other. Single-sided debits and credit amounts may be specified on certain rows; some rows are always single-sided.

- If an amount is sent from section K or L → M or N, nothing else can be sent to the destination line in M or N.
  - In this Page 3 example, an amount—titled Sample Item—is being sent from L.09 to N.09:

<table>
<thead>
<tr>
<th>Description</th>
<th>Re</th>
<th>Borrower</th>
<th>Credit/Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.09 Deposit</td>
<td>$1,325.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.09 Loan Amount</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.09 Existing Loan(s) Assumed or Taken Subject…</td>
<td>$00.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.05 Seller Credit</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.06 See Additional L.06/L.06 Items</td>
<td>$45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.07</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.08</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L.09 Description</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- If the user attempts to send another charge to N.09, an error is displayed:
- A Tolerance credit drop-down is included in Section L which is used to specify if a credit amount was given to the borrower to offset a tolerance violation.
- Totals from each section are displayed at the top of each respective section.

**Line Detail Dialogs**

After clicking a hyperlinked line number in the CDF Page 3 grid, a Line Detail Dialog will appear. These dialogs allow you to enter additional details regarding a charge (ex. Credit/Debit, Tolerance, Fee Type, etc.), multiple charges that will total on the main line on CDF Page 3, and choose additional calculation charge types to automatically calculate the charge amount.

- The two headings at the top of the dialog identify the Section and Line number for the charge currently displayed.
- The grid found in the top portion of the dialog lists and provides a summary of the charges present on the line being edited; details cannot be entered into this grid. Click on a grid row to edit the charge.
  - Additional charges may be added or deleted by pressing the buttons found in the upper left.
- The bottom portion of the dialog contains various fields and drop-down lists for configuring line charges.
  - There are eight calculation types available. When adding a new charge to a line, you must select Basic, Percent, Proration, Payoff, Recording Fee, Transfer Tax, Prepaid, or Escrow, and then press the Details button to edit:
o When multiple charges are added to a line, charges will be itemized on the Closing Disclosure–Addendum page and the total will print on the main CDF Page 3 line with a default description or reference See Additional xxx items. This default description can be manually overridden.

**Basic Charge**

This is the default charge presented in the Line Detail dialog. The details button is not available with this charge; the basic charge is entered directly into the Line Detail dialog.

- The **Desc**, **Re**, **DS**, **To**, and **Address** fields function the same as the HUD lines.
- **Borrower/Seller:**
  - Depending on the section of Summaries of Transactions in which the charge appears, this row will include either a Borrow-Paid or Seller-Paid amount.
- **Process As:**
  - **Incoming Fund:** The amount is considered an incoming fund on behalf of the borrower or seller; use to specify monies that should be brought to the closing. This will generate a deposit in either the Receipts Register (Enterprise version) or as a generated incoming deposit (Standard version).
  - **In Funding Check:** The amount is designated to be included in the funding check. The amount “Paid by Others” will need to be added to the Funding Check if the Funding type is marked as Gross. If Funding type is marked as Net, the Funding Proceeds will adjust automatically.
  - **Reduce Funds:** The user specifies a Paid By contact from the drop-down list below, which deducts from the Party’s check; a warning is issued if the check isn’t big enough to cover the amount. If this option is selected, the Paid By field is activated and the user will need to indicate from which party the funds are being reduced.
  - **Paid By:** Drop-down list includes options for all “grouped check” contacts.
- **Credit/Debit:** Specify the section/line for this charge.
- **Tolerance**: This field only appears in/applies to Section L. Use to specify the maximum percentage that a charge on the Closing Disclosure may differ from the Loan Estimate. Select **None** if the tolerance doesn’t apply to the charge.

- **Fee Type**: Use to categorize the charge when transmitting file data electronically.

**PERCENT CHARGE**

Use to calculate a percentage of the loan amount, sales price, loan premium, or owner’s premium.

- Use the first row to set a **percentage** of loan amount, sales price, loan premium, or owner’s premium
  - **Rounding to the nearest whole dollar** may be specified with the checkbox.

- Adjustment amounts may be set on the second row.
  - **Adjustment +/-**: Enter a **dollar amount** here; lead with a minus sign to subtract the amount.
  - **For**: Input a description if necessary.

**PRORATION CHARGE**

Use this option to prorate a charge between a buyer & seller, or calculate only the buyer’s or seller’s portion of a charge.

- **Compute Drop-down list**: Select **Split**, **Compute Buyer’s Share of**, or **Compute Seller’s Share of**, depending on what is required.
- **$_____**: Enter the total amount of the charge.
- **From/Through**: Enter the date range.
- **= _____**: Automatically calculates when a date range is entered.
- **Days of**: The system calculates this field after the date range is entered.
- **30 Day Months**: Select this option to base the prorating of this item on a 360-day year. When 30 Day Months is checked, ProForm calculates the number of days the buyer or seller is responsible for by using 30 day months.
- **Which Includes $_____ That _____ Must Pay**: Only available when a Split calculations is selected.
  - Defaults to **Buyer**; this line may be used to add an additional charge for either the Buyer or Seller.

**PAYOFF CHARGE**

This charge is configured to determine a payoff amount for a selected charge line. It may be calculated based on the **Principal balance** or a predeterminded **Payoff Amount**.
• **Calculate Loan Payoff Using a Payoff amount:**
  - The **Principal Balance** and **Interest** fields are not available by default.
  - **Loan Payoff**: The predetermined payoff amount.
  - **As of**: The date through which this payoff is valid.
  - **Per diem**: The per diem amount.
  - **Days from**: Select the date from which you want the total payoff calculated; defaults to **Disbursement** as data is entered. The **Days** field will calculate automatically based on the selection made here.
  - **Plus ___ Extra Days**: Enter any amount of extra days to be considered for mail travel.
  - **Plus Late Fee __ After _/___**: Enter the amount of any late fee and the date after which the late fee is due.

• **Calculate Loan Payoff Using Principal Balance**: This checkbox defaults unchecked.
  - The **Loan Payoff** field is disabled when this option is selected.
  - The two following fields are made editable when this option is selected:
    - **Principal balance**: Enter the principal balance remaining on the loan.
    - **Interest**: Enter any lump sum of interest charged.

• **Additional Charges**: Up to 10 additional charges may be added to or subtracted from the payoff.
  - **Total**: The total of all Additional Charges displays here.

**RECORDING FEES**

This charge type is based upon the formulas configured on the *Recording & Transfer Fee Formulas* screen. Once configured, they may be selected with this dialog.
• **Document**: Specify deed, mortgage, release, or one of the 3 custom Document types if entered on Recording & Transfer Fee Formulas screen.

• **Pages**: Specify a number of pages to be recorded.

• **Other**: Specify a number of other items such as index names, cancelled documents, etc.).

• **Totals**: Provides a total of the **Deed**, **Mortgage**, and **Release** fees.

• **Slr%**: Enter a percentage of the recording fee paid by the seller if applicable.

**Transfer Tax**

This charge type is based upon the formulas configured in the Recording & Transfer Fee Formulas section and is used for CDF Page 2 Section E lines. Once configured, they may be selected with this dialog.

• **Formula**: Select a formula to use, including **City/County**, **State**, **Other 1**, or **Other 2**.

• **Document**: Select **Deed** or **Mortgage**.

**Prepaid**

This option provides a **Months** field which is used to indicate the total number of months for the prepaid amount. The months entered here will default into the **Re** field on the charge.
**Escrow**

These fields assist with escrow activities and is used for CDF Page 2 Section G lines.

- **Months/Payments @ $ ____ Each**: Enter the number of months (or payments) that the Lender is requiring to be collected up-front for the initial deposit in the escrow account.
  - If this escrow is being sent from Section F, the per-month amount will show pre-calculated.

- **Each**: Enter amount to be collected each month/payment. This amount will automatically calculate when the Section G line has been selected as an Escrow Line on a Section F charge.

**Calculations**

The calculation section underneath sections (K) and (L) contains three lines:

- **Section K total**: Total Due from Borrower at Closing.
- **Section L total**: Total Already Paid by/on Behalf of Borrower at Closing.
- **Cash to Close**:
  - The button opens the Division of Proceeds & 1099-S Data dialog.
  - **From**: Checked automatically when cash is due FROM the borrower and a receipt is generated.
  - **To Borrower**: Checked automatically when cash is due TO the borrower and a disbursement is generated.
  - **Amount**: Displays the difference between Section K and Section L as a positive amount.

The calculation section underneath (M) and (N) contains three lines:

- **Section M total**: Total Due to Seller at Closing.
- **Section N total**: Total Due from Seller at Closing.
- **Cash to Close**:
The button opens the Division of Proceeds & 1099-S Data dialog.
- **From**: Checked automatically when cash is due FROM the seller and a receipt is generated.
- **To Seller**: Checked automatically when cash is due TO the seller and a disbursement is generated.
- **Amount**: Displays the difference between Section M and Section N as a positive amount.

**Transactions without a Seller**

CDF Page 3 will show a **Payoffs and Payments** grid and the optional Calculating Cash to Close table when the following criteria are met:

- The Transaction type is not “Purchase”; AND
- The Use optional Closing Disclosure forms for transactions not involving seller box is checked on the CDF Options screen:

  - No seller contacts exist in the order; AND
  - Sales price is $0.00

**Payoffs and Payments**

This table contains fifteen lines and is used to summarize payoffs and payments to others required with the transaction:

- **Description**: Enter a description of the line item.
- **Re**: Enter a memo or other note about this item.
- **DS**: Select a disbursement status code from this drop-down list.
- **To**: Enter the name of the payee for this item.
- **Amount**: Enter the charge amount
- **Total**: A total for **K. Total Payoffs and Payments** is displayed directly below the grid.

**Charge Detail Dialogs**

Clicking a hyperlinked number on the left side of the Payoffs and Payments grid will display the charge detail dialog for that line. Multiple charges may be added on each line as explained above.
**Calculating Cash to Close**

The Calculating Cash To Close section contains fewer options with transactions not involving a seller:

```
<table>
<thead>
<tr>
<th>Calculating Cash To Close</th>
<th>Loan Estimate</th>
<th>Final</th>
<th>Did this change?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Amount</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Closing Costs (J)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing Costs Paid Before Closing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Payoffs and Payments (K)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash to Close</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td></td>
</tr>
</tbody>
</table>
```

**Lines**

1. **Loan Amount**: The first field is for the estimated loan amount; the second field defaults from the final loan amount on CDF Page 1 and the principal amount of loan field on the Express Order Entry Screen and the Loan, Funding & ProTrust screen.
2. **Total Closing Costs (J)**: Same as the Total Borrower-Paid Closing Costs on CDF Page 2, Section J.
3. **Closing Costs Paid Before Closing**: The sum of all Borrower closing costs “paid before closing” amounts.
4. **Total Payoffs and Payments (K)**: The total of charges input in the Payoffs and Payments grid above are displayed here alongside the estimated amount and should be a negative amount.
5. **Cash to Close**: This line displays the totals of the Loan Estimate and Final columns.
   - The button opens the Division of Proceeds & 1099-S Data dialog.
   - From/To Borrower: The totals calculated the Loan Estimate and Final columns are displayed as positive amounts; the “To” checkbox will be selected if that amount is due to the borrower, the “From” checkbox will be selected if that amount is due from the borrower.
   - Closing Costs Financed (Paid from your Loan Amount): This is a manual entry field.
Loan Disclosures

This section shows additional information regarding the loan.

**Assumption**

Select **will allow** if the property is sold or transferred to another person and the lender allows assumption of the loan on the original terms, otherwise check **will not allow**.

**Demand Feature**

Select **has a demand feature** if the lender is permitted to require early repayment of the loan, otherwise check **does not have a demand feature**.

**Late Payment**

Any dollar or percent charge imposed by the lender due to a late payment, other than a deferral or extension charge, should be disclosed in this section. This information is the same as that found on the Terms, Payment & ARM screen.

- The **first** and **second fields** are the same as the Late Charge after and days at fields on the Terms, Payment & ARM screen.
- The **late fee** button will take the user to Terms, Payment & ARM screen.
- Entering a late payment percentage on the Terms, Payment & ARM screen will cause this section to default to that percentage, as well as the verbiage “of the monthly principal and interest payment.”
- If a late fee percentage is not entered, but a dollar amount is input in the Late fee field on the Terms, Payment & ARM screen, this amount will display in the second field here.

**Negative Amortization**

Select **are scheduled to make monthly payments** if the loan will have monthly payments that do not pay all the interest due that month. Select **may have monthly payments** if the loan may have monthly payments that do not pay all the interest due that month. Select **do not have** if the loan does not have negative amortization.

**Partial Payment**

Select **may accept payments** if the lender accepts payments that are less than the full amount due. Select **may hold them in a separate account** if the lender holds any partial payments in a separate account until the remainder of the payment is received. Select **does not accept** if partial payments are not allowed. You may select both **may accept payments** and **may hold them in a separate account** if both are applicable to the loan.

**Security Interest**

The Security Interest disclosure will populate with the property in the order.
• Click the security interest button and enter any additional security interest used to secure the credit transaction on the Additional Security Interest dialog. Check the appropriate page(s) on which the additional information should print:

• Property: Click the property button to enter or edit the property address on the Property, Legal Description screen.

**ESCROW ACCOUNT**

The loan may or may not have an escrow account. Use this section to disclose the escrow configuration:

• The first radio button indicates that the loan will have an escrow account and activates the fields beneath.
  
  o Input the appropriate escrowed/non-escrowed costs in the fields on the left side, and short written descriptions in the fields to the right. These fields will default from the Estimated Taxes, Insurance & Assessments section on CDF Page 1 screen.
• Any amounts that are entered in the Payment Information Letter dialog and have both the Include and In Escrow checkboxes checked, will appear in the Escrowed Property Costs over Year 1 section. If there are both escrowed and non-escrowed amounts, those amounts that are entered in the property cost payment grid and have only the Include checkbox checked will appear in the Non-Escrowed Property Costs over Year 1 section.

• The first ellipses button in this section will jump the user to Section G on CDF Page 2.

• The second button displays the Estimated Escrow amount; when clicked, it will jump the user to the Estimated Escrow field on CDF Page 1.

- The second radio button indicates that the loan won't have an escrow account.
  
  • The two sub-options require that the user specify why the loan will not have an escrow account.
  
  • The remaining fields are present to note the estimated property costs and waiver fee. Estimated Property Costs over Year 1 will default to the total of all amounts entered in the property cost payment grid on the Payment Information Letter screen on CDF Page 1 where the Include checkbox is checked, but In Escrow is not checked.

Adjustable Payment (AP) Table

Enter any changes to the principal and interest payment, excluding changes to the interest rate, in the Adjustable Payment (AP) Table. This section will print on page 4 of the Closing Disclosure form when Yes is selected in the Interest Only, Optional, Step, or Seasonal drop-downs.

- Edit: This button pulls up the Adjustable Payment (AP) Table Dialog.

- The Interest Only row populates automatically with information specified on CDF Page 1.
- **Interest Only button**: moves you to CDF Page 1; will default to Yes when the Includes only interest and no principal until checkbox is checked.

  - **Optional, Step, and Seasonal** payments may be specified, as well as their respective durations.
  - The remaining rows allow for the user to specify when **Monthly Principal and Interest Payments** begin to change, as well the amount of fluctuation and **Maximum Payment** amount.
  - The **Principal and Interest Payments** drop-down list is the same as the **Payment Frequency** field on the **Term, Payment & Arm** screen.
  - **First Change/Amount**: Click the button to edit the **Principal & Interest** section of CDF Page 1; this row defaults with information from that section.
  - **Subsequent Changes**: This row defaults with information from the **Principal & Interest** section of CDF Page 1.
  - **Maximum Payment**: Click the button to edit the **Principal & Interest** section of CDF Page 1; this row defaults with information from the Can go as high as fields.

### Adjustable Payment (AP) Table Dialog

This dialog allows the user to view the Adjustable Payment material as it will appear in the final document. If necessary, the content in these fields may be edited and altered manually prior to rending the print document:

![Adjustable Payment (AP) Table](image)

### Adjustable Interest Rate (AIR) Table

Enter changes to the interest rate in the Adjustable Interest Rate (AIR) Table. This section prints on pg 4 of the Closing Disclosure form if Yes is selected in the **CDF Page 1 Interest Rate > Can this amount increase after closing** drop-down.

![Adjustable Interest Rate (AIR) Table](image)
- **Edit:** This button pulls up the *Adjustable Interest Rate (AIR) Table Dialog*.
- This table is used to specify the details of the **Adjustable Interest Rate** of the loan, including **maximum and minimum rates**, **frequency** of rate changes, as well as the **maximum percentage** that the rate may fluctuate.
- Several Fields in this area are shared between screens:
  
  o **Margin** is the same on the *ARM Data* screen.
  o **Initial Interest Rate** is the same as **Annual Interest Rate** on the *Terms, Payment & ARM* screen and **Interest Rate** on the *CDF Page 1* screen.
  o The **Minimum/Maximum** rates are the same as the **Lifetime maximum/Lifetime minimum rates** on the *ARM Data* screen as well as the fields found in the **Interest Rate section of the CDF Page 1** screen.

- **Change Frequency (First/Subsequent):** Click these two buttons to edit the **Interest Rate** section of *CDF Page 1*; each row defaults with information from the **Adjusts every** section.
- **Limits on Interest Rate Changes (First/Subsequent):** These two manual-entry fields exist to specify the maximum increases that may occur with each periodic interest rate changes.

### Adjustable Interest Rate (AIR) Table Dialog

This dialog allows the user to view the **Adjustable Interest Rate** material as it will appear in the final document. If necessary, the content in these fields may be edited and altered manually prior to rendering the print document:
CDF Page 5

Loan Calculations

This area contains five fields which may be filled manually.

\[\begin{array}{|l|l|}
\hline
\text{Total of Payments:} & \\
\hline
\text{Finance Charge:} & \\
\hline
\text{Amount Financed:} & \\
\hline
\text{Annual Percentage Rate (APR):} & \\
\hline
\text{Total Interest Percentage (TIP):} & \\
\hline
\end{array}\]

**Descriptions**

- **Total of Payments**: The final dollar amount that the borrower will have to pay for the loan, including principal, interest, mortgage insurance, and loan costs. Enter manually.
- **Finance Charge**: The dollar amount that the loan will cost the borrower. Enter manually.
- **Amount Financed**: The loan amount available to the borrower after they pay the up-front finance charge. Enter manually.
- **Annual Percentage Rate (APR)**: Borrower costs over the loan term expressed as a rate; not the interest rate. Enter manually.
- **Total Interest Percentage (TIP)**: Total amount of interest the borrower will pay over the loan term as a percentage of the loan amount. Enter manually.

Other Disclosures

The Other Disclosures section on Page 5 prints the Appraisal, Contract Details, Liability after Foreclosure, Refinance, and Tax Deductions disclosure paragraphs as required by §1026.38(p).

- **Appraisal**: Check this to print the property appraisal disclosure on Pg 5 of the Closing Disclosure form if required:
• **Liability after Foreclosure**: This is a required selection. It is used to indicate to the borrower what will happen if a lender forecloses on their property and the foreclosure doesn't cover the unpaid balance on the loan:
  
  o **State law may protect you from liability**: Select this radio button if state law may protect the borrower from liability for the unpaid balance.
  
  o **State law does not protect you from liability**: Select this radio button if state law does not protect the borrower from liability for the unpaid balance.

**Contact Information**

The data for each contact must be edited on the screen where that contact resides; there are buttons next to each contact which take the user to the screen where they may enter this information.

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Lender</th>
<th>Mortgage Broker</th>
<th>Real Estate Broker (B)</th>
<th>Real Estate Broker (S)</th>
<th>Settlement Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NMLS ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>License ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact NMLS ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTACT INFORMATION**

The five columns shown in this section (Lender, Mortgage Broker, Real Estate Broker (B), Real Estate Broker (S), and Settlement Agent) display the respective contact and licensing information for these order contacts. Information can be added or edited by clicking the buttons at the top of each column.

• **Name**: Displays information from existing contacts on your order.

• **Address**: Will default automatically to the contact’s address, if available. Missing or incorrect information found here must be corrected by making edits on the respective contact’s screen.

• **NMLS ID**: The Nationwide Mortgage Licensing System & Registry number will default if this information already exists in the contact’s information. Otherwise, it must be entered on the selected order contact’s screen.

• **State License ID**: Applies to the primary organization listed in the **Name** row at the top of the column.

  o The **title of this row**, shown in the far left column, will default automatically based on the state in which the property resides. This can be manually overridden. **It can always be reset back to the default heading by pressing F2.**

  o The **State License ID numbers shown** across this row will default if this information already exists in the contact’s information. Otherwise, it must be entered on the selected order contact’s screen.
• **Contact**: Names in this row default automatically based on what is input in the information for the various order contacts. These names will show as primary contact persons on the Closing Disclosure form.
  - **Contact NMLS ID**: Populates automatically with the contact person’s Nationwide Mortgage Licensing System & Registry data. Missing or incorrect information here may be corrected in the corresponding contact person’s information.

• **Contact State License ID**: Applies to the primary Contact person selected for the organization.
  - The title of this row, shown in the far left column, will be enabled automatically, based on the state in which the property resides. This can be manually overwritten. **It can always be reset back to the default heading by pressing F2.**
  - The State License ID numbers shown in this row will default if this information already exists in the contact’s information. Otherwise, it must be entered on the selected order contact’s screen.

• **Email**: Populates automatically with the selected primary contact person’s email address. Missing or incorrect information may be corrected on the applicable order contact’s information.

• **Phone**: Populates automatically with the selected primary contact person’s phone number. Missing or incorrect information may be corrected on the applicable order contact’s information.

**ADDITIONAL CONTACTS**

If additional contacts are needed aside from the five included in this section, the Additional Contacts button—found on top of the grid—may be used. The Additional Contacts dialog appears, allowing for the addition of new contacts. These contacts will print on the Closing Disclosure Form Addendum page. This screen is also accessible via the General tab.

---

**Confirm Receipt**

You may adjust the signature lines on the Closing Disclosure form by using these radio buttons:
**BUYER/BORROWER**

- **No signatures**: If no signatures are required, select this radio button. The Confirm Receipt section will not be printed. Instead, a Loan Acceptance paragraph will be printed underneath the Loan Calculations section.

- **Print “Applicant” & “Co-Applicant”**: Select this radio button if the Confirm Receipt section is required to print with the generic text “Applicant”, “Co-Applicant”, and “Date”, under the signature lines. Selection of this option will print the Confirm Receipt section and omit the Loan Acceptance paragraph.

- **Print buyer/borrower names**: Select this radio button if the Confirm Receipt section is required to print with the buyer/borrower’s names under the signature lines. Selection of this option will print the Confirm Receipt section and omit the Loan Acceptance paragraph.

- The **Buyer/Borrower** button may be clicked to access the **Buyer/Borrower Signature Lines** dialog:
  - This dialog contains **nine pairs of signature lines**, as well as a drop-down menu at top for selecting the **title** for the CDF.
Other Changes

In addition to five pages/screens that have been added with the Closing Disclosure Form (CDF), the new requirements have affected several other areas of the application.

Utilities

- **ProForm API**: Updated to create and edit CDF files.
- **Data Collector**: Support has been added for CDF fields.

ProDesign

- Support has been added for CDF fields.

ProForm

**NEW ORDER**

The CDF order type has been added to the New File/Template dialog:

![New File/Template dialog with CDF option]

**OVERLAY TAB SELECTION**

A CDF option has been added to the Overlay Tab Selection dialog:

![Overlay Tab Selection dialog with CDF option]

**READYDOCS**

The ReadyDoc Tree will remain organized as it has been. The only changes made with the CDF release:
- The HUD-1 & Closing folder has been renamed to Escrow & Closing.
- A Settlement Statements folder has been added.

**Description Fields**

A new description field has been added to:

- **Title Insurance Premiums** for the owner’s policy, owner’s additional fee, loan policy, & loan policy additional fee.
- Additional title charges
- Endorsements

This field is needed because CDF requirements specify that the prefix Title – be added to all title related charges, and that the verbiage (optional) be added at the end of the Owner’s title insurance premium. Two examples:

- **Title Insurance Premium:**

- **Endorsement:**

**CDF Line Drop-Down Lists & “Sending” Changes**

CDF Line drop-downs have been added to every location in the application that a HUD-1 dropdown was located. **NOTE:** In a couple of areas, a checkbox has been added which works to “send” monies like these lists. Affected screens include:

- Taxes (City, County, Assessments)
- Sales Price, Deposit/Earnest Money
- Increased/Additional Deposits
- Loan, Funding and ProTrust
- Terms, Payment & ARM
- Builder, Contract, & Escrow for Completion
- HOA/Management Company Fees and Dues
- Security Instruments, Trustee & Riders > Modification (Include on CDF L.03):
- Property, Legal Description > Household Appliances, Fixtures, etc (K.02):
- Requested track items
- Commissions
- Seller Proceeds
These drop-downs allow the user to send data to a specific CDF line. An ellipse button is located next to each drop-down so that the user may view a charge’s details and make adjustments as necessary. This example shows two types of line drop-downs:

- **Editable**: The Purchase Money/Seller Financing amount may be sent to any non-reserved line in Section L by using the drop-down.
- **Reserved**: The Deposit/Earnest Money amount has a reserved line (Page 3, L.01) which may not be altered.

**CDF Line Drop-Down Tips**

- **Sending money to the CDF** may be done by selecting a specific line, or with the **Next Available** Line option:

  - Money sent to CDF Page 2 may move to a different line than the one selected by the user. This is because CDF regulations require that the lines on Page 2 sort automatically by description.
  - For example, the item titled **123 Pest Control** was manually sent to line H.04, but after adding the other five items (A, a, B, b, C) and leaving Page 2, the six charges were alphabetized:

    | Description     | Re | DS | To   | Borrower - Paid | Borrower Before |
    |-----------------|----|----|------|-----------------|-----------------|
    | 123 Pest Control| S  |    |      | $400.00         |                 |
    | A Item          | S  |    |      | $100.00         |                 |
    | a Item          | S  |    |      | $23.00          |                 |
    | B Item          | S  |    |      | $55.00          |                 |
    | b Item          | S  |    |      | $62.00          |                 |
    | C Item          | S  |    |      | $52.00          |                 |

  - The exception to this sorting requirement would be non-restricted transactions, such as commercial transactions, home equity lines of credit, reverse mortgages, etc. In these situations, the user may manually turn off sorting by using the options screen.
• A number of areas in the order allow for money to be sent to the same destination line on the CDF; in other words, they may be grouped on the same line. This is very useful with items such as title charges and endorsements.
  o Some lines on CDF Page 2 may not contain more than one charge per line. See Section A-J above for details on which lines are restricted to one charge per row.
  o Some lines on CDF Page 3 may not contain more than one charge per line. See above for details.

CDF LINE DROP-DOWN EXAMPLES

Here are a few examples of this new Line drop-down:

• Title Insurance > Policy Premium, Dates, & Numbers:

• Additional Title Charges:

• Endorsements:

• HOA/Management Company Fees and Dues:

USING THE “NEXT AVAILABLE” OPTION IN TEMPLATES, ORDERS, & LOOKUPS

• Templates: A template may be set with an amount AND Section.xx in a line drop-down:
Orders: An order may have Section.xx in a line drop-down, but the amount MUST be zero ($0.00):

- When the order is overlaid, the Section.xx will overlays.
- Once an amount is input, it will trigger the Next available line functionality.
- The user can hard-code a specific line in the line drop-down, but this is NOT advised. Users should always use Section.xx so that items don’t accidentally become grouped on a line with charges already in the order.

Lookups: The rules for lookups follow the two bullets above for templates and orders.

- Template: The user may add template lookup entries with an Amount AND Section.xx.
- Orders: The user may add order lookup entries with Section.xx if the corresponding amount is zero.
- If an entry in a lookup table has a section set in the CDF Line drop-down field (i.e. - H.xx), the next available line in that section will be chosen when the entry is retrieved from the lookup table.

Terms, Payment & ARM:

Several CDF-related changes have been made to Terms & Payment Information and Interim Interest.

1. The TIL – buttons do not apply to a CDF order and no longer appear in the upper right corner of this screen; only the Arm Data button remains.
2. The **Number of Payments per Year** dropdown has been changed to **Payment Frequency**, it now lists the following items (corresponding numbers are listed in parentheses): Weekly (52), Bi-Weekly (26), Semi-Monthly (6), Monthly (12), Quarterly (4), Semi-Annually (2), and Annually (1).

   - Changing **Payment frequency** changes the **Total Number of Payments** field. For example, the default is **Monthly** and 360 Payments:

     ![Terms, Payment & ARM (Blank CDF.PFD)]

   - When changed to **Annually**, the payments field changes to **30**.

   ![Terms, Payment & ARM (Blank CDF.PFD)]

   - If the **Total Number of Payments** is entered manually, then the number of **Loan Years** will change:

![Terms, Payment & ARM (Blank CDF.PFD)]

3. A **Balloon after term type** has been added. The options for this are **Month(s)**, **Year(s)**, & **Payment(s)**.
4. A **Loan Years** field has been added, which is used to indicate the number of years of the loan.
5. A **Payment Information** button has been added, which displays the same new dialog that is included in the **Estimated Taxes, Insurance & Assessments** section of CDF Page 1.

![Interim Interest]

1. A **drop-down list has been added** to specify how interim interest is to be paid; this used to be a radio button.
2. The CDF Line will always default to F.03.
   - Although the section and line cannot be changed, the ellipses button \( \cdots \) can be used to edit charge details.

**City/Town Taxes**

**Tax Status and Dates**

1. The Show Tax Figures on HUD-1 buttons have been removed and the label has been renamed Show Tax Figure
d on CDF.
   - A CDF Line drop-down now appears next to Show tax figures on CDF.
2. Amounts can be shown as paid outside of closing (POC).

**Tax Amounts**

The Aggregate Payment Schedule button has been removed.

3. Two CDF Line drop-downs now appear in this section:
   - Seller’s Non-Prorated/Personal Amount: can be shown as paid outside of closing (POC).
   - Tax Escrow: allows the user to specify a number of months to be escrowed

**CDF Figures**

4. This section was previously labeled HUD 1 Page 1 Figures.
**COUNTY TAXES**

**Tax Status and Dates**

1. The *Show Tax Figures on HUD-1* buttons have been removed and the label has been renamed *Show Tax Figured on CDF*.
   - A CDF Line drop-down now appears next to *Show tax figures on CDF*.

2. Amounts can be shown as paid outside of closing (POC).

**Tax Amounts**

The *Aggregate Payment Schedule* button has been removed.

3. Two CDF Line drop-downs now appear in this section:
   - *Seller’s Non-Prorated/Personal Amount*: can be shown as paid outside of closing (POC).
   - *Tax Escrow*: allows the user to specify a number of months to be escrowed

**CDF Figures**

4. This section was previously labeled *HUD 1 Page 1 Figures*.
### Assessments

#### Tax Status and Dates

1. The *Show Tax Figures on HUD* buttons have been removed and the label has been renamed *Show Tax Figured on CDF*.
   - A CDF Line drop-down now appears next to *Show tax figures on CDF*.

2. Amounts can be shown as paid outside of closing (POC).

#### Tax Amounts

The *Aggregate Payment Schedule* button has been removed.

3. **Two CDF Line drop-downs** now appear in this section:
   - **Seller’s Non-Prorated/Personal Amount**: can be shown as paid outside of closing (POC).
   - **Tax Escrow**: allows the user to specify a number of months to be escrowed

#### CDF Figures

4. This section was previously labeled *HUD 1 Page 1 Figures*. 

---

**Table: Assessments**

<table>
<thead>
<tr>
<th>Tax Status and Dates</th>
<th>Show Tax Figure on CDF</th>
<th>Show Tax Figures at POC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Amounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compute Tax Amounts Using</td>
<td>Rules &amp; Values</td>
<td></td>
</tr>
<tr>
<td>Seller's Non-Prorated/Personal Amount</td>
<td>Additional Personal Amount</td>
<td>For</td>
</tr>
<tr>
<td>Total Tax Amount</td>
<td>Additional Escrow Amount</td>
<td>For</td>
</tr>
<tr>
<td>Escrow to be Based on Tax Amount</td>
<td>Months</td>
<td>For</td>
</tr>
<tr>
<td>D/S</td>
<td>(property) Tax Collector</td>
<td>Account No./Ref:</td>
</tr>
</tbody>
</table>

---

**Diagram:**

- [Diagram showing Assessments interface and highlighted areas](image-url)
COMMISSIONS

This screen has been restructured to work with the new CDF screens.

- Commissions may be may be sent from to Section H.01-H.99 with the three new CDF Line Drop-downs.
- The Additional Commissions button at the bottom of the screen has been removed from this screen, as these can be manually added to the CDF.
- The Broker to Pay Commissions Directly to Other Broker option was removed; this can be handled with Flex Checks.
- A Print additional disbursements from broker’s commission on Addendum checkbox has been added to the Options screen to control how/where these items are printed.

SELLER FINANCING

The CDF Line drop-down remains in place for a seller financed transaction:

- For a seller-financed transaction, the default description that will show on CDF Page 3 is Purchase Money Note; this can be manually overridden.
• Purchase money is a Buyer Credit/Seller Debit. After the user selects a **Section L** line to send the money to, the application will automatically select the next available line in **Section N** to create the offsetting seller debit.

**LOAN, FUNDING AND PROTRUST**

1. **Principal Amount of Loan**: This amount is always sent to L.02 on CDF Page 3 in CDF orders:

   ![Image](https://via.placeholder.com/150)

   1. **Construction/Equity Line First Draw**:
      - Using this field **displays the loan amount in the RE column** with brackets, and
      - **Puts the balance (loan amount – construction draw) in the RE column** with brackets. For example, here the balance is shown as **Balance:[$105,000.00]**:

   ![Image](https://via.placeholder.com/150)

   2. **CDF Line drop-down**: Allows the user to put the construction draw on an available line in Section L.

**APPRAISAL INFORMATION**

The HUD-1 Line dropdown list was removed from this screen in CDF orders since it doesn’t involve any amounts.

**BUILDER, CONTRACT, & ESCROW FOR COMPLETION**

**Contract/Escrow for Completion:**
- A CDF Line drop-down has been added to the **Amount Held in Escrow** and **Escrow fee** lines:

![Contract/Escrow for Completion](image)

- The default descriptions that show are **Amount held in escrow** and **Escrow fee** but they may be edited manually:

![B. Services Borrower Did Not Shop For](image)

**HOA/ MANAGEMENT COMPANY FEES AND DUES**

A CDF Line drop-down has been added to each of the rows here; amounts may only be sent to Section H of Page 2.

![CDF Line drop-down](image)

**SECURITY INSTRUMENTS, TRUSTEE & RIDERS**

**Modification:**

- An **Include on CDF** checkbox has been added:
• Checking this will send the amount shown L.03 on CDF Page 2; Existing Loan(s) Assumed or Taken Subject to:

<table>
<thead>
<tr>
<th>Description</th>
<th>Re</th>
<th>Borrower</th>
<th>Credit / Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>L.03</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROPERTY, LEGAL DESCRIPTION**

Household Appliances, Fixtures, Etc:

• An Include on CDF checkbox has been added.

• Checking this send the amount to K.02 on CDF Page 3; Sale Price of Any Personal Property Included in Sale:

**REQUESTED TRACK ITEMS**

A CDF Line drop-down has been added.

• If the Status drop-down is NOT blank, the payee and address info will be sent to the selected CDF line.
DIVISION OF PROCEEDS & 1099-S DATA

A Line drop-down has been added to the Distribution(s) to Seller(s) section.

- This differs from the HUD-1, which had a checkbox on line 517 for diverting seller proceeds.
- Proceeds may be sent to Section H or N:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Separate, unique disbursement.</td>
</tr>
<tr>
<td>1-25</td>
<td>Funds diverted to a flex check. There are 25 flex checks available. Flex check summaries appear on Screens 25 and 26 of the HUD-1 &amp; Closing tab.</td>
</tr>
<tr>
<td>H</td>
<td>Held.</td>
</tr>
</tbody>
</table>
• **Cash to Seller**: The default for this field is the portion of the Total Cash to Seller(s) to be disbursed to this seller. If there is more than one seller, the total amount will be divided among them according to the percentage distribution allotted to each seller on the Seller, Officers & Signatures screen.

• **1099-S Proceeds**: The default for this field is the gross proceeds to be disbursed to this seller. If there is more than one seller, the total amount of the gross proceeds from the sale will be divided among them according to the percentage distribution allotted to each seller on the Seller, Officers & Signatures screen.

  **NOTE**: This is the gross proceeds that is to be included on the 1099-S Form.

• **Buyer’s Part of Real Estate Tax**: The default for this field is the amount of the buyer/borrower’s taxes to be reimbursed to this seller. If there is more than one seller, the total amount to be reimbursed will be divided among them according to the percentage distribution allotted to each seller on the Seller, Officers & Signatures screen.

• **Property Services Received**: Select this check box if this seller received or will receive property (other than consideration treated as cash in computing gross proceeds) or services as part of the consideration for the property transferred.

• **1099-S Given to Seller**: Select this check box if this seller has been provided with a 1099-S at closing.

• **1099-S Signed**: Select this check box if this seller’s signature has been obtained at closing to acknowledge receipt of a 1099-S.

• **Exempt form 1099 Reporting**: Select this check box if the 1099 status of this seller is Exempt. **NOTE**: When exported to Pro1099, the record for an Exempt seller will automatically have its Exempt status check box selected.

• **IRS 1099-S Data**

  • **1099-S Description**: The default for this field is the property address entered on the Property, Legal Description screen of the General tab. If the property address is not sufficient information for your purposes, enter a brief legal description. IRS regulations do not allow entries in this field to exceed 39 characters.

    **NOTE**: If you export the data in this file to ProTrust, the information in this field will appear in the Ledger Comment field.

**SALES PRICE DEPOSIT/EARNEST MONEY**

Several changes have been made here:

1. **Contract Sales Price**: This amount is always sent to K.01 on CDF Page 3.
2. **Purchase Money/Seller Financing**: this amount is always sent to Section L on CDF Page 3; the CDF Line Drop-down maybe used to select an available line.
3. A line drop-down has been added next to the Purchase Money/Seller Financing field, which allows the user to specify which portion of CDF Page 3, Section L they wish to send the amount to. The button opens the detail dialog to view the charge.

4. Deposit/Earnest Money: This amount is always sent to L.01 on Page 3, although some charge details may be edited by using the ellipses button.
   - A read-only line drop-down has been added next to the Deposit/Earnest Money field, which displays the portion of CDF Page 3, Section L that the charge is being sent to. The button opens the charge detail dialog to view the charge and edit some details.

5. The More button will continue to pull up the Increased/Additional Deposits dialog, where Line drop-downs and buttons have been added to accommodate sending charges to available lines in Section L:

6. The Amount Returned to Buyer is deducted from the total sent to CDF Page 2, L.01 and noted in the RE field:

7. A new Excess Deposit field has also been added.

**Delivery & Tracking**

This screen and corresponding ReadyDoc provide an audit trail of preparation, approval, delivery, and receiving activities of the Closing Disclosure form. A new ReadyDoc may also be used to generate a print version of the data recorded here.

This screen is accessed from the truck button in the toolbar at the top of the application, or through the CDF tab. This new screen pulls up and displays information for the CDF currently being prepared.

- **Status:** use this dropdown to set the status of the selected CDF. Options include Amended, Amended Estimated, Amended Final, Estimated, and Final.
- **Loan Estimate Delivered:** specify when the loan estimate was delivered.
- **Waiting period waiver received for:** choose CDF and/or Right of rescission if you the order can be exempted from the waiting period; the CDF waiver should rarely be used.
• **Dates Grid:** Use this grid to specify dates for key events in the life of the CDF.

**CDF Deliveries:**

Use these grids and dropdowns to record the details of CDF deliveries to/from various parties involved in a transaction:

- **Delivery & Tracking Grid:** Use the buttons here to **add** and **delete** CDF deliveries. After adding a row or multiple rows, you may **select** the row and then edit the delivery details by using the options below.

  - **Four dropdown lists** allow for the user to indicate
    - **Type:** options include **borrower** or **seller**.
    - **Prepared On:** select a date that the CDF was prepared
    - **Prepared by/Responsible for delivery:** use these drop-downs to select the appropriate contacts.

- **Approval Grid:** Use the buttons to add approvals to this grid and specify how and when the CDF was approved prior to delivery. **Verbal, written, email** approvals may be specified here.

- **Delivery Grid:** Use the buttons to add deliveries to this grid to specify how and when the CDF was delivered.

  - Delivery methods include: **Express delivery, US mail, Certified mail, E-mail, In person.**
  - Evidence of Delivery options include: **Express delivery tracking slip, Certified mail receipt, E-mail confirmation, In person signature, Waiting period expired**

**RECORDING & TRANSFER FEE FORMULAS**

This window is not new to ProForm, but has been modified for use with the CDF to calculate deed, mortgage, release, and other document fees and tax/stamps. The table has ten columns of information; each formula is entered on a separate row:
### 1.5 Recording & Transfer Fee Formulas (2013/03/08/14.PFD)

<table>
<thead>
<tr>
<th>Per</th>
<th>First</th>
<th>$ Cost</th>
<th>Next</th>
<th>At</th>
<th>Next</th>
<th>At</th>
<th>RemainAt</th>
<th>Basis</th>
<th>Loan</th>
<th>Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deed Page</td>
<td>1</td>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mortgage Page</td>
<td>1</td>
<td>6.00</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Release Page</td>
<td>50</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Other Page</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>City/County Tax Stamps</td>
<td></td>
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<td></td>
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<tr>
<td>State Tax Stamps</td>
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</tr>
<tr>
<td>Other Tax Stamps (1)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Tax Stamps (2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Default Payee:**

<table>
<thead>
<tr>
<th>Default Payee</th>
<th>Default Payee (cont)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(County) County Recorder’s Office</td>
</tr>
</tbody>
</table>

- **The first two columns** describe the
  - **Section:** Recording, City/County Tax Stamps, State Tax Stamps, and Other Tax Stamps 1 & 2.
  - **Document type:** Deed, Mortgage, Release, and Other.

- **The Per column** explains the unit of measurement that the formula is based upon (i.e. document cost per page).
- **The remaining columns** contain the formula.

**Formula Input:** Most recording fee formulas contain a rate schedule based on the number of pages.

- **Per:** unit of measurement that the formula is based upon (i.e. document cost per page, etc.).
- **First:** number of pages to which the first rate applies in the **First column**.
- **$-Cost column:** total cost for the first pages.
- **Next:** number of pages to which the next rate applies.
- **At:** cost per page which applies to the next.
- **Next/At:** a second set of **Next** and **At columns** are included for another rate level, if applicable.
- **RemainAt:** cost per page for any pages over the number covered by the formula.

**Basis:** The transfer charges for these sections are calculated using the figure specified in the **Basis** field. For deeds, the Basis field defaults to code S (sales price). For mortgages, the Basis field defaults to L (loan amount). Enter a code into the Basis field which represents the figure on which you want to base the calculation of the tax/stamps. Or, select a code from the Basis drop-down list.

**Loan:** Select the loan to which the formula should apply.

**Round:** Use this field to either round up or chop the basis amount used in the calculation of the tax/stamp amount. Select **U** for round up or **C** for chop.

**Default Payee:** Enter the name of the payee for this item.

- An entry such as {{county}} County Recorder’s Office may be appropriate for this field. This will pull in the county name followed by County Recorder’s Office.
CDF Options

The Options screen has been updated to accommodate CDF orders. The new and updated options are:

**CALCULATION OPTIONS**

- **Use optional Closing Disclosure forms for transactions not involving seller**: Select this option to use the optional CDF Page 3 screen which shows Section K. Payoffs and Payments grid and the optional Calculating Cash to Close table. This option is typically used with refinance transactions.
- **Sort CDF page 2 lines descriptions alphabetically**: Uncheck this option to disable the automatic sorting of CDF Page 2 lines.
- **Print POC codes**: Defaults checked. Causes the POC (paid outside of closing) codes to print on the CDF; works the same as a HUD-1 order.
- **Use Buyer/Seller Split Feature**: For calculated or sent over amounts on a CDF Page 2 charge, the Use buyer/seller split feature will force a balance only between Borrower-Paid At Closing with Seller-Paid At Closing, and Borrower-Paid Before Closing with Seller-Paid Before Closing. It will not force balance Paid at Closing with Paid Before Closing or Paid by Others.

**TITLE – CDF SECTION DEFAULTS**

This set of drop-down lists provides the user with a central location from which they may set CDF line defaults for title fees. These can be adjusted easily and will affect all fees without needing to go to each fee individually. **Note:** It is strongly recommended that CDF line defaults be set with these options.

- **Owner’s policy**: Owner’s policies & owner’s policy endorsements reference this option to determine which section to default their CDF Line to.
  - If this option is changed, calculated CDF Line dropdowns will default to the next available line in the newly selected section, but user-entered CDF Line dropdowns will remain the same, whether or not they were manually selected or populated from a lookup table.
  - **Options**: Section B - Services Borrower Did Not Shop For, Section C - Services Borrower Did Shop For, and Section H - Other Costs.

- **All other title fees**: Loan Policies, Loan Policy Endorsements, Other Policy, Commitment Endorsements, and Additional Title Charges reference this option to determine which section to default their CDF Line to.
If this option is changed, calculated CDF Line dropdowns will default to the next available line in the newly selected section, but user-entered CDF Line dropdowns will remain the same, whether or not they were manually selected or populated from a lookup table.

- **Options:** Section B - Services Borrower Did Not Shop For, Section C - Services Borrower Did Shop For, and Section H - Other Costs.

- **Group endorsements:** It is strongly recommended that users control selecting the CDF line via these options. If endorsements need to be grouped differently than the three options here, the user must do this manually by selecting the same line in the CDF Line dropowns for endorsement that need to be grouped together; this will group them on CDF Page 2.

- **None:** Choose this default option if you want each endorsement to be itemized. The CDF Line for each endorsement will default to the next available line in the same section as the parent policy. When selected:
  - **Loan Policy Endorsements:** Will be sent to the same CDF that the parent policy is being sent to.
    - If the parent policy is not being sent to the CDF, then the section selected will be the one selected in the “All other title fees” dropdown, and
    - The CDF selected will be the one associated to the Loan tied to the parent policy.
  - **Owners Policy Endorsements:** Will be sent to the same CDF that the parent policy is being sent to.
    - If the parent policy is not being sent to the CDF, then the section selected will be the one selected in the “Owner’s policies” dropdown, and
    - The CDF selected will be the first CDF.
  - **Commitment Endorsements:** will be sent to the section selected in the “All other title fees” dropdown, and to the first CDF.

- **Same Line As Parent Policy:** Choose this default option if you want endorsements to be grouped on the same CDF line as its parent policy. When selected,
  - **Loan & Owner’s Policy Endorsements** default the CDF Line to the same line selected on the parent policy.
  - **Commitment Endorsements** default the CDF Line to the next available line in the All other title fees section on the first CDF. Endorsements on the same commitment will be sent to the same line.
  - **Endorsements will not default** a CDF Line until the parent policy has a CDF Line.

- **Separate Line From Parent Policy:** Choose this default option if you want endorsements associated to the same policy type to be grouped together in the same CDF section as the policy. When selected,
  - **All Endorsements belonging to the same title product will be grouped on the next available line in the appropriate section.** For example, all endorsements for the first Loan Policy will be grouped together on the same CDF line in the same section that contains the first Loan Policy.
  - **The CDF and the section will be determined** for each product (Loan Policy, Owner’s Policy, and Commitment) following the rules described in the “None” section above.

- **Endorsements – Options for Grouping on the CDF:** Grouping Endorsements with the Options screen: The following example demonstrates how the Same Line as Parent Policy option works; see options details above for a description of the other two options.
  - An order is created & the **Same Line As Parent Policy** endorsement grouping option is set on the Options screen:
A Simultaneous Issue policy is added.

- The Owner's Policy premium is sent to H.01 (CDF Page 2) by default, as Section H – Other Costs is the selection in the Owner's policy dropdown.
- The Loan Policy premium is sent to C.01 (CDF Page 2) by default, as “Section C - Services Borrower Did Shop For” is the selection in the All other title fees dropdown.

- Two Endorsements are added to the Owner's Policy. They are automatically being sent to H.01, grouped with the Parent Owner's policy.
- Two Endorsements were added to the Loan Policy. They are automatically being sent to C.01, grouped with the Parent Loan policy.
- The Title Policy Fees and Endorsements are grouped together on CDF Page 1 in Sections C & H.
  - Note: An itemization can be seen on the CDF attachment page

Adjusting endorsements grouping is simple, and can be done at any time from the options screen.

Default 'to' name

Default 'to' name: Sets the default payee and name on the CDF for all title charges. Options include: Agent (default), Underwriter, or Title Co. The default payee is the contact assigned to receive funds in excess from the splits dialogs.

- Splits & Grouped Disbursements Example: The following example demonstrates how the splits and disbursements relate to the Default ‘to’ option:
  - By default, the Default ‘to’ name is set to Agent:

  o A Loan/Mtg Policy and Owner’s policy have been added to a Simultaneous Issue policy:
The Loan/Mtg Policy details are accessible via the more button:

- The contact selected in the To dropdown (i.e. – Underwriter) will receive the split specified by the multiplier percentage in the Mult% field. Here, that is the Underwriter, and the amount is $80.00.
- The name specified in the Default ‘to’ name gets the excess amount. In this example, that amount is $720.00, and it is sent to ‘A.’

The Owner’s Policy details are accessible via the more button:

- The contact selected in the To dropdown (i.e. – Underwriter) will receive the split specified by the multiplier percentage in the Mult% field. Here, that is the Underwriter, and the amount is $30.00.
- The name specified in the Default ‘to’ name gets the excess amount. In this example, that amount is $270.00, and it is sent to ‘A.’
The Group Disbursements screen shows the total of the split amounts between A and U:

- 990.00 to A
- 110.00 to U

The CDF lines on Page 2 show the total amounts of the title fees to A, the Default 'to' name:

- These amounts are the totals of the premiums and not the breakdown:

If the CDF Option is changed to Title Co.:

Then the Group Disbursement screen will show the excess amount going to T instead of A:

And the DS codes update on CDF Page 2 to show as T instead of A:
**Document Options**

- **Disbursement Summary**: Use this option to include approval signature lines.
- **Print additional disbursements from broker’s commission**: Checking this will print details of commission disbursements to a 3rd party on the CDF Addendum page; a new ReadyDoc has also been added which may be used if this option is not checked.
  - If this check box is NOT checked, then the details will print on the CDF exhibit.
  - There is no longer an option to specify particular lines.

**Title Insurance**

The new regulations require title insurance premiums to be disclosed in a specific way on the CDF for simultaneous issues. The loan policy premium amount disclosed on the Closing Disclosure form must reflect what the premium would be if it were not a simultaneous issue. The owner’s policy premium must reflect the difference between that loan policy premium and the total cost of the two policies under a simultaneous issue. This calculation currently exists in GFE HUD files using the checkbox “Show full premium on 1104 for Simultaneous Issue” and in HUD files using the checkbox “Show full premium on 1109 for Simultaneous Issue”. The ability to do the calculation was added to the CDF file using the checkbox “Show full loan premium on CDF.”

**CDF Line Drop downs on the Title Screens**

There are several ways to populate the CDF lines on the title screens. Since lines sort alphabetically within a given section on the CDF, we have added CDF section defaults to the CDF Options screen. See the [CDF Options screen](#) for more details. Although it is possible to group lines when configuring a template or lookup table, setting CDF section defaults is the recommended way for setting the CDF lines on the title screens.

**Title Charge Description Fields**

All line drop-downs for title charges now include a description field. CDF regulations also require that all title charge descriptions are prefaced by the text “Title –” add this prefix to the description by default:

![Title Charge Description Example](image)

**Premium Calculations**

- **Policy Premium, Dates, & Numbers**:
  - A **Simultaneous Issue** section is available with a Simultaneous Issue policy type and appears underneath **New Policy Type** in **Policy Information**:
- **Show Both Policy Numbers on Both Policies** has been moved from the Owner’s Policy area.

- **Show full loan premium on CDF** is the new name in the CDF file for the HUD-1 option **Show full premium on 1104/1109**. This option defaults to being checked. When checked:
  - The new premium amount fields will be activated: **Simultaneous Issue - Full Premium** and **Simultaneous Issue - Net Premium**. After being calculated with the new method, they will be sent to the CDF line instead of the traditional final premium amounts. **Note:** it is strongly recommended that setting the CDF line for title fees be managed via the new dropdown lists on the Options screen underneath the Title – CDF section defaults.

- **Show full loan premium on Settlement Statement** and **Show full Premium on Invoice** default to being unchecked.
  - **Show full premium on Settlement Statement**: This checkbox is activated when Show full premium on CDF is checked. When unchecked, the traditional premium calculations will appear on the Settlement Statements; when checked, the new premium amounts will appear on the Settlement Statements.
  - **Show full premium on invoice**: This checkbox is activated when Show full premium on CDF is checked. When unchecked, the traditional premium calculations will appear on the invoice; when checked, the new premium amounts will appear on the invoice.
• **Owner’s Policy:**
  
  o **The Net owner’s premium** is now shown on screen as Simultaneous Issue – Net Premium.

  ![Owner’s Policy](image)

  o This new field is **only** active on a Simultaneous Issue policy and only when **Show full premium on CDF** is checked. The CDF Line dropdown & Description, which show in the dialog when the **More** button is clicked, always appear in a CDF file.

  o A new owner’s premium titled **SI net owner’s premium** has been added.
    
    ▪ The new **SI net owner’s premium** is calculated using the new method:

    \[
    \text{Premium (Owner’s)} \quad \text{(traditional owner’s premium)} \\
    + \quad \text{Premium (Loan/Mtg)} \quad \text{(traditional final loan premium)} \\
    - \quad \text{Simultaneous Issue – Full Premium} \\
    \]

    Simultaneous Issue – Net Premium

  ![Owner’s Policy](image)

  ![Owner’s Policy](image)

  ![Owner’s Policy](image)

• **Loan Policy Premium:**

  o **The Simultaneous Issue - Full Premium** is now shown on screen as Simultaneous Issue – Full Premium.

  ![Loan/Mtg Policy](image)

  o This new field is **only** active on a Simultaneous Issue policy and **only** when **Show full premium on CDF** is checked. The CDF Line dropdown & Description, which show in the dialog when the **More** button is clicked, always appear in a CDF file.

  o The **Full Premium** figures into the new **SI net owner’s premium** calculation as follows:

    \[
    \text{Premium (Owner’s)} \quad \text{(traditional owner’s premium)} \\
    + \quad \text{Premium (Loan/Mtg)} \quad \text{(traditional final loan premium)} \\
    - \quad \text{Simultaneous Issue – Full Premium} \\
    \]

    Simultaneous Issue – Net Premium
**Agent/Underwriter Splits**

Agent and Underwriter splits are not shown on the CDF like they were shown on the HUD-1. These splits work the same as they have on the HUD-1 if the resulting charge is paid to an Agent or Underwriter. The Agent & Underwriter grouped disbursement total takes into account splits. The following example shows how an additional title charge may be added, split, and disbursed to an Underwriter or Agent.

- **An Additional Title Charge** created:
  - The charge is divided in half (50% multiplier) between the Underwriter and the contact in the Default 'to' name option, which is Agent by default, and sent to **C.01**:
  - The **DS code** is changed on the **Charge Detail Dialog** to **L** (Lender):
  - The resulting disbursements will include **$50 to the Agent and $50 to the Underwriter**.

**Loan, Owner’s, & Other Policy Information**

These three dialogs work the same as they have with HUD-1 orders. The main difference with the CDF is that they have the **CDF Line drop-down and description options**. Additionally, the **Show full premium on 1104/1109 for Simultaneous Issue** checkbox was removed. This screenshot of the **Loan/Mtg Policy Information** dialog shows these changes:
Endorsements and Additional Title Charges dialogs work the same as they have with HUD-1 orders. The main difference with the CDF is that they now have the Line drop-down option and description fields. To see how the default behavior is set, see the CDF Options section. This example shows an endorsement with these new items, but this is how an additional title charge would appear:

Preliminary Title Search

This screen works the same as it has with HUD-1 orders. The main difference with the CDF is that it now has a CDF Line drop-down and description field. Note: the field which displays “Title—” will append whatever the user enters in the Type of Search field above:

Additional Fee

An Additional Fee option has been added to the loan and owner’s policies. It may be used for items like Guaranty fees, State surcharges, etc.
- The CDF Line drop-down defaults from the **CDF Options screen**.
- The DS line defaults using the Default ‘to’ name option on the **CDF Options screen**. However, the DS code may be manually set if necessary.
- Once an **Additional Fee** is input, the description will populate & include the default “Title –” prefix; it may be manually edited if necessary.

### DATA OVERLAY RULES

All data will overlay between the same file/overlay types; overlaying between different file types will transfer non-CDF, non-GFE, user-entered data. A few examples:

- **Same file type:**
  - GFE → GFE: All data will be overlaid.
  - CDF → CDF: All data will be overlaid.

- **Differing file types:**
  - GFE → CDF: HUD-specific and CDF-Specific data will be IGNORED; it will not overlay.
  - All user-entered data on non-HUD/non-CDF tabs will overlay.

### Receipts and Disbursements (Enterprise only)

- **Disbursements Dialog:** The HUD-1 column in the Pending Disbursements pane will show as **CDF** for CDF orders; **separate checks** will show the corresponding section & row (e.g. “H.01”):
Receipts Dialog: The Anticipated For area has two CDF-related changes:

- **Buyer Row**: Includes Incoming Fund buyer credits from section L (i.e.– line items that are not credit/debit)
- **Seller Row**: Includes Incoming Fund seller credits from section M (i.e.– line items that are not credit/debit)
Configuration Changes

The Closing Disclosure Form (CDF) requirements have affected some of the areas where the application is configured.

SPAdmin

GLOBAL PREFERENCES

The default settlement type for new ProForm orders is set as in the Global Preferences within SPAdmin. A new CDF option has been added to this dialog:

- The Default to GFE checkbox has been removed.
- It is highly advised that users change this setting to CDF on Aug 1, 2015.

USER PREFERENCES

A directory path has been added for the Default CDF Template:

Lookup Tables

Lookup tables continue to be available via F9 and may be created for charges; no default CDF lookup tables are included with the application by default.

- Export Type: A new export option has been added to the Import/Export Utility:
- **Lines**: Lookup tables are not available for lines.
- **Charges**: Lookup tables are available (via F9) and may be created for charges.
  - If a lookup entry is created on a charge, it will be available for all charges.
  - When creating the lookup any charge-related fields may be used (I.e. – Reference, ToName, Address1, Address2, etc.)
  - A fieldname should be added **without** the charge number. (I.e. - The charge **Description** field would be **ChargeDescription** and **not** **Charge001Description**.)
  - In this example, a lookup table is being created on the **ChargeDescription** field:

![Lookup Table Creation](image1)

- The lookup table is including the field for **ChargeDescription**:

![Lookup Table Example](image2)

- The option to edit this look-up Table allows for modifying CDF charge entries:

![Modify Look-up Table](image3)
The Policy Premium, Dates, and Numbers, Endorsements, and Additional Title Charges screens were added to the screens listed under the CDF tab. These 3 screens were added for ease of data entry, as well as to accommodate users that do not have the title insurance tab. These screens now provide the user with a way to manually enter amounts and Agent/Underwriter splits:

15.0.30415.8 (HF1)

ProForm

- Loan Terms: The percentage entered into the Annual Interest Rate field was rounding up to the nearest whole decimal when rendering certain documents (i.e. – if the interest rate was entered as 4.1250% it would display as 4.13%). Resolved. 262165

15.0.30415.14 (HF2)

ProTrust

- Ledger: Standard ProTrust ledgers were not reflecting correct data when re-exporting a file that had been edited after the original export; resolved. 265819

ProForm

- Lookup Tables:
  - Cannot link a new lookup table to an existing lookup table; resolved. 265322
  - Lookup tables in flow text fields were not working as expected; fixed. 264633

15.0.30415.16 (HF3)

ProForm

- Upgrade:
  - The ODBC data source for lookup tables wasn’t working correctly when upgrading to v15; fixed. 271194
Documents:
  - The IsGFE expression used in some custom documents was being changed incorrectly from IsGFE = 1 to IsGFE = X; resolved.

15.0.30415.55 (SP1)

CDF Improvements

Customers using the initial release of Version 15 have provided SoftPro with valuable suggestions and feedback on how the application handles the new Closing Disclosure Form. This service pack has taken into consideration this feedback and includes many improvements to the functionality provided with the first release. Please continue to make suggestions by emailing support@softprocorp.com.

Bug Fixes

Several bugs have been resolved with this release:

ProForm

- Register:
  - In certain situations, v15 Enterprise flex checks marked as Held were not appearing in the register, which was causing the file and register to be out of balance; resolved.

- Reports:
  - The asterisk wildcard character (*) wasn’t working correctly in the underwriter criteria field on the Policy Detail report parameter dialog; fixed.

- Overlay:
  - Trust codes entered on the Loan, Funding & ProTrust screen in v15 Standard templates were not copied to files; fixed.
  - Choosing only the Title Insurance tab on the Overlay Tab Selection in v15 Enterprise was not copying the Requirements & Exceptions correctly; fixed.

- ReadyDocs:
  - ReadyDocs with a scanned background image were showing a gray background in preview mode; resolved.

- Lock Status:
  - The escrow lock option on the Order Tracking and Express Order Entry screens was incorrectly locking other fields that weren’t locked by this option in prior versions; fixed.

- Title
  - The order was locking up unexpectedly when the user selected a HUD line via the Itemized Title charges "More" button; fixed.

- HUD
  - The Your Initial Interest Rate in the Loan Terms section of the comparison GFE to HUD-1 screen was rounding when it shouldn’t have; fixed.
  - HUD Lines 104-105 on the Buyer Loan Payoff screen were not allowing the user to enter an “as of” date falling after the disbursement date; resolved.
**ProTrust**

- **Reconciliation:**
  - The ProTrust Reconciliation utility was locking up unexpectedly if there were spaces in front of ledger names or the names contained an apostrophe like O’Malley; resolved. 227476
  - Resolved an issue occurring when clearing group deposits containing receipts with adjustments; this issue could result in problems on the Receipts and Disbursements Outstanding report. 214084, 248635

- **Reports:**
  - The Single Ledger Balance Report was including transactions outside the date range specified; fixed. 271053

15.0.30415.56 (SP2)

**ProForm**

**READY DOCS**

- Resolved formatting issues with signature lines on ReadyDocs. 268727
- Printing the GFE HUD attachment page could crash the application in some scenarios; resolved. 284892

**ProTrust**

**GROUP DEPOSITS**

Clearing new group deposits was incorrectly changing the cleared dates on old deposits; fixed. 281047

15.0.30415.67 (HF4)

**ProForm**

**CDF**

- **Options:**
  - The CDF line in a template was being set as user-entered red upon file creation and it could not be changed via the Options screen; fixed. 292956

- **Page 2:**
  - Added suggestion to default the Commissions CDF line to the next available Section H line. 291998
  - Aggregate adjustments were appearing more than once after charge lines were deleted from Section G; resolved. 296352
  - Multiple Additional Title Charges were being sent to the same CDF line, but only one was appearing. 297816
  - Prepaids entered in Section F, lines .01 & .02 weren’t flowing to lines G.01 & G.02 until the order was closed and re-opened; the Escrow Line number in the details was empty, but should have shown the appropriate G line; fixed. 295192

- **Page 2 & 3:**
  - An adjustment was made to how sent charges appear on the CDF line so that multiple charges aren’t created. If user-entered data already exists on a CDF line (for example, if a fee type is selected), but there is no amount, then sent over data will appear on that charge/line instead of creating a 2nd charge. 295659
**Pro1099**

Pro1099 has been updated for the 2015 tax year. 299423

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**15.0.30415.81 (HF5)**

**ProTrust**

- **Group Deposits:**
  - Clearing new group deposits was incorrectly changing the cleared dates on old deposits; resolved. 301793
  - Error messages regarding holiday dates were appearing unexpectedly; resolved. 305324

**ProForm**

The text size and font were continuing to display in a reduced size in the application after users had adjusted their Windows display properties; resolved. 285496

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**DOCUMENTS**

- **Preview:**
  - Documents viewed in hotspot mode were displaying as “blurry” on some monitors; resolved. 113687
  - The View Prompts Dialog was displaying as grayed out while in hotspot preview mode; resolved. 303012
  - Data pulled into a ReadyDoc in print preview mode was appearing in hyperlink blue; resolved. 303012

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**15.0.30415.100 (SP3)**

**ProForm**

**TITLE PREMIUM & SPLIT CHANGES**

**CDF Regulations**: Recent federal regulations require that title insurance premiums be disclosed on the Closing Disclosure form in a specific way for simultaneous issues:

- The loan policy premium amount must reflect what the premium would be if it weren’t a simultaneous issue.
- The owner’s policy premium must reflect the difference between that loan policy premium and the total cost of the two policies under a simultaneous issue.

**Version 15 Pre-v3.0 Premium Calculation Rules** With the initial release of the software, the regulated premiums are reflected on the CDF lines and corresponding line detail dialogs per regulations. The disbursements, including splits and remainders, use the regulated premium instead of the traditional premium. See a [pre-3.0 premium calculation example](#).

**Version 15 v3.0 and Later Premium Calculation Rules**: With this current release of the software, the regulated premiums are still reflected on the CDF lines and corresponding line detail dialog, however, the disbursements, including splits and remainders, now use the traditional premiums instead of the regulated disclosed premiums. See a [post-3.0 premium calculation example](#).

**WHY DID WE CHANGE THE PREMIUM CALCULATION RULES?**

- To fix the following bug: Policy premiums weren’t calculating correctly when the premium charged to the customer was based off of a different rate than the split. Calculations may differ for existing orders after upgrade; see 283528. 301260
To fix the following bug: Disbursements for Simultaneous Issue policies in Florida were not calculating correctly with the use of a split rate table containing different split percentages. To fix this issue, we modified how disbursements and remainders calculate.

- This will make tracking premiums and handling accounting easier, as the premiums in these areas will be the real premiums instead of the CFPB-regulated premiums.
- The SI net owner’s premium and the Full loan premium, however, are still shown on the CDF line for purposes of the regulatory requirements of the CDF document.
- The Policy Register Report remains unchanged as it always used the traditional premiums.
- Note: Orders created before SP3.0 will continue to use the pre-v3.0 premium calculation rules if opened in SP3.2 or higher. This is to ensure calculation changes will not occur in closed orders.

Premium Calculation Examples

**Pre-v3.0 Premium Calculation**

This example demonstrates the policy premium calculation of a simultaneous issue policy PRIOR TO V3.0. The **Show full loan premium on CDF** is checked:

- **Owner’s Policy**: A final owner’s premium of $404 is present, along with a SI net owner’s premium of $1,346:
  - **Owner’s Policy Split**: A 10% split is assigned to the underwriter:
• **Loan Policy:** A $1,678 Full Loan Premium and Final Loan Premium of $736 are present:

  - **Loan Policy Split:** A 10% split is assigned to the underwriter:

  - **CDF Page 2:** Title premiums display the regulated disclosed premium

    - **Section C. Services Borrower Did Shop For:** The Full Loan premium displays on the CDF Line:

      - **Line detail dialog:** The Full Loan premium also displays on the line detail dialog:
Section H. Other: The SI net owner’s premium displays on the CDF line:

- **H. Other**
  - **$1,346.00**

### Line detail dialog:
The SI net owner’s premium also displays on the line detail dialog:

#### Disbursements Summary / Balance Sheet:
- The disbursements, including splits & remainders, use the regulated premiums.
- The disbursements & splits are calculated as follows:
  - $1346.00 SI Net premium – $134.60 split to U = $1211.40 split to the contact referenced on the CDF line DS code.
  - $736.00 SI Full Premium – $73.60 split to U = $662.40 split to the contact referenced on the CDF line DS code.
This example demonstrates the policy premium calculation of a simultaneous issue policy in V3.0 AND LATER. The Show full loan premium on CDF is checked:

- **Title Insurance Premium Screen:** A simultaneous issue policy; Show full Loan Premium on CDF is checked:

  ![Simultaneous Issue Policy Screen](image)

  - **Owner's Policy:** A final owner's premium of $404 is present, along with a SI net owner's premium of $1,346:

    ![Owner's Policy Premium Screen](image)

  - **Owner’s Policy Split:** A 10% split is assigned to the underwriter:
**Loan Policy:** A $1,678 Final Loan Premium and SI Full Premium of $736 are present:

- **Loan Policy Split:** A 10% split is assigned to the underwriter:

  - **CDF Page 2:** Title premiums still display the same way on the CDF:

    - **Section C. Services Borrower Did Shop For:** The Full Loan premium displays on the CDF Line:

      - **Line detail dialog:** The Full Loan premium also displays on the line detail dialog:
Section H. Other: The SI net owner’s premium displays on the CDF line:

- **Line detail dialog:** The SI net owner’s premium also shows on the line detail dialog:

Disbursements Summary / Balance Sheet:
- The disbursements, including splits & remainders, now use the traditional premiums instead of the regulated disclosed premiums.
- The Disbursements & Splits are calculated using the final premiums:
  - $404.00 owner’s final premium – $40.40 split to U = $363.60 to the contact referenced on the CDF line DS Code.
  - $1,678.00 loan final premium – $167.80 split to U = $1,510.20 to the contact referenced on the CDF line DS Code.
Other Title Changes

- A warning message will now appear in CDF orders to caution users if they attempt to edit and save a title charge amount on the CDF charge line that was sent from one of the title screens. 290655
  - Prior to v3.0, when the CDF line amount was changed, this amount was used to subtract the split and calculate the remainder.
  - Now, with v3.0 and later, the premium amounts on the Policy Premiums screen and the amounts on Additional Title Charges & Endorsements are always used to subtract the split and calculate the remainder.
    - When the amount is changed manually on the charge line to an amount that is different from the amount sent from the Title Screens, the order will now be out of balance and an error message will be received when saving the order: Error! The charge amount on line C.01 does not match the amount sent to that charge from the title insurance screens, Please correct.
    - Users should return to the title screens to correct.

- Users can now send any title insurance premium, additional title charge, or endorsement split remainder to a CDF line and then make them payable to the contact selected with the DS code. 309439

- In a CDF order, on the Title Insurance Premiums screen, the Loan Base Premium under the More button was populated from the SI Full Premium instead of the Rate Table under the More button. Calculations might differ for existing orders after they are upgraded; see 283528. 282807

- The Title Insurance Premium details were incorrect on the File Balance sheet when splitting with a rate table or amount that was different than the default. 290570

- An error was occurring on the title insurance premium screens when overlaying a different file type that already contained policy premiums. 277113

- With a CDF file, Additional Title Charges line #19 was not sending data to Invoice Detail Lines 1-20. Note: Now that this item is fixed, there is the possibility that orders containing additional title charges that weren’t sending to the invoice before will now send them to the invoice post-upgrade. 309320

- With a CDF file, if Additional Title Charges on rows 11-20 were sent to a CDF line & a Slr Pay% was entered, the Seller-Paid At Closing amount wasn’t calculating; this was fixed, but calculations might differ for existing orders after they are upgraded; see 283528. 283490

- When applying templates, rate table values were not copied into a new order. Calculations might differ for existing orders after they are upgraded; see 283528. 255526
- Additional charge lines selected in templates were changing when copied into a CDF order. 319467

**NC Bar Forms**

- Users were unable to enter values in two areas of a CDF order: 281603
  1. **Warranty Deed Information > Grantor & Grantee.**
  2. **Offer to Purchase > Amount by Assumption.**

**General**

- If a HUD, GFE, or CDF order was overlayed into a CDF order, and the General and Closing tab options weren't selected, the Commission percentage from the source order was flowing to destination order in error. Note: A calculation change might occur in existing orders with the removal of the calculated commission. 297345
- A new warning message will appear when users try to save if the Listing or Selling agent Payee/Firm name is blank, but the Earnest Money Deposit is retained by that agent. 310557
- The highlighting color in the check printing and search screens was very faint. 274246
- Errors were occurring when using the same deposit or reference number for multiple transactions. 274544
- The **Edit Extended Memo** field was not showing the breakdown of the fees associated with a check. 304283
- The Excess Deposit was being calculated as a negative amount when the Earnest Money Deposit was retained by the Selling Agent and the Commission was set to be paid to the Selling Agent only. 278366
- The CDF Additional or Increase Deposit amount wasn't always flowing to selected CDF line when being applied from a template or a copied order. 281267
- The **Date Order Received** was enabled in CDF orders on the Express Order Entry and Basic Order Information screens when it shouldn't have been. 282133
- With CDF Files, the **frmbuyer** amount on the file balance toolbar reflected 0.00 when an amount was entered into the **byrbring** field. 300469
- Earnest Money Deposit Portion of Deposit Retained & the Excess Deposit weren't refreshing as expected. 310235

**Order Tracking**

- Requested Tasks which were sent to another line and then changed to N.04 or N.05 were maintaining their Basic charge type instead of correctly changing to a Payoff charge type. 279300
- The Marketing Source Type field (MKTTYPE) on the Order Tracking, Basic Order Information, Order Tracking, and Express Order Entry screens were missing Buyer, Seller, and Builder. 283601
- The CDF Calculation type field was disabled when sending a Requested Track Item to a line, thus preventing the user from changing the type to something other than the default of Basic. 295554

**CDF**

- **Page 3:**
  - Credit/debit seller lines now show the Details dialog as read-only. 268277
  - The Process As combo box on N.19 is now disabled on single-sided charges when there's a buyer & seller in the file. 277062
  - The DS, To, & Address fields are now disabled in sections L & M, as there is no payee in these areas. 278661
  - When all default lines in a given CDF section were occupied, the user was unable to apply the Next Available option to switch a requested track item from another section to the section that had all default lines used. 280072
  - If the Increased/Additional Deposit Required amount was sent to any line but L.01, the charge would show in the **Deposit and Adjustments** and **Other Credits** fields, causing an incorrect calculation. 280528
  - L.01 wasn’t showing a deposit amount when additional or increased deposits were added and the order was saved, closed, and re-opened. 280636
  - The user was unable to send Requested Track Items to L.15-L.17 when they were single-sided lines. 282254
The Credit/Debit column wasn’t showing as user-entered red & the F2 key wasn’t clearing the fields. 295312
Entering prorations directly on a line was causing the proration dates to be incorrect; it was showing the entire period of the charge instead of the prorated dates. 295665
The Earnest Money Deposit was adding an extra line on L.01 that could not be deleted. 297436
Under Calculating Cash to Close, the Down Payment/Funds for Borrower was calculating incorrectly when the draw only covered closing costs. 297916
Manual entries added to a Seller charge containing no amount now reset when that line is selected as a Credit/Debit line; this prevents a charge type or data that doesn’t match the buyer line. 299973
The DS, To, Address, & Tolerance fields were not disabling/enabling properly on CDF Page 3. 300170

Page 3 Optional:
- The application was crashing unexpectedly when the following two conditions were met: 289791
  1. Date was being overlayed from a HUD/GFE purchase file/template into a CDF refinance file/template;
  2. Option #5 on the Options screen was selected (Optional Closing Disclosure forms for transactions not involving seller).
- In the Total Payoffs and Payments (K) section, the did this change field was not defaulting correctly if amounts in the Loan Estimate and Final columns matched. 307090

Page 2:
- Lines deleted from a CDF template were repopulating when the template is opened. 308318
- If lines are deleted from a CDF order template, they will likewise not show in new orders that are created based on this template. 308344
- Descriptions entered on CDF Page 2 were not making that line unavailable as an option when using the Next Available CDF Line dropdown option. 303752
- The Process As field was only enabling when the DS code selected was S. 283563
- If an entry was made on the property taxes “Prepaid Screens F,” the monthly breakdown on the Property Tax screen in Section G was disappearing. 289332
- On CDF Pages 2 & 3, dollar amounts were not carrying over to flex check lines 11-25. 293062
- On the Property tax screens, a None option has been added to the escrow line dropdown. 295373

Page 1:
- The CDFBorrowerInformation and CDFSellerInformation fields were modified to allow more than 52 characters for the name. 302417
- With construction purchase orders, the seller name was not appearing correctly in the CDFSellerInfor mation field, resulting in the name not appearing on documents referencing this field. 306010

Options:
- The CDF refinance option has been reworded “Use optional Closing Disclosure forms for transactions not involving seller (Refinance).” 298699
- Prorations were calculating a negative amount when a prepaid tax amount was entered into a CDF order. 301475
- Proration calculations weren’t calculating correctly when the total days of range was user-entered. 302780
- Other Policy Additional Fees were as not working at the CDF Section Defaults as set on the options. 280972

Miscellaneous:
- MISMO Fee Type dropdowns are now filtered to only show the allowed values for each CDF line. 270634
- Negative amounts entered into Payoffs & Payments Section K lines or any Page 2 At Closing amounts were throwing orders out of balance. 279543
- The CDF commissions screen now has Adjustment Descriptions added to match HUD-1 orders. 282368
Additional values were added to the Fee Type MISMO drop-down menus. 284782, 289725

Changing the amount on requested tasks being sent to CDF Page 3 was causing two amounts to show on the File Balance Sheet. 285214

The CDF Section Defaults to selections were not showing properly on Group Disbursements. 288791

If the Default ‘to’ was set to Title Company, disbursements to the underwriter were showing under the Title Company disbursements on the File Balance Sheet. 290647

Fee Type drop-downs have been changed on both p2 & p3 to show Repairs instead of Repairs Fee. 291827

Net Funding Cash Due to Borrower wasn’t working; it was causing the file to be out of balance. 297473

The Memo field wasn’t pulling in all data when the amounts were grouped in a flex check. 303635

The Check Extended Memo field wasn’t accommodating CDF order details due to CDF descriptions being longer than they were in HUD orders. 301063

This is what the Extended Memo looked like previously:

![Previous Extended Memo](image1)

This is what the Extended Memo looks like now:

![Current Extended Memo](image2)

In CDF orders, the lender name was not pulling correctly to the Grouped Disbursements when the funding type was set as Gross. 304993

**READYDOCS**

- **CDF:**
  - The Title Insurance Premium splits were not always reflected correctly on the File Balance Sheet document; resolved. 290472

- **Word Merge:**
  - Word documents weren’t merging when the 360 console & Outlook were open simultaneously. 298859
  - With Word 2016, merging word documents containing prompts was causing an OLE error. 301438
  - The payoff request, payoff transmittal, & release transmittal were not coded for CDF Payoffs. 317511

- **Printing:**
  - Print to PDF was not successfully producing .pdf files with Windows 10. 294875

**DELIVERY & TRACKING**

- In certain circumstances, the customer was receiving error(s) when clicking the toolbar icon. 300702
**Miscellaneous**

- When a CDF file was in Escrow Lock, **not all the charge lines and associated fields were graying** out as expected; fixed. 284151, 279642

**Lookup Tables**

- Look-up table entries with embedded field codes were not updating after inputting a lookup code and then tabbing out of a field; resolved. 287673
- Users weren’t able to add Additional Contacts to lookup tables due to extremely long fieldnames; fixed. 300123

**HUD**

- An error was causing files to lock up when a HUD Line dropdown value was selected to send a charge to a line without an amount, then entering the amount directly on the HUD line; fixed. 272907

**Data Collector**

- Data Collector was not correctly populating the CDF UserTable with information; fixed. 300048

**ProTrust**

- With the group deposit utility, users were able to select a group deposit prior to the transaction date and enter a clear date prior to the transaction date; fixed. 285036
- The next sequence number in the reference number manager was being ignored when transactions containing reference numbers already existed; fixed. 317807
- Memos were missing in the Single Ledger Balance Report; resolved. 291318

**Licensing**

- A licensing issue was resolved. 286807

**SPAdmin**

- Some latency issues—and an error message—were occurring after closing SPAdmin; fixed. 295339

### 15.0.30415.101 (SP3.1)

**ReadyDocs**

- Documents being merged had varying extensions and/or no extension (.doc or %WD), which was causing Merge to fail. 321480

### 15.0.30415.117 (SP3.2)

**Title Insurance**

**Upgrade Information**

If you are upgrading to this release, please review the 3.0 notes above, which detail significant bug fixes.

- It is important to note that **ORDERS CREATED PRIOR TO V3.0 WILL ALWAYS USE THE PRE V3.0 TITLE CALCULATION RULES** (as detailed here) when opened in V3.2 or greater.
TITLE PREMIUM CHANGES

- **Simultaneous Issue Net Premium**: In situations where the SI Net Premium was calculated as zero, or where the SI Full Premium was entered as zero, disbursements including the splits were not being sent to the CDF line. This resulted in the policy never being disbursed and the file being left out of balance. 329199
  - Calculations will differ for existing orders with this scenario after they are upgraded because the fix for this bug causes zero-dollar policies to create the disbursement.

SPLITS

- Certain title policies configured with the basis code set to Loan Higher were not correctly defaulting the base premium under the Loan Policy > More button. This issue was present with the release of v3.0. 322869
  - Since this issue was present during the release of v3.0, upgrades will work as follows:
    - For files saved in v3.0/v3.1, when these files are upgraded, the base premium will now be defaulted under the More button, potentially causing a different disbursement amount to be created.
    - For files saved prior to v3.0/v3.1, these files will be upgraded without incident to 3.2.

SECURE RECEIPTING & DISBURSING

- With CDF Orders, the receipts register was calculating incorrectly when an amount was entered into the If Buyer Brought Too Much to Close, Enter Amount of That Check field. 323024

Documents

READYDOCS

- For certain settlement statements, when the descriptions for city/town taxes, county taxes, or assessments were changed to “Property Taxes,” the amount was appearing twice on the rendered document. 316035
- The payee name was not printing in section K or N of CDF Page 3. 301459
- For certain settlement statements, the Lenders Title Insurance premium was appearing twice on the rendered documents. 320002
- In certain scenarios, fees entered on CDF Page 2 in Section C, weren’t appearing on the Master Settlement Statement. 331646
- An Update ReadyDocs menu option has been added under Support to allow individual users to check and see if updated document packages are available:

![ProForm Enterprise Edition](image)

Technical

DATABASE

- Additional security has been added to customer databases to prevent unauthorized access. 302788
Getting Help

Accessing Help

The help system is designed to answer most of the questions you will have as you use the program. You may also use the F1 key at any time to view and print hundreds of how-to topics that are related to your location in the program.

Technical Support

The SoftPro Solution Center is available to you by telephone at (800) 848-0143 and is open from 8:00 A.M to 5:00 P.M. Monday–Friday during your local time. Platinum level support hours are from 8:00 A.M to 10:00 P.M. EST Monday–Friday and 11:00 A.M. to 2:00 P.M. EST on Saturday.

You can extend technical support service by subscribing to SoftPro’s Annual Maintenance Service program. Subscribing to Platinum Maintenance Service gives you access to technical support for longer hours Monday–Saturday. For more information, call SoftPro Sales at (800) 848-0143. You can email SoftPro Sales at sales@softprocorp.com.