

RealEC Reminders for: Signing Appointment Order



REMINDER: per the Closing Insight Common Workflow, the "Signing Appointment Service" RealEC product order must be placed by the lender for each transaction.

- ❖ FOR PURCHASE TRANSACTIONS, IF A PARTY OTHER THAN THE LENDER SCHEDULES THE SIGNING (E.G., REALTOR), THEN USE EVENT "**222 Comment Action Required**" FROM THE RealEC CLOSING PRODUCT ORDER TO REQUEST THE LENDER SEND THE SIGNING APPOINTMENT PRODUCT ORDER

The screenshot shows a software window titled "RealEC - XOMTR-15-0972". Inside, under "Event Information", there is a tab labeled "SoftPro Lender UAT CI 1 / Event 222 - Comment Action Required". Below this tab is a text area with the comment: "Realtor has scheduled the signing appointment for Wednesday, 10/7 at 3:30pm. Please send me the Signing Appointment order. Thanks!". To the right of the text area is a checkbox labeled "Add to ProForm order" which is checked.

- ❖ IF A PARTY OTHER THAN THE LENDER UPDATES THE SIGNING INFORMATION, USE EVENT "**310 Re-Scheduled**" ON THE SIGNING APPOINTMENT PRODUCT ORDER TO NOTIFY THE LENDER OF THE UPDATED SIGNING APPOINTMENT DETAILS

The screenshot shows a software window titled "RealEC - XOMTR-15-0972". Inside, under "Event Information", there is a tab labeled "SoftPro Lender UAT CI 1 / Event 310 - Re-Scheduled". Below this tab is a table with the following data:

Name	Value
Scheduled Date	10/09/2015
Scheduled Time (HH:MM:SS Format)	09:00:00
SigningMethod	Traditional
Reason Code and Description	85 Appointment Reschedul...
Reason Comments	