



# SoftPro

## Closing Disclosure Form

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# Summary of Changes

## Closing Disclosure Support

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- 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 8/1/2015.
- 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

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Several configuration changes are recommended prior to 8/1/15:

- 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 8/1/15, change the Default settlement type found in **Global preferences** to **CDF**.
- If these configuration changes are not made prior to 8/1/15, 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

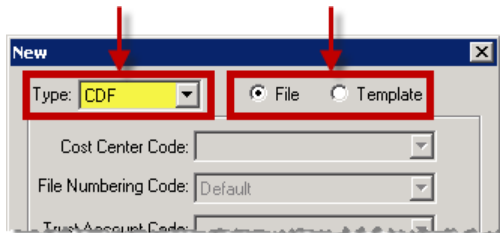
---

- The minimum supported screen resolution is 1024x768. Visit [softprocorp.com](http://softprocorp.com) for full system requirements.

# Closing Disclosure Form

## Creating a New Order or Template

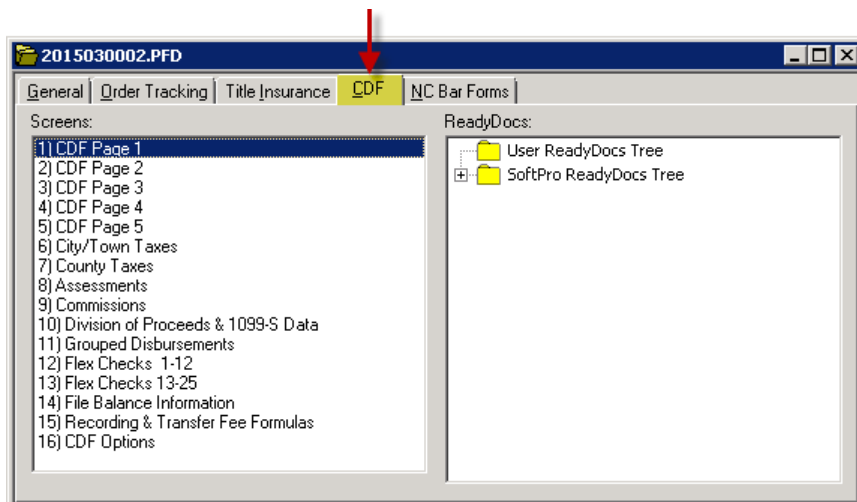
When creating a new order or template, the user will need to specify a Settlement Type. The default may be set in [SPAdmin](#). The New order/template dialog now has the CDF option available in the **Type** drop-down:



- 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](#).





## CDF Page 1

### Closing Information

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

**1) CDF Page 1 (2015020001.PFD)**

**Closing Information**

Date Issued: 02/03/2015

Closing Date: 02/03/2015

Disbursement Date: 02/03/2015

Settlement Agent: T Washington Title Co...

File #: 2015020001

Property: 12345 Northeast Kentucky Industrial Parkway  
Newark, NJ 98437-5239

Sale Price: 250,000.00

- **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.

**Transaction Information**

Borrower: Yvette Buyer  
12345 Northeast Kentucky Industrial Parkway  
Newark, NJ 98437-5239

Seller: Mike Seller  
12346 Southeast Kentucky Industrial Parkway  
Newark, NJ 44599

Lender: WASHINGTON BANK

- **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.

Loan Terms		Can this amount increase after closing?	
Loan Amount	<b>1</b> No <input type="checkbox"/>	<input type="checkbox"/> Can go as high as <input type="text"/> <input type="text"/> <input type="checkbox"/> Can increase until <input type="text"/> year(s) <input type="text"/> <input type="checkbox"/> <input type="text"/> <input type="text"/> ... <input type="checkbox"/> <input type="text"/> <input type="text"/> ... <input type="checkbox"/> <input type="text"/> <input type="text"/> ...	
Interest Rate	<b>2</b> No <input type="checkbox"/>	<input type="checkbox"/> Adjusts every <b>3</b> <input type="text"/> year(s) <input type="text"/> starting in <input type="text"/> year(s) <input type="text"/> <input type="checkbox"/> Can go as high as <input type="text"/> <b>4</b> in <input type="text"/> year(s) <input type="text"/> <input type="checkbox"/> See AIR Table on page 4 for details <input type="checkbox"/> <input type="text"/> <input type="text"/> ... <input type="checkbox"/> <input type="text"/> <input type="text"/> ... <input type="checkbox"/> <input type="text"/> <input type="text"/> ...	
<b>5</b> <input type="text"/> Principal & Interest	<b>6</b> No <input type="checkbox"/>	<input type="checkbox"/> Adjusts every <input type="text"/> year(s) <input type="text"/> starting in <input type="text"/> year(s) <input type="text"/> <input type="checkbox"/> Can go as high as <input type="text"/> <input type="text"/> in <input type="text"/> year(s) <input type="text"/> <input type="checkbox"/> Includes only interest and no principal until <input type="text"/> year(s) <input type="text"/> <input type="checkbox"/> See AP Table on page 4 for details <input type="checkbox"/> <input type="text"/> <input type="text"/> ... <input type="checkbox"/> <input type="text"/> <input type="text"/> ... <input type="checkbox"/> <input type="text"/> <input type="text"/> ...	

### 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.

Rich Text Editor

Tahoma 10 Color B I U

Additional term message.

OK

- Lookup tables are not available for these dialogs.
- The font default for CDF Page 1 is Tahoma, 10pt and each Additional Term will be a separate bullet on CDF Page 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 found 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)**

Prepayment Penalty	<p><b>Does the loan have these features?</b></p> <p><input type="button" value="No"/> <input type="checkbox"/> As high as <b>1</b> if you pay off the loan</p> <p><input checked="" type="radio"/> during the first <input type="text"/> year(s) <input type="button" value="v"/></p> <p><input type="radio"/> before <input type="text"/> / <input type="text"/></p> <p><input type="radio"/> <input type="text"/></p> <p><input type="checkbox"/> <input type="text"/> <input data-bbox="1247 1381 1279 1413" type="button" value="..."/></p> <p><input type="checkbox"/> <input type="text"/> <input data-bbox="1247 1423 1279 1455" type="button" value="..."/></p> <p><input type="checkbox"/> <input type="text"/> <input data-bbox="1247 1465 1279 1497" type="button" value="..."/></p>
Balloon Payment	<p><input type="button" value="No"/> <input type="checkbox"/> You will have to pay <input type="text"/> at the end of <b>2</b> <b>3</b></p> <p><input type="checkbox"/> <input type="text"/> <input data-bbox="1247 1570 1279 1602" type="button" value="..."/></p> <p><input type="checkbox"/> <input type="text"/> <input data-bbox="1247 1612 1279 1644" type="button" value="..."/></p> <p><input type="checkbox"/> <input type="text"/> <input data-bbox="1247 1654 1279 1686" type="button" value="..."/></p>

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.

The screenshot shows the "Projected Payments" screen. It features a table with four columns representing different time periods (Years 1-15, 16-30, 31-45, 46-60) and four rows representing different payment components. The first row is "Principal & Interest", the second is "Mortgage Insurance", the third is "Estimated Escrow", and the fourth is "Estimated Total Monthly Payment". Each cell in the table contains a numeric input field. The first column has a "Years" label and a dropdown menu showing "1 - 15". The first row has a blue button labeled "1", the second row has a blue button labeled "2", the third row has a blue button labeled "3", and the fourth row has a blue button labeled "4". Below the table, there is a section for "Estimated Taxes, Insurance & Assessments" with a numeric input field showing "948.99" and a dropdown menu showing "a month". There is also a "Payment Information..." button.

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:

In Estimate	Description	Escrow Amt	In Escrow
<input checked="" type="checkbox"/>	Property Taxes	75.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Homeowner's Insurance	60.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	City/Town Taxes	200.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	County Taxes	40.76	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

Principal and Interest:	1,096.88
Mortgage Insurance:	148.23
Estimated Escrow:	135.00
Estimated Total Monthly Payment:	1,380.11
Estimated Total First Payment:	1,380.11

- 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.

Costs at Closing	
Closing Costs	500.00 Includes <input type="button" value="in Loan Costs"/> <input type="button" value="in Other Costs"/> <input type="button" value="in Lender Credits"/>
Cash to Close	89,500.00 Includes Closing Costs

- **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.

## CDF Page 2

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	Re	DS	To	Borrower - Paid At Closing	Borrower - Paid Before Closing	Seller - Paid At Closing	Seller - Paid Before Closing	Paid By Others
01	% of Loan Amount (Points)								
02									
03									
04									
05									
06									
07									
08									
	<Click to add a row>								

### GRID COLUMNS

- **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:

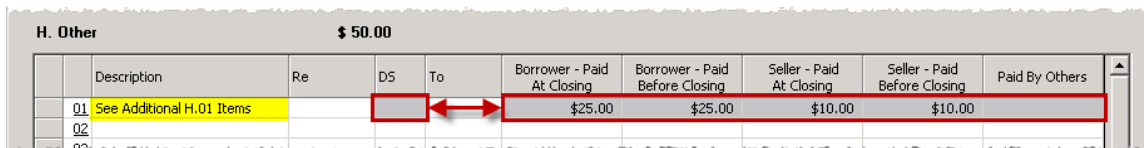
- **Re:** Enter a memo or other note about this item; functions the same as the HUD lines.
- **DS:** Select a disbursement status code from this drop-down list; functions the same as the HUD lines.
- **To:** Enter the name of the payee for this item; functions the same as the HUD lines.
- **Borrower-Paid:**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



- **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.
  - **At Closing:** Indicates the amount listed is to be paid at the closing.
  - **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:**

- **Sorting:** Each section's lines are **sorted alphabetically by description** when the screen is closed; capitalized items are sorted before lowercase items.
  - **This sorting does not apply to** any default, reserved lines in each section.
  - 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.
  - These numbers may be **clicked** to view and edit information in the **Line Detail Dialogs** for those items.
  - 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.
  - Each section must have at least one line.
  - The **Aggregate Adjustment** line in **Section G** cannot be deleted, & always shows as the last line in the grid.
  - **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:



H. Other		\$ 50.00							
	Description	Re	DS	To	Borrower - Paid At Closing	Borrower - Paid Before Closing	Seller - Paid At Closing	Seller - Paid Before Closing	Paid By Others
01	See Additional H.01 Items				\$25.00	\$25.00	\$10.00	\$10.00	
02									
03									

#### **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.

- **Slr%:** Allows a calculated or sent over amount to be split between a buyer and seller; If the file is not a purchase, **Slr%** 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.
- **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**.

Additional Charges	
Description	Fee
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
Total:	

- **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.

The dialog box titled "Recording Fees (2015030001.PFD)" contains a table with five columns: Document, Pages, Other, Total, and Slr%. There are five rows for data entry, numbered 1 through 5. Below the table is a "Totals" section with three input fields: Deed, Mortgage, and Release.

	Document	Pages	Other	Total	Slr%
1.					
2.					
3.					
4.					
5.					

Totals:

Deed:

Mortgage:

Release:

- **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.

The dialog box titled "Transfer Tax (2014100013.PFD)" contains two input fields: Formula and Document.

Formula:

Document:

- **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.

**Prepaid (2015030004.PFD)**

Months:

---

**Line Detail (2015030004.PFD)**

**F. Prepaids**  
Charges for Line 01

	Description	Re	DS	Borrower (at Closing)
01	Homeowner's Insurance Premium	(36 mo.)	S	

Desc:  Re:  DS:

Address:

Calculation Type:  Details... Cost Paid:

Borrower-Paid  
At Closing:  Before Closing:

Seller-Paid  
At Closing:

**ESCROW**

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

**Escrow (2014100013.PFD)**

Months/Payments @ \$  Each

- **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. ORIGATION 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.

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
Closing Costs Paid Before Closing	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
Closing Costs Financed (Paid from your Loan Amount)	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
Down Payment / Funds from Borrower	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
Deposit	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
Funds for Borrower	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
Seller Credits	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
Adjustments and Other Credits	<input type="text"/>	<input type="text"/>	No <input type="text"/> More...
<b>Cash to Close</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	

#### 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.

#### LINES

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**:

L. Paid Already by or on Behalf of Borrower at Closing \$ 1,325.00				N. Due from Seller at Closing \$ 0.00				
Description	Re	Borrower	Credit / Debit	Description	Re	DS	To	Seller
01 Deposit				01 Excess Deposit				
02 Loan Amount				02 Closing Costs Paid at Clo...				
03 Existing Loan(s) Assumed or Taken Subjec...		\$600.00	N.03	03 Existing Loan(s) Assumed...				
04				04 Payoff of First Mortgage ...				
05 Seller Credit			N.08	05 Payoff of Second Mortga...				
06 See Additional L.06/N.06 Items		\$45.00	N.06	06 See Additional L.06/N.06 ...				
07				07				
08				08 Seller Credit				
09 Description	Re	\$500.00	N.09	09 Description	Re			
10				10				

- If the user attempts to send another charge to **N.09**, an error is displayed:

Contract/Escrow for Completion

Date of Contract: / /

Amount Held in Escrow: 300.00

Escrow Funds Held by:

Escrow Fee:

Escrow Completion Date: / /

Escrow Agreement Date: / /

Work to be Done:

Line: N.09

SoftPro (SPWin-UNDEFINED)

⚠ CDF line N.09 already contains data. Please remove this information if you want to send to this line.

OK

- 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 screenshot shows a dialog box titled "Line Detail (2015030012.PFD)". Inside, the heading is "K. Due from Borrower at Closing" followed by "Charges for Line 04". There are two buttons, "+" and "-", in the upper left. Below them is a table with columns: Description, Re, DS, Borrower, and an empty column. The first row of the table contains "01". Below the table are several input fields: "Desc:", "Re:", "DS:" (a dropdown), "To:", "Borrower:", "Address:", "Process As:" (a dropdown), "Calculation Type:" (a dropdown set to "Basic"), "Details..." (a button), "Credit/Debit:" (a dropdown), "Paid By:" (a dropdown), "Tolerance:" (a dropdown), and "Fee Type:" (a dropdown).

- 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:

This screenshot is similar to the previous one, but the "Calculation Type" dropdown is now set to "Percent". A red arrow points to the "Details..." button, which is also enclosed in a red rectangular box.

- 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 **predetermined 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.

The dialog box titled "Recording Fees (2015030001.PFD)" contains a table with five columns: Document, Pages, Other, Total, and Slr%. There are five rows for data entry, numbered 1 through 5. Below the table is a "Totals" section with three input fields: Deed, Mortgage, and Release. The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

	Document	Pages	Other	Total	Slr%
1.					
2.					
3.					
4.					
5.					

Totals

Deed:

Mortgage:

Release:

- **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.

The dialog box titled "Transfer Tax (2014100013.PFD)" contains two input fields: "Formula:" and "Document:". Both fields have a dropdown arrow on the right side. The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner.

Formula:

Document:

- **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**

CALCULATION		CALCULATION	
Total Due from Borrower at Closing (K)	\$ 100.00	Total Due to Seller at Closing (M)	\$ 100.00
Total Paid Already by or on Behalf of Borrower at Closing (L)	(\$ 200.00)	Total Due from Seller at Closing (N)	(\$ 200.00)
Cash to Close <input type="checkbox"/> From <input checked="" type="checkbox"/> To Borrower	\$ 100.00	Cash to Close <input checked="" type="checkbox"/> From <input type="checkbox"/> To Seller	\$ 100.00

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.

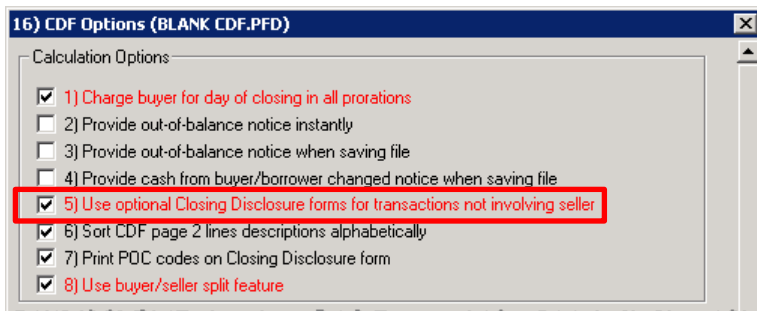
The calculation section underneath **(M)** and **(N)** contains three lines:

- **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	Re	DS	To	Amount
01					
02					
03					
14					
15					
<b>K. TOTAL PAYOFFS AND PAYMENTS</b>					<b>0.00</b>

- **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:

Calculating Cash To Close			
	Loan Estimate	Final	Did this change?
Loan Amount	<input type="text"/>	<input type="text"/>	No <input type="button" value="..."/>
Total Closing Costs (J)	<input type="text"/>	<input type="text"/>	No <input type="button" value="..."/>
Closing Costs Paid Before Closing	<input type="text"/>	<input type="text"/>	No <input type="button" value="..."/>
Total Payoffs and Payments (K)	<input type="text"/>	<input type="text"/>	No <input type="button" value="..."/>
Cash to Close <input type="button" value="..."/>	<b>\$ 0.00</b> <input type="checkbox"/> From <input type="checkbox"/> To Borrower	<b>\$ 0.00</b> <input type="checkbox"/> From <input type="checkbox"/> To Borrower	Closing Costs Financed (Paid from your Loan Amount) <input type="text"/>

#### 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.

## CDF Page 4

### 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.

**Late Payment**

If your payment is more than  days late, your lender will charge a

of

- 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.

**Security Interest**

You are granting a  in

You may lose this  if you do not make your payments or satisfy other obligations for this loan.

- 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:

Escrow Account		
For now, your loan		
<input checked="" type="radio"/> will have an escrow account (also called an "impound" or "trust" account) to pay the property costs listed below.		
Escrowed Property Costs over Year 1	9,609.12	Escrowed property costs: Property Taxes Homeowner's Insurance City/Town Taxes County Taxes
Non-Escrowed Property Costs over Year 1		Non-Escrowed property costs: 
Initial Escrow Payment	\$ 18,836.28 ...	A cushion for the escrow account paid at closing.
Monthly Escrow Payment	\$ 800.76 ...	The amount included in your total monthly payment.

- The **first radio button** indicates that the loan **will have an escrow account** and activates the fields beneath.
  - 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.

<input checked="" type="radio"/> will not have an escrow account because <input type="radio"/> you declined it. <input type="radio"/> your lender does not offer one.		
<b>No Escrow</b>		
Estimated Property Costs over Year 1	<input type="text"/>	Estimated total over year 1.
Escrow Waiver Fee	<input type="text"/>	

- 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.

**Adjustable Payment (AP) Table** Edit...

Interest Only?

Optional?  for your first  payment(s)

Step?  for your first  payment(s)

Seasonal?  from  to

Principal and Interest Payments? ☐

First Change  -

Subsequent every  year(s)

Maximum Payment

- **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 rendering the print document:

### Adjustable Interest Rate (AIR) Table

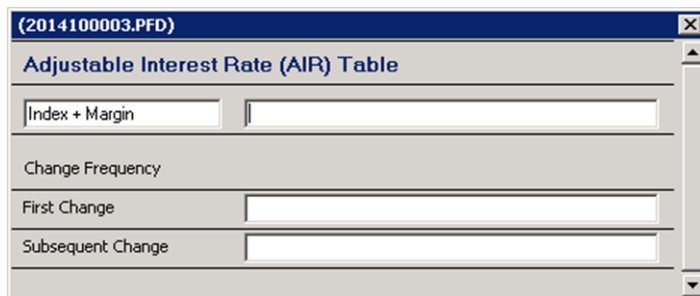
Enter any changes to the interest rate, in the Adjustable Interest Rate (AIR) Table. This section will print on page 4 of the Closing Disclosure form when **Yes** is selected in the **CDF Page 1 Interest Rate > Can this amount increase after closing** drop-down.

- **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:
  - **Margin** is the same on the **ARM Data** screen.
  - **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.

- 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:



The screenshot shows a dialog box titled "(2014100003.PFD)" with a close button (X) in the top right corner. The main title of the dialog is "Adjustable Interest Rate (AIR) Table". Below the title, there are four input fields arranged in two rows. The first row contains a field labeled "Index + Margin" followed by an empty text box. The second row contains a field labeled "Change Frequency" followed by an empty text box. The third row contains a field labeled "First Change" followed by an empty text box. The fourth row contains a field labeled "Subsequent Change" followed by an empty text box. A vertical scrollbar is visible on the right side of the dialog box.

## CDF Page 5

### Loan Calculations

This area contains five fields which may be filled manually.

#### 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 box to print the property appraisal disclosure on Page 5 of the Closing Disclosure form if it is required:


### Other Disclosures









#### Appraisal

If the property was appraised for your loan, your lender is required to give you a copy at no additional cost at least 3 days before closing. If you have not yet received it, please contact your lender at the information listed below.


- **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:
  - **State law may protect you from liability:** Select this radio button if state law may protect the borrower from liability for the unpaid balance.
  - **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.

Contact Information						Additional Contacts...
	Lender 	Mortgage Broker 	Real Estate Broker (B) 	Real Estate Broker (S) 	Settlement Agent 	
Name			L 	S 	A 	
Address						
NMLS ID						
License ID						
Contact						
Contact NMLS ID						
Contact License ID						
Email						
Phone						

### 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.



- 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.**
- 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.

	Contact 1	Contact 2	Contact 3	Contact 4	Contact 5
Name					
Address					
City, ST ZIP					
NMLS #					
License #					
Contact					
Contact NMLS #					
Contact License #					
Email					
Phone	( ) -	( ) -	( ) -	( ) -	( ) -

#### **Confirm Receipt**

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

**Confirm Receipt**

Buyer/Borrower

☐ No signatures  
☐ Print "Applicant" "Co-Applicant"  
☒ Print buyer/borrower names

**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**:

The screenshot shows a dialog box titled "Buyer/Borrower Signature Lines (2014090002.PFD)". At the top, there is a dropdown menu labeled "Title for CDF:" with "Borrower" selected. Below this, there are three rows of signature lines, each labeled on the left as "1)", "2)", and "3)". Each row contains two horizontal input fields for signatures, with a small icon to the right of each field. To the right of these input fields is a large, empty rectangular area, likely for a stamp or additional notes.

## 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.

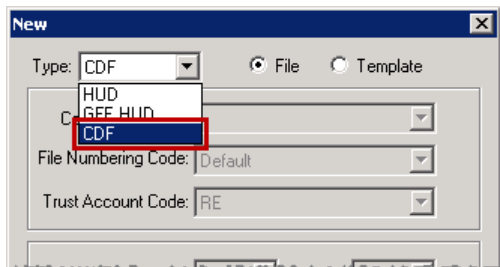
### ProDesign

- Support has been added for CDF fields.

### ProForm

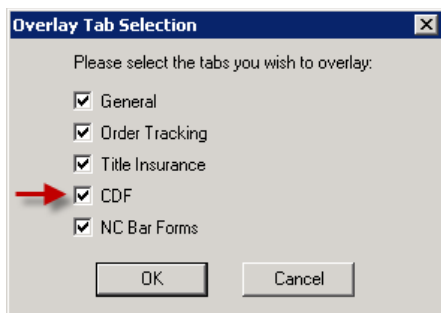
#### NEW ORDER

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



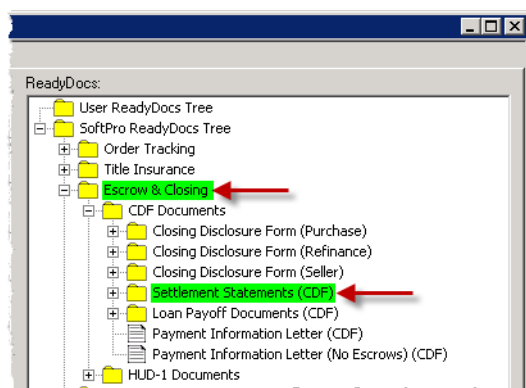
#### OVERLAY TAB SELECTION

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



#### 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:**

Owner's Policy Information (2015020002.PFD)

Transaction Code: [ ] Remarks: [ ]

Copy to Invoice Line: [ ] Line: B.02 [ ] Title - Owner's Title Insurance (optional) [ ] %

Date Issued: / / Effective Date: / / Effective Time: : : M

Agent/Underwriter Split: [ ] BasePremium: 13.00 Mult%: 100.00 +/- Amount: [ ] Premium: 13.00 To: Underwriter [ ]

- **Endorsement:**

Endorsement 1. (2015020002.PFD)

Description: ALTA Endorsement Form 1 (Street Assessments)

Transaction Code: [ ]

Invoice Line: [ ]

Line: B.01 [ ] Title - ALTA Endorsement Form 1 (Street Assessments) [ ]

Calculate Charge [ ] Agent/Underwriter Split [ ]

#### 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:

H. Other		\$ 1,160.00				
	Description	Re	DS	To	Borrower - Paid At Closing	Borrower Before C
01	123 Pest Control		5		\$400.00	
02	A Item		5		\$100.00	
03	a Item		5		\$23.00	
04	B Item		5		\$55.00	
05	b Item		5		\$62.00	
06	C Item		5		\$520.00	
07						

- **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.
  - **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.
  - **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:**

**Owner's Policy**

Basis Code:  Coverage Amount:

Policy Premium:  BasePremium  Mult%  +/- Amount  Premium

Number of Decimal Digits to Round Premium to:  0

Simultaneous Issue - Net Premium:

Policy Number:

Additional Fee:  **Line:  C.01**

DS:  To:

More...

- **Additional Title Charges:**

**Additional Title Charge 1. (2015020008.PFD)**

Description:  Additional Title Charge Description

Transaction Code:  12

Invoice Line:  1

**Line:  C.01**  Title - Additional Title Charge Descript

- **Endorsements:**

**Endorsement 1. (2015020008.PFD)**

Description:  ALTA Endorsement Form 1 (Street Assessments)

Transaction Code:  1

Invoice Line:  1

**Line:  B.01**  Title - ALTA Endorsement Form 1 (Str

- **HOA/Management Company Fees and Dues:**

**HOA/Management Company Fees and Dues (2015020008.PFD)**

Fees and Dues		CDF Line	Borrower	Seller
1)	DS: <input type="text"/> <input type="text"/>	<b><input type="text"/> C.01</b>	<input type="text"/>	<input type="text"/>

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:

**10) Loan, Funding & ProTrust (TEST)**

**Loan & Funding**

Principal Amount of Loan:

Construction/Equity Line First Draw:  1,500.00 **Line:  L.xx**  (Enter 0 if const/e

Loan Proceeds/Funding Amount:  1,500.00 Funding Type: ☒ Gross ☐ Net

☐ Adjust for Funding Net Check Option

Who is Funding the Loan: ☒ Lender ☐ Mtg Broker ☐ Separate ProTrust Deposit

- When the template is overlaid 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.

- **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:

**11) Terms, Payment & ARM (BLANK CDF.PFD)**

**Terms & Payment Information**

Annual Interest Rate: 3.2500 % Spell: Three and One Quarter

Payment frequency: Monthly Plural: months Singular: month

Balloon after: 10 year(s)

Loan Years: 30

Total Number of Payments: 360 Principal and Interest Payment:

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

**11) Terms, Payment & ARM (BLANK CDF.PFD)**

**Terms & Payment Information**

Annual Interest Rate: 3.2500 % Spell: Three and One Quarter

Payment frequency: **Annually** Plural: years Singular: year

Balloon after: 10 year(s)

Loan Years: 30

Total Number of Payments: 30 Principal and Interest Payment:

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

11) Terms, Payment & ARM (BLANK CDF.PFD)	ANK CDF.PFD)	ANK CDF.PFD)
<b>Terms &amp; Payment Information</b>		
Annual Interest Rate: 3.2500 % Spell: Th	re: 3.2500 % Spell: Th	re: 3.2500 % Spell: Th
Payment frequency: Monthly	Monthly	Monthly
Balloon after: 10 year(s)	er: 10 year(s)	ter: 10 year(s)
Loan Years: 30	15	3
Total Number of Payments: 360	180	36
Date of First Payment: 05/01/2015	nt: 05/01/2015	ent: 05/01/2015
Date of Final Payment: 04/01/2025	nt: 04/01/2025	nt: 04/01/2025

- A **Balloon after** term type has been added. The options for this are **Month(s)**, **Year(s)**, & **Payment(s)**.
- A **Loan Years** field has been added, which is used to indicate the number of years of the loan.
- 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**


Interim Interest to be Paid: CDF Line Line: F.03

Per Diem Number of Decimal Digits: 5 ☐ Chop Calculated Per Diem Rather Than Round

Based on: ☐ 360 ☒ 365 ☐ 366 Days per Year ☐ Based on 30 Day Months

From Date of: ☐ Settlement ☒ Disbursement ☐ Proration

03/25/2015 To 04/01/2015 = 7 Days at: 22.260270 /Day = 155.82

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



CITY/TOWN TAXES

**6) City/Town Taxes (BLANK CDF.PFD)**

**Tax Status and Dates**

City/Town Tax or Other Purpose:

Status of Current Period Taxes: ☐ To be Paid by Buyer ☐ Pay/Paid by Seller ☒ No Proration/Escrow Only

Pay at Closing: ☐ Total Tax Amount ☐ Seller's Portion ☐ Buyer's Portion

City/Town Tax Look-up Code:

Current Tax Period from: / / Through: / / Seller's Portion is:  Days of:  30 Day Months: ☐

1 → **Show tax figures on CDF:**  ☐ **Show Tax Figures as POC:** ☐ ← 2

**Tax Amounts**

Compute Tax Amounts Using: ☐ Rates & Values ☐ Combined Billing

Real Property Tax Amount:  Additional Real Amount:  For:

Seller's Non-Prorated/Personal Amount:  Additional Personal Amount:  For:

Line:   ☐ POC ← 3

Total Tax Amount:  Additional Escrow Amount:  For:

Es 4 to be Based on Tax Amount:  Months:  Line: G.03  ← 3

Prepaid Tax Amount:

**CDF Figures**

(---) No buyer portion:  Buyer tax period: / / to / /

(---) No seller portion:  Seller tax period: / / to / /

**Tax Disbursement**

DS:  To:  Account No./Re:

**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**.

COUNTY TAXES

**7) County Taxes (2015030010.PFD)**

**Tax Status and Dates**

County Tax or Other Purpose:

Status of Current Period Taxes: ☐ To be Paid by Buyer ☐ Pay/Paid by Seller ☒ No Proration/Escrow Only

Pay at Closing: ☐ Total Tax Amount ☐ Seller's Portion ☐ Buyer's Portion

County Tax Look-up Code:

Current Tax Period from:  Through:  Seller's Portion is:  Days of:  30 Day Months:

Short Proration Option: ☐

1 → **Show tax figures on CDF:** ☐ ... ☐ **Show Tax Figures as POC:** ☐ ← 2

**Tax Amounts**

Compute Tax Amounts Using: ☐ Rates & Values

Real Property Tax Amount:  Additional Real Amount:  For:

Seller's Non-Prorated/Personal Amount:  Additional Personal Amount:  For:

Total Tax Amount:  Additional Escrow Amount:  For:

Es 4 to be Based on Tax Amount:  Months:

Prepaid Tax Amount:

Line:  ... ☐ POC → 3

Line: G.03  ... → 3

**CDF Figures**

(---) No buyer portion:  Buyer tax period:  /  to  /

(---) No seller portion:  Seller tax period:  /  to  /

**Tax Disbursement**

DS:  To:  Account No./Re:

**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

**8) Assessments (2015030010.PFD)**

**Tax Status and Dates**

Assessments or Other Purpose:

Status of Current Period Taxes: ☐ To be Paid by Buyer ☐ Pay/Paid by Seller ☒ No Proration/Escrow Only

Pay at Closing: ☐ Total Tax Amount ☐ Seller's Portion ☐ Buyer's Portion

Assessments Look-up Code:

Current Tax Period from:  Through:  Seller's Portion is:  Days of:  30 Day Months: ☐

1 **Show tax figures on CDF:** ☐ ... **Show Tax Figures as POC:** ☐ 2

**Tax Amounts**

Compute Tax Amounts Using: ☐ Rates & Values

Real Property Tax Amount:  Additional Real Amount:  For:

Seller's Non-Prorated/Personal Amount:  Additional Personal Amount:  For:

Total Tax Amount:  Additional Escrow Amount:  For:

Es 4 to be Based on Tax Amount:  Months:  Line:  ... ☐ POC 3

Line: G.03  ...

**CDF Figures**

(---) No buyer portion:  Buyer tax period:  /  to  /

(---) No seller portion:  Seller tax period:  /  to  /

**Tax Disbursement**

DS:  To:  Account No./Re:

**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**.
  - o 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:
  - o **Seller's Non-Prorated/Personal Amount:** can be shown as paid outside of closing (POC).
  - o **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**.

COMMISSIONS

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

- Commissions 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:

L. Paid Already by or on Behalf of Borrower at Closing \$ 300,000.00					N. Due from Seller at Closing \$ 300,000.00				
Description	Re	Borrower	Credit / Debit		Description	Re	DS	To	Seller
01 Deposit					01 Excess Deposit				
02 Loan Amount					02 Closing Costs Paid at Clo...				
03 Existing Loan(s) Assumed or Taken Subjec...			N.03		03 Existing Loan(s) Assumed...				
04 Purchase Money Note		\$300,000.00	N.06		04 Payoff of First Mortgage ...				
05 Seller Credit			N.08		05 Payoff of Second Mortga...				
06					06 Purchase Money Note				\$300,000.00
07					07				
08					08 Seller Credit				
09					09				

- 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

**10) Loan, Funding & ProTrust (2015030008.PFD)**

**Loan & Funding**

Principal Amount of Loan: **120,000.00** 1

Construction/Equity Line Draw: **15,000.00** 2 Line: **L.04** 3 (Enter amt/equity but no 1st draw)

Loan Proceeds/Funding Amount: 15,000.00 Funding Type: ☒ Gross ☐ Net

☐ Adjust for Funding Net Check Option

Who is Funding the Loan: ☒ Lender ☐ Mtg Broker ☐ Separate ProTrust Deposit

When/How Will Funds Arrive: ☒ at Closing ☐ Previously Deposited ☐ Wired ☐ Pending

Title Company Funding Amount: Funding Type: ☐ Gross ☐ Net ☒ None

ProTrust Trust Account Code: RE Previously Deposited in ProTrust:

If Buyer Brought Too Much to Close, Enter Amount of That Check:

(1) Disburse from Loan Proceeds: to: ☒ Servicer ☐ Mtg Broker for: **Yield Spread Premium**

(2) Disburse from Loan Proceeds: to: ☒ Servicer ☐ Mtg Broker for:

Date Loan Approved: / / Date Loan Commitment Expires: / /

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

L. Paid Already by or on Behalf of Borrower at Closing \$ 126,200.00			
	Description	Re	Borrower Credit / Debit
01	Deposit		\$5,000.00
02	Loan Amount		\$120,000.00
03	Existing Loan(s) Assumed or Taken Subjec...		\$1,200.00 N.03
04			

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]**:

L. Paid Already by or on Behalf of Borrower at Closing \$ 21,200.00			
	Description	Re	Borrower Credit / Debit
01	Deposit		\$5,000.00
02	Loan Amount	[\$ 120,000.00]	
03	Existing Loan(s) Assumed or Taken Subjec...		\$1,200.00 N.03
04	Construction Draw	Balance:[\$ 105,00...	\$15,000.00
05	Seller Credit		N.08
06			
07			

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**

Date of Contract: / /

Amount Held in Escrow: 876.35

Escrow Funds Held by:

Escrow Fee: 908.09

Escrow Completion Date: / /

Escrow Agreement Date: / /

Work to be Done:

Line: B.01 ...

Line: B.02 ...

- 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					\$ 1,784.44
	Description	Re	D5	To	Borrower - Paid At Closing
01	Amount held in escrow		S		\$876.35
02	Escrow fee		S		\$908.09
03					

#### 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**.

**HOA/Management Company Fees and Dues (BLANK CDF.PFD)**

Fees and Dues		Description	CDF Line	Borrower	Seller
1)	DS:	0	H.06	234.00	15.00
2)	DS:	0	H.05	55.00	15.00
3)	DS:	02	H.04	556.00	15.00
4)	DS:	C	H.03	90.00	15.00
5)	DS:	C	H.02	23.00	15.00
6)	DS:				
14)	DS:				
15)	DS:				

Total HOA 1 Check (0): 319.00    Total Mgmt. Co. 1 Check (C): 143.00

Total HOA 2 Check (02): 571.00    Total Mgmt. Co. 2 Check (C2):

Total HOA 3 Check (03):    Total Mgmt. Co. 3 Check (C3):

#### SECURITY INSTRUMENTS, TRUSTEE & RIDERS

##### **Modification:**

- An **Include on CDF** checkbox has been added:

**Modification (2015030008.PFD)**

**Modified Terms & Payment Information**

Security Instrument Being Modified: Security Instrument 1

Effective Date of Modification: 01/01/2015

Unpaid Principal Balance: 1,200.00 ☒ Include on CDF

Modified Annual Interest Rate: 2.0000 % Spell: Two

- Checking this will send the amount shown L.03 on CDF Page 2; Existing Loan(s) Assumed or Taken Subject to:

**L. Paid Already by or on Behalf of Borrower at Closing** \$ 1,200.00

Description	Re	Borrower	Credit / Debit
01 Deposit			
02 Loan Amount			
03 Existing Loan(s) Assumed or Taken Subject to		\$1,200.00	N.03
04			

### PROPERTY, LEGAL DESCRIPTION

#### Household Appliances, Fixtures, Etc:

- An **Include on CDF** checkbox has been added.

Household Appliances, Fixtures, etc.: Fixtures & Appliances

Amount: 1,200.00

☒ Include on CDF

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

**Summaries of Transactions**

**K. Due from Borrower at Closing** \$ 1,565.00

Description	Re	DS	To	Borrower	Credit / Debit
01 Sale Price of Property					M.01
02 Sale Price of Any Personal Property				\$1,200.00	M.02
03 Closing Costs Paid at Closing				\$365.00	
04					
05					

### 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.

**10) Requested Track Item 1 (BLANK CDF.PFD)**

**Requested Track Item 1**

Description:  Status:  Document Status:

Request:  Days  =  /  /  Requested:  /  /

Due:  Days  =  /  /  Completed:  /  /

Attn/Contact:  Request Via:  Ref No:

From/Payee:  Phone:  ( ) -  Fax:  ( ) -

Address:

Line:

Notes:

**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**:

- **Cash To Buyer/Borrower:**
  - **DS:** Select an applicable disbursement status code.
  - **To:** Enter the name of the payee.
  - **Total Cash to Buyer/Borrower:** Displays the total cash to the Buyer/Borrower. This is the same as the total cash "To Borrower" found at the bottom of CDF Page 3.
- **Distribution(s) To Seller(s):**
  - **Total Buyer's Part of Real Estate Taxes:** The default for this field is the total amount of the buyer/borrower's portion of city and county taxes and assessments. If the seller paid taxes prior to closing, enter the total amount the buyer owes.
  - **Total Cash to Seller(s):** The total amount of cash going to the Seller. This is the same as the Total cash "To Seller" found at the bottom of CDF Page 3.
  - **Name field:** Will default as entered on the **Seller, Officers & Signatures** screen in the General tab.
  - **Percentage of Total:** The percentage of the proceeds allotted to each Seller entered on the **Seller, Officers & Signatures** screen.
  - **Disb. Status:** indicates how an amount is to be disbursed. Select one of the following codes:

Code	Description
S	Separate, unique disbursement.
1-25	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 & Closing tab.
H	Held.

- **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:

6) Sales Price, Deposit/Earnest Money (BLANK CDF.PFD)

Contract Sales Price: 350,000.00

Sales Contract Dated: / /

Sales Contract Expires: / /

Purchase Money/Seller Financing: Line: L.04

☐ Require Both Parties to Endorse Both Checks, if There are Two Sellers

Deposit/Earnest Money: 5,000.00 Line: L.01 More...

Amount Returned to Buyer:

Deposit Retained by or Already Received by: ☐ Incoming Fund ☒ Listing Agent ☐ Seller ☐ Settlement Agent ☐ Selling Agent ☐ Office 1

Portion of Deposit Retained: 5,000.00

Excess Deposit:

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:

L. Paid Already by or on Behalf of Borrower at Closing				\$ 95,000.00
	Description	Re	Borrower	Credit / Debit
01	Deposit	\$ 5,000.00 returned	\$95,000.00	
02	Loan Amount			
03	Existing Loan(s) Assumed or Taken Subject to			N.03
04				
05	Seller Credit			N.08
06				

- 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.

**CDF Deliveries**

	Pertains To	Prepared By	Prepared On	Responsible for Delivery

Note: Each line presents a separate set of Approvals and Deliveries.

Pertains To:  Prepared By:

Prepared On:  Responsible for Delivery:

- **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.

**Approvals**

	Approved By	Sign Off	Approved On	Evidence	Notes

Approved By:  Sign Off:  Approved On:

Evidence:  Notes:

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

**Deliveries**

	Sent To	Sent On	Method	Received	Evidence	Notes

Sent To:  Sent On:  Method:  Received On:

Evidence:  Notes:

- 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:

15) Recording & Transfer Fee Formulas (2015030004.PFD)												
		Per	First	\$-Cost	Next	At	Next	At	RemainAt	Basis	Loan	Round
Recording	Deed	Page	11	6.00					2.00			
	Mortgage	Page	1	6.00					2.00			
	Release	Page	99	5.00					2.00			
		Page										
		Page										
		Page										
	Other	Other										
City/County Tax Stamps	Deed											
	Mortgage											
State Tax Stamps	Deed	500							1.000000	S		U
	Mortgage											
Other Tax Stamps (1)	Deed											
	Mortgage											
Other Tax Stamps (2)	Deed											
	Mortgage											
Default Payee		Default Payee (to): {{County}} County Register of Deeds										

- 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.

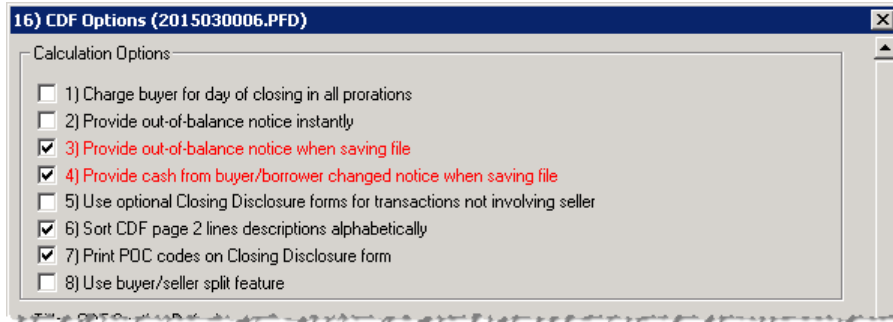
**Default Payee:** Enter the name of the payee for this item.

- 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:

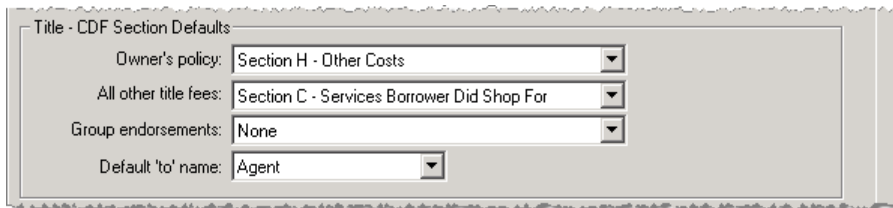
### CALCULATION OPTIONS



- **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 dropdowns 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:

Title - CDF Section Defaults

Owner's policy: Section H - Other Costs

All other title fees: Section C - Services Borrower Did Shop For

Group endorsements: Same Line As Parent Policy

Default to name: Agent

- 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**:

Title - CDF Section Defaults

Owner's policy: Section H - Other Costs

All other title fees: Section C - Services Borrower Did Shop For

Group endorsements: None

Default to name: Agent

- A Loan/Mtg Policy and Owner's policy have been added to a **Simultaneous Issue** policy:

**Loan/Mtg Policy**

Basis Code: Loan Higher Coverage Amount: 350,000.00

Policy Premium: Rate Table... BasePremium: 100.00 Mult%: 100.00 +/- Amount: Premium: 100.00

Number of Decimal Digits to Round Premium to: 0

Simultaneous Issue - Full Premium: 800.00

Policy Number: Get Policy Number More...

Additional Fee: Line: DS: To:

**Owner's Policy**

Basis Code: Sales Price Coverage Amount: 500,000.00

Policy Premium: Rate Table... BasePremium: 1,000.00 Mult%: 100.00 +/- Amount: Premium: 1,000.00

Number of Decimal Digits to Round Premium to: 0

Simultaneous Issue - Net Premium: 300.00

Policy Number: Get Policy Number More...

Additional Fee: Line: DS: To:

- 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**:

H. Other						\$ 300.00
	Description	Re	DS	To	Borrower - Paid At Closing	B
01	Title - Owner's Title Insurance ...		A	Robert Randolph	\$300.00	
02						
03						
C. Services Borrower Did Shop For						\$ 800.00
	Description	Re	DS	To	Borrower - Paid At Closing	B
01	Title - Lender's Title Insurance		A	Robert Randolph	\$800.00	
02						

- These amounts are the **totals of the premiums** and **not the breakdown**:
- If the CDF Option is changed to **Title Co.:**



Title - CDF Section Defaults

Owner's policy: Section H - Other Costs

All other title fees: Section C - Services Borrower Did Shop For

Group endorsements: None

Default 'to' name: Title Co.

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

Other

Sett. Agent (A) DS: To: Re:

Address:

Underwriter (U) DS: S To: Denise Doller-Zeins Re: Title Charges 110.00

Address:

Title Company (T) DS: S To: Title Corp., Inc Re: Title Charges 990.00

Address:

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

H. Other \$ 300.00						
	Description	Re	DS	To	Borrower - Paid At Closing	Borrower - Before
01	Title - Owner's Title Insurance ...		T		\$300.00	
02						

C. Services Borrower Did Shop For \$ 800.00						
	Description	Re	DS	To	Borrower - Paid At Closing	Borrower - Before
01	Title - Lender's Title Insurance		T		\$800.00	
02						

### DOCUMENT OPTIONS

Document Options

☐ 1) Disbursement Summary - Include approval signature lines

☐ 2) Print additional disbursements from broker's commission on Addendum

- 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 DROPDOWNS 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:

#### 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:**

- The **Net owner's premium** is now shown on screen as **Simultaneous Issue – Net Premium**.

**Owner's Policy**

Basis Code: Sales Price Coverage Amount: 175,000.00

Policy Premium: Rate Table... 1,233.75 Mult% 100.00 +/- Amount = Premium 1,234.00

Number of Decimal Digits to Round Premium to: 0

Simultaneous Issue - Net Premium: 856.50

Policy Number:

Additional Fee: Line: ... More...

DS: To:

- 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.
- 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:

Premium (Owner's)	(traditional owner's premium)
+ Premium (Loan/Mtg)	(traditional final loan premium amount)
- Simultaneous Issue - Full Premium	
<b>Simultaneous Issue - Net Premium</b>	

- **Loan Policy Premium:**

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

**Loan/Mtg Policy**

Basis Code: Loan Amount Coverage Amount: 285,000.00

Policy Premium: Rate Table... 100.00 Mult% 100.00 +/- Amount = Premium 100.00

Number of Decimal Digits to Round Premium to: 0

Simultaneous Issue - Full Premium: 477.50

Policy Number:

Additional Fee: Line: ... More...

DS: To:

- 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.
- The **Full Premium** figures into the new **SI net owner's premium** calculation as follows:

Premium (Owner's)	(traditional owner's premium)
+ Premium (Loan/Mtg)	(traditional final loan premium amount)
- Simultaneous Issue - Full Premium	
<b>Simultaneous Issue - Net Premium</b>	

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 now have the **CDF Line drop-down** and **description** options. Additionally, the **Show full premium on 1104/1109 for Simultaneous Issue** checkbox has been removed. This screenshot of the **Loan/Mtg Policy Information** dialog shows these changes:

Loan/Mtg Policy Information (2014120715.PFD)

Transaction Code: [ ] Remarks: [ ]

Copy to Invoice Line: [ ] Line: **B.01** Title: **Lender's Title Insurance** Amount: **50.00 %**

Date Issued: 01/15/2015 Effective Date: 01/15/2015 Effective Time: : : M

Agent/Underwriter Split: Rate Table... BasePremium: 1,000.00 Mult%: 100.00 +/- Amount: [ ] Premium: 1,000.00 To: Underwriter

#### ENDORSEMENTS & ADDITIONAL TITLE CHARGES

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:

Endorsement 1. (2014120715.PFD)

Description: ALTA Endorsement Form 1 (Street Assessments)

Transaction Code: [ ]

Invoice Line: [ ]

Line: **B.01** Title: **ALTA Endorsement Form 1 (Str**

Calculate Charge

Minimum Charge: [ ]

Based On: [ ]

Amount: [ ]

Multiplier: [ ] %

+/- Amount: [ ]

Endorsement Charge: 1.00

Agent/Underwriter Split

Agent/Underwriter: Underwriter

Multiplier: 100.00 %

+/- Amount: [ ]

Net Amount: 1.00

#### 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:

1) Preliminary Title Search & Opinion (2015030003.PFD)

Preliminary Title Search

Search Report Dated: / /

Type of Search: **Type of Search**

Search Fee: **100.00** Line: **B.01** Title: **Type of Search**

The Search Period was from: / / to: / / at: : : M

OR

The Search Period: [ ]

Record Owner: [ ]

Estate Matters...

#### 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:

**Loan/Mtg Policy**

Basis Code:  Coverage Amount:

Policy Premium:     =

Number of Decimal Digits to Round Premium to:

Simultaneous Issue - Full Premium:

Policy Number:

More...

Additional Fee:  Line:

DS:  To:

**Owner's Policy**

Basis Code:  Coverage Amount:

Policy Premium:     =

Number of Decimal Digits to Round Premium to:

Simultaneous Issue - Net Premium:

Policy Number:

More...

Additional Fee:  Line:

DS:  To:

#### 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"):

**Disbursements Register - 2014120723**

Balance Information

Total Anticipated Receipts:	\$ 424,631.22	DISBURSEMENTS	
POSTED RECEIPTS/DEPOSITS		Checks	0.00
Receipts	\$ 424,321.22	Wires	0.00
Wires	0.00	Transfer Out	\$ 101.00
Transfer In	0.00	Miscellaneous	\$ 102.00
TOTALS	\$ 424,321.22	Pending	\$ 424,242.22
		Held	0.00
		TOTALS	\$ 424,445.22

SHORTAGE/OVERAGE (ProTrust w/Pending and Held): \$ -124.00  
 SHORTAGE/OVERAGE WITH ANTICIPATED RECEIPTS: \$ 424,507.22  
 Tolerance Cure Correction:   
 Balance: \$ 424,507.22

Pending Disbursements

Amount	CDF	Payee	H
3,918.22	GrpLen	BB&T	
200.00	A.04	BB&T Seprate	
25,200.00	H.01	C21	
394,600.00	H.04	CitiBanc	
102.00	H.03	H.02 Payee	
222.00	B.01	Prelim INc.	

Buttons: Select All, Post Outgoing Wire, Print Checks, Post Miscellaneous, Post Manual Check, Post Transfer, Match Pending to Posted

Posted Disbursements

Transaction	Ref. Number	Trans. Date	Cleared Date	Amount	Payee
Funds Transfer (-)		01/01/2015		101.00	H.01 Payee
Miscellaneous		01/01/2015		102.00	H.02 Payee

Buttons: Add, Edit/Void, Delete, Reprint, Reassign, Check Renum, Help, Close

- **Receipts Dialog:** The Anticipated For area has two CDF-related changes:

**Receipts Register - 2015010725**

Anticipated For

Anticipated For	W	Entered in File	Received	Current Difference
Buyer	<input type="checkbox"/>	\$ 136,639.86	\$ 136,639.86	0.00
Seller	<input type="checkbox"/>	\$ 11,000.00	\$ 11,000.00	0.00
Loan Funding	<input type="checkbox"/>	\$ 285,000.00	\$ 285,000.00	0.00
Real Estate Broker	<input type="checkbox"/>	0.00	0.00	0.00
Buyer Post Closing			0.00	
Seller Post Closing			0.00	
Not Applied to Closing			0.00	
TOTALS		\$ 432,639.86	\$ 432,639.86	

Balance Information

POSTED RECEIPTS/DEPOSITS		DISBURSEMENTS	
Receipts	\$ 21,150.00	Checks	\$ 421,489.86
Wires	\$ 411,489.86	Wires	0.00
Transfer In	0.00	Transfer Out	0.00
TOTALS	\$ 432,639.86	Miscellaneous	0.00
		Pending	\$ 11,150.00
		Held	0.00
		TOTALS	\$ 432,639.86

SHORTAGE/OVERAGE (ProTrust w/Pending and Held): 0.00  
 SHORTAGE/OVERAGE WITH ANTICIPATED RECEIPTS: 0.00  
 Tolerance Cure Correction:   
 Balance: 0.00

Posted Receipts/Deposits

Transaction	Ref. Number	Trans. Date	Cleared Date	Amount	Payor
Incoming Wire		01/05/2015		285,000.00	BB&T
Deposit		01/05/2015		150.00	Bill
Incoming Wire		01/05/2015		126,489.86	Bill
Deposit		01/05/2015		10,000.00	Granny
Deposit		01/05/2015		11,000.00	Paw Paw

Buttons: Add, Edit, Delete, Reassign, Help, Close

- **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)

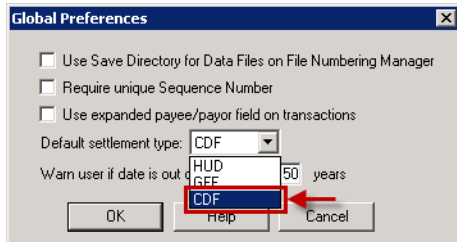
## Configuration Changes

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

### SPAdmin

#### GLOBAL PREFERENCES

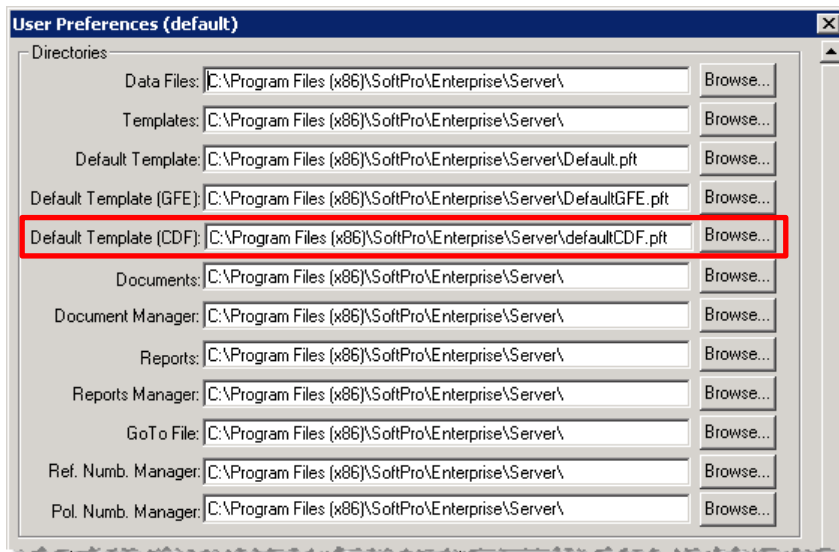
The default settlement type for new ProForm orders is set as in the Global Preferences within SPAdmin. A new **CDF** option has been added to this dialog:



- 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

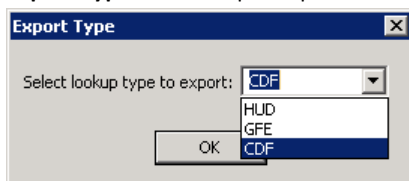
A **directory path** has been added for the **Default CDF Template**:



### 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.

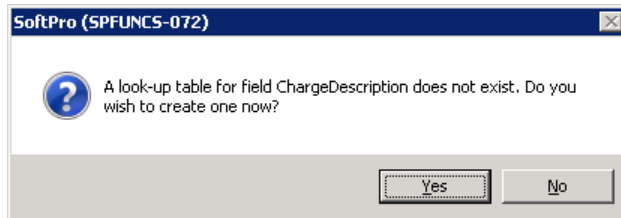
- **Export Type:** A new export option has been added to the **Import/Export Utility**:



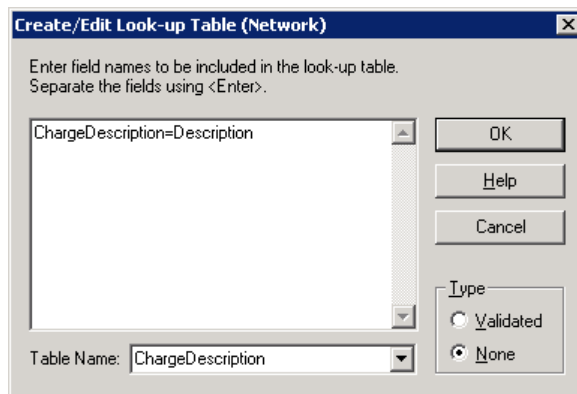
- **Lines:** Lookup tables are not available for lines.
- **Charges:** Lookup tables are available (via F9) and may be created for charges.



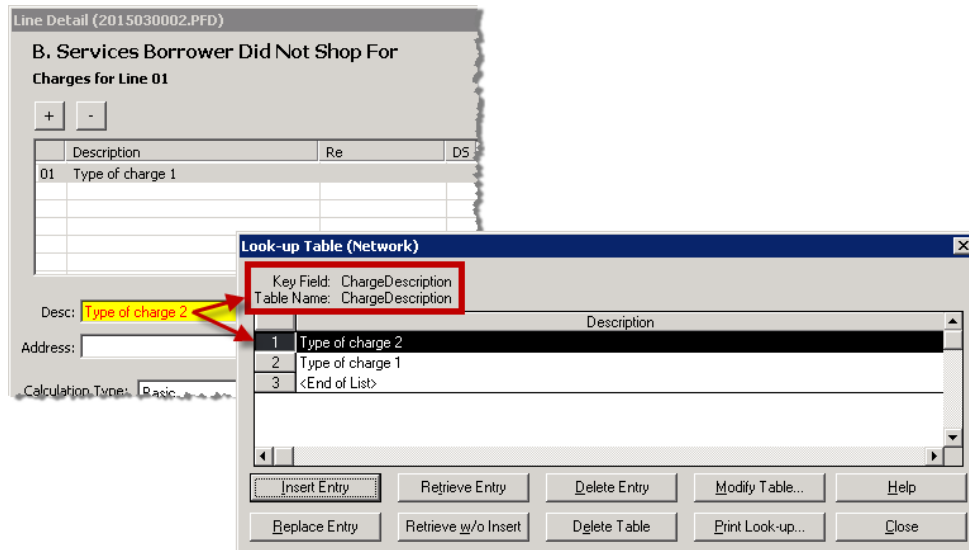
- If a lookup entry is created on a charge, it will be available for all charges.
- When creating the lookup any charge-related fields may be used (I.e. – Reference, ToName, Address1, Address2, etc.)
- A fieldname should be added **without** the charge number. (I.e. - The charge **Description** field would be **ChargeDescription** and **not** Charge001Description.)
- In this example, a lookup table is being created on the **ChargeDescription** field:



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

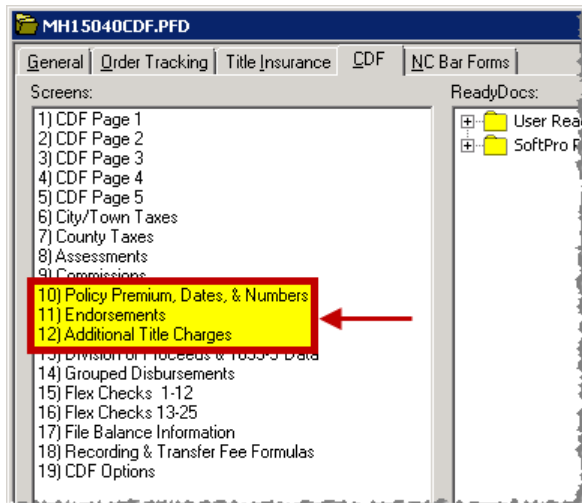


- The option to edit this look-up Table allows for modifying CDF charge entries



## ProForm

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. These screens now provide the user with a way to manually enter amounts and Agent/Underwriter splits:



# Getting Help

## *Accessing Help*

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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*

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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](mailto:sales@softprocorp.com).