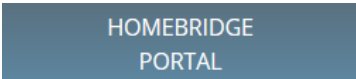


BROKER GUIDE TO LOAN ESTIMATE GENERATOR (LEG)

This guide is intended to provide step by step instructions on inputting a loan into the Loan Estimate Generator to produce a Loan Estimate.

I. Login to HomeBridge Portal

- For best results, use Google Chrome, Firefox or Internet Explorer 11 and **disable popup blockers**
- Go to www.homebridgewholesale.com
- Click on HomeBridge Portal in the middle of the home page



HOMEBRIDGE
PORTAL

- Login to the HomeBridge portal using credentials provided at time of broker approval
- Select Enter Broker Portal



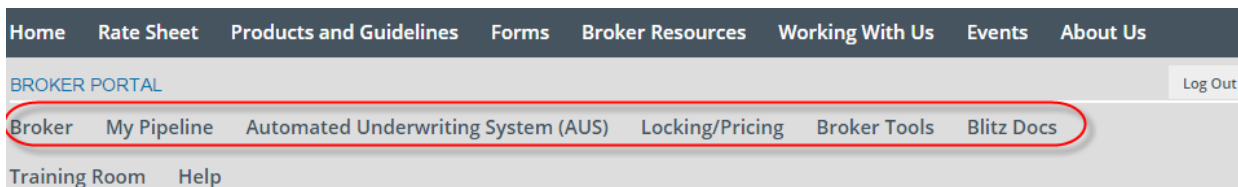
E-Mail Address:

Password:

Remember me on this device

[Enter Broker Portal](#)

- This will take you to the main navigation page with the following dropdowns: Broker, My Pipeline, Automated Underwriting System (AUS), Locking/Pricing, Broker Tools, BlitzDocs, Training Room and Help



Home Rate Sheet Products and Guidelines Forms Broker Resources Working With Us Events About Us

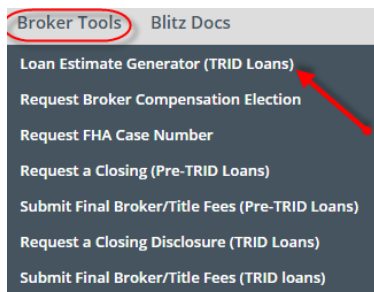
BROKER PORTAL [Log Out](#)

[Broker](#) [My Pipeline](#) [Automated Underwriting System \(AUS\)](#) [Locking/Pricing](#) [Broker Tools](#) [Blitz Docs](#)

[Training Room](#) [Help](#)

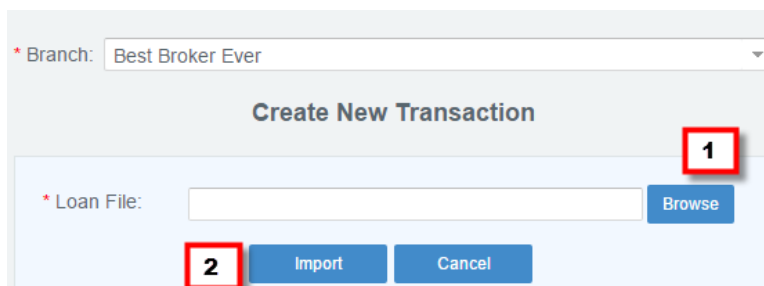


- Under Broker Tools, select Loan Estimate Generator (TRID Loans)

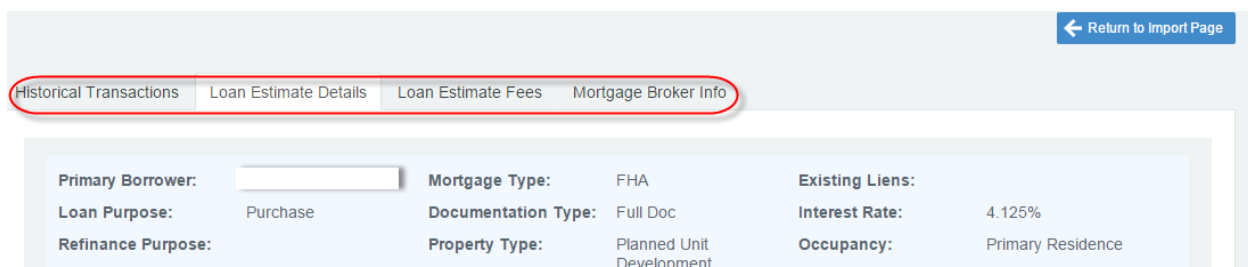


II. Upload FNMA 3.2 file

- Branch will populate based on individual user login
- Select Browse
- Search for 3.2
 - Note: Valid file types .txt and .fnm
- Select Import



- The summary screen below will appear and include the following tabs:
 - Historical Transactions
 - Loan Estimate Details
 - Loan Estimate Fees
 - Mortgage Broker Info



III. Historical Transactions

- This section will provide access to previously generated Loan Estimates
 - My Transactions – User has access to previously generated Loan Estimates generated under their individual login
 - Recent Branch Transactions – User has access to previously generated Loan Estimates by users in their branch
 - Search Results – Allows for searches based on Last Name, Broker Loan ID or Transaction ID

Transaction ID	Broker Loan ID	Applicant	Total Loan Amount	Property Address	Product	Last Import Date ↓
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$534,472.00	<input type="text"/>		9/22/2015 6:38 PM

IV. Loan Estimate Details

Validate data in the Loan Details and Subject property tabs and input any required data (*)

Loan Details

Subject Property

Loan Details

Review all fields that populated based on data in the 3.2. Complete any required fields (*) and blank fields, if applicable

- Mortgage Type
 - This field will auto-populate
 - Note: Select Conventional as Mortgage Type for Jumbo loans

Conventional

FHA

USDA

VA



- Product
 - Select the appropriate product based on Mortgage Type

- Conv Conforming 10/1 ARM
- Conv Conforming 10 yr Fixed
- Conv Conforming 15 yr Fixed
- Conv Conforming 20 yr Fixed
- Conv Conforming 25 yr Fixed
- Conv Conforming 30 yr Fixed
- Conv Conforming 5/1 ARM
- Conv Conforming 7/1 ARM
- Conv High Balance 10/1 ARM

- Loan Term
 - This field will populate once Product is selected and is not editable
- Interest Rate
 - This field will auto-populate and is editable
- ARM Plan
 - Select Margin from dropdown
 - Input Index

* ARM Plan:

5 Yr Libor ARM - Caps (5/2/5) - Index (WSJ 1 Yr LIB(
* Margin:	2.250	Index:	0.000%

- Program
 - Select the appropriate program, if applicable

- Community Second
- HomeStyle
- HomeStyle With Community Second
- DU Refinance Plus With MI
- DU Refinance Plus No MI
- Texas Home Equity 50A6

- Sales price
 - This field will auto-populate on a purchase transaction and is editable
- Market Value
 - This field will auto-populate and is editable



- Loan Amount
 - This field will auto-populate and is editable
- Mortgage Insurance Financed – Conventional Loans
 - Select “Add MI, MIP, Guarantee Fee”

Mortgage Insurance Financed: Add MI, MIP, Guarantee Fee

- Borrower Paid Monthly
 - Select MI Plan
 - Input Monthly Premium Rate
 - Starting Payment – Input term start date for Premium rate input
 - Ending Payment – Input term end date for Premium rate input
 - Monthly payment will populate
 - Select Save

Conventional Mortgage Insurance

MI Plan: 1

* Single Premium Rate:

Monthly Premium Rate:	* Rate:	* Starting Payment:	* Ending Payment:
	0.640%	2 1	120
	0.200%	3 121	4 360

Upfront Amount Due:

Amount Financed:

Monthly Payment:

- Borrower Paid Single Premium
 - Select MI Plan
 - Input Single Premium Rate
 - Upfront Amount will populate
 - Select Save

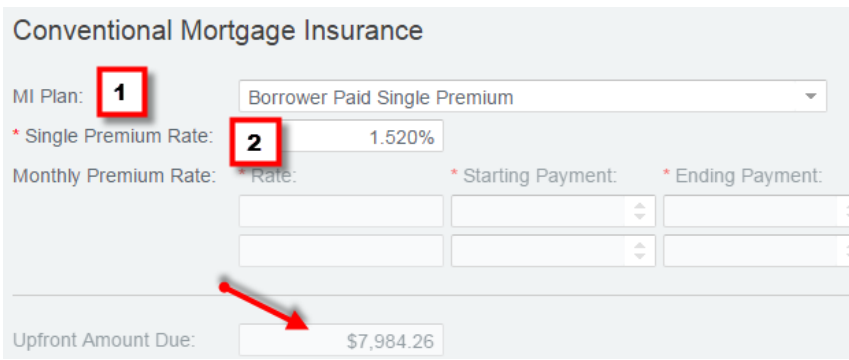
Conventional Mortgage Insurance

MI Plan: **1** Borrower Paid Single Premium

* Single Premium Rate: **2** 1.520%

Monthly Premium Rate: * Rate: * Starting Payment: * Ending Payment:

Upfront Amount Due: \$7,984.26



- Lender Paid Single Premium
 - Select MI Plan
 - Input Single Premium Rate
 - Upfront Amount Due will populate
 - Select Save

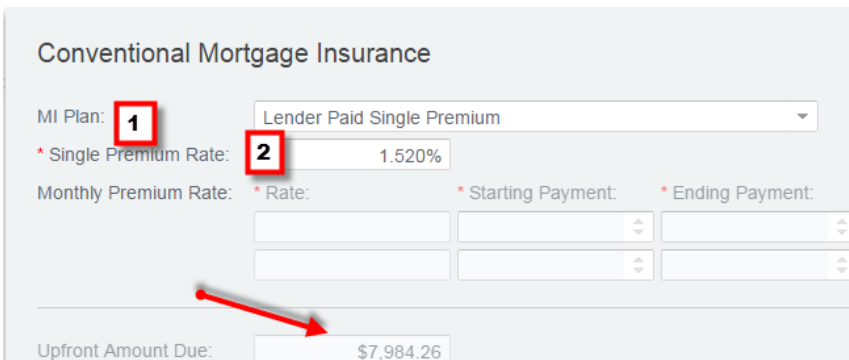
Conventional Mortgage Insurance

MI Plan: **1** Lender Paid Single Premium

* Single Premium Rate: **2** 1.520%

Monthly Premium Rate: * Rate: * Starting Payment: * Ending Payment:

Upfront Amount Due: \$7,984.26





- Mortgage Insurance Financed – FHA/USDA Loans
 - Amount Financed – Leave blank if paid in cash
 - Amount Financed – Complete field, if financed
 - Upfront/annual amounts will populate on the Loan Estimate
 - Select Save

FHA Mortgage Insurance Premium		USDA Guarantee	
Upfront MIP factor:	1.75	Upfront Guarantee:	2.75
Annual MIP factor:	0.7	Annual Guarantee:	0.5
Upfront Amount Due:	\$9,192.40	Upfront Amount Due:	\$14,853.68
Amount Financed:	\$9,192.00	Amount Financed:	\$9,192.00
Monthly Payment:	\$306.41	Monthly Payment:	\$218.87

- Mortgage Insurance Financed – VA Loans
 - Select Military Type
 - Secondary or Subsequent use
 - Exempt/Service Connect Vet
 - Custom Funding Factor
 - Input VA Funding Fee percentage, if applicable
 - VAFF will populate on Loan Estimate

VA Funding Fee	
Military Type:	Regular Military
Secondary or Subsequent Use:	<input type="checkbox"/>
Exempt/Service Connected Vet:	<input type="checkbox"/>
Custom Funding Fee Factor:	<input type="checkbox"/>
VA Funding Fee Percent:	2.15
VA Funding Fee Due:	\$11,293.52
Amount Financed:	\$9,192.00



- Total Loan Amount
 - This field will auto-populate and is not editable
- Origination Credits/Points
 - Lender Paid Comp
 - Input Total Price – Input credits as a negative and points as a cost
 - Select Comp type as Lender Paid
 - If Lender Paid, Use our Plan – Select “Yes” to populate Broker Compensation based on selected amount with HomeBridge
 - Select Save

Broker Compensation

Interest Rate:

* Total Price:

* Broker Comp Paid By: Lender Paid Borrower Paid

* If Lender Paid, Use our Plan: Yes No

* Broker Compensation:

Origination Credit:

Origination Points:

- Borrower Paid Comp
 - Input Total Price – Input credits as a negative and points as a cost
 - Select Save

Broker Compensation

Interest Rate:

* Total Price:

* Broker Comp Paid By: Lender Paid Borrower Paid

* Broker Compensation:

Origination Credit:

Origination Points:

- Estimated Settlement Date
 - Input Estimated Settlement Date – This field will not be used to calculate per diem interest and will be removed at a later date
- Seller Credit
 - Input, if applicable



- Purchase Money Deposit
 - Input, if applicable
- Rate Locked
 - Select Yes or No
 - If locked, input Lock Type
 - If locked, input Expiration date

* Rate Locked: Yes No

* Rate Lock Type:

* Expiration Date: Expiration Time(Eastern):

- Escrows Waived
 - Select Yes or No

Escrows Waived: Yes No

- Click on Subject Property tab

Subject Property

- Property Address
 - This field will auto-populate and is editable
 - Select USPS Check to validate address
 - HomeBridge does not accept TBD properties

* Address: Subject Property Address is TBD

* Zip, City & State:

* County:



- Property Type
 - Select appropriate property type

- Attached
- Condominium
- Co-op
- Detached Condo
- Detached
- HighRise Condo
- Manufactured Home Condo
- Manufactured Home
- MH Select
- Planned Unit Development

- Project Classification
 - Select appropriate classification
 - Options will be based on Property Type selected

* Property Type:

* Project Classification:

* Number of Units:

CFMA:

Lender Full Review or Refi Plus transaction - Established projects

Lender Full Review - New projects

- Number of Units
 - Input this field
- CEMA
 - Input this field
- Unpaid Balance Amount
 - This field will auto-populate on a refinance and is editable
- Input Monthly Hazard Insurance, Real Estate Taxes and HOA dues, if applicable
 - Mortgage Insurance will populate based on input under Loan Details

Monthly Hazard Insurance:	<input type="text" value="\$25.00"/>
Monthly Real Estate Taxes:	<input type="text" value="\$250.00"/>
Monthly Mortgage Insurance:	<input type="text" value="\$196.98"/>
Homeowner Assn Dues:	<input type="text" value="\$0.00"/>
Other:	<input type="text" value="\$0.00"/>



V. Loan Estimate Fees

Validate and review fee details in the screens below

- Generate Lender Fees
- New Fee
- New Escrow
- Origination Credits

Generate Lender Fees	New Fee	New Escrow	Origination Credits:	\$5,252.80
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Generate Lender Fees

- Click on Generate Lender Fee’s and fees will populate based on HomeBridge requirements and subject property county
- Some fees will not be editable and others will allow for editing, this is determined based on the line number and how it is displayed
 - Fees not editable – will appear in gray
 - Fees editable – will appear in blue and be underlined

Fee does not allow for edits

<u>0801d</u>	Underwriting Fees	
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Fee allows for edits

<u>0806</u>	Tax Service Fee	
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- This is a list of fees that are not editable
 - Underwriting Fee – Will auto-populate HomeBridge’s Underwriting Fee, will only be editable if “not our comp plan selected” in Loan Details, under Broker Compensation
 - Origination Credits – Will auto-populate based on pricing input in Broker Compensation field
 - Daily Interest – Will default to 15 days and is not editable
 - Deed Recording – Deed Recording is a fee for the document that details ownership rights to the property. This option would not be available on a refinance transaction, the assumption is that ownership is not transferred
 - Mortgage Recording – Mortgage Recording is a fee for the document that specifies the loan terms and responsible parties to be in mortgage/deed of trust (Deed of Trust/Mortgage for this transaction)



- City/County Tax/Stamps – This fee is based on data received from a title service that we use to determine fee’s
- Other fees/escrows will be editable and will show the HUD# underlined, indicating this field is editable and include, but are not limited to items below
 - Tax Service Fee
 - Flood Certification Fee
 - Homeowner’s Insurance Premium
 - Homeowner’s Insurance
 - Property Tax Escrow
 - Settlement Fee
 - Owner’s Title Insurance (optional)
- To edit a fee, click on the HUD Line # to open up this item

<u>0806</u>	Tax Service Fee	\$83.00	\$83.00
<u>0807</u>	Flood Certification Fee	\$10.00	\$10.00

- The fee amount is the only edit allowed

Editing Fee

Block #:

HUD Line #:

Fee description:

Finance Charge:

Borrower Amount:

New Fee

- To add a new fee - Select fee based on HUD Line # (listed in order of HUD lines) and input the fee amount

Add Fee

Block #:

HUD Line #: -- Select --

Fee description: 0802 Credit Or Charge For Chosen Rate

Finance Charge:

Borrower Amount:

New Escrow

- Add any additional escrows by selection escrow item

Add an Escrow

* Escrow Item:

HUD Line #:

Item Description:

Item Type:

Annual Amount Due:

Months Collected:

- Complete the Annual Amount due and number of months collected
- Select Save

Origination Credits

- Origination Credits
 - This will only populate if there is a credit to the borrower for rate

Origination Credits: \$5,252.80

- Review of all fee input on Loan Estimate Fees screen
 - HUD Line # - This is the old HUD line number for easy reference (fee dropdown in order of HUD Line#)
 - Description – Fee Name that will print on Loan Estimate
 - Borrower Amount – Fee Amount that will show as a borrower charge on the Loan Estimate
 - Finance Charge Amount – This will indicate fee’s included in the APR
 - Fee Rule Modified – This box will be checked if a fee is modified by the user
 - Manual Fee – These are fees manually added by the user
 - Delete – Fees manually added by user are the only fees that can be deleted

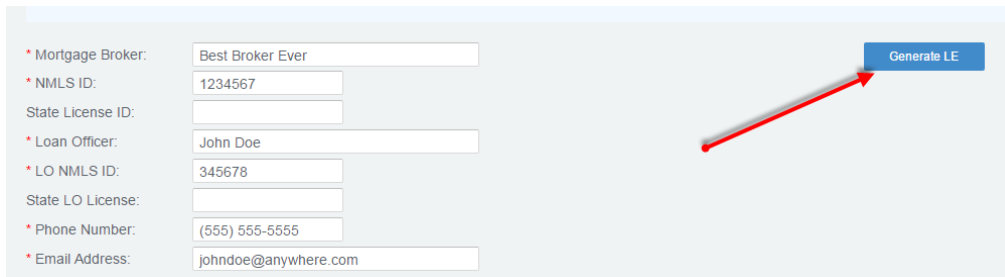
Origination Credits: \$5,252.80

HUD Line #	Description	Borrower Amount	Finance Charge Amount	Fee Rule Modifie...↑	Manual Fee	Delete
0805	Credit Report Fee	\$50.00	\$0.00		✓	🗑️
0801d	Underwriting Fees	\$895.00	\$895.00			

VI. Mortgage Broker Info

Mortgage Broker information is editable, if needed

- Select Generate LE once all input is completed



* Mortgage Broker:

* NMLS ID:

State License ID:

* Loan Officer:

* LO NMLS ID:

State LO License:

* Phone Number:

* Email Address:

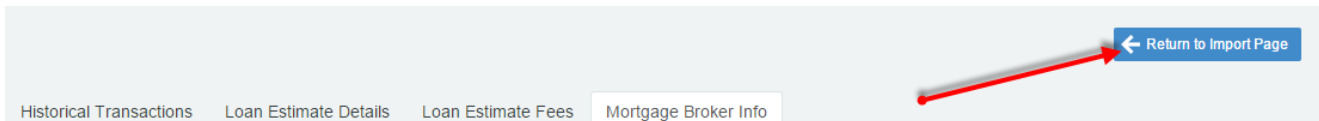
[Generate LE](#)

- Loan Estimate version generated will be determined by loan purpose

I. TOTAL OTHER COSTS (E + F + G + H)	\$1,405
J. TOTAL CLOSING COSTS	
D + I	Loan Estimate
Lender Credits	Purchase Transactions
Calculating Cash to Close	
Loan Amount	\$101,750
Total Closing Costs (J)	-\$6,947
Estimated Total Payoffs and Payments	-\$100,000
Estimated Cash to Close <input checked="" type="checkbox"/> From <input type="checkbox"/> To Borrower	\$5,197
Estimated Closing Costs Financed (Paid from your Loan Amount)	\$1,750

J. TOTAL CLOSING COSTS	\$0
D + I	Loan Estimate
Lender Credits	Purchase Transactions
Calculating Cash to Close	
Total Closing Costs (J)	\$0
Closing Costs Financed (Paid from your Loan Amount)	\$0
Down Payment/Funds from Borrower	\$25,000
Deposit	\$0
Funds for Borrower	\$0
Seller Credits	\$0
Adjustments and Other Credits	\$0
Estimated Cash to Close	\$25,000

- Exit once finished or select Return to Import Page to import a new loan



Historical Transactions Loan Estimate Details Loan Estimate Fees Mortgage Broker Info [← Return to Import Page](#)