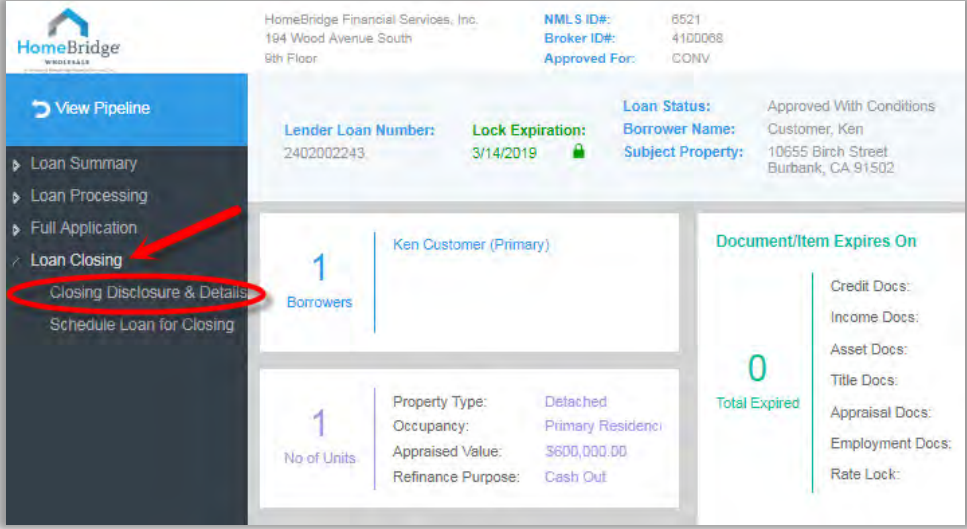
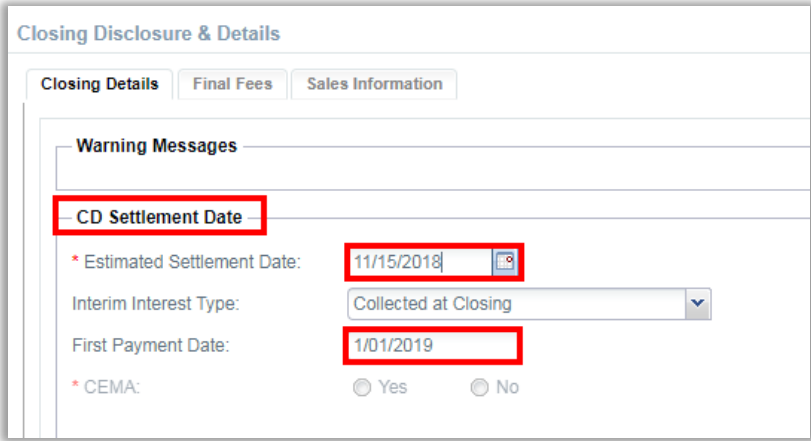


Request Closing Disclosure

The following steps are required to request a Closing Disclosure (CD) be delivered to the Borrower(s).

Closing Details Tab

Step	Action
<p>1</p>	<p>Click Loan Closing to open the menu and select Closing Disclosure & Details.</p>  <p>Note: Access to the Closing Disclosure and Details screen is limited to one user at a time. Click Here for instructions if a Homebridge associate is in a loan that you need to access.</p>
<p>2</p>	<p>Complete the CD Settlement Date section. The Estimated Settlement Date will automatically populate the First Payment Date.</p>  <p>Note: Review the Warning Messages section for required actions prior to requesting a CD.</p>

Select the **Interim Interest Type**.

- **Purchase transactions** - defaults to "Collected at Closing"
- **Refinance transactions** - Interim Interest can be Collected at Closing, or an **Interest Credit at Closing** can be given for loans closing within the first 5 business days of the month.

3

Closing Disclosure & Details

Closing Details Final Fees Sales Information

Warning Messages

CD Settlement Date

* Estimated Settlement Date: 11/15/2018

Interim Interest Type: Collected at Closing

First Payment Date: 1/01/2019

* CEMA: Yes No

Scroll down to enter the **Settlement Agent Details**. Fields with a * are mandatory.

4

Closing Disclosure & Details

Closing Details Final Fees Sales Information

Settlement Agent Details

Closing / Settlement Company

* Settlement Agent Type: Title Company

* Settlement Agent Name: ABC Title

Contact Name: SMC

Address Line 1: 1 Hollow Tree Road

Address Line 2:

Zip, City & State: 33030 Everglades National FL

* Contact Phone: (777) 777-7777

Fax Number:

* Confirmation Email: Titleagent@title.com

Special Mailing Instructions: Borrower closing at alternative location

Additional Instructions: Needs to close after 3pm!



Helpful Tip: Select **Special Mailing Instructions** from the dropdown if applicable. Add any **Additional Instructions** in the space provided.

Scroll down to enter the **Broker Closing Contact Details**.

5

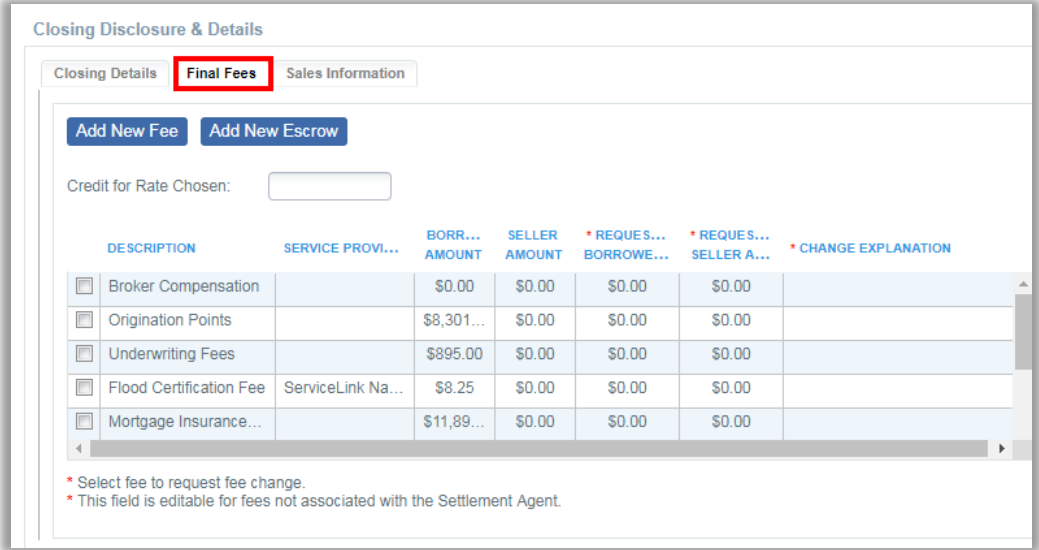
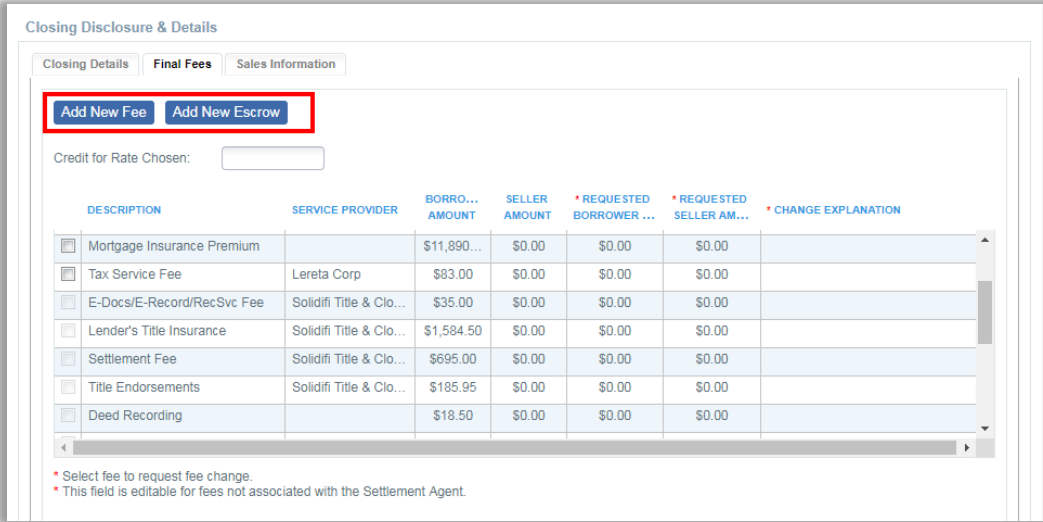
The screenshot shows a web form titled "Closing Disclosure & Details". It has three tabs: "Closing Details", "Final Fees", and "Sales Information". The "Closing Details" tab is active. The form contains several input fields: "Fax Number:" (empty), "* Confirmation Email:" (filled with "esella@remn.com"), "Special Mailing Instructions:" (empty dropdown), and "Additional Instructions:" (empty text area). Below these is a section titled "Broker Closing Contact and Warehouse Line Details" which is highlighted with a red border. This section contains three input fields: "* Contact Name:" (filled with "Bobby Broker"), "* Contact Phone:" (filled with "(123) 456-7890"), and "* Confirmation Email:" (filled with "BBroker@broker.com"). At the bottom of the form are "Submit" and "Cancel" buttons.



Helpful Tip: The **Broker Closing Contact** (another Broker associate other than the CD requestor) will receive a copy of the CD along with the requestor. Either the requestor or the Broker Closing Contact will be responsible for review and approving the CD.

Final Fees Tab

Review the loan fees prior to requesting the CD. To request fee changes, follow the instructions below.

Step	Action																																																								
1	<p>Open the Final Fees tab.</p>  <p>Closing Disclosure & Details</p> <p>Closing Details Final Fees Sales Information</p> <p>Add New Fee Add New Escrow</p> <p>Credit for Rate Chosen: <input type="text"/></p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>SERVICE PROVI...</th> <th>BORR... AMOUNT</th> <th>SELLER AMOUNT</th> <th>* REQUES... BORROWE...</th> <th>* REQUES... SELLER A...</th> <th>* CHANGE EXPLANATION</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Broker Compensation</td> <td></td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Origination Points</td> <td></td> <td>\$8,301...</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Underwriting Fees</td> <td></td> <td>\$895.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Flood Certification Fee</td> <td>ServiceLink Na...</td> <td>\$8.25</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mortgage Insurance...</td> <td></td> <td>\$11,89...</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table> <p>* Select fee to request fee change. * This field is editable for fees not associated with the Settlement Agent.</p>	DESCRIPTION	SERVICE PROVI...	BORR... AMOUNT	SELLER AMOUNT	* REQUES... BORROWE...	* REQUES... SELLER A...	* CHANGE EXPLANATION	<input type="checkbox"/> Broker Compensation		\$0.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Origination Points		\$8,301...	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Underwriting Fees		\$895.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Flood Certification Fee	ServiceLink Na...	\$8.25	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Mortgage Insurance...		\$11,89...	\$0.00	\$0.00	\$0.00															
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Credit for Rate Chosen will show the amount of lender credit given to the borrower.

3

Schedule Loan For Closing

Closing Details | **Final Fees**

Add New Fee Add New Escrow

Credit for Rate Chosen:

DESCRIPTION	SERVICE PROVIDER	BORROWER AMOUNT	SELLER AMOUNT	* REQUESTED BORROWER AMOUNT	* REQUESTED SELLER AMOUNT	* CHANGE EXPLANATION
<input type="checkbox"/> Broker Compensation		\$0.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Origination Points		\$8,301.98	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Underwriting Fees		\$895.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Flood Certification Fee	ServiceLink National Flood	\$8.25	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Mortgage Insurance Premium		\$11,890.00	\$0.00	\$0.00	\$0.00	

* Select fee to request fee change.
* This field is editable for fees not associated with the Settlement Agent.

Submit Cancel

To **Edit** an existing Fee or Escrow:

- Check the box next to the fee.
- Enter the new amount in the **Borrower Requested Amount** or **Seller Requested Amount** based on who is responsible for the payment.
- Enter the reason for the change in the **Change Explanation** field.

4

Schedule Loan For Closing

Closing Details | **Final Fees**

Add New Fee Add New Escrow

Credit for Rate Chosen:

DESCRIPTION	SERVICE PROVIDER	BORROWER AMOUNT	SELLER AMOUNT	* REQUESTED BORROWER AMOUNT	* REQUESTED SELLER AMOUNT	* CHANGE EXPLANATION
<input type="checkbox"/> Mortgage Recording		\$214.00	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Mortgage State Tax/Stamps		\$1,056.65	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Daily Interest Charges		\$512.80	\$0.00	\$0.00	\$0.00	
<input checked="" type="checkbox"/> Homeowner's Insurance Premium		\$2,499.12	\$0.00	\$2,200.00	\$0.00	Enter the reason for the change
<input type="checkbox"/> City/Town Property Tax Escrow		\$416.66	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Homeowner's Insurance		\$201.66	\$0.00	\$0.00	\$0.00	
<input type="checkbox"/> Owner's Title Insurance (optional)	Solidiff Title & Closing, LLC	\$25.00	\$0.00	\$0.00	\$0.00	

* Select fee to request fee change.
* This field is editable for fees not associated with the Settlement Agent.

- **For Refinance transactions:** Click the **Submit** button at the bottom of the screen to submit your request to Homebridge.
- **For Purchase transactions:** Continue to the [Sales Information Tab](#).

5

A pop-up will confirm the Homebridge Settlement Fee sheet has been delivered to the Settlement Agent on the Broker's behalf.

6

A copy of the request will be sent to the requestor and the Broker Closing Contact via email.

The Settlement Agent is required to review, update and sign the form, and return to Homebridge Wholesale. Upon receipt, the CD will be delivered to the Borrower(s).

7

Settlement Agent Fee Confirmation
2102003922

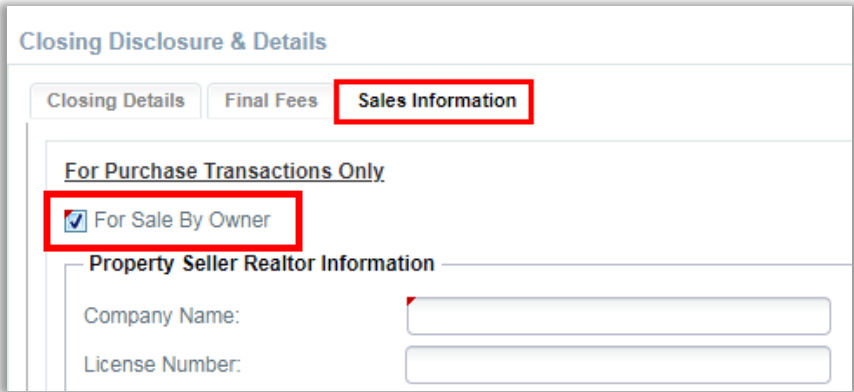
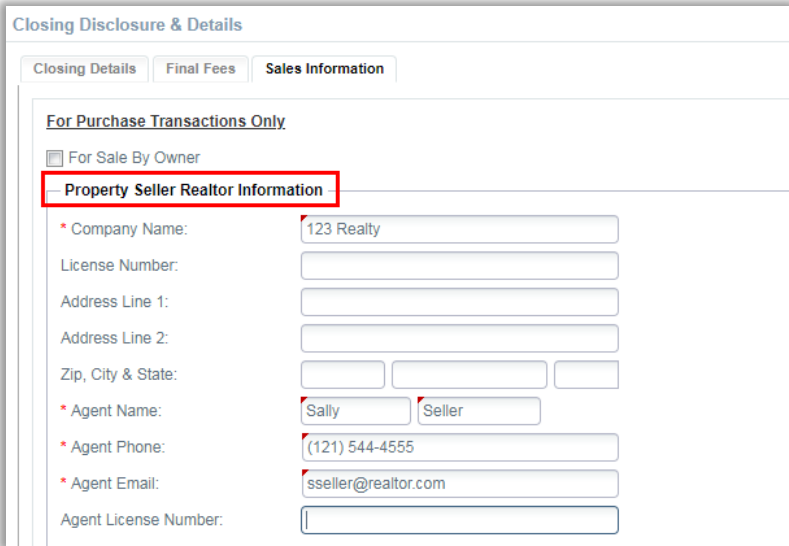
Borrower Name:	Alice Firstimer	Loan Amount:	\$281,084.00
Subj Address:	123 Main Street	Requested Settlement Date:	10/03/2018
City, State & Zip:	Dawson, IA 50066	Disbursement Date:	10/08/2018
Loan Purpose:	Refinance	Lender Paid Comp:	\$4,216.26

Loan Costs

A. Origination Charges

Fee Description	Provider	POC	Fee Amount	Change Request
1.000% of Loan Amount (Points)		\$0.00	\$2,810.84	
Broker Compensation		\$0.00	\$0.00	
Underwriting Fees		\$0.00	\$0.00	
Comments:			\$2,810.84	

Sales Information Tab – Purchase Only

Step	Action
1	<p>Check to indicate if property is For Sale by Owner.</p>  <p>Closing Disclosure & Details</p> <p>Closing Details Final Fees Sales Information</p> <p><u>For Purchase Transactions Only</u></p> <p><input checked="" type="checkbox"/> For Sale By Owner</p> <p>Property Seller Realtor Information</p> <p>Company Name: <input type="text"/></p> <p>License Number: <input type="text"/></p>
2	<p>Complete the Property Seller Realtor Information section.</p>  <p>Closing Disclosure & Details</p> <p>Closing Details Final Fees Sales Information</p> <p><u>For Purchase Transactions Only</u></p> <p><input type="checkbox"/> For Sale By Owner</p> <p>Property Seller Realtor Information</p> <p>* Company Name: <input type="text" value="123 Realty"/></p> <p>License Number: <input type="text"/></p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>Zip, City & State: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>* Agent Name: <input type="text" value="Sally"/> <input type="text" value="Seller"/></p> <p>* Agent Phone: <input type="text" value="(121) 544-4555"/></p> <p>* Agent Email: <input type="text" value="sseller@realtor.com"/></p> <p>Agent License Number: <input type="text"/></p>

Complete the **Borrower Realtor Information** section.

3

The screenshot shows the 'Closing Disclosure & Details' form with the 'Sales Information' tab selected. The 'Borrower Realtor Information' section is highlighted with a red box. The form contains the following fields:

- * Company Name: ABC Realty
- License Number:
- Address Line 1:
- Address Line 2:
- Zip, City & State:
- * Agent Name: Robin | Realtor
- * Agent Phone: (212) 999-1212
- * Agent Email: RRealtor@ABCRealty.com
- Agent License Number:

Complete the **Property Seller Information** section.

4

The screenshot shows the 'Closing Disclosure & Details' form with the 'Sales Information' tab selected. The 'Property Seller Information' section is highlighted with a red box. The form contains the following fields:

- * Property Seller Name: Sarah | Seller
- Address Line 1:
- Address Line 2:
- Zip, City & State:

After entering the *required information on each tab, click the **Submit** button.

5

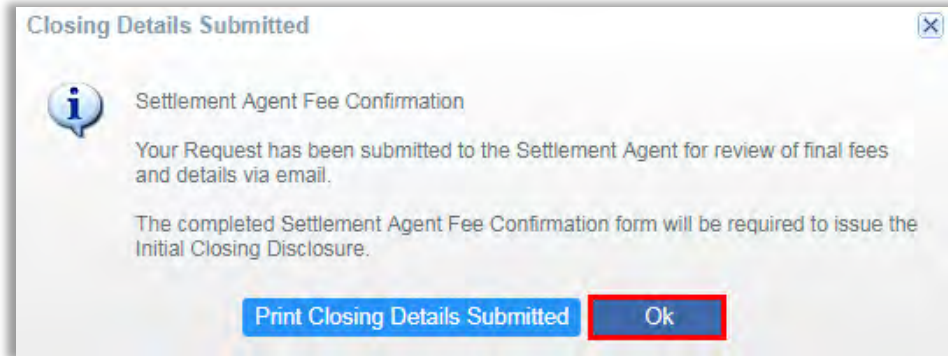
The screenshot shows the 'Closing Disclosure & Details' form with the 'Sales Information' tab selected. The 'CD Settlement Date' section is highlighted with a red box. The form contains the following fields:

- Warning Messages
- CD Settlement Date
- * Estimated Settlement Date: 11/15/2018
- Interim Interest Type: Collected at Closing
- First Payment Date: 1/01/2019
- * CEMA: Yes No

At the bottom of the form, the 'Submit' button is highlighted with a red box, and the 'Cancel' button is also visible.

A pop-up will confirm the Homebridge Settlement Fee sheet has been delivered to the Settlement Agent on the Broker's behalf.

6



A copy of the request will be sent to the requestor and the Broker Closing Contact via email.

The Settlement Agent is required to review, update and sign the form, and return to Homebridge Wholesale. Upon receipt, the CD will be delivered to the Borrower(s).

7

Settlement Agent Fee Confirmation
2102003922

Borrower Name:	Alice Firstimer	Loan Amount:	\$281,084.00
Subj Address:	123 Main Street	Requested Settlement Date:	10/03/2018
City, State & Zip:	Dawson , IA 50066	Disbursement Date:	10/08/2018
Loan Purpose:	Refinance	Lender Paid Comp:	\$4,216.26

Loan Costs

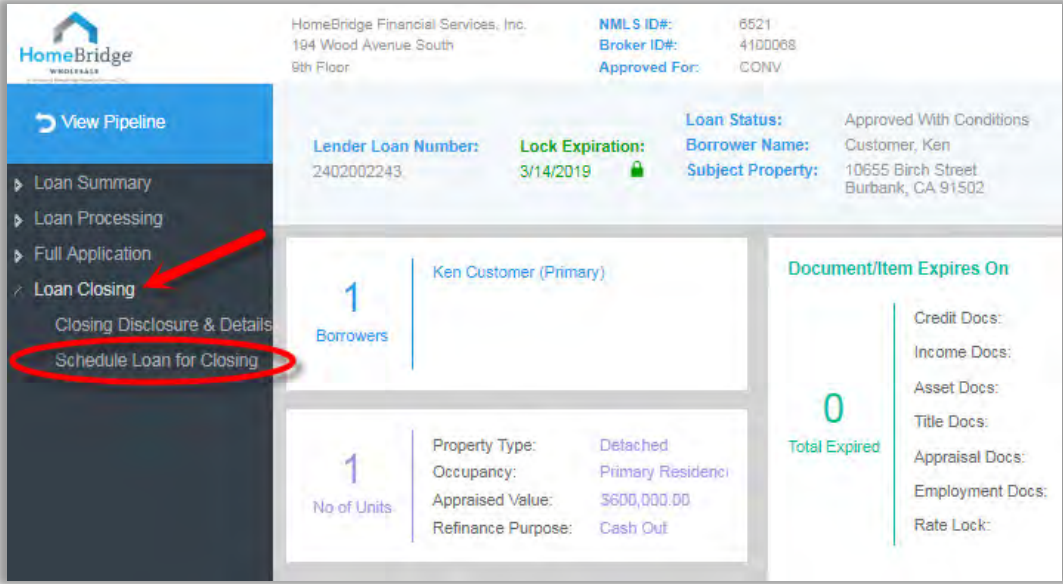
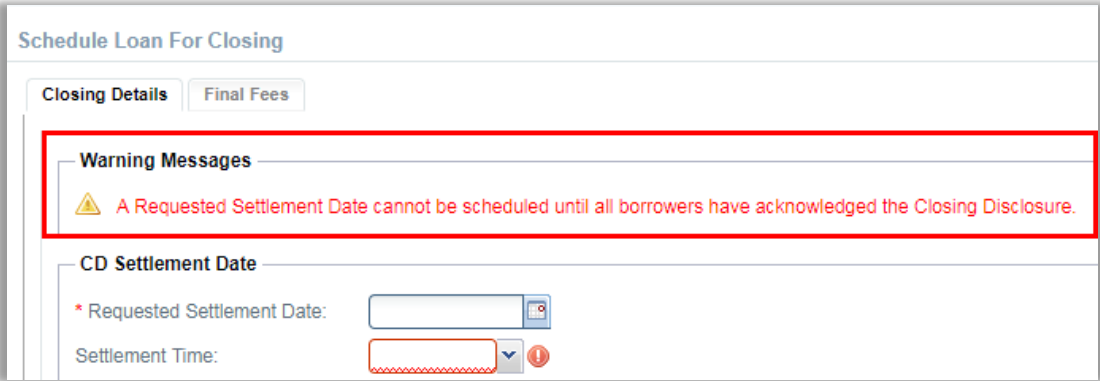
A. Origination Charges

Fee Description	Provider	POC	Fee Amount	Change Request
1.000% of Loan Amount (Points)		\$0.00	\$2,810.84	
Broker Compensation		\$0.00	\$0.00	
Underwriting Fees		\$0.00	\$0.00	
Comments:			\$2,810.84	

Schedule Closing

Closings may be scheduled for loans with a status of Underwriting Cleared and after the CD has been acknowledged by the Borrower(s).

Closing Details Tab

Step	Action
1	<p>Click Loan Closing to open the menu and select Schedule Loan for Closing.</p>  <p>Note: Warning Messages will appear for issues that will not allow the loan closing to be scheduled.</p> 

Complete the **CD Settlement Date** section. Required fields are indicated by *.

2

The screenshot shows the 'Schedule Loan For Closing' form with the 'Closing Details' tab selected. The 'CD Settlement Date' section is highlighted with a red box. It contains the following fields:

- * Requested Settlement Date: 3/28/2019
- Settlement Time: 3:15 PM
- Closing Package Requested By Date: 3/27/2019
- * Interim Interest Type: Collected at Closing
- First Payment Date: 5/01/2019
- * CEMA: Yes (selected), No
- * Title and Vesting: Ken Customer

Note: The **Estimated Settlement Date** will automatically populate the **First Payment Date**.

Review or enter *required information for the **Settlement Agent**.

3

The screenshot shows the 'Schedule Loan For Closing' form with the 'Closing Details' tab selected. The 'Settlement Agent Details' section is highlighted with a red box. It contains the following fields:

- Closing / Settlement Company: Title Company
- * Settlement Agent Type: Title Company
- * Settlement Agent Name: Tom Title
- Contact Name: (empty field)

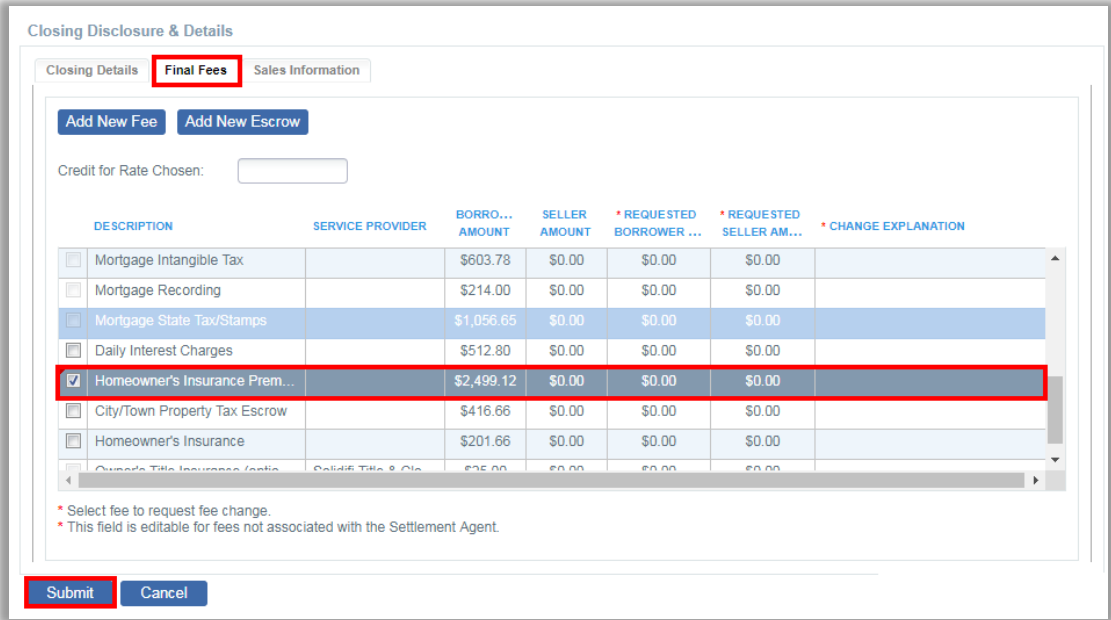
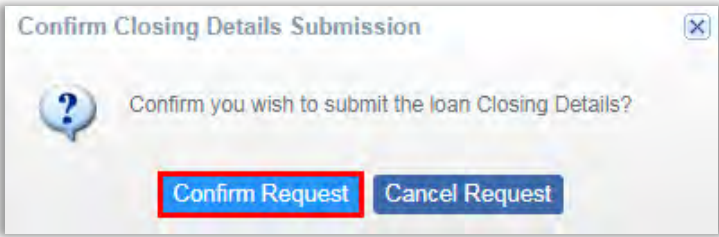
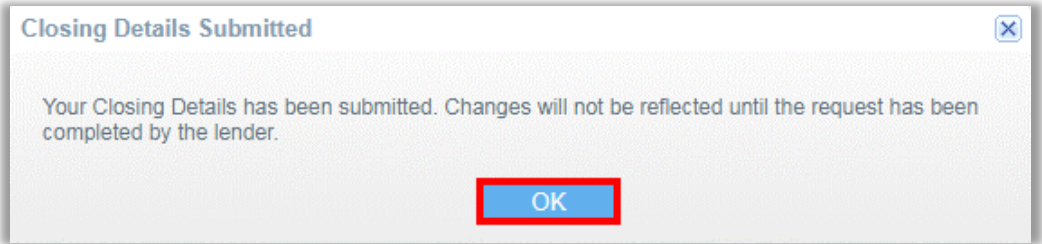
Review or enter *required information for the **Broker Closing Contact**.

4

The screenshot shows the 'Schedule Loan For Closing' form with the 'Closing Details' tab selected. The 'Broker Closing Contact and Warehouse Line Details' section is highlighted with a red box. It contains the following fields:

- * Contact Name: Bobby Broker
- * Contact Phone: (212) 555-8888
- * Confirmation Email: BBroker@broker.com

Final Fees Tab

Step	Action																																																															
1	<p>Review the Final Fees tab, make necessary adjustments, and click Submit.</p>  <p>Closing Disclosure & Details</p> <p>Closing Details Final Fees Sales Information</p> <p>Add New Fee Add New Escrow</p> <p>Credit for Rate Chosen: <input type="text"/></p> <table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>SERVICE PROVIDER</th> <th>BORRO... AMOUNT</th> <th>SELLER AMOUNT</th> <th>* REQUESTED BORROWER ...</th> <th>* REQUESTED SELLER AM...</th> <th>* CHANGE EXPLANATION</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Mortgage Intangible Tax</td> <td></td> <td>\$603.78</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mortgage Recording</td> <td></td> <td>\$214.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mortgage State Tax/Stamps</td> <td></td> <td>\$1,056.65</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Daily Interest Charges</td> <td></td> <td>\$512.80</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Homeowner's Insurance Prem...</td> <td></td> <td>\$2,499.12</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> City/Town Property Tax Escrow</td> <td></td> <td>\$416.66</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Homeowner's Insurance</td> <td></td> <td>\$201.66</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Curbed Title Insurance (with...</td> <td>Settle Title & Clo...</td> <td>\$35.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> </tr> </tbody> </table> <p>* Select fee to request fee change. * This field is editable for fees not associated with the Settlement Agent.</p> <p>Submit Cancel</p>	DESCRIPTION	SERVICE PROVIDER	BORRO... AMOUNT	SELLER AMOUNT	* REQUESTED BORROWER ...	* REQUESTED SELLER AM...	* CHANGE EXPLANATION	<input type="checkbox"/> Mortgage Intangible Tax		\$603.78	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Mortgage Recording		\$214.00	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Mortgage State Tax/Stamps		\$1,056.65	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Daily Interest Charges		\$512.80	\$0.00	\$0.00	\$0.00		<input checked="" type="checkbox"/> Homeowner's Insurance Prem...		\$2,499.12	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> City/Town Property Tax Escrow		\$416.66	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Homeowner's Insurance		\$201.66	\$0.00	\$0.00	\$0.00		<input type="checkbox"/> Curbed Title Insurance (with...	Settle Title & Clo...	\$35.00	\$0.00	\$0.00	\$0.00	
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2	<p>Click Confirm Request to submit the loan Closing Details.</p>  <p>Confirm Closing Details Submission</p> <p>Confirm you wish to submit the loan Closing Details?</p> <p>Confirm Request Cancel Request</p>																																																															
3	<p>A pop up will confirm the Closing Details were submitted. Click OK.</p>  <p>Closing Details Submitted</p> <p>Your Closing Details has been submitted. Changes will not be reflected until the request has been completed by the lender.</p> <p>OK</p>																																																															