

## Estimated Settlement Statement Review

Verify Loan Amount matches Submission/Approval

Verify Purchase Price matches Purchase Contract/Addendum/CounterOffer/Approval

### FEES

- Broker Fees reflected match requested fees on submission form
- Broker Processing Fee reflected
- Appraisal Fee reflected (*review/audit invoice*)
- 2<sup>nd</sup> Appraisal Fee reflected (*review/audit invoice*)
- Re-Inspection Fee reflected (*review/audit invoice*)
- Credit Report Fee matches invoice (if broker is collecting)
- Survey Fee reflected (*if applicable*)
- Acra Discount Fee
- Acra Underwriting Fee

### PAYOFFS

Creditor Payoffs

- Review the UW Worksheet and verify all creditors are listed
- Verify current balances match current creditor statements
- Verify if any child support is due (PAYOFFS REQUIRED)

Mortgage Payoff(s)

- Verify the payoff amount reflected on the demand ties out
- Review the payoff demand to identify the expiration date
- Review the payoff demand to verify if there are any HOLDS for current payments being processed.

Judgements/Liens on Preliminary Title Report

- Verify the payoff demand for each judgement/lien on title is reflected

### PREPAIDS

Prepaid Interest

- Per Diem amount matches Byte Pro
- Interest is calculated from "Target Funding Date" to first of following month

Current Property Taxes due is reflected

Delinquent Property Taxes due is reflected

Homeowners Insurance Premium due is reflected

Flood Insurance Premium due is reflected

**IMPOUNDS** *(Initial Escrow Payment at Closing)*

Monthly Insurance amount matches Evidence of Insurance

Monthly Tax amount matches Underwriting Worksheet

*\*reference Tax Impound Schedule*

**OTHER COSTS/FEES**

HOA Dues reflected (if applicable)

HOA Cert Fee reflected (if applicable)

Transfer Taxes reflected

*\*Did closing agent account for vesting changes?*

Grant Deed Preparation

*\*Did closing agent account for vesting changes?*

|                              |
|------------------------------|
| <b>PURCHASE TRANSACTIONS</b> |
|------------------------------|

EMD listed

*\*request copy of all EMD Receipt/Check from Closing Agent*

Seller Credit Listed

*\*cannot exceed max NRCC's as allowed by ACRA*

<https://cintra.citadelservicing.com/download/Seller%20Credit%2004-04-19.pdf>