

ServiceLink Transition to BytePro

Process Document

10.10.2018 Version 1.0 Michael Petersen <u>Verified by</u>: Douglas Utter



Disclosure Department

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Overview

Document the manual process of entering fee quotes from Service Link into BytePro

Goals

- Describe the manual process of entering fee quotes from ServiceLink to BytePro for Refinances
- Describe the manual process of entering fee quotes from ServiceLink to BytePro for Purchases

Specifications

When:

- 1. When the disclosure team inputs loan information into Service Link
- 2. When the fee quotes from Service Link are input on the Loan Estimate Page 2 Screen in BytePro

How:

REFINANCES

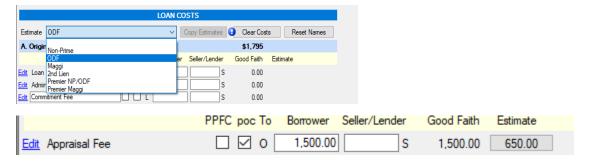
- Enter property zip code and CONTINUE
 - If Georgia file, please check for an Attorney Fee on fees sheets
 - Notify your supervisor if there is no Attorney Fee listed
- Refinance Type: Refinance/Modification
- Property Type: On AE Synopsis Form (DocVelocity)
- Loan Amount: On AE Synopsis Form/Base Loan on BytePro
- Is a transfer associated with this refinance?
 - Check the box if value is entered on the Broker Itemization of amount financed (DocVelocity)
 - Example: If the Broker is showing an amount on City/County/Transfer, please select Yes.
- Do not check the "I would like to calculate possible title premium discounts" box
- For Product Selection/Recording section, leave both pre-checked boxes as is (Full Escrow and Full ALTA)
 - o Ignore Show more products section
 - Show title endorsements section:
 - Check ALTA 4 and 4.1 boxes if property type is Condominium
 - Check ALTA 5 and 5.1 boxes if property type is a PUD
 - Check ALTA 7 if property type is Manufactured Housing
 - Check ALTA 6 and 6.1 boxes if loan is a Variable Rate Mortgage <u>as well</u> as any conditions listed in the above bullet points
 - The rest will be included with the quote
- For Recording section, the number of pages defaults to 25 and pre-populates a certain area
 - o Therefore, no input is needed on this section

PURCHASES

- Loan Number: BytePro
- Purchase Amount: AE Loan Synopsis Form (Docvelocity)
- Loan Amount: On AE Synopsis Form/Base Loan on BytePro
- Street Address/City/State: BytePro
 - If Georgia file, please check for an Attorney Fee on fees sheets
 - Notify your supervisor if there is no Attorney Fee listed
- Email Address: User's Citadel email address
- Zip Code: BytePro and LOCATE
- Make sure county is correct (sometimes will have more than 1 option)



- Leave the Owner Policy and Loan Policy defaulted to the original selection
- For the Endorsements selections:
 - Check ALTA 4 and 4.1 boxes if property type is Condominium
 - Check ALTA 5 and 5.1 boxes if property type is a PUD
 - Check ALTA 7 if property type is Manufactured Housing
 - Check ALTA 6 if loan is a Variable Rate Mortgage <u>as well</u> as any conditions listed in the above bullet points
 - The rest will be included with the quote
- Transfer Taxes: A value is always needed. This field should be defaulted to 100%
- Once the fee quotes are ran, first thing to do is print to Doc Velocity and label "Title Fee's Quote"
- Before any information is entered, BytePro has an Estimate dropdown on Loan Estimate Page 2
 Screen
 - This dropdown will populate estimates regarding on which loan program is selected
 - Compare Service Link's fees to estimates in BytePro, if BytePro estimate is higher, use BytePro's estimate



FEES FROM SERVICELINK TO BYTEPRO (PURCHASES/REFINANCES):

- All fees go in the Borrower section in BytePro (unless noted otherwise)
- When manually entering fees, do not add an "s" at the end of fee
- Section B fees should not be found on Service Link
 - Credit Report Fee (from Broker Itemization of amount financed) should <u>always</u> be used
 - This is one case where you use the Broker's amount exactly
 - Appraisal Fee should never be lower than \$650
- Section C- always write Title with hyphen before the fee description (ex: Title -)

FEES THAT ALWAYS ARE THE SAME(PURCHASES/REFINANCES):

- CA Affordable Housing Fee (Section E on BytePro in blank space) is \$225 (ONLY CA LOANS)
- Title Notary Fee (Section C on BytePro) is always \$250

PURCHASE:

Note: Amounts shown for Items noted with an asterisk (*) below are disclosed as required by CFPB Rule. Actual charges for such services are shown in

Loan Costs		Other Costs	
A. Origination Charges (Info Only)		E. Taxes and Other Government Fees	\$166.00
		Recording Charges for Los Angeles	
		Deed (5 Pages)	\$37.00
		Deed of Trust (35 Pages)	\$129.00
		Transfer Tax	\$0.00
		(includes state, county, and local taxes)	
		(0% Buyer/Borrower Responsibility of \$7,196.00)	
Title - ALTA Extended Coverage Loan			
Policy (*)	\$2,838.00	G. Initial Escrow Payment at Closing	
Policy (*) Title - Endorsement Charges	\$25.00	H. Other	\$1,097.00
Policy (*)			+-1
Policy (*) Title - Endorsement Charges CLTA 110.9-06 (ALTA 8.1-06) -	\$25.00	H. Other Title - ALTA Standard Coverage Owner's	+-1
Policy (*) Title - Endorsement Charges CLTA 110.9-06 (ALTA 8.1-06) - Environmental Protection Lien CLTA 100.2-06 (ALTA 9-06) - Restrictions,	\$25.00 \$25.00	H. Other Title - ALTA Standard Coverage Owner's	+-1
Policy (*) Title - Endorsement Charges CLTA 110.9-06 (ALTA 8.1-06) - Environmental Protection Lien CLTA 100.2-06 (ALTA 9-06) - Restrictions, Encroachments & Minerals	\$25.00 \$25.00 \$0.00	H. Other Title - ALTA Standard Coverage Owner's	\$1,097.00 \$1,097.00

Any requested endorsements not included within this fee quote may be subject to additional fees to support the additional coverage.

Title - ALTA Extended Coverage Loan Policy	Section C: Title – Lender Coverage	
Title – Endorsement Charges (together- all ALTA fees)	Section C: Title – Endorsement Fee	
Doc Prep Fee	Section C: Title – Document Preparation	
Closing Protection Letter (not on pic above) (common)	Section C: Title – CPL Fee	
Settlement Fee	Section C: Title – Settlement Agent Fee	
Recording Charges for (city) (add up Deed fees/others)	Section E: Recording Fee - Deed	
Transfer Tax (if entered: use total + \$500)	Section E: City/County Deed Tax/Stamp Fee	
 \$500 is <u>always</u> used as a cushion 		
Title – ALTA Standard Coverage Owner's Policy	Section H: Title – Owner's Title Policy	

REFINANCE:

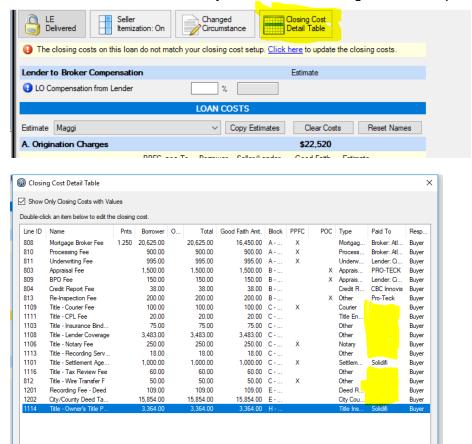
TITLE SERVICES AND LENDER'S TITLE INSURANCE		
This charge includes the services of a title or settlement agent, for example, and title insu		
Services	Charge	
ALTA Loan Policy (6/17/06)	\$950.00	
ALTA 8.1 (Environmental Lien Protection)	\$25.00	
Search Fee	\$180.00	
Doc Signing Fee	\$150.00	
Full Escrow	\$475.00	
ALTA 9 (Restrictions, Encroachment, Minerals)	\$95.00	
Survey Coverage - Lender Policy	\$25.00	
ALTA 6 (Variable Rate Mortgage)	\$25.00	Total
ALTA 6.1 (Variable Rate Mortgage)	\$0.00	\$1,925.00
GOVERNMENT RECORDING CHARGES		
These charges are for state and local fees to record your loan and title documents. Services	Charge	Total
GOVERNMENT RECORDING CHARGES These charges are for state and local fees to record your loan and title documents. Services Mortgage Paid To: Palm Beach Clerk and Comptroller	Charge \$214.60	*214.60
These charges are for state and local fees to record your loan and title documents. Services Mortgage Paid To: Palm Beach Clerk and Comptroller	•	
These charges are for state and local fees to record your loan and title documents. Services Mortgage Paid To: Palm Beach Clerk and Comptroller TRANSFER TAXES	•	
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These charges are for state and local fees to record your loan and title documents. Services Mortgage Paid To: Palm Beach Clerk and Comptroller TRANSFER TAXES These charges are for state and local fees on mortgages and home sales.	\$214.60	

ALTA Loan Policy	Section C: Title – Lender Coverage
ALTA: 8.1, 9, 6, 6.1 (Add together- All ALTA Fees)	Section C: Title – Endorsement Fee
Search Fee (add up any additional search fees as well)	Section C: Title – Abstract or Title Search
Doc Signing Fee (will always be \$250)	Section C: Title – Notary Fee
Full Escrow	Section C: Title – Settlement Agent Fee
Survey Coverage – Lender Policy	Section C: Title – Survey Fee
Mortgage Paid To:	Section E: Recording Fee – Deed
Transfer Taxes (use total + \$500) • \$500 is always used as a cushion	Section E: City/County Deed Tax/Stamp Fee

EXTRA NOTES:

Edit

- Once done inputting numbers from Service Link, look at the Broker Itemization of amount financed, always input the <u>higher</u> amount
 - o (except: Credit Report Fee, CA Affordable Housing, Notary Fee)
- Also add in any fees to BytePro not found on Service Link
- The blank Closing Cost Table Paid To Names will need to be input with Service Link
 - The 2 that say Solidifi can be changed once this process is rolled out



After reviewed and all is correct, the full set of disclosures is printed/uploaded to DocVelocity

Close