

CLOSING CHECKLIST

ENCOMPASS

1003 p. 3

- Verify originator's name and ID

HUD 1 p. 1

- Settlement agent: DharLaw, LLP, two Atlantic Avenue, 4th floor, Boston, MA 02110 (or new attorney)
- Settlement place: 57 Warren Street, Roxbury, MA 02119 (unless otherwise noted)
- Settlement date
- 109-112: any tax or water bills to be paid at closing
- Section 201: earnest money (find it on top of the appraisal report)
- 202: from *Cash Needed to Close* worksheet
- 206: seller credit or financed closing cost credit (from *Cash Needed to Close* worksheet- NSP Closing cost credit)
- 207: predatory loans (AG grant) or NSP3 grant

HUD 1 p. 2

- Estimated closing date (field 763)
- 1st payment date (e.g. if closing 4/1 → 1st payment 5/1, if closing 4/15 → 1st payment 6/1)
- 801: origination charges (including processing and underwriting fees)
- 804: appraisal fee
- 805: credit report (check if more than 1)
- 806: tax service: always \$80
- 807: flood certification \$12
- 808: tax transcripts \$25/ each borrower per year. We need two years. If couple and file jointly: \$25 for both
- 901: interest (fields: L244 and L245) verify 360 day factor on regz screen and number of days
- 903: homeowner's insurance company name and 12 month premium paid poc
- 1000: escrows. Click on Aggregate set up: 2ms cushion for taxes, insurance and condo fees. Taxes: 8/1, 11/1, 2/1 and 5/1- for the tax amount due check MLC. For hazard insurance put always the 1st day of the month that the policy expires one year from policy date. Condo fee – use User#1, enter first 4 months starting with first payment date, enter “1” for remaining 8 months
- 1205: tax stamps (only for purchase, not in refinance). \$4.56/ \$1000 of sales price – need to round the sales price up. Any difference to be charged on seller side

Borrower Info – Vesting:

- How title is held. If couple: tenants by the entirety.
- Click on “build final Vesting”
- Closing in a Trust – in Vesting – enter name of trust, trust state, Inter Vivos Trust, date of trust, double click trustee to save
- In tools – CO-Mortgagor – select “trustee” and “title only” then hit Build

Closing Conditions:

- Complete the first part of the page (Roxbury, MA, Suffolk, 48, NO)

Closing Reg Z:

- UNCHECK “Initial Disclosure estimated at time of application” box
- CHECK final Disclosure Box
- 1st payment date
- Document date (same as closing date)
- Closing date
- Doc signing date (same as closing date)
- Rescission: if REFI: 4/23, rescission: 4/26 and disbursement on 4/27 (count Saturdays, NOT Sundays).
- Check days per year: should be 360
- UNCHECK biweekly box
- Uncheck flood insurance if NOT In a flood zone (unless in a flood zone)
- UNCHECK “E” means an estimate box
- Enter CLOSING date at the bottom

Closing Vendor Info:

- Check originator’s license number

Custom fields:

Page 1:

- if 1st payment 6/1, closing 4/23 → interest until the end of the April. They need to make 2 payments on 5/14 and 5/28 (uniform underwriting summary)
- closing date
- smoke certificate: yes
- Cap reserve (“NSP Capital reserve” from cash needed for transaction worksheet)

Page 3:

- Product code: 152b (from origination system, assigned by client)
- Insurance status/ type/ frequency: **420.12 (if insurance is not escrowed 1-4 family home), 520.12 (if insurance is escrowed 1-4 family home), 423.12 (condo, master policy only is tracked)**
- Insurance next disbursement date
- Insurance expiration date
- Insurance policy number
- Insurance coverage amount
- Flood insurance status/type/frequency: **421.12 (non escrowed)and 521.12 (escrowed)**
- Flood Insurance next disbursement date
- Flood Insurance expiration date
- Flood Insurance policy number
- Flood Insurance coverage amount
- County/city tax (town) payee name
- County/ city tax disbursement amount
- County/ city tax next disbursement date

PROPERTY INFORMATION

- Flood insurance policy number (if flood insurance is required)
- Condo project (if it is a condo)
- Parcel ID #

DO LAST:

- **Closing Reg Z** → plan code → click select
- **click audit (upper right side of the page)** → audit results → then click on “section 32/ high cost” → print the documents and keep them on file
- **Closing Reg Z** → click on order documents → preview → email documents to closing attorney → request receipt → hit send to send closing documents secured transfer
- **Closing Reg Z** → hit printer icon (upper right) → custom forms → remove TIL from the right side and ADD auto deduct author, BIW payment agreement, 1st payment letter and Request to close 10 → preview → save them to desktop → send them to attorney

Additional things that need to be done BEFORE the closing:

- Verbal verification from borrower’s employer
- Insurance binder (CHECK that all the info on binder is correct: insured’s name, dates, premium has been paid in full, mortgagee clause, coverage amount)
- Final water reading: 2 days before closing (send to attorney)
- Smoke certificate