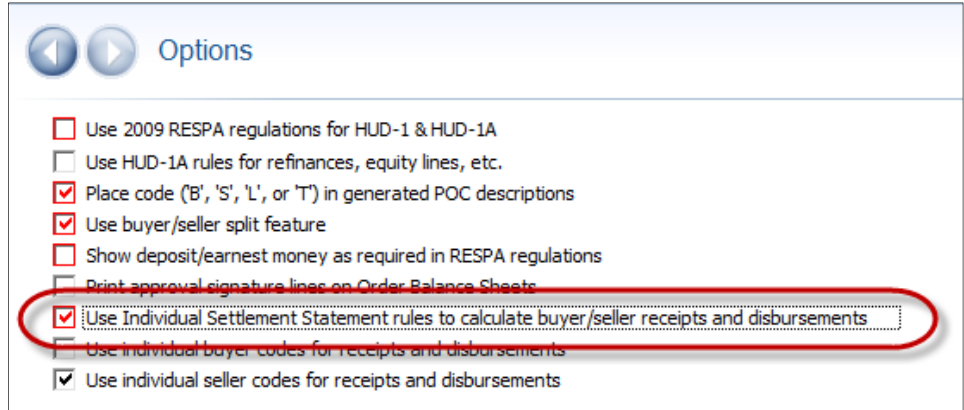


Preparing an Individual Buyer/Seller Statement

When you have multiple Buyers or Sellers, follow these steps to separate the specific receipts/disbursements for each individual Buyer or Seller to prepare a closing statement specific only to their ownership interest. SoftPro Select splits the sale price and loan amount based on the interest percentage entered on the Contact's screen.

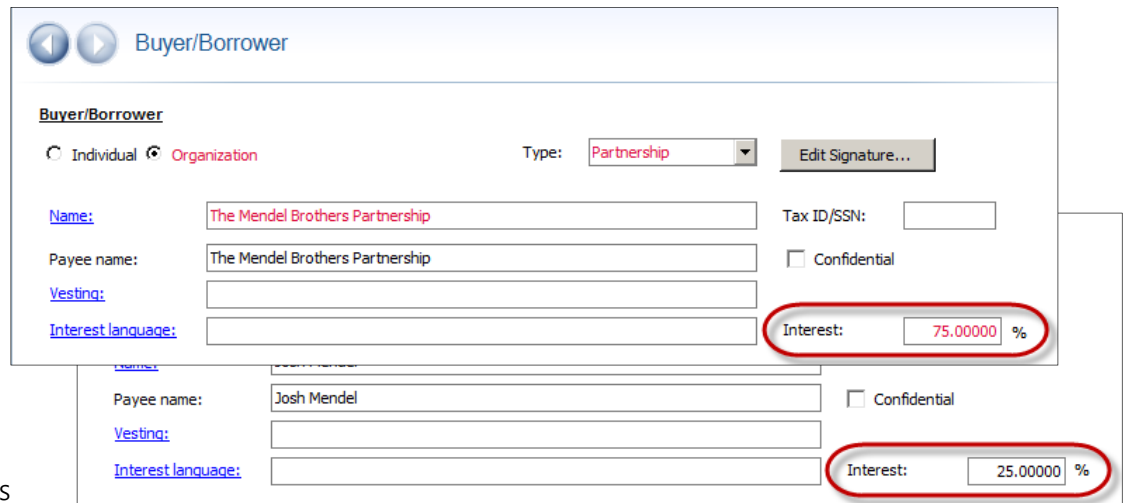
1. Navigate to the **Options** screen
2. Check the **Use Individual Settlement Statement rules to calculate buyer/seller receipts and disbursements** check box



Options

- ☐ Use 2009 RESPA regulations for HUD-1 & HUD-1A
- ☐ Use HUD-1A rules for refinances, equity lines, etc.
- ☒ Place code ('B', 'S', 'L', or 'T') in generated POC descriptions
- ☒ Use buyer/seller split feature
- ☐ Show deposit/earnest money as required in RESPA regulations
- ☐ Print approval signature lines on Order Balance Sheets
- ☒ **Use Individual Settlement Statement rules to calculate buyer/seller receipts and disbursements**
- ☐ Use individual buyer codes for receipts and disbursements
- ☒ Use individual seller codes for receipts and disbursements

3. If applicable, update each Contact's interest
 - a) Navigate to the appropriate Contact's screen
 - b) Update the **Interest** field to show the correct interest split
 - c) Repeat for all applicable Contacts



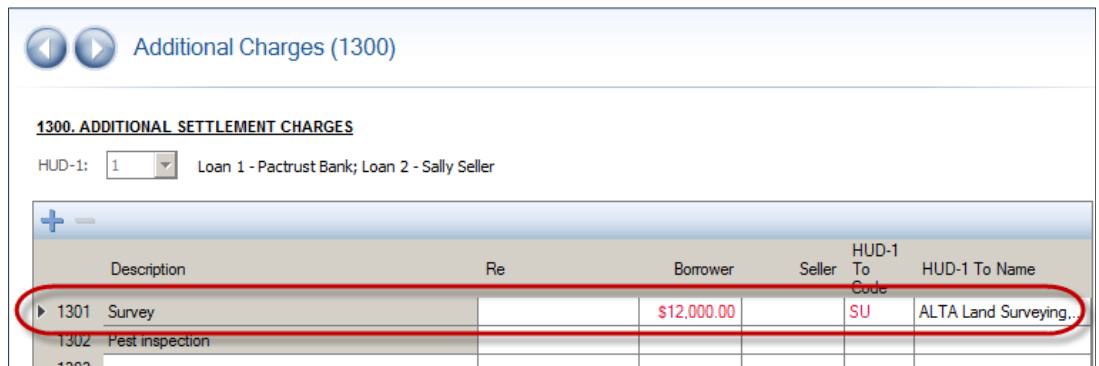
Buyer/Borrower

Buyer/Borrower
☐ Individual ☒ Organization Type: Partnership Edit Signature...

Name: The Mendel Brothers Partnership Tax ID/SSN:
 Payee name: The Mendel Brothers Partnership ☐ Confidential
 Vesting:
 Interest language: Interest: 75.00000 %

Payee name: Josh Mendel ☐ Confidential
 Vesting:
 Interest language: Interest: 25.00000 %

4. Navigate to the line of the charge to be split between individual Buyers (or Sellers)
5. If applicable, enter the line's **Description**; enter the total amount of the charge



Additional Charges (1300)

1300. ADDITIONAL SETTLEMENT CHARGES
 HUD-1: 1 Loan 1 - Pactrust Bank; Loan 2 - Sally Seller

Description	Re	Borrower	Seller	HUD-1 To Code	HUD-1 To Name
1301 Survey		\$12,000.00		SU	ALTA Land Surveying...
1302 Pest inspection					
1303					

Preparing an Individual Buyer/Seller Statement

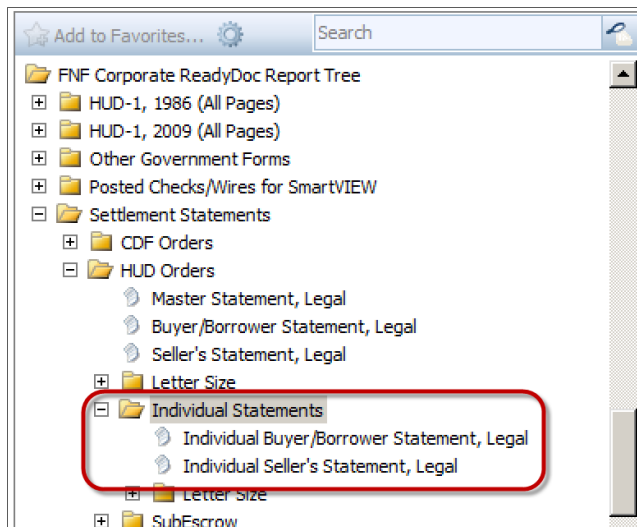
6. Expand the **Payors** more/less bar
7. Overwrite the system-generated **Amount** to reflect the charge to the first Contact (this creates a balance line)
8. On the same line, select the **Code** of the specific Contact paying the charge
9. Highlight the balance line; select the **Code** to reflect the specific Contact paying the balance

Payors				
Code	Name	Amount	POC	Disburse POC
BA	The Mendel Brothers Partnership and Josh Me...	\$12,000.00	<input type="checkbox"/>	<input type="checkbox"/>
SA	Sally Seller		<input type="checkbox"/>	<input type="checkbox"/>
*				

Payors				
Code	Name	Amount	POC	
B2	Josh Mendel	\$3,000.00	<input type="checkbox"/>	
B	The Mendel Brothers Partnership	\$9,000.00	<input type="checkbox"/>	
*				

When you are ready to preview the document,

10. From the Order ribbon, click the **Documents** button
11. Search for and preview the **Individual Buyer/Borrower (or Seller's) Statement**



NOTE: When receipting in incoming funds, select the corresponding Contact **Code** for the individual sending the funds. All deposits **must** be entered on **Line 201** Deposit/Earnest Money for SoftPro Select to allocate the individual's deposit to the corresponding statement.

If you have funds coming in at various times throughout the life of the transaction, you can continue to send the funds to **Line 201**. The Settlement Statement prints out separate line items for each receipted amount and shows the funds on the proper statement.