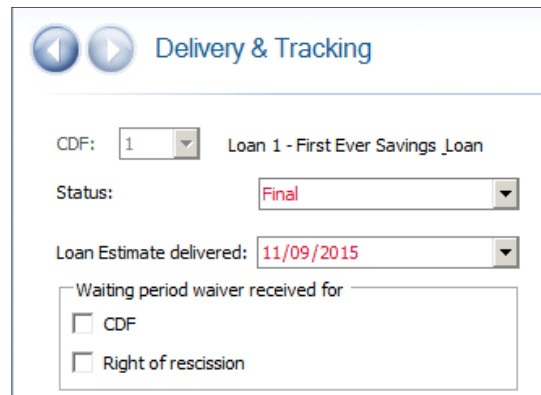


Using the Delivery & Tracking Screen

If you are requested to prepare and deliver the Closing Disclosure Form (CDF) to the Buyer/Borrower, the **Delivery & Tracking** screen assists in tracking the approval and delivery status. This screen and the Delivery and Tracking form found in the Document Tree, provide an audit trail of the activities related to preparation, approval and delivery of the CDF.

NOTE: Refer to Escrow Tech Memos #165-2015 Proper Delivery of the Closing Disclosure and #168-2015 Closing Disclosure Delivery and Tracking Form for specific compliance information.

1. Navigate to the **Delivery & Tracking** screen
2. From the **CDF** drop-down, select the corresponding CDF number if multiple CDF's exist
3. Enter (or select)
 - > **Status**
 - > **Loan Estimate delivered**, if known
4. In the **Waiting period waiver received for** box, check the applicable check box if the Lender has indicated they are accepting a waiver from the Borrower
5. Enter key dates in the Date grid



The screenshot shows the 'Delivery & Tracking' screen. It includes a 'CDF' dropdown menu set to '1', a 'Loan 1 - First Ever Savings Loan' label, a 'Status' dropdown menu set to 'Final', and a 'Loan Estimate delivered' dropdown menu set to '11/09/2015'. Below these, there is a section for 'Waiting period waiver received for' with two checkboxes: 'CDF' and 'Right of rescission', both of which are currently unchecked.

NOTE: Only the **Actual** date column is required unless the Lender is requesting the form be used as a progress statement in which case you would update the **Scheduled** column.

Type	Scheduled	Earliest Available	Actual
Borrower signing date			10/19/2015
Seller signing date			10/16/2015
Consummation date		11/17/2015	10/22/2015
Disbursement date			10/23/2015
Recording date			10/23/2015 11:34 AM

Things to remember:

- > **Borrower Signing date** and **Consummation date** should be the same
- > **Seller signing date** entered can be different than the delivery date of the Seller's CDF as long as the form was provided to the Seller **on or before** the **Consummation date**
- > **Consummation date** is the date the Borrower becomes legally responsible for the loan

NOTE: Once the delivery date is calculated in the Delivery Grid (Sent date), the system calculates the **Earliest Available** date and populates the **Consummation date** field in the Dates Grid.

- > **Disbursement date** is the date the funds are paid to the Borrower/Seller (pulls from the **Settlement date** field)
- > **Recording date** is the date the Lender's Deed of Trust/Mortgage is recorded (pulls from the **Recording Information > Date/Time recorded** field)

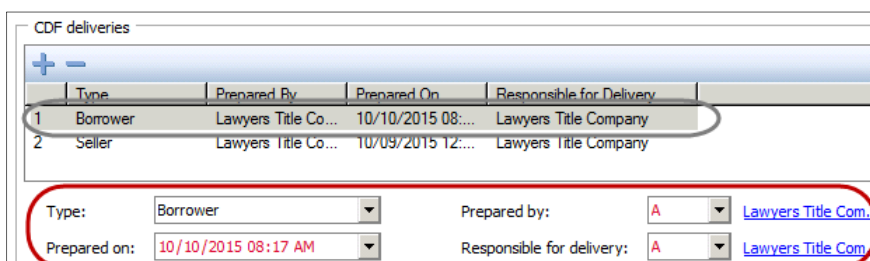
Using the Delivery & Tracking Screen

Entering Approval/Delivery Information

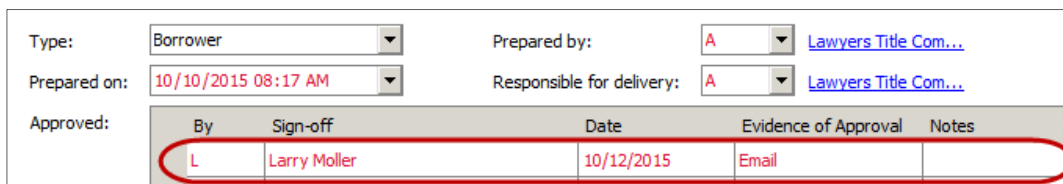
The **CDF Deliveries** section is used to record the details of the CDF approval and delivery to/from the parties involved in the transaction.

- With the placeholder highlighted in the grid, select from the corresponding drop-downs

- Type** (i.e., Borrower or Seller)
- Prepared on** is the date the CDF was prepared (or issued)
- Prepared by**
- Responsible for delivery**



- From the **Approved** grid, select/enter who, how and when the CDF was approved prior to delivery
 - By** - Contact that approved the CDF
 - Sign-Off** - the person from the Contact selected above (names appearing here are pulled from the **People** grid of the Contact screen)
 - Date** - the date the CDF was approved
 - Evidence of Approval** - how the CDF was approved (**Verbal**, **Written** or **Email**)
 - Notes**, enter as applicable

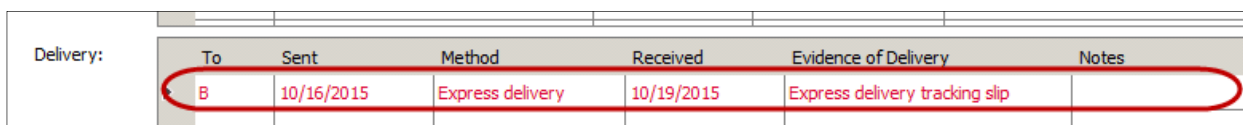


- From the **Delivery** grid, select/enter, to whom, how and when the CDF was delivered

- By** - Contact receiving the CDF (**B**, **BA**, **S**, **S2**, **SA**, etc.)

NOTE: The selections available are limited to the **Type** selected above. If **Borrower** is selected, then only **B**-Contacts are displayed; if **Seller** is selected, then only **S**-Contacts are displayed.

- Sent** - the date delivered; once the date is selected, the **Received date** is calculated even if delivery is to the Seller
- Method** - how the CDF was sent (**Express delivery**, **US mail**, **Certified mail**, **Email** or **In person**)
- Received** - the date the CDF was received by the Contact
- Evidence of Delivery** - what you received to show the CDF was received by the Contact
- Notes**, enter as applicable



Using the Delivery & Tracking Screen

If you need to provide evidence of delivery to the Lender,

1. From the **Documents** tab, search for and select, the **Delivery and Tracking** form
2. **Print** and/or **Publish** as normal

Closing Disclosure Delivery & Tracking

Lawyers Title Company
3500 Oak Lawn, Suite 110
Dallas, TX 75219
Phone: (214)572-2100

Order Number: X6010971507504
Escrow officer/Closer: Jennifer Draheim
Settlement Date: 10/23/2015
Borrower: Michael Jones and Mary Jones
Seller: Steve Sellemann and Amy Smith
Lender: First Ever Savings & Loan
Property: 30 Goose Haven Court
Dallas, TX 75219
Loan Number: 123456789

Status: Final
Loan Estimate delivered: 10/09/2015
Waiting period waiver received for: ☐ Closing Disclosure form
☐ Right of rescission

	Scheduled	Earliest Available	Actual
Borrower signing date			10/19/2015
Seller signing date			10/16/2015
Consummation date		10/22/2015	10/22/2015
Disbursement date			10/23/2015
Recording date			10/23/2015

Delivery & Tracking

Prepared: 10/10/2015 at 08:17 AM By: Lawyers Title Company
Closing Disclosure type: Borrower
Approved:

By	Date	Evidence of Approval	Notes
Larry Moller at First Ever Savings & Loan	10/12/2015	Email	

Responsible for delivery: Lawyers Title Company

Delivery & Tracking:

Sent	Date	Name	Delivery Address	Confirmation	Notes
Express delivery	10/16/2015			10/19/2015 Express delivery tracking slip	