

## Down Date Endorsements - Collecting and Disbursing After COE

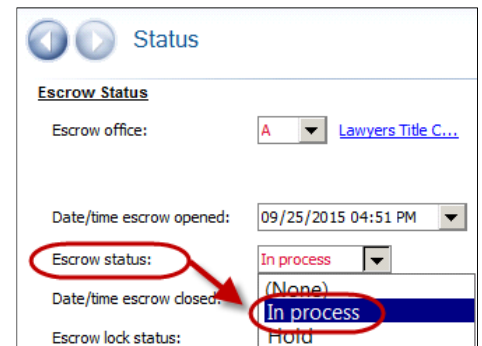
Follow these steps to enter Down Date Endorsements after the order has been disbursed and closed with no funds remaining in the Register. A separate order must be open each time you collect for a Down Date Endorsement and the previous order has been disbursed and closed with no funds remaining in the Register.

There are two options:

- › [Option 1](#) – Use original base order when you add an Endorsement and **have access** to Endorsement fields
- › [Option 2](#) – Open a new order when you add an Endorsement and **do not have** access to Endorsement fields

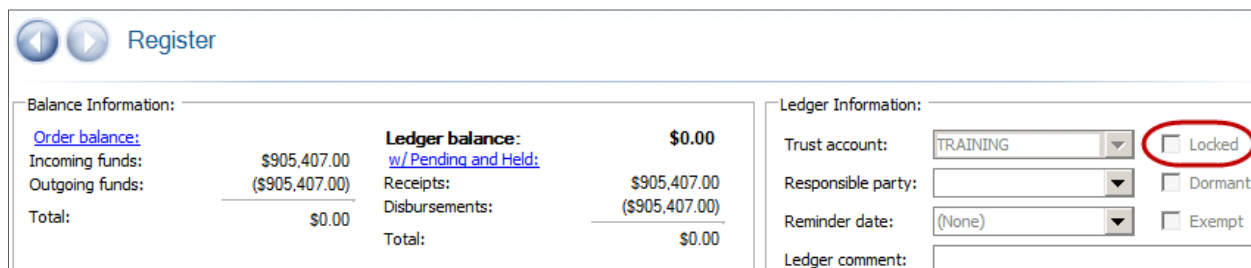
### Option 1 – Access to Endorsement Fields, Original Base Order Used

1. Open original base order
2. Navigate to the **Status** screen
3. From the **Escrow status** drop-down, select **In Process**



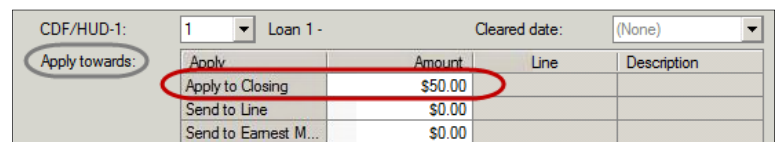
The screenshot shows the 'Status' screen with the 'Escrow Status' section. The 'Escrow office' is set to 'A' and 'Lawyers Title C...'. The 'Date/time escrow opened' is '09/25/2015 04:51 PM'. The 'Escrow status' dropdown menu is open, showing options: 'In process' (selected), '(None)', and 'In process' (highlighted in blue). The 'Escrow lock status' is 'Hold'.

4. Navigate to the **Register**
5. Verify the check box for **Locked** is unchecked (if the Register is locked, you must notify someone with permission to unlock the **Register**)



The screenshot shows the 'Register' screen. The 'Balance Information' section shows 'Order balance: \$0.00', 'Incoming funds: \$905,407.00', 'Outgoing funds: (\$905,407.00)', and 'Total: \$0.00'. The 'Ledger balance' is '\$0.00'. The 'Ledger Information' section shows 'Trust account: TRAINING', 'Responsible party: (None)', 'Reminder date: (None)', and 'Ledger comment:'. The 'Locked' checkbox is unchecked.

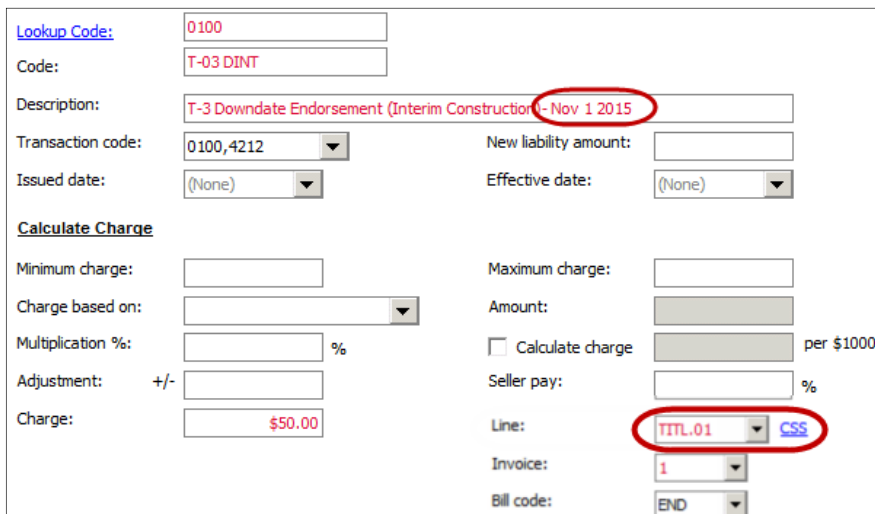
6. Receipt in the funds received; in the **Apply towards** grid, funds should be in the **Apply to Closing** field



The screenshot shows the 'Apply towards' grid. The 'CDF/HUD-1' is '1' and 'Loan 1 -'. The 'Cleared date' is '(None)'. The grid has columns: 'Apply', 'Amount', 'Line', and 'Description'. The 'Apply' column has options: 'Apply', 'Apply to Closing' (selected), 'Send to Line', and 'Send to Earnest M...'. The 'Amount' column shows '\$50.00', '\$0.00', and '\$0.00'.

## Down Date Endorsements - Collecting and Disbursing After COE

7. Navigate to the **Endorsement** screen
  - a) Add the Down Date Endorsement
  - b) In the **Description** field, enter the date you are using for this endorsement
  - c) From the **Line** drop-down, select **Next Available Title (Title Escrow Charges)**



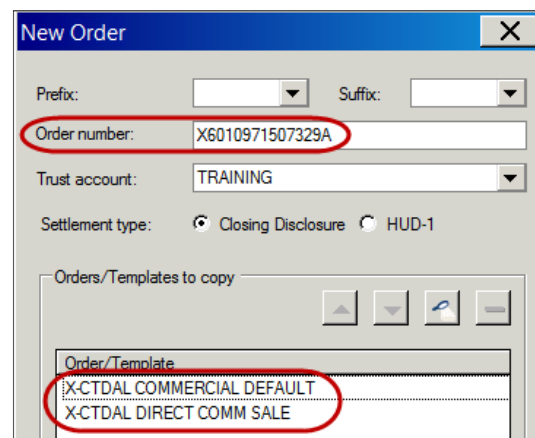
Lookup Code: 0100  
 Code: T-03 DINT  
 Description: T-3 Downdate Endorsement (Interim Construction) - Nov 1 2015  
 Transaction code: 0100,4212  
 Issued date: (None)  
 Effective date: (None)  
 Calculate Charge  
 Minimum charge:   
 Charge based on:   
 Multiplication %: %  
 Adjustment: +/-   
 Charge: \$50.00  
 New liability amount:   
 Amount:   
 Calculate charge ☐ per \$1000  
 Seller pay: %  
 Line: TITL.01 CSS  
 Invoice: 1  
 Bill code: END

8. Navigate to the **Register**
9. Post the separate Fee Ticket for the Down Date Endorsement

Disbursements						
Posted	Check	598001649	09/25/2015	\$900,000.00	ABC Seller Corp	
Posted	Ledger Transfer(-)	498000553	10/07/2015	\$5,407.00	Lawyers Title Company	
Posted	Ledger Transfer(-)	498000554	10/07/2015	\$50.00	Lawyers Title Company	

### Option 2 - No Access to Endorsement Fields, New Order Opened

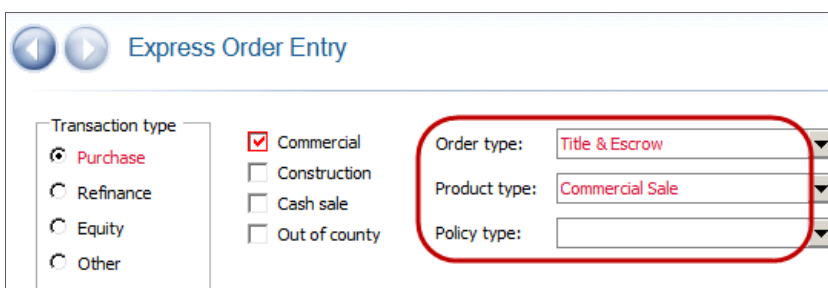
1. Open a new Order
  - a) In the **Order number** field, clear the system-generated number; enter the existing order number with an A at the end
  - b) Add Commercial Templates applicable to your order



New Order  
 Prefix:   
 Suffix:   
 Order number: X6010971507329A  
 Trust account: TRAINING  
 Settlement type: ☒ Closing Disclosure ☐ HUD-1  
 Orders/Templates to copy  
 Order/Template  
 X-CTDAL COMMERCIAL DEFAULT  
 X-CTDAL DIRECT COMM SALE

2. From the **Express Order Entry** screen,
  - a) From the **Order type** drop-down, select **Title and Escrow**

NOTE: All **Texas Fee Attorney** orders, **Order type** = **Title Only**.
  - b) Verify the **Product type** is **Commercial Sale**
  - c) **Policy type** should remain **blank**



Express Order Entry  
 Transaction type  
☒ Purchase  
☐ Refinance  
☐ Equity  
☐ Other  
☒ Commercial  
☐ Construction  
☐ Cash sale  
☐ Out of county  
 Order type: Title & Escrow  
 Product type: Commercial Sale  
 Policy type:

## Down Date Endorsements - Collecting and Disbursing After COE

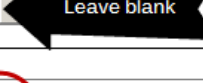
3. Add Contacts,
  - a) Lender or Buyer (whomever is the payor of the Down Date Endorsements)
  - b) Select/Verify **Settlement Agent**
  - c) Identify your marketing source

Type	Name	Code	Phone
Attorney		AT	
Attorney		AT2	
★ Buyer/Borrower	ABC Corp	B	
Government		G	
Lender	First Ever Savings & Loans	L	

4. Enter Policy Information from original order

- a) Policy code leave **blank**

- b) In the **Owner's Policy** section, **Policy number** field, enter the original order number
- c) In the **Coverage amount** field, enter the amount from the original base order
- d) In the **Loan Policy** section, **Policy number** field, enter the original order number
- e) In the **Coverage amount** field, enter the amount from the original base order

<h3>Title Insurance Premiums</h3>		
<b><u>Title Insurance Premium Selection</u></b>		
State:	<input type="text" value="TX"/>	
Zone / Area:	<input type="text"/>	
Underwriter:	<input type="text" value="U"/>	<a href="#">Chicago Title Insurance Company</a>
Policy type:	<input type="text" value="Simultaneous"/>	
Policy code:	<input type="text"/>	 Leave blank
<b>Owner's Policy</b>		
Policy number:	<input type="text" value="6010971507329"/>	
Coverage amount:	<input type="text" value="\$900,000.00"/>	<a href="#">Prior policy adjustment:</a>
Seller pay %:	<input type="text"/>	Seller pay amount:
Final owner's premium:	<input type="text"/>	Transaction code:
Remarks:	<input type="text"/>	
<b><u>Owner's Policy Premium and Split</u></b>		
<b>Loan Policy</b>		
Policy number:	<input type="text" value="6010971507329"/>	
Coverage amount:	<input type="text" value="\$750,000.00"/>	<a href="#">Prior policy adjustment:</a>
Seller pay %:	<input type="text"/>	Seller pay amount:
Final loan premium:	<input type="text"/>	Transaction code:

NOTE: Coverage amount is required by CRRAR on each policy issuing Down Date Endorsement(s).

5. Navigate to the **Endorsement** screen

- a) Add the Down Date Endorsement
- b) In the **Description** field, enter the date you are using for this endorsement
- c) From the **Line** drop-down, select **Next Available Title (Title Escrow Charges)**

Lookup Code:	<input type="text" value="0100"/>		
Code:	<input type="text" value="T-03 DINT"/>		
Description:	<input type="text" value="T-3 Downdate Endorsement (Interim Construction) - Nov 1 2015"/>		
Transaction code:	<input type="text" value="0100,4212"/>	New liability amount:	<input type="text"/>
Issued date:	<input type="text" value="(None)"/>	Effective date:	<input type="text" value="(None)"/>

**Calculate Charge**

Minimum charge:	<input type="text"/>	Maximum charge:	<input type="text"/>
Charge based on:	<input type="text"/>	Amount:	<input type="text"/>
Multiplication %:	<input type="text"/> %	<input type="checkbox"/> Calculate charge	<input type="text"/> per \$1000
Adjustment:	+/- <input type="text"/>	Seller pay:	<input type="text"/> %
Charge:	<input type="text" value="\$50.00"/>	Line:	<input type="text" value="TITL.01"/> <a href="#">CSS</a>
		Invoice:	<input type="text" value="1"/>
		Bill code:	<input type="text" value="END"/>

- ## 6. Navigate to the Register

## Down Date Endorsements - Collecting and Disbursing After COE

- Receipt in the funds received; in the **Apply towards** grid, funds should be in the **Apply to Closing** field

CDF/HUD-1:	1	Loan 1 -	Cleared date:	(None)
Apply towards:	Apply	Amount	Line	Description
	Apply to Closing	\$50.00		
	Send to Line	\$0.00		
	Send to Earnest M...	\$0.00		

- Post the separate Fee Ticket for the Down Date Endorsement

Disbursements					
Posted	Check	598001649	09/25/2015	\$900,000.00	ABC Seller Corp
Posted	Ledger Transfer(-)	498000553	10/07/2015	\$5,407.00	Lawyers Title Company
Posted	Ledger Transfer(-)	498000554	10/07/2015	\$50.00	Lawyers Title Company