
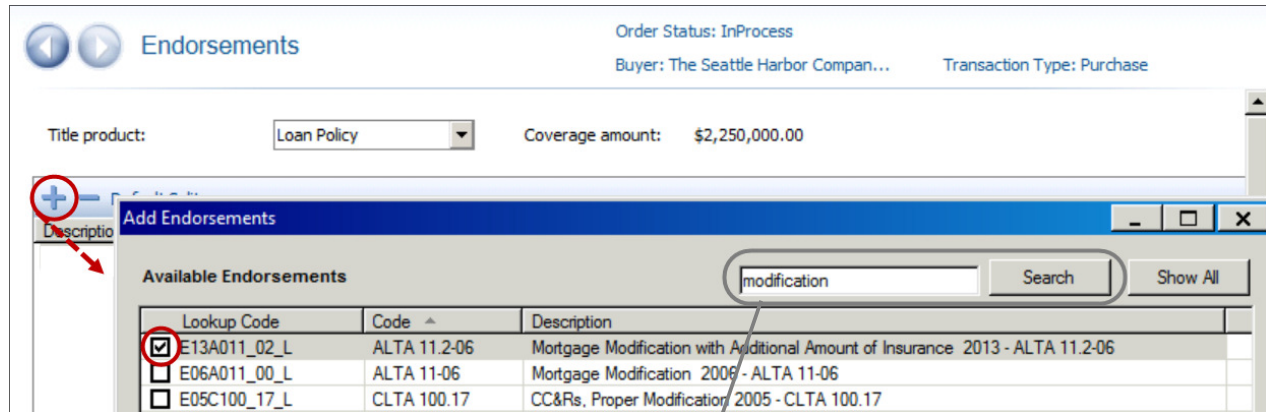


Preparing the Mortgage Modification Endorsement

Follow these steps to prepare the Mortgage Modification Endorsements (ALTA 11-06, ALTA 11.2-06).

1. Navigate to the **Endorsements** screen
2. Click the **Add Endorsements**  icon
3. Check the check box for the applicable endorsement



Order Status: InProcess
Buyer: The Seattle Harbor Compan... Transaction Type: Purchase

Title product: Loan Policy Coverage amount: \$2,250,000.00

Add Endorsements

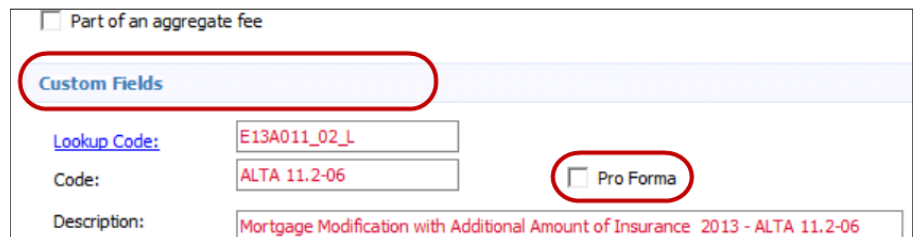
Available Endorsements

Lookup Code	Code	Description
<input checked="" type="checkbox"/> E13A011_02_L	ALTA 11.2-06	Mortgage Modification with Additional Amount of Insurance 2013 - ALTA 11.2-06
<input type="checkbox"/> E06A011_00_L	ALTA 11-06	Mortgage Modification 2006 - ALTA 11-06
<input type="checkbox"/> E05C100_17_L	CLTA 100.17	CC&Rs, Proper Modification 2005 - CLTA 100.17

modification Search Show All

HINT: Quickly locate the endorsement using the **Search** feature.

4. Click the **OK** button
5. Below the grid, click the **Custom Fields** more/less bar to enter information, if known
6. Check the **Pro Forma** check box, if applicable



☐ Part of an aggregate fee

Custom Fields

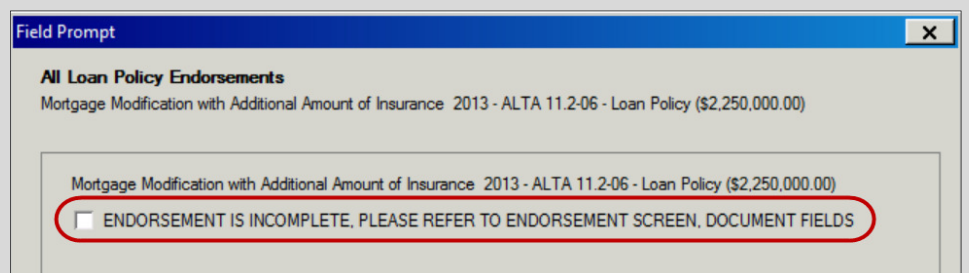
Lookup Code: E13A011_02_L

Code: ALTA 11.2-06

Description: Mortgage Modification with Additional Amount of Insurance 2013 - ALTA 11.2-06

☒ Pro Forma

NOTE: When previewing your endorsement, if the **Custom Fields** information is blank and the **Pro Forma** check box is not checked, a message displays indicating the endorsement is incomplete.



Field Prompt

All Loan Policy Endorsements

Mortgage Modification with Additional Amount of Insurance 2013 - ALTA 11.2-06 - Loan Policy (\$2,250,000.00)


Mortgage Modification with Additional Amount of Insurance 2013 - ALTA 11.2-06 - Loan Policy (\$2,250,000.00)

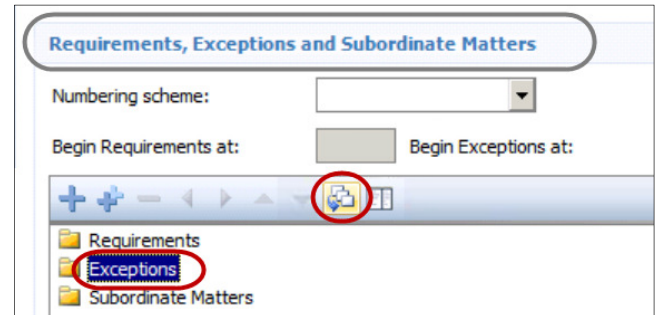
☐ ENDORSEMENT IS INCOMPLETE, PLEASE REFER TO ENDORSEMENT SCREEN, DOCUMENT FIELDS


Preparing the Mortgage Modification Endorsement

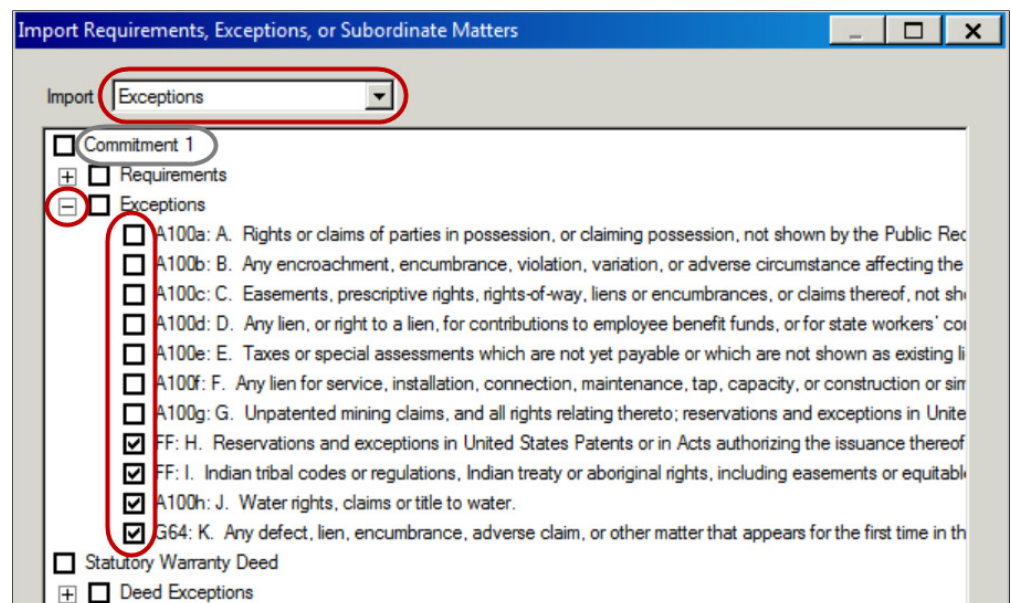
While still on the **Endorsements** screen,

7. Add requirements exceptions and/or subordinate matters, if applicable

- Scroll down to the **Requirements, Exceptions, or Subordinate Matters** section
- Highlight a folder; it doesn't matter which one, you'll select what is to be imported in the next steps
- Click the **Import Requirements, Exceptions, or Subordinate Matters**  icon



- From the **Import** drop-down, select what is to be imported
- Click the expand  icon for the items to be imported from the **Commitment** (and/or **Policy**, if applicable)
- Check the check box for the item(s) you wish to import
- Click the **OK** button



The imported items are shown on the Endorsement.

