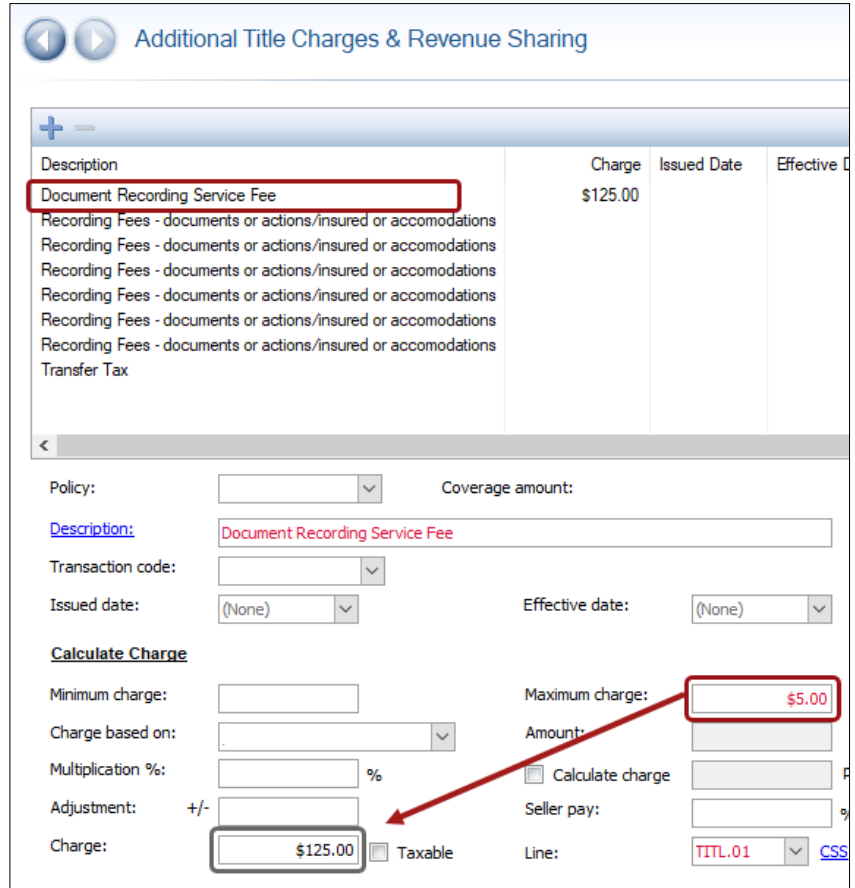


Follow these steps to prepare the accommodation recording invoice in your SoftPro Select order.

1. Navigate to the **Additional Title Charges & Revenue Sharing** screen
2. Select the **Document Recording Service Fee** placeholder in the grid
3. Enter the total number of documents to be recorded in the **Maximum charge** field

The Charge field automatically updates with the calculated recording fee.



Description	Charge	Issued Date	Effective Date
Document Recording Service Fee	\$125.00		
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Transfer Tax			

Policy:  Coverage amount:

Description:

Transaction code:

Issued date:  Effective date:

**Calculate Charge**

Minimum charge:  Maximum charge:

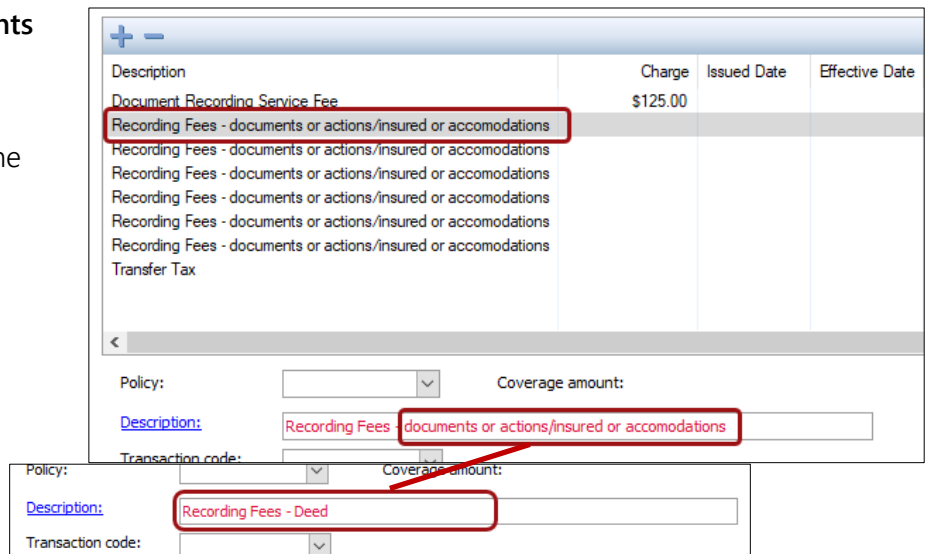
Charge based on:

Multiplication %:  % ☐ Calculate charge

Adjustment: +/-  Seller pay:  %

Charge:  ☐ Taxable Line:

4. Select a **Recording Fees – documents or actions/insured or accommodations** entry in the grid
5. In the **Description** field, overwrite the **documents or actions/insured or accommodations** portion with the document name



Description	Charge	Issued Date	Effective Date
Document Recording Service Fee	\$125.00		
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Recording Fees - documents or actions/insured or accommodations			
Transfer Tax			

Policy:  Coverage amount:

Description:

Transaction code:

Policy:  Coverage amount:

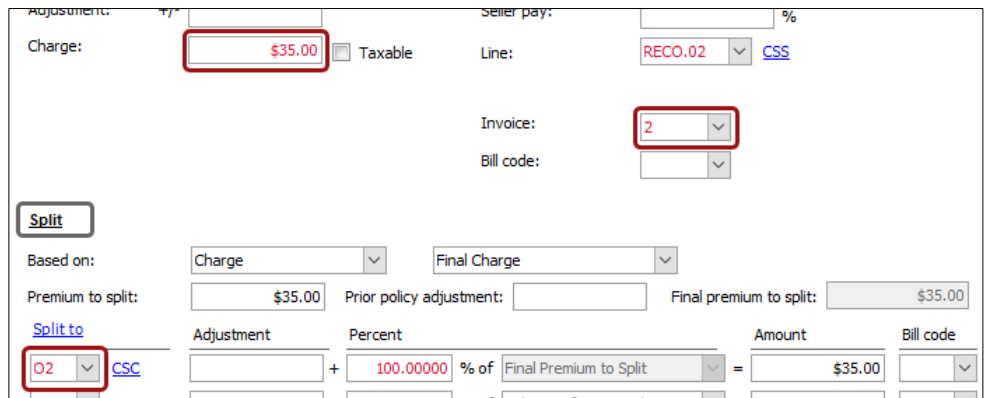
Description:

Transaction code:

6. In the **Charge** field, enter the corresponding amount
7. Verify the assigned **Invoice** = 2

In the **Split** section,

8. from the **Split to** drop-down, select the code for the party being paid to record the document(s)



Adjustment: 7/7

Charge: **\$35.00** Taxable

Line: RECO.02 CSS

Invoice: **2**

Bill code:

**Split**

Based on: Charge Final Charge

Premium to split: \$35.00 Prior policy adjustment: Final premium to split: \$35.00

Split to: **O2** CSC

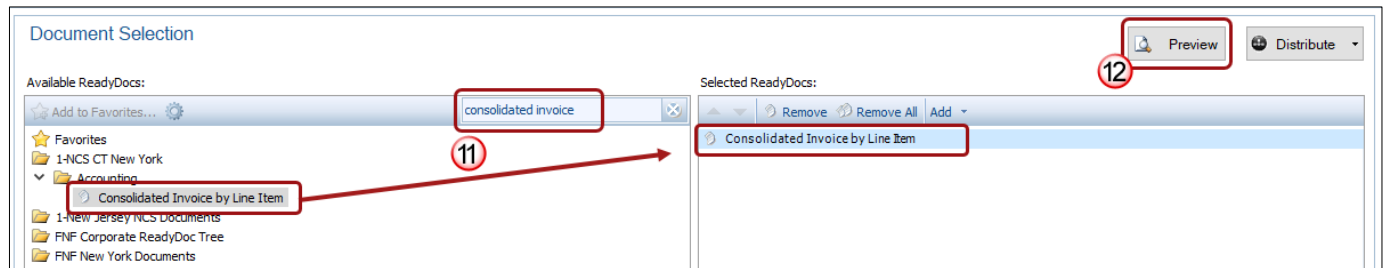
Adjustment	Percent	Amount	Bill code
	100.00000 % of Final Premium to Split	\$35.00	

- » **G-Government** Contact
- » **O-Other (Recording Service)** Contact (i.e., Simplifile or CSC)

9. Repeat **steps 4-8** for each document to be recorded

Once all document recording charges have been entered,

10. From the **Order** ribbon, click the **Documents** button
11. Search for, and select the **Consolidated Invoice by Line Item**
12. Click the **Preview** button



Document Selection

Available ReadyDocs:

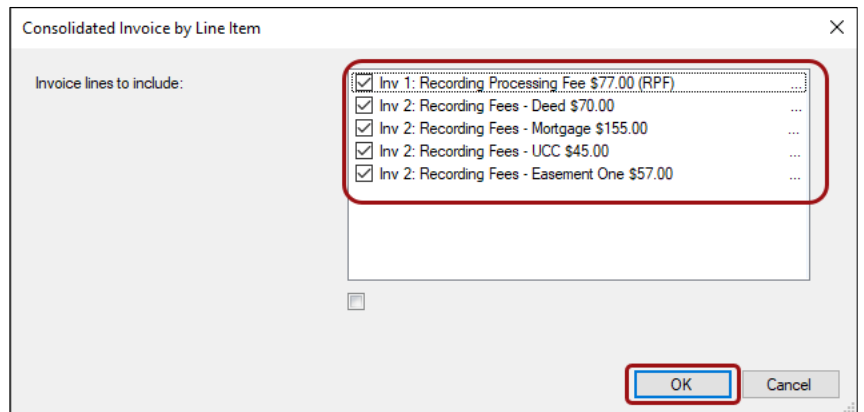
- Add to Favorites...
- Favorites
- 1-NCS CT New York
- Accounting
- 1-New Jersey NCS Documents
- FNF Corporate ReadyDoc Tree
- FNF New York Documents

Selected ReadyDocs:

- Remove Remove All Add
- Consolidated Invoice by Line Item

Preview Distribute

13. When prompted, verify the **Invoice lines to include**; uncheck as needed
14. Click **OK**
15. **Print / Publish** to Smartview



Consolidated Invoice by Line Item

Invoice lines to include:

- ☒ Inv 1: Recording Processing Fee \$77.00 (RPF)
- ☒ Inv 2: Recording Fees - Deed \$70.00
- ☒ Inv 2: Recording Fees - Mortgage \$155.00
- ☒ Inv 2: Recording Fees - UCC \$45.00
- ☒ Inv 2: Recording Fees - Easement One \$57.00

OK Cancel