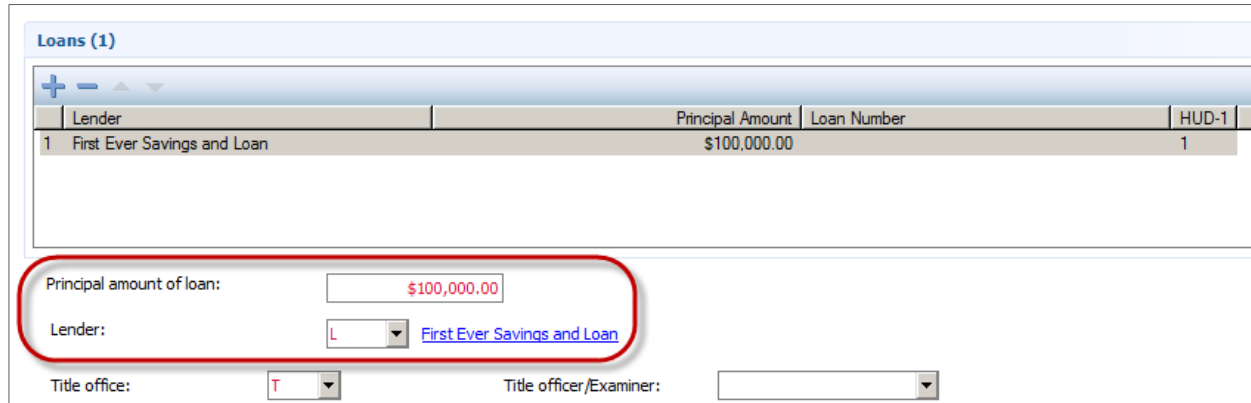


Preparing One Hud-1 for Multiple Loans (Same Lender)

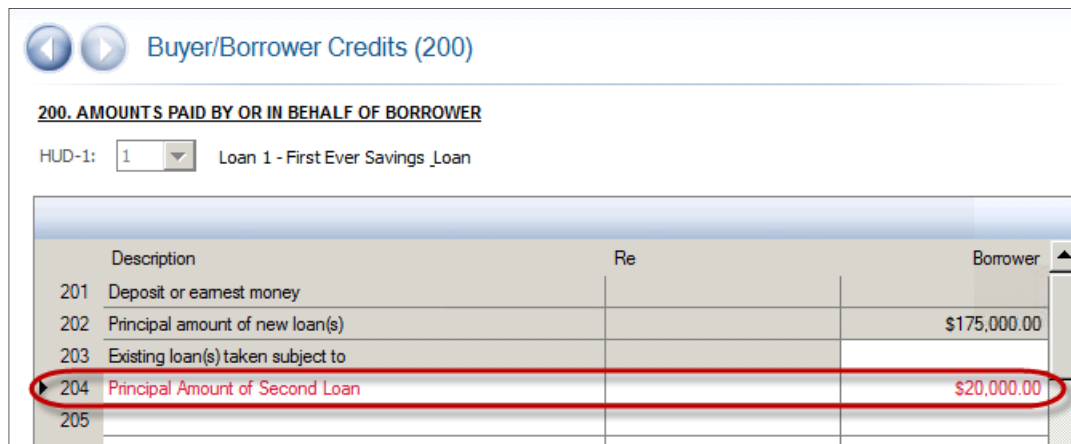
In SoftPro Select, adding a loan automatically creates a HUD-1 Statement. There are unique cases when a Lender is providing multiple loans, but only wants a single HUD-1 Statement. Follow these steps to prepare a single HUD-1 Statement for two (or more) loans from the same Lender.

1. When completing order entry, only add the **Principal amount** and **Lender** for the **first loan**

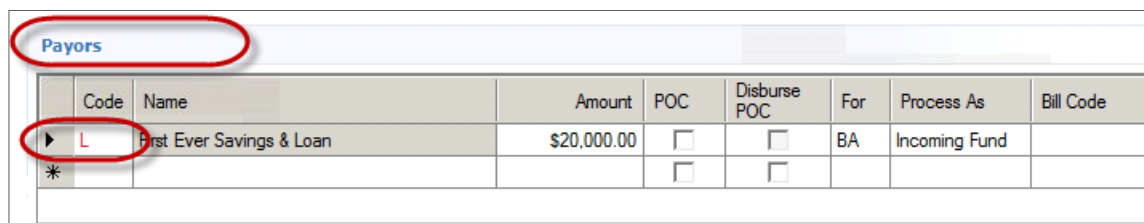


To enter the details for the **second loan**,

2. Navigate to the **Buyer/Borrower Credits (200)** screen and highlight the next available line
3. In the **Description** field, enter *Principal Amount of Second Loan*
4. In the **Borrower** field, enter the amount of the **second loan**

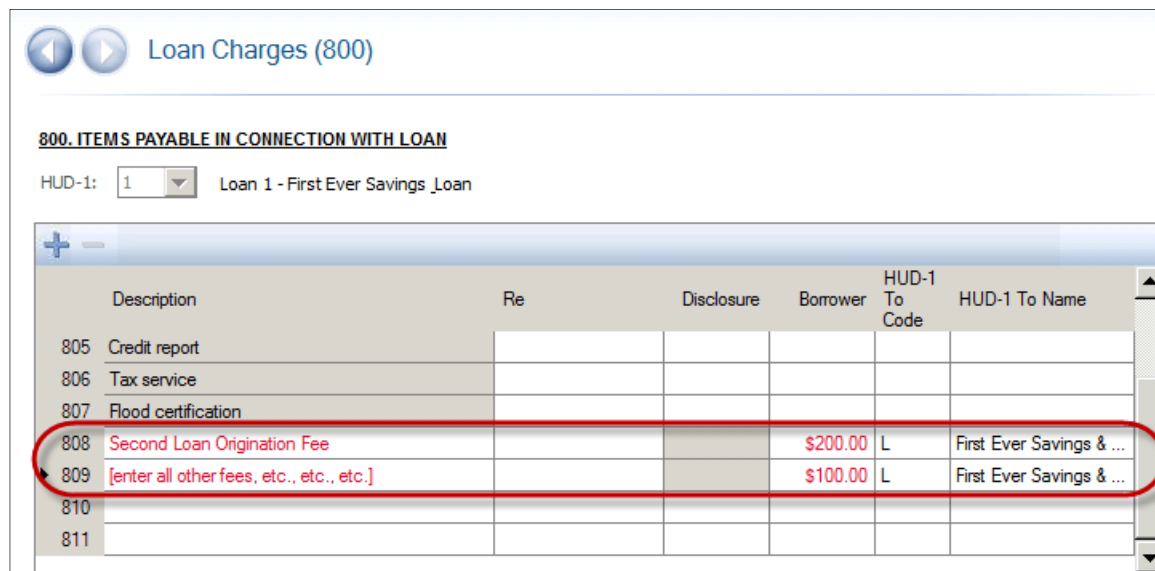


5. Expand the **Payors** more/less bar and in the **Code** drop-down, select **L**



Preparing One Hud-1 for Multiple Loans (Same Lender)

6. Navigate to the **Loan Charges (800)** screen and enter all **second loan** charges



800. ITEMS PAYABLE IN CONNECTION WITH LOAN

HUD-1: Loan 1 - First Ever Savings Loan

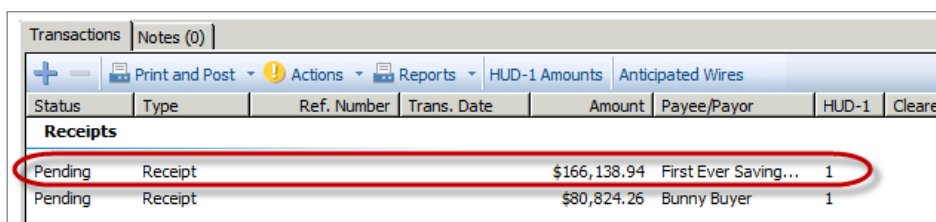
Description	Re	Disclosure	Borrower	HUD-1 To Code	HUD-1 To Name
805 Credit report					
806 Tax service					
807 Flood certification					
808 Second Loan Origination Fee			\$200.00	L	First Ever Savings & ...
809 [enter all other fees, etc., etc., etc.]			\$100.00	L	First Ever Savings & ...
810					
811					

7. Continue entering any additional loan charges on the remaining closing screens

NOTE: Be sure the **HUD-1 To Code** is **L**.

8. Repeat Steps 2-7 for any additional loans from this Lender

On the **Register**, there is a single **Pending Receipt** from the Lender for all the loans. (If you are expecting separate wires from the Lender, enter each amount as an **Anticipated Wire**.)



Status	Type	Ref. Number	Trans. Date	Amount	Payee/Payor	HUD-1	Clear
Pending	Receipt			\$166,138.94	First Ever Saving...	1	
Pending	Receipt			\$80,824.26	Bunny Buyer	1	