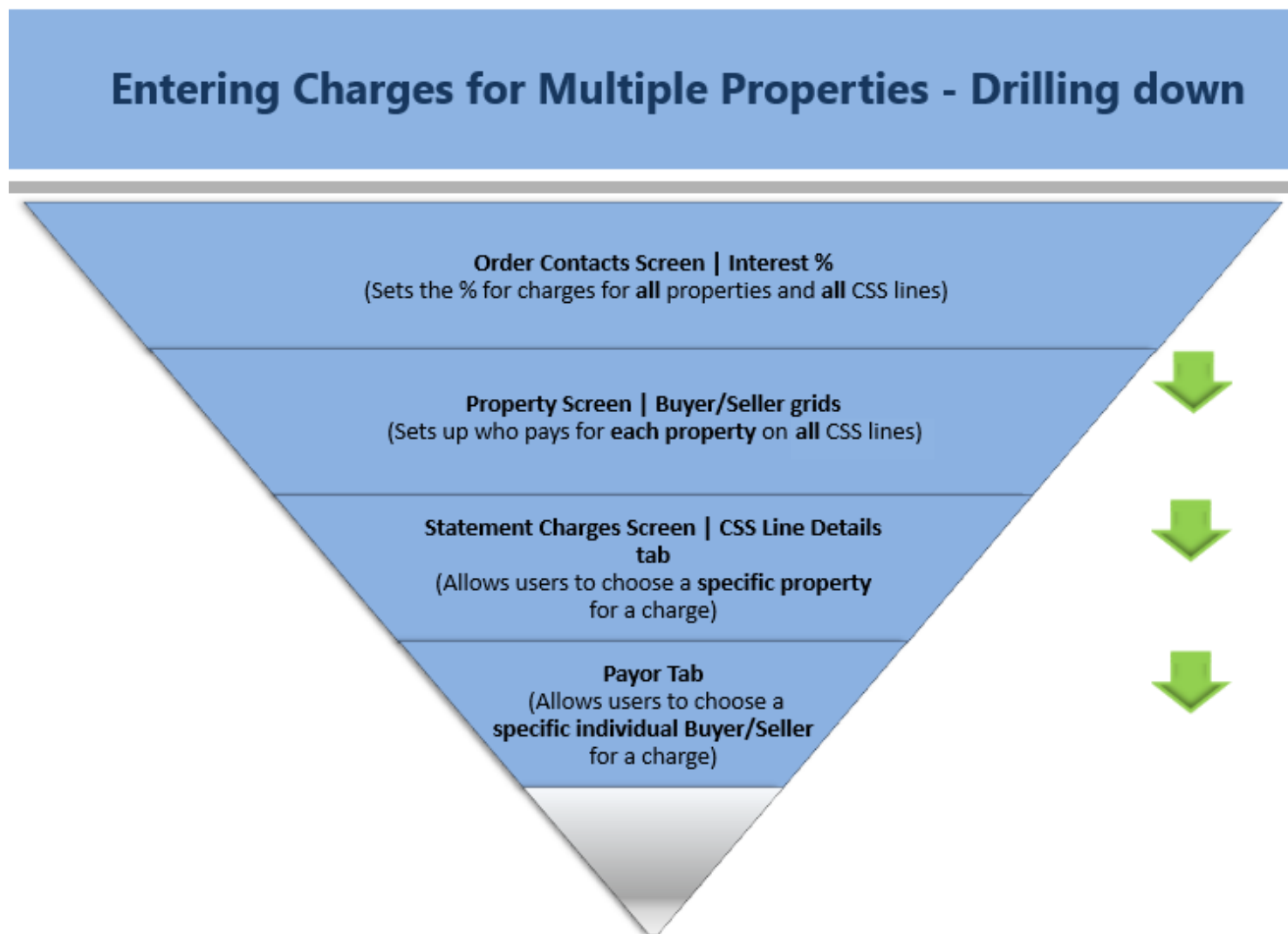


Allocating Sales Price and Charges across Multiple Properties

The sales price and charges can be allocated across multiple properties and multiple Buyers/Sellers. The following chart shows how the allocation is affected depending upon where information is entered.



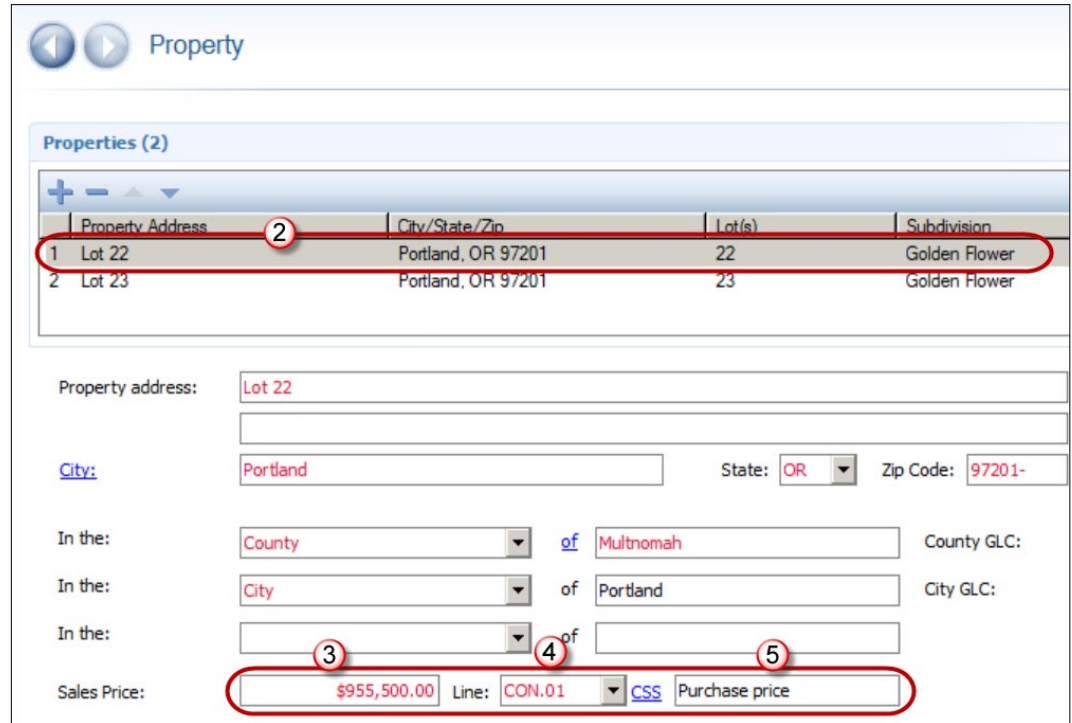
The following steps take you through the process of entering an individual sales price for each property as well as using allocations based on the interest percentages for each property and their respective sales price and charges.

Allocating Sales Price and Charges across Multiple Properties

Entering Property-Specific Sales Prices

If each property has a specific sales price,

1. Navigate to the **Property** screen
2. Highlight the first property in the grid
3. In the **Sales Price** field, enter the corresponding amount
4. From the **Line** drop-down, select **Next Available (Total Consideration)**
5. If applicable, overwrite the default description to be displayed on the Settlement Statement
6. Repeat **Steps 2-5** for each remaining property



Property

Properties (2)

	Property Address	City/State/Zip	Lot(s)	Subdivision
1	Lot 22	Portland, OR 97201	22	Golden Flower
2	Lot 23	Portland, OR 97201	23	Golden Flower

Property address:

City: State: Zip Code:

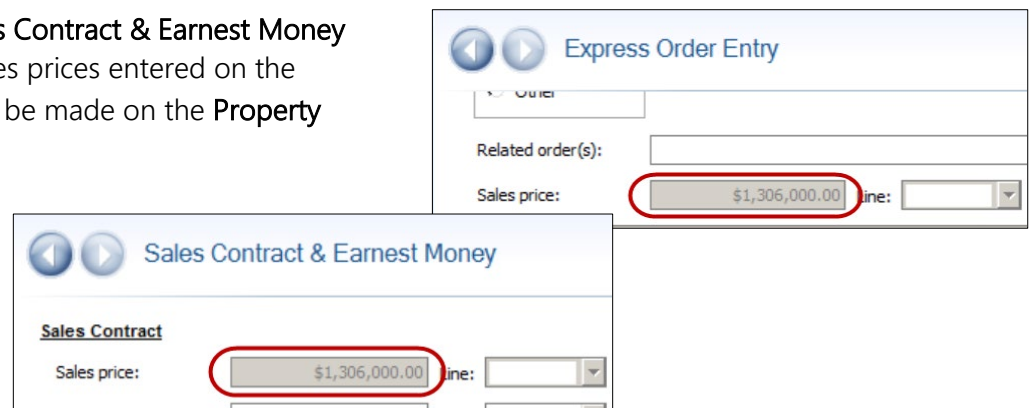
In the: of County GLC:

In the: of City GLC:

In the: of

Sales Price: Line:

The **Order Entry** screen and the **Sales Contract & Earnest Money** screen show the sum total of the sales prices entered on the **Property** screen. Any changes **must** be made on the **Property** screen.



Express Order Entry

Related order(s):

Sales price: Line:

Sales Contract & Earnest Money

Sales Contract

Sales price: Line:

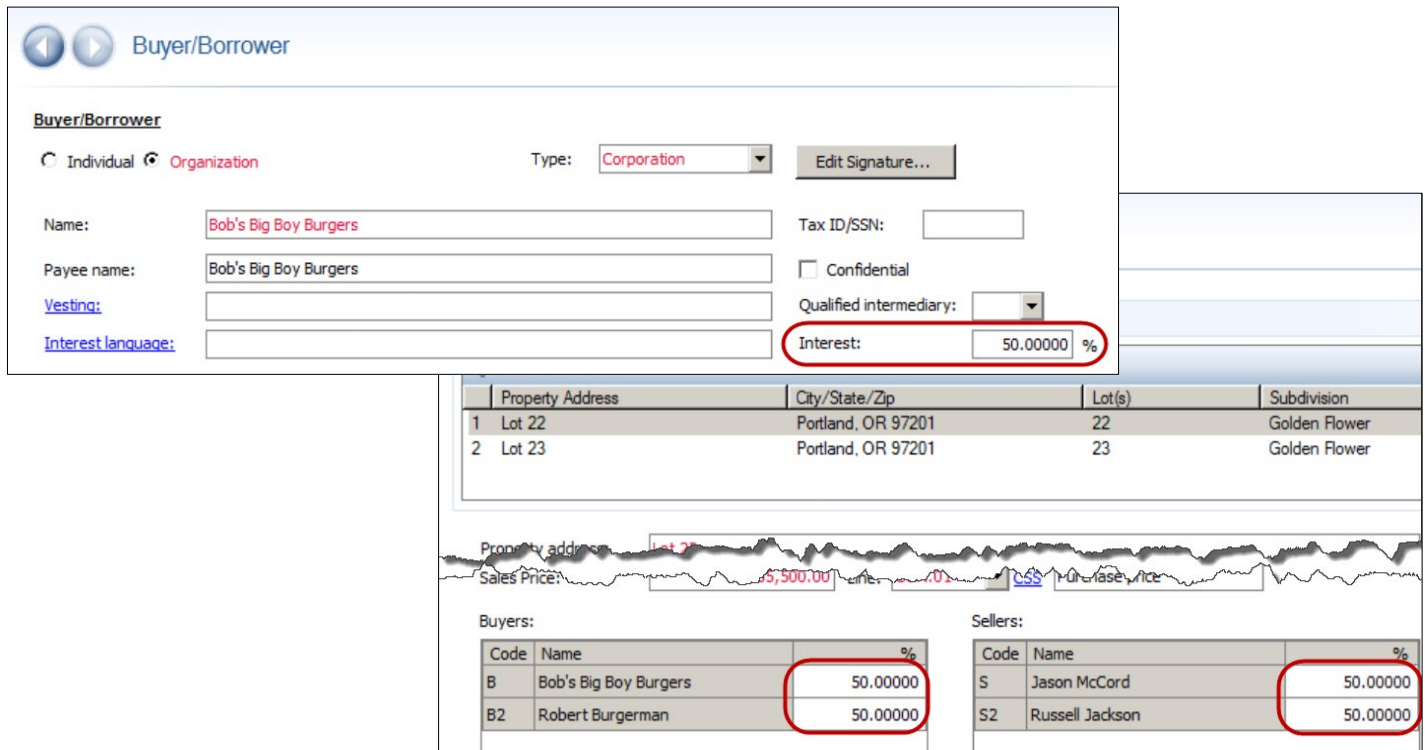
Allocating Sales Price and Charges across Multiple Properties

Entering Property-Specific Percentage Allocations

When there are multiple Buyers and/or Sellers, the program uses the,

- › Buyer/Seller allocation percentage from the Order Contacts screen to calculate the split of all charges (or proceeds) between Buyers and/or Sellers
- › Buyer/Seller allocation percentage from the Property screen entered for each property to calculate the split of property-specific charges between Buyers and/or Sellers

Both allocation percentages can be overwritten to meet the needs of the transaction.



Buyer/Borrower

Individual ☒ Organization Type: **Corporation** Edit Signature...

Name: **Bob's Big Boy Burgers** Tax ID/SSN:

Payee name: **Bob's Big Boy Burgers** ☐ Confidential

Vesting: Qualified intermediary:

Interest language: Interest: **50.00000** %

Property Address	City/State/Zip	Lot(s)	Subdivision
1 Lot 22	Portland, OR 97201	22	Golden Flower
2 Lot 23	Portland, OR 97201	23	Golden Flower

Property address: **Lot 22**

Sales Price: **\$5,500,000** **50.00000** % **50.00000** % **50.00000** %

Buyers:

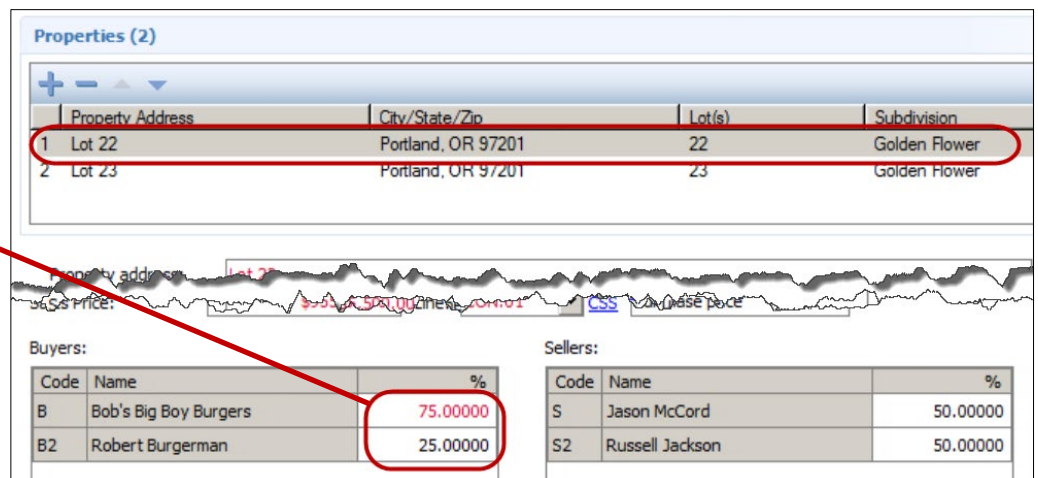
Code	Name	%
B	Bob's Big Boy Burgers	50.00000
B2	Robert Burgerman	50.00000

Sellers:

Code	Name	%
S	Jason McCord	50.00000
S2	Russell Jackson	50.00000

To change the allocation per property,

1. Navigate to the **Property** screen
2. Highlight the property you wish to change
3. Overwrite the percentage as needed
4. Repeat **Steps 2-3** for each property you wish to change the percentage allocation



Properties (2)

Property Address	City/State/Zip	Lot(s)	Subdivision
1 Lot 22	Portland, OR 97201	22	Golden Flower
2 Lot 23	Portland, OR 97201	23	Golden Flower

Property address: **Lot 22**

Sales Price: **\$5,500,000** **50.00000** % **50.00000** % **50.00000** %

Buyers:

Code	Name	%
B	Bob's Big Boy Burgers	75.00000
B2	Robert Burgerman	25.00000

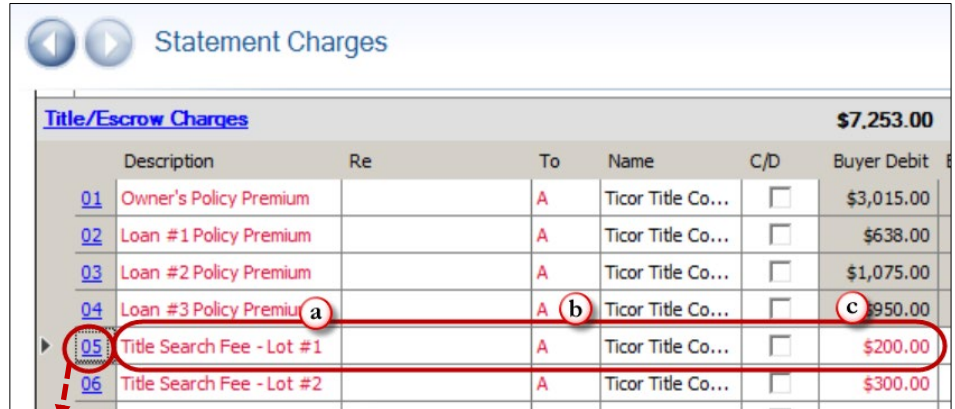
Sellers:

Code	Name	%
S	Jason McCord	50.00000
S2	Russell Jackson	50.00000

Allocating Sales Price and Charges across Multiple Properties

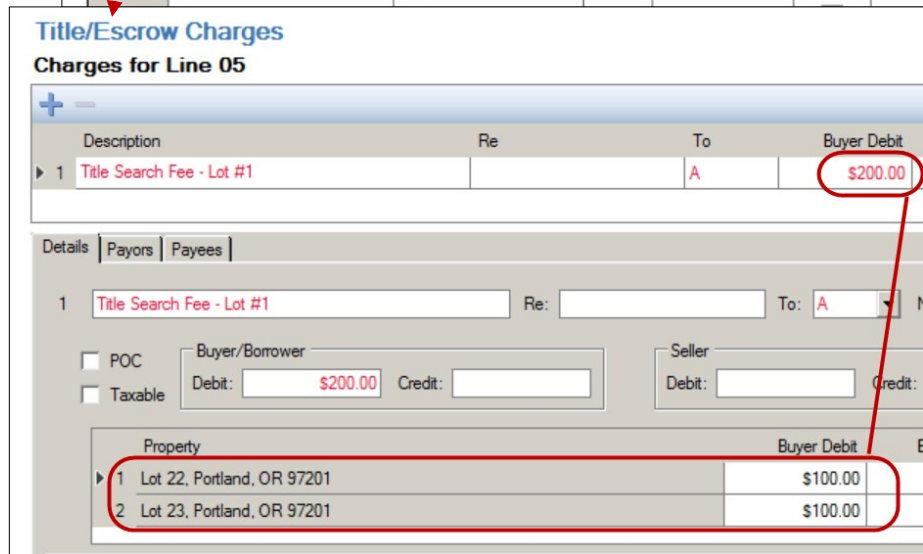
Entering Property-Specific Charges

1. Navigate to the **Statement Charges** screen
2. Enter the charge on the next available line in the applicable section
 - a) Enter the **Description**
 - b) Select the **To-code**
 - c) Enter the amount in the applicable column
3. Click the **Line** number link



Title/Escrow Charges						\$7,253.00
	Description	Re	To	Name	C/D	Buyer Debit
01	Owner's Policy Premium		A	Ticor Title Co...		\$3,015.00
02	Loan #1 Policy Premium		A	Ticor Title Co...		\$638.00
03	Loan #2 Policy Premium		A	Ticor Title Co...		\$1,075.00
04	Loan #3 Policy Premium		A	Ticor Title Co...		\$950.00
05	Title Search Fee - Lot #1		A	Ticor Title Co...		\$200.00
06	Title Search Fee - Lot #2		A	Ticor Title Co...		\$300.00

Because the order has multiple properties, the charge is evenly split among the properties.



Charges for Line 05

Description	Re	To	Buyer Debit
1 Title Search Fee - Lot #1		A	\$200.00

Details | Payors | Payees

1 Title Search Fee - Lot #1 Re: To: A

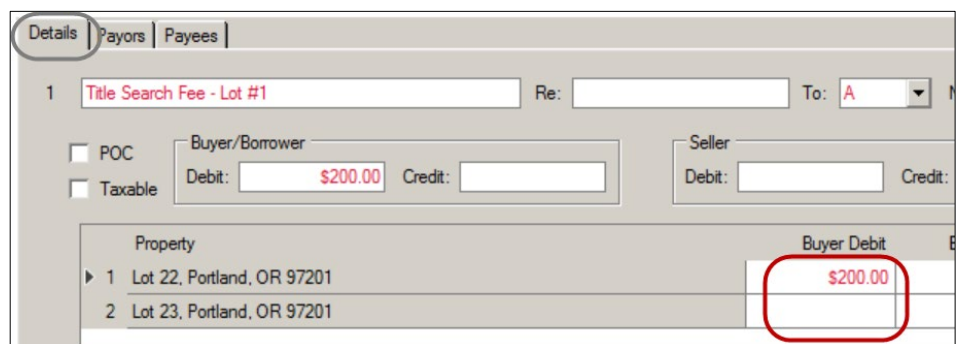
☐ POC Buyer/Borrower Debit: \$200.00 Credit: Seller Debit: Credit:

☐ Taxable

Property	Buyer Debit
1 Lot 22, Portland, OR 97201	\$100.00
2 Lot 23, Portland, OR 97201	\$100.00

To allocate the charge to a specific property,

4. On the **Details** tab, enter the total amount in the applicable column for the property being charged



Details | Payors | Payees


1 Title Search Fee - Lot #1 Re: To: A

☐ POC Buyer/Borrower Debit: \$200.00 Credit: Seller Debit: Credit:

☐ Taxable

Property	Buyer Debit
1 Lot 22, Portland, OR 97201	\$200.00
2 Lot 23, Portland, OR 97201	

Based on the property-specific allocation entered on the **Property** screen (of 75 / 25 between the B- and B2-Contacts), the total charge of \$200 is calculated as \$150 / \$50 as shown on the **Payors** tab.



Code	Name	Amount	POC
B	Bob's Big Boy Burgers	\$150.00	<input type="checkbox"/>
B2	Robert Burgeman	\$50.00	<input type="checkbox"/>

NOTE: You may also overwrite the calculated split per charge, if needed.

Allocating Sales Price and Charges across Multiple Properties

The **Property Settlement Sheet** displays only those charges allocated to the specific property selected.

Property: Lot 22 Portland, OR 97201				
Seller		Buyer		
Debit	Credit	Debit	Credit	
			Total Consideration	
			OTIRO 201-06 - Street Assessments (ALTA 1-06)	
			25.00	
			Title Search Fee - Lot #1	
			200.00	
			Title Search Fee - Lot #2	
			Construction Lien Search	
			162.50	
			Settlement Fee	
			375.00	
			Miscellaneous Charges	

The **Individual Buyer or Borrower's Statement** displays only those charges allocated to the specific Buyer/Borrower.

Individual Statement Prepared For: Bob's Big Boy Burgers

Settlement Date: 09/13/2017
Disbursement Date: 09/13/2017
Borrower Signing Date: 09/13/2017
Order Number: 36261700098
Buyer: Bob's Big Boy Burgers
Robert Burgerman

Settlement Statement

	Buyer	
	Debit	Credit
Title/Escrow Charges (continued)		
Loan Policy Premium	593.75	
OTIRO 201-06 - Street Assessments (ALTA 1-06)	31.25	
OTIRO 219-06 - Contiguity - Multiple Parcels (ALTA 19-06)	46.87	
Loan Policy Premium	515.63	
OTIRO 219-06 - Contiguity - Multiple Parcels (ALTA 19-06)	46.87	
OTIRO 201-06 - Street Assessments (ALTA 1-06)	31.25	
Title Search Fee - Lot #1	150.00	