

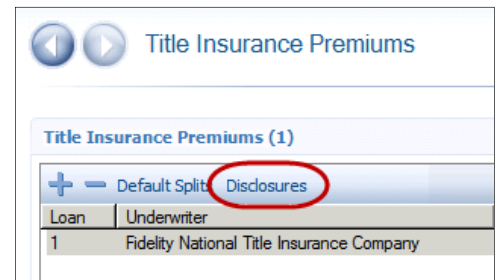
Editing Title Insurance Premiums Using the Disclosure Window

An enhancement has been made with the v4.1 upgrade, affecting how Title Insurance Premiums are shown in SoftPro Select. The SI Net Owner Premium and the Full Loan Premium amounts continue to be displayed on the CD line (in compliance with CFPB Regulations), however, on Simultaneous Issue policies, if the check box for **Show full premium on CDF/HUD-1** is checked, the **Final** Loan /Owner's Premiums are then shown in the,

- › Line detail Payors/Payees grids
- › Register (Ledger Transfer)
- › Revenue Reports (i.e., Single Ledger Balance and Disbursement Summary)

In addition to how the premiums are displayed, a **Disclosures** button has been added to the **Title Insurance Premiums** screen.

NOTE: The Keyboard Shortcut, **Ctrl + Alt +D**, also opens the **Disclosures** window from anywhere in Select.

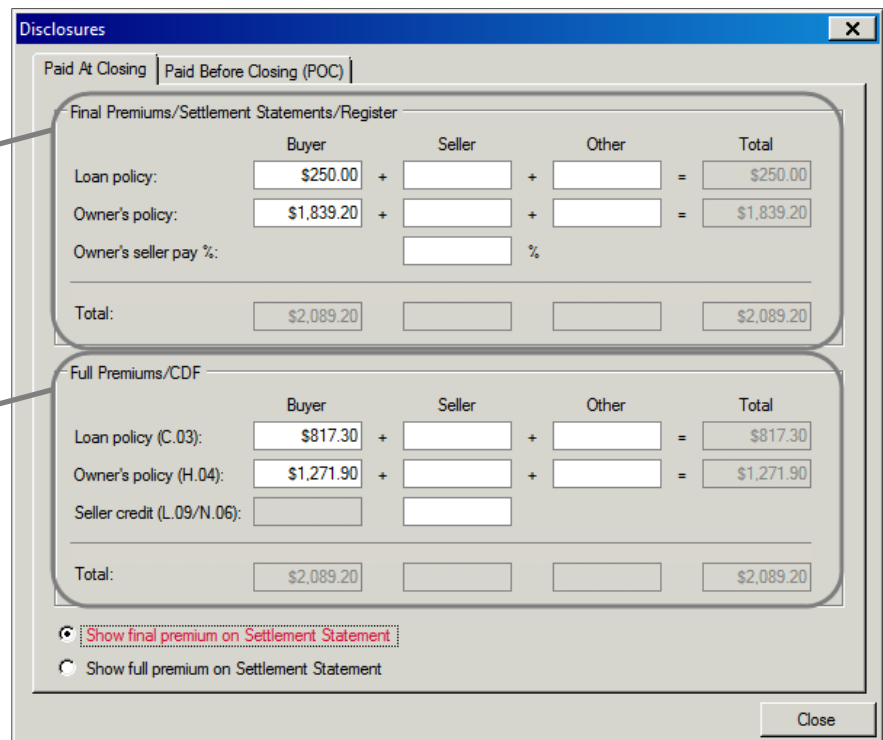


Use of the **Disclosures** window,

- › allows for a quick view of how the charges appear on the CDF Line
- › provides the ability to edit premiums without having to navigate to the CDF page
- › is only necessary if your transaction requires premium edits

Premium figures shown here are written to the Payors/Payees grid, Register (Ledger Transfer) and

Premium figures shown here are written to the appropriate CDF Line (as per CFPB



	Buyer	Seller	Other	Total
Loan policy:	\$250.00			\$250.00
Owner's policy:	\$1,839.20			\$1,839.20
Owner's seller pay %:				
Total:	\$2,089.20			\$2,089.20

	Buyer	Seller	Other	Total
Loan policy (C.03):	\$817.30			\$817.30
Owner's policy (H.04):	\$1,271.90			\$1,271.90
Seller credit (L.09/N.06):				
Total:	\$2,089.20			\$2,089.20

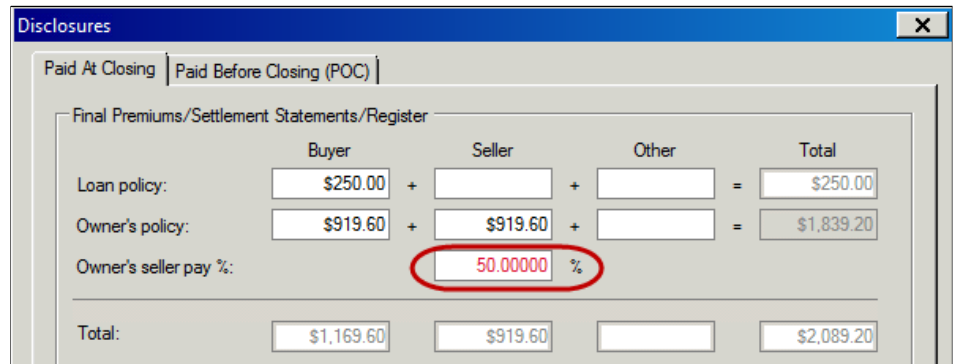
☒ Show final premium on Settlement Statement
☐ Show full premium on Settlement Statement

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When changes to the premium(s) are necessary, follow the steps in the appropriate section below.

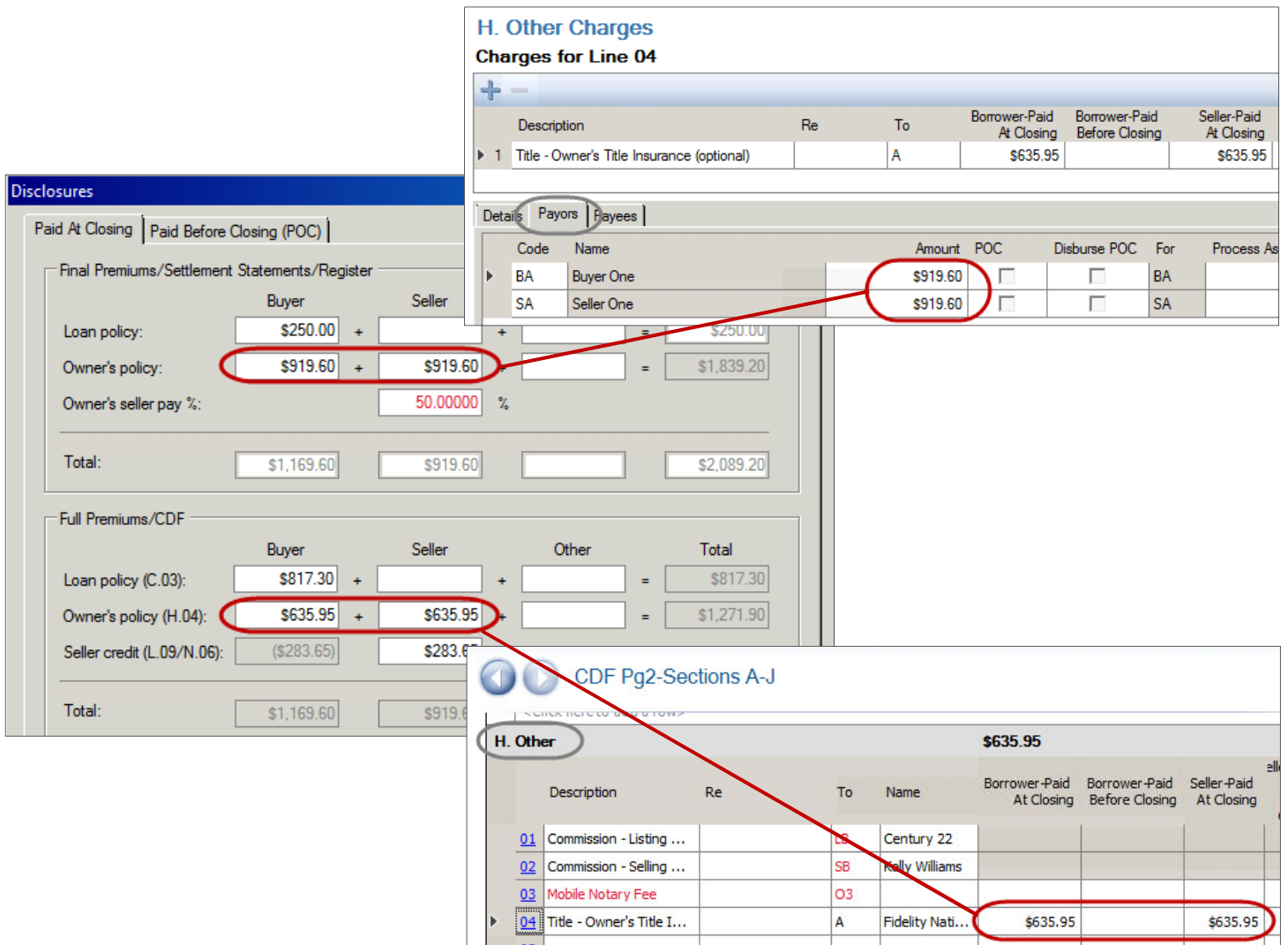
Seller-Pay Percentage Change

1. Press **Ctrl + Alt +D** to open the **Disclosures** window
2. In the **Owner's Seller pay%** field, enter the percentage to be paid
3. Click the **Close** button



	Buyer		Seller		Other		Total
Loan policy:	\$250.00	+		+		=	\$250.00
Owner's policy:	\$919.60	+	\$919.60	+		=	\$1,839.20
Owner's seller pay %:			50.00000	%			
Total:	\$1,169.60		\$919.60				\$2,089.20

The premium figures automatically update according to the percentage entered and written to the corresponding section on the CDF.



Disclosures - Paid Before Closing (POC)

	Buyer		Seller		Other		Total
Loan policy:	\$250.00	+		+		=	\$250.00
Owner's policy:	\$919.60	+	\$919.60	+		=	\$1,839.20
Owner's seller pay %:			50.00000	%			
Total:	\$1,169.60		\$919.60				\$2,089.20

Full Premiums/CDF

	Buyer		Seller		Other		Total
Loan policy (C.03):	\$817.30	+		+		=	\$817.30
Owner's policy (H.04):	\$635.95	+	\$635.95	+		=	\$1,271.90
Seller credit (L.09/N.06):	(\$283.65)		\$283.65				
Total:	\$1,169.60		\$919.60				\$2,089.20

H. Other Charges - Charges for Line 04

Description	Re	To	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing
1 Title - Owner's Title Insurance (optional)		A	\$635.95		\$635.95

CDF Pg2-Sections A-J

H. Other

Description	Re	To	Name	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing
01 Commission - Listing ...		CS	Century 22			
02 Commission - Selling ...		SB	Kelly Williams			
03 Mobile Notary Fee		O3				
04 Title - Owner's Title I...		A	Fidelity Nati...	\$635.95		\$635.95
05						

Editing Title Insurance Premiums Using the Disclosure Window

Seller Paying a Portion of the Loan Premium

1. Press **Ctrl + Alt +D** to open the **Disclosures** window
2. In the **Final Premiums/Settlement Statement/Register** section,

- a) In the **Loan policy > Seller** field, enter the amount to be paid
- b) In the **Loan policy > Buyer** field, overwrite with the balance due

	Buyer	Seller	Other	Total
Loan policy:	\$150.00	\$100.00		\$250.00
Owner's policy:		\$1,839.20		\$1,839.20
Owner's seller pay %:		100.00000 %		
Total:	\$150.00	\$1,939.20		\$2,089.20

3. In the **Full Premiums/CDF** section,

- a) In the **Loan policy > Seller** field, enter the amount to be paid (this is the same amount entered in **Step 2a**)

4. Click the **Close** button

	Buyer	Seller	Other	Total
Loan policy (C.03):	\$717.30	\$100.00		\$817.30
Owner's policy (H.04):		\$1,271.90		\$1,271.90
Seller credit:				
Total:	\$150.00	\$1,939.20		\$2,089.20

The premium figures entered are written to the corresponding section on the CDF.

Description	Re	To	Name	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing
01 Title - Escrow Fee		A	Fidelity Na...	\$845.54		\$845.55
02 Title - Finance Statement Report		A	Fidelity Na...	\$52.35		
03 Title - Lender's Title Insurance		A	Fidelity Na...	\$717.30		\$100.00

Code	Name	Amount	POC	Disburse POC	For	Process As
BA	Buyer One	\$150.00			BA	
SA	Seller One	\$100.00			SA	

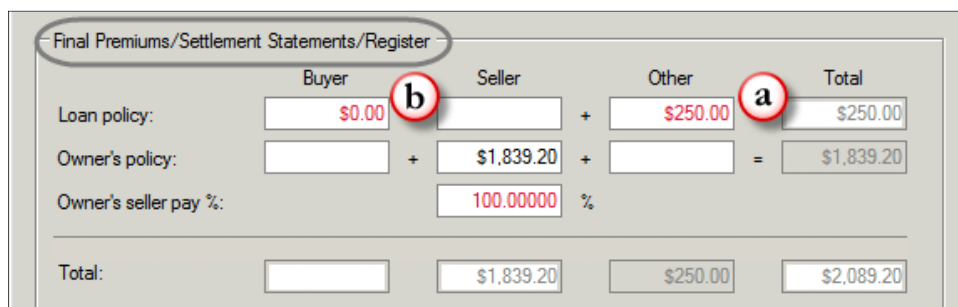
REMEMBER: Information entered on the **Title Insurance premiums** screen flows to the **Disclosure** window which flows to the **CDF Pg2** (or **Pg3**, as appropriate).

Editing Title Insurance Premiums Using the Disclosure Window

Lender-Paid Premium

1. Press **Ctrl + Alt +D** to open the **Disclosures** window
2. In the **Final Premiums/Settlement Statement/Register** section,

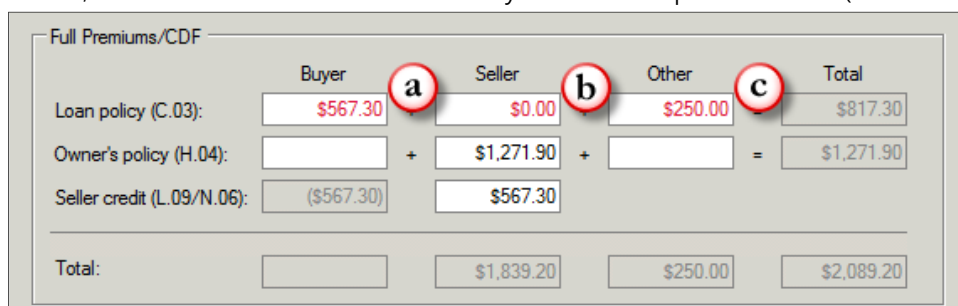
- a) In the **Loan policy > Other** field, enter the amount to be paid by the Lender
- b) In the **Loan policy > Buyer** field, overwrite with *0 (zero)*



	Buyer	Seller	Other	Total
Loan policy:	\$0.00		\$250.00	\$250.00
Owner's policy:		\$1,839.20		\$1,839.20
Owner's seller pay %:	100.00000	%		
Total:		\$1,839.20	\$250.00	\$2,089.20

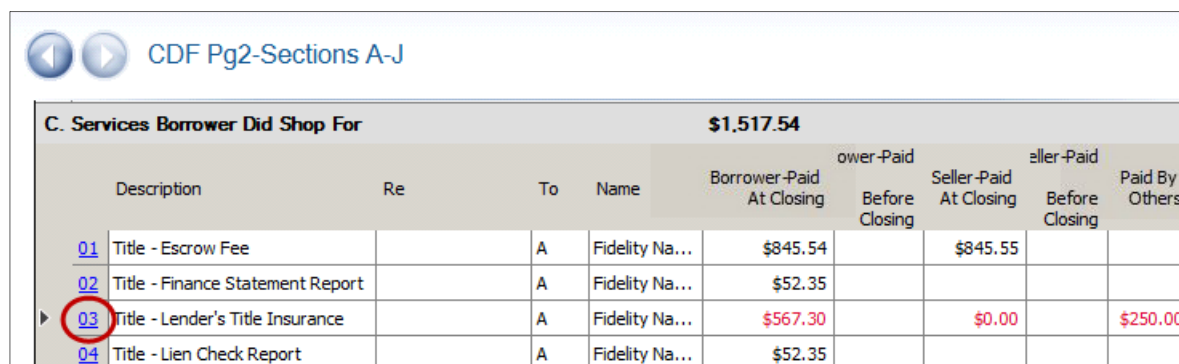
3. In the **Full Premiums/CDF** section,

- a) In the **Loan policy > Buyer** field, overwrite the amount reduced by the Lender-paid amount (in our example the Lender is paying \$250, so we entered \$567.50 (817.50 – 250))
- b) In the **Loan policy > Seller** field, overwrite with *0 (zero)*
- c) In the **Loan policy > Other** field, enter the amount to be paid by the Lender (this is the same amount entered in **Step 2a**)



	Buyer	Seller	Other	Total
Loan policy (C.03):	\$567.30	\$0.00	\$250.00	\$817.30
Owner's policy (H.04):		\$1,271.90		\$1,271.90
Seller credit (L.09/N.06):	(\$567.30)	\$567.30		
Total:		\$1,839.20	\$250.00	\$2,089.20

4. Click the **Close** button
5. Navigate to the **CDF Pg2-Sections A-J** screen
6. Click the **Line** number link for **Title – Lender's Title Insurance**



C. Services Borrower Did Shop For					\$1,517.54			
Description	Re	To	Name	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid By Others
01 Title - Escrow Fee		A	Fidelity Na...	\$845.54		\$845.55		
02 Title - Finance Statement Report		A	Fidelity Na...	\$52.35				
03 Title - Lender's Title Insurance		A	Fidelity Na...	\$567.30		\$0.00		\$250.00
04 Title - Lien Check Report		A	Fidelity Na...	\$52.35				

Editing Title Insurance Premiums Using the Disclosure Window

7. Click the **Payors** tab
8. From the **Code** drop-down, select the **L-Contact**
9. From the **Process As** drop-down, select **Incoming Fund**

C. Services Borrower Did Shop For
Charges for Line 03

Description	Re	To	Borrower-Paid At Closing	Borrower-Paid Before Closing	Seller-Paid At Closing	Seller-Paid Before Closing	Paid By Others
1 Title - Lender's Title Insurance		A	\$567.30		\$0.00		\$250.00

Details Payors Payees

Code	Name	Amount	POC	Disburse POC	For	Process As	Bill Code
BA	Buyer One		<input type="checkbox"/>	<input type="checkbox"/>	BA		
SA	Seller One		<input type="checkbox"/>	<input type="checkbox"/>	SA		
L	First Ever Savings and Loan	\$250.00	<input type="checkbox"/>	<input type="checkbox"/>	BA	Incoming Fund	

10. Click the **Close** button
11. Print/Publish CDF/Statement as normal