

## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

Follow these steps to use the CDF screens to calculate HOA, tax, rent, and other prorations.


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### NOTES:

- > When a bill has not come due at the time of closing, you must prorate using a previous billing cycle statement to get the credit/debit amount. For details, please refer to the job aid: *Prorations - Using Previous Billing Cycle on a CDF Order - Escrow*.
- > Charges entered on the **HOA Charges & Prorations** screen flow to the selected CDF line(s); however, charges entered directly onto CDF lines **Do Not** flow back to this screen.

### HOA Prorations (HOA Charges & Prorations Screen)

#### Debit Buyer/Credit Seller

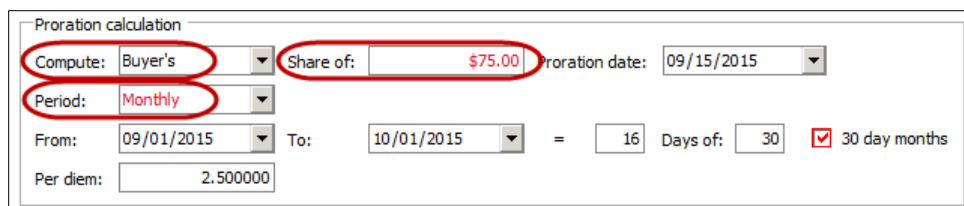
- Navigate to the **HOA Charges & Prorations** screen  
If your Operation has default lines available, always use those first. If not, add a proration line.
- Highlight the appropriate "Credit Seller" line (or click the **Add HOA Charge Entry**  icon)
- Enter/verify the **Description**
- Verify the **Credit/Debit** check box is selected
- In the **Line** drop-down, select the next available Borrower Debit/ Seller Credit (section K/M) line



If the line is already in use,  
you are **Not** alerted.

## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

- In the **Compute** drop-down, select **Buyer's** (the party being debited)
- In the **Share of** field, enter the full amount to be prorated
- In the **Period** drop-down or **From/To** date fields, select the appropriate time period/date range for the proration
- If applicable, select the **30 day months** check box



Proration calculation


Compute: **Buyer's** Share of: **\$75.00** Proration date: 09/15/2015


Period: **Monthly**

From: 09/01/2015 To: 10/01/2015 = 16 Days of: 30 ☒ 30 day months

Per diem: 2.500000

### Debit Seller/Credit Buyer

- Navigate to the **HOA Charges & Prorations** screen
- If your Operation has default lines available, always use those first. If not, add a proration line.
- Highlight the appropriate "Credit Seller" line (or click the **Add HOA Charge Entry**  icon)
- Enter/verify the **Description**
- Verify the **Credit/Debit** check box is selected
- In the **Line** drop-down, select the next available Borrower Credit / Seller Debit (section L/N) line
- In the **Compute** drop-down, select **Seller's** (the party being debited)
- In the **Share of** field, enter the full amount to be prorated

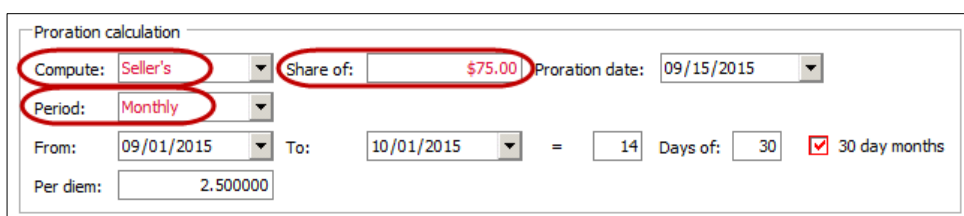


Description: **Borrower Credit / Seller Debit** ☒ Credit/Debit Line: **L.04/N.06** CDF: 1

To:

If the line is already in use,  
you are **NOT** alerted.

- In the **Period** drop-down or **From/To** date fields, select the appropriate time period/date range for the proration
- If applicable, select the **30 day months** check box



Proration calculation


Compute: **Seller's** Share of: **\$75.00** Proration date: 09/15/2015

Period: **Monthly**

From: 09/01/2015 To: 10/01/2015 = 14 Days of: 30 ☒ 30 day months

Per diem: 2.500000


### Additional HOA Prorations

For additional HOA prorations, follow the previous steps, clicking the **Add HOA Charge Entry**  icon, to add prorations lines as you go.

### HOA Charges

NOTE: Depending on your Operation's process, you may enter these charges directly on the **CDF Page 2** screen in section **H. Other**.

## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

1. Navigate to the **HOA Charges & Prorations** screen  
If your Operation has default lines available, always use those first. If not, add a proration line.
2. Highlight the appropriate "HOA Fee" line (or click the **Add HOA Charge Entry**  icon)
3. Enter/verify the **Description**
4. Uncheck the **Credit/Debit** check box
5. In the **Line** drop-down, select the **Next Available Other Charge (Section H)** line to disclose the charge
6. Enter the amount
7. Select the **HUD-1 to Contact**

CDF Line	Description	Amount
<b>Default</b>		
(None)		
<b>CDF</b>		
	<b>Next Available Other Charge (Section H)</b>	
	Next Available Borrower Debit (Section K)	
	Next Available Borrower Credit (Section L)	
	Next Available Seller Credit (Section M)	
	Next Available Seller Debit (Section N)	
H.01	Title - Owner's Title Insurance (opti...	\$1,509.00
H.02		

Description: <b>HOA Dues</b>	<input type="checkbox"/> Credit/Debit	Line: <b>H.02</b>	CDF: <b>1</b>	Borrower	Seller
To: <b>HOA</b>	<b>Trinity Lane Owners Association</b>				<b>\$75.00</b>

### Tax Prorations (City/Town or County Taxes Screen)

Tax prorations are entered on the **City/Town Taxes** or **County Taxes** screen, while tax payments are entered on the **CDF Page 2** screen in section H. Other.

1. Navigate to the appropriate tax screen
2. In the **Tax payment status** drop-down, select either **Unpaid-Credit Buyer** or **Paid-Credit Seller**
3. In the **Current tax period from**, enter the starting period month/day
4. In the **To** field, enter the ending period month/day

NOTE: In some Operations, a template may default these dates for you.

5. In the **Real property tax** field, enter the total tax amount for the current period
6. Verify the results at the bottom of the screen

<b>Tax Status &amp; Dates</b>	
City/Town taxes or other purpose:	City/Town Taxes
Tax payment status:	Unpaid - Credit Buyer
City/Town taxes lookup code:	
Current tax period from:	01/01 To: 12/31
Current tax period proration date:	09/15/2015
Seller's portion is:	254 days of 360 <input checked="" type="checkbox"/> Use 30-day months
Show tax figures on CDF:	L. 12/N. 14 CDF: 1 <input type="checkbox"/> Show tax figures as POC
<b>Tax Amounts</b>	
Tax computation method:	None
Rates & Values...	Combined Billing...
Real property tax:	\$1,234.56
Seller's non-prorated personal tax:	

These amounts show on the CDF Page 3 screen in the debits and credits section.


<b>Tax Prorations</b>			
(L. 12) Buyer credit:	\$871.05	Buyer tax period:	01/01/2015 To: 09/15/2015
(N. 14) Seller debit:	\$871.05	Seller tax period:	01/01/2015 To: 09/15/2015

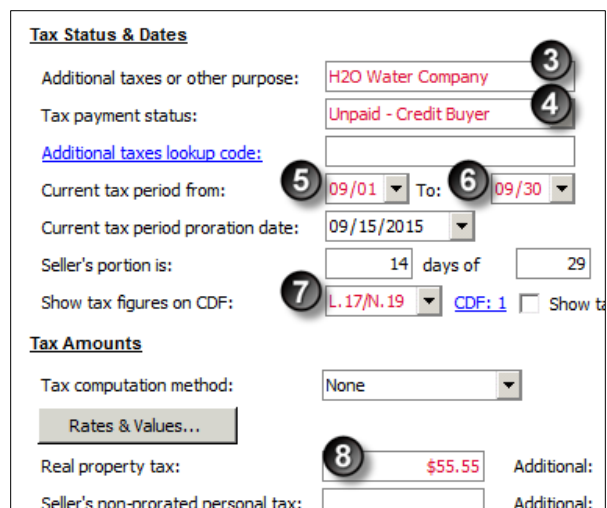
## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

### Other Prorations (Additional Taxes or Assessment screen)

Other prorations (i.e., water, sewer, etc.) are entered on the **Additional Taxes** (or **Assessment**) screen.

NOTE: If the proration should **not** be reported in **Buyer's part of real estate tax** of the 1099-S form, use the CDF **Pg3-Sections K-N Calc Cash to Close** screen to enter the proration.

1. Navigate to the **Additional Taxes** screen
2. Click the **Add Tax**  icon, if needed
3. In the **Additional taxes or other purpose** field, enter a description
4. In the **Tax payment status** drop-down, select either **Unpaid-Credit Buyer** or **Paid-Credit Seller**
5. In the **Current tax period from**, enter the starting period month/day
6. In the **Through** field, enter the ending period month/day
7. In the **Show tax figures on CDF** drop-down, select the appropriate line
8. In the **Real property tax** field, enter the total tax amount for the current period
9. Verify the results at the bottom of the screen



**Tax Status & Dates**

Additional taxes or other purpose:  **3**

Tax payment status:  **4**

[Additional taxes lookup code:](#)

Current tax period from:  **5** To:  **6**

Current tax period proration date:

Seller's portion is:  days of

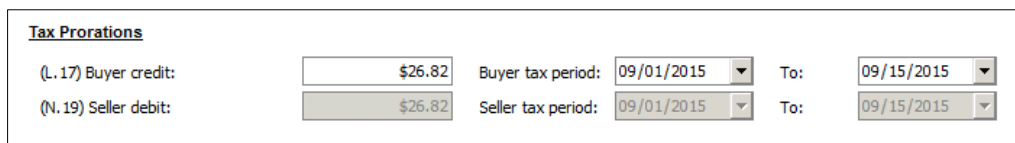
Show tax figures on CDF:  **7** CDF:  ☐ Show tax

**Tax Amounts**

Tax computation method:

Real property tax:  **8** Additional:

Seller's non-prorated personal tax:  Additional:



**Tax Prorations**

(L. 17) Buyer credit:	<input type="text" value="\$26.82"/>	Buyer tax period: <input type="text" value="09/01/2015"/>	To: <input type="text" value="09/15/2015"/>
(N. 19) Seller debit:	<input type="text" value="\$26.82"/>	Seller tax period: <input type="text" value="09/01/2015"/>	To: <input type="text" value="09/15/2015"/>

### Rent Prorations (CDF Page 3 Screen & Rent Schedule Screen)

#### Show Each Proration on CDF

When you need each rental unit proration to show on the CDF, enter them from the Buyer's side of the CDF. Keep in mind this is only useful when you have fewer units to show. If you have several units, please skip to the [Rent Prorations \(Do Not Show Multiple on CDF\)](#) section.

- › Debit Buyer/Credit Seller are entered on the **CDF Page 3** screen, sections **K/M**
- › Credit Buyer/Debit Seller are entered on the **CDF Page 3** screen, sections **L/N**

1. Click the **Line** number link on an available line in the appropriate section on the **CDF Page 3** screen

<a href="#">09</a>	County Taxes				M. 10
<a href="#">10</a>	Assessments				M. 11
<a href="#">11</a>					M. 12
<a href="#">12</a>					M. 13

## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

- Click the **Add Charge** icon
- Select **Proration**; click OK

- On the proration line, enter a **Description**
- On the **Proration Calculation** tab, in the **Share of Amount** field, enter the amount to be prorated
- Enter the **From** and **To** billing period dates

NOTE: **Do Not** change the **Compute** drop-down. This drop-down identifies the party being debited, so if you entered this proration on the correct line, there is no need to adjust.

- Repeat **Steps 2-6** until all rental units are added

**K. Due from Borrower at Closing**  
**Charges for Line 11**

Description	Re	To	Borrower
1 Rental Unit A	09/15/15-09/30/15		\$284.48
2 Rental Unit B	09/15/15-09/30/15		\$284.48
3 Rental Unit C	09/15/15-09/30/15		\$387.93

### Do Not Show Multiple on CDF

When you have several rental units but don't want/need each unit proration to show on the CDF, use the **Rent Schedule** screen. In our scenario, we have 20+ rental units; we want to generate a Rent Schedule document, but don't need them to show on the Closing Statement.

- Click the Line number link on an available line in the appropriate section on the **CDF Page 3** screen

10	Assessments			M.11
11	See Additional K. 11/M. 12 I...		\$956.89	M.12
12				M.13
13				M.14

## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

2. Verify (or select) a corresponding Seller Debit (or Credit) line from the **Credit/Debit** drop-down
3. Enter the **Description**
4. Enter the flat, total amount of the combined rental unit charges

**K. Due from Borrower at Closing**  
**Charges for Line 12**

Description	Re	To	Borrower
20+ Rental Units			\$11,550.00

Details | Payors | Payees

1 20+ Rental Units Re: To: Name: Borrower: \$11,550.00

Bill code: Credit/Debit: M.13

5. Navigate to the **Rent Schedule** screen to follow **Steps 2-6** of the [Rent Agreement/Schedule](#) section; add each rental unit, being sure **Not** to assign a **Line** to each unit


**Prorated Rent**

Rent status: Paid

Compute: Buyer's Share of rent: \$550.00


Period: Monthly ☐ 30 day months

From: 09/01/2015 To: 10/01/2015 = 16 Days of: 30 Per diem: 18.333333


Prorated rent: \$293.33 Line: 

### Rent Agreement/Schedule

Use the **Rent Schedule** screen to generate a "Rent Agreement" or "Rent Schedule" document; all items entered here flow to that document. If you need these to appear on the Closing Statement, be sure to assign a **Line** from the drop-down. **If you select the same CDF Line for multiple deposits or rents, they are itemized on the Statement and the Attachment page.**

1. Navigate to the **Rent Schedule** screen
2. Click the **Add Rent Schedule**  icon

3. Enter tenant information
4. If applicable, enter security deposit/pre-paid rent figures and select the appropriate CDF Line



Building	Unit	Deposit	Prepaid Rent	Late Fees	Rent	Rent Status	From
A	1	\$550.00				Paid	

**Tenant Information**

Building: A Mailing address: 123 Property St

Unit: 1

Tenant: Tammy Tennant City/State/Zip: Chicago IL 60605-

Phone: (800)555-1212 Ext.:

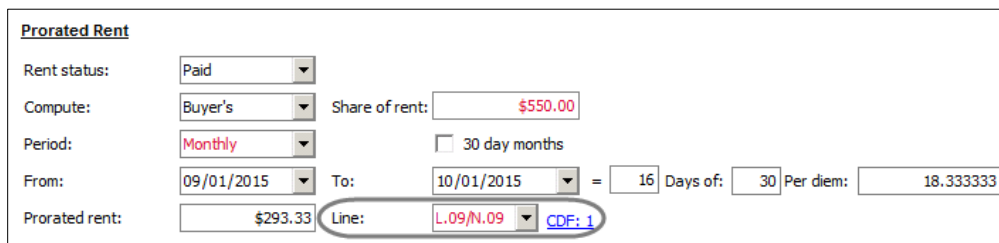
**Deposit/Prepaid Rent**

Deposit: \$550.00 Line: L.08/N.07 CDF: 1

Prepaid rent: Line:

## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

5. Select the **Rent status**, **Compute**, and **Period**
6. In **Share of rent**, enter the full amount of the rent
7. If you wish this to appear on the Closing Statement, select a **Line** from the drop-down; otherwise leave blank



**Prorated Rent**

Rent status: **Paid**

Compute: **Buyer's** Share of rent: **\$550.00**


Period: **Monthly** ☐ 30 day months

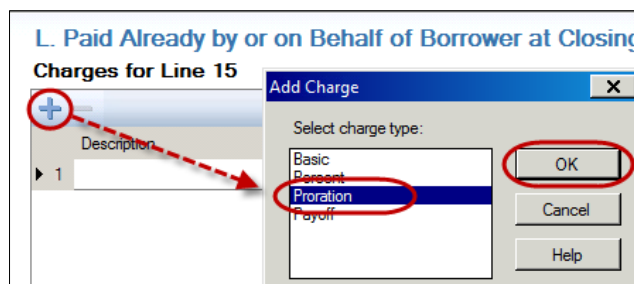
From: **09/01/2015** To: **10/01/2015** = **16** Days of: **30** Per diem: **18.333333**

Prorated rent: **\$293.33** Line: **L.09/N.09** CDF: **1**

### Seller Rent Back After Close of Escrow

When the Seller rents the property from the Buyer after the COE (Close of Escrow), enter this as a proration on the CDF Page 3 screen, section L. Paid Already by or on Behalf of Borrower at Closing.

1. Navigate to the **CDF Page 3** screen
2. Click the Line number link on an available line in section L. Paid Already by or on Behalf of Borrower at Closing
3. Click the **Add Charge**  icon
4. Select **Proration**
5. Click the **OK** button



**L. Paid Already by or on Behalf of Borrower at Closing**

**Charges for Line 15**

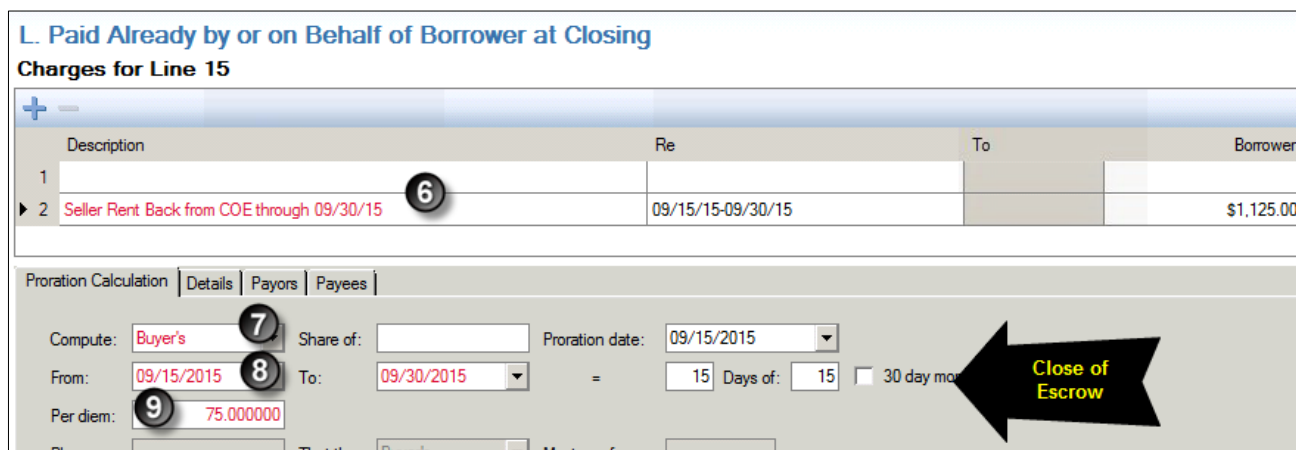
**Add Charge**

Select charge type:

- Basic
- Percent
- Proration**
- Payoff

**OK** **Cancel** **Help**

6. Enter a **Description** to be disclosed on the CDF
7. In the **Compute** drop-down, select **Buyer** (because the Buyer already owns the property)
8. In the **From** and **To** date fields, enter when the "rent back" starts and ends
9. Enter the **Per Diem** amount



**L. Paid Already by or on Behalf of Borrower at Closing**

**Charges for Line 15**

Description	Re	To	Borrower
1			
2 <b>Seller Rent Back from COE through 09/30/15</b>	09/15/15-09/30/15		\$1,125.00

**Proration Calculation** | Details | Payors | Payees

Compute: **Buyer's** Share of: **75.000000** Proration date: **09/15/2015**

From: **09/15/2015** To: **09/30/2015** = **15** Days of: **15** ☐ 30 day months

Per diem: **75.000000**


Close of Escrow

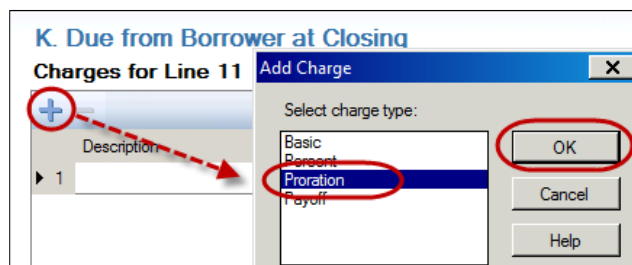


## Using CDF Screens to Calculate HOA, Tax, Rent, & Other Prorations

### Buyer Crediting Seller for Delay in Close of Escrow

When the Buyer delays the COE (Close of Escrow), he/she may give a concession (per day value) to the Seller. Enter this as a proration on the **CDF Page 3** screen section K. **Due from Borrower at Closing**.

1. Navigate to the **CDF Page 3** screen, section K
2. Click the Line number link for the next available line
3. Click the **Add Charge**  icon
4. Select **Proration**
5. Click the **OK** button
6. Enter a **Description** to be disclosed on the CDF
7. On the **Proration Calculation** tab, in the **Compute** drop-down, select **Seller** (because calculation dates are prior to COE)
8. In the **From** date field, enter the previous COE
9. In the **To** date field, enter the day **after** the current COE to properly calculate the number of days
10. Enter the **Per Diem** amount



**Charges for Line 12**

Description	Re	To	Borrower
1 Credit from Buyer to Seller for delay in COE <b>6</b>	09/15/15-09/22/15		\$525.00

Proration Calculation | Details | Payors | Payees

Compute: **Seller's** **7** Share of:  Proration date: 09/22/2015

From: **09/15/2015** **8** To: **09/23/2015** **9** = 7 Days of: 8 ☐ 0 day months

Per diem: **75.000000** **10**

Plus:  That the Seller's  Must pay for:

**Close of Escrow**