

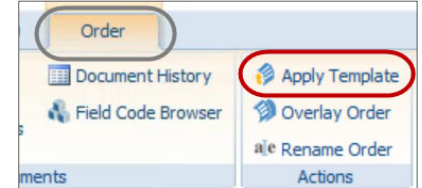
Follow these steps to track curative grading items on all REO orders and create the Grading Sheet.

With the applicable order open,

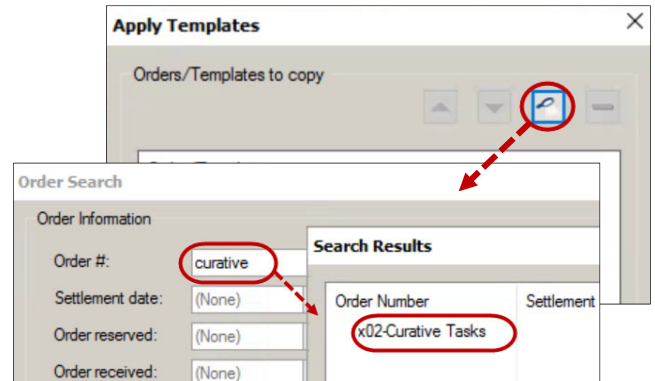
1. Click the **Requested Tasks** button

If no Tasks are shown, continue on to next steps; otherwise skip to **step 6**.

2. From the **Order** ribbon, click the **Apply Template** button



3. Search for and select the **02-Curative Tasks** template



HINT: Narrow your search results by entering *curative* in the **Order #** field on the **Search** window.

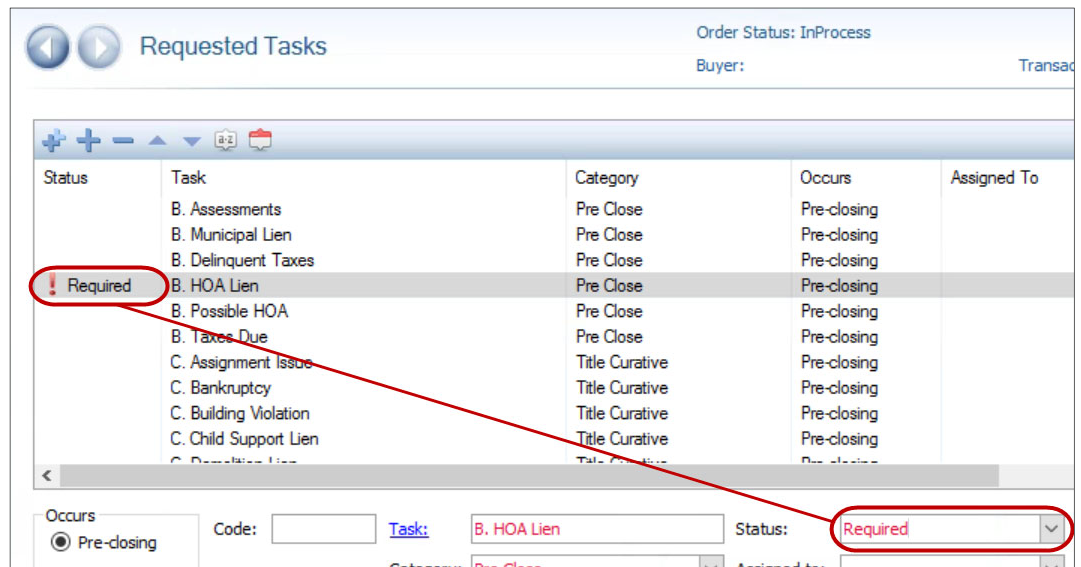
4. Click **OK** to confirm Template has been applied

5. Click the **Requested Tasks** button

6. In the grid, highlight an entry you wish to add to the **Grading Sheet**

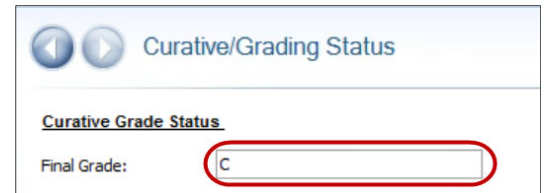
7. From the **Status** drop-down, select **Required**

8. Repeat **Steps 6-7** for each item you wish to add



9. Navigate to the **Curative/Grading Status** screen

The **Final Grade** fields shows the highest severity grading of the items you added to the **Grading Sheet** (steps 5-6).



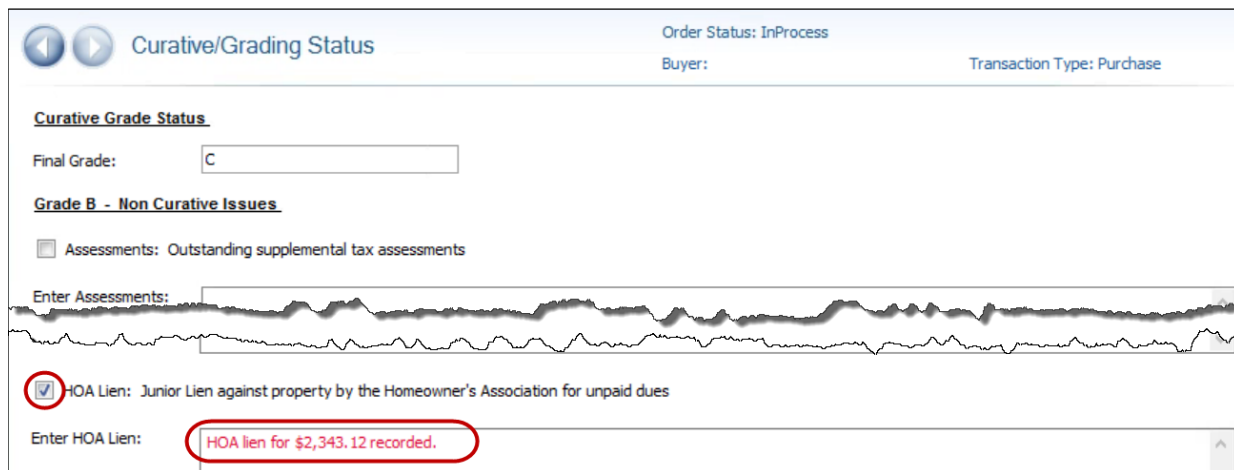
Curative/Grading Status

Curative Grade Status

Final Grade:

The items checked on the **Curative/Grading Status** screen correspond to those items selected on the **Requested Tasks** screen.

10. Enter notes for each checked item as needed



Curative/Grading Status

Order Status: InProcess
Buyer: Transaction Type: Purchase

Curative Grade Status

Final Grade:

Grade B - Non Curative Issues

☐ Assessments: Outstanding supplemental tax assessments

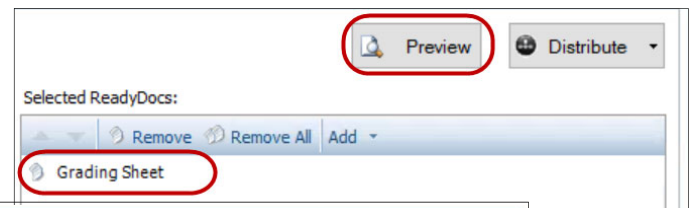
Enter Assessments:

☒ HOA Lien: Junior Lien against property by the Homeowner's Association for unpaid dues

Enter HOA Lien:

11. Click the **Documents** button

12. **Preview** the Grading Sheet

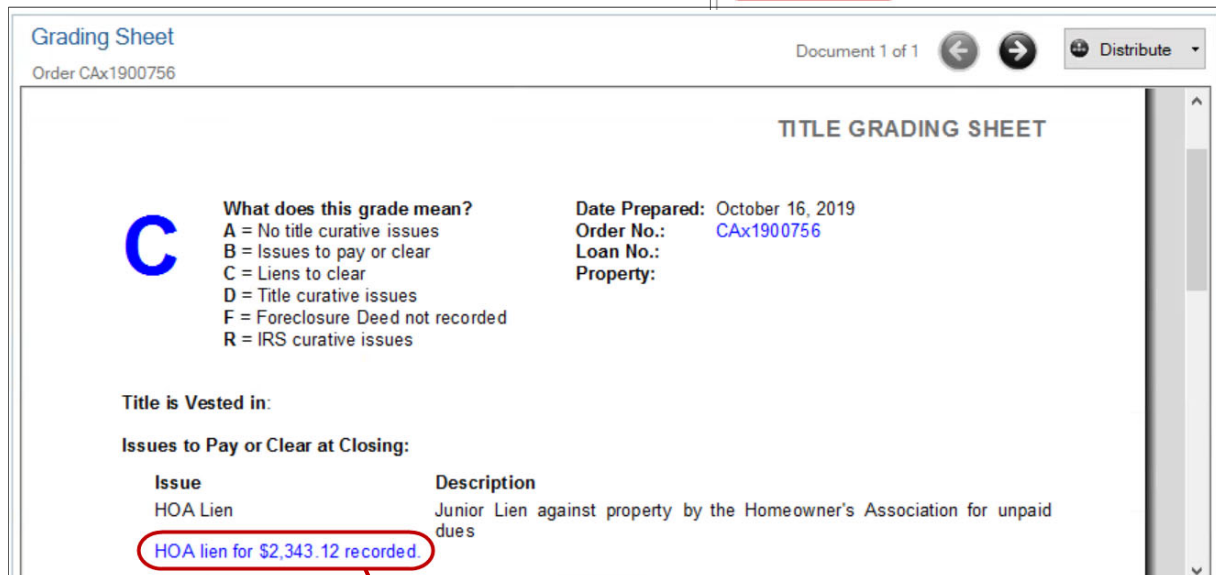


Preview Distribute

Selected ReadyDocs:

Remove Remove All Add

Grading Sheet



Grading Sheet

Order CAX1900756

Document 1 of 1

Distribute

TITLE GRADING SHEET

C

What does this grade mean?

A = No title curative issues
B = Issues to pay or clear
C = Liens to clear
D = Title curative issues
F = Foreclosure Deed not recorded
R = IRS curative issues

Date Prepared: October 16, 2019
Order No.: CAX1900756
Loan No.:
Property:

Title is Vested in:

Issues to Pay or Clear at Closing:

Issue	Description
HOA Lien	Junior Lien against property by the Homeowner's Association for unpaid dues
HOA lien for \$2,343.12 recorded.	

HINT: Use the document hot spots to jump quickly to the entry for editing.

1. Click the **Requested Tasks** button
2. Highlight the entry in the grid
3. From the **Status** drop-down, select **Received**

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