To ensure compliance with the FinCEN reporting requirements for certain real estate transactions involving residential property, the following provides Escrow's data collection process for Anti-Money Laundering (AML) regulations for Residential Real Estate Transfers (RRE) using the SoftPro Live and inHere integrations.

- 〉 [Sending the RRE Data Collection Package to inHere](#)
- 〉 [Tracking Packages](#)
- 〉 [Recalling a Sent Package](#)

When Reporting May be Required

Reporting may be necessary if all of the following conditions are met:

- Property type = residential real estate
- Buyer type = Business entity
- Transaction type = non-financed transaction

Refer to the [FinCEN Residential Real Estate Rule](#) website if additional information is needed.

Automation & Escrow Workflow in SoftPro

If the data collection requirements are recognized in your order,

- A message is displayed when the order is accessed stating that the transaction may require RRE Reporting.
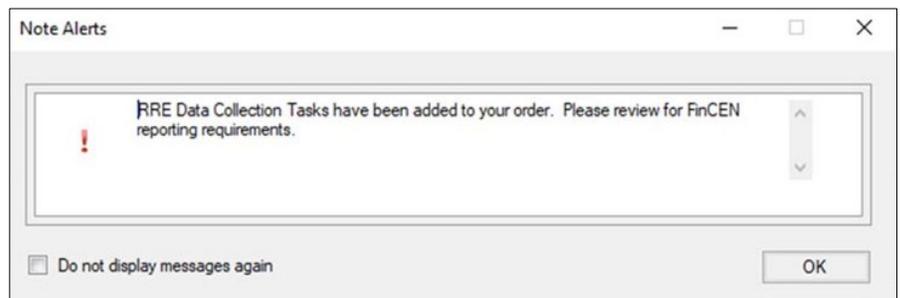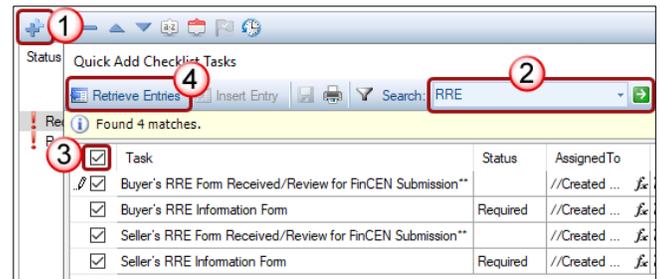

- Four **Checklist Tasks** are automatically added to your order
  - **Buyer's RRE Information Form**
  - **Seller's RRE Information Form**
  - **Buyer's RRE Form Received/Review for FinCEN Submission****
  - **Seller's RRE Form Received/Review for FinCEN Submission****

IMPORTANT: **The Tasks names cannot be modified in any way.** Changing the names causes a break in the automation process.

If needed, the above Tasks may be pulled from the **Lookup Table** manually.

1. Click the **Quick Add** icon

2. In the **Search** field, enter **RRE**

3. Check the **Select All** check box

4. Click the **Retrieve Entries** button to pull all four in at once

NOTE: In the event the **Checklist Tasks** are manually added to the order, automation adds the **Note Alert**.

Sending the RRE Data Collection Package to inHere

IMPORTANT: If an email address is **not entered** for the Buyer or Seller in SoftPro, the Task **cannot** be assigned. Verify the **Email address** field is populated on the **Contact** screen and if an entity, on the **Corporate Officer/Signees** screen.

1. Open the **SoftPro Live 360** integration

2. Click the **Tasks** tab

3. From the **Checklist Tasks**, select the applicable Task

   o **Buyer's RRE Information Form**

   o **Seller's RRE Information Form**

In the **Permissions** section,

4. Expand the Contact type entry for the party receiving the package (i.e., Buyer, Seller, Attorney, etc.)

5. Check the **Assign** check box for the corresponding individual

IMPORTANT: Select the individual Contact of the person receiving the form. As an example,

- Ensure you are expanding the **Buyer** or **Seller** Contact

- Ensure you are checking the check box for the individual Contact to avoid sending a package to all associated Contacts.

6. Click the **Post** button to send the RRE Data Collection inHere email to the individual selected

When the data collection is,

〉 Sent - The selected recipient receives an inHere email notification containing a link to their data collection package for completion via inHere. The **360 Queue** displays the outgoing entry ⬅ created by Escrow.

〉 Completed - Once the form is completed, the data is submitted back to SoftPro via 360 Live. The automation process recognizes the Data Collection package and automatically pulls the data into your order and the associated document into smartVIEW. The **360 Queue** displays the received entry ➡ created by the Live Service Account.

An email notification is sent to the **Escrow Officer** listed in the order stating the data has been imported into the SoftPro Order.

NOTE: For ease of identification, the **Provider Reference Number** column shows the recipient of the package (i.e., **Seller's RRE Information Form** or **Buyer's RRE Information Form**). If you do not have this column in your View,

1. From the **360 Queue** toolbar, click the **Queue Column** icon

2. Check the corresponding check box for **Provider Reference Number**; click **OK**
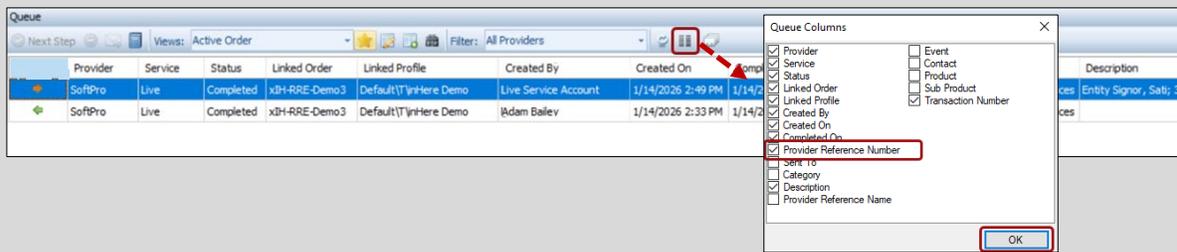
The imported data can be viewed via the corresponding **FinCEN** screens by changing the **My Screens** selection to **FNF FinCEN Screens**.
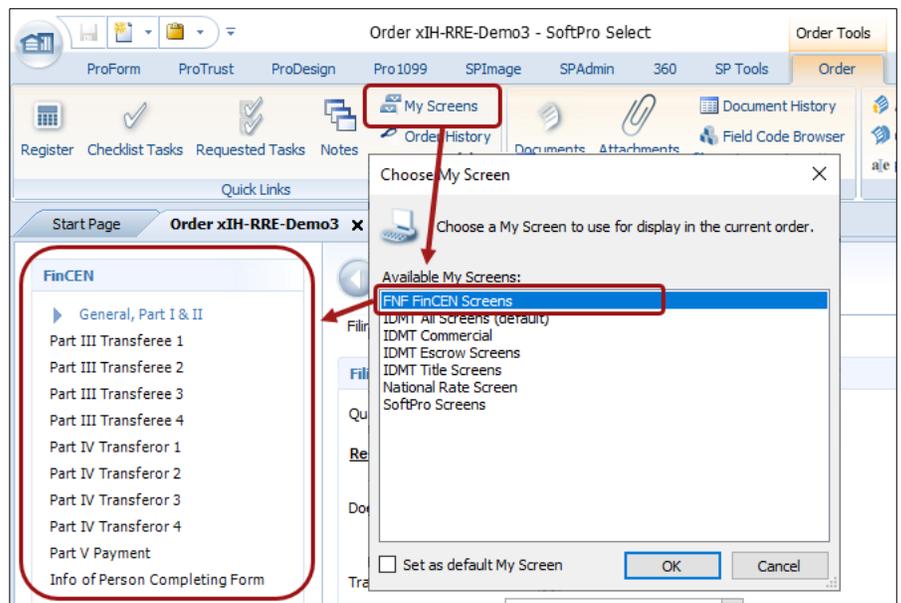
If you wish to review the imported data in document form (this document is for internal use only),

〉 In SoftPro, render the **Preview RER** document

-Or-

〉 View the PDF document imported to Smartview

> **NOTE**: If an update is needed to the information submitted, notify the applicable party of the needed update. They would then use the **Update** link in the **To Do** section of the existing **RRE Information Form** to make the corrections and resubmit the form.

Tracking Packages

Refer to the job aid, Residential Real Estate Reporting (RRE) – Using Work Lists to Track Packages for information on **Work Lists** and how they work with **Checklists Tasks** and **360 Transactions** to track packages.

Recalling a Sent Package

1. Open the **SoftPro Live 360** integration

2. Click the **Tasks** tab

3. From the **Checklist Tasks**, select the applicable Task

   o **Buyer's RRE Information Form**

   o **Seller's RRE Information Form**

In the **Permissions** section,

4. Expand the Contact type entry for the party receiving the package (i.e., Buyer, Seller, Attorney, etc.)

5. Click the **Remove** icon for the corresponding individual

6. Click **Post**
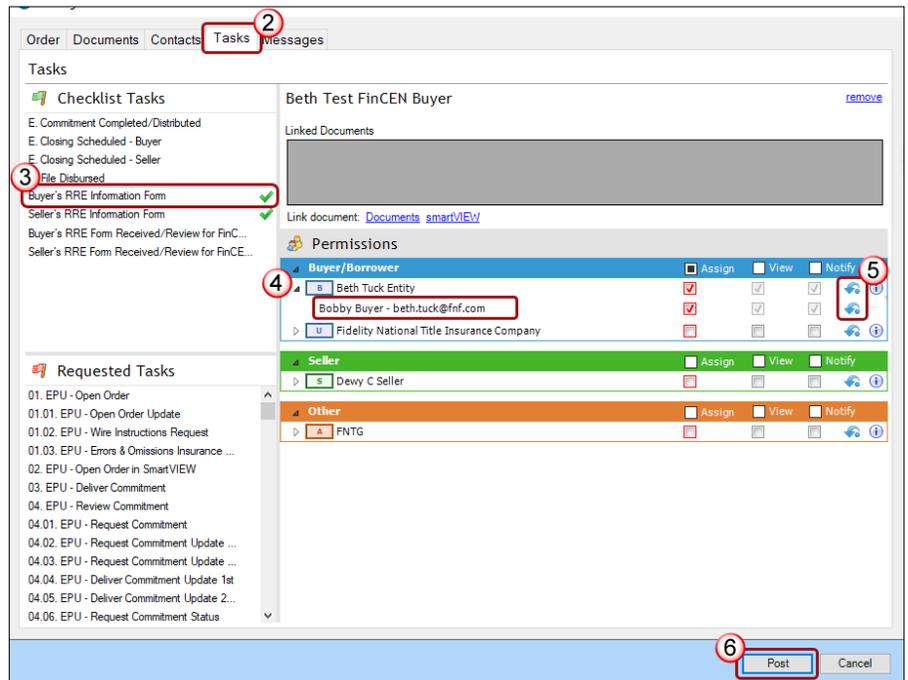
The previously posted package is no longer accessible on the inHere website.

Need to:

- Collect from multiple parties: Residential Real Estate Reporting (RRE) - Data Collection Process with Multiple Buyers/Sellers

- Update Data: Residential Real Estate Reporting (RRE) - Requesting Consumer Updates to Completed Information Forms

- Track Forms: Residential Real Estate Reporting (RRE) - Using Work Lists to Track Packages