

Follow the steps corresponding to your order type to enter a reverse mortgage.

› Escrow only orders

[Scenario 1](#): The loan amount appears out-of-column and the initial draw detail is entered in-column in the **Buyer/Borrower Credits (200)** section.

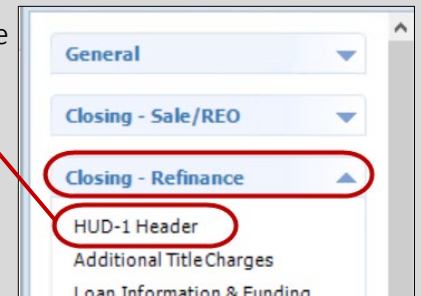
[Scenario 2](#): The loan and draw amounts appear out-of-column and the initial draw is entered in-column (does not require detail).

› Title & Escrow orders

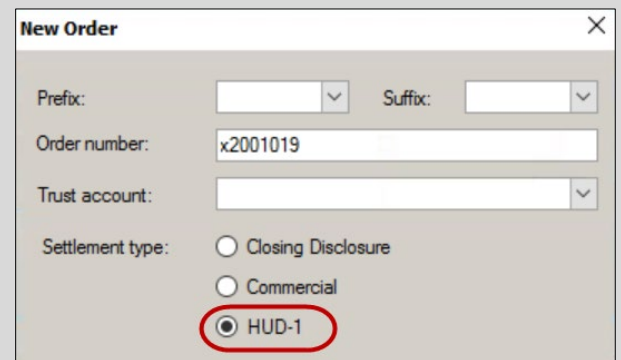
[Scenario 3](#): The loan amount appears out-of-column and the initial draw detail is entered out-of-column in the **Buyer/Borrower Credits (200)** section.

**IMPORTANT**: Reverse mortgage orders **must** be opened as a HUD-1 order.

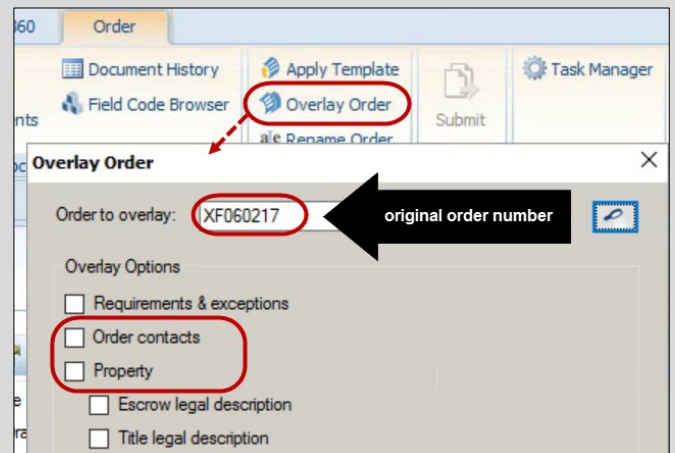
1. Expand the **Closing – Refinance** section to verify **HUD-1** screens are visible



2. If you do not see **HUD-1** screens,
  - a) cancel the order
  - b) create a new order, with **Settlement type = HUD-1**; applying the applicable templates



3. Once the order is opened, use the **Overlay Order** button to import **Order contacts** and **Property** information from the original order



## Escrow Only Orders

**Scenario 1:** The loan amount appears out-of-column and the initial draw detail is entered in-column in the **Buyer/Borrower Credits (200)** section.

NOTE: The total of the initial draw equals:

- › If there is Cash to Borrower = Closings Costs + Payoff + Cash to Borrower
- › If there is no Cash to Borrower = Closings Costs + Payoff

## Prepping the order

1. Navigate to the **Order Contacts** screen
2. Verify the **T2**-outside Title Company Contact is entered; incoming funds are sent by the outside Title Company
3. Navigate to the **Loan Information & Funding** screen
4. Verify the **Lender** is selected (to associate the Lender with the loan)
5. From the **Title company** drop-down, select **T2**
6. From the **Title company funding type** drop-down, select **Net**

|                  |  |    |
|------------------|--|----|
| Settlement Agent | Novare-Ultra Escrow, a Division ...    | A2 |
| Title Company    | Novare-Ultra Escrow, a Division ...    | T  |
| Title Company    | Outside Title                          | T2 |
| Underwriter      | Fidelity National Title Insurance C... | U  |

**Loan Information & Funding**

Order Status: Canceled  
Buyer: Larry M. Boone, Trustee o...      Transac...

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**Loans (1)**

|   | Lender           | Principal Amount | Loan Number |
|---|------------------|------------------|-------------|
| 1 | FT Reverse Mortg |                  |             |

**Loan Contacts**

Lender: L ▼ [FT Reverse Mortg](#)

Title company: T2 ▼ [Fidelity National Title](#)

Mortgage broker:  ▼

Remaining balance:

Loan funding provided: L ▼ [FT Reverse Mo...](#)

Loan funding amount: \$327,297.65

Title company funding amount: \$39,171.13

Loan Funding Summary...

Loan funding type: Net ▼


Title company funding type: Net ▼

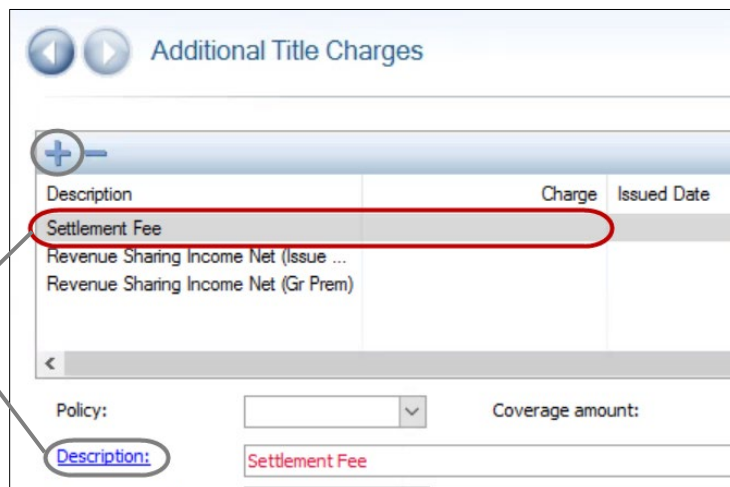
NOTE: Selecting **Net** funding provides the combined total due from the outside Title Company and the Lender. When funding, be sure to balance with the Lender's funds first as title charges may change after recording.

### Adding your Charges

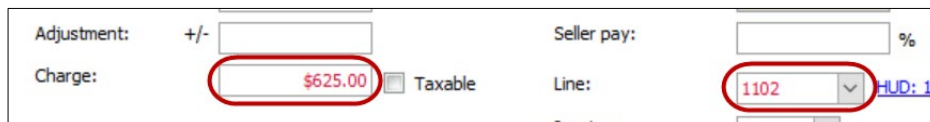
7. Navigate to the **Additional Title Charges** screen
8. Highlight the **Settlement Fee** placeholder in the grid

NOTE: If you need to add,

- a) Click the **Add Additional Title Charge**  icon
- b) Click the **Description** link to pull from the **Lookup Table**

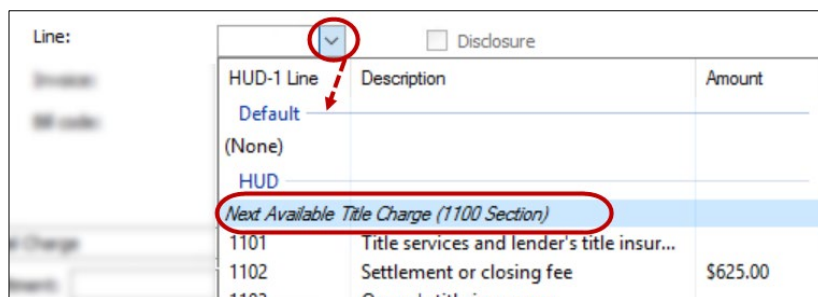


9. In the **Charge** field, enter the escrow fee
10. From the **Line** drop-down, select **1102**



If you need to enter additional charges,

11. Repeat **Steps 8-9**
12. Select a **Line**,
  - a) If charges **do not** need to be itemized, select **1102**
  - b) If charges **do** need to be itemized, select the **Next Available Title Charge (1100 Section)** entry



13. Navigate to the **Express HUD-1, Page 2** screen
14. On Line **1104** enter/select (refer to your title quote)
  - a) **To = T2-code**
  - b) **Disclosure** = amount due for the Lender's policy

Express HUD-1, Page 2

Order Status: Canceled  
Buyer: Larry M. Boone, Trustee o... Transaction T

**700. TOTAL REAL ESTATE BROKER FEES**

Division of Commission (line 700) as follows:

|            | To:                           | Re: | Disclosure | Paid From Borrower's Funds at Settlement | Paid From Seller's Funds at Settlement |
|------------|-------------------------------|-----|------------|--|--|
| <b>701</b> |                               |     |            |  |  |
| <b>702</b> |                               |     |            |  |  |
| <b>703</b> | Commission paid at settlement |     |            |  |  |

**1100. TITLE CHARGES**

|   | To: | Re: | Amount     |
|---|-----|-----|------------|
| <b>1101</b> Title services and lender's title insur | A   |     | \$1,410.00 |
| <b>1102</b> Settlement or closing fee               | A   |     | \$675.00   |
| <b>1103</b> Owner's title insurance                 |     |     |            |
| <b>1104</b> Lender's title insurance                | T2  |     | \$635.00   |

15. Click Line **1202** link to open the **Recording Charges (1200)** screen

16. Enter corresponding charges

With Line **1202** highlighted in the grid, enter/verify (below the grid),

- Amount
- HUD-1 to = T2
- Bill code is blank

**1200. GOVERNMENT RECORDING AND TRANSFER CHARGES**

|  | To: | Re: |
|--|-----|-----|
| <b>1201</b> Government recording charges | T2  |     |
| <b>1202</b> Deed/Mortgage/Release        | T2  |     |
| <b>1203</b> Transfer taxes               |     |     |

**1202** Deed/Mortgage/Release Re:

| Fee Schedule Type | Pages | Document               | Fee Schedule | Amount   | Seller P |
|-------------------|-------|------------------------|--------------|----------|----------|
| Recording         |       | Mortgage/Deed of Trust |              | \$600.00 |          |

HUD-1 to: **T2** Fidelity National Title Bill code:

17. Navigate to the **Additional Charges (1300)** screen

18. Enter additional charges as needed

- Description
- Disclosure = amount (enter in this column if it needs to roll-up to Line **1301**)
- HUD-1 To Code = select appropriate Contact

Additional Charges (1300) Order Status: Canceled  
 Buyer: Larry M. Boone, Trustee o... Transaction Type: Purchase

1300. ADDITIONAL SETTLEMENT CHARGES

HUD-1: 1 Loan 1 - FT Reverse Mortg

| Description                                  | Re | Disclosure | Borrower   | HUD-1 To Code | HUD-1 To Name           |
|--|----|------------|------------|---------------|-------------------------|
| 1301 Required services that you can shop for |    |            | \$2,135.51 |               |                         |
| 1302 HECM                                    |    | \$120.00   |            | 0             | Reverse Mortgage E      |
| 1303 taxes                                   |    | \$2,015.51 |            | T2            | Fidelity National Title |

**Borrower roll-up line** (arrow pointing to line 1302)

### Entering Payoffs


19. Navigate to the **Buyer/Borrower Debits (100)** screen
20. On the next available line, enter the,
  - a) **Description**
  - b) **Amount**
  - c) **HUD-1 To Code = T2**
  - d) **HUD-1 To Name =** overwrite with party to be paid

Buyer/Borrower Debits (100) Order Status: Canceled  
 Buyer: Larry M. Boone, Trustee o... Transaction Ty

| Description                                    | Re | Borrower     | HUD-1 To Code | HUD-1 To Name |
|--|----|--------------|---------------|---------------|
| 101 Contract sales price                       |    |              |               |               |
| 102 Personal property                          |    |              |               |               |
| 103 Settlement charges to borrower (line 1400) |    | \$8,355.51   |               |               |
| 104 PAYOFF                                     |    | \$284,776.01 | T2            | PAYOFF LENDER |
| 105  |    |              |               |               |

21. Repeat **Step 20** until all liens paid by the outside Title Company have been entered

### Itemizing the Initial Draw

22. Navigate to the **Buyer/Borrower Credits (200)** screen
23. On the next available line enter the,
  - a) **Description** (i.e., Cash portion of initial draw \$24,065.23)
  - b) **Borrower** = enter the amount noted in the **Description**
  - c) Below the grid, click the **Additional Charges**  icon

Buyer/Borrower Credits (200) Order Status: Canceled  
 Buyer: Larry M. Boone, Trustee o... Transaction Type: Purchase

**200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER**

HUD-1:  Loan 1 - FT Reverse Mortg

|       | Description                                | Re | Borrower    |
|-------|--|----|-------------|
| 201   | Deposit or earnest money                   |    |             |
| 202   | Principal amount of new loan(s)            |    |             |
| 203   | Existing loan(s) taken subject to          |    |             |
| ▶ 204 | Cash portion of initial draw \$\$24,065.23 |    | \$24,065.23 |
| 205   |  |    |             |
| 206   |  |    |             |
| 207   |  |    |             |
| 208   |  |    |             |
| 209   |  |    |             |

204 Cash portion of initial draw \$\$24,065.23 Re:

Borrower \$24,065.23

- Click the **Payors** more/less bar
- From the **Code** drop-down, select the **L-Contact**
- Press the **ESC** key

Hud Front Additional Charge Order Status: Canceled  
 Buyer: Larry M. Boone, Trustee o...

204 Cash portion of initial draw \$\$24,065.23 Re:

Additional description:

**Payors**

|   | Code     | Name             | Amount      | POC                      |
|---|----------|------------------|-------------|--------------------------|
| ▶ | <b>L</b> | FT Reverse Mortg | \$24,065.23 | <input type="checkbox"/> |
| * |          |                  |             | <input type="checkbox"/> |

24. Repeat **Step 20** as needed (i.e., payoffs, credits, etc.)

|       |  |  |              |
|-------|--|--|--------------|
| 205   | Existing loan(s) taken subject to          |  |              |
| ▶ 204 | Cash portion of initial draw \$\$24,065.23 |  | \$24,065.23  |
| 205   | Financed Closing Costs \$\$8,355.51        |  | \$8,355.51   |
| 206   | Payoff to Longridge \$\$284,778.01         |  | \$284,778.01 |
| 207   |  |  |              |

### Balancing

25. Press the **F11** key to balance to funding



- Balance with Lender's funds first (refer to **Loan funding amount** entry)
- Balance with Title (refer to **Funding amount** entry)

NOTE: It is not necessary to create an **Anticipated Wire** for the incoming funds from the outside Title Company. They act as the funding company rather than the Lender.

26. Click the **Close** button

Loan Funding Summary

Loan: 1 FT Reverse Mortg

Funding details

Total of loan/draw amount:

Deductions (-):

\$210.00

Credits (+):

\$327,507.65

**Loan funding amount:**

\$327,297.65

Amount received for loan funding:

\$0.00

**Overage/shortage:**

(\$327,297.65)

Total title company deductions (-):

\$288,126.52

Total payoffs (-):

Credits (+):

**Funding amount:**

\$39,171.13

27. Navigate to **Order Transactions** screen to confirm disbursements

| Disbursements: |     |      |  |                           |                          |       |                              |
|----------------|-----|------|--|---------------------------|--------------------------|-------|------------------------------|
|                | HUD | Code | Name   | Amount                    | Held                     | Group | Details                      |
| ▶              | 1   | BA   | Larry M. Boone, Trustee of the Larry M. .... | \$24,067.23               | <input type="checkbox"/> |       | <a href="#">To Buyer</a>     |
|                | 1   | A    | Novare-Ultra Escrow, a Division of Fideli... | \$675.00                  | <input type="checkbox"/> |       | <a href="#">HUDLine 1102</a> |
|                | 1   | M    | Reverse Mortgage Educators                   | \$14,308.90               | <input type="checkbox"/> |       | <a href="#">HUDLine 801</a>  |
|                | 1   | C    | ...  | \$128.00                  | <input type="checkbox"/> |       | <a href="#">HUDLine 1280</a> |
|                |     |      |  | <b>Total: \$39,171.13</b> |                          |       |                              |

**Scenario 2:** The loan and draw amounts appear out-of-column and the initial draw is entered in-column and includes the closing costs, payoff and any amount disbursed to the Borrowers.

### Prepping the Order

1. Verify the **T2**-outside Title Company Contact is entered; incoming funds are sent by the outside Title Company

|                  |  |    |
|------------------|--|----|
| Settlement Agent | Novare-Ultra Escrow, a Division ...    | A2 |
| Title Company    | Novare-Ultra Escrow, a Division ...    | T  |
| Title Company    | Outside Title                          | T2 |
| Underwriter      | Fidelity National Title Insurance C... | U  |

2. Navigate to the **Loan Information & Funding** screen
3. Verify the **Lender** is selected (to associate the Lender with the loan)
4. From the **Title company** drop-down, select **T2**
5. Enter the **Principal amount of loan**
6. In the **Construction/Equity first draw amount** field, enter the total of initial draw

Order Status: InProcess  
Buyer: Larry M. Boone, Trustee o... Transaction Type:

**Loans (1)**

| Lender             | Principal Amount | Loan Number |
|--------------------|------------------|-------------|
| 1 FT Reverse Mortg | \$357,594.00     |             |

**Loan Contacts**

Lender: 3 L FT Reverse Mortg

Title company: 4 T2 Fidelity National Title

Mortgage broker:

**Loan Funding**

HUD-1: 1

Principal amount of loan: 5 \$357,594.00

Construction/Equity first draw amount: 6 \$317,196.75

Remaining balance: \$40,397.25

Line: 202 HUD: 1

Line: 204 HUD: 1 DRAW

7. From the **Line** drop-down, select a HUD line
8. Enter the description
9. From the **Title company funding type** drop-down, select **Net**

HUD-1: 1

Principal amount of loan: \$357,594.00

Construction/Equity first draw amount: \$317,196.75

Remaining balance: \$40,397.25

Loan funding provided: L FT Reverse Mo...

Loan funding amount: \$327,295.65

Title company funding amount: \$39,169.13

Line: 7 202 HUD: 1

Line: 8 204 HUD: 1 DRAW

Loan Funding Summary...

Loan funding type: Net

Title company funding type: 9 Net

NOTE: Selecting **Net** funding provides the combined total due from the outside Title Company and the Lender. When funding, be sure to balance with the Lender's funds first as title charges may change after recording.



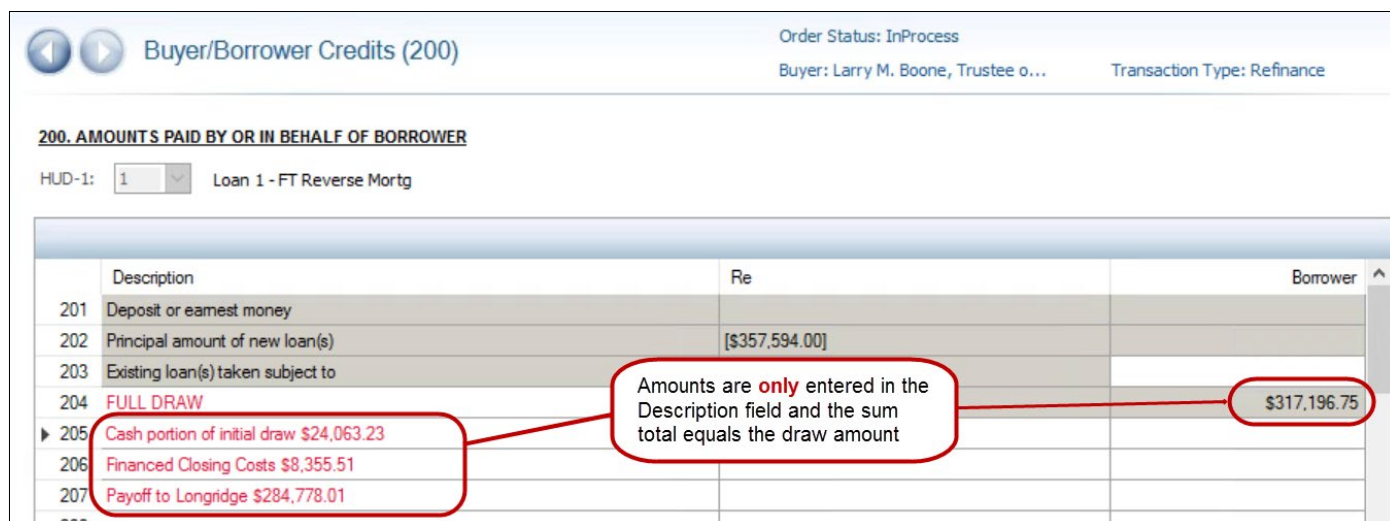
### Adding your Charges

- Repeat [Scenario 1, Steps 7-18](#)

### Itemizing the Initial Draw

If the Lender requires the breakout of the initial draw,

- Navigate to the **Buyer/Borrower Credits (200)** screen
- In the **Description** field, enter the item including the amount



Order Status: InProcess  
Buyer: Larry M. Boone, Trustee o... Transaction Type: Refinance

**200. AMOUNTS PAID BY OR IN BEHALF OF BORROWER**

HUD-1: 1 Loan 1 - FT Reverse Mortg

|     | Description                              | Re             | Borrower     |
|-----|--|----------------|--------------|
| 201 | Deposit or earnest money                 |                |              |
| 202 | Principal amount of new loan(s)          | [\$357,594.00] |              |
| 203 | Existing loan(s) taken subject to        |                |              |
| 204 | <b>FULL DRAW</b>                         |                | \$317,196.75 |
| 205 | Cash portion of initial draw \$24,063.23 |                |              |
| 206 | Financed Closing Costs \$8,355.51        |                |              |
| 207 | Payoff to Longridge \$284,778.01         |                |              |

Amounts are **only** entered in the Description field and the sum total equals the draw amount

### Balancing

- Repeat [Scenario 1, Balancing Steps 25-27](#)

### Title & Escrow Orders

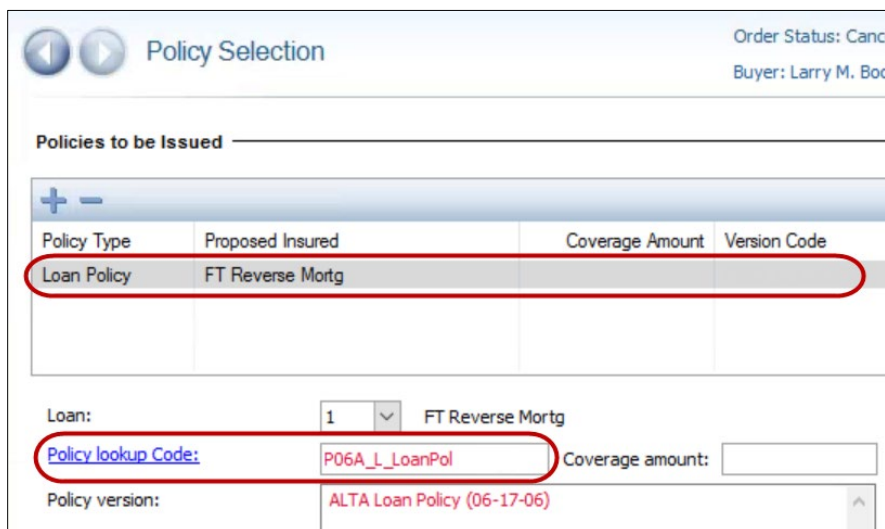
**Scenario 3:** The loan amount appears out-of-column and the initial draw detail is entered out-of-column in the **Buyer/Borrower Credits (200)** section.

NOTE: The total of the initial draw equals:

- > If there is Cash to Borrower = Closings Costs + Payoff + Cash to Borrower
- > If there is no Cash to Borrower = Closings Costs + Payoff


### Adding your Charges

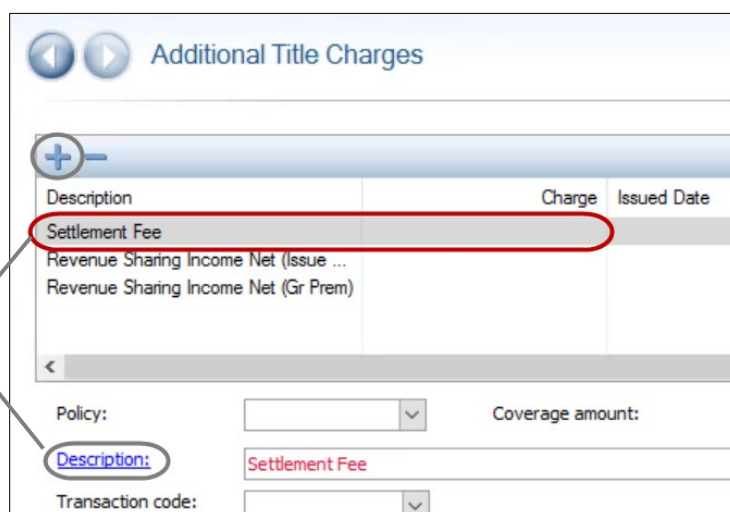
1. Navigate to the **Policy Selection** screen
2. Highlight a policy in the grid
3. Click the **Policy lookup Code**
4. Double-click the applicable policy to select from the **Lookup Table**
5. Repeat for each policy in the grid



6. Navigate to the **Additional Title Charges** screen
7. Highlight the **Settlement Fee** placeholder in the grid

NOTE: If you need to add,

- a) Click the **Add Additional Title Charge** 
- b) Click the **Description** link to pull from the **Lookup Table**

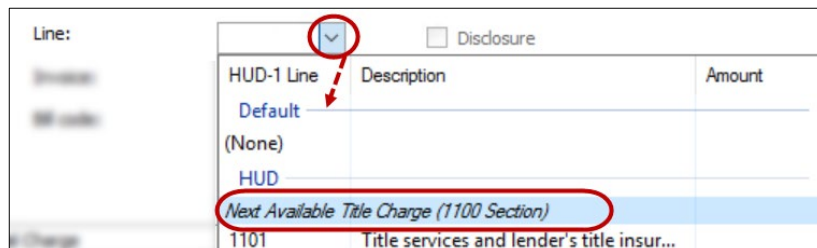


8. In the **Charge** field, enter the escrow fee
9. From the **Line** drop-down, select **1102**



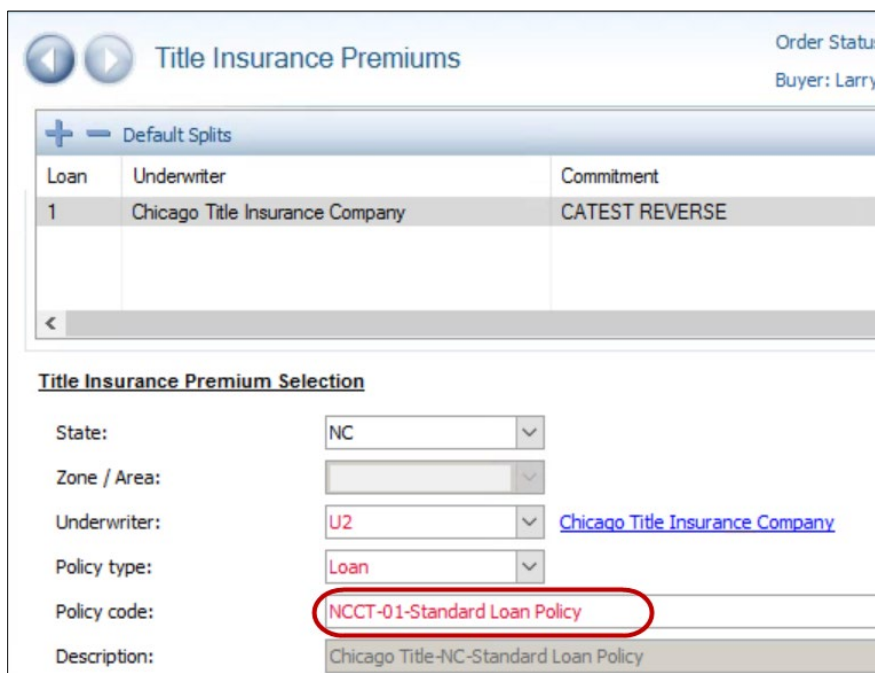
If you need to enter additional charges,

10. Repeat **Steps 7-8**
11. Select a **Line**,
  - a) If charges **do not** need to be itemized, select **1102**
  - b) If charges **do** need to be itemized, select the **Next Available Title Charge (1100 Section)** entry



| Line:   | Description                                | Amount |
|---|--|--------|
| HUD-1 Line  |  |        |
| Default   |  |        |
| (None)  |  |        |
| HUD   |  |        |
| <b>Next Available Title Charge (1100 Section)</b> |  |        |
| 1101  | Title services and lender's title insur... |        |

12. Navigate to the **Title Insurance Premiums** screen
13. From the **Policy code** drop-down, select the applicable policy



**Title Insurance Premiums**

Order Status: Buyer: Larry

| Loan | Underwriter                     | Commitment     |
|------|---------------------------------|----------------|
| 1    | Chicago Title Insurance Company | CATEST REVERSE |

**Title Insurance Premium Selection**

State: NC

Zone / Area:

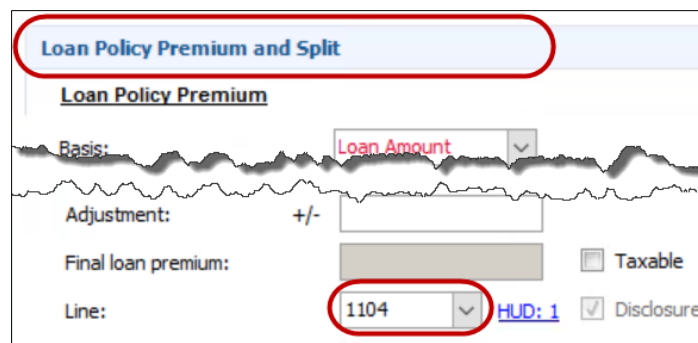
Underwriter: U2 [Chicago Title Insurance Company](#)

Policy type: Loan

Policy code: **NCCT-01-Standard Loan Policy**

Description: Chicago Title-NC-Standard Loan Policy

14. Click the **Loan Policy Premium and Split** more/less bar
15. Verify a **Line** is assigned
16. Repeat **Steps 14-15** for the Owner's Policy, if needed



**Loan Policy Premium and Split**

**Loan Policy Premium**

Basis: Loan Amount

Adjustment: +/-

Final loan premium:

Line: **1104** [HUD: 1](#) ☒ Disclosure

17. Navigate to the **Endorsements** screen

### 18. Add your Endorsements

a) From the **Order** ribbon, click the **Endorsement Helper** button

b) Select **Add Endorsements**

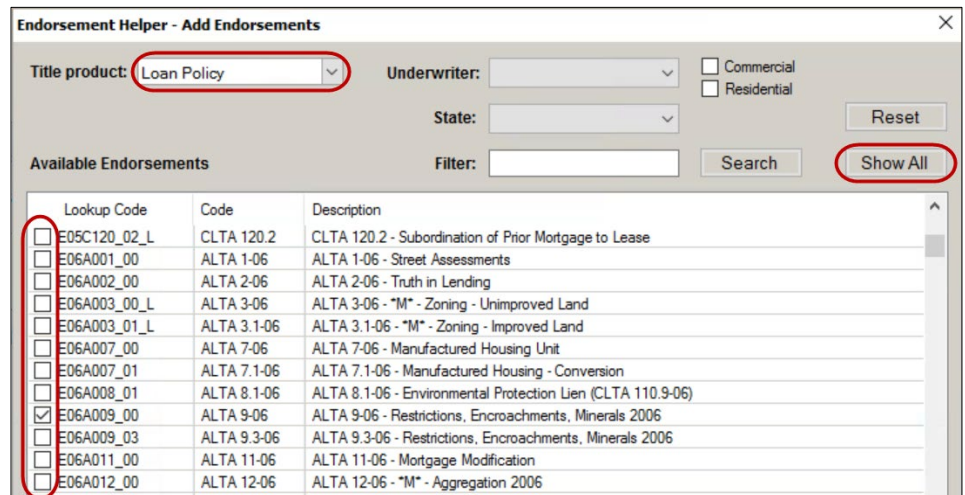


c) From the **Title product** drop-down select the applicable policy

d) Search for the specific endorsement or click **Show All** button to see all endorsements

e) Check the corresponding check box for each endorsement you wish to add

f) Click the **OK** button



**Endorsement Helper - Add Endorsements**

Title product: **Loan Policy** Underwriter: **Commercial** ☐ Commercial ☐ Residential

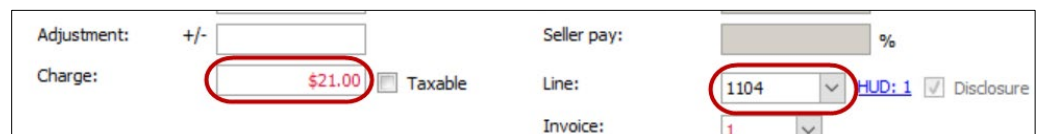
State: **Filter:** **Search** **Show All**

| Lookup Code                                    | Code        | Description   |
|--|-------------|---|
| <input type="checkbox"/> E05C120_02_L          | CLTA 120.2  | CLTA 120.2 - Subordination of Prior Mortgage to Lease       |
| <input type="checkbox"/> E06A001_00            | ALTA 1-06   | ALTA 1-06 - Street Assessments                              |
| <input type="checkbox"/> E06A002_00            | ALTA 2-06   | ALTA 2-06 - Truth in Lending                                |
| <input type="checkbox"/> E06A003_00_L          | ALTA 3-06   | ALTA 3-06 - "M" - Zoning - Unimproved Land                  |
| <input type="checkbox"/> E06A003_01_L          | ALTA 3.1-06 | ALTA 3.1-06 - "M" - Zoning - Improved Land                  |
| <input type="checkbox"/> E06A007_00            | ALTA 7-06   | ALTA 7-06 - Manufactured Housing Unit                       |
| <input type="checkbox"/> E06A007_01            | ALTA 7.1-06 | ALTA 7.1-06 - Manufactured Housing - Conversion             |
| <input type="checkbox"/> E06A008_01            | ALTA 8.1-06 | ALTA 8.1-06 - Environmental Protection Lien (CLTA 110.9-06) |
| <input checked="" type="checkbox"/> E06A009_00 | ALTA 9-06   | ALTA 9-06 - Restrictions, Encroachments, Minerals 2006      |
| <input type="checkbox"/> E06A009_03            | ALTA 9.3-06 | ALTA 9.3-06 - Restrictions, Encroachments, Minerals 2006    |
| <input type="checkbox"/> E06A011_00            | ALTA 11-06  | ALTA 11-06 - Mortgage Modification                          |
| <input type="checkbox"/> E06A012_00            | ALTA 12-06  | ALTA 12-06 - "M" - Aggregation 2006                         |

### 19. Highlight an endorsement in the grid

20. In the **Charge** field, enter (or verify) the amount

21. Verify a **Line** is assigned



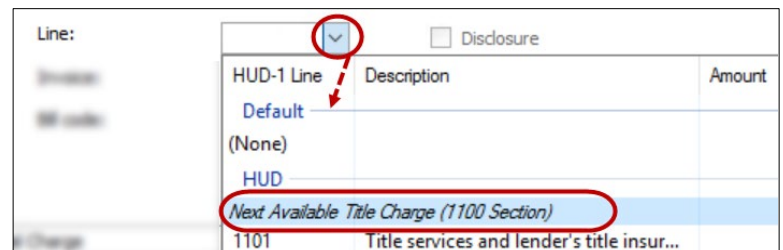
Adjustment: +/- **Charge:** **\$21.00** ☐ Taxable **Seller pay:** **1104** % **HUD: 1** ☒ Disclosure **Invoice:** **1**

For each additional endorsement,

22. Repeat **Steps 19-20**

23. Select a **Line**,

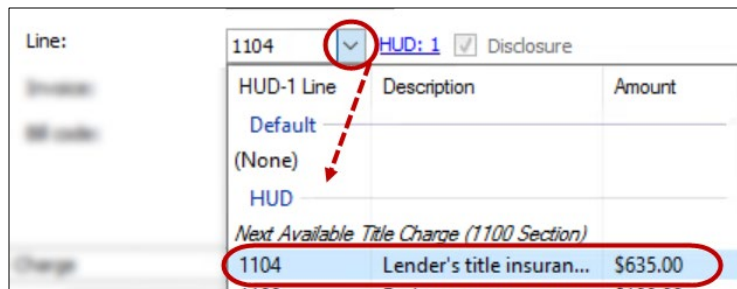
a) If charges need to be itemized, select the **Next Available Title Charge (1100 Section)** entry



**Line:** **HUD-1 Line** ☐ Disclosure

| Description                                       | Amount |
|---|--------|
| Default   |        |
| (None)  |        |
| HUD   |        |
| <b>Next Available Title Charge (1100 Section)</b> |        |
| 1101 Title services and lender's title insur...   |        |

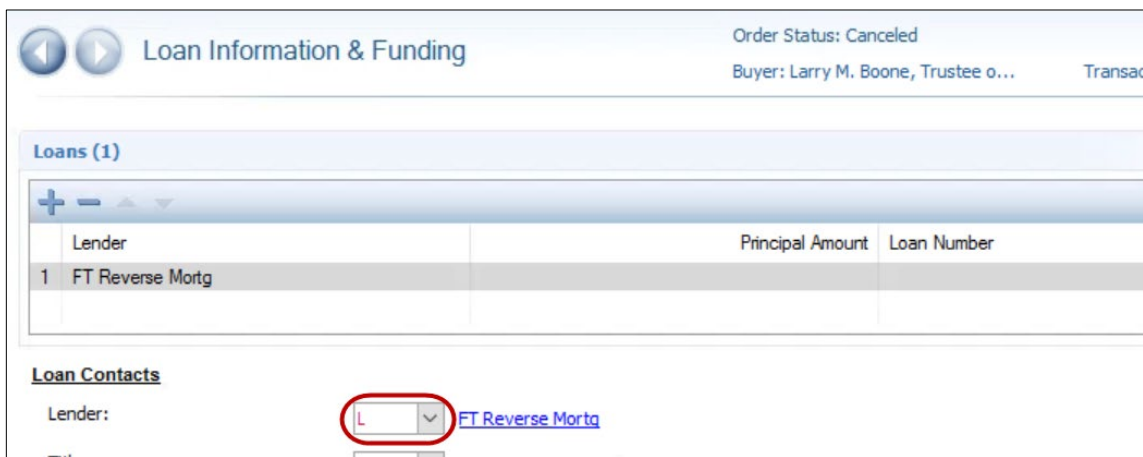
- b) If charges need to roll into the policy premium, select the same **Line** assigned to the applicable policy (i.e., Lender's or Owner's)



| Line | Description               | Amount   |
|------|---------------------------|----------|
| 1104 | Lender's title insuran... | \$635.00 |

24. Navigate to the **Loan Information & Funding** screen

25. Verify the **Lender** is selected (to associate the Lender with the loan)

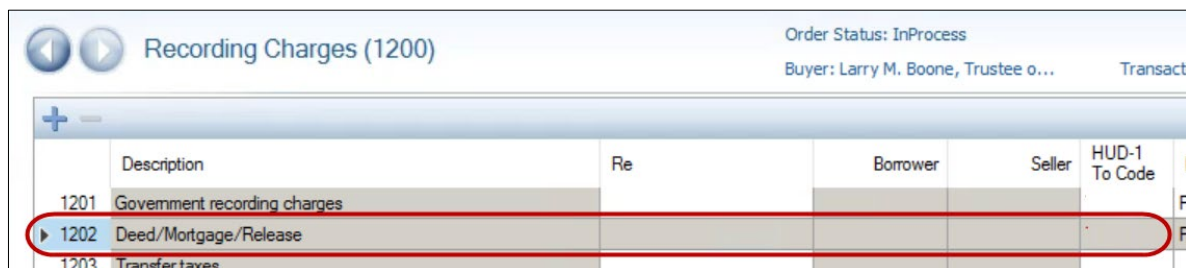


| Lender             | Principal Amount | Loan Number |
|--------------------|------------------|-------------|
| 1 FT Reverse Mortg |                  |             |

26. Navigate to the **Recording Charges (1200)** screen

27. Enter corresponding charges

- a) Highlight Line **1202** in the grid



| Description                       | Re | Borrower | Seller | HUD-1 To Code |
|-----------------------------------|----|----------|--------|---------------|
| 1201 Government recording charges |    |          |        |               |
| 1202 Deed/Mortgage/Release        |    |          |        |               |
| 1203 Transfer taxes               |    |          |        |               |

Below the grid, enter/verify the,

- b) **Amount**  
 c) **HUD-1 to = T**  
 d) **Bill code**

| Description                       | Re | Borrower | Seller | HUD-1 | HUD-1 To Name |
|-----------------------------------|----|----------|--------|-------|---------------|
| 1201 Government recording charges |    | \$600.00 |        |       |               |
| 1202 Deed/Mortgage/Release        |    |          |        |       |               |
| 1203 Transfer taxes               |    |          |        |       |               |
| 1204 City/County tax/stamps       |    |          |        |       |               |
| 1205 State tax/stamps             |    |          |        |       |               |

1202 Deed/Mortgage/Release Re:

| Fee Schedule Type | Pages | Document               | Fee Schedule | Amount   | Seller Pay % |
|-------------------|-------|------------------------|--------------|----------|--------------|
| Recording         |       | Mortgage/Deed of Trust |              | \$600.00 |              |

HUD-1 to:  Fidelity National Title Bill code:

28. Navigate to the **Additional Charges (1300)** screen

29. Enter additional charges as needed

- Description**
- Disclosure** = amount (enter in this column if it needs to roll-up to Line 1301)
- HUD-1 To Code** = select appropriate Contact; select the **G-** or **T-**Contact when entering taxes here

Additional Charges (1300) Order Status: Canceled Buyer: Larry M. Boone, Trustee o... Transaction Type: Purchase

1300. ADDITIONAL SETTLEMENT CHARGES

HUD-1:  Loan 1 - FT Reverse Mortg

| Description                                  | Re | Disclosure | Borrower   | Seller | HUD-1 To Name |
|--|----|------------|------------|--------|---------------|
| 1301 Required services that you can shop for |    |            | \$2,135.51 |        |               |
| 1302 HECM                                    |    | \$120.00   |            |        | O             |
| 1303 taxes                                   |    | \$2,015.51 |            |        | T             |

### Itemizing the Initial Draw

If you need to show the initial draw as,

- > detailed line items in-column, follow [Scenario 1, Steps 19-21](#)
- > a lump sum in-column with detail shown out-of-column, follow [Scenario 2, Steps 11-12](#)

### Balancing

Repeat [Scenario 1, Balancing Steps 25-27](#)