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).
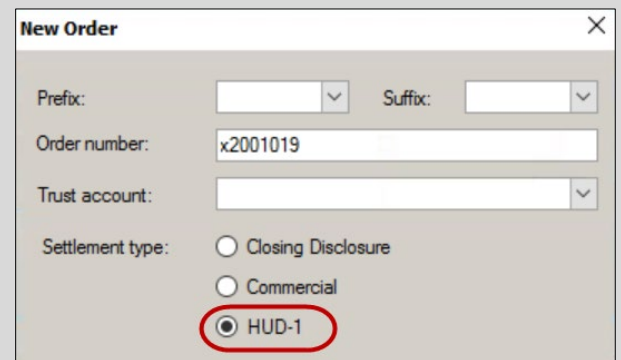
〉 Title & Escrow orders

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
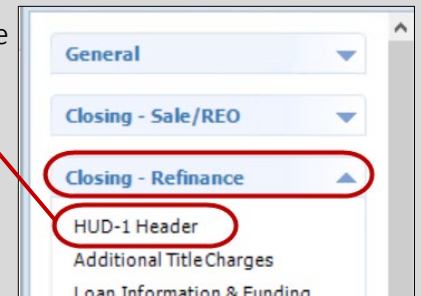
2. If you do not see **HUD-1** screens,

   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
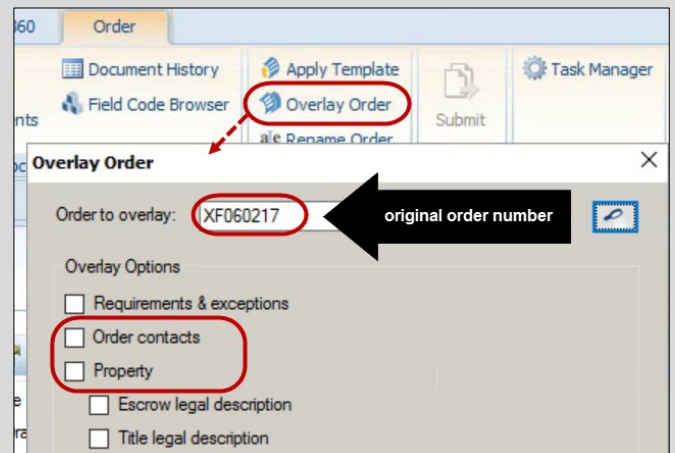
Escrow Only Orders

> **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

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

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**

Loan Information & Funding

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

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	

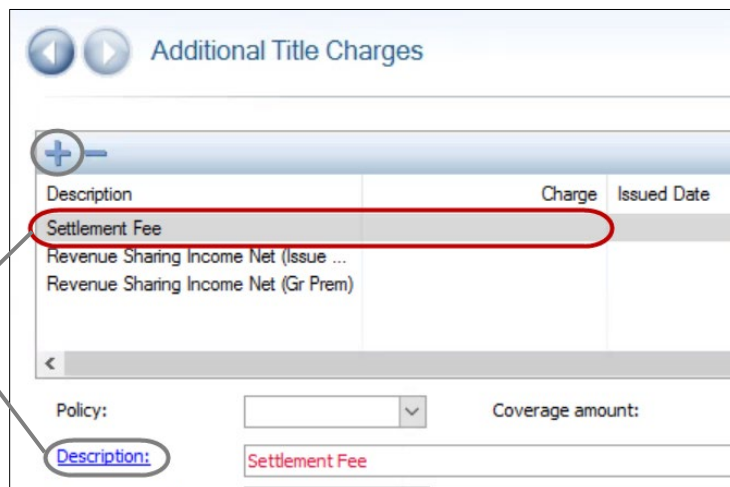|	
Loan Funding Summary...	
Loan funding type:	Net
Title company funding type:	Net

> 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.
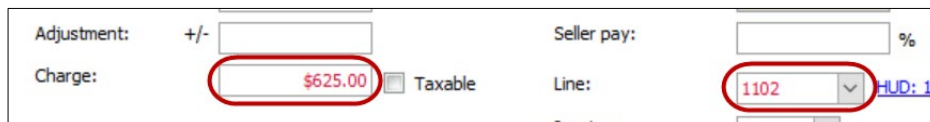
Adding your Charges

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
   >
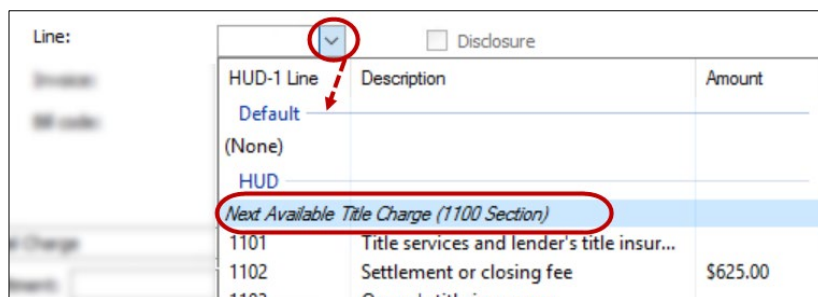   > b) Click the **Description** link to pull from the **Lookup Table**

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

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),

    a) **Amount**

    b) **HUD-1 to** = **T2**

    c) **Bill code** is blank

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

18. Enter additional charges as needed

    a) **Description**

    b) **Disclosure** = amount (enter in this column if it needs to roll-up to Line **1301**)

    c) **HUD-1 To Code** = select appropriate Contact

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

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

d) Click the **Payors** more/less bar

e) From the **Code** drop-down, select the **L**-Contact

f) Press the **ESC** key

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

Balancing

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

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

b) 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	☐		To Buyer
	1	A	Novare-Ultra Escrow, a Division of Fideli...	$675.00	☐		HUDLine 1102
	1	M	Reverse Mortgage Educators	$14,308.90	☐		HUDLine 801

Total: $39,171.13

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

Loan Information & Funding

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   Line: 202   HUD: 1
Construction/Equity first draw amount: ⑥ $317,196.75   Line: 204   HUD: 1   DRAW
Remaining balance: $40,397.25

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   Line: 202   HUD: 1
Construction/Equity first draw amount: $317,196.75   Line: ⑦ 204   HUD: 1 ⑧ DRAW
Remaining balance: $40,397.25
Loan funding provided: L   FT Reverse Mo...   Loan Funding Summary...
Loan funding amount: $327,295.65   Loan funding type: Net
Title company funding amount: $39,169.13   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.
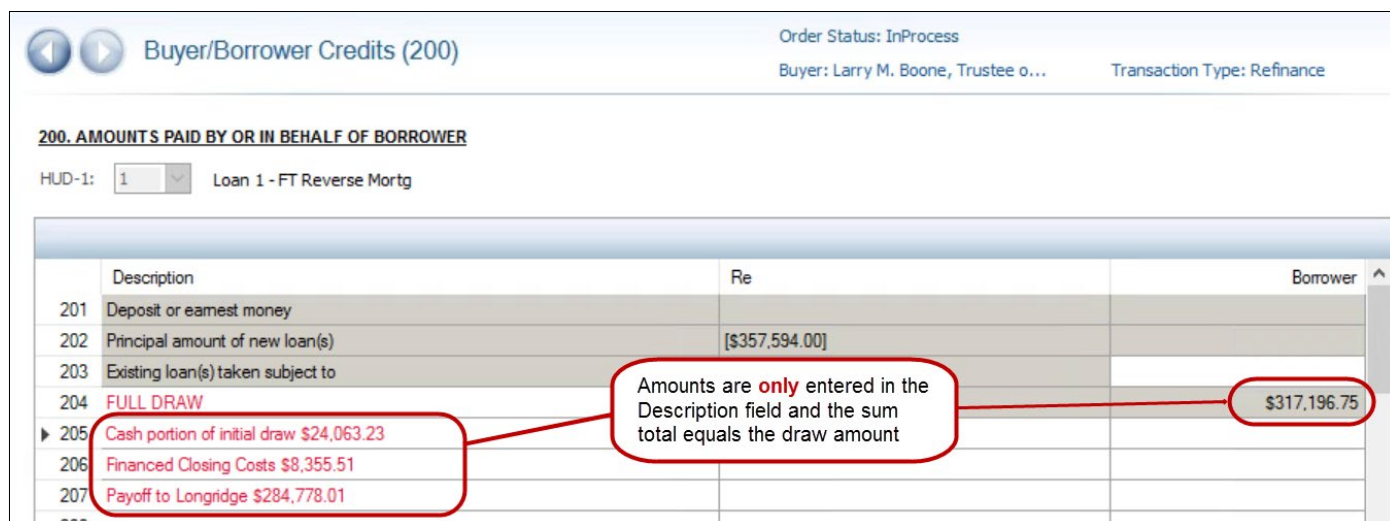
Adding your Charges

10. Repeat Scenario 1, **Steps 7-18**

Itemizing the Initial Draw

If the Lender requires the breakout of the initial draw,

11. Navigate to the **Buyer/Borrower Credits (200)** screen

12. In the **Description** field, enter the item including the amount

Balancing

13. Repeat Scenario 1, Balancing **Steps 25-27**

Title & Escrow Orders
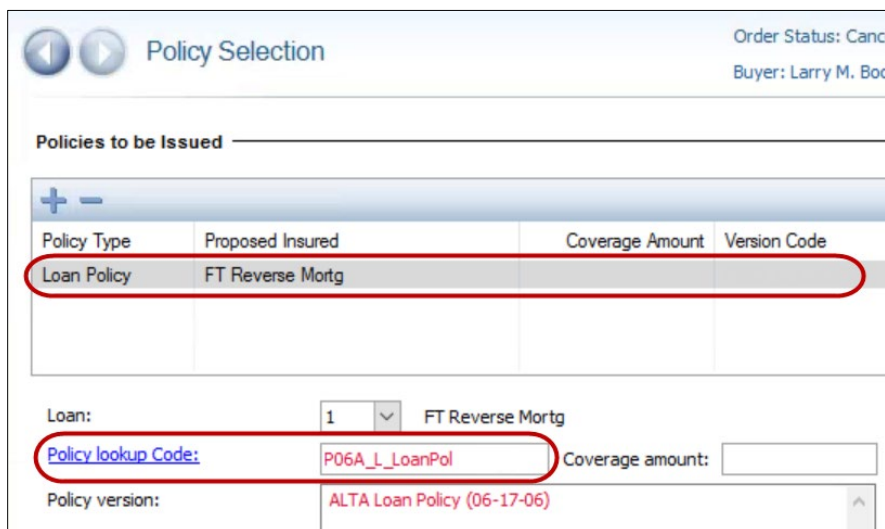
> **Scenario 3:** The loan amount appears out-of-column and the initial draw detail is entered out-of-column in the **Buyer/Borrower Credits (200)** section.
>
> NOTE: The total of the initial draw equals:
>
> 〉 If there is Cash to Borrower = Closings Costs + Payoff + Cash to Borrower
>
> 〉 If there is no Cash to Borrower = Closings Costs + Payoff

Adding your Charges
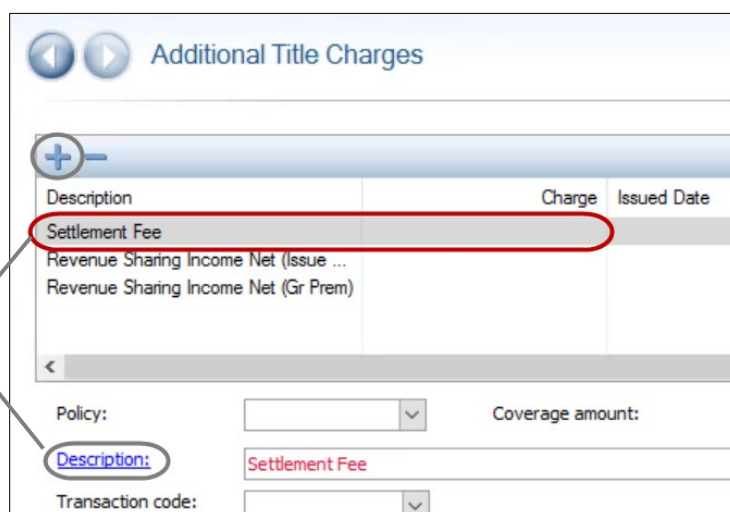
1. Navigate to the **Policy Selection** screen

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** ➕ icon
>
> b) Click the **Description** link to pull from the **Lookup Table**
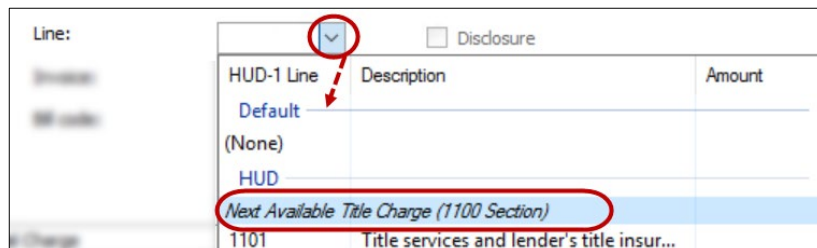
8. In the **Charge** field, enter the escrow fee

9. From the **Line** drop-down, select **1102**
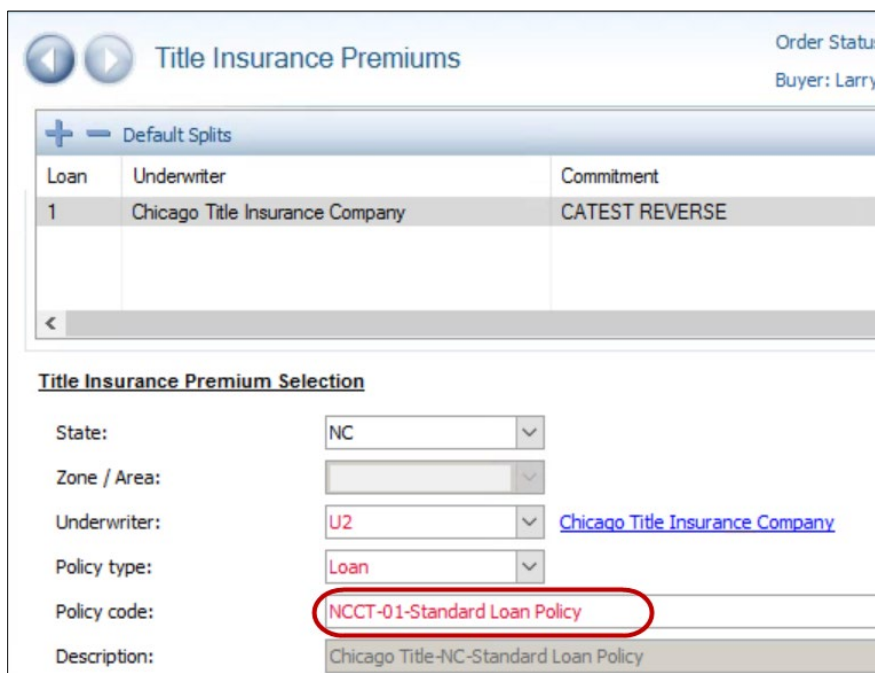
If you need to enter additional charges,

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

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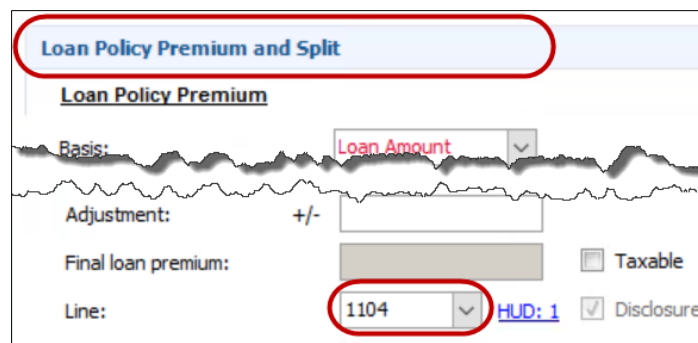
13. From the **Policy code** drop-down, select the applicable policy

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

17. Navigate to the **Endorsements** screen

18. Add your Endorsements

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

    b) Select **Add Endorsements**
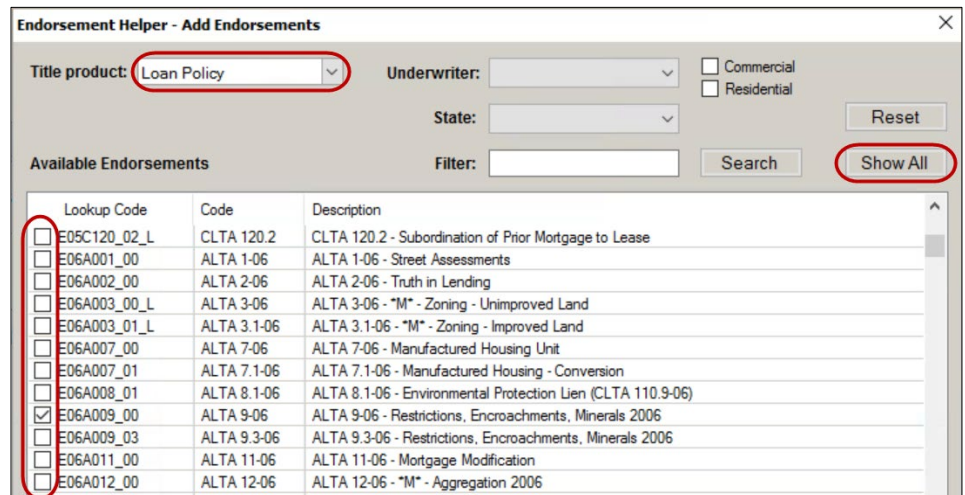
    c) From the **Title product** drop-down select the applicable policy

    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

19. Highlight an endorsement in the grid

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

21. Verify a **Line** is assigned
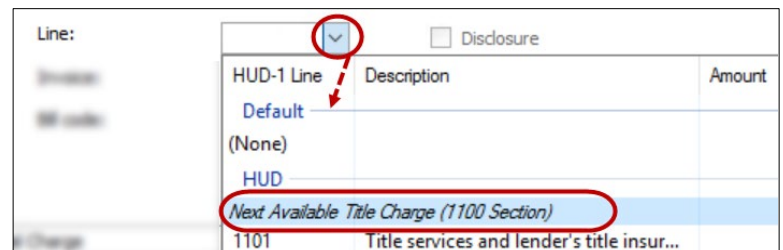
For each additional endorsement,

22. Repeat **Steps 19-20**

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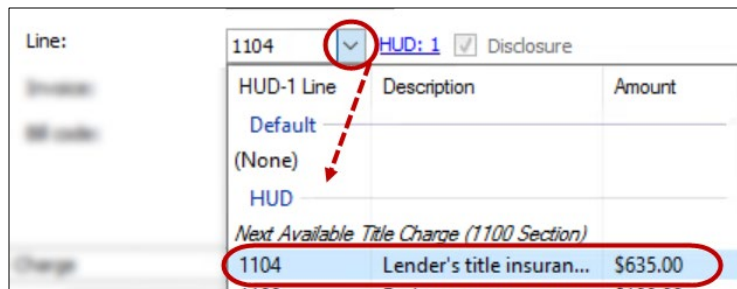
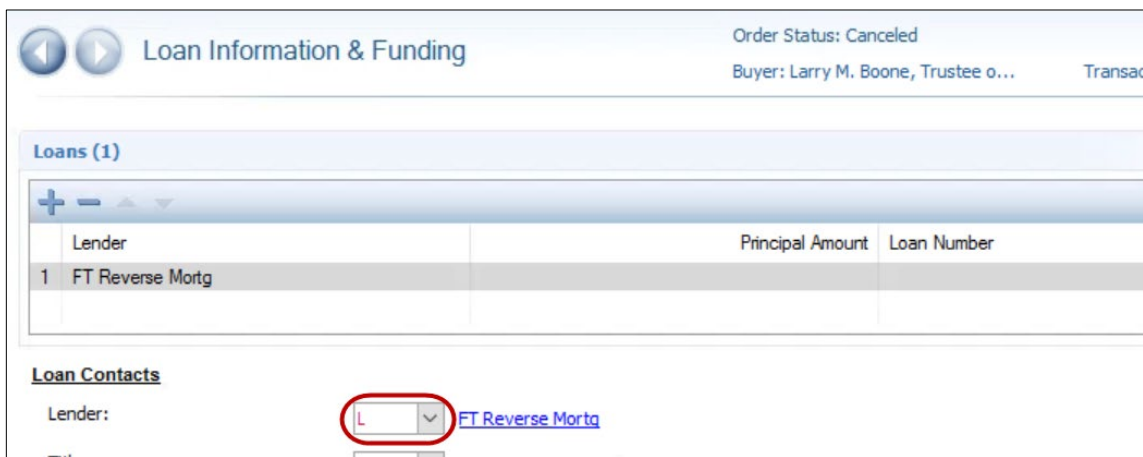   a) If charges need to be itemized, select the **Next Available Title Charge (1100 Section)** entry

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)

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

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

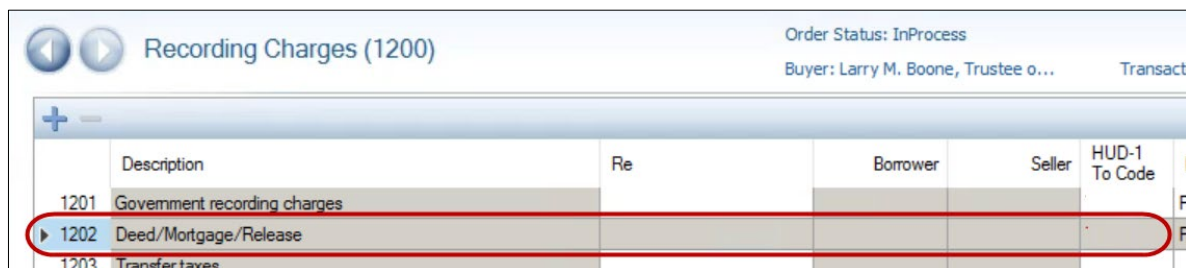26. Navigate to the **Recording Charges (1200)** screen

27. Enter corresponding charges

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

Below the grid, enter/verify the,

b) **Amount**

c) **HUD-1 to = T**

d) **Bill code**

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

29. Enter additional charges as needed

   a) **Description**

   b) **Disclosure** = amount (enter in this column if it needs to roll-up to Line **1301**)

   c) **HUD-1 To Code** = select appropriate Contact; select the **G-** or **T-**Contact when entering taxes here

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**