


Entering a “Seller Carry Back” Loan Using a CDF

Follow these steps to add a Seller-financed loan, a.k.a. “Seller Carry Back” using a CDF.

1. Open your order as you normally would

From the **Order Entry** screen,

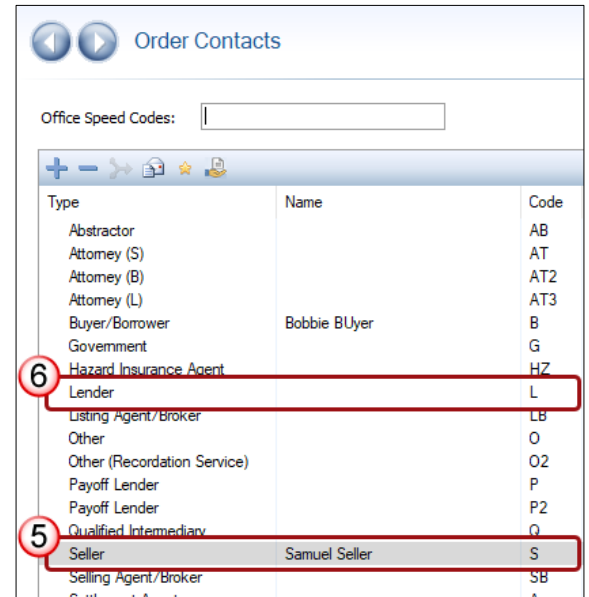
2. Enter the **Principal amount of loan**
3. Verify the **Lender** drop-down shows the L-Contact (even if not entered yet)



Principal amount of loan:

Lender:

4. Navigate to the **Order Contacts** screen
5. Verify or enter the **Seller** Contact
6. Double-click the **Lender** Contact

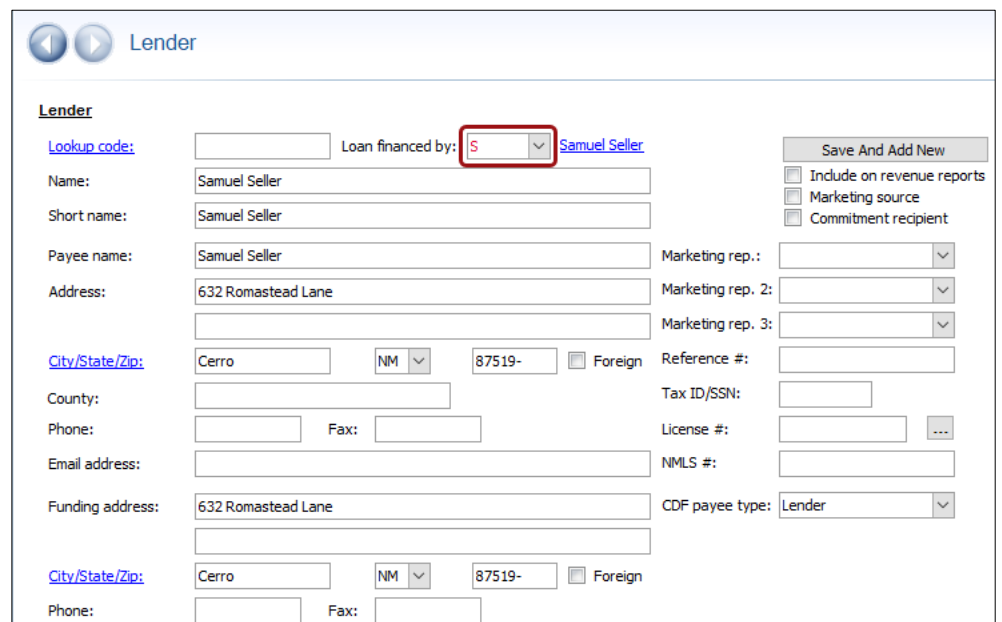


Office Speed Codes:

Type	Name	Code
Abstractor		AB
Attorney (S)		AT
Attorney (B)		AT2
Attorney (L)		AT3
Buyer/Borrower	Bobbie BUyer	B
Government		G
Hazard Insurance Agent		HZ
Lender		L
Listing Agent/broker		LB
Other		O
Other (Recordation Service)		O2
Payoff Lender		P
Payoff Lender		P2
Qualified Intermediary		Q
Seller	Samuel Seller	S
Selling Agent/broker		SB
Settlement Agent		A

7. From the **Loan financed by** drop-down, select the **S-** Contact for the Seller providing the financing

This populates the Seller Contact information entered on the corresponding **Seller** Contact screen.



Lender

Lookup code: Loan financed by: [Samuel Seller](#)

Name:

Short name:

Payee name:

Address:

City/State/Zip: ☐ Foreign

County:

Phone: Fax:

Email address:

Funding address:

City/State/Zip: ☐ Foreign

Phone: Fax:

Marketing rep.:

Marketing rep. 2:

Marketing rep. 3:

Reference #:

Tax ID/SSN:

License #:

NMLS #:

CDF payee type:

Save And Add New

☐ Include on revenue reports

☐ Marketing source

☐ Commitment recipient

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8. Navigate to the **Loan Information & Funding** screen
9. Verify the **Lender** field reflects the **L-Contact** as the Seller selected above
10. Verify/enter the **Principal amount of loan**
11. From the **Line** drop-down select the **Next Available Borrower Credit/Seller Debit (Sections L/N)** entry
12. Verify the **Loan type** and **Other description**; change if needed

Loan Information & Funding			
Loans (1)			
Lender	Principal Amount	Loan Number	
1 Samuel Seller	\$475,500.00		
Loan Contacts			
Lender:	<div>L ▾ Samuel Seller</div>		
Title company:	<div></div>		
Loan Funding			
CDF:	<div>1</div>		
Principal amount of loan:	<div>\$475,500.00</div>	Line:	<div>L.04/N.06 ▾ CDF: 1</div>
Construction/Equity first draw amount:	<div></div>	Line:	<div></div>
Remaining balance:	<div>\$475,500.00</div>	<div>Post-Closing Inspection/Handling...</div>	
Loan funding provided:	<div></div>	<div>Loan Funding Summary...</div>	
Loan funding amount:	<div></div>	Loan funding type:	<div>Gross ▾</div>
Title company funding amount:	<div></div>	Title company funding type:	<div>None ▾</div>
Loan Information			
Loan type:	<div>Other ▾</div>	Other description:	<div>Seller Financing</div>
Loan number:	<div></div>		

13. Navigate to the **Loan Terms & Payments** screen
14. In the **Loan Terms for Note, Payments, and Interim Interest** sections, complete fields as needed

Order S

Loan Terms & Payments

Loan:

1

Samuel Seller (\$475,500.00)

Loan Terms

Annual interest rate:

2.75000

%

Rate set date:

(None)

Loan Data...

Payment frequency:

Monthly

Plural:

Months

Singular:

Month

Total term years:

30

Total term months:

360

Total payments:

360

☐ Loan balance

Maximum loan balance:

☐ Prepayment penalty

Maximum prepayment penalty:

Balloon after:

year(s)

New/Extended maturity date:

(None)

Payments

First payment date:

07/01/2025

Final payment date:

06/01/2055

Principal and interest:

\$1,941.19

First payment amount:

\$1,941.19

Final payment amount:

\$1,939.41

Payment Information...

Late charge type:

Percent of Principal & Interest

after:

15

days at

1.50000

%

Late fee:

\$29.12

Interest rate after default:

2.75000

%

Interim Interest

Interim interest to be paid:

CDF Line

Line:

F.03

CDF: 1

Per diem decimal digits:

2

☐ Do not round per diem

Per diem based on:

365

days per year

☐ Use 30-day months

Per diem from date of:

Disbursement

05/15/2025

to

06/01/2025

=

17

days at

\$35.830000

per day =

\$609.11

NOTE: If Interim Interest is entered, and **CDF Line** is selected for **Interim Interest to be paid**, the **Line** is automatically assigned and the corresponding disbursement created is separate from the Seller proceeds.

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IMPORTANT: Any fees payable to the Lender (Seller) are automatically sent to a **separate** disbursement. This is separate from the Seller proceeds.

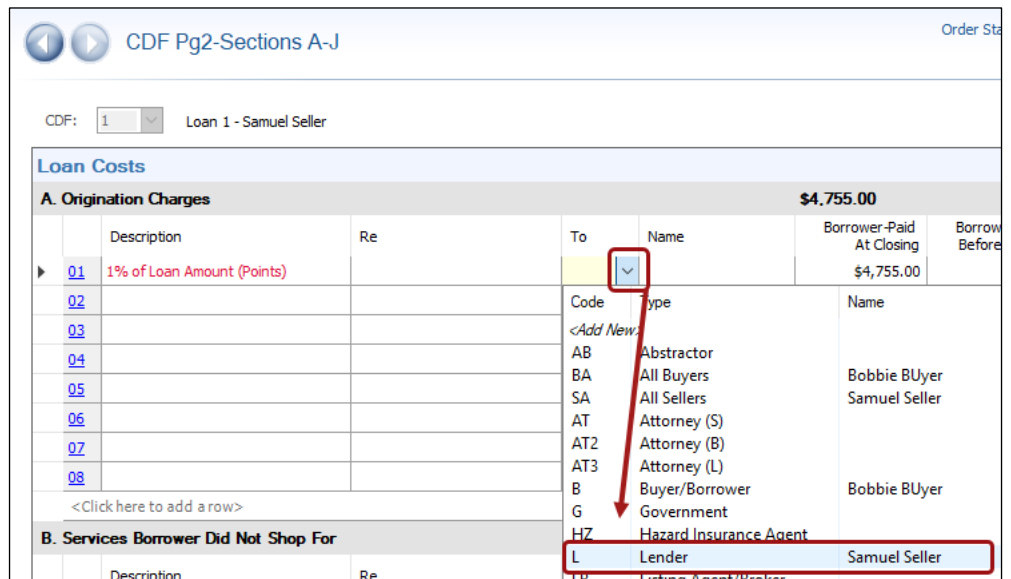
Disbursements:						
CDF	Code	Name	Amount	Held	Details	
1	S	Samuel Seller	\$24,500.00	<input type="checkbox"/>	To Seller	
1	L	Samuel Seller	\$5,364.11	<input type="checkbox"/>	Group...	

If fees are to be entered for the loan,

15. Navigate to the **CDF Pg2-Sections A-J** screen

Fees can be entered into the **Loan Costs - A. Origination Charges** section payable to the **L-Contact** and a separate disbursement is automatically created for you.

16. Enter fees as needed
17. From the **To-**code drop-down, select the **L-Seller** Contact



NOTE: If a loan policy is to be issued, the **Proposed Insured** for the Lender is not automatically populated. Navigate to the applicable screen(s) (i.e., **Commitment - Schedule A /Policy - Schedule A**) to enter the **Proposed Insured**.

Preparing a Note and/or Mortgage

From the **Documents Selection** screen,

1. Search for, and select, your documents (Notes, Deed of Trust, etc.)
2. **Preview** and distribute the document(s) as normal

