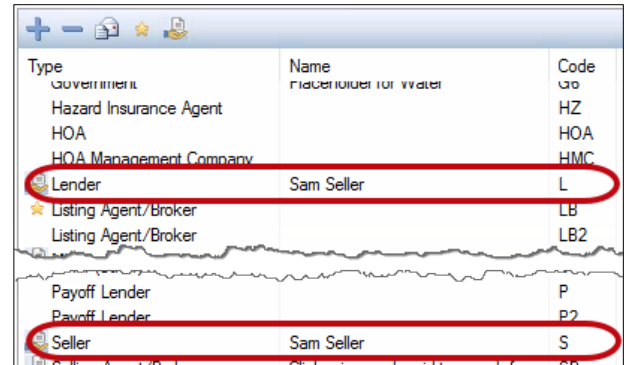


Follow these steps to add a Seller-financed loan, a.k.a. “Seller Carry Back” using a CSS.

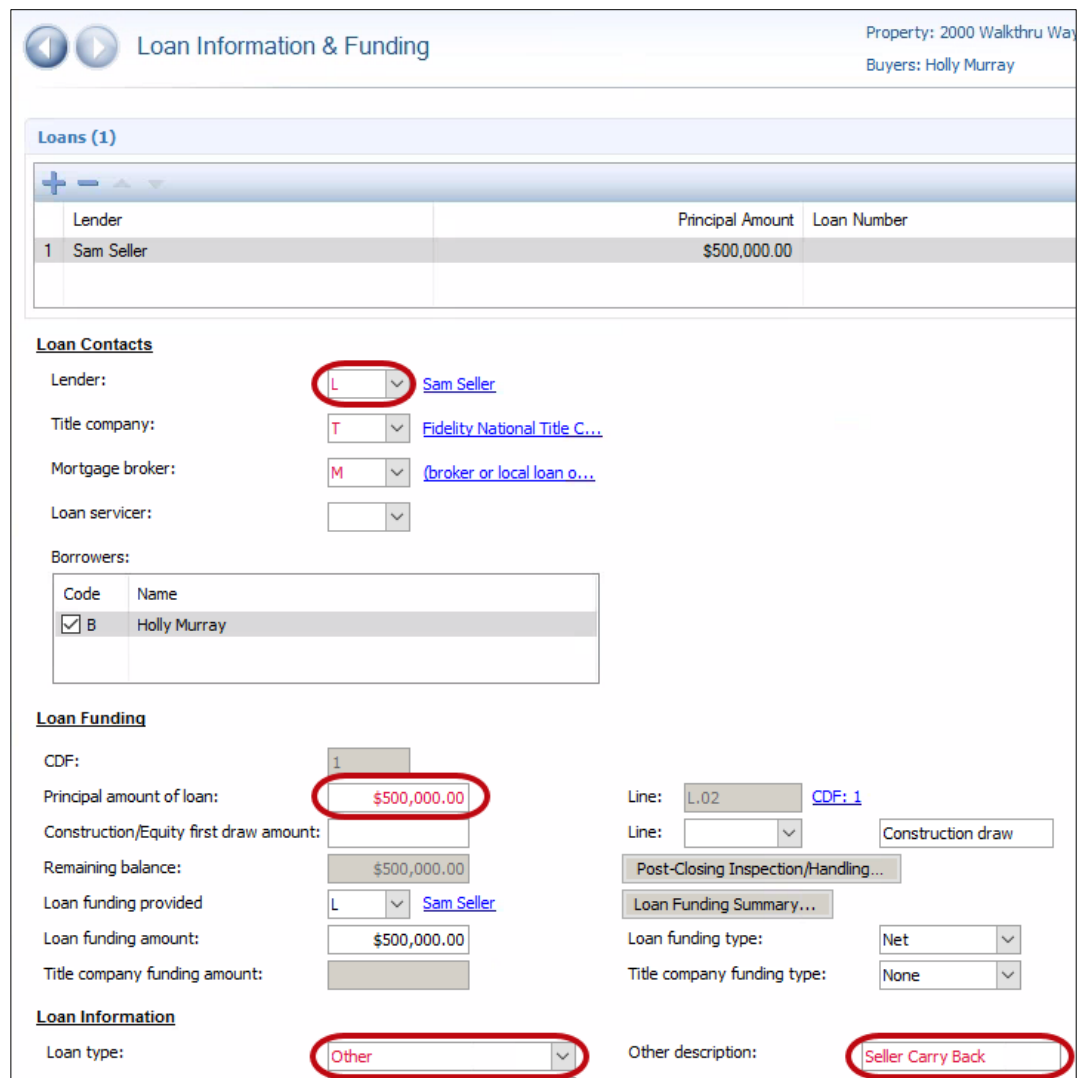
Adding the Loan(s)

1. Enter the Seller’s information for the **S**-Seller Contact
2. Enter the Seller’s information for the **L**-Lender Contact



Type	Name	Code
Government	Fidelity National Title	GO
Hazard Insurance Agent		HZ
HOA		HOA
HOA Management Company		HMC
Lender	Sam Seller	L
Listing Agent/Broker		LB
Listing Agent/Broker		LB2
Payoff Lender		P
Payoff Lender		P2
Seller	Sam Seller	S

3. Navigate to the **Loan Information & Funding** screen
4. From the **Lender** drop-down, select the **L-Contact**
5. In the **Principal amount of loan** field, enter the amount to be financed
6. From the **Loan type** drop-down, select **Other**
7. In the **Other description** field, enter *Seller Carry Back*



Property: 2000 Walkthru Way
Buyers: Holly Murray

Loans (1)

Lender	Principal Amount	Loan Number
1 Sam Seller	\$500,000.00	

Loan Contacts

Lender: **L** Sam Seller
 Title company: **T** Fidelity National Title C...
 Mortgage broker: **M** (broker or local loan o...
 Loan servicer:
 Borrowers:

Code	Name
<input checked="" type="checkbox"/> B	Holly Murray

Loan Funding


CDF: 1
 Principal amount of loan: **\$500,000.00**
 Construction/Equity first draw amount:
 Remaining balance: \$500,000.00
 Loan funding provided: **L** Sam Seller
 Loan funding amount: \$500,000.00
 Title company funding amount:
 Line: L.02 CDF: 1
 Line: Construction draw
 Post-Closing Inspection/Handling...
 Loan Funding Summary...
 Loan funding type: Net
 Title company funding type: None

Loan Information

Loan type: **Other** Other description: **Seller Carry Back**

8. Navigate to the **Statement Charges** screen
9. Locate the **Principal Amount of New Loan** entry
10. Click the **Line number** link

Statement Charges						Buyers: Purchaser with contractu...	Transaction Type: Purchase			
						Sellers: Selling Corp	Order Status: InProcess			
Total Consideration						\$1,000,000.00	\$950,000.00	\$0.00	\$1,000,000.00	
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit	Itemize
01	Purchase Price				<input checked="" type="checkbox"/>	\$1,000,000.00			\$1,000,000.00	<input type="checkbox"/>
02	Principal Amount of New Loan				<input type="checkbox"/>		\$950,000.00			<input type="checkbox"/>
03					<input type="checkbox"/>					<input type="checkbox"/>

11. In the grid, click the **Add Charge**  icon
12. Select the **Basic** entry; click **OK**
13. Enter/select the,
 - a) **To = L**
 - b) **Seller Debit** = loan amount

Total Consideration
Charges for Line 02

+

Description

Re

To

1

Principal Amount of New Loan

Details

Payors

Payees

Add Charge

Select charge type:

Basic

Proration

Payoff

Recording Transfer Tax

OK

Cancel

Help

Total Consideration
Charges for Line 02

+

Description

Re

To

Buyer Debit

Buyer Credit

Seller Debit

Seller Credit

1

Principal Amount of New Loan

\$950,000.00

2

L

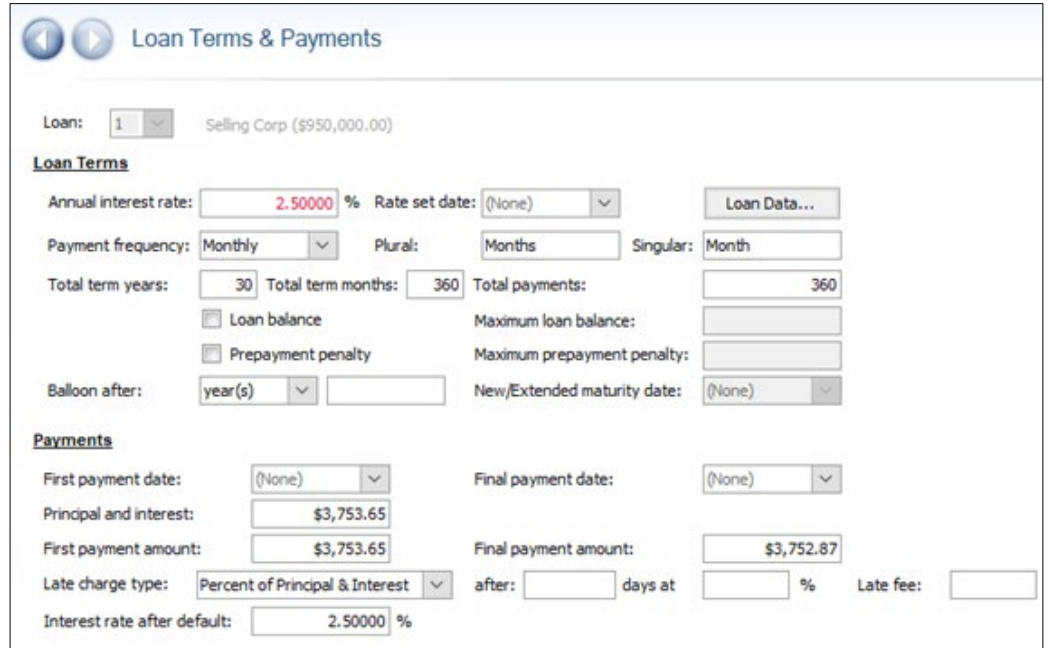
\$950,000.00

14. Click the **Close** button
15. Enter a **Description**

Total Consideration						\$1,000,000.00	\$950,000.00	\$950,000.00	\$1,000,000.00	
	Description	Re	To	Name	C/D	Buyer Debit	Buyer Credit	Seller Debit	Seller Credit	Itemize
01	Purchase Price				<input checked="" type="checkbox"/>	\$1,000,000.00			\$1,000,000.00	<input type="checkbox"/>
02	Seller Financing				<input type="checkbox"/>		\$950,000.00	\$950,000.00		<input type="checkbox"/>
03					<input type="checkbox"/>					<input type="checkbox"/>

The seller financing now displays on the Statement as a **Buyer Credit** and a **Seller Debit**.

16. Navigate to the **Loan Terms & Payments** screen
17. Enter loan details as needed



Loan Terms & Payments

Loan: 1 Selling Corp (\$950,000.00)

Loan Terms

Annual interest rate: 2.50000 % 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: (None) Final payment date: (None)

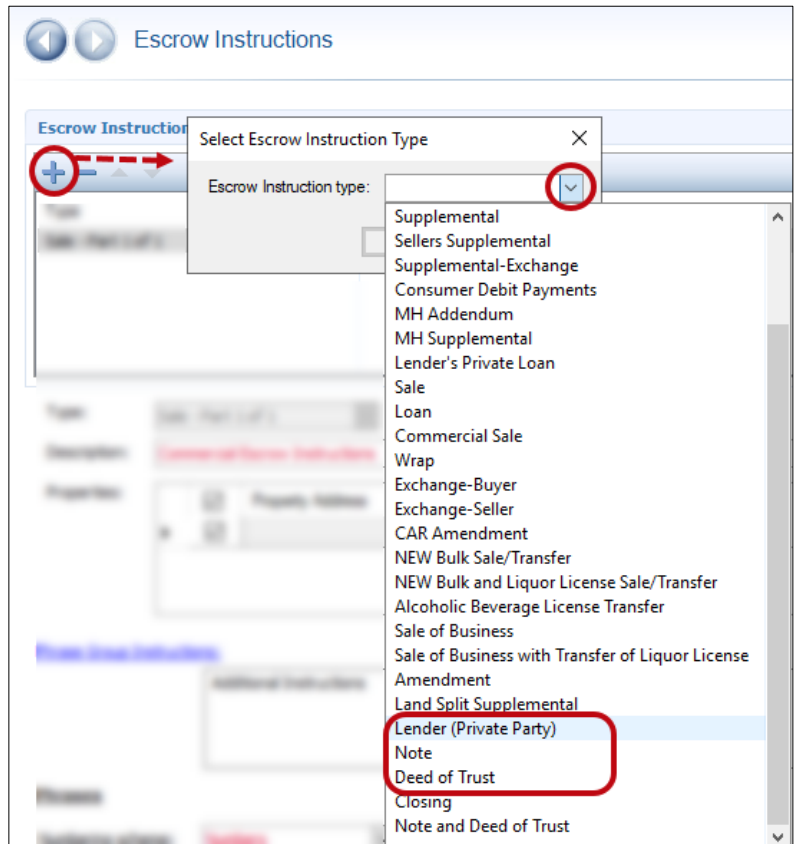
Principal and interest: \$3,753.65

First payment amount: \$3,753.65 Final payment amount: \$3,752.87

Late charge type: Percent of Principal & Interest after: days at % Late fee:

Interest rate after default: 2.50000 %

18. Navigate to the **Escrow Instructions** screen
19. Click the **Add Escrow Instructions**  icon
20. Select the applicable **Escrow Instruction type**



Escrow Instructions

Select Escrow Instruction Type

Escrow Instruction type:

- Supplemental
- Sellers Supplemental
- Supplemental-Exchange
- Consumer Debit Payments
- MH Addendum
- MH Supplemental
- Lender's Private Loan
- Sale
- Loan
- Commercial Sale
- Wrap
- Exchange-Buyer
- Exchange-Seller
- CAR Amendment
- NEW Bulk Sale/Transfer
- NEW Bulk and Liquor License Sale/Transfer
- Alcoholic Beverage License Transfer
- Sale of Business
- Sale of Business with Transfer of Liquor License
- Amendment
- Land Split Supplemental
- Lender (Private Party)**
- Note
- Deed of Trust
- Closing
- Note and Deed of Trust