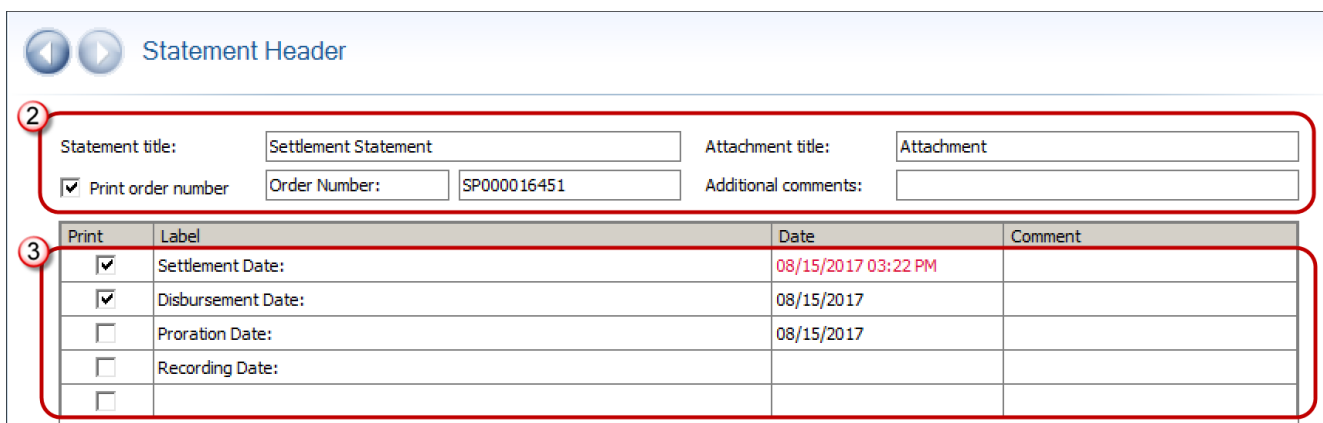


Customizing the Settlement Statement

Selecting the **Commercial Settlement Type** when opening your order allows you to tailor your Settlement Statement to fit the needs of the transaction. Follow these steps to customize the Settlement Statement.

Customizing the Statement Header

1. Navigate to the **Statement Header** screen
2. Enter/select the,
 - a) **Statement title** – name appearing on the settlement statement
 - b) **Attachment title** – name appearing on the attachment, if used
 - c) **Print order number** check box; you may overwrite the name field to change the description
 - d) **Additional comments** – appears to the right of the order number
3. Select/enter the date(s) you wish to appear on the Statement (the **Label** and **Date** fields may be overwritten)
 - a) Check the check box for the applicable date(s) to print on the Statement
 - b) Add a **Comment** for each label (this appears to the right of the date on the Statement)
 - c) Add a custom date field with your own **Label**, **Date** and **Comment**



Statement Header

2

Statement title: Attachment title:

☒ Print order number Order Number: Additional comments:

3

Print	Label	Date	Comment
<input checked="" type="checkbox"/>	Settlement Date:	08/15/2017 03:22 PM	
<input checked="" type="checkbox"/>	Disbursement Date:	08/15/2017	
<input type="checkbox"/>	Proration Date:	08/15/2017	
<input type="checkbox"/>	Recording Date:		
<input type="checkbox"/>			

REMINDER: Changing a date in any of these fields,

- > changes the date on the document
- > updates the order
- > may change amounts calculated based on the corresponding date

4. Adjust the Buyers and/or Sellers information

NOTE: Contact information for the Buyers/Borrowers, Sellers, Lenders and Settlement Agent flows from the **Order Contacts** screen. Manually entering contact information on this screen does not update the corresponding **Order Contacts** screen.

- a) Check the **Print on attachment** check box to print all of the names on the **Attachment** page

Buyers/Borrowers

☒ Print on attachment

Header:

Attachment:

Buyer: See Attachment

Include:

- ☐ Relationship
- ☒ Vesting
- ☐ Interest language
- ☒ Address

Samuel L Smith, an unmarried man
33 Dover Way
Abingdon, VA 24212

Smith Foundation, a Limited Liability Company
1634 Darby Lane
Albuquerque, NM 87105

- b) Select the label you wish to display for the **Buyer/Borrowers** and/or **Sellers**
- c) From the **Include** box, check the corresponding check box for the additional information you wish to appear

Sellers

☐ Print on attachment

Seller: John Walton and Olivia Walton, as to an undivided 1/2 interest
Lot 1, 123-126 Main Street
Albuquerque, NM 87105

Include:

- ☐ Relationship
- ☐ Vesting
- ☒ Interest language
- ☒ Address

Zeb Walton, as to an undivided 1/4 interest
Lot 1, 123-126 Main Street
Albuquerque, NM 87105

5. Select (or enter) **Lenders** information

- a) Check the appropriate check box (header or attachment) if you wish to have **Lenders** information displayed
- b) From the **Include** box, check the applicable check box(es) to include the information

Lenders

☒ Print on header

☐ Print on attachment

Header:

Attachment:

First Ever Savings and Loan
4800 Dream Home Place
Raleigh, NC 27609
Loan Number: Loan #12-111111

Include:

- ☒ Address
- ☒ Loan number

6. Include the **Property(ies)**

- › Check the **Print on attachment** check box to print the property(ies) on the **Attachment** page
- › From the **Include** box, check the applicable check box(es) for those items you wish to display

Property(ies)

☐ Print on attachment

Header:

Attachment:

Lot 1, 123-126 Main Street
Albuquerque, NM 87105

Lot 2, 123-126 Main Street
Albuquerque, NM 87105

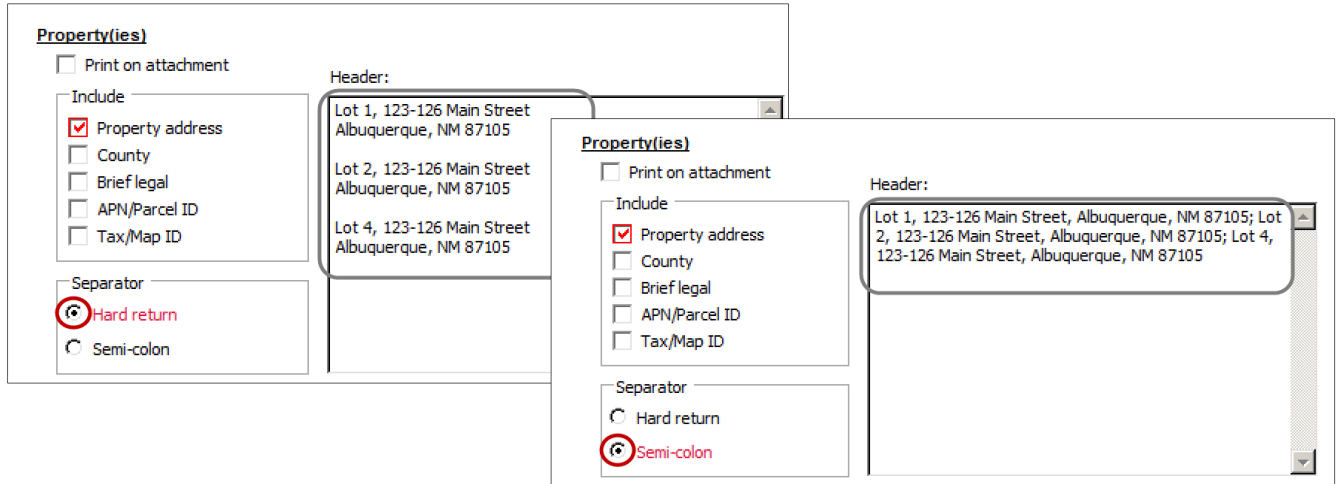
Lot 4, 123-126 Main Street
Albuquerque, NM 87105

Include:

- ☒ Property address
- ☐ County
- ☐ Brief legal
- ☐ APN/Parcel ID
- ☐ Tax/Map ID

Customizing the Settlement Statement

- › Multiple properties may be listed with a,
 - » **Hard return** – each property is shown on its own line
 - » **Semi-colon** – properties are shown on the same line separated with a semi-colon



Property(ies)

☐ Print on attachment

Include:

- ☒ Property address
- ☐ County
- ☐ Brief legal
- ☐ APN/Parcel ID
- ☐ Tax/Map ID

Separator:

☒ Hard return

☐ Semi-colon

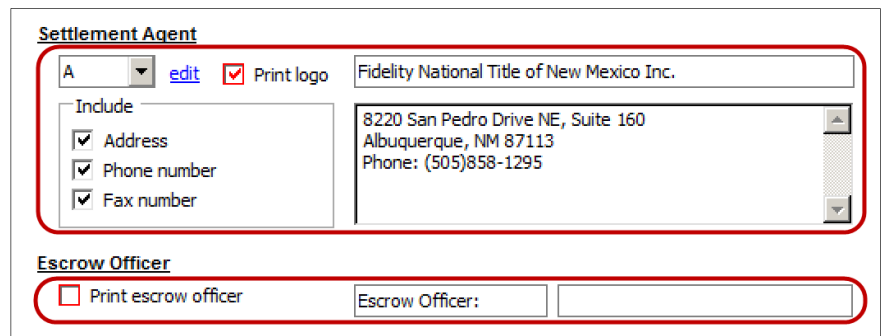
Header:

Lot 1, 123-126 Main Street
Albuquerque, NM 87105

Lot 2, 123-126 Main Street
Albuquerque, NM 87105

Lot 4, 123-126 Main Street
Albuquerque, NM 87105

7. Select the information you wish to include for the **Settlement Agent**
8. Check the check box to include the **Escrow Officer's** name
9. Enter the **Escrow Officer's** name



Settlement Agent

A ☒ Print logo

Include:

- ☒ Address
- ☒ Phone number
- ☒ Fax number

Fidelity National Title of New Mexico Inc.

8220 San Pedro Drive NE, Suite 160
Albuquerque, NM 87113
Phone: (505)858-1295

Escrow Officer

☐ Print escrow officer

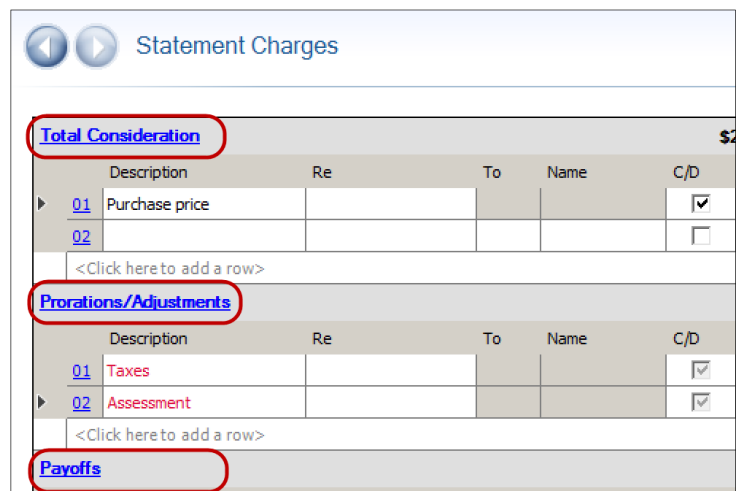
Escrow Officer:

Customizing the Statement Charges

The **Statement Charges** screen has no mandated sections or lines, and allows you to enter charges directly on the Settlement Statement.

The default settings are to display sections for,

- › **Total Consideration**
- › **Prorations/Adjustments** – entries in this section are set to credit/debit by default
- › **Payoffs** – entries in this section are set as a payoff by default
- › **Loan Charges**
- › **Title/Escrow Charges**
- › **Recording Charges**
- › **Miscellaneous Charges**



Statement Charges

Total Consideration

Description	Re	To	Name	C/D
01 Purchase price				<input checked="" type="checkbox"/>
02				<input type="checkbox"/>

<Click here to add a row>

Prorations/Adjustments

Description	Re	To	Name	C/D
01 Taxes				<input checked="" type="checkbox"/>
02 Assessment				<input checked="" type="checkbox"/>

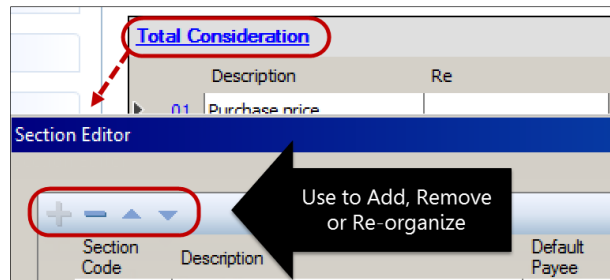
<Click here to add a row>

Payoffs

Customizing the Settlement Statement

Clicking the section name link opens the **Section Editor** window. From this window, you may

- › Add a new section
- › Remove an existing section
- › Re-organize the sections by moving sections up/down
- › Rename an existing section
- › Default settings for a section may be set to,
 - » Identify a specific Payee for all charges entered in that section
 - » A specific Charge Type (i.e., basic, percent, proration, payoff)
 - » Credit/Debit entry for an entire section
 - » Print the Payee for each entry
 - » Print a subtotal for each section
 - » De-activate a section so it does not appear on the Settlement Statement but remains in the grid





Section Code	Description	Default Payee	Default Charge Type	Default C/D	Print Payee	Print Subtotal	Active
CON	Total Consideration		Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PRO	Prorations/Adjustments		Proration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PAY	Payoffs		Payoff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LOAN	Loan Charges		Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TITL	Title/Escrow Charges		Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Escrow Charges	A	Basic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REC	Recording Charges	A	Basic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MISC	Miscellaneous Charges		Basic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Customizing the Statement Signatures & Footer

From the **Statement Signatures & Footer** screen you may,

- › Set the Buyer/Seller Signatures to print to the,
 - » Estimated statement
 - » Final statement
 - » Separate page



Statement Signatures & Footer

Signatures

☒ Print signatures on estimated statement
 ☐ Print signatures on final statement

☒ Print a reference to separate page:
☐ Print a reference to separate page:

Customizing the Settlement Statement

- › Set up the Qualified Intermediary signature(s)
 - › **Include** is the default setting
 - › Use the Contact **Code** link to open the Contact screen, if necessary
 - › Signature block may be modified on this screen

Qualified Intermediary Signatures		
Include	Code	Signature
<input checked="" type="checkbox"/>	Q	1031 Exchange Service Center BY: _____

- › If needed, add a Settlement Agent Acknowledgement
- › Include the Settlement Agent Signature

Settlement agent acknowledgment Lookup code: _____ _____	<input type="checkbox"/> Print settlement agent signature Fidelity National Title of New Mexico Inc. BY: _____ Fidelity National Title of New Mexico Inc.
--	--

- › Select (or enter) the **Buyer/Borrower** or **Seller** acknowledgement
- › Buyer/Borrower and Seller signature blocks
 - › **Include** is the default setting
 - › Use the Contact **Code** link to open the corresponding Contact screen, if necessary
 - › Signature block may be modified on this screen (writes back to the Contacts screen)

Buyer/Borrower acknowledgment Lookup code: BYRIND County OF I, , a Notary Public for the of and State of , do hereby certify that Samuel L Smith, an unmarried man and Smith Foundation personally	Seller acknowledgment Lookup code: _____ _____
--	--

Include	Code	Signature	Include	Code	Signature
<input checked="" type="checkbox"/>	B	Samuel L Smith	<input checked="" type="checkbox"/>	S	John Walton
<input checked="" type="checkbox"/>	B2	Smith Foundation BY: _____ Johnathon J. Jingle President	<input checked="" type="checkbox"/>	S2	Olivia Walton
					Zeb Walton

- › Enter **Additional comments** to appear on the last page of the Settlement Statement
- › Enter **Footer** language

Additional comments on last page: These comments appear on the last page only.
Footer Center footer: Anything entered here appears at the bottom of every page