

SOFTPRO SELECT

RELEASE NOTES



JANUARY, 2018

Testing Release Date: January 4, 2018

Production Release Date: January 19, 2018



JANUARY RELEASE NOTES

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JANUARY RELEASE NOTES

ALL STATES/SITES

DOCUMENTS

Escrow

1099 Certification for No Report Information (Legal)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT OH	N/A	433151	

Revised to keep to one page in most scenarios.

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Wire Fraud Alert Notice

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT Kingman, AZ	N/A	433321	SSCORPD5584.doc

New document. Render to view complete document.



Inquire before you wire!

WIRE FRAUD ALERT

This Notice is not intended to provide legal or professional advice. If you have any questions, please consult with a lawyer.

All parties to a real estate transaction are targets for wire fraud and many have lost hundreds of thousands of dollars because they simply relied on the wire instructions received via email, without further verification. **If funds are to be wired in conjunction with this real estate transaction, we strongly recommend verbal verification of wire instructions through a known, trusted phone number prior to sending funds.**

In addition, the following non-exclusive self-protection strategies are recommended to minimize exposure to possible wire fraud.

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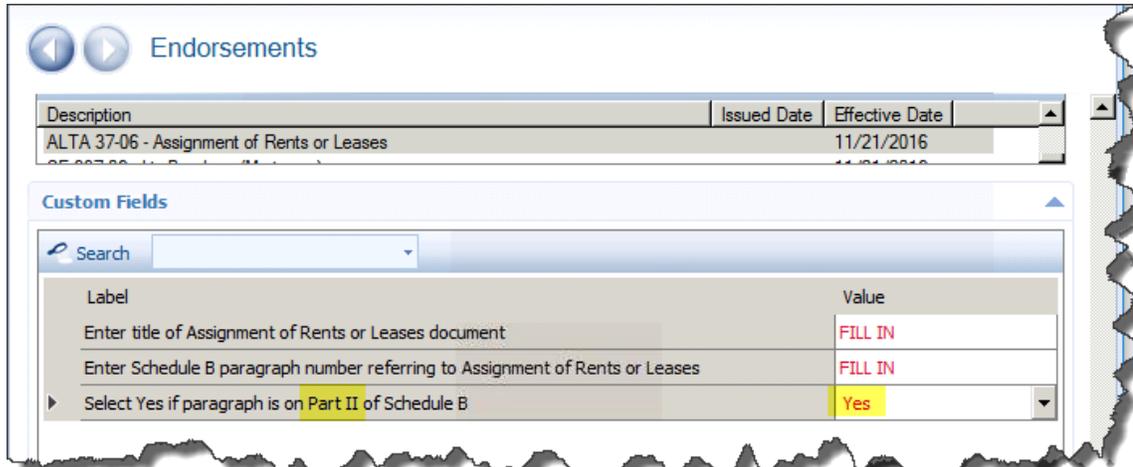
JANUARY RELEASE NOTES

Title

ALTA 37-06 - Assignment of Rents or Leases

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Ohio	n/a	433957	

A field has been added to allow the optional language "of Part II" to populate when needed. When 'Yes' is selected from the drop-down, "of Part II" will be included in the language. (When left as "No", the language will not be included.)



Endorsements

Description	Issued Date	Effective Date
ALTA 37-06 - Assignment of Rents or Leases		11/21/2016

Custom Fields

Search: []

Label	Value
Enter title of Assignment of Rents or Leases document	FILL IN
Enter Schedule B paragraph number referring to Assignment of Rents or Leases	FILL IN
Select Yes if paragraph is on Part II of Schedule B	Yes

ENDORSEMENT - ALTA 37-06

ASSIGNMENT OF RENTS OR LEASES

Issued By:



CHICAGO TITLE INSURANCE COMPANY

Attached to Loan Policy Number:

**X2013100007 - CP Test WI -
PROFORMA**

Charge: \$125.00

1. The insurance provided by this endorsement is subject to the Exclusions from Coverage, the Exceptions from Coverage contained in Schedule B, and the Conditions in the policy.
2. The Company insures against loss or damage sustained by the Insured by reason of:
 - a. any defect in the execution of the FILL IN referred to in paragraph FILL IN of Part II of Schedule B; or
 - b. any assignment of the lessor's interest in any lease or leases or any assignment of rents affecting the Title and recorded in the Public Records at Date of Policy other than as set forth in any instrument referred to in Schedule B.

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REPORTS

Batch State Dated Check

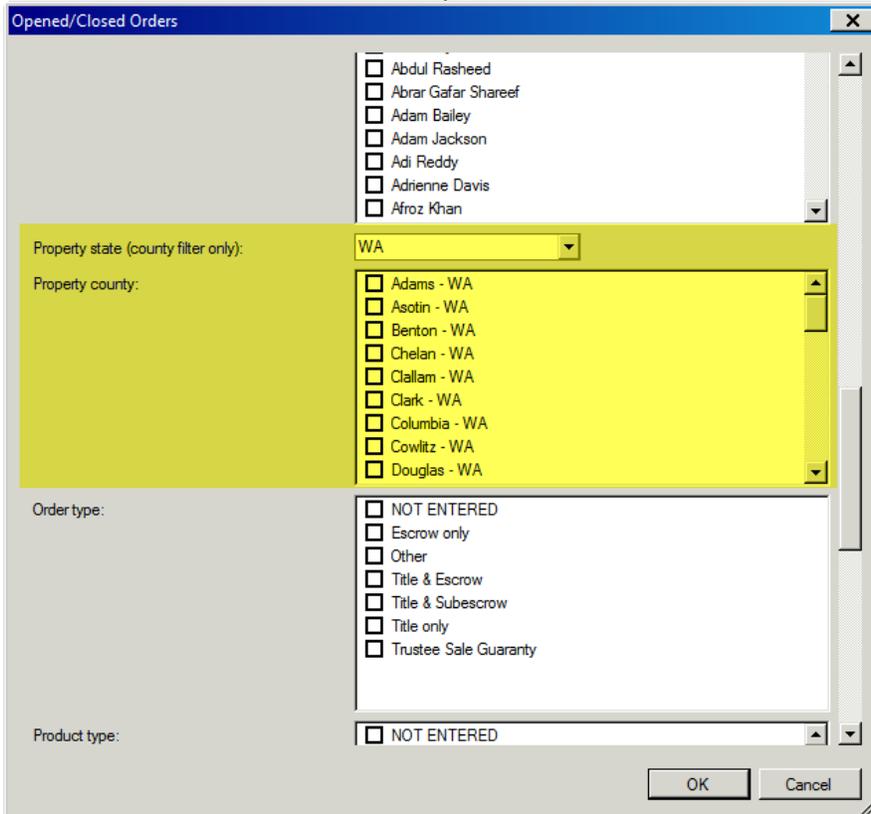
NEW/MOD MOD	REQUESTED BY CT CA	FOOTPRINTS No(s).	TFS No(s). 428550	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> Added option in "Select Return Office" drop down as 'Escrow Office'. This will print the address of the office selected in the escrow office drop down, {{Order.Escrow.Office}} in the order. 				

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Disbursements by Payee

NEW/MOD MOD	REQUESTED BY FT WA	FOOTPRINTS No(s).	TFS No(s). 429472	FILE NAME (NEW ITEMS ONLY)
----------------	-----------------------	-------------------	----------------------	----------------------------

- On parameter screen under the Disburse picklist added
 - State drop-down and default to all
 - Property county picklist
 - When the state is selected in the dropdown it will filter to the counties in that state



The screenshot shows a dialog box titled "Opened/Closed Orders" with the following sections:

- Payee List:** A list of names with checkboxes: Abdul Rasheed, Abrar Gafar Shareef, Adam Bailey, Adam Jackson, Adi Reddy, Adrienne Davis, Afroz Khan.
- Property state (county filter only):** A dropdown menu currently set to "WA".
- Property county:** A list of counties in Washington with checkboxes: Adams - WA, Asotin - WA, Benton - WA, Chelan - WA, Clallam - WA, Clark - WA, Columbia - WA, Cowlitz - WA, Douglas - WA.
- Order type:** A list of order types with checkboxes: NOT ENTERED, Escrow only, Other, Title & Escrow, Title & Subescrow, Title only, Trustee Sale Guaranty.
- Product type:** A dropdown menu currently set to "NOT ENTERED".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

2. When the excel all option is chosen add payee address column between Payee Name and Payee Type. Pull full address.

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Dormant Ledgers

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	IL		429614	
<ul style="list-style-type: none"> Added Settlement Agent Lookup Code picklist to parameter screen between Branch and escrow officer/closer picklists 				

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New/Updated Lookup Codes

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	WA		429925	
<ul style="list-style-type: none"> When format for excel checkbox on parameter screen is checked, a column is added between Order Number and Closer columns labeled "Order Status" and will pull current {{Order.Status}} 				

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Order Tasks

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	IL		428611	
<ul style="list-style-type: none"> Added Settlement Agent Lookup Code picklist to parameter screen between Branch and escrow officer/closer picklists 				

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Orders by Contact

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	CORP		428814	
<ul style="list-style-type: none"> Added a column at the end of the report labeled "SSN/TIN". In the column we will show one of three items "SSN", "TIN" or "None". This will look to the Tax ID field on all non-buyer or seller contacts.{{Order.Contacts.TaxID}}. <ul style="list-style-type: none"> Buyer or seller this will look at the SSN field when individual is selected or Tax ID when Organization is selected. <ul style="list-style-type: none"> SSN = if the user entered an SSN. Need to look to see if the value entered in the Tax ID and/or SSN field is set to SSN format XXX-XX-XXXX Tax ID = same logic as the SSN, but look for value Tax ID format XX-XXXXXXX None = the field is blank Note: for buyer and seller contacts that are individuals just look at buyer or seller individual 1 {{Order.Sellers.Individual1.SSN}} Column was added to Excel export (at end). When the report is ran for a contact that does not exist in the order populate new column with 'N/A' 				

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SPAdmin-Custom Source of Business Export & Missing Fields				
NEW/MOD MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s). 429434,431640	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> • Changed operation names as follows <ul style="list-style-type: none"> ○ Renamed “DANE COUNTY” to “DANE TITLE” (changed name and use all caps) ○ Renamed “CTI NW Indiana” to “CTI NW INDIANA” (changed to all caps) ○ Renamed “Title Guarantee of Hawaii” to “TITLE GUARANTY OF HAWAII” (changed spelling and use all caps) • Added new flash codes: <ul style="list-style-type: none"> ○ FTGL / Title Guarantee of Hawaii / Michael Pietsch as: ○ ('FTGL','Michael Pietsch','Title Gurantee of Hawaii') ○ FCTM / CTI NW Indiana / Kathy Smith as: ○ ('FCTM','Kathy Smith','CTI NW Indiana') • Suppressed Profiles <ul style="list-style-type: none"> ○ if profile then do not include on report = Default\PI\CPU\Ohio\CT\FCDC\Joint Ventures + decendants then will not include on report ○ if profile then do not include on report = Default\PW\FDLC\JointVenture + decendants then will not include on report • Added new product types to exclude by description and description contains: <ul style="list-style-type: none"> ○ description is: <ul style="list-style-type: none"> ▪ Report ▪ Judgement Search ▪ Prelim ▪ Mortgage Modification Guarantee ▪ Subdivision Guarantee ○ description contains: <ul style="list-style-type: none"> ▪ %Litigation Guarantee% • Note: updated programming notes. 				

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Weekly Summary of Business Worksheet

NEW/MOD MOD	REQUESTED BY FT IL	FOOTPRINTS No(s).	TFS No(s). 429106	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> ▪ Added a new check box (default unchecked) "Include additional comm/const counts" <ul style="list-style-type: none"> ○ When uncheck - no changes to the report ○ When checked 3 new rows are inserted between the Resale Opened and Other Opened rows in the opened and closed WTD and MTD section. These will not have the R or C designations, just total number in the cell for each week column. ▪ New Rows: <ul style="list-style-type: none"> ○ Commercial Opened = any order opened where {{Order.IsCommercial}} check box is True ○ Construction Opened = shows residential and commercial in the same box with the R and C designations that the WTD and MTD uses now with the following logic: <ul style="list-style-type: none"> ▪ Commercial Construction Opened = any order opened where {{Order.IsCommercial}} check box is True and {{Order.IsConstruction}} is True ▪ Residential Construction = any order opened where {{Order.IsCommercial}} check box is False and {{Order.IsConstruction}} is True ○ Total Construction = any order opened where {{Order.IsConstruction}} check box is True ▪ Rows repeat these in Opened WTD and MTD as well Closed WTD and MTD. In the closed section be sure to change all the labels from opened to closed, like Commercial Opened will show as Commercial Closed. ▪ These counts will not be used in Totals for each section as they should already be accounted for. The same should hold true for the Averages. 				

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JANUARY RELEASE NOTES

ARIZONA

DOCUMENTS

Escrow

Automated Disbursement Program Authorization (Recipient)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426435	AZD1225.doc

New document. Render to view complete document.



**AUTOMATED DISBURSEMENT PROGRAM
AUTHORIZATION (RECIPIENT)**

Thank you for choosing to join the [Johns Title Insurance Company](#) Automated Payment Program. By authorizing LoanCare Servicing Center Inc. ("Servicing Agent") to electronically deposit your payments you gain many valuable benefits including:

- **\$2.00 Monthly Discount:** Enrolling in the Automated Payment Program can save you Two And No/100 Dollars (\$2.00) every month. (depending on your fee schedule)
- **Quick Access to your Money:** Because we will automatically transfer the money to your account, you will have access to it much quicker than if it went through the mail.
- **No Need to stand in line at the Bank:** The Automated Payment Program eliminates the need to stand in line at the bank to deposit a check.
- **Peace of Mind:** You won't have to worry about losing a check. Your money is deposited into your account quickly, safely and on time.

Just fill out the form below and return it to: [Johns Title Insurance Company, 4564 Poplar Grove, Raleigh, NC 12323-4244](#) or fax to [\(919\)987-9876](#).

We/I authorize Servicing Agent to initiate or change electronic transactions to the specified account at the named financial institution in satisfaction of obligations incurred pursuant to the obligations described in the account setup form and related documents ("Agreement"). The amount of the credit or debit may be adjusted from time to time to reflect applicable provisions of the Agreement as they relate to the undersigned's obligations, to correct any errors or in the event that the financial institution fails to honor any transaction in full, including a failure due to

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JANUARY RELEASE NOTES

Automated Payment Program Authorization (Payor)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426426	AZD1219.doc

New document. Render to view complete document.



**AUTOMATED PAYMENT PROGRAM
AUTHORIZATION
(Payor)**

Company Name

Thank you for choosing to join the **Chicago Name** Automated Payment Program. By authorizing **Chicago Name** Servicing Center Inc. ("Servicing Agent") to electronically receive your payments you gain many valuable benefits including:

- **\$2.00 Monthly Discount:** Enrolling in the Automated Payment Program can save you Two And No/100 Dollars (\$2.00) every month. (depending on your fee schedule).
- **Easy "Hands-Free" Payments:** We will automatically transfer the money from your account and apply it to your monthly payment.

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Lease Addendum

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426422	AZD1218.doc

New document. Render to view complete document.



LEASE ADDENDUM

Company Name

This addendum is made to the Account Setup Form previously entered into between _____ ("Recipient") and LoanCare Servicing Center Inc. ("Servicing Agent") on the _____ day of _____, 20____ because Recipient has directed Servicing Agent to collect rents due on the subject property from _____ ("Lessee, Tenant or Payor") under a lease entered into between Recipient and Payor ("Lease") and process said payments as described herein.

1. **Term of the Lease/Rental Agreement:** Commences on _____ of _____, 20____

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JANUARY RELEASE NOTES

LoanCare Fee Schedule (Mohave)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426432	AZD1223.doc

New document. Render to view complete document.



MOHAVE FEE SCHEDULE

 **Company Name**

Account Setup Fee	Waived
Account Maintenance Fee	
Monthly	\$15.00
Quarterly	\$45.00
Semi-Annual	\$90.00
Annual	\$180.00
Automatic Withdrawal Discount off Monthly Charges	-\$4.00
File Cancellation Fee	\$100.00

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LoanCare Flyer

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426436	AZD1226.doc

New document. Render to view complete document.



 **LOANCARE**
A SERVICELINE COMPANY

SELLER FINANCING

ALTERNATIVE FINANCING SOLUTIONS THAT HELP MOVE PROPERTIES

Comprehensive Account Management Solutions

Whether you're financing the sale of your home or you're a seasoned real estate investor, there are complex account management requirements that come with seller-financed mortgages. But you don't have to be a bank to manage the process. LoanCare can do it for you.

Seller Financing Services Include:

- Computerized Accounting
- 24/7 online access to your

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JANUARY RELEASE NOTES

Memorandum (Impound Requirements)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426430	AZD1221.doc

New document. Render to view complete document.


MEMORANDUM

The following is the documentation needed for servicing an Impound Account:

1. Authorization for Impound Account, which needs to be completed and signed by all parties. Such authorization will need to be accompanied by a currently paid tax receipt with status of taxes due on the property involved in the proposed transaction and the tax account number, payment schedule and mailing address of where to send tax payment. We will need the expired portion of taxes plus two (2) months.

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Memorandum (New Account with Note and Deed of Trust)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426438	AZD1227.doc

New document. Render to view complete document.


MEMORANDUM

The following are the documents and fees needed to service an account with a **Note and Deed of Trust**:

1. Original Note
2. Copy of Deed of Trust with original to follow after recording
3. Direction for Full Release and Reconveyance
4. Account Servicing Agreement
Needs to be completed and signed by all parties to the account.
5. Fee Schedule
Needs to be signed by all parties and return with the setup package.

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JANUARY RELEASE NOTES

Methods to Make a Payment

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426431	AZD1222.doc

New document. Render to view complete document.



Company Name

LOANCARE PAYMENT METHODS

Our office in Phoenix, Arizona – 426 N. 44th St., Suite 350, Phoenix, AZ 85008
 Our office in Prescott, Arizona – 1871 E. State Route 69, Prescott, AZ 86301

Automatic Withdrawal – Your payment can be automatically deducted from your checking or savings account. It's safe, convenient, free, and you'll never have to worry about making a late payment. Simply complete and return the enclosed form today and receive a Two And No/100 Dollars (\$2.00) discount off your monthly processing fee (depending on current fee structure)

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Standards for Lease-Rental Agreement

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	426434	AZD1224.doc

New document. Render to view complete document.



CHICAGO TITLE COMPANY

**ACCOUNT SERVICING STANDARDS FOR A
LEASE/RENTAL AGREEMENT**

SERVICING FEES
 The **Account Set-Up** fee and the **Account Closing** fee will be collected in advance and remitted with the servicing file at set up. In addition to the regular monthly rent installment, Servicing Agent will charge the **Standard Monthly Processing** fee (see Payments below) at the rates stated in the Schedule of Services and Fees currently in effect.

LEASE TERMS
 The documents deposited with Servicing Agent must clearly define the following:

1. the term of the lease
2. the date that rent begins
3. the date that payments are due
4. the rent amount

and when provided for:

1. any late charge provisions
2. any sums to collect in addition to rent
3. any sums to disburse from Recipient/Seller/Lessor's funds

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JANUARY RELEASE NOTES

Waiver of Septic Transfer

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	LoanCare Account (AZ)	N/A	433131	AZD1228.doc

New document. Render to view complete document.



Company Name

WAIVER OF ON-SITE WASTEWATER
TREATMENT FACILITY TRANSFER

Melissa G. Smith
Escrow Office Name
100 Main Street
Place, AZ 92025

Date: January 10, 2018
Escrow No.: JM CD Test-MGS

Arizona Administrative Code, AACR-18-9-A316 requires that any person selling or transferring ownership of a property serviced by an on-site wastewater treatment facility (including a conventional septic tank system or an alternative on-site wastewater treatment facility) must retain a qualified Inspector to inspect the facility within six (6) months prior to transferring ownership of the property. An inspector that is qualified under AACR-18-9-A316 must complete the Report of Inspection form and provide it to the Seller as required by the Code. If there is more than one (1) onsite system in use on the property, the inspector shall complete a Report of Inspection for each system. Before the Transfer date (close of escrow) of the property, the Seller shall provide the Buyer with the complete Report of Inspection and any other documents in their possession that relate to the permitting or operation of the facility. Within fifteen (15) calendar days after the date of property transfer (close of escrow), the Buyer shall submit a completed Notice of Transfer form for the change of ownership and file it with the applicable agency.

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JANUARY RELEASE NOTES

CALIFORNIA

DOCUMENTS

Escrow

593s

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT SoCal	N/A	432145	

Added Tax ID/SSN to the 593 Form (2018) - Tax Statement. Removed all client information from the 593-I, 593-C and 593-E Forms.

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Buyer's Funding Release Instructions to Lender

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Settlement	N/A	431169	

Revised document to remove the right of rescission language on owner occupied purchase transactions.

OWNER OCCUPIED LOANS

If the day following the end of Borrower's 3-day right of rescission period is a business day before a weekend or holiday, Borrower instructs escrow holder as follows (BORROWER TO INITIAL ONLY ONE SELECTION):

- ___/___ 1. Request Borrower's loan funds from new lender(s) ("Funding") as soon as possible following **end of 3-day right of rescission**. Borrower understands that in selecting this option, if Funding and Closing occurs on the business day BEFORE a weekend or holiday, Borrower will be paying interest on both the new loan and existing loans for a greater number of days than if Funding and Closing occurred on the business day AFTER a weekend or holiday.

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JANUARY RELEASE NOTES

Cashier's Check Request

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT SoCal	N/A	430862	SCA0002836.doc

New document. Render to view complete document.

 <h2 style="margin: 0;">Company Name</h2>	<p style="text-align: right;">100 Main Street Place, CA 92025 Phone: (800)111-2222 / Fax: (800)222-3333</p> <h3 style="text-align: center; margin: 10px 0;">CASHIER'S CHECK REQUEST</h3> <p>To: Jane Doe First Test Trust Bank Fax: (111)222-3333 Email: Email goes here</p> <p>This is your authorization to issue a Cashier's Check as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 10px;">Check payable to:</td> <td style="padding: 2px 10px;">Lien Search name</td> </tr> <tr> <td style="padding: 2px 10px;">Check amount:</td> <td style="padding: 2px 10px;">\$1,500.00</td> </tr> <tr> <td style="padding: 2px 10px;">Reference information:</td> <td style="padding: 2px 10px;">Credit Card Fee</td> </tr> </table>	Check payable to:	Lien Search name	Check amount:	\$1,500.00	Reference information:	Credit Card Fee
Check payable to:	Lien Search name						
Check amount:	\$1,500.00						
Reference information:	Credit Card Fee						

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JANUARY RELEASE NOTES

Commercial (Notice of Acceptance)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT San Diego	N/A	430494	

Revised document to show "Escrow Holder" rather than "Escrow Agent". Also corrected "there under" in paragraph C to be one word, "thereunder".

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EI Sale (Buyer and Seller) (EIS)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Settlement	N/A	433163	

Under the Additional Instructions Section for EI Sale (Buyer and Seller) (EIS), revised the 'Who is paying for the Owner's Policy and escrow fees?' prompt to be separate prompts, and separated out the verbiage.

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Owner Info Request

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT CA	N/A	432698	

Added bankruptcy section for Seller version.

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JANUARY RELEASE NOTES

PCORs

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Settlement	N/A	431706	

Updated all PCORs to include the Buyer/Transferee information (as it did on the old version) to the FOR ASSESSOR'S USE ONLY section.

BOE-502-A (P1) REV. 13 (06-17)

PRELIMINARY CHANGE OF OWNERSHIP REPORT
 To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A *Preliminary Change of Ownership Report* must be filed with each conveyance in the County Recorder's office for the county where the property is located.

FOR ASSESSOR'S USE ONLY

Bob L. Buyer and Betty A. Buyer 1 Buyer Fwd Address San Diego, CA 86401	_____ ASSESSOR'S PARCEL NUMBER 11-123 _____ SELLER/TRANSFEROR Sam E. Seller and Sally A. Seller _____ BUYER'S DAYTIME TELEPHONE NUMBER () _____ BUYER'S EMAIL ADDRESS
---	---

L J

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Preliminary Change of Ownership (PCOR - Addtl Info - Pg3,4)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT SoCal	N/A	432695	

Removed page numbers to match original.

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Recordable Housing Fee Exemption Language

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Settlement	N/A	432169	

Added "The undersigned declares exemption under the following:" fro San Luis Obispo County ONLY. Also, removed "concurrently" from the exemptions for ALL counties.

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JANUARY RELEASE NOTES

Recording Document Cover Page (4)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	San Luis Obispo	N/A	433589	SCA0002837.doc

New document. Functions as the old Recording Document Cover Page used to, allowing users to enter the prompt for who to return the document to.

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Recording Document Cover Pages

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Santa Clara	N/A	431780	

Documents will now prompt for contact to return to which allows users to choose more than one contact type and a cover sheet will render for each contact chosen. Also, added the ability for user to choose to add signature section and dates lines when necessary. Signature choices include both buyer/borrower and seller.

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Release of Lien Maturated Installment

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Sacramento	N/A	431673	

Revised signature section to pull the Lender/Mortgagee field.

NOTICE TO JUDGMENT DEBTOR: If this is an acknowledgment of full satisfaction of judgment, it will have to be recorded in each county shown in item 6 above, if any, in order to release the judgment lien, and will have to be filed in the office of the Secretary of State to terminate any judgment lien on personal property.

Dated: January 4, 2018

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Mortgagee Name

Existing Judgment for loan 1234

Is the signer an individual?

Existing Liens

Instrument type: Judgment

MERS registration #:

Mortgagor/Mortgagee Information

Given by (Borrower/Mortgagor): Mortgagor Name

In favor of (Lender/Mortgagee): Mortgagee Name

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JANUARY RELEASE NOTES

Vesting Information Forms (4)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Alameda Contra Costa	N/A	430834	

Added property information to the top right section.



Company Name

VESTING INFORMATION

Date: January 3, 2018
Title No.: T2 Ref
Escrow No.: JM CD Test-MGS
Esc. Officer: Melissa G. Smith
Property: 1 Property Address
City, IL 49503

Bob L. Buyer and Betty A. Buyer
1 Buyer Fwd Address
San Diego, CA 86401

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REPORTS

RLC Opened/Closed Orders

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	CA		429428	

- For Report Type = Closed Details the end column now will show Date Disbursed/Closed Date. The disbursement date column will populate with the WSOB closed date.

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JANUARY RELEASE NOTES

COLORADO

REPORTS

EPU Task Summary/Productivity by Employee

NEW/MOD MOD	REQUESTED BY CT/CT CO	FOOTPRINTS No(s).	TFS No(s). 429490	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none">The Record Docs-Returned task was removed from the CO- Standard EPU tasks list				

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JANUARY RELEASE NOTES

FIRST TITLE

DOCUMENTS

Escrow

Letter (Policy Cover)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Memphis	N/A	430922	

Removed the digital signature image for Memphis operations only.

Enclosed please find your title insurance policy on the above referenced loan. If you have any questions with regard to your policy, please feel free to contact our office.

We appreciate the opportunity to be of service.

Sincerely,



Joseph D. Kirby
Closing Specialist
joe.kirby@email.com

jm

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JANUARY RELEASE NOTES

Title

ALTA 14-06 - Future Advance - Priority

ALTA 14.1-06 - Future Advance - Knowledge

ALTA 14.2-06 - Future Advance - Letter of Credit

SE 275 - Future Advance Non Obligatory - Illinois

SE 292 - Revolving Credit - Illinois

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Underwriting	n/a	434405	

Per direction of underwriting counsel, the ALTA 14-06, ALTA 14.1-06 and ALTA 14.2-06 endorsements should not be issued for properties in the state of Illinois. These endorsements have been modified to display a message upon rendering specifying that the SE 275 (Future Advance Non Obligatory - Illinois) and SE 292 (Revolving Credit - Illinois) endorsements should be issued instead for IL properties. SE 275 and SE 292 have been added to the lookup table and are available to be issued for IL properties, if needed.

(The ALTA 14.3-06 for reverse mortgages is still available for issue within the state of IL, as well as other states.)

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JANUARY RELEASE NOTES

FLORIDA

DOCUMENTS

Escrow

Letter (HOA Information Request)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Tampa	N/A	433115	

Revised "Special Assessments" section.

<p><u>SPECIAL ASSESSMENTS</u></p> <p>Special Assessments: _____</p> <p>Outstanding Balance fee: \$ _____</p> <p>Nature of Assessment: _____</p> <p>Payments of \$ _____ are made Monthly/Quarterly/Annually (Circle One)</p> <p>Pay Period: _____</p> <p>A Late Payment fee of \$ _____ will be charged on the _____.</p> <p>Outstanding Balance: \$ _____ as of: _____. Last Payment made: _____</p> <p>Next Payment Due: _____</p>

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JANUARY RELEASE NOTES

HAWAII

DOCUMENTS

Escrow

Form N-288 (2018)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FT HI	N/A	434347	HID1133.doc

New document. Render to view complete document.

FORM N-288 (REV. 2017)	STATE OF HAWAII—DEPARTMENT OF TAXATION HAWAII WITHHOLDING TAX RETURN FOR DISPOSITIONS BY NONRESIDENT PERSONS OF HAWAII REAL PROPERTY INTERESTS	2018
 NDF171	Complete Lines 1 - 6. (NOTE: References to "married" and "spouse" are also references to "In a civil union" and "civil union partner," respectively.) (Copy A of Form(s) N-288A and your check or money order MUST be attached.)	
To Be Completed by the Transferee/Buyer Required to Withhold		
1 Name of transferee/buyer Bob L. Buyer and Betty A. Buyer		Identification Number: <input type="checkbox"/> SSN or <input type="checkbox"/> FEIN

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Form N-288A (2018)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FT HI	N/A	434347	HID1134.doc

New document. Render to view complete document.

FORM N-288A (Rev. 2017)		STATE OF HAWAII—DEPARTMENT OF TAXATION STATEMENT OF WITHHOLDING ON DISPOSITIONS BY NONRESIDENT PERSONS OF HAWAII REAL PROPERTY INTERESTS	THIS SPACE FOR DATE RECEIVED STAMP			
 NFF171	Copy A	2018				
For State of Hawaii, Department of Taxation. See Instructions on back of this copy.			<table border="1" style="width: 100px; height: 20px;"> <tr> <td></td> <td></td> <td></td> </tr> </table>			

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JANUARY RELEASE NOTES

Form N-288C (2018)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FT HI	N/A	434347	HID1135.doc

New document. Render to view complete document.

FORM N-288C (Rev. 2017)	STATE OF HAWAII—DEPARTMENT OF TAXATION APPLICATION FOR TENTATIVE REFUND OF WITHHOLDING ON DISPOSITIONS BY NONRESIDENT PERSONS OF HAWAII REAL PROPERTY INTERESTS	THIS SPACE FOR DATE RECEIVED STAMP			
 NCF171	For calendar year 2018 or other tax year beginning • _____, 2018 and ending • _____, 20____				
<p>(NOTE: References to "married" and "spouse" are also references to "in a civil union" and "civil union partner," respectively.)</p> <p>NOTE: DO NOT file this form unless you have received notification from the Department of Taxation that we have received your withholding payment.</p>					
<input type="checkbox"/> Address Change		<table border="1" style="width: 100%;"><tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr></table>			

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JANUARY RELEASE NOTES

ILLINOIS

DOCUMENTS

Escrow

PTAX-203

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT IL	N/A	433111	

Revised document to ensure amounts pull to items 19-21 after a change in procedure for reports affected this section.

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JANUARY RELEASE NOTES

REPORTS

Title Production				
NEW/MOD MOD	REQUESTED BY CT IL	FOOTPRINTS No(s).	TFS No(s). 429502	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> • Added new checklist task start times <ul style="list-style-type: none"> ○ Task Contains "Title Update Underwriting 1" ○ Task Contains "Title Update Underwriting 2" ○ Task Contains "Title Update Underwriting 3" 				

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Corporate Invoice				
NEW/MOD MOD	REQUESTED BY IL	FOOTPRINTS No(s).	TFS No(s). 429929	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> • When Profile = Default\P\IL\FT\EPU - FTIL\FT Chicago Metro + descendants, Sales Rep will be suppressed 				

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JANUARY RELEASE NOTES

INDIANA

DOCUMENTS

Escrow

Letter (Chain of Title)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT IN Commercial	N/A	433513	

Removed the prompt for months of search and replaced it with a new text prompt to enable a variety of scenarios (ie 26 month, 50 year, 100 year, etc.)

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Personal Undertaking

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	N/A	433993	

Removed "and not shown by the public records" from the second paragraph.

AND WHEREAS, the Company in its search and examination preparatory to fulfilling said request has determined that the title to said Real Estate appears to be subject to: Any lien, or right to a lien, for services, labor, or material heretofore or hereafter furnished, imposed by law ~~and not shown by the public records.~~

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Sales Disclosure (2011) - Commercial (CTNW Indiana only)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CTNW Indiana	N/A	433708	

For Chicago Title Northwest Indiana only, revised so that #7 looks to an attached Exhibit A page. Additionally, #6 was revised to pull in the Buyer's Forwarding address if entered (if not entered, it will pull in Buyer's current address.

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JANUARY RELEASE NOTES

REPORTS

Corporate Invoice

NEW/MOD MOD	REQUESTED BY CT IN	FOOTPRINTS No(s).	TFS No(s). 432717	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> When profile = Default\P\CPU\Indiana\CT\FGPM\120 Indianapolis Commercial + Descendants the Title Officer field will be suppressed 				

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Orders Received

NEW/MOD NEW	REQUESTED BY FT IN	FOOTPRINTS No(s).	TFS No(s). 429078	FILE NAME (NEW ITEMS ONLY) DOC_SSCORP5333 - Orders Received
----------------	-----------------------	-------------------	----------------------	---

New Report added to SPS

- **General:**
 - Title – Orders Received
 - Tree location – IN Order Reports Folder
- **Parameters:**
 - Received date from {{Order.ReceivedDate}}
 - Received date through {{Order.ReceivedDate}}
 - Product Type picklist {{Order.ProductType}}
 - Task Completed By text search
 - § {{Order.Tasks.CompletedBy.Name}}
 - Show report programming notes
 - Report comments
- **Groups:**
 - Received by {{Order.ReceivedBy}}
- **Columns:**
 - Order Number {{Order.Number}}
 - Policy Type {{Order.Title.TitleInsuranceCalculations[1].PolicyType}}
 - Use loan policy in position 1
 - Transaction Type {{Order.TransactionType}}
 - Order Type {{Order.Type}}
 - Product Type {{Order.ProductType}}
- **Totals:**
 - Received by
 - Report Total
- **Sorting:**
 - Received by name alphabetical
 - Then by order number
- **Logic:**
 - Order received within the date range or
 - Orders where requested task “Request Title Update” has been completed
 - Task contains “request title update”
 - Search for requested task %request title update%

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JANUARY RELEASE NOTES

KANSAS

DOCUMENTS

Escrow

Kansas Real Estate Sales Validation Questionnaire

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Kansas City	N/A	431435	

Revised the "Brief Legal Description" on page one to read: See attached Exhibit "A". Added an Exhibit page which will reflect the legal description as shown in "Final Opinion/Commitment Legal"

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JANUARY RELEASE NOTES

MICHIGAN

REPORTS

Corporate Invoice

NEW/MOD MOD	REQUESTED BY FT MI	FOOTPRINTS No(s).	TFS No(s). 429929	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> When profile = Default\P\Michigan\FT + descendants, Title Officer will be suppressed 				

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Weekly Summary of Business

NEW/MOD MOD	REQUESTED BY CT MI	FOOTPRINTS No(s).	TFS No(s). 432922	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> If Profile state = MI, then list the following product codes as indirect <ul style="list-style-type: none"> PTTLR INFO TTLSEA Updated programming notes to show MI indirects. 				

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JANUARY RELEASE NOTES

MINNESOTA

REPORTS

Weekly Summary of Business

NEW/MOD MOD	REQUESTED BY CT MN	FOOTPRINTS No(s).	TFS No(s). 431829	FILE NAME (NEW ITEMS ONLY)
----------------	-----------------------	-------------------	----------------------	----------------------------

- If profile state = 'MN', added 'Construction Disbursement' ("CD") as indirect order
- Updated programming. notes

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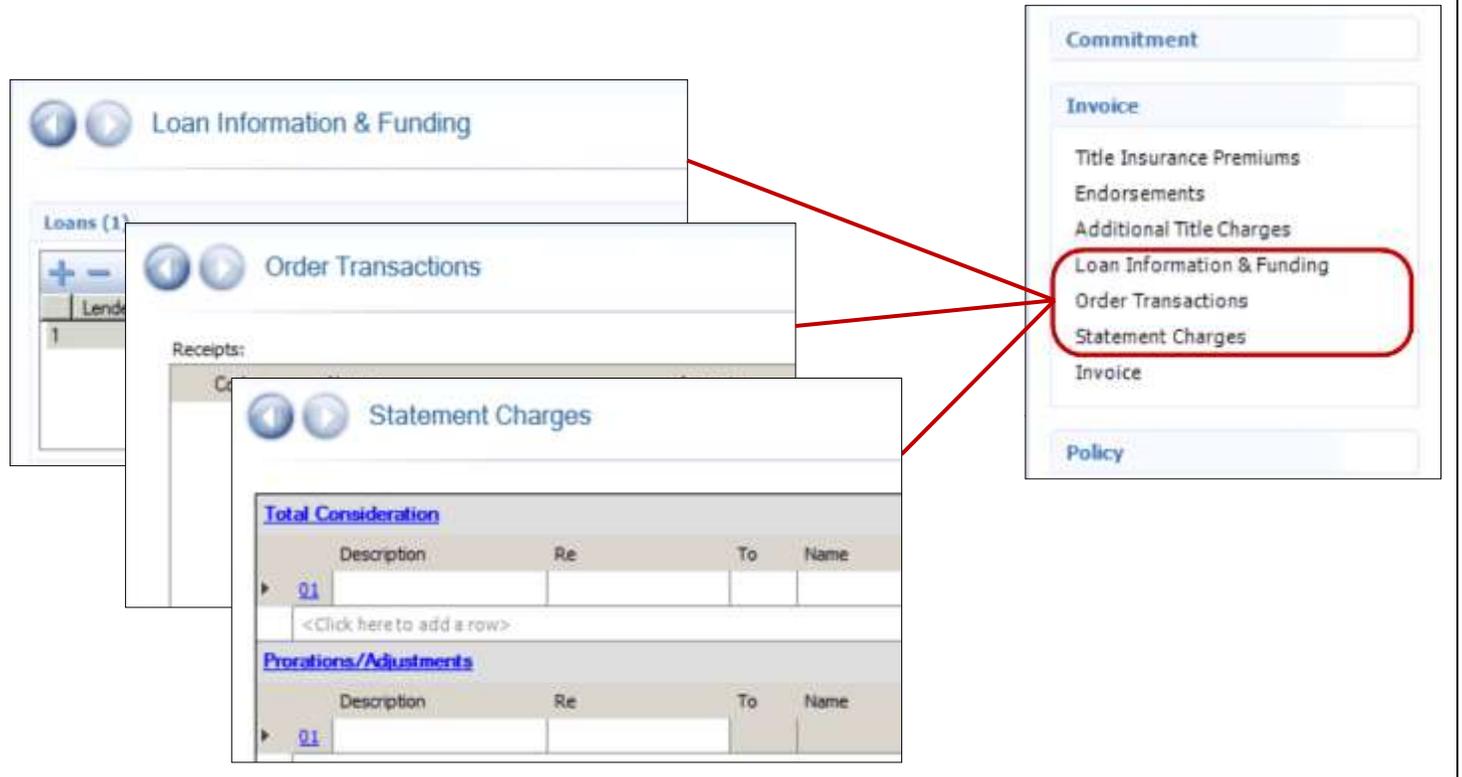
JANUARY RELEASE NOTES

MY SCREENS

Invoice Screens

NEW/MOD MOD	REQUESTED BY Nancy Hesse	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
-----------------------	------------------------------------	--------------------------	-------------------	-----------------------------------

The following screens are available when the **MN Title My Screens** is selected.



The screenshot displays several overlapping application windows. The top window is titled 'Loan Information & Funding'. Below it is 'Order Transactions', which includes a 'Receipts' section. The bottom-most window is 'Statement Charges', featuring two tables:

Total Consideration				
	Description	Re	To	Name
▶ 01				
<Click here to add a row>				

Prorations/Adjustments				
	Description	Re	To	Name
▶ 01				

On the right side, a vertical navigation menu is visible. It has sections for 'Commitment', 'Invoice', and 'Policy'. The 'Invoice' section is expanded, showing a list of items: 'Title Insurance Premiums', 'Endorsements', 'Additional Title Charges', 'Loan Information & Funding', 'Order Transactions', 'Statement Charges', and 'Invoice'. The items 'Loan Information & Funding', 'Order Transactions', and 'Statement Charges' are highlighted with a red rounded rectangle. Red arrows point from these items in the menu to the corresponding application windows on the left.

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JANUARY RELEASE NOTES

NORTH CAROLINA

DOCUMENTS

Escrow

WireSafe Fraud Alert

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CTNC	N/A	433137	

Removed the initials pulling to the order number.



Inquire before you wire!



Company Name

Title Office Name
Melissa G. Smith

1 Title Office Street, City, NC 70808
 Phone: (888)111-2222 Fax: (888)333-4444

Will now pull in the
Escrow Officer's name

WIRE FRAUD ALERT

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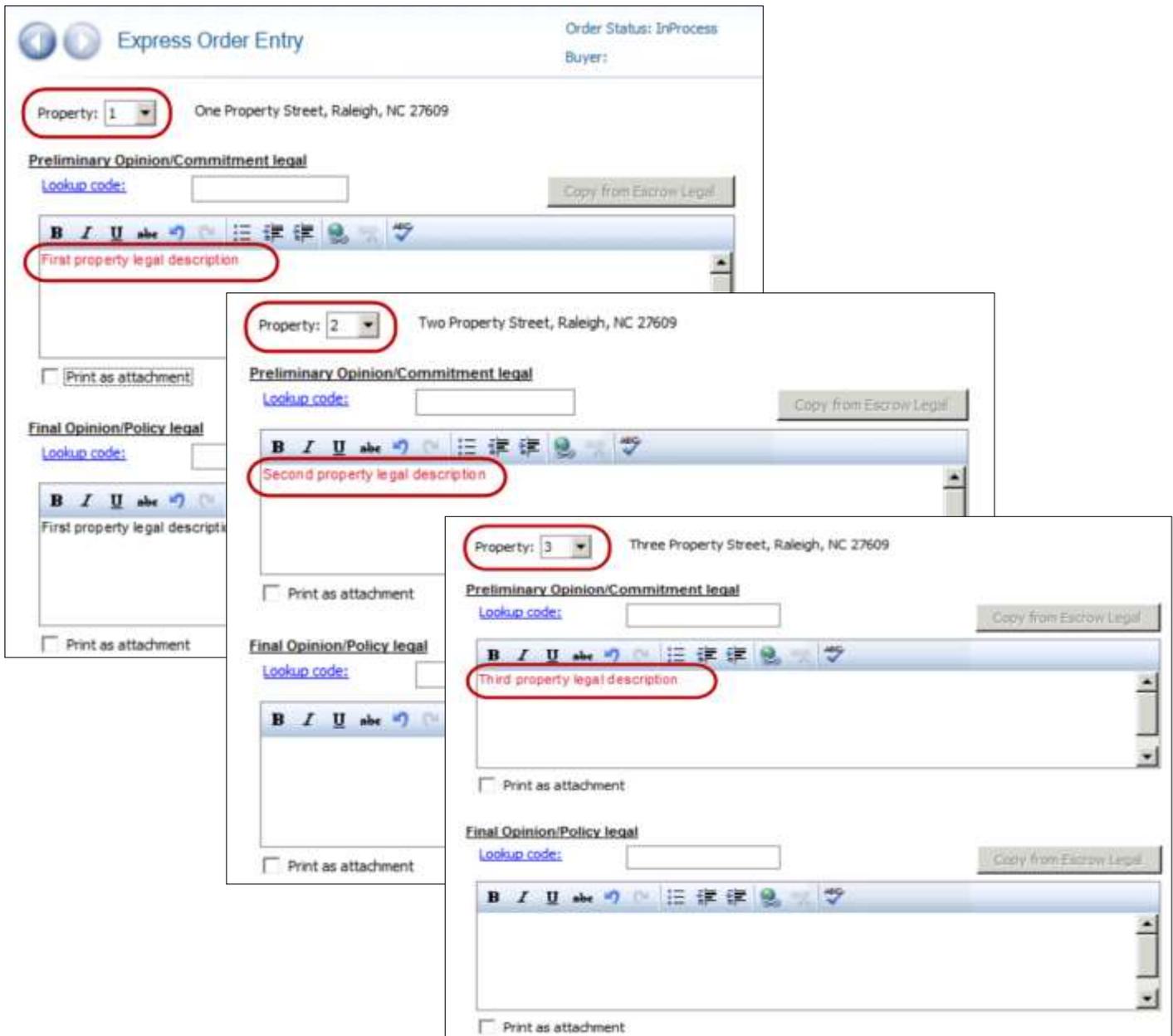
JANUARY RELEASE NOTES

MY SCREENS

Express Order Entry – Additional Fields for FT-North Carolina Screens

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Julia Shingleton			

A Property drop-down is available to allow the user to select the Preliminary Opinion/Commitment Legal and the Final Opinion/Policy Legal for the corresponding selected property when multiple properties exist.



The screenshot displays the 'Express Order Entry' interface with three property entries. Each entry includes a 'Property' dropdown menu, a 'Preliminary Opinion/Commitment legal' section with a 'Lookup code' field and a 'Copy from Escrow Legal' button, and a 'Final Opinion/Policy legal' section with a 'Lookup code' field and a 'Copy from Escrow Legal' button. The 'First property legal description' field is highlighted with a red circle in each entry.

Property 1: One Property Street, Raleigh, NC 27609. Red circle around 'Property: 1' dropdown. Red circle around 'First property legal description' field.

Property 2: Two Property Street, Raleigh, NC 27609. Red circle around 'Property: 2' dropdown. Red circle around 'Second property legal description' field.

Property 3: Three Property Street, Raleigh, NC 27609. Red circle around 'Property: 3' dropdown. Red circle around 'Third property legal description' field.

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JANUARY RELEASE NOTES

OHIO

DOCUMENTS

Escrow

Letter (Order Thank You with Optional Earnest Money)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT OH	N/A	434180	

Revised document to reflect the Ohio Good Funds Legislation language:

EFFECTIVE 9/29/2017 OHIO GOOD FUNDS LEGISLATION:

A personal check for less than \$1,000.00 can be accepted ONLY if there is time for that check to clear prior to closing otherwise a cashier's check is required.

Anything over \$1,000.00 and up to \$10,000.00 will need to be a cashier's check.

Anything over \$10,000.00 MUST be wire transferred.

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Letter (Thank You with CPC Offer)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT OH	N/A	434187	

Revised document to reflect the Ohio Good Funds Legislation language:

EFFECTIVE 9/29/2017 OHIO GOOD FUNDS LEGISLATION:

A personal check for less than \$1,000.00 can be accepted ONLY if there is time for that check to clear prior to closing otherwise a cashier's check is required.

Anything over \$1,000.00 and up to \$10,000.00 will need to be a cashier's check.

Anything over \$10,000.00 MUST be wire transferred.

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JANUARY RELEASE NOTES

Title

Title Report

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Southern OH	N/A	430902	

Revised the Search Date to pull from the Search period begin date and Search period begin date/time instead of the Search report dated.



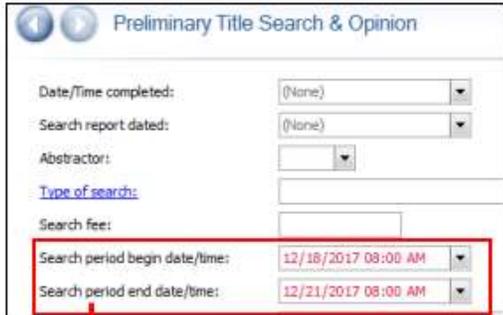
Company Name

TITLE REPORT

Order No.: JM CD Test-JDK

This report has been prepared by:
 Title Office Name
 1 Title Office Street
 City, OH 70808

For:
 Leonard's Lending Services
 111 Lending Ln.
 New York, NY 10010



↓

1. Search Date: from December 18, 2017 to December 21, 2017 at 08:00 AM

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JANUARY RELEASE NOTES

OKLAHOMA

DOCUMENTS

Escrow

Chain Sheet

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Cleveland County Abstract	N/A	432003	

Revised to add a line for Patriot Search and adjust spacing.

Order No. <u>JMCD Test</u>	OrderType <u>Title only</u>	Abstract Receipt Date: <u>01/04/2018</u>
		<i>Date:</i> _____ <i>By:</i> _____
Charge: John Smith DeLand Abstract 12 Main Street Norman, OK 15455	Property Chain: _____	
	Property Closeout: _____	
	OSCN / CCWeb: _____	
	Court Chain: _____	
	Court Closeout: _____	
Deliver: Cleveland County Abstract Charlie Cookson 1 Main Street City, OK 70808	C.H. Chain: _____	
	Completed: _____	
	Patriot Search: _____	
	UCC Search: _____	

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JANUARY RELEASE NOTES

Title

Uniform Abstract Certificate (CCA)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Cleveland County Abstract	N/A	431278	

Added logic so that the year that was hardcoded will now take the current year and subtract 16 years.

For the year 2002 and all prior years, general taxes paid or cancelled by Title No. 68 OSA Sections 24233-24237.

There are no unpaid personal property taxes which are a lien on the real property and there are no matured or unmatured unpaid special assessments certified to the Office of the County Treasurer due and unpaid, nor tax sales thereof unredeemed, nor tax deeds given thereon, EXCEPT: NONE

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JANUARY RELEASE NOTES

OREGON

DOCUMENTS

Escrow

Consent of Members

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Western Title	N/A	434316	

Revised verbiage to account for when the buyer/borrower is chosen for the document.

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DHS Notice of Transfer

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Western Title	N/A	430961	

Eliminated DHS prompt for address and hardcoded information:

 Company Name	RESPONSE TO REQUEST FOR NOTICE OF TRANSFER OR ENCUMBRANCE
DATE: December 21, 2017	
TO: <div style="border: 1px solid red; padding: 2px;"> State of Oregon DHS Estate Administration Unit P.O. Box 14021 Salem, OR 97309-5024 </div>	

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JANUARY RELEASE NOTES

Escrow Instructions (14)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	LT Portland	N/A	431152	

For those instruction to include the address lines, updated to provide more spacing in the additional information section of the signature.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

SELLER(S):

Sam E. Seller

Date

Sally A. Seller

Date

Address: _____

 Phone: _____ Fax: _____
 Email: _____

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Form WC (Affirmation for Withholding on OR Real Property)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	OR	N/A	432486	

Updated to the latest version.

2018 Form OR-WC				Office use only	
Page 1 of 1, 150-101-283 (Rev. 12-17) Oregon Department of Revenue		18501801010000			
Written Affirmation for an Oregon Real Property Conveyance					
<i>Submit original form—do not submit photocopy</i>					
Transferor name*	SSN ** of transferor	FEIN *** of transferor	Transferor is (check one)		
Sam E. Seller	- -	-	<input type="checkbox"/> Individual		
Transferor spouse name	Spouse SSN		<input type="checkbox"/> C corporation		
Sally A. Seller	- -				
Transferor's address	Transferor's daytime phone				
1 Seller Fwd Address	() -				

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JANUARY RELEASE NOTES

Letter (Demand Instructions)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	LT Portland	N/A	431152	

Added new prompt for return items to the cover page.

We are handling a transaction in which your lien on the above referenced property will be paid in full. In order to complete the closing and payoff the balance due to you, we enclose the following documents for your signature:

1. Escrow Instructions for Payoff and Demand - please complete and sign as indicated
2. [Another doc](#)

Please return the executed documents [Return docs to go here](#)
If you have any questions, please do not hesitate to call our office.

Please return the executed documents
Return docs to go here

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JANUARY RELEASE NOTES

Title

DHS Estate Administration

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Western Title	N/A	430961	

"Sender" information revised based on the order type. Also, the "To" information has been revised.

FOR TITLE COMPANY USE ONLY, THANK YOU.

Date: January 3, 2018

To: Estate Administration Unit
 PO Box 14021
 Salem, OR 97309
 Phone: (503) 378-2884
 Fax: (503) 378-3137

Sender: Title Office Name
 Phone: (888)111-2222
 Fax: (888)333-4444

Choose contact for phone/fax

- Title Company
- Title Company
- Title Officer

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JANUARY RELEASE NOTES

Preliminary Report

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Western Title	N/A	431657	

For Western Title Only - titleofficersupport@westerntitle.com is now hardcoded.

1001 Settlement Way, Suite 100, Anywhere, OR 99999
(800)555-1234 FAX (800)555-4321

PRELIMINARY REPORT

ESCROW OFFICER: Joseph D. Kirby TITLE OFFICER: Sandy L. Moore Email: titleofficersupport@westerntitle.com	ORDER NO.: JJ OR Test Multi LENDER REF.: LenderRefNum11111
---	--

TO: The Mortgage Company
 Manny T. Broker
 1000 Main Street
 Anywhere, OR 99999

OWNER/SELLER: Stephen T. Seller, Stephanie T. Seller and Seller Company, Inc.

BUYER/BORROWER: Brian T. Buyer, Brenda T. Buyer and Buyer Family Trust dated December 15, 1999

PROPERTY ADDRESS: 100 Property Street, Eugene, OR 97401
 200 Test Avenue, Portland, OR 97201

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JANUARY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).
Mod	PacNW IT	N/A	431952

The hardcoded "taxes, insurance" has been removed, since this can be added in the prompt if needed.

- NEW01 (NEW – AITD)
- NEW04 (NEW – LAND SALE CONTRACT)
- NEW05 (NEW – PRIVATE)
- NEW06 (NEW – SELLER CARRY BACK)

....monthly, or more, to include principal, interest, **taxes, insurance**, <Prompt>, beginning....

Revised to:

....monthly, or more, to include principal **and** interest, <Prompt>, beginning....

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JANUARY RELEASE NOTES

WASHINGTON

DOCUMENTS

Escrow

CDF Settlement Statements

NEW/MOD MOD	REQUESTED BY FT WA	FOOTPRINTS No(s).	TFS No(s). 429948	FILE NAME (NEW ITEMS ONLY)
----------------	-----------------------	-------------------	----------------------	----------------------------

- Modified so that If charge is a zero dollar value (\$0.00) and charge originates from CDF lines G.01, G.02 and/or G.03 and is on the seller side then the value will be suppressed from showing on the statement.

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Opening Letter

Opening Letter - Buyer-Borrower

NEW/MOD Mod	REQUESTED BY FT Tacoma	FOOTPRINTS No(s). N/A	TFS No(s). 433356	FILE NAME (NEW ITEMS ONLY)
----------------	---------------------------	--------------------------	----------------------	----------------------------

Language revised for the Borrower's Refinance version.

BEFORE

To ensure a smooth and timely closing here are some important reminders to help you prepare for your upcoming signing.

Arrange to have your funds available a day or two prior to closing, if funds are required. We suggest wiring funds, however if that is not possible, a cashier's check payable to **Chicago Escrow Office Name** will be accepted, providing it is deposited at least one business day prior to closing.

If you are receiving funds from your closing and choose to have funds wired, you will need to provide wiring instructions at time of signing.

To properly notarize closing documents, you will need to provide current, government issued identification, or personal identification such as a driver's license or state identification card, etc.

Keep in mind that the date of signing is not your closing date. Once the lender has reviewed all the documents, they will give the authorization for the recording of the documents transferring title and will initiate a wire transfer for the loan funds being provided.

AFTER

We will be working closely with your lender, **Leonard's Lending Services**, to ensure a smooth and timely closing. Here are some important reminders to help you prepare for your upcoming signing.

Arrange to have your funds available a day or two prior to closing, if funds are required. We suggest wiring funds, however if that is not possible, a cashier's check payable to **Chicago Escrow Office Name** will be accepted, providing it is deposited at least one business day prior to closing.

If you are receiving funds from your closing and choose to have funds wired, you will need to provide wiring instructions at time of signing.

To properly notarize closing documents, you will need to provide current, government issued identification, or personal identification such as a driver's license or state identification card, etc.

Keep in mind that the date of signing is not your closing date. Once the lender has reviewed all the documents, they will give us authorization to record documents in the public records and initiate a wire transfer to provide us with the loan funds.

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JANUARY RELEASE NOTES

Questionnaire (Seller) (2)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT-Bellingham	N/A	430926	

Verbiage changes made.

Updated to reflect the highlighted areas

Are you a part of a water, condominium or homeowners association? Yes No If yes, please provide the following: (Use back if necessary.)

Name of Association: _____

Secretary/Treasurer or Management Co.: _____ Phone No.: _____

Payments are made to (name/address): _____

Any remodeling/construction done within the last 90 days? Yes No

Is the property rented? Yes No If yes, who pays water/sewer/garbage Tenant Owner

Rent Payments are made to (name/address): _____

Will you be using a Power of Attorney? Yes No If your answer is yes:

Have you ever filed bankruptcy? Yes No If your answer is yes:

What type of bankruptcy? _____ Bankruptcy Case No.: _____

Attorney Contact Information: _____

County bankruptcy was filed in and year: _____

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JANUARY RELEASE NOTES

Title

Title Products				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT WA	N/A	429987	
Revised to reflect E contact when the file is title-and-subescrow.				

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JANUARY RELEASE NOTES

REPORTS

EPU Task Summary/Productivity by Employee				
NEW/MOD MOD	REQUESTED BY CT/CT WA	FOOTPRINTS No(s).	TFS No(s). 430489	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> • Added new tasks <ul style="list-style-type: none"> ○ Task Contains: "Title Clearer Assigned/Final Review" ○ Task Contains: "Borrower Questionnaire" ○ Task Contains: "Borrower P/O Authorization" ○ Task Contains: "Seller Questionnaire" ○ Task Contains: "Seller P/O Authorization" ○ Task Contains: "Confirm Borrower Marital Status" ○ Task Contains: "Borrower Spouse GI" ○ Task Contains: "Confirm Seller Martial Status" ○ Task Contains: "Seller Spouse GI" ○ Task Contains: "Buyer Contact Information" ○ Task Contains: "Seller Contact Information" ○ Task Contains: "Home Warranty" ○ Task Contains: "LA Commission" ○ Task Contains: "SA Commission" ○ Task Contains: "Utility 1" ○ Task Contains: "Utility 2" ○ Task Contains: "LID/Assess" ○ Task Contains: "Payoff 1" ○ Task Contains: "Payoff 2" ○ Task Contains: "Payoff 3" ○ Task Contains: "Judgment/Lien 1 Payoff" ○ Task Contains: "Judgment/Lien 2 Payoff" ○ Task Contains: "Judgment/Lien 3 Payoff" ○ Task Contains: "Private Party Payoff" ○ Task Contains: "Private Party Recon Docs" ○ Task Contains: "HOA Demand" ○ Task Contains: "RMA Fees" ○ Task Contains: "Trust Agreement" ○ Task Contains: "Corporate Documents" ○ Task Contains: "LOP DC Will CPA" ○ Task Contains: "LLC Documents" ○ Task Contains: "SID Buyer" ○ Task Contains: "SID Seller" ○ Task Contains: "Buyer POA" ○ Task Contains: "Seller POA" 				



JANUARY RELEASE NOTES

- Task Contains: "Misc"
- Task Contains: "Title Cleared & Returned to Escrow Unit"
- Task Contains: "Title NOT Cleared & Returned to Escrow Unit"

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Release Tracking

NEW/MOD MOD	REQUESTED BY WA	FOOTPRINTS No(s).	TFS No(s). 430484,431400,432878	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> • Between Order number column and property county added the following in this order pulling all data from property 1: <ul style="list-style-type: none"> ○ {{Order.Properties[1].address.address1address2}} ○ {{Order.Properties[1].address.city}} ○ {{Order.Properties[1].address.state}} (note this column exists in the report already, but was moved.) ○ {{Order.Properties[1].address.zip}} ○ Should show as: <ul style="list-style-type: none"> • Street address • City • State • zip • County • Updated logic as follows: <ul style="list-style-type: none"> ○ Orders Closed in the date range, and ○ ((Order Type = Escrow Only or Title & Escrow) and (Posted Disbursement to P and it's not voided)) OR ((Order Type =Title Only) and (Escrow Company Contact starts with Fidelity National Title or Chicago Title or Ticor Title or Lawyers Title or Western Title)) • Added columns for: <ul style="list-style-type: none"> ○ branch name ○ branch address 1 ○ branch address 2 ○ branch city ○ branch state ○ branch zip • Updated programming notes 				

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JANUARY RELEASE NOTES

WISCONSIN

DOCUMENTS

Escrow

Deed Authentication

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WI State Counsel	N/A	434917	

Revised the Deed Authentication to split the signature lines from the "authenticated on" lines.

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Termination of Decedent's Interest

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT WI	N/A	430849	WID0254.doc

New document. Render to view complete document.

TERMINATION OF DECEDENT'S INTEREST

DECEDENT'S NAME	DATE OF DEATH		
DECEDENT'S ADDRESS AT DATE OF DEATH	CITY	ST	ZIP

THE INTEREST OF THE DECEDENT IN THE PROPERTY LEGALLY DESCRIBED HEREIN IS TERMINATED PURSUANT TO THE FOLLOWING WISCONSIN STATUTE AND TRANSFERRED AS PROVIDED BY STATUES:

- 867.045 – real property in which the decedent was a joint tenant, had a vendor's or mortgagee's interest, or had a life estate.
- 867.046 - property of a decedent specified in a marital property agreement, survivorship marital property, a third party confirmation; or a nonprobate transfer on death as described in 705.10(1) or 705.15.

Recording Area

Name and Return Address:

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JANUARY RELEASE NOTES

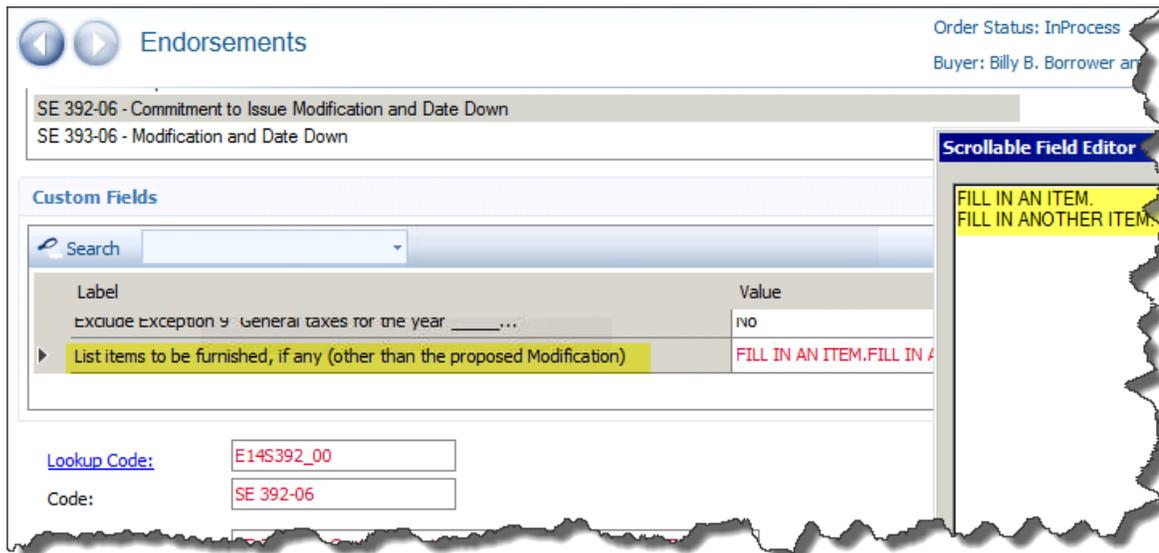
Title

SE 392-06 - Commitment to Issue Modification and Date Down

SE 393-06 - Modification and Date Down

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT WI	n/a	433976	

A new field for items that should be furnished has been added. Item A will always be shown, while additional items starting with B may be added. User may enter each item in the FlowText field on the endorsements screen and they will letter automatically as B., C., D., etc. for each hard-return entered in the FlowText field by the user.



9. General taxes for the year **FILL IN**, unless a receipt showing full payment is presented.

We should be furnished with the following:

- A. The proposed Modification, to be recorded.
- B. **FILL IN AN ITEM.**
- C. **FILL IN ANOTHER ITEM.**

This endorsement is issued as part of the policy. Except as it expressly states, it does not (i) modify any of the terms and

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JANUARY RELEASE NOTES

TECHNICAL NOTES (FOR LOCAL IT/SUPPORT)

DOCUMENTS

Any new documents in this build are listed in the Title and/or Escrow User Release Notes. Due to the state-specific "All Documents" tree, these new documents are automatically available to the users upon the push to test or production.

However, those new documents may also need to be added to the operation specific tree(s) for packaging and other purposes. This is at your discretion.

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