

SOFTPRO SELECT

RELEASE NOTES



JULY, 2017

Testing Release Date: July 6, 2017

Production Release Date: July 21, 2017



JULY RELEASE NOTES

TABLE OF CONTENTS

ALL STATES/SITES	8
DOCUMENTS	8
Escrow.....	8
Assignment of Funds Authorization (Buyer-Borrower).....	8
Assignment of Funds Authorization (Seller CE-24 Rev. 3/94).....	8
WireSafe Fraud Alert.....	9
REPORTS	10
Disbursement Summary.....	10
Initial Fee Quote.....	10
Ledger Transfer Activity	10
Opened/Closed Orders with Contact Search.....	10
Orders by Selection.....	10
Policy Production	11
Settlement Statements.....	11
Single Ledger Balance	11
SPAdmin-Custom Source of Business Export Reports	11
Trending by {Selection}.....	11
ARIZONA	12
DOCUMENTS	12
Escrow.....	12
Acceptance of Joint Tenants with Right of Survivorship (Mortgage-Deed of Trust).....	12
Power of Attorney (Special - AZ).....	13
LOOKUP TABLES	14
Escrow Instruction Phrases.....	14
CALIFORNIA.....	15
DOCUMENTS	15
Escrow.....	15
Acceptance Letters; Escrow Instructions (various).....	15
City Report Request - Los Angeles.....	16
City Report Request - Thousand Oaks	16
City Report Request - Ventura.....	16
Commercial - Opening Amendment.....	16
Commercial (Notice of Acceptance).....	17
Contractor's Indemnity, Subordination and Hold Harmless	17
Documents containing acknowledgments and jurats.....	17
EI Amendment (Buyer Vesting-Lender Rate Term).....	18
EI Bulk In Interest of Time (Generic).....	18
EI Dealer Sale Oasis Manufactured Home (EIS).....	19
EI Dealer Sale of a New Manufactured Home (EIS).....	19
Notice of Completion.....	19
REPORTS	20



JULY RELEASE NOTES

Notary Fees - Payee	20
LOOKUP TABLES	21
Escrow Instruction Phrases – NOCAL ONLY	21
Escrow Instruction Phrases – NOCAL ONLY	22
Escrow Instruction Phrases – SOCAL ONLY	22
Escrow Instruction Phrases – SOCAL ONLY	23
FIRST TITLE	24
DOCUMENTS	24
Title.....	24
Master Endorsement.....	24
Access-Land Abuts Street.....	25
FLORIDA.....	26
DOCUMENTS	26
Escrow.....	26
Address Certification (FKA Seller Address Certification)	26
Affidavit (Contractor's Final Payment).....	26
Affidavit (Contractor's Release of Lien).....	27
Notice of Termination with Contractor's Affidavit	27
REPORTS	28
Title Production	28
HAWAII	29
DOCUMENTS	29
Escrow.....	29
Closing Letter	29
Form P-64A 2015 (Conveyance Tax Certificate)	29
LOOKUP TABLES	30
Escrow Instruction Phrases.....	30
IDAHO	31
DOCUMENTS	31
Escrow.....	31
Closing Letter	31
EI - Purchase and Sale (EIS)	31
EI - Purchase and Sale - Commercial (EIS)	31
LOOKUP TABLES	32
Escrow Instruction Phrases.....	32
ILLINOIS	33
DOCUMENTS	33
Escrow.....	33
Closing Checklist.....	33
Plat Act Affidavit - Tazewell.....	33
REPORTS	34



JULY RELEASE NOTES

Title Production	34
INDIANA.....	35
DOCUMENTS	35
Escrow.....	35
Affidavit (Vendor)	35
Agreement (Compliance)	35
Agreement (Tax Proration).....	35
CDF Statements.....	36
Consent For Use of Electronic Documents.....	36
Construction Draw.....	37
EI - Disbursement	38
EI - Disbursement (Legal)	38
HOA Request	39
HUD Statements	40
Letter (Policy) - FKA Letter (Policy-Owners).....	41
Letter (Tax Refund)	42
Limited Title Certificate.....	43
Limited Title Certificate - New Build	43
MLS Sold Info.....	43
Sales Disclosure (2011)	44
Survey Order.....	45
Transfer of Funds.....	45
REPORTS	46
Title Production	46
Weekly Summary of Business	46
MICHIGAN.....	47
DOCUMENTS	47
Escrow.....	47
Earnest Money Escrow Agreement	47
EI - Strict Joint Order.....	48
Post Closing Contact Information - Buyer/Borrower	49
Post Closing Contact Information - Seller	49
REPORTS	50
3 Year Trending	50
Centralized Production Stats.....	50
Commissions by Sales Rep	51
Open/Closed Orders by Selection.....	51
Production Summary.....	51
MISSOURI.....	52
REPORTS	52
Order Exceptions – Kansas City ONLY	52
MONTANA	53



JULY RELEASE NOTES

DOCUMENTS	53
Escrow.....	53
Closing Letter	53
EI - Escrow Instructions	53
EI - Sale (EIS)	54
Letter (Confirmation Of Order Placed)	55
Letter (Opening)	55
Letter (Opening Commitment - Buyer)	55
Letter (Opening - Custom)	55
Letter (Opening - Listing and Selling Agent)	55
Short Sale and Escrow Instructions	56
LOOKUP TABLES	57
Escrow Instruction Phrases.....	57
NEW MEXICO	58
DOCUMENTS	58
Escrow.....	58
Demand (Beneficiary - Private)	58
Title.....	59
NM 77 - Co-Insurance - Single Policy (ALTA 23-06)	59
OHIO	60
DOCUMENTS	60
Title.....	60
Future Owner's and Mortgagee Insurance Endorsement	60
Separate Tax Parcel ID (Hieronymous) Endorsement	60
Special Encroachment Endorsement.....	60
Tax Deed Extinguishing Easement Endorsement	60
REPORTS	61
Corporate Invoice	61
Recordable Invoice	61
Weekly Summary of Business	61
OKLAHOMA.....	62
DOCUMENTS	62
Escrow.....	62
Generic Enclosure Letter - Title	62
Title Examination.....	63
REPORTS	64
Invoice Aging.....	64
OREGON.....	65
DOCUMENTS	65
Escrow.....	65
Affidavit (ALTA)	65



JULY RELEASE NOTES

Affidavit (ALTA), Legal	65
Affidavit (Borrower's)	65
Broker's Escrow Instructions Regarding Commission	65
Closing Letter	66
Deed (Conservator's)	66
Deed (Conservator's), Legal	66
Deed (Personal Representative's)	67
Deed (Personal Representative's), Legal	67
Letter (City Lien).....	68
Letter (Confirmation of Order Placed).....	69
Letter (Confirmation of Order Placed) - Lender	69
Letter (Confirmation of Order Placed) - Listing	69
Letter (Confirmation of Order Placed) - Mtg Broker	69
Letter (Confirmation of Order Placed) - Selling.....	69
Letter (Demand Instructions).....	70
Letter (Open Order).....	71
Letter (Opening)	71
Letter (Opening - Custom)	71
Letter (Opening - FSBO)	71
Letter (Opening - FSBO - Custom)	71
Preliminary Report	71
Preliminary Report	72
Request (Full Reconveyance Indemnification of Lost Note and or Trust Deed).....	72
Short Sale and Escrow Instructions	73
Wire Information	74
LOOKUP TABLES	75
Escrow Instruction Phrases.....	75
TEXAS.....	76
DOCUMENTS	76
Escrow.....	76
Affiliated Business Arrangement Disclosure Statements (2)	76
Buyer/Seller CDF	76
Buyer/Seller HUD	76
Title Runsheet -- CT/LT Amarill ONLY	77
Wiring Instructions -- West Texas Abstract and Title ONLY	78
Title.....	79
Schedule D - Item 2(c) - Alamo Title Company of North Texas operations ONLY	79
Schedule D - Item 2(c) - Chicago Title of Texas operations ONLY	80
REPORTS	81
Order Tasks -- West Texas Abstract and Title ONLY	81
WASHINGTON.....	82
DOCUMENTS	82
Escrow.....	82



JULY RELEASE NOTES

Closing Letter	82
HOA Request - WA	82
Letter (Order Confirmation)	83
Opening Letter.....	83
Opening Letter - Buyer-Borrower	83
Opening Letter - Seller	83
Opening Letter - REO (Agent - Lender)	83
Opening Letter - REO (Agent - Lender), Email	83
Opening Letter - REO (Buyer).....	83
Priority Agreement	83
Reconveyance documents (8)	84
Short Sale and Escrow Instructions	85
REPORTS	86
Escrow Report - Export	86
Open/Closed Orders	87
Release Tracking	87
LOOKUP TABLES	88
Escrow Instruction Phrases.....	88
WISCONSIN	89
REPORTS	89
Corporate Invoice – Dane County Title ONLY	89
TECHNICAL NOTES (FOR LOCAL IT/SUPPORT).....	90
DOCUMENTS	90



JULY RELEASE NOTES

ALL STATES/SITES

DOCUMENTS

Escrow

Assignment of Funds Authorization (Buyer-Borrower) Assignment of Funds Authorization (Seller CE-24 Rev. 3/94)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Everette WA	n/a	395110	

Added "Remit net proceeds?" prompt. When the checkbox is checked the document will read "...you are hereby authorized and instructed to remit net proceeds at close of escrow to:". When the checkbox is left unchecked the document will now read "... you are hereby authorized and instructed to remit NOT LESS THAN the sum of xxxxx Dollars (\$xxxx) at close of escrow to:".

Field Prompt

Assignment of Funds Authorization (Buyer-Borrower)
Settlement Agent Chicago Title Insurance Company (A)

Remit net proceeds?

From funds accruing to the undersigned at close of the above referenced escrow, you are hereby authorized and instructed to remit net proceeds at close of escrow to:

Field Prompt

Assignment of Funds Authorization (Buyer-Borrower)
Settlement Agent Chicago Title Insurance Company (A)

Remit net proceeds?

From funds accruing to the undersigned at close of the above referenced escrow, you are hereby authorized and instructed to remit NOT LESS THAN the sum of One Thousand And No/100 Dollars (\$1,000.00) at close of escrow to:

[Back to Table of Contents](#)

JULY RELEASE NOTES

WireSafe Fraud Alert				
NEW/MOD New	REQUESTED BY Title Counsel	FOOTPRINTS No(s). n/a	TFS No(s). 396876	FILE NAME (NEW ITEMS ONLY) SSCORPD5541.doc

New form. Render to view complete document.



Inquire before you wire!



**CHICAGO TITLE
COMPANY**

Chicago Title Insurance Company
1001 Settlement Way, Suite 100, Portland, OR 99999
Phone: (800)555-1234 Fax: (888)111-1234

WIRE FRAUD ALERT

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

Realtors®, Real Estate Brokers, Closing Attorneys, Buyers and Sellers 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.

A fraudster will hack into a participant's email account to obtain information about upcoming real estate transactions. After monitoring the account to determine the likely timing of a closing, the fraudster will send an email to the Buyer purporting to be the escrow agent or another party to the transaction. The fraudulent email will contain new wiring instructions or routing information, and will request that the Buyer send funds to a fraudulent account.

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Disbursement Summary				
NEW/MOD MOD	REQUESTED BY OR	FOOTPRINTS No(s).	TFS No(s). 392236	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> Correct formula for IBA total passed to main report. <ul style="list-style-type: none"> The IBA disbursements are showing as negative amounts, so the total is (+750018.27) - (-750018.27) = 750018.27; corrected formula to account for showing the disbursement. as negative. 				

[Back to Table of Contents](#)

Initial Fee Quote				
NEW/MOD MOD	REQUESTED BY IN	FOOTPRINTS No(s).	TFS No(s). 397859	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> If Title Officer initials are missing from the user account, Initial Fee Quote will print the full name of the Title Officer 				

[Back to Table of Contents](#)

Ledger Transfer Activity				
NEW/MOD MOD	REQUESTED BY SL	FOOTPRINTS No(s).	TFS No(s). 396665	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> Add picklist for transaction status on parameters screen. 				

[Back to Table of Contents](#)

Opened/Closed Orders with Contact Search				
NEW/MOD MOD	REQUESTED BY IN	FOOTPRINTS No(s).	TFS No(s). 396568	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> When exporting to excel box is checked include the following columns for both listing and selling brokers: <ul style="list-style-type: none"> Name = LB and SB contact name of firm Broker = individual brokers name Email = individual brokers email address 				

[Back to Table of Contents](#)

Orders by Selection				
NEW/MOD MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s). 393357, 396675	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> Added text box search "Additional description contains:" on parameters screen Check box to exclude Seller Carryback or Private Party <ul style="list-style-type: none"> If the Loan Type Description box contains 'Seller Carryback' or 'Private Party' files will not show on the report. 				

[Back to Table of Contents](#)



JULY RELEASE NOTES

Policy Production				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	CT TX		294972	
<ul style="list-style-type: none"> Added backlog start date to parameter screen below dates report is being run for. 				

[Back to Table of Contents](#)

Settlement Statements				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	Escrow Adm		397930	
<ul style="list-style-type: none"> Updated all settlement statements "Recording Charges" section label to be "Government Charges" 				

[Back to Table of Contents](#)

Single Ledger Balance				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	Escrow Adm		396181	
<ul style="list-style-type: none"> Per Settlement removed signature line 				

[Back to Table of Contents](#)

SPAdmin-Custom Source of Business Export Reports				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	PCD		392333	
<ul style="list-style-type: none"> Updated the County Manager names for the following flash codes: <ul style="list-style-type: none"> FTMS = Jennifer Fazekas FKCO = Dylan Strait FXBC = Bryan Coniglio 				

[Back to Table of Contents](#)

Trending by {Selection}				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	CT CA		397170	
<ul style="list-style-type: none"> Add to group 1 options for "Branch, Escrow Office/Closer" Add new drop down for "Months to show" <ul style="list-style-type: none"> Options: "1 Month", "6 Months", "12 Months" (default) 				

[Back to Table of Contents](#)



JULY RELEASE NOTES

Power of Attorney (Special - AZ)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Yuma	n/a	394903	

Added missing language to the signature section.

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

PRINCIPAL:

I, Sally Seller, the principal, sign my name to this power of attorney this _____, and being first duly sworn, do declare to the undersigned authority that I sign and execute this instrument as my power of attorney and that I sign it willingly, or willingly direct another to sign it for me, that I execute it as my free and voluntary act for the purposes expressed in the power of attorney and that I am eighteen (18) years or older, of sound mind and under no constraint or undue influence.

Sally Seller

WITNESS:

I, _____, the witness, sign my name to the foregoing Power of Attorney being first duly sworn and do declare to the undersigned authority that the principal signs and executed this instrument as his/her power of attorney and that he/she signs it willingly, or willingly directs another to sign for him/her, and that I, in the presence and hearing of the principal, sign this power of attorney as witness to the principal's signing and that to the best of my knowledge, the principal is eighteen (18) years of age or older, of sound mind and under no constraint or influence.

Witness Signature

Print Name

[Back to Table of Contents](#)



JULY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases

NEW/MOD New	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 395106
-----------------------	-----------------------------------	---------------------------------	-----------------------------

New phrase added for Imputed Interest:

Code	Name
imput01	IMPUTED INTEREST

IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.

Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

CALIFORNIA

DOCUMENTS

Escrow

Acceptance Letters; Escrow Instructions (various)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CA	n/a	396108	

Affected documents:

CAR Acceptance Letter - Buyer	EI Lender's Escrow Instructions (Private Party) (EIS)
CAR Acceptance Letter - Seller	EI Loan (EIS)
CAR Acceptance Letter (No GPs)	EI Loan Modification
EI Assignment of Promissory Note & DT (EIS)	EI Loan/Borrower's (EIS)
EI Bulk Alcoholic Beverage License Transfer (EIS)	EI Manufactured Home Loan
EI Bulk and Liquor License Transfer (EIS)	EI No Dealer Sale of Manufactured Home (EIS)
EI Bulk Sale of Business (EIS)	EI Real Property and Manufactured Home (EIS)
EI Bulk Sale of Business w/Transfer of Liquor License (EIS)	EI Refinance/Loan Manufactured Home
EI Bulk Transfer (EIS)	EI Sale (Buyer and Seller) (EIS)
EI CAR 2000 Amendment (EIS)	EI Sale (Buyer's) (EIS)
EI Commercial Sale (EIS)	EI Sale (EIS)
EI Dealer Sale of a New Manufactured Home (EIS)	EI Sale (Seller's) (EIS)
EI Dealer Sale of a Used Manufactured Home (EIS)	EI Sale HUD Division (EIS)
EI Deed in Lieu	EI Wrap Instructions (EIS)
EI Escrow Instructions (Express)	

Added the License No. information to the top of the first page.

Example 1:

 CHICAGO TITLE COMPANY	100 Main Street Someplace, CA 92025 Phone: (800)111-2222 / Fax: (800)222-3333
	Chicago Title Company conducts escrow business under License No. 350 issued by the California Dept. of Insurance

Example 2:

 CHICAGO TITLE COMPANY	SALE ESCROW INSTRUCTIONS
	Chicago Title Company conducts escrow business under License No. 350 issued by the California Department of Insurance.

[Back to Table of Contents](#)



JULY RELEASE NOTES

City Report Request - Los Angeles

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CA	n/a	397332	

Updated to match revised form:

- Page 1, Section C.5. change verbiage to match new form
- Report cost is now \$70.85 (change in 2 places)
- Add footer verbiage to bottom of page 1
- Add new form revision dates on all pages, as applicable

[Back to Table of Contents](#)

City Report Request - Thousand Oaks

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CA	n/a	397334	

Updated to match revised form:

- Page 1, remove John C. Prescott, Comm Dev Dir
- Page 1, report costs dollar amounts to be updated
- Section IV. , fee dollar amounts to be updated
- Add new form revision dates on both pages, as applicable

[Back to Table of Contents](#)

City Report Request - Ventura

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CA	n/a	397334	

Updated to match revised form:

- Report cost is now \$79.00
- Removed Unpaid Citation Records row as it is no longer an option

[Back to Table of Contents](#)

Commercial - Opening Amendment

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CA	n/a	395324	

Revised paragraph #3 to reflect new language:

Notice on Disposition of California Real Property. Buyer acknowledges receipt of "Notification to Buyer On Disposition of California Real Property", which describes circumstances under which a Buyer may be required to withhold state taxes from a Seller's proceeds.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Commercial (Notice of Acceptance)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CA	n/a	395322	

Revised paragraph #3 to reflect new language:

Notice on Disposition of California Real Property. Buyer acknowledges receipt of "Notification to Buyer On Disposition of California Real Property", which describes circumstances under which a Buyer may be required to withhold state taxes from a Seller's proceeds.

[Back to Table of Contents](#)

Contractor's Indemnity, Subordination and Hold Harmless

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT SoCal	n/a	383609	SCA0002824.doc

New document. Render to view complete document.

Date Signed: _____ Initial Each Page: _____
 Indemnity for Order No.: _____ and subsequent policies of title insurance

CONTRACTOR'S INDEMNITY, SUBORDINATION AND HOLD HARMLESS

THIS CONTRACTOR'S INDEMNITY, SUBORDINATION AND HOLD HARMLESS AGREEMENT (hereinafter referred to as this "AGREEMENT") is executed by [Jamie Jones](#) (hereinafter referred to as "INDEMNITOR") for the benefit of [Escrow Agent Name](#), a [California](#) Corporation, [Fidelity National Financial, Inc.](#), a [California](#) Corporation, and their policy issuing agents and affiliated title companies (hereinafter referred to as "COMPANY"). For valuable consideration, the receipt and sufficiency of which is hereby acknowledged;

1. Certain Works of Improvement (as defined by state civil code) have been or will be commenced upon the Real Property (defined below) by or at the direction of INDEMNITOR pursuant to Construction Agreement(s) or work orders (hereinafter called "CONTRACT") with the owner of the Real Property, [Sam L. Seller](#) and [Sally Seller](#) (hereinafter referred to as "OWNER"), said construction which may thereafter result in mechanic's lien(s), and action(s) to enforce said mechanic's lien, being filed or recorded against Real Property.

[Back to Table of Contents](#)

Documents containing acknowledgments and jurats

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT SoCal	n/a	397483	

Added additional space for the (Seal).

[Back to Table of Contents](#)

JULY RELEASE NOTES

EI Amendment (Buyer Vesting-Lender Rate Term)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT SoCal	n/a	394325	

Added dropdown prompt "Select if you only need one of the phrases to pull". This defaults to the blank option which will continue to pull both phrases.

Field Prompt

EI Amendment (Buyer Vesting-Lender Rate Term)

Order 2017040003RN

Select if you only need one of the phrases to pull

▼

Buyer/Borrower Vesting

Lender Rate and Terms

[Back to Table of Contents](#)

EI Bulk In Interest of Time (Generic)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT SoCal	n/a	393599	SCA0002823.doc

New document. Render to view complete document.



Company Name

IN THE INTEREST OF TIME

<p style="margin: 0; color: #4F81BD;">Melissa G. Smith, Closing Specialist</p> <p style="margin: 0;">Escrow Agent Name</p> <p style="margin: 0;">100 Settlement Agent Street</p> <p style="margin: 0;">Someplace, CA 97301</p> <p style="margin: 0;">Phone: (800)111-2222 Fax: (123)111-2222</p>	<p style="margin: 0;">Date: June 19, 2017</p> <p style="margin: 0;">Ref. No.: SA123</p> <p style="margin: 0;">Title No.: T2</p> <p style="margin: 0;">Escrow No.: JM CD Test-MGS</p>
--	--

In the interest of time and prior to the preparation and/or execution of the escrow instructions to **Escrow Agent Name**, for the Bulk Sale Escrow covering the business known as **Business Name** and located at **1001 Property Address, City, CA 32828**; Buyer, **Bob L. Buyer** and **Betty A. Buyer**, and Seller, **Sam L. Seller and Seller Org** mutually instruct escrow holder to prepare, publish, record and notify the **Lake County Tax Collector** (of) the Notice to Creditors of Bulk Sale, in accordance with California UCC Sections 6101-6106. Seller warrants that all OTHER business name(s) and address(es) used by Seller in the last three (3) years is/are:

Other Business Name

[Back to Table of Contents](#)



JULY RELEASE NOTES

El Dealer Sale Oasis Manufactured Home (EIS) El Dealer Sale of a New Manufactured Home (EIS)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT SoCal	n/a	398401	

Corrected the MANUFACTURED HOME INSTALLATION AND DELIVERY language.

BEFORE

MANUFACTURED HOME INSTALLATION AND DELIVERY

If the manufactured home is to be located in a Manufactured Home park **and** this escrow is contingent upon Buyer(s) receiving approval by the Park Management for the manufactured home described herein to be placed in and remain in said location for at least one year, **a** statement, signed by the Buyer(s) indicating that the Buyer(s) has agreed to the terms of the park's rental/lease agreement as well as the rules and regulations of said park, shall be delivered into escrow prior to the close of escrow.

AFTER

MANUFACTURED HOME INSTALLATION AND DELIVERY

If the manufactured home is to be located in a Manufactured Home park, **then** this escrow is contingent upon Buyer(s) receiving approval by the Park Management for the manufactured home described herein to be placed in and remain in said location for at least one year. **A** statement, signed by the Buyer(s) indicating that the Buyer(s) has agreed to the terms of the park's rental/lease agreement as well as the rules and regulations of said park, shall be delivered into escrow prior to the close of escrow.

[Back to Table of Contents](#)

Notice of Completion

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT SoCal	n/a	393931	

Reverted signature section change.

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Notary Fees - Payee				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
NEW	CA		386954,392298	SSCORP5307.rpt - Notary Fees - Payee
<p>Created New Notary Fees report called: Notary Fees – Payee</p> <ul style="list-style-type: none"> • This report will function the same as the current notary fee except it will look at the payee line instead of the CD/HUD line. • Report will not use the WSOB closed dates however will look at the revenue details. A file should show anytime there is revenue activity including voids to show negative amount. 				

[Back to Table of Contents](#)



JULY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases – NOCAL ONLY

NEW/MOD New	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 395111				
<p>New phrase added for Imputed Interest:</p> <table border="1" data-bbox="305 541 1318 894"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>input01</td> <td>IMPUTED INTEREST</td> </tr> </tbody> </table> <p>IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.</p> <p>Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.</p>				Code	Name	input01	IMPUTED INTEREST
Code	Name						
input01	IMPUTED INTEREST						

[Back to Table of Contents](#)



JULY RELEASE NOTES

Escrow Instruction Phrases – NOCAL ONLY

NEW/MOD Mod	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 393379
-----------------------	-----------------------------------	---------------------------------	-----------------------------

Revised HOA phrases for the Civil Code Section. Changed from Civil Code Section 1368 to 4525:

Code	Name
hoa01	HOMEOWNER'S ASSOCIATION STATEMENT

HOMEOWNER'S ASSOCIATION STATEMENT: Escrow Holder is instructed to obtain a statement from the Homeowner's Association servicing the subject property and to charge the account of the seller to bring said account current, if applicable. You are further directed to charge the account of buyer and seller to pay one-half each of transfer fees as required by the Association. Said Statement is to be approved in writing by buyer and seller prior to close of escrow.

Seller has furnished, and buyer hereby acknowledges receipt of (or seller will furnish buyer, prior to close of escrow) copies of the CC&R's Bylaws, Articles of Incorporation, Budget, Financial Statement and other such matters as required under Civil Code Section 4525. Escrow Holder shall have no duty or responsibility for the procurement and/or delivery of such documents.

Code	Name
hoa02	HOMEOWNER'S ASSOCIATION STATEMENT WITH UPFRONT FEES

HOMEOWNER'S ASSOCIATION STATEMENT WITH UPFRONT FEES: Escrow Holder is authorized and instructed to obtain a statement from the Homeowner's Association servicing subject property and to charge the account of the Seller to bring said account current, if applicable. You are further directed to charge the account of the Buyer and Seller each with half of the transfer fees and document fees as required by the Association.

Seller has furnished and the Buyer hereby acknowledged receipt of (or Seller will furnish to Buyer, prior to the close of escrow) copies of the CC&R's, By-Laws, Articles of Incorporation, Budget, Financial Statement, Minutes and other such matters as required under Civil Code Section 4525. Seller agrees to transfer to Buyer, direct and outside of escrow, any appurtenant HOA items such as gate keys, card keys and passes, which Seller may have access to. Seller and Buyer hold Escrow Holder harmless and without liability whatsoever regarding the transfer of said items or payment or deposit to the association which may be due for same.

[Back to Table of Contents](#)

Escrow Instruction Phrases – SOCAL ONLY

NEW/MOD New	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 395111
-----------------------	-----------------------------------	---------------------------------	-----------------------------

New phrase added for Imputed Interest:

Code	Name
imput02	NOTETD/IMPUTED INTEREST2

IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.

Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Escrow Instruction Phrases – SOCAL ONLY

NEW/MOD Mod	REQUESTED BY CT SoCal	FOOTPRINTS No(s). N/A	TFS No(s). 393379
-----------------------	---------------------------------	---------------------------------	-----------------------------

Revised HOA phrases for the Civil Code Section. Changed from Civil Code Section 1368 to 4525:

Code	Name
hoa05	HOMEOWNER'S ASSOCIATION STATEMENT

HOMEOWNER'S ASSOCIATION STATEMENT: Escrow Holder is instructed to obtain a statement from the Homeowner's Association servicing the subject property and to charge the account of the seller to bring said account current, if applicable. You are further directed to charge the account of buyer and seller to pay one-half each of transfer fees as required by the Association. Said Statement is to be approved in writing by buyer and seller prior to close of escrow.

Seller has furnished, and buyer hereby acknowledges receipt of (or seller will furnish buyer, prior to close of escrow) copies of the CC&R's Bylaws, Articles of Incorporation, Budget, Financial Statement and other such matters as required under Civil Code Section **4525**.

Code	Name
hoa06	HOMEOWNER'S ASSOCIATION STATEMENT WITH UPFRONT FEES

HOMEOWNER'S ASSOCIATION STATEMENT WITH UPFRONT FEES: Escrow Holder is authorized and instructed to obtain a statement from the Homeowner's Association servicing subject property and to charge the account of the Seller to bring said account current, if applicable. You are further directed to charge the account of the Buyer and Seller each with half of the transfer fees and document fees as required by the Association.

Seller has furnished and the Buyer hereby acknowledged receipt of (or Seller will furnish to Buyer, prior to the close of escrow) copies of the CC&R's, By-Laws, Articles of Incorporation, Budget, Financial Statement, Minutes and other such matters as required under Civil Code Section **4525**. Seller agrees to transfer to Buyer, direct and outside of escrow, any appurtenant HOA items such as gate keys, card keys and passes, which Seller may have access to. Seller and Buyer hold Escrow Holder harmless and without liability whatsoever regarding the transfer of said items or payment or deposit to the association which may be due for same.

[Back to Table of Contents](#)



JULY RELEASE NOTES

FIRST TITLE

DOCUMENTS

Title

Master Endorsement				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	First Title	n/a	394058	
Revised to pull the countersignature in the file regardless of the current user rendering the document.				

[Back to Table of Contents](#)

JULY RELEASE NOTES

Access-Land Abuts Street

NEW/MOD New	REQUESTED BY FTGA, Underwriting	FOOTPRINTS No(s). n/a	TFS No(s). 399526	FILE NAME (NEW ITEMS ONLY) EyrS055_06_FNF
-----------------------	---	---------------------------------	-----------------------------	---

A new entry "Access-Land Abuts Street" is now available as a Custom (SE 55) endorsement entry:

Endorsements

Title product: Owner's Policy Coverage

+ - Default Splits...

Description

SE 55 - *M* - (06) Access-Land Abuts

Add Endorsements
Search

Lookup Code	Code	Description
<input type="checkbox"/> EyrS055_00	SE 55	SE 55 - *M* - (01) Custom
<input type="checkbox"/> EyrS055_03	SE 55-3	SE 55 - *M* - (03) Owner's Modification Endorsement (No Change in Liability)
<input type="checkbox"/> EyrS055_04	SE 55-4	SE 55 - *M* - (04) Owner's Modification Endorsement (Liab. Increase)
<input type="checkbox"/> EyrS055_05	SE 55-5	SE 55 - *M* - (05) Down Date (Owner's)
<input checked="" type="checkbox"/> EyrS055_06	SE 55-6	SE 55 - *M* - (06) Access-Land Abuts Street
<input type="checkbox"/> EyrS055_15	SE 55-15	Butler Rebate

Custom Fields

Search

Label	Value
Enter the name for this custom endorsement	FILL IN NAME OF CUSTOM ENDORSEMENT
Enter items to be considered by this endorsement	Fill in body of custom endorsement fill in body of custom endorsement fill in body of custom endorsemen

[Back to Table of Contents](#)



JULY RELEASE NOTES

FLORIDA

DOCUMENTS

Escrow

Address Certification (FKA Seller Address Certification)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	LCT-Wollinka	n/a	395281	

Document has been renamed from "Seller Address Certification" to "Address Certification" and has been revised to also work with Buyer/Borrowers. Also, prompt added to ask if proceeds language should pull to document and if that is not chosen then that language will not show.

[Back to Table of Contents](#)

Affidavit (Contractor's Final Payment)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FT Maitland	n/a	393612	FLD1294.doc

New document. Render to view complete document.

CONTRACTOR'S FINAL PAYMENT AFFIDAVIT

STATE OF _____

Order No.: CarlyTest-FL-AS

COUNTY OF _____

Before me, the undersigned authority, personally appeared **John Doe** ("Affiant"), who, after being first duly sworn, deposes and says of his/her personal knowledge the following:

1. He/She is the **Affiant** (title of affiant), of **Company Name** (name of contractor's business), which does business in the state of Florida, hereinafter referred to as the "Contractor."
2. Contractor, pursuant to a contract with **Bobby B. Buyer** and **Betty B. Buyer** (name of owner), hereinafter referred to as the "Owner," has furnished or caused to be furnished labor, materials, and services for the construction of certain improvements to real property as more particularly set forth in said contract.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Affidavit (Contractor's Release of Lien)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	n/a	393741	
Removed document from system per Escrow Admin. See TFS 393612.				

[Back to Table of Contents](#)

Notice of Termination with Contractor's Affidavit

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	n/a	393744	
Replaced fourth page with the new "Affidavit (Contractor's Final Payment)". See TFS 393612.				

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Title Production				
NEW/MOD MOD	REQUESTED BY FT GA	FOOTPRINTS No(s).	TFS No(s). 395234	FILE NAME (NEW ITEMS ONLY)
<p><u>_Added new start/stop tasks to report for GA</u></p> <ul style="list-style-type: none"> • <u>Start Time Task:</u> <ul style="list-style-type: none"> ○ Task Contains "Search Requested" ○ Task Contains "Search Received/Complete" ○ Task Contains "Recording Complete" ○ Task Contains "Order Search" ○ Task Contains "Search Complete" ○ Task Contains "Recorded Docs Received & Scanned" • <u>Stop Time Task:</u> <ul style="list-style-type: none"> ○ Task Contains "Search Received/Complete" ○ Task Contains "Commitment Prep and Distribution" ○ Task Contains "Commitment Prep and Distribution" ○ Task Contains "Policy Prep and Distribution" ○ Task Contains "Search Complete" 				

[Back to Table of Contents](#)



JULY RELEASE NOTES

HAWAII

DOCUMENTS

Escrow

Closing Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Vancouver	n/a	393779	

Added functionality for the users to be able to choose which checks and/or wires pull to the document.

[Back to Table of Contents](#)

Form P-64A 2015 (Conveyance Tax Certificate)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT HI	n/a	395049	

Revised document to pull all correct numbers for the CPR NO.

[Back to Table of Contents](#)



JULY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).
New	Settlement	N/A	395114

New phrase added for Imputed Interest:

Code	Name
imput01	IMPUTED INTEREST

IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.

Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

IDAHO

DOCUMENTS

Escrow

Closing Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Vancouver	n/a	393779	

Added functionality for the users to be able to choose which checks and/or wires pull to the document.

[Back to Table of Contents](#)

EI - Purchase and Sale (EIS)

EI - Purchase and Sale - Commercial (EIS)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Settlement	n/a	394110	

Revise the existing 'Short Payoff' verbiage to the 'Shortpay Provision' verbiage and added coding pull this if the ProductType = Short Sale.

Order type: Title & Escrow

Product type: Short Sale

Policy type: Simultaneous

SHORTPAY PROVISION: Close of this transaction is subject to Seller's/Borrower's successful negotiation with the lender(s) of record to accept a payoff for less than the actual amount(s) owed. The settlement agent is in receipt of written short pay approval(s). Seller/borrower has read and approved the short pay approval(s) which is considered their authorization to close.

As a condition of the short sale which is the subject of this transaction, settlement agent may be required to sign an affidavit or addendum to the lenders short pay agreement. Buyer and seller acknowledge the settlement agent agrees to sign the affidavit or addendum provided the assurances are true and correct. If settlement agent becomes aware of a fact(s) which contradicts the statements affirmed in the affidavit or addendum, buyer and seller authorize the settlement agent to disclose such fact(s) to the short sale lender(s).

Buyer and seller further acknowledge any contradictions may impose additional requirements upon them to induce settlement agent to close the short sale and for the title company to insure the new buyer and their lender (if applicable). Buyer and seller agree to cooperate with the settlement agent and the title company to satisfy any such requirements. If any information affirmed by any of the principals proves to be false, it shall be the responsibility of the breaching principal to defend the settlement agent and the title company.

A short payoff may have serious legal and/or tax consequences. By signing below, each of us acknowledges we have not received any legal or financial advice from *Escrow Agent Name* or its EMPLOYEES with regard to the subject matter of this transaction, any contracts previously entered into, or as to the legal effect of any documents which are a part of the closing. We understand each of us has the right to obtain such advice from professionals of our own choosing prior to closing and acknowledge we have either obtained such advice, or have elected not to do so.

_____ Initial _____ Initial _____ Initial _____ Initial

RECEIPT OF PLAT AND RESTRICTIVE COVENANTS (Buyer Only)

[Back to Table of Contents](#)



JULY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases

NEW/MOD New	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 394927
-----------------------	-----------------------------------	---------------------------------	-----------------------------

New phrase added for Imputed Interest:

Code	Name
imput01	IMPUTED INTEREST

IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.

Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

ILLINOIS

DOCUMENTS

Escrow

Closing Checklist

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Downstate IL	n/a	393756	

Added contact information, Sellers names will pull in Vesting and interest, and changed brief legal to look to legal.

CLOSING CHECKLIST	
Date:	June 20, 2017
Escrow No:	JM CD Test-MGS
Seller(s):	Sam L. Seller and Sally Seller, husband and wife
Seller(s) Atty:	Anderson & Anderson Andy Anderson
Seller(s) Agent:	Greenridge Realty, Inc. John Doe
Borrower(s):	Bob L. Buyer and Betty A. Buyer
Borrower(s) Atty:	N/A
Borrower(s) Agent:	The Selling Agency Riley Rose
Lender:	Bank of America Wayne Smith
Closer:	Melissa G. Smith
Closing Date/Time:	June 20, 2017 at 12:00 am
Property:	1001 Property Address, Grand Rapids, MI 49503
PIN:	11-123
Brief Legal:	Property 1 Escrow Legal Property 1 Escro

[Back to Table of Contents](#)

Plat Act Affidavit - Tazewell

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Metro	n/a	395935	

Tightened up spacing on the document to ensure it keeps to one page.

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Title Production				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	CT IL		392105	
Added new start/stop tasks				
<ul style="list-style-type: none">• <u>Start Time Task:</u><ul style="list-style-type: none">○ Requested Task contain 'Title Update Completed'○ Requested Task contains ' Title Update Completed – Escrow'○ Requested Task contains ' Title Update Completed – Title'○ Requested Task contains 'Title Update Completed – Underwriting' • <u>Stop Time Task:</u><ul style="list-style-type: none">○ Requested Task contains 'Title Update - Requested'				

[Back to Table of Contents](#)



JULY RELEASE NOTES

INDIANA

DOCUMENTS

Escrow

Affidavit (Vendor)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Indiana and FTNW Indiana	n/a	393803	

Added prompt for date of affidavit rather than using blank line.

(Select appropriate paragraph)

1. Vendor is more than eighteen (18) years of age.
2. Vendor is a _____ duly organized and in good standing under the laws of _____ and the persons executing this affidavit and the deed on behalf of Vendor are duly elected officers of Vendor and have been fully empowered by proper resolution of the Board of Directors of Vendor to execute and deliver this affidavit and the deed; and Vendor has full capacity to convey the real estate described herein and all necessary action for the making of such conveyance has been taken and done.

Vendor intends that each of the statements made herein shall be construed as a representation; each of the representations is made for the purpose of inducing Purchaser to purchase the Real Estate and the above named title insurance company to issue a policy of title insurance pursuant to the aforesaid covenant; and each of the representations whether construed jointly or severally, is true. Vendor expressly authorizes Purchaser and all other persons to rely on such representations.

IN WITNESS WHEREOF, the undersigned have executed this document on **July 20, 2017.**

[Back to Table of Contents](#)

Agreement (Compliance)

Agreement (Tax Proration)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Indiana	n/a	394350	

For split closing purposes, separated forms into a Buyer version and a Seller version that can be printed separately.

[Back to Table of Contents](#)

JULY RELEASE NOTES

CDF Statements				
NEW/MOD MOD	REQUESTED BY IN	FOOTPRINTS No(s).	TFS No(s). 396257	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> When option screen has selected the 'Print additional disbursements from broker's commission' checkbox the full breakdown of commissions will display. When unchecked commissions breakdown will not show. 				
<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> ◀ ▶ Options </div> <hr style="border: 0.5px solid #0070c0; margin-top: 10px;"/> <ul style="list-style-type: none"> <input type="checkbox"/> Use optional Closing Disclosure forms for transactions not involving seller (Refinance) <input checked="" type="checkbox"/> Sort CDF page 2 lines descriptions alphabetically on order save <input checked="" type="checkbox"/> Print POC codes on Closing Disclosure form <input type="checkbox"/> Use buyer/seller split feature <input checked="" type="checkbox"/> Use Individual Settlement Statement rules to calculate buyer/seller receipts and disbursements <input type="checkbox"/> Use individual buyer codes for receipts and disbursements <input checked="" type="checkbox"/> Use individual seller codes for receipts and disbursements <li style="background-color: yellow;"><input checked="" type="checkbox"/> Print additional disbursements from broker's commission <ul style="list-style-type: none"> <input type="checkbox"/> Include additional disbursements from broker's commission amount <input checked="" type="checkbox"/> Print Settlement Agent logo on Settlement Statements <input type="checkbox"/> Print signatures 				

[Back to Table of Contents](#)

Consent For Use of Electronic Documents				
NEW/MOD Mod	REQUESTED BY CT Indiana	FOOTPRINTS No(s). n/a	TFS No(s). 394350	FILE NAME (NEW ITEMS ONLY)
<p>For split closing purposes, separated forms into a Buyer version and a Seller version that can be printed separately.</p>				

[Back to Table of Contents](#)



JULY RELEASE NOTES

Construction Draw				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
NEW	FT		393414	SSCORPD3000.spdoc - Construction Disbursement Statement
<p>Created New ReadyDoc Report (HTML)</p> <ul style="list-style-type: none"> • Parameters: <ul style="list-style-type: none"> ○ Drop down list for which draw the report should run on • Layout <ul style="list-style-type: none"> ○ Header: Construction Disbursement Statement ○ Header Data (Section A): ○ Draw # = draw number listed in register under Construction Draws ○ Escrow # = {{Order.Number}} ○ Disbursement Date = {{Order.DisbursementDate}} ○ Loan Amount = {{ Order.Loans[1].Funding.LoanAmount}} <ul style="list-style-type: none"> ▪ pull first loan amount only as there should only be one loan per file ○ Property = Property address <ul style="list-style-type: none"> ▪ pull first property as there should only be one property per file ○ Borrower = Borrower Full name(s) ○ Receipts (Section B) ○ Receipts = All receipts for the current draw the report is being run for. <ul style="list-style-type: none"> ▪ Payor = payor name on receipt ▪ Description = "Draw Funds" (hard code this label for all receipts in the current draw) ▪ Amount = amount of each receipt ▪ Total = total for all receipts ○ Draw Summary (Section C) <ul style="list-style-type: none"> ▪ Disbursements = All disbursements from the current draw the report is being run for. ▪ Name = Payor name on disbursement ▪ W9 = If the contact is missing their tax (Example {{Order.GeneralContractors.TaxID}}) box should be checked. Else if Tax ID is not null box is unchecked ▪ Lien Waiver = drop down found in the Construction Draw <ul style="list-style-type: none"> • Options are Partial or Final ▪ New Column between Lien Waiver and Amount <ul style="list-style-type: none"> • Name of column = Description • Data = pull from the comments of each disbursement. Found in the Construction Draw ▪ Amount = Amount of each disbursement ▪ Total = sum of all disbursements on the current draw ○ Signatures (Section D) ○ Hard Code "We hereby certify that the above funds were disbursed by us as the authorized ○ Signature lines <ul style="list-style-type: none"> ▪ General Contractor Contact (only going to pull the first one as user stated they should NEVER have more than one per file) ▪ Full Name = {{Order.GeneralContractors.Name}} ▪ Under name hard code the following for signer to full in <ul style="list-style-type: none"> • "Name:" • "Title:" ○ Settlement Agent (Pull name from first Settlement Agent) <ul style="list-style-type: none"> ▪ Name = Full name of settlement agent {{ Order.SettlementAgents.Name}} ▪ Escrow Office Name {{ Order.Escrow.Officer}} ▪ Pull electronic signature if available from user profile ○ Borrower (new signature line) <ul style="list-style-type: none"> ▪ Full names of all borrowers to sign. <ul style="list-style-type: none"> • Separate lines for each borrower (B1, B2), but not joint borrowers on the same contact. ○ End Summary (Sections E & F) 				



JULY RELEASE NOTES

- Section E
 - Loan Amount = {{ Order.Loans[1].Funding.LoanAmount}}
 - “Total Expended including this draw:” = total disbursements of all construction draws including current
 - “ Mortgage Balance for Future Disbursements:” = the difference between all loan amounts minus all draw disbursements (5.3.1.1 – 5.3.1.2)
- Section F
 - “We acknowledge receipt of \$0.00 and authorize disbursement in accordance with statements and/or invoices submitted, as show above. Additional funds in the amount of \$0.00 have been deposited by us as required to complete the authorized disbursement.”
 - The first dollar amount will be the first deposit in the construction draw
 - The second dollar amount will be any additional deposits into the construction draw
 - Signature line of General Contractor
 - Full Name = {{Order.GeneralContractors.Name}}
 - Under name hard code the following for signer to full in
 - “Name:”
 - “Title:”

[Back to Table of Contents](#)

EI - Disbursement

EI - Disbursement (Legal)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FTNW	n/a	394346	

Removed the verbiage for the Overnight Delivery.

The undersigned hereby authorizes and directs [Escrow Agent Name](#) to wire transfer funds, as indicated below, to the Receiving Bank and Account or to disburse proceeds/refunds as indicated below. The undersigned warrants that the information provided in this Authorization is complete and accurate.

NET PROCEEDS DUE THE UNDERSIGNED to be: Wire Transfer (complete instructions below)

Disbursed as indicated: HOLD for Pick Up

Overnight Delivery (The actual charge for this service will be deducted from the funds)

[Back to Table of Contents](#)



JULY RELEASE NOTES

HOA Request

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Indiana	n/a	398628	

Added an Anticipated Settlement Date line.



Company Name

HOA REQUEST

Melissa G. Smith, Closing Specialist
 Escrow Office Name
 100 Main Street
 Someplace, IN 92025
 Phone: (800)111-2222 Fax: (800)222-3333

Date: July 14, 2017
Escrow No.: JM CD Test-MGS
Owner: Sam Seller and Sally Seller
Property: 1001 Property Address
 City, IN 49503
 Brief Legal Description

Anticipated Settlement Date: July 21, 2017

Regular dues/assessments are \$ _____ and are paid:

Annually
 Semi-Annually
 Quarterly
 Monthly

Other: _____

[Back to Table of Contents](#)



JULY RELEASE NOTES

HUD Statements

NEW/MOD MOD	REQUESTED BY IN	FOOTPRINTS No(s).	TFS No(s). 396281	FILE NAME (NEW ITEMS ONLY)
----------------	--------------------	-------------------	----------------------	----------------------------

- In the HUD option screen when selecting 'attachment' from the "Show additional disbursements from broker's commission" dropdown the full commission is displayed. Otherwise the commission's breakdown will not show.

Options

- Show deposit earnest money as required in RESPA regulations
- Print approval signature lines on Order Balance Sheets
- Use Individual Settlement Statement rules to calculate buyer/seller receipts and disbursements
- Use individual buyer codes for receipts and disbursements
- Use individual seller codes for receipts and disbursements

	FINAL			ESTIMATED		
	Signature lines	Signature lines w/acknowledgment	1099 solicitation	Signature lines	Signature lines w/acknowledgment	1099 solicitation
HUD (Letter)						
Page 1	<input type="checkbox"/>			<input type="checkbox"/>		
Page 2	<input type="checkbox"/>			<input type="checkbox"/>		
Page 3	<input type="checkbox"/>			<input type="checkbox"/>		
Attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HUD (Legal)						
Page 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Page 3	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Attachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Settlement Statement						
Last page	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Text to be printed on the bottom of HUD-1, page 2:

page 2 text

Show additional disbursements from broker's commission: Attachment

Print settlement agent signature on HUD-1: Attachment Include acknowledgment

Print tax proration disclosure on Buyer/Seller Certification: Never

[Back to Table of Contents](#)



JULY RELEASE NOTES

Letter (Policy) - FKA Letter (Policy-Owners)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FTNW Indiana	n/a	394362	

Form renamed "Letter (Policy)" to make clear that it is for Lenders as well. Revised the Recorded Mortgage section to pull from the Insured Mortgage field on the Loan Policy Schedule A screen. Revised the Addressee section at the top of the letter to pull from the "FTP Mailed To" Custom Field on the Lender screen.

Document Selection

Please make one or more selections for each document below.

Check ▾

Letter (Policy)

- Buyer/Borrower Billy Buyer (B2)
- Buyer/Borrower Buying Org (B)
- Lender Lender Bank & Trust (L)
- Loan Servicer Lilys Loan Servicing (LS)

Insured Mortgage

Lookup code:

Recorded mortgage text here

Please find enclosed the following:

MORTGAGE POLICY ITEMS: ORIGINAL TO LENDER

Policy No. ■

Recorded Mortgage-Recorded mortgage text here

Recorded Assignment-Place recorded from SI screen

Custom field for Final Title Policy

Date: June 21, 2017
Ref. No.: LenderRefNum11111

Dear Leonard Seymore Lender:

[Back to Table of Contents](#)

JULY RELEASE NOTES

Letter (Tax Refund)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Indiana	n/a	395788	IND1244.doc

New document. Render to view complete document.



Fidelity National Title*
Insurance Company

P.O. Box 45023
Jacksonville, FL 32230
Phone: (888)934-3354 / Fax: (888)111-4321

Brian T. Buyer and Brenda T. Buyer
100 Buyer Forward Street
Buyer Forward City, MO 99999

Date: July 17, 2017
Order No.: 2017040003RN-JDK
Buyer(s): Brian T. Buyer and Brenda T. Buyer
The Trust Company
Seller(s): Stephen T. Seller and Stephanie T. Seller
Property: 100 Property Street
Portland, IN 62501

To Our Valued Customer:

Enclosed please find a revised Closing Disclosure for the above referenced transaction.

The property taxes due and payable **July 21, 2017** have been posted paid with **Multnomah** County. Therefore, an adjustment was required to your closing statement after the closing date. A refund check has also been issued for the overage amount that was charged and enclosed with this letter. Please cash this refund check at your earliest convenience. If you have any questions, please contact the closing branch indicated.

Please keep this copy for your records.

Thank you for choosing **Fidelity National Title Insurance Company**.

Sincerely,



Melissa G. Smith
Closing Specialist
melissa.smith@email.com

[Back to Table of Contents](#)



JULY RELEASE NOTES

Limited Title Certificate

Limited Title Certificate - New Build

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Indiana	n/a	395313	

Revised to pull in the countersignature.

[Back to Table of Contents](#)

MLS Sold Info

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CTNW Indiana	n/a	398299	

A new Custom Field prompt was added for the Terms of Sale. If unanswered, a blank line remains on the form.

Field Prompt

MLS Sold Info
Order 2017040003RN

Enter the Terms of Sale

	MLS/SOLD INFORMATION
Property:	<u>100 Property Street, Portland, IN 62501</u>
Sale Price:	<u>\$300,000.00</u>
Closing Date:	<u>May 31, 2017</u>
Terms of Sale:	<u>abc</u>
	<small>Conv. Uninsured AMOR CASH FHA ICON VA OTHER ARMO CONV FMHA IHFA VAIR BUYD CSCO FHAR PMMO WRAP</small>
New Mortgage Amount:	<u>\$250,000.00</u>
New Mortgage Interest Rate:	<u>0.000%</u>
Place of Closing:	<u>Chicago Title Insurance Company 1001 Settlement Way, Suite 100 Anywhere, IN 99999</u>

[Back to Table of Contents](#)



JULY RELEASE NOTES

Sales Disclosure (2011)				
NEW/MOD Mod	REQUESTED BY CT Indiana	FOOTPRINTS No(s). n/a	TFS No(s). 397468	FILE NAME (NEW ITEMS ONLY)

Revised Seller address in Section E to pull in the Seller's forwarding address. If the forwarding address is empty, it will pull in the Seller's current address.

	First	Middle	Last	Suffix	Relationship
Name(s):	<input type="text" value="Stephen"/>	<input type="text" value="T."/>	<input type="text" value="Seller"/>	<input type="text"/>	and ▼
	<input type="text" value="Stephanie"/>	<input type="text" value="T."/>	<input type="text" value="Seller"/>	<input type="text"/>	, husband and wife ▼
Name:	<input type="text" value="Stephen T. Seller and Stephanie T. Seller"/>				
Payee name:	<input type="text" value="Stephen T. Seller and Stephanie T. Seller"/>				
Vesting:	<input type="text"/>				
Interest:	<input type="text"/>				
Current address:	<input type="checkbox"/> Same as property address				
Street:	<input type="text" value="100 Seller Current Street"/>				
	<input type="text"/>				
City/State/Zip:	<input type="text" value="Seller Current City"/>		IN ▼	<input type="text" value="99999-"/>	<input type="checkbox"/> Foreign
Forwarding address:	<input type="text"/>				
Street:	<input type="text" value="100 Seller Forward Street"/>				
	<input type="text"/>				
City/State/Zip:	<input type="text" value="Seller Forward City"/>		IN ▼	<input type="text" value="99999-"/>	<input type="checkbox"/> Foreign

E. SELLER(S)/GRANTOR(S)	
<u>Stephen T. Seller</u> <small>Seller 1 - Name as appears on conveyance document</small> <u>100 Seller Forward Street</u> <small>Address (Number and Street)</small> <u>Seller Forward City, IN 99999</u> <small>City, State, and ZIP Code</small>	<u>Stephanie T. Seller</u> <small>Seller 2 - Name as appears on conveyance document</small> <u>100 Seller Forward Street</u> <small>Address (Number and Street)</small> <u>Seller Forward City, IN 99999</u> <small>City, State, and ZIP Code</small>

[Back to Table of Contents](#)



JULY RELEASE NOTES

Survey Order

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Indiana	n/a	397968	

Under "Certify To" it will now pull in the Office Address, and "Ordered By:" will pull in the Pre-Closer/Escrow Assistant's Name and Email.

Please prepare a Surveyor Location Report.

Certify To: [Chicago Title Company](#)
[100 Main Street, Someplace, IL 92025](#)

And/Or: [Bob L. Buyer and Betty A. Buyer](#)
[Bank of America](#)

Current Owner: [Bob L. Buyer and Betty A. Buyer](#)

Closing Date: [July 21, 2017](#)

Property Description:
 Address: [1001 Property Address, Chicago, IL 49503](#)
 County: [County of Portland](#)

Legal Description:
 Parcel No.: [11-123](#)
[Brief Legal Description](#)

Date: [July 12, 2017](#)

Escrow officer/Closer:	Melissa G. Smith
Pre-closer/Escrow assistant:	Sandy L. Moore

↓

Ordered By: [Sandy L. Moore](#)
 Email: sandy.moore@email.com

[Back to Table of Contents](#)

Transfer of Funds

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FNT Indiana	n/a	395142	

Revised signature section based on new prompt to select if Buyer(s), Seller(s) or Both are to sign the form.

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Title Production				
NEW/MOD MOD	REQUESTED BY FT IN	FOOTPRINTS No(s).	TFS No(s). 394906, 397907	FILE NAME (NEW ITEMS ONLY)
<p>Added new start/stop tasks for Profile Default\P\CPU\Indiana\FT\FIDS</p> <ul style="list-style-type: none"> • <u>Start Time Task:</u> <ul style="list-style-type: none"> ○ Task Contains "FTNW Commitment Requested" • <u>Stop Time Task:</u> <ul style="list-style-type: none"> ○ Task Contains "Distribute Commitment" <p>Added new start/stop tasks for Profile Default\P\CPU\Indiana\CT</p> <ul style="list-style-type: none"> • <u>Start Time Task:</u> <ul style="list-style-type: none"> ○ Task contains "CTIN Commitment Issued" ○ Task contains "CTIN TBD Commit Update" • <u>Stop Time Task:</u> <ul style="list-style-type: none"> ○ Task contains "CTIN Commitment Delivered" ○ Task contains "CTIN TBD Commit Delivered" 				

[Back to Table of Contents](#)

Weekly Summary of Business				
NEW/MOD MOD	REQUESTED BY FT IN	FOOTPRINTS No(s).	TFS No(s). 397558	FILE NAME (NEW ITEMS ONLY)
<p>Update Indirect Order Type Product Codes:</p> <ul style="list-style-type: none"> • Profile: Default\P\CPU\Indiana\CT + Child Profiles <ul style="list-style-type: none"> ○ Indirect Codes: 'Info', 'PLTACC' • Profile: Default\P\CPU\Indiana\FT\FIDS + Child Profiles <ul style="list-style-type: none"> ○ Indirect Codes: 'Info', 'PLTACC' • Profile: Default\P\CPU\Indiana\FT\FXHR + Child Profiles <ul style="list-style-type: none"> ○ Indirect Codes: 'Info', 'PLTACC', 'OTHER', 'TTSLEA' 				

[Back to Table of Contents](#)

JULY RELEASE NOTES

EI - Strict Joint Order

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT MI	n/a	393751	

Added prompts for the Proposed Disbursement Date and Deposit Dollar Amount rather than defaulting to file information. Modified to pull in the Settlement Date instead of a prompt.

1. Customer Identification
 Property Address: [1001 Property Address, Grand Rapids, MI 49503](#)
 Project Reference: [Spring Isle](#)
 Proposed Disbursement Date: [June 23, 2017](#)

2. Deposits
 Per the agreement of the undersigned parties, the f (hereinafter "Deposits"):
 Dollar Amount: [\\$2,500.00](#)
 Other (i.e. Documents):
[Docs held in escrow](#)
[Reason items held goes here](#)

EI - Strict Joint Order
Order JM CD Test

Proposed Disbursement Date

06/23/2017

with the Escrow Agent

EI - Strict Joint Order
Order JM CD Test

Escrow Amount being held

\$2,500.00

It is anticipated by the undersigned parties that the Deposits shall be disbursed on or before [June 23, 2017](#) ("disbursement date"). The failure of the undersigned parties to have said deposits disbursed on or before said

TERMINATION OF ESCROW AND RELEASE OF DEPOSITS

Escrow No.: [JM CD Test-MGS](#)

Pulls in the Settlement Date now instead of a prompt

The undersigned, being the parties to referenced Strict Joint Order Escrow Agreement dated [June 20, 2017](#), do hereby agree that the terms of the Escrow have been completed to the satisfaction of the parties and that the deposits made into the Escrow shall hereby be disbursed.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Post Closing Contact Information - Buyer/Borrower

Post Closing Contact Information - Seller

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT MI	n/a	393763	

Split the "Post Closing Contact Information" document into a "Seller" and a "Buyer/Borrower" version and also added "FOR INTERNAL USE ONLY" beneath the title of the documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

3 Year Trending				
NEW/MOD MOD	REQUESTED BY CT MI	FOOTPRINTS No(s).	TFS No(s). 389793	FILE NAME (NEW ITEMS ONLY)
<p>New Report added to MI Report Tree</p> <p>General: Title – 3 Year Trending Tree location – MI Marketing Sources</p> <p>Report based on Trending by {Selection}</p> <ul style="list-style-type: none"> • Parameters: <ul style="list-style-type: none"> ○ Change drop down from Marketing Source to Company (this would still pull from marketing source) <ul style="list-style-type: none"> ▪ Also note when the report renders that it would say Trending by: Company ○ Remove “Activity in year prior to and including” ○ All other are the same as Trending by {Selection} • Groups: <ul style="list-style-type: none"> ○ Same options as Trending by {Selection} ○ Years, add in years under each person to show current year, plus two years back • Columns: <ul style="list-style-type: none"> ○ Remove year as part of columns, just show months as January through December <ul style="list-style-type: none"> ▪ Counts in the month column will correspond to the year column • Totals: <ul style="list-style-type: none"> ○ Same as Trending by {Selection} • Sorting: <ul style="list-style-type: none"> ○ Same as Trending by {Selection} • Logic: <ul style="list-style-type: none"> ○ Same as Trending by {Selection} 				

[Back to Table of Contents](#)

Centralized Production Stats				
NEW/MOD MOD	REQUESTED BY CT MI	FOOTPRINTS No(s).	TFS No(s). 393750	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> • Prior work item (386949) changes were rolled back and will not be carried forward. • Changed parameters to show a from and through date • Added tasks to look at and group by like existing tasks: <ul style="list-style-type: none"> ○ Order Opened ○ Prelim/Commitment/Search Typed • If user profile contains ABA or Joint Venture they are now grouped separately under checklist task description. <ul style="list-style-type: none"> ○ Group 1 = Checklist Task Description ○ Group 2 = CPU or ABA/JV ○ Group 3 = Checklist Task Complete by • added the business days to the header • Changed "MTD" to "Range" in column headers since it no longer MTD it based on the inputted range 				

[Back to Table of Contents](#)



JULY RELEASE NOTES

Commissions by Sales Rep

NEW/MOD MOD	REQUESTED BY FT MI	FOOTPRINTS No(s).	TFS No(s). 394397	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> Added a new "Group by" option ("Sales Rep (default); "Sales Rep, Branch") Added a "Page break per group 1". 				

[Back to Table of Contents](#)

Open/Closed Orders by Selection

NEW/MOD MOD	REQUESTED BY CT MI	FOOTPRINTS No(s).	TFS No(s). 395263	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> Updated report to account for inaccurate/missing data. 				

[Back to Table of Contents](#)

Production Summary

NEW/MOD MOD	REQUESTED BY CT MI	FOOTPRINTS No(s).	TFS No(s). 394131	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> Prior work item (387651) changes were rolled back and should not be carried forward. Added option to run on specific T contact. This can be a picklist of T1, T2, T3, etc. or a drop-down to select which T contact. 				

[Back to Table of Contents](#)



JULY RELEASE NOTES

MISSOURI

REPORTS

Order Exceptions – Kansas City ONLY				
NEW/MOD MOD	REQUESTED BY CT MO	FOOTPRINTS No(s). n/a	TFS No(s). 395972	FILE NAME (NEW ITEMS ONLY)
Updated exception: Closed Order, Missing/Pending Revenue to not show if Additional Description = 'Split – Seller Side Only				

[Back to Table of Contents](#)



JULY RELEASE NOTES

MONTANA

DOCUMENTS

Escrow

Closing Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Vancouver	n/a	393779	

Added functionality for the users to be able to choose which checks and/or wires pull to the document.

[Back to Table of Contents](#)

EI - Escrow Instructions

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Billings	n/a	393769	

Replaced old "agree to pay" language with new language.

BEFORE

I agree to pay: Costs as disclosed on the settlement statement - which has been approved and signed.

I will hand you the instruments, documents and money required to comply with these instructions, which you may use, and pay such costs, taxes, assessments and demands to insure title as set forth herein when you can comply with these instructions and deliver the net proceeds to the order of the undersigned.

END OF INSTRUCTIONS

AFTER

You are instructed to disburse deposited funds pursuant to closing Statement(s) examined and approved by the parties hereto and by this reference made a part hereof. Certain items shown on the closing statements may be estimated only and the final figures may be adjusted to accommodate exact amounts required at the time of disbursement. It is the responsibility of the Parties to carefully review their closing Statement and notify Escrow Holder of any errors prior to or at signing. In the event the closing date changes, or other fees are incurred, the amounts will be adjusted at closing. Any errors discovered post-closing are still the obligation of the Parties. The Parties agree to cooperate with any request for the return of or remittance of additional funds owed pursuant to instructions and/or the mutually executed Purchase and Sale Agreement and any Addenda relating to this transaction.

I will hand you the instruments, documents and money required to comply with these instructions, which you may use, and pay such costs, taxes, assessments and demands to insure title as set forth herein when you can comply with these instructions and deliver the net proceeds to the order of the undersigned.

END OF INSTRUCTIONS

[Back to Table of Contents](#)



JULY RELEASE NOTES

EI - Sale (EIS)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Billings	n/a	393765	

Replaced old "agree to pay" language with new language.

BEFORE

- 10. I agree to pay: Costs as disclosed on the settlement statement, which has been approved and signed.
- 11. I will hand you the instruments, documents and money required to comply with these instructions, which you may use, and pay such costs, taxes, assessments and demands to insure title as set forth herein when can comply with these instructions and deliver the net proceeds to the order of the undersigned.

AFTER

- 10. You are instructed to disburse deposited funds pursuant to closing Statement(s) examined and approved by the parties hereto and by this reference made a part hereof. Certain items shown on the closing statements may be estimated only and the final figures may be adjusted to accommodate exact amounts required at the time of disbursement. **It is the responsibility of the Parties to carefully review their closing Statement and notify Escrow Holder of any errors prior to or at signing. In the event the closing date changes, or other fees are incurred, the amounts will be adjusted at closing. Any errors discovered post-closing are still the obligation of the Parties. The Parties agree to cooperate with any request for the return of or remittance of additional funds owed pursuant to instructions and/or the mutually executed Purchase and Sale Agreement and any Addenda relating to this transaction.**
- 11. I will hand you the instruments, documents and money required to comply with these instructions, which you may use, and pay such costs, taxes, assessments and demands to insure title as set forth herein when can comply with these instructions and deliver the net proceeds to the order of the undersigned.

[Back to Table of Contents](#)



JULY RELEASE NOTES

- Letter (Confirmation Of Order Placed)
- Letter (Opening)
- Letter (Opening Commitment - Buyer)
- Letter (Opening - Custom)
- Letter (Opening - Listing and Selling Agent)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	n/a	397561	

Added N19 Notice language after the signature section.

Sincerely,

Melissa G. Smith
 Closing Specialist
melissa.smith@email.com

Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Short Sale and Escrow Instructions

NEW/MOD Mod	REQUESTED BY Settlement	FOOTPRINTS No(s). n/a	TFS No(s). 394116	FILE NAME (NEW ITEMS ONLY)
----------------	----------------------------	--------------------------	----------------------	----------------------------

Pulling the 'Shortpay Provision' verbiage as #12 under "Additional Instructions" if the ProductType = Short Sale

<p>Order type: <input type="text" value="Title & Escrow"/></p> <p>Product type: <input style="background-color: yellow; border: 1px solid red;" type="text" value="Short Sale"/></p> <p>Policy type: <input type="text" value="Simultaneous"/></p>	<p>11. I will hand you the instruments, documents and money required to comply with these instructions, which you may use, and pay such costs, taxes, assessments and demands to insure title as set forth herein when can comply with these instructions and deliver the net proceeds to the order of the undersigned.</p> <p>12. SHORTPAY PROVISION: Close of this transaction is subject to Seller's/Borrower's successful negotiation with the lender(s) of record to accept a payoff for less than the actual amount(s) owed. The settlement agent is in receipt of written short pay approval(s). Seller/borrower has read and approved the short pay approval(s) which is considered their authorization to close.</p> <p>As a condition of the short sale which is the subject of this transaction, settlement agent may be required to sign an affidavit or addendum to the lenders short pay agreement. Buyer and seller acknowledge the settlement agent agrees to sign the affidavit or addendum provided the assurances are true and correct. If settlement agent becomes aware of a fact(s) which contradicts the statements affirmed in the affidavit or addendum, buyer and seller authorize the settlement agent to disclose such fact(s) to the short sale lender(s).</p> <p>Buyer and seller further acknowledge any contradictions may impose additional requirements upon them to induce settlement agent to close the short sale and for the title company to insure the new buyer and their lender (if applicable). Buyer and seller agree to cooperate with the settlement agent and the title company to satisfy any such requirements. If any information affirmed by any of the principals proves to be false, it shall be the responsibility of the breaching principal to defend the settlement agent and the title company.</p> <p>A short payoff may have serious legal and/or tax consequences. By signing below, each of us acknowledges we have not received any legal or financial advice from <i>Escrow Agent Name</i> or its EMPLOYEES with regard to the subject matter of this transaction, any contracts previously entered into, or as to the legal effect of any documents which are a part of the closing. We understand each of us has the right to obtain such advice from professionals of our own choosing prior to closing and acknowledge we have either obtained such advice, or have elected not to do so.</p>
--	--

[Back to Table of Contents](#)



JULY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases

NEW/MOD New	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 394929
-----------------------	-----------------------------------	---------------------------------	-----------------------------

New phrase added for Imputed Interest:

Code	Name
imput01	IMPUTED INTEREST

IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.

Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

NEW MEXICO

DOCUMENTS

Escrow

Demand (Beneficiary - Private)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT NM	n/a	395899	
Corrected typo from "Please return <u>you</u> payoff..." to "Please return <u>your</u> payoff..."				

[Back to Table of Contents](#)



JULY RELEASE NOTES

Title

NM 77 - Co-Insurance - Single Policy (ALTA 23-06)

NEW/MOD New	REQUESTED BY FT NM	FOOTPRINTS No(s). IN17000385748	TFS No(s). 397842	FILE NAME (NEW ITEMS ONLY) E10N077_00_NM_FNF
-----------------------	------------------------------	---	-----------------------------	--

ENDORSEMENT - NM 77

CO-INSURANCE - SINGLE POLICY

Issued By:



Fidelity National Title
Insurance Company

Attached to Policy Number:

LoanPolNum-456

Attached to and made a part of FILL IN ISSUING CO-INS NAME ("Issuing Co-Insurer") Policy No. FILL IN ISSUING CO-INS POL NUM ("Co-Insurance Policy"). Issuing Co-Insurer and any other coinsurers are collectively referred to as "Co-Insurers."

1. Co-Insurer issues this endorsement as evidence of Co-Insurer's liability under Co-Insurance Policy and directs that this endorsement be attached to the Co-Insurance Policy adopting its Covered Risks, Exclusions, Conditions, Schedules and Endorsements, as follows:

Co-Insuring Companies	Name and Address	Policy Number	Amount of Insurance	Percentage of Liability
Issuing Co-Insurer	ISSUING CO-INS NAME FILL IN ISSUING CO-INS ADDRESS	ISSUING CO-INS POL NUM	\$ 12,345.00	12.00%
Co-Insurer	FILL IN CO-INS NAME AND ADDRESS	FILL IN	\$ 11,111.00	11.00%
Co-Insurer	FILL IN CO-INS NAME AND ADDRESS	FILL IN	\$ 22,222.00	22.00%
Aggregate Amount of Insurance			\$ 123,456.00	

2. Each Co-Insurer shall be liable to the Insured under the Coinsurance Policy only for the total of the loss and costs multiplied by its Proportion of Liability.
3. Any notice of claim and any other notice or statement in writing required to be given under the Co-Insurance Policy must be given to Co-Insurer at its address set forth above.
4. Any endorsement to the Co-Insurance Policy issued after the date of this Co-Insurance Endorsement must be signed on behalf of the Co-Insurer by its authorized officer or agent.
5. This Co-Insurance Endorsement is effective as of the Date of Policy of the Co-Insurance Policy. This Co-Insurance Endorsement may be executed in counterparts.

[Back to Table of Contents](#)



JULY RELEASE NOTES

OHIO

DOCUMENTS

Title

**Future Owner's and Mortgage Insurance Endorsement
Separate Tax Parcel ID (Hieronymous) Endorsement
Special Encroachment Endorsement
Tax Deed Extinguishing Easement Endorsement**

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Underwriting	n/a	396258	EyrS_FOMI_OH_FNF, EyrS_STPID_OH_FNF, EyrS_SPENC_OH_FNF, EyrS_TAXDE_OH_FNF

Screenshot One Example Only. Render in Test Site to See Each Endorsement.

ENDORSEMENT

Issued By:



Fidelity National Title
Insurance Company

**SEPARATE TAX PARCEL ID
(HIERONYMOUS)**

Attached to Policy Number:

LoanPolNum-456

The Company hereby insures the Insured against loss or damage sustained or incurred by the Insured by reason of:

The land described as the Fee Parcel in Schedule A of this policy is part of real estate tax parcel FILL IN, *no separate tax parcel number is available yet for said land*; however, said land was conveyed by Deed Volume FILL IN, Page FILL IN of the Orange County, Ohio Recorder's Office and said land is a lawfully created parcel according to all applicable laws, statutes, ordinances and regulations and may lawfully be conveyed without further subdivision utilizing the insured legal description of said land.

This Endorsement is made a part of the Policy and is subject to all of the terms and provisions thereof and of any prior endorsements thereto. Except to the extent expressly stated, it neither modifies any of the terms and provisions of the Policy and any prior endorsements, nor does it extend the effective date of the Policy and any prior endorsements, nor does it increase the face amount thereof.

Fidelity National Title Insurance Company

Dated:

Countersigned By:

Authorized Officer or Agent

Separate Tax Parcel ID (Hieronymous)
Printed: 07.19.17 @ 06:51 PM
OH--SPS-1--2017060004 - CP Test OH

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Corporate Invoice				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	FT OH		392503	
<ul style="list-style-type: none">For OH the Corporate Invoice will suppress Title Office and/or Marketing Rep				

[Back to Table of Contents](#)

Recordable Invoice				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
NEW	OH		391915	
<ul style="list-style-type: none">This report is the same as the Corporate Invoice with a 2 inch margin at the topAdded to the OH report tree				

[Back to Table of Contents](#)

Weekly Summary of Business				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	OH		395807	
<ul style="list-style-type: none">Removed FCL as indirect order and count as a direct order.				

[Back to Table of Contents](#)

JULY RELEASE NOTES

OKLAHOMA

DOCUMENTS

Escrow

Generic Enclosure Letter - Title

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT OK	n/a	393603	

Removed greeting. Added functionality to pull the countersignature.

In connection with the above referenced transaction, please find the following enclosed:

- [Loan Policy](#)
- [Endorsements](#)
- [Mortgage Tax Receipt](#)

We appreciate the opportunity of being of service to you. If we can be of further assistance, please feel free to call upon us.

Sincerely,




Policy - Schedule A

Witness Clause

Countersignature

Signature date:

Lookup code:

B I U abc ↶ ↷ ☰ ☷ ☹ ☺ ABC

Charles Francis

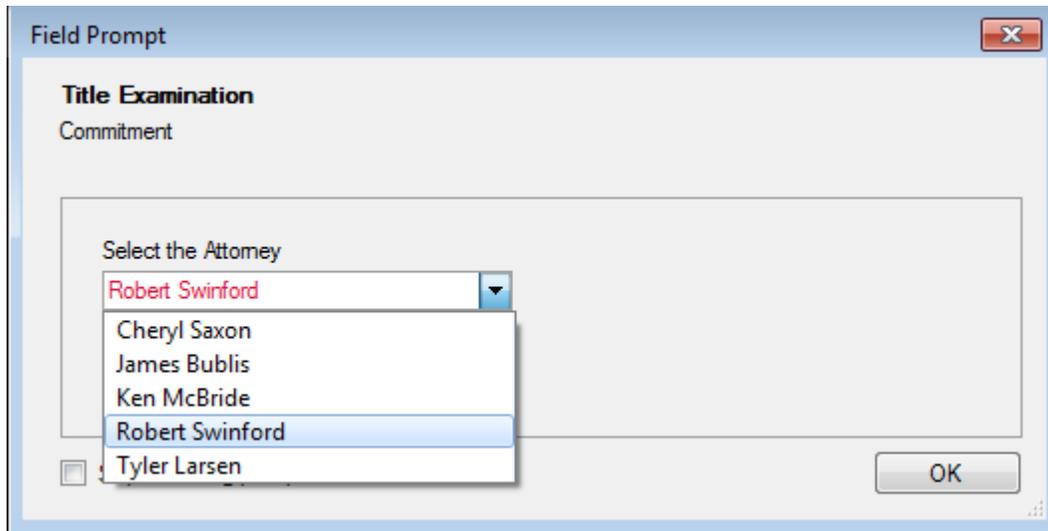
[Back to Table of Contents](#)

JULY RELEASE NOTES

Title Examination

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT OK	n/a	393595	

Replaced "Gap Date" label with "Certified Date" and added a prompt for the time. Removed the prompt for "Select the product type for the Title Examination" and hardcoded "Title Insurance" in its place. Lastly, added Robert Swinford and James Bubliss to the dropdown prompt.





Company Name

TITLE EXAMINATION

Date: June 23, 2017; Certified Date June 12, 2017 at 07:00 am
Order No.: MS Test OK 1
Purpose Examined: Title Insurance
Examining Attorney: Robert Swinford--SLM

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Invoice Aging				
NEW/MOD MOD	REQUESTED BY OK	FOOTPRINTS No(s).	TFS No(s). 393453	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none">• Modified Customer Facing Statement report<ul style="list-style-type: none">○ Centered logo○ Enlarged the word "Statement" 3-4 font sizes○ Removed customer lookup code○ Removed customer phone and fax○ Added in brief legal between property address and invoice total○ Shifted invoice columns to align under bill to section and then stretched columns to show across the screen○ Show aging info at the bottom of each customer○ Removed customer person contact, change this to show accounts receivable				

[Back to Table of Contents](#)



JULY RELEASE NOTES

OREGON

DOCUMENTS

Escrow

Affidavit (ALTA)

Affidavit (ALTA), Legal

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Western Title OR	n/a	396132	

Renamed existing document to include ", Legal" and added a new letter size version (ORD1453.doc).

[Back to Table of Contents](#)

Affidavit (Borrower's)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	TT Salem	n/a	393772	

Revised document to look to the acknowledgment field.

[Back to Table of Contents](#)

Broker's Escrow Instructions Regarding Commission

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Escrow Admin	n/a	393776	ORD1451.doc

New document which matches corporate version of "BROKER'S DEMAND" but with new title for OR operations.



**BROKER'S ESCROW INSTRUCTIONS
REGARDING COMMISSION**

<p>Melissa G. Smith, Closing Specialist Escrow Agent Name 100 Settlement Agent Street Salem, OR 97301 Phone: (800)111-2222 Fax: (800)222-3333</p>	<p>Date: June 19, 2017 Escrow No.: JM CD Test-MGS Borrower(s): Bob L. Buyer and Betty A. Buyer Seller(s): Sam L. Seller and Sally Seller Property: 1001 Property Address Salem, OR 32828</p>
---	---

The total commission under the above escrow is 5.250% = \$9,262.50 to be disbursed as follows:

Greenridge Realty, Inc.	\$5,762.50
The Selling Agency	\$3,500.00

[Back to Table of Contents](#)



JULY RELEASE NOTES

Closing Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Vancouver	n/a	393779	

Added functionality for the users to be able to choose which checks and/or wires pull to the document.

[Back to Table of Contents](#)

Deed (Conservator's)

Deed (Conservator's), Legal

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	OR State Counsel	n/a	395055	

Replaced the first 2 paragraphs with a new paragraph which will prompt for the information, and added the prompt asking to show the address in the top left corner.

SEND TAX STATEMENTS TO:
 Bob L. Buyer and Betty A. Buyer
 1 Buyer Fwd Address
 Porlando, OR 86401

11-123
 1001 Property Address, City, OR 49503

Deed (Conservator's)
 Conservator's Deed

Select to show property address in top left section

SPACE ABOVE THIS LINE FOR RECORDER'S USE

CONSERVATOR'S DEED

Shelly Jones, as the duly appointed, qualified and acting conservator of the estate of **Jane Doe**, a protected person, pursuant to proceedings filed in Circuit Court for **Portland** County, Oregon, Case No. **123**, conveys to **Bob L. Buyer and Betty A. Buyer**, Grantee, all the estate, right and interest of the above named protected person, in and to the following described real property in the County of **Portland**, State of **Oregon**:

<p>Deed (Conservator's) Conservator's Deed</p> <p>Enter the name of the Protected Person</p> <input style="width: 90%;" type="text" value="Jane Doe"/>	<p>Deed (Conservator's) Conservator's Deed</p> <p>Enter the County of the Conservatorship Case</p> <input style="width: 90%;" type="text" value="Portland"/>	<p>Deed (Conservator's) Conservator's Deed</p> <p>Enter Case No.</p> <input style="width: 90%;" type="text" value="123"/>
---	---	--

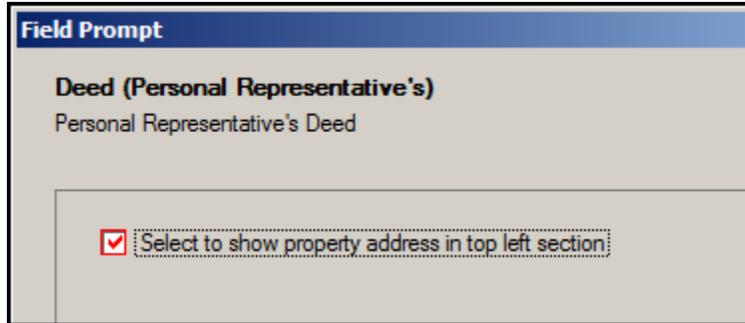
[Back to Table of Contents](#)

JULY RELEASE NOTES

Deed (Personal Representative's)
Deed (Personal Representative's), Legal

NEW/MOD Mod	REQUESTED BY Western Title OR	FOOTPRINTS No(s). n/a	TFS No(s). 395055	FILE NAME (NEW ITEMS ONLY)
----------------	----------------------------------	--------------------------	----------------------	----------------------------

Added prompts for the estate information rather than users having to enter on-screen. Also, added below prompt.



[Back to Table of Contents](#)



JULY RELEASE NOTES

Letter (City Lien)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Portland	n/a	393781	

Added "none" as an option to the Return To dropdown prompt. If "none" is chosen then the Return To section will suppress.

Letter (City Lien)
Government County Tax Office (G)

Return To

Settlement Agent

- Current User
- Escrow Officer
- None
- Settlement Agent
- Title Company
- Title Officer/Examiner

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

County Tax Office

Signature

Date

Please return completed form to:

Fidelity National Title Insurance Company
Email: agent@fidelity.com

Field Prompt

Letter (City Lien)
Government County Tax Office (G)

Return To

None

- Current User
- Escrow Officer
- None
- Settlement Agent
- Title Company
- Title Officer/Examiner

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

County Tax Office

Signature

Date

[Back to Table of Contents](#)



JULY RELEASE NOTES

[Letter \(Confirmation of Order Placed\)](#)
[Letter \(Confirmation of Order Placed\) - Lender](#)
[Letter \(Confirmation of Order Placed\) - Listing](#)
[Letter \(Confirmation of Order Placed\) - Mtg Broker](#)
[Letter \(Confirmation of Order Placed\) - Selling](#)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	n/a	397580	

Added N19 Notice language after the signature section.

Sincerely,

Melissa G. Smith
 Closing Specialist
melissa.smith@email.com

Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Letter (Demand Instructions)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	WT Bend	n/a	393783	ORD1452.doc

New document. Render to view complete document.

 Company Name		PAYOFF DEMAND	
Melissa G. Smith, Closing Specialist Chicago Title Escrow Name 100 Main Street Someplace, OR 86401 Phone: (800)111-2222 Fax: (800)222-3333		Date: June 27, 2017 Escrow No.: JM CD Test-MGS Property: 1001 Property Address City, OR 49503	
I hand you herewith the following: Warranty Deed from Sam L. Seller and Sally Seller, husband and wife to Bob L. Buyer and Betty A. Buyer Consideration: \$15.00			
You are hereby instructed to use the above document(s), provided you hold for the account of parties executing said document(s):			
Principal Balance Due:	\$ _____	Interest Paid To:	_____ (Date)
Interest Rate:	_____	Interest Per Day:	\$ _____
Other Amount Due:	\$ _____	For (Description):	_____
Other Amount Due:	\$ _____	For (Description):	_____
Other Amount Due:	\$ _____	For (Description):	_____

[Back to Table of Contents](#)



JULY RELEASE NOTES

Letter (Open Order)
Letter (Opening)
Letter (Opening - Custom)
Letter (Opening - FSBO)
Letter (Opening - FSBO - Custom)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	n/a	397573	

Added N19 Notice language after the signature section.

Sincerely,

Melissa G. Smith
Closing Specialist
melissa.smith@email.com

Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.

[Back to Table of Contents](#)

Preliminary Report

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Western Title OR	n/a	395101	

Revised document to pull the early issue note and proposed insured when the coverage is TBD.

[Back to Table of Contents](#)

JULY RELEASE NOTES

Preliminary Report				
NEW/MOD Mod	REQUESTED BY FT Portland	FOOTPRINTS No(s). n/a	TFS No(s). 393758	FILE NAME (NEW ITEMS ONLY)
<p>Removed extra colon from continued headers.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold;">BEFORE</div> <div style="border: 2px solid red; padding: 5px; text-align: center; color: red; font-weight: bold;">AFTER</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">Order No.: JM CD Test Supplement 3: Item #7</div> <div style="text-align: center;">Order No.: JM CD Test Supplement 3: Item #7</div> </div> </div>				

[Back to Table of Contents](#)

Request (Full Reconveyance Indemnification of Lost Note and or Trust Deed)				
NEW/MOD Mod	REQUESTED BY CT Portland	FOOTPRINTS No(s). n/a	TFS No(s). 394436	FILE NAME (NEW ITEMS ONLY)
<p>Document will only render properly when the acknowledgment field has information entered, otherwise you will receive a warning with a hotspot to take you to the field to enter.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 90%; text-align: center;"> <div style="display: flex; justify-content: space-between; align-items: center; margin-bottom: 20px;">  <div style="text-align: right;"> <p style="margin: 0;">REQUEST FOR FULL RECONVEYANCE INDEMNIFICATION OF LOST NOTE AND/OR TRUST DEED</p> </div> </div> <div style="border: 2px solid red; padding: 10px; margin: 10px auto; width: 80%; text-align: center;"> <p style="font-size: 1.2em; font-weight: bold; margin: 0;">THIS DOCUMENT IS <u>NOT</u> COMPLETE. PLEASE COMPLETE ACKNOWLEDGMENT.</p> <p style="margin: 5px 0 0 0;">HOTSPOT HERE ⇨ ⇩ HOTSPOT HERE</p> </div> </div>				

[Back to Table of Contents](#)



JULY RELEASE NOTES

Short Sale and Escrow Instructions

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Settlement	n/a	394552	

Affected documents:

- EI - Buyer's (EIS)
- EI - Buyer's (EIS - Legal)
- EI - Sale (EIS)
- EI - Sale (EIS - Legal)
- EI - Seller's (EIS)
- EI - Seller's (EIS - Legal)

Pulling the 'Shortpay Provision' verbiage under "Additional Instructions" if the ProductType = Short Sale.

<p>Order type: <input type="text" value="Title & Escrow"/></p> <p>Product type: <input type="text" value="Short Sale"/></p> <p>Policy type: <input type="text" value="Simultaneous"/></p>	<p>ADDITIONAL INSTRUCTIONS</p> <p>SHORTPAY PROVISION: Close of this transaction is subject to Seller's/Borrower's successful negotiation with the lender(s) of record to accept a payoff for less than the actual amount(s) owed. The settlement agent is in receipt of written short pay approval(s). Seller/borrower has read and approved the short pay approval(s) which is considered their authorization to close.</p> <p>As a condition of the short sale which is the subject of this transaction, settlement agent may be required to sign an affidavit or addendum to the lenders short pay agreement. Buyer and seller acknowledge the settlement agent agrees to sign the affidavit or addendum provided the assurances are true and correct. If settlement agent becomes aware of a fact(s) which contradicts the statements affirmed in the affidavit or addendum, buyer and seller authorize the settlement agent to disclose such fact(s) to the short sale lender(s).</p> <p>Buyer and seller further acknowledge any contradictions may impose additional requirements upon them to induce settlement agent to close the short sale and for the title company to insure the new buyer and their lender (if applicable). Buyer and seller agree to cooperate with the settlement agent and the title company to satisfy any such requirements. If any information affirmed by any of the principals proves to be false, it shall be the responsibility of the breaching principal to defend the settlement agent and the title company.</p> <p>A short payoff may have serious legal and/or tax consequences. By signing below, each of us acknowledges we have not received any legal or financial advice from <u>Escrow Agent Name</u> or its EMPLOYEES with regard to the subject matter of this transaction, any contracts previously entered into, or as to the legal effect of any documents which are a part of the closing. We understand each of us has the right to obtain such advice from professionals of our own choosing prior to closing and acknowledge we have either obtained such advice, or have elected not to do so.</p> <p>GENERAL INSTRUCTIONS</p>
---	---

[Back to Table of Contents](#)

JULY RELEASE NOTES

Wire Information

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Portland	n/a	393787	

When the 'Show "Funds to close" sentence' prompt isn't checked, the last sentence will now read "Your funds to close must be wire transferred to <Settlement Agent Name> for same day funding."

Wire Information
Order JM CD Test

Show "Funds to close" sentence

Please take this form with you to your bank.

Personal checks, official checks, direct deposits and electronic transfers are not acceptable for use as closing funds. Your funds to close must be wire transferred to Escrow Agent Name for same day funding.

[Back to Table of Contents](#)



JULY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases

NEW/MOD New	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 394931
-----------------------	-----------------------------------	---------------------------------	-----------------------------

New phrase added for Imputed Interest:

Code	Name
imput01	IMPUTED INTEREST

IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.

Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

TEXAS

DOCUMENTS

Escrow

Affiliated Business Arrangement Disclosure Statements (2)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	TX	n/a	393816	
Revised \$72 to \$80 in the Range of Charges section.				

[Back to Table of Contents](#)

Buyer/Seller CDF

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	Opendoor		394717	
<ul style="list-style-type: none"> • Changed Entity to show buyer name • Removed amount in detail note column for taxes, HOA, Payoff, etc, • Updated commissions to show "Selling Agent Commission to <Selling Agent Name>" and/or "Listing Agent Commission to <Listing Agent Name>" in the detail note column. The agent name is the main office name and not the individual brokers name • On purchase files date will be the disbursement date 				

[Back to Table of Contents](#)

Buyer/Seller HUD

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	Opendoor		394718	
<ul style="list-style-type: none"> • Changed Entity to show buyer name • Removed amount in detail note column for taxes, HOA, Payoff, etc, • Updated commissions to show "Selling Agent Commission to <Selling Agent Name>" and/or "Listing Agent Commission to <Listing Agent Name>" in the detail note column. The agent name is the main office name and not the individual brokers name • On purchase files date will be the disbursement date 				

[Back to Table of Contents](#)



JULY RELEASE NOTES

Title Runsheet -- CT/LT Amarillo ONLY

NEW/MOD New	REQUESTED BY CT/LT Amarillo	FOOTPRINTS No(s). n/a	TFS No(s). 391787	FILE NAME (NEW ITEMS ONLY) SSTXD00244.doc
-----------------------	---------------------------------------	---------------------------------	-----------------------------	---

New document. Render to view complete document.

Company Name

TITLE RUN SHEET

Date Order Received: 03/14/2017	Order No.: 2017040003RN
Branch: CW	Phone: (800)292-5320
Closer: Joseph D. Kirby	Escrow Asst: Melissa G. Smith
Commitment Due: 05/30/2017	Closing Date: 05/31/2017
Prior GF(s): 123456	

Legal Description And Address
This is the Escrow BRIEF Legal for the property 100 Property Street Austin, TX 62501 Travis County

Buyer(s)	Seller(s)
Brian T. Buyer, Brenda T. Buyer and The Trust Company	Stephen T. Seller and Stephanie T. Seller

Date	Entered by	Note

Abstractor:	Examiner:
--------------------	------------------

Grantor	Grantee	Instr.	Recording	Date

[Back to Table of Contents](#)



JULY RELEASE NOTES

Wiring Instructions -- West Texas Abstract and Title ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	West Texas Abstract and Title	n/a	393814	

Revised document to pull "FNF" before the payee name in the CREDIT TO section when the ownership profile is WEST TEXAS.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Title

Schedule D - Item 2(c) - Alamo Title Company of North Texas operations ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Compliance	IN17000450445	396608	TX_Disclosures_2017_07_21_FNF

At the direction of Texas Compliance, updated agent/operation information (Officer/Director names) that pull in to item 2(c) of Schedule D for Alamo Title Company of North Texas operations.

FIDELITY NATIONAL TITLE INSURANCE
COMPANY

COMMITMENT NO.: CommitNum-12345

SCHEDULE D

Commitment No.: CommitNum-12345

GF No.: -X600004-2017 - CP Test TX-MGS

Pursuant to the requirements of Rule P-21, Basic Manual of Rules, Rates and Forms for the writing of Title Insurance in the State of Texas, the following disclosures are made:

1. The issuing Title Insurance Company, **Fidelity National Title Insurance Company**, is a corporation whose shareholders owning or controlling, directly or indirectly, 10% of said corporation, directors and officers are listed below:

Shareholders: Fidelity National Title Group, Inc. which is owned 100% by FNTG Holdings, LLC which is owned 100% by Fidelity National Financial, Inc.

Directors: Raymond Randall Quirk, Anthony John Park, Michael Louis Gravelle, Michael J. Nolan

Officers: Raymond Randall Quirk (President), Anthony John Park (Executive Vice President), Michael Louis Gravelle (Secretary), Daniel Kennedy Murphy (Treasurer)

2. The following disclosures are made by the Title Insurance Agent issuing this Commitment:

Alamo Title Company of North Texas

(a) A listing of each shareholder, owner, partner, or other person having, owning or controlling one percent (1%) or more of the Title Insurance Agent that will receive a portion of the premium.

Owners: First Equity Mortgage, Inc.

(b) A listing of each shareholder, owner, partner, or other person having, owning or controlling 10 percent (10%) or more of an entity that has, owns or controls one percent (1%) or more of the Title Insurance Agent that will receive a portion of the premium.

Owners: First Equity Mortgage, Inc.

(c) If the Agent is a corporation: (i) the name of each director of the Title Insurance Agent, and (ii) the names of the President, the Executive or Senior Vice-President, the Secretary and the Treasurer of the Title Insurance Agent.

Directors: Timothy M. Terrell, David Harbin, Lynn M. Hemmer

Officers: Michael W. Hall (President), Timothy M. Terrell (CEO), G. David Harbin (Vice President), Brenda K. Baker (Secretary), Deborah A. Cook (Treasurer)

(d) The name of any person who is not a full-time employee of the Title Insurance Agent and who receives any portion of the title insurance premium for services performed on behalf of the Title Insurance Agent in connection with the issuance of a title insurance form; and, the amount of premium that any such person shall receive.

(e) For purposes of this paragraph 2, "having, owning or controlling" includes the right to receipt of a percentage of net income, gross income, or cash flow of the Agent or entity in the percentage stated in subparagraphs (a) or (b).

3. You are entitled to receive advance disclosure of settlement charges in connection with the proposed transaction to which this commitment relates. Upon your request, such disclosure will be made to you. Additionally, the name of any person, firm or corporation receiving a portion of the settlement charges will be disclosed.

[Back to Table of Contents](#)



JULY RELEASE NOTES

Schedule D - Item 2(c) - Chicago Title of Texas operations ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Compliance	n/a	396997	TX_Disclosures_2017_07_21_FNF

At the direction of Texas Compliance, updated agent/operation information (Officer/Director names) that pull in to item 2(c) of Schedule D for Chicago Title of Texas operations.

CHICAGO TITLE INSURANCE COMPANY

COMMITMENT NO.: CommitNum-12345

SCHEDULE D

Commitment No.: CommitNum-12345

GF No.: -45-2017 - CP Test TX-MGS

Pursuant to the requirements of Rule P-21, Basic Manual of Rules, Rates and Forms for the writing of Title Insurance in the State of Texas, the following disclosures are made:

1. The issuing Title Insurance Company, **Chicago Title Insurance Company**, is a corporation whose shareholders owning or controlling, directly or indirectly, 10% of said corporation, directors and officers are listed below:
 - Shareholders:** Fidelity National Title Group, Inc. which is owned 100% by FNTG Holdings, LLC which is owned 100% by Fidelity National Financial, Inc.
 - Directors:** Raymond Randall Quirk, Anthony John Park, Michael J. Nolan, Theodore L. Kessner, Edson N. Burton, Jr.
 - Officers:** Raymond Randall Quirk (President), Anthony John Park (Executive Vice President), Michael Louis Gravelle (Secretary), Daniel Kennedy Murphy (Treasurer)

2. The following disclosures are made by the Title Insurance Agent issuing this Commitment:

Chicago Title of Texas, LLC

 - (a) A listing of each shareholder, owner, partner, or other person having, owning or controlling one percent (1%) or more of the Title Insurance Agent that will receive a portion of the premium.
 - Owners:** FNTS Holdings, LLC owns 100% of Alamo Title Holding Company, which owns 100% of **Chicago Title of Texas, LLC**
 - (b) A listing of each shareholder, owner, partner, or other person having, owning or controlling 10 percent (10%) or more of an entity that has, owns or controls one percent (1%) or more of the Title Insurance Agent that will receive a portion of the premium.
 - Owners:** FNTG Holdings, LLC owns 100% of FNTS Holdings, LLC
 - (c) If the Agent is a corporation: (i) the name of each director of the Title Insurance Agent, and (ii) the names of the President, the Executive or Senior Vice-President, the Secretary and the Treasurer of the Title Insurance Agent.
 - Officers/Directors:** Raymond Randall Quirk (President), Michael Louis Gravelle (Corporate Secretary), Joseph William Grealish (Executive Vice President), Daniel Kennedy Murphy (Treasurer), John Tannous (President and County Manager), Gayle Brand (President and County Manager), Brian K. Baize (President and County Manager), Carlos E. Valdes (President and County Manager), Robert B. Kuhn (President and County Manager)
 - (d) The name of any person who is not a full-time employee of the Title Insurance Agent and who receives any portion of the title insurance premium for services performed on behalf of the Title Insurance Agent in connection with the issuance of a title insurance form; and, the amount of premium that any such person shall receive.
 - (e) For purposes of this paragraph 2, "having, owning or controlling" includes the right to receipt of a percentage of net income, gross income, or cash flow of the Agent or entity in the percentage stated in subparagraphs (a) or (b).

3. You are entitled to receive advance disclosure of settlement charges in connection with the proposed transaction to which this commitment relates. Upon your request, such disclosure will be made to you. Additionally, the name of any person, firm or corporation receiving a portion of the premium from the settlement of this transaction will be disclosed on the closing or settlement.

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Order Tasks -- West Texas Abstract and Title ONLY				
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	West Texas Abstract and Title	n/a	397447	
<ul style="list-style-type: none">• West Texas Abstract Profiles will no longer show the following task on this report:<ul style="list-style-type: none">○ D. Escrow Commitment Received				

[Back to Table of Contents](#)



JULY RELEASE NOTES

WASHINGTON

DOCUMENTS

Escrow

Closing Letter

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Vancouver	n/a	393779	

Added functionality for the users to be able to choose which checks and/or wires pull to the document.

[Back to Table of Contents](#)

HOA Request - WA

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Seattle	n/a	393790	

Updated the "Amount of Transfer" line to include "Mark the party this transfer provided for in the association documents:"

BEFORE

This will pay the dues current through: _____

Amount of Transfer: \$ _____ Seller Buyer

Any special and/or future assessments that has been or will be levied by the Homeowners Association:

AFTER

This will pay the dues current through: _____

Amount of Transfer: \$ _____

Mark the party to pay this transfer fee as provided for in the association documents: Seller Buyer N/A

Any special and/or future assessments that has been or will be levied by the Homeowners Association:

[Back to Table of Contents](#)



JULY RELEASE NOTES

Letter (Order Confirmation)

Opening Letter

Opening Letter - Buyer-Borrower

Opening Letter - Seller

Opening Letter - REO (Agent - Lender)

Opening Letter - REO (Agent - Lender), Email

Opening Letter - REO (Buyer)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	n/a	397315	

Added N19 Notice language after the signature section.

Sincerely,

Melissa G. Smith
Closing Specialist
melissa.smith@email.com

Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving Land that is associated with these activities.

[Back to Table of Contents](#)

Priority Agreement

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	State Counsel	n/a	397338	

Inactivated document per State Counsel.

[Back to Table of Contents](#)

JULY RELEASE NOTES

Reconveyance documents (8)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Seattle	n/a	393805	

Affected documents:

- Full Reconveyance
- Full Reconveyance (Legal)
- Full Reconveyance without Satisfaction of Debt
- Full Reconveyance without Satisfaction of Debt (Legal)
- Partial Reconveyance
- Partial Reconveyance (Legal)
- Partial Reconveyance without Satisfaction of Debt
- Partial Reconveyance without Satisfaction of Debt (Legal)

Revised signature section.

BEFORE

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

Dated: June 20, 2017

Escrow Agent Name
Print Company Name

Signature

By: Julie Miller
Print Name

Its: Authorized Representative
Print Title

AFTER

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

Dated: June 20, 2017

TITLE OFFICE NAME
1 Title Office Street, City, WA 70808
Trustee

Julie Miller, Authorized Representative

Pulls the Title Office Name
and Address

[Back to Table of Contents](#)



JULY RELEASE NOTES

Short Sale and Escrow Instructions

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Vancouver / Settlement	n/a	394559	

Affected documents:

EI-Sale (EIS) Part 1 of 1
 EI-Sale (EIS) Part 1 of 1, Letter
 Supplement to EI-Sale (EIS) Part 2 of 2
 Supplement to EI-Sale (EIS) Part 2 of 2 - DS

Pulling the 'Shortpay Provision' verbiage under "Additional Instructions" if the ProductType = Short Sale.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Order type:</td> <td style="padding: 2px;">Title & Escrow</td> <td style="text-align: right; padding: 2px;">▼</td> </tr> <tr> <td style="padding: 2px;">Product type:</td> <td style="padding: 2px; background-color: yellow;">Short Sale</td> <td style="text-align: right; padding: 2px;">▼</td> </tr> <tr> <td style="padding: 2px;">Policy type:</td> <td style="padding: 2px;">Simultaneous</td> <td style="text-align: right; padding: 2px;">▼</td> </tr> </table>	Order type:	Title & Escrow	▼	Product type:	Short Sale	▼	Policy type:	Simultaneous	▼	<div style="border: 1px solid red; padding: 5px;"> <p>ADDITIONAL INSTRUCTIONS</p> <p>SHORTPAY PROVISION: Close of this transaction is subject to Seller's/Borrower's successful negotiation with the lender(s) of record to accept a payoff for less than the actual amount(s) owed. The settlement agent is in receipt of written short pay approval(s). Seller/Borrower has read and approved the short pay approval(s) which is considered their authorization to close.</p> <p>As a condition of the short sale which is the subject of this transaction, settlement agent may be required to sign an affidavit or addendum to the lenders short pay agreement. Buyer and seller acknowledge the settlement agent agrees to sign the affidavit or addendum provided the assurances are true and correct. If settlement agent becomes aware of a fact(s) which contradicts the statements affirmed in the affidavit or addendum, buyer and seller authorize the settlement agent to disclose such fact(s) to the short sale lender(s).</p> <p>Buyer and seller further acknowledge any contradictions may impose additional requirements upon them to induce settlement agent to close the short sale and for the title company to insure the new buyer and their lender (if applicable). Buyer and seller agree to cooperate with the settlement agent and the title company to satisfy any such requirements. If any information affirmed by any of the principals proves to be false, it shall be the responsibility of the breaching principal to defend the settlement agent and the title company.</p> <p>A short payoff may have serious legal and/or tax consequences. By signing below, each of us acknowledges we have not received any legal or financial advice from Escrow Agent Name or its EMPLOYEES with regard to the subject matter of this transaction, any contracts previously entered into, or as to the legal effect of any documents which are a part of the closing. We understand each of us has the right to obtain such advice from professionals of our own choosing prior to closing and acknowledge we have either obtained such advice, or have elected not to do so.</p> </div>
Order type:	Title & Escrow	▼								
Product type:	Short Sale	▼								
Policy type:	Simultaneous	▼								

[Back to Table of Contents](#)



JULY RELEASE NOTES

REPORTS

Escrow Report - Export

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	WA		396314	

New Export Report requested by WA:

General:

Title: Escrow Report - Export

Tree location: FT Seattle - Tacoma

- **Parameters:**

- Date from (default to 1st of the current month)
- Date through (default last day of current month)
- Order Type Pick list (TE, EO, TS, OT, etc.)
- Format for excel export checkbox (default to checked)
- Show report programming notes
- Report comments

- **Groups:**

- By Branch 1st
- Escrow officer 2nd

- **Columns:**

- Branch / EO Name
- MTD Opens – is a count where Received Date is within month for Date Range and Checklist Task “Pre-Listing Converted” is not present or its Status<>Completed
- MTD List CON – order count where Checklist Task “Pre-Listing Converted” is present and its Status=Completed and its Completed date is the month for Date Range.
- MTD List Conv + Opens = sum of MTD Opens and MTD List CON columns
- MTD Closed – WSOB Closed Order Logic
- Escrow Revenue - Bill Codes ESC, SUB, NBI, NOT, DOC, OTH and MIS, along with (NOTe * -1). In other words, Bill Code NOTe will be a negative number and a reduction in the ledger transfer. It needs to be considered as a positive number in this column and not a reduction.
- Title Revenue – Bill Codes TP and END
- MTD Revenue Totals = sum of Escrow Rev and Title Rev columns
- Average Fee Pre File – MTD Rev Totals divided by MTD Closed

- **Totals:**

- Branch Totals = all columns except Branch/EO column

- **Sorting:**

- Separate each branch by several rows on excel export (3 rows)

[Back to Table of Contents](#)



JULY RELEASE NOTES

Open/Closed Orders				
NEW/MOD MOD	REQUESTED BY WA	FOOTPRINTS No(s).	TFS No(s). 391831	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none">• Added 'Escrow Opened by' to the Group by drop down• Added a new picklist 'Escrow Opened By'				

[Back to Table of Contents](#)

Release Tracking				
NEW/MOD MOD	REQUESTED BY WA	FOOTPRINTS No(s).	TFS No(s). 394967	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none">• Limit Buyers and Seller to 6• Update logic to allow exceptions to query for key words/phrases:<ul style="list-style-type: none">○ Deed of Trust○ Deed(s) of Trust○ Trust Deed○ Mortgage○ Reconveyance○ Beneficial Interest○ Trustee○ Assigned To○ Assignee○ MERS				

[Back to Table of Contents](#)



JULY RELEASE NOTES

LOOKUP TABLES

Escrow Instruction Phrases

NEW/MOD New	REQUESTED BY Settlement	FOOTPRINTS No(s). N/A	TFS No(s). 394932
-----------------------	-----------------------------------	---------------------------------	-----------------------------

New phrase added for Imputed Interest:

Code	Name
imput01	IMPUTED INTEREST

IMPUTED INTEREST: The Borrower and Lender have agreed interest shall accrue on the unpaid balance due under the promissory note that is the subject of this escrow at zero percent (0%). The repayment terms under the note shall be comprised of principal only installments. However, the Borrower and Lender are aware interest is considered by the Internal Revenue Service (IRS) for tax purposes to have been paid at a rate determined by the IRS, even if no interest was actually paid. Any adverse effects arising from such imputed interest shall be handled between the buyer and seller direct and outside of this escrow.

Lender and Borrower hereby acknowledge the terms of the note described herein reflecting a zero percent (0%) interest rate may be subject to "IMPUTED INTEREST" in accordance with IRS Code Section 7872, or other applicable sections. The undersigned have been advised to seek legal counsel and/or the advice of their CPA/tax advisor prior to signing these documents.

[Back to Table of Contents](#)



JULY RELEASE NOTES

WISCONSIN

REPORTS

Corporate Invoice – Dane County Title ONLY

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).
MOD	Dane County Title	N/A	397601
<ul style="list-style-type: none">Remove verbiage "Due Upon Receipt" from Corporate Invoice for all Dane County Title Profiles.			

[Back to Table of Contents](#)



JULY 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.