

# SOFTPRO SELECT

## RELEASE NOTES



OCTOBER, 2018

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# OCTOBER RELEASE NOTES

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# OCTOBER RELEASE NOTES

## ALL STATES/SITES

### DOCUMENTS

#### Escrow

#### Closing Disclosure Forms

NEW/MOD MOD	REQUESTED BY CORP	FOOTPRINTS No(s).	TFS No(s). 490521,486248,490521	FILE NAME (NEW ITEMS ONLY)
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**NOTE: these changes only exist in DB that are on version 4.3.7 or higher**

- New fields have been added to Select to display on the attachment page of the CDF (Combined, buyer, borrower only). These can be found on the loan information and funding screen:
  - If these fields are not NULL then print the following:
    - Added in header line as well as description and amount.
      - {{Order.Loans.Funding.ConstructionInfo.PostClosingFee.Description}}
      - {{Order.Loans.Funding.ConstructionInfo.PostClosingFee.Amount}}
- New check boxes have been added to show who and where to list buyer/borrower signatures
  - Removed checkbox to print signatures on attachment page from parameter screen and updated logic to pull from these fields. Unless we can keep the prompt and have it tie to this new check box.
  - Updated byer/borrower signatures to show on page 5 based on new check boxes
    - Pre this version orders will use the loan/borrowers options (on the loan screen) and you will see the "print signatures on attachment" check box. When checked it will only print the selected buyers. Page 5 always uses the loan/borrowers..
    - This version and after the new options on page 5 are used and the "print signatures on attachment" checkbox is not seen.
- Changed label of "Include qualified intermediary signature:" to "Include qualified intermediary signature on Attachment:"
- Regarding logo if there is not a CF or not populated it uses the size of the image rather than not showing it at all

#### HTML Version

- Interest Percent:
  - Removed logic that shows the interest amount (Buyer= {{Order.Buyers.InterestPercent}}, Seller= {{Order.Sellers.Proceeds.Percentage}}) to show when the Commercial box ({{Order.IsCommercial=True}}) is checked.
  - Added a new checkbox parameter called "Include interest percent in header:" and defaulted to unchecked. This was placed at the bottom of the parameter screen. When checked show the interest %

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#### CSS Statements

NEW/MOD MOD	REQUESTED BY TX NCS, CORP	FOOTPRINTS No(s).	TFS No(s). 488254,486248	FILE NAME (NEW ITEMS ONLY)
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- Master, Buyer, Seller version only: When a proration is sent from the property taxes, rent schedule, and/or HOA/Prorations screen to a CSS line and has the proration elements the proration will display these on the statement as the description in the following format:
  - Charge Description # of days @ per diem per day at amount to prorate  
Example:  
Property Taxes 15 days @ 25.50 per day at \$1,500.00  
08/01/18-08/31/18
- In the totals increased the font size by 1pt for the balance due lines
- Regarding logo if there is not a CF or not populated it uses the size of the image rather than not showing it at all
- Individual version only:



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- Added a new check box option "Include interest percent in header:" defaulted checked.
- Buyer statement only:
  - When order transaction type is Refinance or Equity, statement will not include the buyer title in statements title.

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## HUD

NEW/MOD MOD	REQUESTED BY CORP	FOOTPRINTS No(s).	TFS No(s). 494412	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• If a Qualified Intermediary is representing the buyer and/or seller HUD will show their name in the buyer and/or seller contact, like the statements do, as "QI Company Name as Qualified Intermediary for Seller Name"</li> </ul>				

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## Settlement Statements

NEW/MOD MOD	REQUESTED BY CORP	FOOTPRINTS No(s).	TFS No(s). 489553	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Removed logic that shows the interest amount (Buyer= {{Order.Buyers.InterestPercent}}, Seller= {{Order.Sellers.Proceeds.Percentage}}) to show when the Commercial box ({{Order.IsCommercial=True}}) is checked.</li> <li>• Added a new checkbox parameter called "Include interest percent in header:" and defaulted to unchecked. Placed this at the bottom of the parameter screen. When checked show the interest %</li> </ul>				

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# OCTOBER RELEASE NOTES

## REPORTS

### In Process/Pipeline Orders

NEW/MOD MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
				<ul style="list-style-type: none"> <li>Updated logic to exclude orders revenue that has been posted:               <ul style="list-style-type: none"> <li>first revenue transfer date (even if the transfer has been voided)</li> <li>(B) first invoice sent date, unless 'This invoice does not close the order' is checked (even if the invoice has been un-sent)</li> </ul> </li> <li>Included pending revenue checkbox - updated to only default this box as checked if profile state = WI,</li> <li>Included "sales reps on marketing source only checkbox":               <ul style="list-style-type: none"> <li>moved this up to show under include pending rev checkbox</li> <li>defaulted this to be checked</li> </ul> </li> <li>Added a new checkbox parameter called "Commercial Format:" and placed under the include sales rep on marketing source only checkbox. defaulted to checked when profile path contains '%\NCS%', all other will be unchecked</li> <li>When commercial format box is checked display the following columns               <ul style="list-style-type: none"> <li>Order Number</li> <li>Received Date</li> <li>Settlement Date</li> <li>Trans. Type {{Order.TransactionType}}</li> <li>Order Type (show TE, EO, TO, OT)</li> <li>Product Type</li> <li>Property address (list all if more than one)</li> <li>Marketing source</li> <li>Sales Rep</li> <li>Revenue</li> <li>Total Liability - show coverage amount of owners policy and if blank use sales price, plus coverage amount of loan policy and if blank use loan amount (totals to show based on new drop down in item 5)</li> </ul> </li> <li>On parameter screen added a new drop down called "Liability Amounts", placed under the commercial format check box, with the following two options:               <ul style="list-style-type: none"> <li>Sum of Liability (default) - show the sum of all owners and lender coverage amounts in the Total Liability column. If the coverage amount is NULL pull the sales price and loan amount</li> <li>Highest Liability - this will show the highest coverage amount between the owners and lenders. In the case that these are NULL use the sales price and loan amounts to determine highest</li> </ul> </li> <li>Added {{Order.CRRARRev_FNF#}} to the revenue column. If user selects to show pending revenue added the value of this field if populated</li> <li>Added items above to the programming notes</li> </ul>

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### Invoice Aging

NEW/MOD MOD	REQUESTED BY CT IL	FOOTPRINTS No(s).	TFS No(s). 490944	FILE NAME (NEW ITEMS ONLY)
				<ul style="list-style-type: none"> <li>On excel export added a column for sales rep. Placed between seller column and marketing source.</li> </ul>

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# OCTOBER RELEASE NOTES

## Marketing Source Orders

NEW/MOD MOD	REQUESTED BY NCS	FOOTPRINTS No(s).	TFS No(s). 487314	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• On parameter screen: details - group 2 added order suffix</li> <li>• O parameter screen: details-sort by - added order suffix</li> <li>• On parameter screen: added new checkbox called "Commercial Format:" and placed under "Summary-Show only X rows (0 for no limit)" and only default to checked if profile path contains '%\NCS\%'</li> <li>• When this new commercial box is checked report will display the following columns               <ul style="list-style-type: none"> <li>○ Order Number</li> <li>○ Order Type (as TE, TO, EO, OT)</li> <li>○ Transaction Type</li> <li>○ Opened or Closed Date (based on how the report is run)</li> <li>○ Escrow Officer</li> <li>○ Sales Rep</li> <li>○ Market Source</li> <li>○ Property State (use state of property 1)</li> <li>○ Liability Amount (show sum over all coverage amounts in the order. if these are NULL show the sum of sales price and loan amounts)</li> <li>○ Revenue</li> <li>○ Days to Close- this will be the number of days from the date order opened to date closed</li> </ul> </li> </ul>				

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## Open Orders With/Without Premium

NEW/MOD MOD	REQUESTED BY NCS	FOOTPRINTS No(s).	TFS No(s). 487005	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• If the owners coverage amount is empty the report will pull in sales price in the fee liability column</li> <li>• if the lenders coverage amount is empty the report will pull in the sum of the loan amounts in the mortgage liability column</li> </ul>				

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## Open Pipeline

NEW/MOD MOD	REQUESTED BY NCS	FOOTPRINTS No(s).	TFS No(s). 486644	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Added a new checkbox under commercial format checkbox called "Premium Revenue Only" and defaulted to unchecked. If checked report will only show TP, END, or {{.NCSPremium1_FNF#}}/{{.NCSPremium2_FNF#}}. Custom field values show in the title premium column as we have no knowledge if they are TP or END</li> <li>• On the parameter screen under the "Premium Revenue Only" checkbox added a new drop down called "Liability Amounts" with the following two options:               <ul style="list-style-type: none"> <li>○ Sum of Liability (default) - show the sum of all owners and lender coverage amounts in the Total Liability column. If the coverage amount is NULL pull the sales price and loan amount</li> <li>○ Highest Liability - this will show the highest coverage amount between the owners and lenders. In the case that these are NULL use the sales price and loan amounts to determine highest</li> </ul> </li> <li>• On parameter screen under the through date added a new dropdown called "Group By 1:" with the following options -               <ul style="list-style-type: none"> <li>○ Branch (default)</li> <li>○ Sales Rep-Separated</li> <li>○ Sales Rep-Combined</li> </ul> </li> </ul>				



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- Escrow Officer
- Marketing Source Company
- On parameter screen under the through date added a new dropdown called "Group By 2:" with the following options -
  - None (default)
  - Sales Rep-Separated
  - Sales Rep-Combined
  - Escrow Officer
  - Marketing Source Company
  - Property State (use state of property 1 in the order)
  - Order Suffix
- Commercial format checkbox will default to checked if profile path contains '%\NCS\%'
- Policy Liability amount exceeds parameter - defaulted to 0 (zero) to capture all files if profile path contains '%\NCS\%'
- Added order suffix to the sort by drop down
- Added totals per grouping
- On the commercial format option added a new column at the end call "Other Revenue" and will populate all bill codes that the GL code begins with a 4 (note this column will be suppressed if they check the new box premium revenue only)
- On the commercial format added new column between received date and property address for "Settlement Date" and if the {{Order.IsEstimated}} box is checked placed an "\*" next to the settlement date and noted in the footer that the settlement date is estimated
- On the commercial format combined the Owners and Loan Liability Columns into one column labeled "Total Liability"
- On the commercial format added a new column after settlement date for Escrow Officer {{Order.Escrow.Office.Name}}
- On the commercial format after escrow officer added two additional columns:
  - Escrow Office = name of contact in the Escrow Office drop down {{Order.Escrow.Office}}
  - Title Office = name of contact in the escrow office drop down {{Order.Title.Office}}
- Updated the title premium column to add in {{.NCSPremium1\_FNF#}} if {{.ClosingDate\_FNF#}} is in the date range and added in {{.NCSPremium2\_FNF#}} if {{.ClosingDate2\_FNF#}} is in the date range.

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## Open/Closed Orders by Selection

NEW/MOD MOD	REQUESTED BY CORP	FOOTPRINTS No(s).	TFS No(s). 492304	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>● Added new option to the group by dropdown:               <ul style="list-style-type: none"> <li>○ Received By {{Order.ReceivedBy.FullName}}</li> </ul> </li> </ul>				

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## Orders by Current Profile

NEW/MOD MOD	REQUESTED BY CORP	FOOTPRINTS No(s).	TFS No(s). 492659	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>● Added a new check box "Show order notes"; when checked includes the order notes if any. Include the added date, user and note</li> <li>● Added a new check box parameter called "Show only rates verified w/ exceptions:" and defaulted to unchecked;               <ul style="list-style-type: none"> <li>○ When checked only orders in the date range that have an Order Note that begins with "Rates Verified With Exception" are returned.</li> </ul> </li> <li>● Added text box search "Order note contains"; if used report will only return orders that have a note that contains the text entered</li> </ul>				

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<b>Orders by Settlement Date</b>				
NEW/MOD MOD	REQUESTED BY CORP	FOOTPRINTS No(s).	TFS No(s). 488384	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• On parameter screen added a new checkbox called "Include Pending Revenue:" and defaulted to unchecked. Placed between page break group 1 and sort by drop down.               <ul style="list-style-type: none"> <li>○ When new box is checked report will suppress county column and shift prop address, EO, sales price and loan amount to the left. then add new column called Pend. Rev. (default columns to display)</li> <li>○ When new box is checked show pending revenue in the pend revenue column</li> <li>○ Removed time on open date on the alternate columns to display. causing data to not show fully:</li> </ul> </li> <li>• Programming Notes:               <ul style="list-style-type: none"> <li>○ Include Pending Revenue Option - will display pending revenue for the orders returned on the report.</li> <li>○ Note: This option will only display when the Columns to display drop down is set to Default and will remove the property county column</li> </ul> </li> </ul>				

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<b>Outgoing Wire List</b>				
NEW/MOD MOD	REQUESTED BY NCS	FOOTPRINTS No(s).	TFS No(s). 489760	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Added new picklist option on parameter screen "Wires:" that will list all wires in the order.               <ul style="list-style-type: none"> <li>○ This will prompt after the "Include pending" prompt and;</li> <li>○ Only show pending if pending box is checked.</li> </ul> </li> </ul>				

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<b>Reconcile Recording Charges</b>				
NEW/MOD MOD	REQUESTED BY CORP	FOOTPRINTS No(s).	TFS No(s). 490863	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• On the excel export when the summary only box is checked added the recording ledger column. This is the same recording ledger column that is shown on the non-summary only version</li> </ul>				

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<b>Trending by State</b>				
NEW/MOD MOD	REQUESTED BY NCS	FOOTPRINTS No(s).	TFS No(s). 487012	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• On parameter screen added checkbox Include sales reps on marketing source only and defaulted to checked</li> <li>• On parameter screen: under page break on group 1 checkbox, added a new checkbox called "Use Property Count:" and defaulted to unchecked.               <ul style="list-style-type: none"> <li>○ When this box is checked it will return the property count from each order as the order count</li> </ul> </li> </ul>				

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# OCTOBER RELEASE NOTES

## ARIZONA

### REPORTS

<b>Corporate Transaction Form</b>				
<b>NEW/MOD MOD</b>	<b>REQUESTED BY AZ</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s). 492682</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
<ul style="list-style-type: none"> <li>The following verbiage has been added to the bottom of the corporate transaction form where funds are part of the Receipt Category (all incoming funds):               <ul style="list-style-type: none"> <li>Pursuant to A.R.S. §6-841.03, Notice is hereby given that the monies deposited into an escrow account are not insured against loss from fraud or theft by the State of Arizona or the United States government . However, escrowed funds are deposited with depositories that are insured by the Federal Deposit Insurance Corporation.</li> </ul> </li> </ul>				

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<b>EPU Task Summary/Productivity by County Manager</b>				
<b>NEW/MOD MOD</b>	<b>REQUESTED BY CO EPU</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s). 488346,487960</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
<ul style="list-style-type: none"> <li>When task columns to display = AZ-FNT/CTI/LTIC EPU Tasks, then the following requested tasks will now be included on report:               <ul style="list-style-type: none"> <li>Task Contains "EPU - Lien Demand 1st"</li> <li>Task Contains "EPU - Lien Demand 2nd"</li> <li>Task Contains "EPU - Lien Demand Received 1st"</li> <li>Task Contains "EPU - Lien Demand Received 2nd"</li> <li>Task Contains "EPU - Utilities Demand Request 1st"</li> <li>Task Contains "EPU - Utilities Demand Request 2nd"</li> <li>Task Contains "EPU - Utilities Demand Request 3rd"</li> <li>Task Contains "EPU - Utilities Demand Received 1st"</li> <li>Task Contains "EPU - Utilities Demand Received 2nd"</li> <li>Task Contains "EPU - Utilities Demand Received 3rd"</li> <li>Task Contains "EPU - Lender Request/CPL"</li> </ul> </li> <li>When tasks columns to display= CO-Standard EPU Tasks or CO-ALL EPU Tasks (county manager report only) new task columns to display:               <ul style="list-style-type: none"> <li>Task Contains "EPU - Wire Fraud Request"</li> <li>Task Contains "EPU - Wire Fraud Request Received"</li> </ul> </li> </ul>				

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# OCTOBER RELEASE NOTES

## CALIFORNIA

### DOCUMENTS

#### Escrow

- [Affidavit \(Death of Spouse\)](#)
- [Affidavit \(Death of Spouse\) w/ PCOR](#)
- [Affidavit \(Death of Spouse - Prompt\)](#)
- [Affidavit \(Death of Spouse - Prompt\) w/ PCOR](#)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Tuolumne / CT Santislaus_San Joaquin		491294	

Updated to match version provided by State Counsel.

**AFFIDAVIT  
SURVIVING SPOUSE SUCCEEDING TO TITLE TO COMMUNITY PROPERTY**  
(California Probate Code § 13540)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

[Denise Rose](#), of legal age, being first duly sworn, deposes and says:

That [Tom Rose](#), the decedent mentioned in the attached certified copy of Certificate of Death, is the same person as named as one (1) of the parties in that certain [Warranty Deed](#), dated [July 17, 2001](#), executed by [Grantor Name](#) to [Grantee Name](#), as community property, recorded on [July 21, 2001](#), as [OR Book 50, Pages 3-5](#), of Official Records of [Adams County, California](#), covering the following described property situated in the [County of Adams](#), State of [California](#):

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

That he/she was married to the decedent at the time of the death of the decedent.

That the above described property has been at all times since acquisition considered the community property of him/her and decedent.

More than forty (40) days have passed since the death of the above named decedent, and no notice has been recorded pursuant to Section 13541 of the Probate Code.

That, with respect to the above described property, there has not been nor will there be an election filed pursuant to Probate Code Sections 13502 or 13503 in any probate proceeding in any court of competent jurisdiction.

That the above described property has not passed to someone other than the affiant under the decedent's will or by intestate succession.

That the property has not been disposed of in trust under the decedent's will.

That the decedent's will does not limit the affiant to a qualified ownership.

That this Affidavit is made for the protection and benefit of the surviving spouse, his/her successors, assigns and personal representatives and all other parties hereafter dealing with or who may acquire an interest in the above described property.

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# OCTOBER RELEASE NOTES

**Affidavit (Death of Trustee)**  
**Affidavit (Death of Trustee) w/ PCOR**  
**Affidavit (Death of Trustee) Generic**  
**Affidavit (Death of Trustee) Generic w/PCOR**

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Tuolumne / CT Santislaus_San Joaquin		491284	

Revised to match version provided by state counsel.

**AFFIDAVIT OF DEATH OF TRUSTEE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

**Bob L. Buyer**, of legal age, being first duly sworn, deposes and says:

1. That **Deceased Trustee Name**, the decedent mentioned in the attached certified copy of Certificate of Death is the same person as **Decedent Name**, named as the/a Trustee in that certain Declaration of Trust dated **September 1, 2016**, executed by **Trustors of the Trust**, as Trustor(s).
2. At the time of the demise of decedent, the decedent was the record owner, as Trustee, of real property commonly known as **1 Property Address, City, CA 49503**, (Assessor's Parcel No. **11-123**) which property is described in a Deed which was signed by **Grantor**, as Grantor(s) on **August 1, 2017**, and recorded as Instrument No. **12345** on **August 6, 2017**, of Official Records of **Adams County**, State of **California**.
3. The legal description of the property is as follows:  

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF
4. I/We, **Bob L. Buyer**, am/are the Successor Trustee(s) under the above referenced Trust, which was in effect at the time of the death of the decedent.
5. I certify that the Trust instrument has not been revoked and is in full force and effect.
6. There is no federal estate tax due as a result of the death of decedent.

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## City Report Request - Oxnard

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	SoCal Escrow Admin		492067	

Updated to match most recent version.

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# OCTOBER RELEASE NOTES

<b>City Report Request - Ventura</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
Mod	CT SoCal		491303	
Updated to match most recent version.				

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<b>Statement of Information</b>				
<b>Statement of Information (Letter)</b>				
<b>Statement of Information w/Cvr Ltr</b>				
<b>Statement of Information w/Cvr Ltr (Letter)</b>				
<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
Mod	FNT Comm. Services (Sacramento)		492036	
For FNT Commercial Services, Sacramento only: Removed the following sections: <b>CHILDREN</b> <b>OCCUPATIONS/BUSINESSES (LAST 10 YEARS)</b> <b>SPOUSE'S/DOMESTIC PARTNER'S OCCUPATIONS/BUSINESSES (LAST 10 YEARS)</b>				

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# OCTOBER RELEASE NOTES

## REPORTS

### Opened/Closed Orders (CA)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
NEW	FT CA		488268	SSCORP5375.rpt - Opened/Closed Orders (CA)

New report for CA FT SAC that is based on the Opened/Closed Orders by {Selection} (SSCORP5154.rpt) with the following changes

- Opened order columns - removed order status column
- Closed order columns - removed all revenue columns
- Excel export: show the following columns (work the same for opened and closed):
  - Order Number
  - Opened or Closed Date
  - Escrow Officer
  - Sales Rep
  - Order Type
  - Status (order status)
  - Property address (line 1 and 2)
  - Property City
  - Liability (sum of all coverage amounts)
  - Marketing source (company name)
  - Marketing Source Contact (main person)
  - Listing Agent (company name)
  - Selling Agent (company name)
  - Seller
  - Buyer
  - Lender
- For instances of multiples (address, contacts) concatenate in the same excel cell.

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# OCTOBER RELEASE NOTES

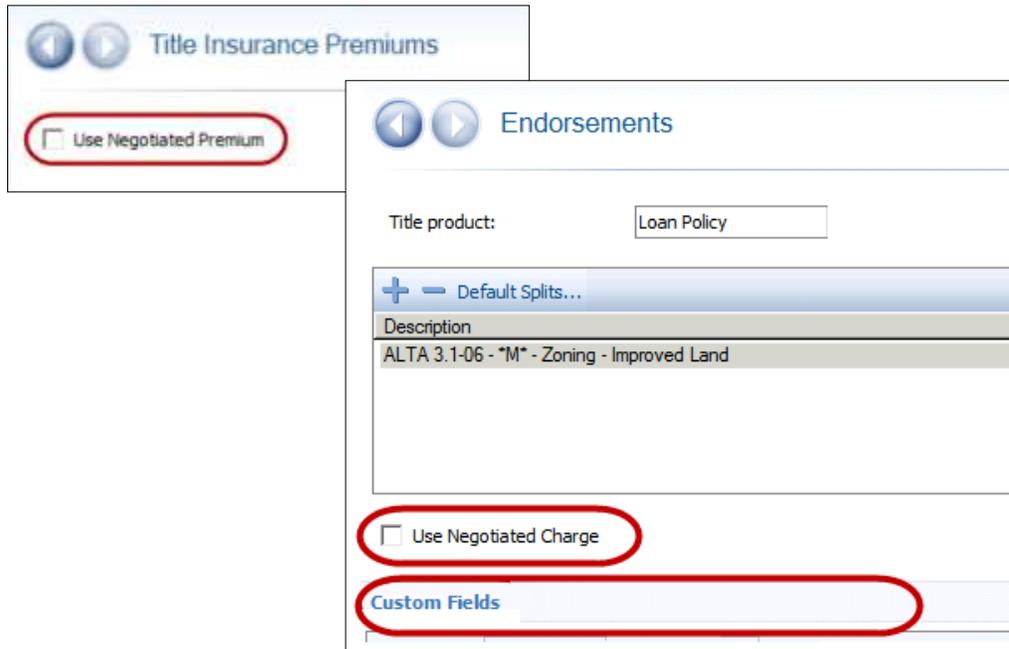
## MY SCREENS

### Endorsements and Title Insurance Premiums screens – Custom Field added

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

Modifications have been made to the Endorsements and Title Insurance Premiums screens in preparation for the deployment of the Rate Validation Utility.

- > Title Insurance Premiums screen
  - » Use Negotiated Charge custom field added
- > Endorsements screen
  - » Use Negotiated Charge custom field added
  - » Custom Fields more/less bar has been moved to immediately below the Use Negotiated Charge field



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# OCTOBER RELEASE NOTES

## CA COMMERCIAL CSS

### MY SCREENS

#### Invoice Screen

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

The Invoice screen has been added in the Miscellaneous screen set.

The screenshot displays the 'Invoice' screen within the 'Miscellaneous' category. The 'Invoice' option is highlighted in the sidebar. The main interface includes a table with one entry:

Invoice Number	Bill To
1	

Below the table are input fields for:

- Invoice number:
- Invoice date:  (dropdown)
- Days payment due in:
- Bill to:  (dropdown)
- Contact:  (dropdown)
- Remit to:  (dropdown)
- Contact:  (dropdown)

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# OCTOBER RELEASE NOTES

## LOOKUP TABLES

### Escrow Instructions Phrases - NOCAL ONLY

<b>NEW/MOD</b> New	<b>REQUESTED BY</b> Santa Clara	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 491297
-----------------------	------------------------------------	--------------------------	-----------------------------

Code	Name
mh03	MH - BUYER & SELLER TO PAY OWN CLOSING COSTS

**BUYER AND SELLER TO PAY THEIR OWN CLOSING COSTS:** Buyer and Seller shall pay their own closing costs as listed on their estimated closing statement, which is subject to change.

Code	Name
mh04	MH - ESCROW IS NOT CONTIGENT

**THIS ESCROW IS NOT CONTINGENT:** Close of escrow shall take place upon receiving a Health and Safety Code clearance. This clearance pertains to manufactured homes not 1-4 Residential home transactions.

Code	Name
mh05	MH - HCD - PARTIES ARE AWARE

**HCD - PARTIES ARE AWARE:** HCD can take up to one hundred twenty to one hundred eighty (120-180) days to transfer title on a mobile home. There will be no communication from HCD to the buyer during this time. Escrow Holder is holding Seventy-Five And No/100 Dollars (\$75.00) from the seller at close of escrow in the event additional funds are needed for HCD to transfer title on the mobile home. Any excess will be refunded to the seller after title has transferred to the buyer.

Code	Name
mh06	MH - TITLE INSURANCE

**TITLE INSURANCE - BUYER IS AWARE:** They will receive a Title Policy at the close of escrow naming them as the legal owner of the mobile home.

Code	Name
mh07	MH - NO TITLE INSURANCE

**TITLE INSURANCE - BUYER IS AWARE:** They will NOT receive a Title Policy at the close of escrow naming them as the legal owner of the mobile home.

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## FIRST TITLE OF GEORGIA

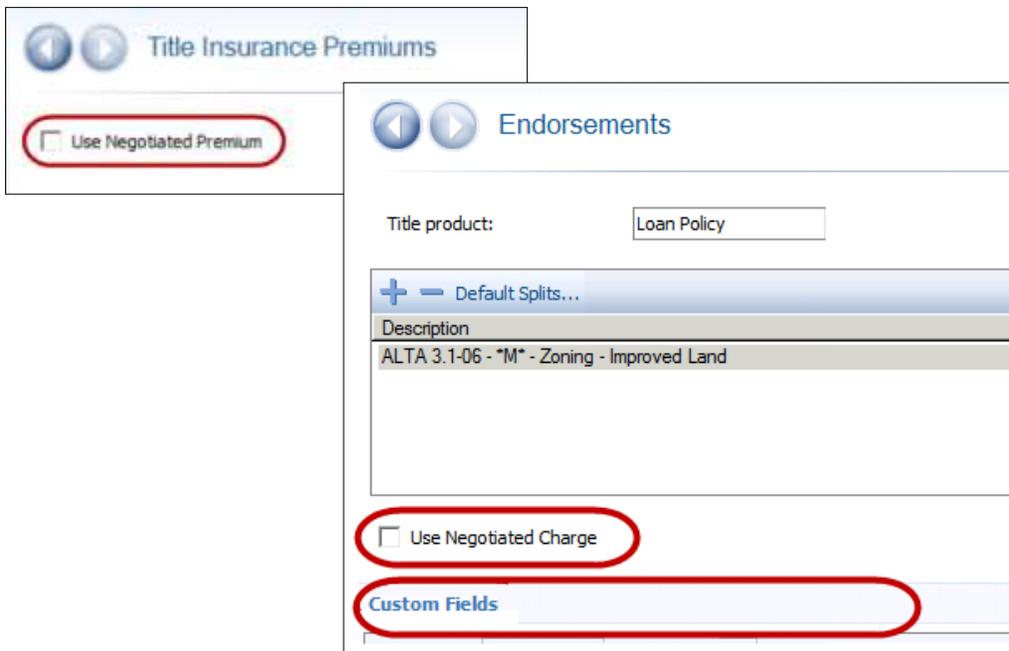
### *MY SCREENS*

#### Endorsements and Title Insurance Premiums screens – Custom Field added

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

Modifications have been made to the Endorsements and Title Insurance Premiums screens in preparation for the deployment of the Rate Validation Utility.

- › Title Insurance Premiums screen
  - ›› Use Negotiated Charge custom field added
- › Endorsements screen
  - ›› Use Negotiated Charge custom field added
  - ›› Custom Fields more/less bar has been moved to immediately below the Use Negotiated Charge field



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# OCTOBER RELEASE NOTES

## FIRST TITLE OF GA - NCS

### MY SCREENS

#### Invoice Summary screen – Additional Field

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

A check box for the **This invoice does not close the order** has been added to the **Invoice Summary** screen.

The screenshot shows the 'Invoice Summary' screen. At the top, there are navigation arrows and the title 'Invoice Summary'. Below this is a checkbox labeled 'Corporate/Consolidated invoice sorting - use on screen order'. A section titled 'Invoices (1)' contains a table with one row:

	Invoice Number	Bill To
1	8282 Comm Title Only-1	

Below the table is a new checkbox labeled 'This invoice does not close the order', which is circled in red. At the bottom, there are input fields for 'Invoice number' (8282 Comm Title Only-1), 'Invoice date' (10/17/2018), 'Days payment due in' (empty), 'Status' (Pending), and 'Due date' (10/17/2018).



# OCTOBER RELEASE NOTES

## FLORIDA

### DOCUMENTS

#### Escrow

#### Affidavit (Construction - Owner's)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Trident Title		491204	FLD1320.doc

New document. Render to view complete document.

#### OWNER'S CONSTRUCTION AFFIDAVIT

STATE OF \_\_\_\_\_

Order No.: JJ FL Test

COUNTY OF \_\_\_\_\_

Before me the undersigned authority, a Notary Public, personally appeared [Brian T. Buyer](#) and [Brenda T. Buyer](#) (hereinafter referred to as "Affiant"), and after being duly sworn, deposes and says:

- Affiant is the owner of the following described property:  
SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF
- A Notice of Commencement was recorded in Official Records [Recording information for Notice of Commencement here](#), of the Public Records of [Orange County, Florida](#).
- The following individuals/entities have a direct contract with owner:  
 \_\_\_\_\_ date: \_\_\_\_\_  
 \_\_\_\_\_ date: \_\_\_\_\_  
 \_\_\_\_\_ date: \_\_\_\_\_
- The following individuals/entities have given notice to owner:  
 \_\_\_\_\_ date: \_\_\_\_\_

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# OCTOBER RELEASE NOTES

## Affidavit (LLC)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Bayshore/State Counsel		493440	

Revised to include a 3" top margin and removed the State and County reference at the top, per State Counsel's request.

**Prepared by and Return To:**

Melissa G. Smith  
Escrow Office Name  
100 Main Street  
Places, FL 92025

**Order No.:** JM CD Test

APN/Parcel ID(s): 11-123

### LIMITED LIABILITY COMPANY AFFIDAVIT

Before me, the undersigned authority, personally appeared **Mickey Mouse** ("Affiant"), who, being duly sworn according to law, deposes and says:

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# OCTOBER RELEASE NOTES

## Agreement (Indemnity - Construction)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Majesty Title		489728	FLD1319.doc

New document. Render to view complete document.


INDEMNITY AGREEMENT

STATE OF \_\_\_\_\_ File No.: 2017040003-JLJ

COUNTY OF \_\_\_\_\_

**THIS INDEMNITY AGREEMENT** is entered into this 3rd day of October, 2018 by [The Seller Org](#) and [Sue Zee Seller](#) (the "Indemnitor").

**WHEREAS**, [Chicago Title Insurance Company](#), either directly or through its agent, [JV Title Company](#) (collectively, the "Company"), has issued a title insurance commitment (the "Commitment") to insure the property described on Exhibit "A" attached hereto and incorporated herein (the "Property").

**AND WHEREAS**, the Company has raised the following as an exception in the Commitment:

Any lien, or right to a lien, for services, labor or materials heretofore or hereafter furnished, imposed by law whether or not shown by the public records, including, but not limited to, any lien for services, labor, materials or other matters arising from the Notice of Commencement recorded in Official Records \_\_\_\_\_, of the Public Records of [Atlantic County, South Carolina](#) (the "Title Defect").

**NOW, THEREFORE**, in consideration of the willingness of the Company to issue its title insurance policy(ies) (the "Policy") based on the Commitment, but without exception for the Title Defect, the Indemnitor agrees as follows:

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# OCTOBER RELEASE NOTES

## HAWAII

### DOCUMENTS

#### Escrow

#### Affidavit (Homeowner's Policy of Title Insurance)

NEW/MOD Mod	REQUESTED BY FT HI	FOOTPRINTS No(s).	TFS No(s). 492032	FILE NAME (NEW ITEMS ONLY)
Removed "State of ____" and "County of ____" (as it is no longer acknowledged)				

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# OCTOBER RELEASE NOTES

## Title

Exhibit Page - Commitment Legal  
 Exhibit Page - Commitment Legal (Legal)  
 Exhibit Page - Commitment Legal (with Address)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT HI		493918	

Updated document to provide prompt to show "Subject to any and all liens and/or encumbrances of record."

**COMMITMENT LEGAL**

Order No.: JM CD Test

For APN/Parcel ID(s): 11-123

Property 1 Commitment Legal goes here

Subject to any and all liens and/or encumbrances of record.

Order JM CD Test  
 Include "Subject To" language

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# OCTOBER RELEASE NOTES

## IDAHO

### *DOCUMENTS*

#### Escrow

#### County Services List

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Boise		491301	
Updated to match most recent version.				

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# OCTOBER RELEASE NOTES

## ILLINOIS

### DOCUMENTS

#### Escrow

#### Money Market Account

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	IL OAC		495919	

Form has been revised to pull in the SSN or TIN of the Buyer, Seller or Other contact selected.

(Note: Settlement has approved for the Tax ID No. to pull onto a form if it's an *investment account setup* (ie IBA) form)

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# OCTOBER RELEASE NOTES

## REPORTS

### Closed Orders by Sales Rep

NEW/MOD MOD	REQUESTED BY CT IL NCS	FOOTPRINTS No(s).	TFS No(s). 488153	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>In the YTD Other revenue column - removed NBI bill code</li> <li>Updated programming notes to remove NBI on list of other</li> <li>Updated current month rev to include TP and END bill codes that are part of posted revenue, should behave the same as YTD Rev column</li> <li>Moved current liability column to be in front of the current month rev column</li> <li>Added a new column called Current Month Other Rev. Fees, uses the same bill codes as the YTD other. Placed this new column after current month revenue amount</li> <li>Added a new column called Total MTD Revenue (sum of current month rev amount + Current Month Other Rev. Fees). placed this after the new Current Month Other Rev. Fees column</li> <li>Added ad new column called Total YTD Rev (sum YTD Rev + YTD Other Revenue Fees columns), placed at the end of the report</li> <li>Added totals per group and report</li> <li>If profile path contains '%\NCS\FT%', then report will only show 'ESC' and 'CDF' bill codes in Current Month Other Rev Fees and YTD Other Rev Fees columns</li> </ul>				

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### Open/Closed Orders by Selection

NEW/MOD MOD	REQUESTED BY IL	FOOTPRINTS No(s).	TFS No(s). 488096	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>On parameter screen added new drop down called "Agent Order Only:" and placed between show order type totals drop down and include rate summary checkbox. This new drop down will have the following three options:               <ul style="list-style-type: none"> <li>All - Default</li> <li>Agent Orders Only - only show orders where {{Order.AppAttySplitFNF_FNFIL#}} custom field checkbox is True</li> <li>Exclude Agent Orders - exclude orders where {{Order.AppAttySplitFNF_FNFIL#}} custom field checkbox is False</li> </ul> </li> </ul>				

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# OCTOBER RELEASE NOTES

## INDIANA

### *DOCUMENTS*

#### Escrow

#### Client Care Checklist

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Indy Metro		493985	

Document now pulls all Listing Agent/Broker and Selling Agent/Broker names and emails.

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# OCTOBER RELEASE NOTES

## LOUISIANA

### DOCUMENTS

#### Escrow

#### Deed (Act of Distribution)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Baton Rouge Title Co.		494556	LAD1139.doc

New document. Render to view complete document.

**ACT OF TRANSFER AND DISTRIBUTION**

STATE OF LOUISIANA  
 PARISH OF \_\_\_\_\_

BE IT KNOWN, that on this **12th day of October, 2018**;

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in and for the above Parish and State, and in the presence of the undersigned competent witnesses, personally came and appeared:

**Sam E. Seller, husband** and **Sally A. Seller, wife**, whose permanent mailing address is declared to be **1 Seller Fwd Address, Places, LA 45112**, (hereinafter referred to as "Company"); and

**Bob L. Buyer, husband** and **Betty A. Buyer, wife**, whose permanent mailing address is declared to be **1 Buyer Fwd Address, Fwd City, LA 86401**, (hereinafter referred to as "Members");

who declared that:

The Company desires to make a distribution of assets to the Members listed above by transferring the immovable property described below to said Members.

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# OCTOBER RELEASE NOTES

## Deed (Transfer Contribution)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Baton Rouge Title Co.		494556	LAD1140.doc

New document. Render to view complete document.

### ACT OF TRANSFER AND CONTRIBUTION

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BE IT KNOWN, that on this **12th day of October, 2018**;

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified within and for the above Parish and State, and in the presence of the undersigned competent witnesses, personally came and appeared as Transferor(s):

**Sam E. Seller, husband** and **Sally A. Seller, wife**, whose permanent mailing address is declared to be **1 Seller Fwd Address, Places, LA 45112**

who hereby transfer(s) and deliver(s), with full warranty of title and subrogation to all rights and actions of warranty Transferor(s) may have unto Transferee:

**Bob L. Buyer, husband** and **Betty A. Buyer, wife**, whose permanent mailing address is declared to be **1 Buyer Fwd Address, Fwd City, LA 86401**

who acknowledges delivery and possession of the following property:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

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# OCTOBER RELEASE NOTES

## Donation Inter Vivos

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Baton Rouge Title Co.		494568	

Updated document to latest version approved by counsel.

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## POA - Purchase (Cash)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Baton Rouge Title Co.		494556	LAD1138.doc

New document. Render to view complete document.

<b>POWER OF ATTORNEY</b>
<p>STATE OF _____</p> <p>COUNTY OF _____</p> <p>BE IT KNOWN, that on this 8th day of October, 2018;</p> <p>BEFORE ME, a Notary Public, duly commissioned and qualified within and for the above Parish/County and State, and in the presence of the undersigned competent witnesses, personally came and appeared:</p> <p style="padding-left: 20px;"><a href="#">POABuyer1</a></p> <p>who declared that <a href="#">Person Officer</a> does hereby name, constitute and appoint <a href="#">POABuyer1</a> to be his/her true and lawful agent and attorney-in-fact, to act for <a href="#">Person Officer</a> and in his/her name, place and stead, to execute an act of sale for the price of one hundred seventy-five thousand and NO/100 Dollars (\$175,000.00), therein purchasing the property described on the attached Exhibit "A".</p> <p>Appearer further authorizes said agent to incorporate into said instrument such terms, conditions and agreements as said agent shall deem meet and proper in said agent's own sole and unctrolled discretion; to sign all papers, documents and acts necessary in order to purchase the property on Appearer's behalf; to pay the sales price and all other fees, expenses and charges in connection therewith; to sign all other documents on behalf of Appearer that may be required by the closing attorney to effect the conveyance of the property; and to do any and all things the said agent, in said agent's sole and uncontrolled discretion, deems necessary or proper.</p>

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# OCTOBER RELEASE NOTES

## MICHIGAN

### Title

#### Construction Date Down - MI Const 2-06

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CLT NCS MI	n/a	492440	

At the direction of Michigan State Counsel, the Construction Date Down (MI CNST02) endorsement has been removed. The SE 446-06 - Construction Draw endorsement should be issued instead.

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## MIDWEST

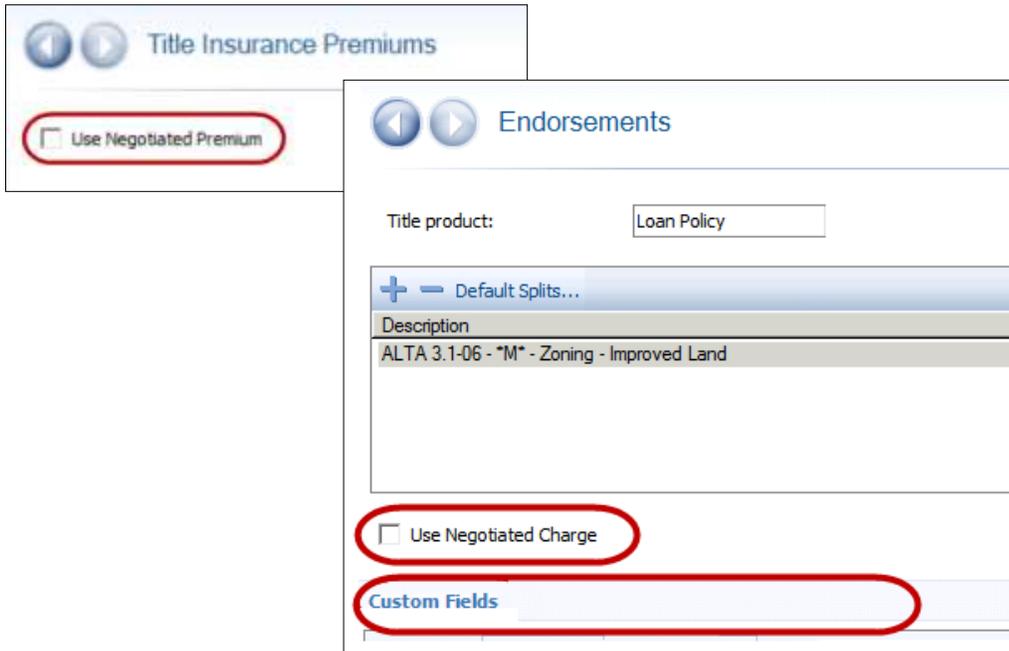
### MY SCREENS

#### Endorsements and Title Insurance Premiums screens – Custom Field added

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

Modifications have been made to the Endorsements and Title Insurance Premiums screens in preparation for the deployment of the Rate Validation Utility.

- > Title Insurance Premiums screen
  - » Use Negotiated Charge custom field added
- > Endorsements screen
  - » Use Negotiated Charge custom field added
  - » Custom Fields more/less bar has been moved to immediately below the Use Negotiated Charge field



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# OCTOBER RELEASE NOTES

## MISSOURI

### DOCUMENTS

#### Escrow

#### Ownership and Encumbrance Report (Fee Charged)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CTI KS/MO		495179	

Revised to suppress Revision Label\Revision ID and Our File No for the ProjectName if these fields are blank.



### Company Name

OWNERSHIP AND ENCUMBRANCE REPORT

BEFORE

Effective Date: October 10, 2018, at 08:00 A.M.

Charge: \$125.00

Our File No.: [REDACTED]

Applicant: Leonard's Lending Services

AFTER

Effective Date: October 10, 2018, at 08:00 A.M.

Charge: \$125.00

Applicant: Leonard's Lending Services

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# OCTOBER RELEASE NOTES

## Title

**Date Down 1**  
**Date Down 5**

<b>NEW/MOD</b>	<b>REQUESTED BY</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
Mod	CT Kansas City	n/a	472072	

The Date Down 1 endorsement has been updated so items 1(b) and (e) will drop off if the user does not fill in the field value for those items on the Endorsements screen.  
Both Date Down 1 and Date Down 5 have been updated so multiple lines can be filled in for 2(b) and 2(c).

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# OCTOBER RELEASE NOTES

## MONTANA

### DOCUMENTS

#### Title

#### Commitment

<b>NEW/MOD</b> Mod	<b>REQUESTED BY</b> FT Kalispell	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 495099	<b>FILE NAME (NEW ITEMS ONLY)</b>
-----------------------	-------------------------------------	--------------------------	-----------------------------	-----------------------------------

Direct Phone: (406)755-2671 has been removed on Schedule A of the Commitment

**BEFORE**

*Transaction Identification Data for reference only:*

ISSUING OFFICE:	FOR SETTLEMENT INQUIRIES, CONTACT (NOT TITLE ONLY):
Title Officer: Joseph D. Kirby Title Office Name 1 Title Office Street City, MT 70808 Phone: (888)111-1234 Fax: (888)111-4321 Main Phone: (888)111-2222 Direct Phone: (406)755-2671 Email: joe.kirby@email.com	Escrow Officer: Melissa G. Smith Escrow Office Name 100 Main Street Place, MT 92025 Phone: (111)222-3333 Fax: (123)111-2222 Main Phone: (800)111-2222 Email: melissa.smith@email.com

Order Number: JM CD Test

**AFTER**

*Transaction Identification Data for reference only:*

ISSUING OFFICE:	FOR SETTLEMENT INQUIRIES, CONTACT (NOT TITLE ONLY):
Title Officer: Joseph D. Kirby Title Office Name 1 Title Office Street City, MT 70808 Phone: (888)111-1234 Fax: (888)111-4321 Main Phone: (888)111-2222 Email: joe.kirby@email.com	Escrow Officer: Melissa G. Smith Escrow Office Name 100 Main Street Place, MT 92025 Phone: (111)222-3333 Fax: (123)111-2222 Main Phone: (800)111-2222 Email: melissa.smith@email.com

Order Number: JM CD Test

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# OCTOBER RELEASE NOTES

## NCS

### DOCUMENTS

#### Escrow

#### Customer Invoice

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
NEW	NCS BOS		492408	SSCORPD3016.spdoc - Customer Invoice

New HTML Customer Invoice using Corporate Invoice as the baseline with the following modifications

- Removed "Remit payment to:", "Due upon receipt", and "Invoice" hard coded verbiage
- Removed
  - Invoice number
  - operation
  - buyer/borrower
  - seller(s)
  - escrow officer & assistant
  - sales rep
  - MICR order number in top right corner.
- Moved the remit to name and address to the header section on the right side. This will show directly across from the logo image. Included phone and fax number with labels "Phone:" "Fax:"
- Shifted bill to up to where the remit to contact was originally shown and added "To:" then show name, address and "ATTN:" and show main person of bill to contact
- Moved invoice date to the left side of doc
- Moved order number to the right side and re-labeled as "Our File Number:"
- Under "Our File Number" added new label called "Your Order Number:" and populated the reference number of the bill to contact. If the field is NULL suppress this section and label
- Under title officer added in "Phone:" and "Email:" and populated with info from the title officers phone and email
- Removed the policies applied for section
- Replaced hardcoded text at the bottom "Thank you for the opportunity to serve you. Please return a copy of this invoice with your payment with "Please include a copy of this invoice with your check, made payable to Commonwealth Land Title Insurance Company. Please reference our file number on your check."
- On parameter screen added new check boxes:
  - "Include Tax ID" checkbox and defaulted to un-checked unless profile path contains "%\NCS\Boston%" then defaulted to checked. If checked under the new footer text from item 10 show "**Tax Identification Number:**" and pull tax ID from owning profile of the order. Text and number should all print in bold
  - "Include wiring Instructions:" checkbox and defaulted to unchecked. If checked pull the wiring info of the trust account selected for the order, show this under the note and tax id in items10 and 11A, and with the following format:
    - "**Wiring Instructions:**" (hard coded bold text)
    - Bank: name of bank, then show address under
    - ABA/Routing No.: bank routing number
    - Account Name: description field from the TAC manager
    - Account Number: number of account
    - RE: order number
    - Notify: name and phone number of title officer
  - "Include Invoice Number" checkbox and defaulted to unchecked. If checked under invoice date show "Invoice Number:" and print invoice number



# OCTOBER RELEASE NOTES

<b>CSS</b>				
<b>NEW/MOD MOD</b>	<b>REQUESTED BY NCS PA</b>	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s). 488723</b>	<b>FILE NAME (NEW ITEMS ONLY)</b>
<ul style="list-style-type: none"> <li>• Updated to show numbers to number the charges from 1 to last charge and not print the charge section number</li> <li>• Updated footer that displays the date/time stamp to use the orders profile time zone until final resolution on time zone issue for HTML.</li> <li>• On Master Statement, if profile path = 'Default\P\NCS\PA\PA OAC\Philly' then default statement format to Description, Buyer, Seller</li> <li>• On Buyer and Indv. Buyer statements:               <ul style="list-style-type: none"> <li>○ Added new document status in the drop down called "Hold Open"</li> <li>○ Title = Buyers title + "Loan Closing Statement"</li> <li>○ Only pull charges to this new status where the charge description starts with "HOLD OPEN - " or RE field starts with "HOLD OPEN". Pull in the section name for each section where a charge is found and suppress if no charge has the hold open. Do not show the hold open text if in the description or RE.</li> </ul> </li> </ul>				

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# OCTOBER RELEASE NOTES

## REPORTS

### CRRAR Revenue Amount

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
NEW	NCS		490474	SSCORP5376.rpt - CRRAR Revenue Amount

#### New report

##### General:

Title – CRRAR Revenue Amount

Tree location – Revenue Folder

##### Parameters:

- Closed date from
  - Default to first day of prior month
- Closed date through
  - Default to last day of prior month
- Excel Export checked box, default to unchecked
- Group by drop down
  - Branch, Escrow Officer (default)
  - Branch, Title Officer
  - Branch, Sales Rep
  - None
- Show report programming notes
- Report comments

##### Groups:

- Based on drop down list

##### Columns:

- Order Number
- Property address
  - List all property address's
- CRRAR Amount
  - {{Order.CRRARRev\_FNF#}}

##### Totals:

- Per group and report
  - Order count
  - CRRAR Amount

##### Sorting:

- Groups first alphabetically
- Order number

##### Logic:

- Pull all orders closed in the date range **that have a value in CRRAR Revenue Field** **{{Order.CRRARRev\_FNF#}}**
- Closed order = WSOB definition

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# OCTOBER RELEASE NOTES

## Dallas CPF Daily Summary

NEW/MOD MOD	REQUESTED BY TX NCS	FOOTPRINTS No(s).	TFS No(s). 490452	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"><li>• If profile path contains '%\NCS\' then suppress these two exceptions:<ul style="list-style-type: none"><li>○ Commercial orders where the product type description does not contain "commercial"</li><li>○ Residential orders where the product type description contains "commercial"</li></ul></li></ul>				

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## NCS Commission by Selection

NEW/MOD MOD	REQUESTED BY PA NCS	FOOTPRINTS No(s).	TFS No(s). 493029	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"><li>• On parameter screen added new checkbox called "Do Not Show \$0.00 Orders:" and defaulted to checked.<ul style="list-style-type: none"><li>○ When checked will not return any order that would not show a value in NCS Premium, Local Prem/END, or other revenue column</li></ul></li></ul>				

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# OCTOBER RELEASE NOTES

## FIRST TITLE OF GA - NCS

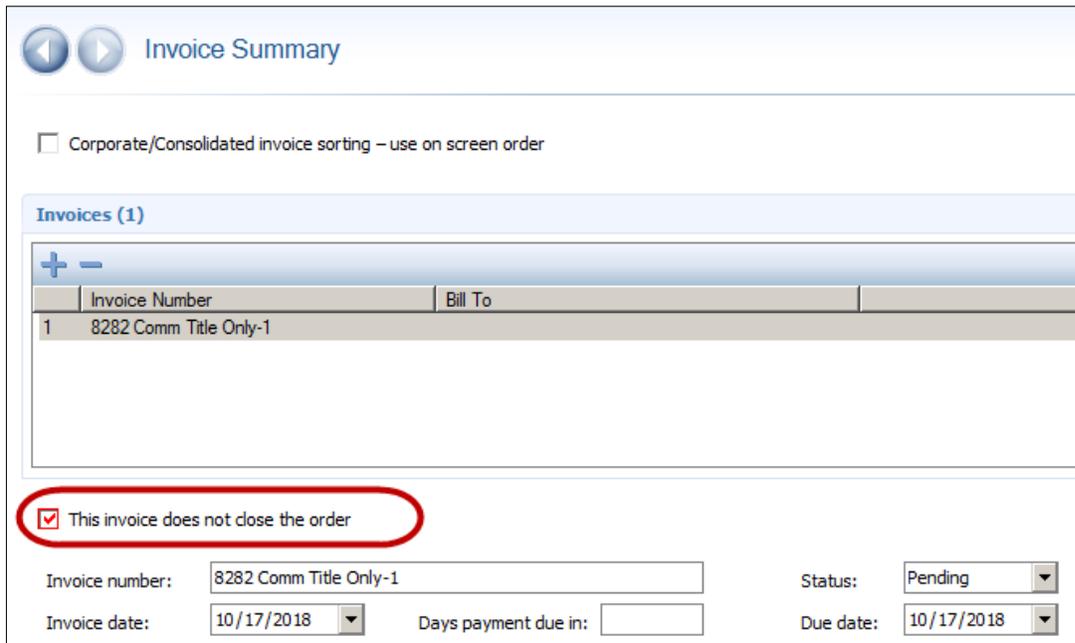
### MY SCREENS

#### Invoice Summary screen – Additional Field

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

The Invoice Summary screen now includes the **This invoice does not close the order** custom field. This field is available when using **My Screens**:

- > BOS – NCS
- > GA Commercial CSS
- > GL Commercial CSS
- > IL – NCS
- > NCS Screens
- > TX NCS Screens



The screenshot shows the 'Invoice Summary' screen with the following details:

- Corporate/Consolidated invoice sorting – use on screen order:
- Invoices (1):
 

	Invoice Number	Bill To
1	8282 Comm Title Only-1	
- This invoice does not close the order
- Invoice number: 8282 Comm Title Only-1
- Status: Pending
- Invoice date: 10/17/2018
- Days payment due in: [ ]
- Due date: 10/17/2018

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# OCTOBER RELEASE NOTES

## NEW JERSEY

### DOCUMENTS

#### Escrow

#### Confirmation of Order

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CTI New Jersey		494898	

After "Owner" label, for Estate instance, replaced hardcoded word "Executor" with fieldcode to pull person's title from file.

**Seller**

Individual  Organization      Type: Estate      Edit Signature...      Save And Add New

Name: Seller Estate      Tax ID/SSN: \_\_\_\_\_

Payee name: Seller Estate

Vesting: \_\_\_\_\_

Interest: \_\_\_\_\_

Current address:  Same as property

Street: 100 Property Street

City/State/Zip: Memphis

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

Add Corporate Officer/Signee to Seller Estate

Courtesy title: \_\_\_\_\_

First: Shad      Middle: \_\_\_\_\_

Last: Hanagan      Suffix: \_\_\_\_\_

Title: ABCD

Email: \_\_\_\_\_

Signature line: BY: \_\_\_\_\_  
Shad Hanagan  
ABCD

OK      Cancel

**Property:** STREET: 100 Property Street  
CITY: Memphis  
COUNTY: Shelby

**Municipality:** This is the Escrow BRIEF Legal for the property on the official tax map of the City of Memphis, County of Shelby, State of New Jersey

**Owner:** Stephen T. Seller and Stephanie T. Seller, husband and wife  
Seller Estate, Shad Hanagan, ABCD

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# OCTOBER RELEASE NOTES

## NEW YORK

### DOCUMENTS

#### Escrow

#### Albany Application

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Albany		491207	
<ul style="list-style-type: none"> <li>Revised to pull all T contacts to document.</li> </ul>				

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#### New York Title Bill

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	NY Garden City		490773,493351	
<ul style="list-style-type: none"> <li>When profile path = Default\PI\CAC\NY\NY OAC\FGWH + descendants, then             <ul style="list-style-type: none"> <li>When order only has one loan show label as "Mortgage Amount:" and show the amount of the loan.</li> <li>When order has 2 or more loans, then show label as "Mortgage Amounts:" and show the sum of all loan amounts                 <ul style="list-style-type: none"> <li>Removed the 1st and 2nd that would show.</li> </ul> </li> <li>When more than one loan is being displayed on the title bill in the header under the "Mortgage Amounts" and they have different lenders, then display all lender names on page 3 in the Bank box, if possible:</li> </ul> </li> </ul>				

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#### RP-5217

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	NY		493103	
<ul style="list-style-type: none"> <li>Updated form to populate city, state, and zip of buyer in bottom right corner of form:</li> <li>Added the District Code {{Order.Properties.District}} in front of the Tax/Map ID with a dash:</li> </ul>				

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# OCTOBER RELEASE NOTES

## Tax Lien Foreclosure Certificate

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	FNT Garden City		490174	NYD1562.doc

New document. Render using the new Tax Lien section on the Foreclosure Certificate MyScreen (see below).



### TAX LIEN FORECLOSURE CERTIFICATE

**Order No.:** DX7475-000171-JLJ-S  
**Certifies To:** BA Person1  
 Aaron Lefkowitz, Esq.  
 371 Merrick Road, Ste 305  
 Rockville Centre, NY 11570

That is has caused searches to be made in the proper offices in the **County of Nassau** against the premises described in this certificate from **October 18, 2018** to **October 20, 2018** the date hereof for the purpose of certifying the necessary parties defendant in an action to foreclose the following tax lien:

[\[tax lien info here\]](#)

That title to the premises described herein as ascertained from instruments of record within the period covered by this certificate is vested in:

[\[vesting info here\]](#)

That this certificate is composed of the following:

- Mortgage Schedule
- Tax Schedule
- Judgments, Bankruptcies and other Liens of Record
- Rules for Tax Lien Foreclosure Certificates
- Description of Premises
- Restrictive Covenants, Conditions, Easements, Agreements and Leases of Record
- Necessary Parties Defendant
- Objections to Title

This certificate is made for and accepted by the applicant upon the express understanding that it is to be used only in the transaction or action above stated; that it is limited to an examination of records in the proper offices; that if this certificate contains a certification of parties defendant it was prepared in accordance with the record title; that this Company shall not be liable for any defects not disclosed by the record; that no policy of title insurance is to be issued hereunder. Liability hereunder extends only to the applicant named above, and such liability is limited to One Thousand Dollars (\$1,000.00) for negligence only, but reasonable opportunity shall be afforded this Company to defend this certificate or to take such other steps as it may deem proper. This Company shall not be liable for nor does this certificate cover, any defects in title, liens, restrictive covenants and encumbrances existing or created prior or subsequent to the period of this search as herein above set forth.

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# OCTOBER RELEASE NOTES

## TP-584

NEW/MOD MOD	REQUESTED BY NY	FOOTPRINTS No(s).	TFS No(s). 493089	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"><li>▪ Updated form to pull in buyer/borrower names as it does for the seller</li></ul>				

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# OCTOBER RELEASE NOTES

## Title

Policies																
NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)												
Mod	CTI Northern NY		492940													
<b>CTI Northern NY offices only</b>																
Owner's and Loan Policies Schedule A: Updated to show Village/Borough if one has been entered in the file.																
<table border="1"> <tr> <td>Address:</td> <td>222 Second Street</td> </tr> <tr> <td>Town:</td> <td>Amherst</td> </tr> <tr> <td>Village:</td> <td>[test]</td> </tr> <tr> <td>County:</td> <td>Erie</td> </tr> <tr> <td>State:</td> <td>New York</td> </tr> <tr> <td colspan="2" style="text-align: center;"><i>(Legal Description Continued on Attached Page)</i></td> </tr> </table>					Address:	222 Second Street	Town:	Amherst	Village:	[test]	County:	Erie	State:	New York	<i>(Legal Description Continued on Attached Page)</i>	
Address:	222 Second Street															
Town:	Amherst															
Village:	[test]															
County:	Erie															
State:	New York															
<i>(Legal Description Continued on Attached Page)</i>																

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# OCTOBER RELEASE NOTES

## MY SCREENS

### Foreclosure Certificate

<b>NEW/MOD</b> Mod	<b>REQUESTED BY</b> FNT Garden City	<b>FOOTPRINTS No(s).</b>	<b>TFS No(s).</b> 490174
-----------------------	--	--------------------------	-----------------------------

Tax Lien section added for use with new document, Tax Lien Foreclosure Certificate.

Foreclosure Certificate

Mechanic's Lien

Mortgage Foreclosure

Surplus Money

**Tax Lien**

Start date of search:

End date of search:

Tax Lien Certificate to be foreclosed:

Vesting information:

Tax Lien Certificate number:

Tax Lien sold on:

Mortgage recording information:

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# OCTOBER RELEASE NOTES

## NORTHEAST – FNF NY NON-INSURED PRODUCTS

### MY SCREENS

#### Foreclosure Certificate screen – Additional Fields

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

A **Tax Lien** more/less bar with corresponding fields has been added to the **Foreclosure Certificate** screen.

The screenshot shows the 'Foreclosure Certificate' screen with the following fields and sections:

- Mechanic's Lien** (dropdown)
- Mortgage Foreclosure** (dropdown)
- Surplus Money** (dropdown)
- Tax Lien** (highlighted section):
  - Start date of search: (None) (dropdown)
  - End date of search: (None) (dropdown)
  - Tax Lien Certificate to be foreclosed: [Text area]
  - Vesting information: [Text area]
  - Tax Lien Certificate number: [Text input]
  - Tax Lien sold on: (None) (dropdown)
  - Mortgage recording information: [Text input]
  - Policy: Loan Policy (dropdown) Coverage amount: \$0.00
  - Numbering scheme: Numbers (dropdown)
  - Begin Exceptions at: [Text input] Begin Subordinate Matters at: [Text input]

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# OCTOBER RELEASE NOTES

## NORTH CAROLINA

### DOCUMENTS

#### Escrow

#### Corporate Invoice

NEW/MOD MOD	REQUESTED BY FT NC	FOOTPRINTS No(s).	TFS No(s). 493579	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"> <li>• Added new HTML version of the Corporate Invoice to tree called "Invoice - Agency Production"</li> <li>• The following changes will be applied:               <ul style="list-style-type: none"> <li>○ Do not show bill codes</li> <li>○ Do not show loan number</li> <li>○ Do not show policies applied for section</li> <li>○ Do not show title office, sales rep, escrow officer, escrow assistant</li> <li>○ Renames description label over charges to "Title Insurance Products Applied For:"</li> <li>○ Inserted a new column between new description and amount called "Price" and will show the amount on the invoice</li> <li>○ Changed amount label to "Amount Due"</li> </ul> </li> </ul>				



# OCTOBER RELEASE NOTES

## OHIO

### DOCUMENTS

#### Escrow

#### Clarification of Commission

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	South/Central OH		493100	

#### South/Central OH ONLY

Added labels and lines for additional fees.

Upon the close of the above referenced escrow, Escrow Holder will pay from the proceeds due Seller(s) the following disbursement:

Commission to Listing Agent:	\$ _____
Additional Listing Broker/Transaction Fee:	\$ _____
Commission to Selling Agent:	\$ _____
Additional Selling Broker/Transaction Fee:	\$ _____
<b>TOTAL COMMISSION BEING PAID:</b>	<b>\$ _____</b>

THIS AGREEMENT PROVIDES FOR THE DISBURSEMENT OF SAID COMMISSION TO THE BROKER(S) BY ESCROW HOLDER UPON CLOSE OF ESCROW. THESE ESCROW COMMISSION INSTRUCTIONS MAY NOT BE AMENDED OR REVOKED WITHOUT THE WRITTEN CONSENT OF THE BROKER(S) HEREIN.

#### Title

#### Document Name

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

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# OCTOBER RELEASE NOTES

## OKLAHOMA

### *DOCUMENTS*

#### Escrow

#### Consent to Transaction

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT OK		493988	

Signature section now pulls the Printed Name and Title to the document.

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# OCTOBER RELEASE NOTES

## Title

### Commitment Schedule A

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT Oklahoma	n/a	496123	

The Tax ID information has been removed from the top of Schedule A of the Commitment (will remain under the legal section of the commitment).

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# OCTOBER RELEASE NOTES

## REPORTS

### Weekly Summary of Business

NEW/MOD MOD	REQUESTED BY CT OK	FOOTPRINTS No(s).	TFS No(s). 488650	FILE NAME (NEW ITEMS ONLY)
<ul style="list-style-type: none"><li>• Removed all indirect orders profile logic for state of OK</li><li>• All of OK will use the following as indirect:<ul style="list-style-type: none"><li>○ Real Property Report, Informational, and Other (RPR, INF, OTH)</li></ul></li><li>• Footer note: Added a note in the footer to indicate Property or Order count</li></ul>				

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# OCTOBER RELEASE NOTES

## OREGON

### DOCUMENTS

#### Escrow

#### Combined Bill of Sale and Power of Attorney

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WT Bend		482335	

Added date lines above signature lines.

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#### Escrow Checklist

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	TT Southern OR		493903	

Revised bottom portion of the document.

Buyer/Borrower Signature	_____	_____	_____
Buyer's Funds	_____	_____	_____
Seller Signature	_____	_____	_____
Lender Approval to Record	_____	_____	_____
Loan Funds	_____	_____	_____
Recording	_____	_____	_____
Disbursements	_____	_____	_____
<input checked="" type="checkbox"/> Include well and septic info			
Well Purity	_____	_____	_____
Well Flow	_____	_____	_____
Septic Insp	_____	_____	_____
Septic Pump	_____	_____	_____

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#### Full Satisfaction (Support Judgment)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WT Bend		492286	

Corrected all instances of "judgement" to "judgment". Corrected all instances of "Debitor" to "Debtor". Corrected all instances of "Creditor/Obligor" to "Debtor/Obligor". Lastly, Support Judgment forms will now pull the property's county to the top of the document.

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# OCTOBER RELEASE NOTES

## Letter (Opening - Custom)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	FT Salem		494850	

Added back the "Alternate Email Address" prompt. If not answered, document shall render the way it currently does. If answered, it will pull in as shown in the screenshot.

In order to efficiently process your transaction, we ask that you attend to the following matters and forward requested documents to the attention of the undersigned at your earliest convenience.

**PLEASE SIGN AND RETURN THE FOLLOWING TO Alt Email: (Seller transmissions)**

[Signed and return the following docs go here](#)

**PLEASE SIGN EXACTLY AS YOUR NAMES APPEAR AND HAVE ACKNOWLEDGED BEFORE A NOTARY PUBLIC: (Seller transmissions)**

[Docs to be notarized go here](#)

**PLEASE FILL OUT, SIGN AND RETURN TO Alt Email:**

[Docs to be filled out, signed and returned go here](#)

**ENCLOSED ARE THE FOLLOWING ITEMS FOR YOUR INFORMATION:**

[List items](#)

Once all conditions of the transaction are in order, we will contact you to set an appointment for you to come to our office to sign the closing documents. You will need to bring proper identification with you (such as a valid driver's license) so that we may notarize your signature.

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## Partial Satisfaction (Support Judgment)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WT Bend		492286	

Corrected all instances of "judgement" to "judgment". Corrected all instances of "Debitor" to "Debtor". Corrected all instances of "Creditor/Obligor" to "Debtor/Obligor". Lastly, Support Judgment forms will now pull the property's county to the top of the document.

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## Power of Attorney (Buyer)

## Power of Attorney (Seller)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WT Bend		482335	

Added date lines above signature lines.

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# OCTOBER RELEASE NOTES

## Satisfaction (Support - with Explanation)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WT Bend		492286	

Corrected all instances of "judgement" to "judgment". Corrected all instances of "Debitor" to "Debtor". Corrected all instances of "Creditor/Obligor" to "Debtor/Obligor". Lastly, Support Judgment forms will now pull the property's county to the top of the document.

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## Special Power of Attorney (Buyer-Borrower)

### Special Power of Attorney (Purchase)

### Special Power of Attorney (Refinance)

### Special Power of Attorney (Sale)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WT Bend		482335	

Added date lines above signature lines.

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# OCTOBER RELEASE NOTES

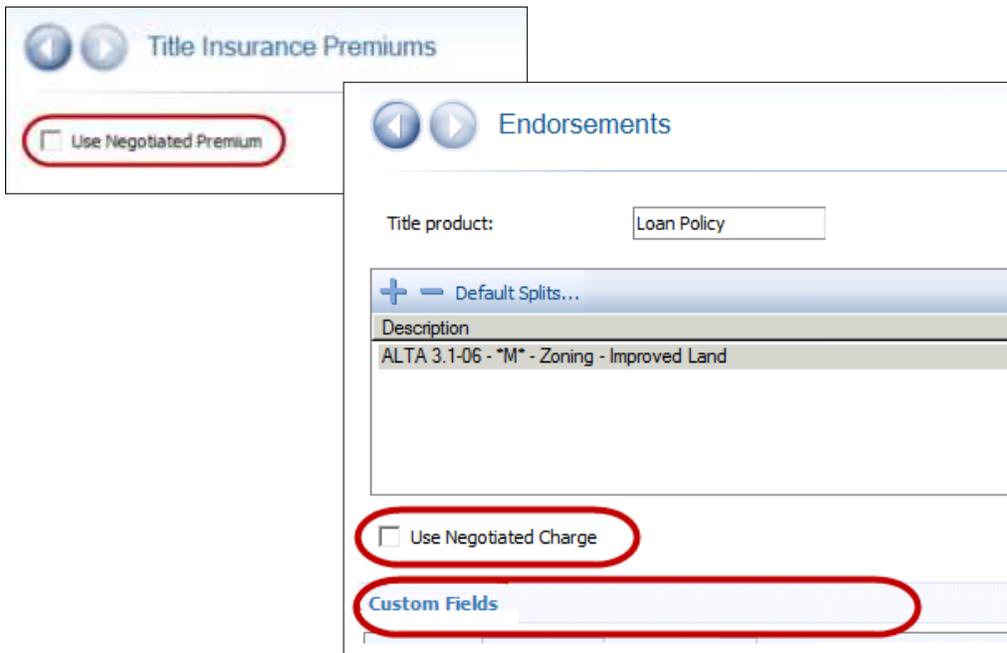
## MY SCREENS

### Endorsements and Title Insurance Premiums screens – Custom Field added

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

Modifications have been made to the Endorsements and Title Insurance Premiums screens in preparation for the deployment of the Rate Validation Utility.

- > Title Insurance Premiums screen
  - » Use Negotiated Charge custom field added
- > Endorsements screen
  - » Use Negotiated Charge custom field added
  - » Custom Fields more/less bar has been moved to immediately below the Use Negotiated Charge field



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# OCTOBER RELEASE NOTES

## TEXAS

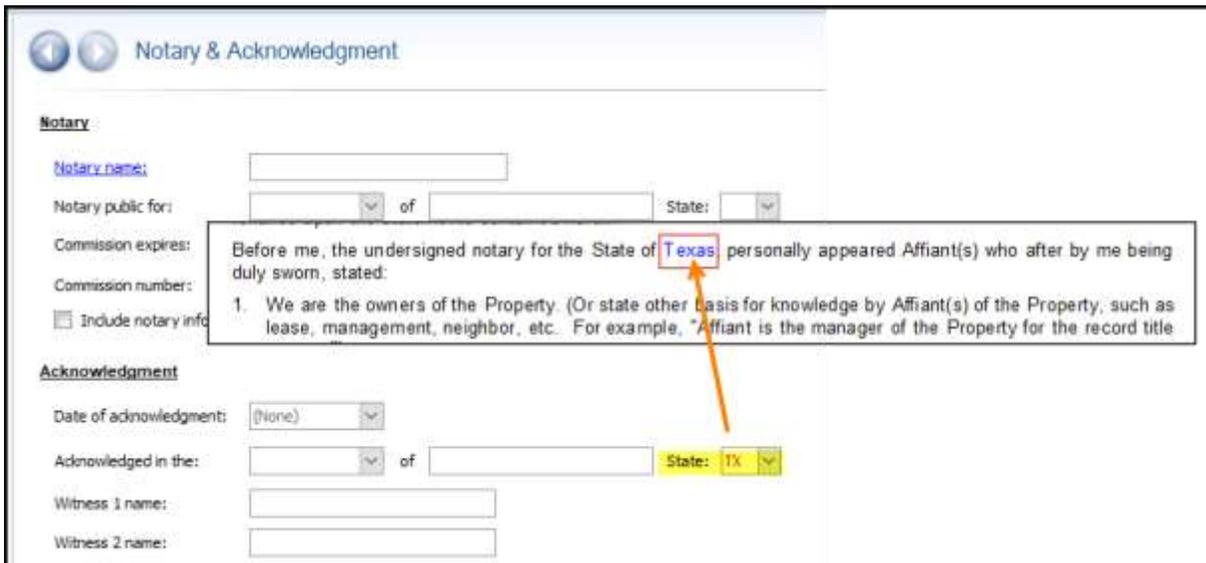
### DOCUMENTS

#### Escrow

#### Affidavit (T-47)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	TX		496583	

Updated second paragraph to pull state from Notary & Acknowledgment screen.



The screenshot shows the 'Notary & Acknowledgment' form. A text box containing the following text is highlighted with a red border and an orange arrow pointing to the word 'Texas':

Before me, the undersigned notary for the State of **Texas** personally appeared Affiant(s) who after by me being duly sworn, stated:

1. We are the owners of the Property. (Or state other basis for knowledge by Affiant(s) of the Property, such as lease, management, neighbor, etc. For example, "Affiant is the manager of the Property for the record title

Below the text box, the 'Acknowledgment' section shows the 'State' dropdown menu set to 'TX'.

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# OCTOBER RELEASE NOTES

## Buyer Information Sheet

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Baker Fee Attorney		489563	SSTXD00267.doc

New document. Render to view complete document.

TEST  
COMPANY  
LOGO

**Settlement Agent**  
123 Settlement Agent Way  
City, MN 00000  
Phone 888-000-0000 \* Fax 888-999-9999

Date: July 21, 2017  
GF#: SA2-JJ CD Test  
Property: 1001 Property Address, City, SC 49503

**BUYER INFORMATION SHEET**

---

BUYER NAME(S): Buying Trust

BUYER'S ADDRESS: \_\_\_\_\_

WORK PHONE NO. (1): \_\_\_\_\_

WORK PHONE NO. (2): \_\_\_\_\_

HOME PHONE NO.: \_\_\_\_\_

EMAIL ADDRESS (1): \_\_\_\_\_

EMAIL ADDRESS (2): \_\_\_\_\_

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## Form T-00 (Verification of Services Rendered)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT San Antonio		492017	

Letter and legal versions of the Form T-00s are now available. Also, all versions will now have Section 2 start on its own page.

Form T-00 (Verification of Services Rendered)	Form T-00 (Verification of Services Rendered) Title Only
Form T-00 (Verification of Services Rendered) (Legal)	Form T-00 (Verification of Services Rendered) Title Only (Legal)
Form T-00 (Verification of Services Rendered) Blank	Form T-00 (Verification of Services Rendered) Title Only - Escrow
Form T-00 (Verification of Services Rendered) Blank (Legal)	Form T-00 (Verification of Services Rendered) Title Only - Escrow (Legal)
Form T-00 (Verification of Services Rendered) Builder-CBA	Form T-00 (Verification of Services Rendered) Title Only - No Issue
Form T-00 (Verification of Services Rendered) Builder-CBA (Legal)	Form T-00 (Verification of Services Rendered) Title Only - No Issue (Legal)
Form T-00 (Verification of Services Rendered) Fee Atty In County	
Form T-00 (Verification of Services Rendered) Fee Atty In County (Legal)	

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# OCTOBER RELEASE NOTES

## Letter (Commercial Pertinent Date)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Dallas NCS		493721	

Revised the order of the pages so that the letter comes before the sheet of dates.

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## Seller Information Sheet

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	Baker Fee Attorney		489563	SSTXD00268.doc

New document. Render to view complete document.



**Settlement Agent**  
123 Settlement Agent Way  
City, MN 00000  
Phone 988-000-0000 \* Fax 888-999-9999

**Date:** July 21, 2017  
**GF#:** SA2-JJ CD Test  
**Property:** 1001 Property Address, City, SC 49503

**SELLER INFORMATION SHEET**

---

SELLER NAME(S): Sam Seller and Sally Seller

SELLER'S ADDRESS: \_\_\_\_\_

WORK PHONE NO. (1): \_\_\_\_\_

WORK PHONE NO. (2): \_\_\_\_\_

HOME PHONE NO.: \_\_\_\_\_

EMAIL ADDRESS (1): \_\_\_\_\_

EMAIL ADDRESS (2): \_\_\_\_\_

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# OCTOBER RELEASE NOTES

## Title

### Policies

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	Dallas NCS		492510	

Modified to suppress "Address for Reference Only" label if no address data has been entered.

UW NAME	POLICY NO.: OP Number	
<b>OWNER'S POLICY OF TITLE INSURANCE (T-1) SCHEDULE A</b>		
Name and Address of Title Insurance Company: UW Name P.O. Box 1234 UW City, TX 11223		
GF No.:	FTIN-JM CD Test	
Policy No.:	OP Number	
Address for Reference only: ■ ■	<b>If the Property Address is unknown, this will now be suppressed</b>	
Amount of Insurance:		\$175,000.00
Premium:		\$2,500.00
Date of Policy:		September 28, 2018 at 08:00 AM

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# OCTOBER RELEASE NOTES

## REPORTS

### Order Exceptions

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	TX NCS		488286	

- When profile path = Default\PNCS\TEXAS\DALLAS CPF\CLT + descendants, then report will suppress exception:
  - “Escrow Officer/Closer on Title Only order; Remove Escrow Officer or change Order Type”

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### Orders Not Submitted/Received

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
MOD	TX NCS		487958	

- When profile path contains '%\NCS%' - defaulted 'In/Out of county filter dropdown to 'In County only'

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# OCTOBER RELEASE NOTES

## WASHINGTON

### DOCUMENTS

#### Escrow

#### Authorization for Payoff

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT/FT Vancouver		495712	

Modified so that if the 'Reference #' field hasn't been completed for the Payoff Lender a blank line will print for them to hand-write the loan number.

**FOR LINE OF CREDIT LOANS, UPON RECEIPT OF A REQUEST TO PROVIDE A PAYOFF DEMAND, AUTHORIZATION IS HEREBY GIVEN AND DEMAND MADE TO FREEZE THE ACCOUNT, FURTHER, UPON RECEIPT OF PAYOFF FUNDS, THE LENDER IS ALSO AUTHORIZED AND INSTRUCTED TO IMMEDIATELY CLOSE AND CANCEL THE ACCOUNT AND TO RELEASE ANY AND ALL SECURITY FOR SAID LINE OF CREDIT LOAN.**

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

\_\_\_\_\_  
Sam E. Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Susan Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Loan Number

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# OCTOBER RELEASE NOTES

## WISCONSIN

### DOCUMENTS

#### Escrow

#### Affidavit (Landowner's Homestead)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	WI State Counsel		492053	

Revised the amount in paragraph 7 from \$40,000.00 to \$75,000.00.

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#### Escrow Agreement (Earnest Money)

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT WI Commercial		493802	WID0258.doc

New document. Render to view complete document.

**TEST  
COMPANY  
LOGO**

**EARNEST MONEY ESCROW AGREEMENT**

This Earnest Money Escrow Agreement ("Escrow Agreement") is made and entered into as of [July 31, 2017](#), among [Sam Seller, Sally Seller and Selling Trust \("Seller"\)](#), and [Buying Trust, Buying Limited Partnership, Benji Abe Eyer and Beatrice Eyer \("Buyer"\)](#), and [Settlement Agent Here \("Escrow Agent"\)](#). This Escrow Agreement is executed pursuant to the terms of a certain Agreement to Purchase and Sale (the "Purchase Agreement") between Seller and Buyer pertaining to the sale and purchase of certain real property and improvements located at [1001 Property Address, City, SC 49503, Village of Village Here](#), (the "Property").

The parties hereto hereby agree as follows:

1. Buyer shall deposit with Escrow Agent, pursuant to the terms of the Purchase Agreement and in conjunction with the execution of this Escrow Agreement, the sum of Five Thousand And No/100 Dollars (\$5,000.00) (together with all interest earned thereon is referred to herein as the "Earnest Money"). If and when additional

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# OCTOBER RELEASE NOTES

## Earnest Money Escrow and Disbursement Agreement

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
Mod	CT WI Commercial		493802	

Changed title that appeared in tree to match title on the document itself. Title used to be Escrow Agreement (Earnest Money). That title is now for the document above.

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## TitleWave Search Sheet

NEW/MOD	REQUESTED BY	FOOTPRINTS No(s).	TFS No(s).	FILE NAME (NEW ITEMS ONLY)
New	CT WI		491258	WID0257.doc

New document. Render to view complete document.

 <b>Fidelity National Title</b> Insurance Company		<b>SEARCH SHEET</b>	
Manny T. Broker The Mortgage Company 1000 Main Street Anywhere, WI 99999		<b>Order No.:</b> JJ WI Test Order <b>Date:</b> September 24, 2018 <b>Ref. No.:</b> MtgBrkrRefNum11111 <b>Examiner:</b> Sandy L. Moore <b>Searcher:</b> _____ <b>Date Ordered:</b> March 14, 2017 <b>Order Type:</b> <input checked="" type="checkbox"/> <b>Purchase Price:</b> \$1,500,000.00 <b>Loan Amount:</b> \$250,000.00	
<b>Effective Date:</b> _____			
<b>PROPERTY INFORMATION:</b> <b>Property Address:</b> 100 Property Street, Madison, WI 53705 <b>Tax Key No.(s):</b> 11111111APN <b>Property Type:</b> Single Family <b>Legal:</b> SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF			

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# OCTOBER 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.

#### Clarification of Commission

NEW/MOD Mod	ACTION REQUIRED Replace doc	APPLICABLE STATES/SITES South/Central OH	FILE NAME (NEW ITEMS ONLY)
For the OH profile "Ohio\CT\FCDC, the old version (DOC_SSCORPD5536) will need to be replaced in the trees with the updated version (DOC_SSCORPD5536_1) which is titled "Clarification of Commission (OH)"			

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