

# SOFTPRO SELECT

May 2021  
RELEASE NOTES



Testing Release Date: May 6, 2021  
Production Release Date: May 10, 2021



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ALL STATES/SITES

DOCUMENTS

Escrow

<i>Corporate Invoice</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	FNF IMP Team/SoCal Escrow Admin		661768
<p>Adding two new options to the corporate and consolidated invoice:</p> <ol style="list-style-type: none"> <li>1. Use the Project Name field for the Customer Reference #</li> <li>2. To show the date the order was opened</li> <li>3. Show the Escrow Company Main Contact as the Escrow Officer</li> </ol> <p><b>Affected item(s):</b> Consolidated Invoice Corporate Invoice</p>			

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<i>Draw Summary by Receipt</i>			
New/Mod	Requested By	Incident No.	TFS No.
New	FNF IMP Team		661375
<p>New Draw Summary document that will allow the user to select from posted receipts and only see draws that are associated with the posted receipt.</p> <p><b>Affected item(s):</b> SSCORPD3027.spdoc - Draw Summary by Receipt (New)</p>			

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<i>EI - Disbursements</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	Settlement		661890
<p>Revised to only reflect the WARNING when the document is being generated for a seller. Also made the WARNING bold and added initial lines.</p> <p><b>Affected item(s):</b> EI - Disbursement EI - Disbursement EI - Disbursement (Legal) EI - Disbursement (Legal)</p>			

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<i>Remote Online Notarization Consent</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	Settlement		661937
<p>Updated to reflect the most recent version.</p> <p><b>Affected item(s):</b> Remote Online Notarization Consent</p>			

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*Wire Information (ID, MT, OR, WA, NCS/WA)*

<b>New/Mod</b> Change	<b>Requested By</b> Penny Hoskins	<b>Incident No.</b>	<b>TFS No.</b> 662435
--------------------------	--------------------------------------	---------------------	--------------------------

Functionality has been updated across ID, MT, OR, WA, and NCS/WA to match each other. Also, Fed Telegraphic Name has been added.

### WIRING INFORMATION

Our wiring instructions for the transaction referenced herein are as follows:

**To:** Escrow Office Name

**Bank:** US Bank  
101 Banking Ave.  
Suite 2  
New York, New York 00000

**ABA/Routing No.:** 123456789 (This ABA/Routing Number maps to numerous locations.  
This is the location for our Customer Service.)

**Fed Telegraphic Name:** BK COMRCE SD

**Account Name:** Escrow Office Name

**Account No.:** 098765411

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Escrow/Title

<a href="#">Order Summary W/ Full Notes/Tasks (Legal and Letter)</a>			
<b>New/Mod</b> New	<b>Requested By</b> TG of HI Ops	<b>Incident No.</b>	<b>TFS No.</b> 659361
New expanded Order Summary that will include the following:  <ol style="list-style-type: none"><li>1. List of all checklist and Requested Tasks</li><li>2. Order Contact and ledger notes</li><li>3. Order and Document History</li></ol> <b><u>Affected item(s):</u></b> SSCORPD3026.spdoc - Order Summary W/ Full Notes/Tasks (New)			

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REPORTS

1099-S Details by Order			
<b>New/Mod Change</b>	<b>Requested By</b> NW IT	<b>Incident No.</b>	<b>TFS No.</b> 658657
<p>1. Adding option to select the order status when running the report</p> <p>2. Adding in an option to include the product type to show on the report</p> <p><b>Affected item(s):</b> 1099-S Details by Order</p>			

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Batch Stale Dated Check Letter			
<b>New/Mod Change</b>	<b>Requested By</b> Dormant Solutions Groups	<b>Incident No.</b>	<b>TFS No.</b> 661642
<p>Fixed issue where logos were duplicating for DSG</p> <p><b>Affected item(s):</b> Batch Stale Dated Check Letter</p>			

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Dormant Ledgers			
<b>New/Mod Change</b>	<b>Requested By</b> NorCal Escrow Admin\Lenora Shealy	<b>Incident No.</b>	<b>TFS No.</b> 661481
<p>Updating settlement agent flash code parameter to be displayed as Brach flash code.</p> <p><b>Affected item(s):</b> Dormant Ledgers</p>			

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Escrow Trial Balance			
<b>New/Mod Change</b>	<b>Requested By</b> NorCal Escrow Admin\Lenora Shealy	<b>Incident No.</b>	<b>TFS No.</b> 661496
<p>Updating settlement agent flashcode to use the branch flashcode</p> <p><b>Affected item(s):</b> Escrow Trial Balance</p>			

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Funds Held - PreDormant			
<b>New/Mod Change</b>	<b>Requested By</b> NorCal Escrow Admin\Lenora Shealy	<b>Incident No.</b>	<b>TFS No.</b> 661494
<p>Adding new parameter to select specific branch flash code(s)</p> <p><b>Affected item(s):</b> Funds Held - PreDormant</p>			

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IBA Detail by Bank and Escrow			
<b>New/Mod Change</b>	<b>Requested By</b> NCS VA	<b>Incident No.</b>	<b>TFS No.</b> 661472
<p>Adding new checkbox parameter options to include</p> <p><b>Affected item(s):</b> IBA Detail by Bank and Escrow</p>			

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Order Task Reports			
<b>New/Mod</b> Change	<b>Requested By</b> MW IT	<b>Incident No.</b>	<b>TFS No.</b> 658638
Adding in new option to show the coverage amounts			
<b>Affected item(s):</b> Order Tasks by Order Date Order Tasks by Task Date			

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Orders by Transaction Type			
<b>New/Mod</b> Change	<b>Requested By</b> FNF Audit Team	<b>Incident No.</b>	<b>TFS No.</b> 662166
Adding a column to the Excel export for Branch Flash Code			
<b>Affected item(s):</b> Orders by Transaction Type			

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Outstanding Checks			
<b>New/Mod</b> Change	<b>Requested By</b> NorCal Escrow Admin\Lenora Shealy	<b>Incident No.</b>	<b>TFS No.</b> 661711
Updating the settlement agent flash code to pull in the branch flash code.			
<b>Affected item(s):</b> Outstanding Checks			

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SPAdmin-Custom Source of Business Export\Missing Fields			
<b>New/Mod</b> Change	<b>Requested By</b> FNF Corp. Operations & Strategy	<b>Incident No.</b>	<b>TFS No.</b> 661245
Updating County Manager for the following flashcodes:			
FA64 = Shane Rogers FFNY = Melissa Hernandez FOSN = Jennifer Clarke FAHO = Charlie Valdes			
<b>Affected item(s):</b> SSCORP5255.rpt – SPAdmin-Custom Source of Business Export SSCORP5268.rpt – SPAdmin-Custom Source of Business Export-Missing Fields			

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Trending by {Selection}			
<b>New/Mod</b> Troubleshooting	<b>Requested By</b> CA/Jackie Lavezzari	<b>Incident No.</b>	<b>TFS No.</b> 662108
N/A			
<b>Affected item(s):</b> Trending by {Selection}			

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CALIFORNIA

PHRASE(S)

<i>New EI Phrase</i>											
<b>New/Mod</b> New	<b>Requested By</b> FNT CA	<b>Incident No.</b>	<b>TFS No.</b> 662425								
New Phrase:											
<table border="1"> <tr> <td>Code</td> <td>Name</td> <td></td> </tr> <tr> <td>slrcr01</td> <td>SELLER CREDIT TOWARDS CLOSING COSTS</td> <td> <table border="1"> <tr> <td>Amount of credit towards closing costs</td> </tr> <tr> <td><input type="text" value="2,500.00"/></td> </tr> </table> </td> </tr> </table> <p><b>SELLER CREDIT:</b> In accordance with contract Seller to credit Buyer <b>Two Thousand Five Hundred And No/100 Dollars (\$2,500.00)</b> towards closing costs. In accordance with Lender Instructions said credit cannot exceed actual recurring and non recurring costs, Escrow Office Name is hereby authorized to adjust and reduce said credit, if necessary, at time of final audit in order to comply with Lender's Instructions, without further authorization from the undersigned parties.</p>				Code	Name		slrcr01	SELLER CREDIT TOWARDS CLOSING COSTS	<table border="1"> <tr> <td>Amount of credit towards closing costs</td> </tr> <tr> <td><input type="text" value="2,500.00"/></td> </tr> </table>	Amount of credit towards closing costs	<input type="text" value="2,500.00"/>
Code	Name										
slrcr01	SELLER CREDIT TOWARDS CLOSING COSTS	<table border="1"> <tr> <td>Amount of credit towards closing costs</td> </tr> <tr> <td><input type="text" value="2,500.00"/></td> </tr> </table>	Amount of credit towards closing costs	<input type="text" value="2,500.00"/>							
Amount of credit towards closing costs											
<input type="text" value="2,500.00"/>											

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MY SCREENS

*Express Order Entry Screen*

<b>New/Mod</b> New	<b>Requested By</b> DJ Riedel	<b>Incident No.</b>	<b>TFS No.</b>
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Express Order Entry screen added.

This change is available when the **My Screens > Recon Dept** is selected.

**General**

- ▶ Express Order Entry
- Existing Liens
- Notary & Acknowledgment
- Additional Title Charges
- Invoice
- Property
- Order Contacts
- Status
- Order Information

**Escrow/Closing**

Express Order Entry

Transaction type

Purchase

Refinance

Equity

Other

Commercial

Construction

Cash sale

Out of county

Order type: Title & Escrow

Product type: Refinance

Policy type:

**Order Contacts**

Type	Name	Code	Phone	Fax	Main Contact
Escrow Company	Chicago Title Company	E			Pam Sebastian

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Prepared by: SoftPro

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COLORADO

DOCUMENTS

Escrow

*Funds Transfer Request*

<b>New/Mod</b> Change	<b>Requested By</b> Colorado OAC	<b>Incident No.</b>	<b>TFS No.</b> 662328
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Added the Payor Codes for the Transfer To and Transfer From parties.



**Company Name**

**FUNDS TRANSFER  
REQUEST FORM**

1. Please be sure to follow all instructions listed below before submitting your funds transfer request form.
2. Funds must be in the file you are transferring funds from prior to submitting the funds transfer request to the OAC. The OAC WILL NOT accept or HOLD any funds transfer request form that does not have sufficient funds to transfer.
3. Email all funds transfer request forms to the OAC-CO EAM.
4. Evidence of your funds transfer will be scanned to the smartVIEW file your funds are transferred to.

**Transfer From**

Bank Account: 098765411  
 Escrow No.: JM CD Test-SLM  
 Bank: Test Bank  
 Payor Code: S - Samuel S. Seller and Samantha S. Seller

**Transfer To**

Bank Account: 098765411  
 Escrow No.: ABC123  
 Bank: Test Bank  
 Payor Code: Payor Code Transfer  
 Amount: \$2,500.00

**Affected item(s):**  
Funds Transfer Request

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REPORTS

Disbursements by Payee			
<b>New/Mod</b> Change	<b>Requested By</b> FNF Imp Team	<b>Incident No.</b>	<b>TFS No.</b> 659097
Updating parameter defaults for "Include outstanding transactions only" and "Include voided transactions" for Heritage Constructions Ops			
<b>Affected item(s):</b> Disbursements by Payee			

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FLORIDA

DOCUMENTS

Escrow

<a href="#"><i>Affidavit (Sufficient Funds)</i></a>			
<b>New/Mod</b> Change	<b>Requested By</b> Trident Title	<b>Incident No.</b>	<b>TFS No.</b> 661188
Added legal description.			
<b>Affected item(s):</b> Affidavit (Sufficient Funds)			

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REPORTS

Daily Order Report			
<b>New/Mod</b> New	<b>Requested By</b> FT FL Ops	<b>Incident No.</b>	<b>TFS No.</b> 660424
New report for FL FT showing orders opened the prior business day with listing agent, selling agent and lender contact information.			
<b>Affected item(s):</b> SSCORP5485.rpt - Daily Order Report (New)			

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GEORGIA

DOCUMENTS

Title

<i>ALTA Homeowner's Policy of Title Insurance 2010</i>			
<i>ALTA Homeowner's Policy of Title Insurance 2013</i>			
<b>New/Mod</b> Change	<b>Requested By</b> GA State Counsel	<b>Incident No.</b>	<b>TFS No.</b> 663562
At the direction of Georgia state counsel, only the 2010 version of the ALTA Homeowner's policy should be issued in the state of Georgia. The 2010 version is now available for issuance. NOTE: The 2013 version is being removed from availability for issuance in the state of Georgia.			

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HAWAII

CHECKS

FNF Default Check Template (Stub, Stub, Check)			
<b>New/Mod</b> Change	<b>Requested By</b> NW IT	<b>Incident No.</b>	<b>TFS No.</b> 661761
Adding the transaction GUID to the blank check stub that will print in white font.			
<b><u>Affected item(s):</u></b> FNF Default Check Template (Stub, Stub, Check)			

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DOCUMENTS

Escrow

[EI - Real Property Tax Refund](#)

<b>New/Mod</b> New	<b>Requested By</b> Title Guaranty	<b>Incident No.</b>	<b>TFS No.</b> 663246
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New document. Render to view complete document.

 <b>Company Name</b>	<b>ESCROW INSTRUCTIONS FOR REAL PROPERTY TAX REFUND</b>
<p>Sandy L Moore, Closing Specialist Escrow Office Name 100 Escrow Office Street EO City, HI 54545 Phone: (800)777-4444 Fax: (800)444-7777</p>	<p><b>Escrow No.:</b> EO123JM CD Test <b>Seller:</b> Samuel S. Seller and Samantha S. Seller <b>Buyer:</b> Bryan B. Buyer and Brenda B. Buyer <b>Tax Key:</b> 121212TM <b>Property:</b> 1 Property Avenue Project Name Here <b>Loan No.:</b> LN12345</p>
<p>We have instructed you to pay the 1st installment of real property taxes due August 20th in the above referenced transaction. If you have any funds remaining from the estimated amount withheld for this purpose, you are hereby instructed to remit the overage to: [Check one]</p> <p><input type="checkbox"/> Borrower(s)</p> <p><input type="checkbox"/> To Lender, as a principal reduction to the loan referenced above.</p> <p>Remit payment to: Lender Name: _____</p> <p style="padding-left: 100px;">Street Address: _____</p> <p style="padding-left: 100px;">City/State/Zip Code: _____</p>	

**Affected item(s):**

HID1368.doc - Instructions for Real Property Tax Refund (New)

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Outgoing Wire Request			
<b>New/Mod</b> Change	<b>Requested By</b> NW IT\AMy Riggsbee	<b>Incident No.</b>	<b>TFS No.</b> 661972
New outgoing wire transfer form for TG of HI, to display details of the outgoing wire for bank review.			
<b>Affected item(s):</b> Transaction Form			

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REPORTS

Disbursed Transferred Funds			
New/Mod Change	Requested By	Incident No.	TFS No.
	FNFI SSRS Conversion Team\NW IT		657801
1. Adding new option for Excel export			
2. Adding in Title Order Number to show on the PDF and Excel version			
<b>Affected item(s):</b> Disbursed Transferred Funds			

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Orders by Settlement Date			
New/Mod Change	Requested By	Incident No.	TFS No.
	NW IT		659982
For FT Hawaii, updating to replace the "Commit. Eff Date" column with the "Recording Date"			
<b>Affected item(s):</b> Orders by Settlement Date			

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Transactions History			
New/Mod Change	Requested By	Incident No.	TFS No.
	Corp Acct/TG HI		659349
Updating the Transaction Date, Cleared Date and Trust Date columns to include the time.			
<b>Affected item(s):</b> Transactions History			

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IDAHO

DOCUMENTS

Escrow

<a href="#"><i>County Services List</i></a>			
<b>New/Mod</b> Change	<b>Requested By</b> FT ID	<b>Incident No.</b>	<b>TFS No.</b> 661233
Document has been updated to reflect the most recent version.			
<b>Affected item(s):</b> County Services List			

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MY SCREENS

*Express Order Entry Screen*

<b>New/Mod</b> New	<b>Requested By</b> DJ Riedel	<b>Incident No.</b>	<b>TFS No.</b>
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Express Order Entry screen added.

This change is available when the **My Screens > Recon Dept** is selected.

Type	Name	Code	Phone	Fax	Main Contact
Escrow Company	Chicago Title Company	E			Pam Sebastian

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ILLINOIS

DOCUMENTS

Escrow

<i>CDF/HUD Settlement Statement</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	FNF Config Team		661451
Updating lookup codes for PUD and COMP endorsements for short name logic to show attorney name.			
<b>Affected item(s):</b> Individual Settlement Statement, Legal (CDF) Individual Settlement Statement, Letter (CDF) Master Statement, Legal (CDF) Settlement Statement			

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<i>Escrow Trust Instructions (Strict Joint Order #3 - Mobile Earnest Money)</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	CT Chicago Metro		663063
Revised the Header text			
			
<b>Affected item(s):</b> Escrow Trust Instructions (Strict Joint Order #3 - Mobile Earnest Money)			

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<i>Wire Info</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	IL CT CPU		662605
Add the Default\P\IL\CT CPU profile to the BMO Bank information.			

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INDIANA

DOCUMENTS

Escrow

<i>Consent For Use of Electronic Documents - Joint</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	CT Indy Metro		661690
Updated to pull cell numbers for sellers and buyers for FGPM profiles.			
<b>Affected item(s):</b> Consent For Use of Electronic Documents - Joint			

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<i>Notary Revisions</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	State Counsel		662014
Acknowledgment section has been removed.			
<b>Affected item(s):</b> Agreement (Final Tax Proration - NW) Agreement (Tax Proration - NW) Notice of Right to Cancel Receipt of Tax Verification			

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<i>Prepared By section revised</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	FT IN	INC210152731	661193
Prepared By sections will now include the Attorney License Number regardless of commercial or residential files.			

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<i>RREAL IN DB worksheet-V2</i>			
New/Mod	Requested By	Incident No.	TFS No.
New	CT Indy Metro		661704
Letter version has been created.			
<b>Affected item(s):</b> IND1330.doc - RREAL IN DB worksheet-V2 (New)			

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<i>Sales Disclosure (2021)</i>			
New/Mod	Requested By	Incident No.	TFS No.
Change	CT Indy Metro		661688
Updated to pull cell numbers for sellers and buyers for FGPM profiles.			
<b>Affected item(s):</b> Sales Disclosure (2021)			

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<i>Special Power of Attorney</i>			
New/Mod	Requested By	Incident No.	TFS No.
New	CT Indy Metro		661704
Letter version has been created.			
<b>Affected item(s):</b> IND1297.doc - Special Power of Attorney (New)			

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MARYLAND

DOCUMENTS

Escrow

<i>Affidavit (Owner)</i>			
<b>New/Mod</b> Mod	<b>Requested By</b> MD State Counsel	<b>Incident No.</b>	<b>TFS No.</b> 663267
Revised to add text to Affidavit (Owner) in accordance with Maryland Bulletin No. 2020-03.			
<div style="border: 1px solid black; padding: 10px;"> <p>14. To the best of my knowledge there are no present violations on the Property of any enforceable covenants, conditions or restrictions and no one has ever claimed the same to be the case through the providing of notice thereof to Owner.</p> <p>15. There have not been any improvements to the premises that have been financed, in whole or in part, through a "Home Energy Loan Program" (HELP) or "Property Assessed Clean Energy" program (PACE) of the jurisdiction in which the subject property is located, except: _____ (if none, state "NONE").</p> <p>16. This affidavit is given to induce the Company to issue its policy or policies of title insurance with full knowledge that it will be relying upon the accuracy of same.</p> </div>			
<b>Affected item(s):</b> Affidavit (Owner)			

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*Affidavit (Owner's - Standard)*

<b>New/Mod</b> New	<b>Requested By</b> MD State Counsel	<b>Incident No.</b>	<b>TFS No.</b> 663267
-----------------------	---	---------------------	--------------------------

New document (per Maryland Bulletin No. 2020-03). Render to view complete document.

**OWNER'S AFFIDAVIT**

STATE OF \_\_\_\_\_ **File No.:** JM CD Test-JDK  
 COUNTY OF \_\_\_\_\_ **Property:** 1 Property Avenue  
Prop City, MD 55555

THIS DAY, there personally appeared before the undersigned, a Notary Public in and for the State of Maryland, duly commissioned, the undersigned Owner(s) of the captioned property, who, being first duly sworn, depose(s) and say(s) as follows:

**Mandatory - Protection of Homeowners in Foreclosure Requirements**

**Homeowner(s) must check each box and initial. Each statement must be true and accurate. If any statement is not true and accurate, please stop and advise your Settlement Agent, immediately.**

1. At the time I/we signed the contract to sell the property I/we were not sixty (60) days or more in default on any mortgage I/we have on the property.  \_\_\_\_\_ / \_\_\_\_\_
2. Other than our real estate agent, refinancing lender or attorney, no other person or company has assisted me/us in saving our credit, preventing or stopping a mortgage foreclosure or otherwise assisted me/us with a "short sale."  \_\_\_\_\_ / \_\_\_\_\_
3. I/We will not continue my/our possession of the property after closing. I/We have not and will not lease the property back from the buyer. I/We will not be retaining any interest in the property or right to re-purchase the property.  \_\_\_\_\_ / \_\_\_\_\_
4. I/We have elected to go forward with this transaction of my/our own free will without influence by others.  \_\_\_\_\_ / \_\_\_\_\_

**Affected item(s):**

MDD1084.doc - Affidavit (Owner's - Standard) (New)

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MICHIGAN

DOCUMENTS

Escrow

<a href="#">ABAs</a>			
<b>New/Mod Change</b>	<b>Requested By</b> CT MI	<b>Incident No.</b>	<b>TFS No.</b> 662011
Updated ABA for JAQP414. New ABA for PAUG3411.			

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<a href="#">EI - Supplemental Escrow Instructions (Funds Held)</a>			
<b>New/Mod Change</b>	<b>Requested By</b> CT MI	<b>Incident No.</b>	<b>TFS No.</b> 661895
Revised to make all custom fields prompts.			
<b>Affected item(s):</b> EI - Supplemental Escrow Instructions (Funds Held)			

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<a href="#">Sworn Statement</a>			
<b>New/Mod New</b>	<b>Requested By</b> State Counsel	<b>Incident No.</b>	<b>TFS No.</b> 661935

New document. Render to view complete document.



**Company Name**

**SWORN STATEMENT**

DATED: \_\_\_\_\_

OWNER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

LENDER: \_\_\_\_\_ PERSON SUBMITTING: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

State of Michigan )  
County of \_\_\_\_\_ ) ss. ADDRESS OF IMPROVEMENTS: \_\_\_\_\_ FAX: \_\_\_\_\_

The undersigned President or Owner of the company identified above (the "Contractor"), the builder or general contractor for the construction of certain improvements at the property described above, hereby swears and affirms that the following is a list of each professional, subcontractor, supplier and laborer that Contractor has retained in connection with such improvements and that opposite each such name is a correct and full description of the work or material to be provided by such party, the amount of the original contract or bid, the revised contract amount, if any, the aggregate amount of previous payments to such party, the current amount due such party as of the date set forth above, and the remaining amount required to complete the particular item of work, as follows:

	Subcontractor, Supplier or Laborer	Description of Work or Material	Original Contract Amount	Revised Amount	Amounts Already Paid	Amount This Request	Balance to Complete
1.		Architectural Design					
2.		Building Permits and Fees					
3.		Lot Prep - Engineering and Survey					
4.		Land Clearing					
5.		Insurance					

**Affected item(s):**  
MID1315.doc - Sworn Statement (New)

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<i>Title Changes (2)</i>			
<b>New/Mod</b>	<b>Requested By</b>	<b>Incident No.</b>	<b>TFS No.</b>
Change	CT MI		661708
Updated the titles of these forms as follows:  "EI - Supplemental (Funds Held)" is now "EI - Supplemental Escrow Instructions (Funds Held)" "Letter (Supplemental Holdback)" is now "Letter (Supplemental Escrow Holdback Lender Notification)"  <b>Affected item(s):</b> EI - Supplemental Escrow Instructions (Funds Held) Letter (Supplemental Escrow Holdback Lender Notification)			

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MINNESOTA

DOCUMENTS

Escrow

<a href="#">Letter (Seller)</a>			
<b>New/Mod</b> Change	<b>Requested By</b> CT MN	<b>Incident No.</b>	<b>TFS No.</b> 663511
Fee revised to \$525.			
<b>Affected item(s):</b> Letter (Seller)			

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MONTANA

MY SCREENS

[Express Order Entry Screen](#)

<b>New/Mod</b> New	<b>Requested By</b> DJ Riedel	<b>Incident No.</b>	<b>TFS No.</b>
-----------------------	----------------------------------	---------------------	----------------

Express Order Entry screen added.

This change is available when the **My Screens > Recon Dept** is selected.

The screenshot shows the 'Express Order Entry' screen. On the left is a navigation menu with 'General' selected, containing options like 'Express Order Entry', 'Existing Liens', 'Notary & Acknowledgment', 'Additional Title Charges', 'Invoice', 'Property', 'Order Contacts', 'Status', and 'Order Information'. Below this is an 'Escrow/Closing' section. The main area is titled 'Express Order Entry' and contains the following fields:

- Transaction type:** Radio buttons for Purchase, Refinance (selected), Equity, and Other.
- Checkboxes:** Commercial, Construction, Cash sale, and Out of county.
- Order type:** Dropdown menu with 'Title & Escrow' selected.
- Product type:** Dropdown menu with 'Refinance' selected.
- Policy type:** Empty dropdown menu.

Below these fields is an 'Order Contacts' section with a table:

Type	Name	Code	Phone	Fax	Main Contact
Escrow Company	Chicago Title Company	E			Pam Sebastian

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NEW JERSEY

DOCUMENTS

Escrow

<i>Title Search Report (With Optional Accommodation)</i>			
<b>New/Mod</b> Change	<b>Requested By</b> CT NJ	<b>Incident No.</b>	<b>TFS No.</b> 661196
Revised to pull the title office contact for the signatory for all operations.			
<b>Affected item(s):</b> Title Search Report (With Optional Accommodation)			

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NEW MEXICO

DOCUMENTS

Escrow

<i>Commission Instructions</i>			
<b>New/Mod</b> New	<b>Requested By</b> FT NM	<b>Incident No.</b>	<b>TFS No.</b> 662265

New document.


**Fidelity National Title**
COMMISSION INSTRUCTIONS

**Date:** April 23, 2021  
**File No.:** CJ Misc Test CDF-JDK  
**Address:** 1111 Property Avenue, Suite 100, Greenville, NV 55555

**LISTING COMPANY INFORMATION**

Commission: \_\_\_\_\_%

Listing Company Name: Better Homes and Garden

Agent Name: Linda Lister

Processing/Admin Fee: \_\_\_\_\_

GRT:  Yes  No

**SELLING COMPANY INFORMATION**

Commission: \_\_\_\_\_%

Selling Company Name: ReMax United

Agent Name: Sally Smith

Processing/Admin Fee: \_\_\_\_\_

GRT:  Yes  No

**LISTING AGENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**SELLING AGENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Affected item(s):**  
 NMD1187.doc - Commission Instructions (New)

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NEW YORK

DOCUMENTS

Escrow

<i>Certification Pages (16)</i>			
<b>New/Mod</b>	<b>Requested By</b>	<b>Incident No.</b>	<b>TFS No.</b>
Change	CT NY		663329
Updated website to <a href="https://www.northernny.ctic.com/">https://www.northernny.ctic.com/</a>			
<p>Documents Included in Change:</p> <ul style="list-style-type: none"> <li>Certification Page 1 (Syracuse)</li> <li>Certification Page (Oswego)</li> <li>Certification Page 1 (Lockport)</li> <li>Certification Page (Rochester)</li> <li>Certification Page (Lyons)</li> <li>Certificate Page - Closing (Buffalo)</li> <li>Certification Page (Bath)</li> <li>Certification Page 2 (Syracuse)</li> <li>Certification Page 3 (Syracuse)</li> <li>Certification Page 2 (Lockport)</li> <li>Certification Page 3 (Lockport)</li> <li>Certificate Page - Full (Buffalo)</li> <li>Certificate Page - Cont. (Buffalo)</li> <li>Certification Page (Lyons) (COPY)</li> <li>Certification Page Closing (Rochester)</li> <li>Certificate Page - Stub (Buffalo)</li> </ul>			

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Title

<i>Master Loan Policy (NY) (Cooperative Plus)</i> <i>Master Owner's Policy (NY) (Cooperative Plus)</i>			
<b>New/Mod</b> Change	<b>Requested By</b> NY Riverhead/Garden City	<b>Incident No.</b>	<b>TFS No.</b> 662944
The master Cooperative Plus policies have been modified to include the Cooperative endorsement.  <b>Affected item(s):</b> Master Loan Policy (NY) (Cooperative Plus) Master Owner's Policy (NY) (Cooperative Plus)			

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OHIO

DOCUMENTS

Escrow

<a href="#">Closing Affidavit (Coronavirus)</a>			
New/Mod	Requested By	Incident No.	TFS No.
New	FT OH		663507
New document. Render to view complete document.			
<b>CLOSING AFFIDAVIT</b>			
STATE OF _____		Escrow No.: <a href="#">JM CD Test-SLM</a>	
COUNTY OF _____			
<p><a href="#">Samuel S. Seller</a> and <a href="#">Samantha S. Seller</a> ("Seller"), being first duly sworn, deposes and says that (they/he/she) is/are the owner(s) of the real estate situated in the <a href="#">City of Prop City</a>, <a href="#">County of Clark</a>, State of <a href="#">Ohio</a>, with the property address of <a href="#">1 Property Avenue, Prop City, OH 55555</a> ("Property").</p> <p>Seller makes the following representations in conjunction with and to facilitate the completion and consummation of the pending sale/mortgage of the Property.</p> <p><b>Mechanic's Liens</b></p> <ol style="list-style-type: none"> <li>No unpaid-for improvements have been made or materials or fuel delivered to the Property within ninety (90) days immediately preceding the date hereof which might form the basis of a mechanic's lien. The Seller acknowledges payment in full of the contract price if the transaction is pursuant to a home purchase contract or a home construction contract.</li> </ol>			
<p><b>Affected item(s):</b>            OHD1445.doc - Closing Affidavit (Coronavirus) (New)</p>			

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<a href="#">Letter (Thank You with CPC Offer)</a>			
New/Mod	Requested By	Incident No.	TFS No.
Change	FT OH		663387
Revised language for mail/fax/email and eliminated language regarding envelopes.			
"Please return the completed forms by mail, fax (fax no.) or email (email address)."			
<p><b>Affected item(s):</b>            Letter (Thank You with CPC Offer)</p>			

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OREGON

DOCUMENTS

Escrow

<i>Information Sheets (3)</i>			
<b>New/Mod Change</b>	<b>Requested By</b>	<b>Incident No.</b>	<b>TFS No.</b>
	FNF Compliance		661659
Removed the "Are you or were you a member of the U.S. Armed Forces?" question.			
<b>Affected item(s):</b> Information Sheet (Buyer) Information Sheet (Refinance) Information Sheet (Seller)			

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<i>Release of Funds Prior to Close of Escrow</i>			
<b>New/Mod Change</b>	<b>Requested By</b>	<b>Incident No.</b>	<b>TFS No.</b>
	Penny Hoskins		663876
Replaced instances of "his" with "Buyer's".			
<b>Affected item(s):</b> Release of Funds Prior to Close of Escrow			

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PHRASE(S)

<i>New EI Phrase</i>							
<b>New/Mod</b> New	<b>Requested By</b> FNT OR	<b>Incident No.</b>	<b>TFS No.</b> 662562				
New Phrase:							
<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>mvv01</td> <td>SALES PRICE LESS THAN REAL MARKET VALUE</td> </tr> </tbody> </table> <p>Seller has elected to proceed with knowledge the sale price in this transaction is less than Real Market Value for the Property shown in the County tax records. Seller acknowledges that Escrow Agent has not provided any advice to Seller, and Seller has elected to proceed without representation by or consultation with a real estate broker, attorney, or other real estate professional. Initials: _____</p>				Code	Name	mvv01	SALES PRICE LESS THAN REAL MARKET VALUE
Code	Name						
mvv01	SALES PRICE LESS THAN REAL MARKET VALUE						

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<i>New EI Phrases</i>									
<b>New/Mod</b> New	<b>Requested By</b> Compliance	<b>Incident No.</b>	<b>TFS No.</b> 661382						
<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>discnt01</td> <td>DISASTER DISCOUNT</td> </tr> </tbody> </table> <p><b>Purchase Transaction</b></p> <p><b>DISASTER DISCOUNT:</b> Buyer has requested a discount on their portion of the escrow fee based on all of the following confirmations: (1) I/we are purchasing a replacement home; (2) It is within twenty-four (24) months of the date of a declaration of a disaster area by the U.S. or the State of Oregon; (3) My/our previous residence is located within the declared area; (4) My/our previous residence was partially or totally destroyed in the disaster and was my/our primary residence and the replacement property will be my/our primary residence.</p> <p><b>Refinance Transaction</b></p> <p><b>DISASTER DISCOUNT:</b> Borrower has requested a discount on their portion of the escrow fee based on all of the following confirmations: (1) I/we are obtaining a loan on an existing property; (2) It is within twenty-four (24) months of the date of a declaration of a disaster area by the U.S. or the State of Oregon; (3) The property which is the subject of the transaction, is located within the declared area; (4) The property was partially or totally destroyed in the disaster and is my/our primary residence.</p>				Code	Name	discnt01	DISASTER DISCOUNT		
Code	Name								
discnt01	DISASTER DISCOUNT								
<table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>usaf01</td> <td>UNITED STATES ARMED FORCES DISCOUNT</td> </tr> </tbody> </table> <div style="text-align: right;"> <table border="1"> <tr> <td>Enter party requesting discount (Buyer, Borrower, Seller)</td> </tr> <tr> <td><input type="text" value="Seller"/></td> </tr> </table> </div> <p><b>UNITED STATES ARMED FORCES' (ACTIVE DUTY, VETERAN, NATIONAL GUARD) DISCOUNT:</b> Seller has requested a discount on their portion of the escrow fee based on the following confirmation: I/we are a current or former member of the US Armed Forces and the property which is the subject of this transaction is or will be my/our primary residence.</p>				Code	Name	usaf01	UNITED STATES ARMED FORCES DISCOUNT	Enter party requesting discount (Buyer, Borrower, Seller)	<input type="text" value="Seller"/>
Code	Name								
usaf01	UNITED STATES ARMED FORCES DISCOUNT								
Enter party requesting discount (Buyer, Borrower, Seller)									
<input type="text" value="Seller"/>									

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MY SCREENS

*Express Order Entry Screen*

<b>New/Mod</b> New	<b>Requested By</b> DJ Riedel	<b>Incident No.</b>	<b>TFS No.</b>
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Express Order Entry screen added.

This change is available when the **My Screens > Recon Dept** is selected.

Express Order Entry

Transaction type

Purchase  
 **Refinance**  
 Equity  
 Other

Commercial  
 Construction  
 Cash sale  
 Out of county

Order type: Title & Escrow

Product type: Refinance

Policy type: Loan Only

**Order Contacts**

Type	Name	Code	Phone	Fax	Main Contact	Email	Address
Buyer/Borrower	J Michael Brinton and Christine D...	B			J Michael Brinton		
Government		G					
Hazard Insurance Agent		HZ					
Lender	Oregon State Credit Union	L		(503) 754-1100			PO Box 200
Mortgage Broker	Oregon State Credit Union	M			Jaimy Herbert		1
Other (Recon Dept)	Reconveyance Division	O					2
Other (Notary)	Bancserv	O2					2
Payoff Lender	Oregon State Credit Union	P		(503) 754-1100			F
Payoff Lender	Oregon State Credit Union	P2					F
Settlement Agent	Fidelity National Title Company of...	A			Team May	771004@fnt.com	3
Title Company	Fidelity National Title Company of...	T					1
Underwriter	Fidelity National Title Insurance C...	U				0010@fnt.com	F. 0010@fnt.com

Related order(s):

Property address: Fiord Drive S

City:  State: OR Zip Code: -  Foreign

In the: County of Polk County GLC: 053

Property type: Single Family

Property use: Residential

Land is zoned as:

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RHODE ISLAND

DOCUMENTS

Escrow

<a href="#">Deeds (2)</a>			
<b>New/Mod</b> Change	<b>Requested By</b> Liberty Title	<b>Incident No.</b>	<b>TFS No.</b> 662008
Adjusted language to work for out of state residents.			
<b><u>Affected item(s):</u></b> Deed (Quitclaim) Deed (Warranty)			

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TEXAS

REPORTS

Dallas CPF Daily Summary			
<b>New/Mod</b> Change	<b>Requested By</b> Charter Title/Ali Nawab	<b>Incident No.</b>	<b>TFS No.</b> 661283
Updating logic for Charter Title to include additional Fee Attorney offices.			
<b>Affected item(s):</b> Dallas CPF Daily Summary			

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VIRGINIA

DOCUMENTS

Escrow

<i>Affidavit (Owner - Seller)</i>			
<b>New/Mod</b> Change	<b>Requested By</b> NCS	<b>Incident No.</b>	<b>TFS No.</b> 661887
Opened document up to work for borrowers in a refinance transaction.			
<b>Affected item(s):</b> Affidavit (Owner - Seller)			

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WASHINGTON

DOCUMENTS

Escrow

[Seller Carryback Instructions](#)

New/Mod	Requested By	Incident No.	TFS No.
New	WA		663380

New document. Render to view complete document.

 <p><b>Company Name</b></p>	<p><b>SELLER CARRYBACK/ PRIVATE PARTY LOAN DISCLOSURE SUMMARY</b></p>
<p>Seller Name and Address: <a href="#">Samuel S. Seller and Samantha S. Seller</a>  <a href="#">1 Seller Crrmt Address</a>  <a href="#">Seller Crrmt City, WA 32852</a></p> <p>Buyer Name and Address: <a href="#">Bryan B. Buyer and Brenda B. Buyer</a>  <a href="#">555 Buyer Current Street</a>  <a href="#">Byr Current City, WA 27609</a></p> <p>Lender Name and Address: <a href="#">Loans Unlimited</a>  <a href="#">100 Address St.</a>  <a href="#">North Wales, WA 99999</a></p> <p>Property Address: <a href="#">1 Property Avenue, Prop City, WA 55555</a></p>	

**Affected item(s):**  
 WA00001082.doc - Seller Carryback Instructions (New)

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PHRASE(S)

<i>New EI Phrase</i>								
<b>New/Mod</b> New	<b>Requested By</b> FNT WA	<b>Incident No.</b>	<b>TFS No.</b> 662582					
New Phrase:								
<table border="1"> <tr> <td>Code</td> <td>Name</td> <td rowspan="2" style="text-align: center; color: red;"><b>Highlight pulls in current year</b></td> </tr> <tr> <td>tax11</td> <td>TAXES NOT BASED ON COMPLETED CONSTRUCTION</td> </tr> </table> <p><b>TAXES NOT BASED ON COMPLETED CONSTRUCTION:</b> Escrow Holder is advised that all parties are aware that the 2021 Real Estate Taxes are on the land value and an improvement under construction, and that it may be possible for an Omit Tax for 2021 taxes. Seller is responsible for said tax up to the date of closing, and said taxes will be prorated between parties outside of escrow, when levied.</p>				Code	Name	<b>Highlight pulls in current year</b>	tax11	TAXES NOT BASED ON COMPLETED CONSTRUCTION
Code	Name	<b>Highlight pulls in current year</b>						
tax11	TAXES NOT BASED ON COMPLETED CONSTRUCTION							

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MY SCREENS

*Express Order Entry Screen*

<b>New/Mod</b> New	<b>Requested By</b> DJ Riedel	<b>Incident No.</b>	<b>TFS No.</b>
-----------------------	----------------------------------	---------------------	----------------

Express Order Entry screen added.

This change is available when the **My Screens > Recon Dept** is selected.

The screenshot shows the 'Express Order Entry' screen with the following details:

- Transaction type:**
  - Purchase
  - Refinance
  - Equity
  - Other
- Commercial
- Construction
- Cash sale
- Out of county
- Order type:** Title only
- Product type:** Refinance
- Policy type:** Loan Only

**Order Contacts Table:**

Type	Name	Code	Phone	Fax	Main Contact	Email	Address
Abstractor	School Employees Credit Union o...	AB					3200 Clatskanie Av
Buyer/Borrower	Nanci Rebecca Gerstman, a sing...	B					
Escrow Company		E					
Government		G					
Hazard Insurance Agent		HZ					
HOA		HOA					
★ Lender	School Employees Credit Union o...	L	(360) 670-1000	(360) 670-1000	350112		3200 Clatskanie Av
Mortgage Broker		M					
Other		O					
Other (Notary)		O2					
Payoff Lender		P					
Payoff Lender		P2					
Settlement Agent		A					

**Property Information:**

- Related order(s):
- Property address:
- City: State: WA Zip Code: Foreign
- In the: County of King County GLC: 033
- Property type: Single Family
- Property use: Residential
- Land is zoned as:

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LIBERTY TITLE

CHECKS

FNF Default Check			
<b>New/Mod</b> Troubleshooting	<b>Requested By</b> Corp Accounting	<b>Incident No.</b>	<b>TFS No.</b> 657731
Updating the void text for Maryland Trust account to show void after 180 days.			
<p><b><u>Affected item(s):</u></b>            FNF Default Check Template            FNF Default Check Template (Check copy,Stub,Check,Stub)            FNF Default Check Template (Stub, Check, Stub)            FNF Default Check Template (Stub, Stub, Check)            HTC CO Check Template</p>			

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DOCUMENTS

Escrow

<a href="#">Policy Cover Letter</a>			
<b>New/Mod</b> New	<b>Requested By</b> Liberty Title	<b>Incident No.</b>	<b>TFS No.</b> 663383
New document. Render to view complete document.			
 <p><b>ISSUING OFFICE:</b> 1000 Title Avenue, Suite 500, Greenville, CA 99999</p> <p><b>FOR SETTLEMENT INQUIRIES, CONTACT:</b> Escrow Office Name 100 Escrow Office Street · EO City, CA 54545 (800)777-4444 · FAX (800)444-7777</p> <p>April 29, 2021</p> <p>Lender Name Policy Mailing Address City, State Zip</p> <p>Order No.: JM CD Test</p> <p>Property Address: 1 Property Avenue, Prop City, CA 55555 Seller: Samuel S. Seller and Samantha S. Seller Buyer: Bryan B. Buyer and Brenda B. Buyer</p> <p>We appreciate the opportunity of being of service to you. Attached please find the Final Lender Title Insurance Policy (Lender's Policy) for the above referenced transaction. We greatly appreciate your business and if there's anything we can assist you with please call us immediately if you have any questions or concerns.</p>			
<p><b>Affected item(s):</b> LIBD1150.doc - Policy Cover Letter (New)</p>			

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Title

<i>Short Form Policies</i>			
<b>New/Mod Change</b>	<b>Requested By</b> Libert Title (NorthWest Indiana)	<b>Incident No.</b>	<b>TFS No.</b> 663342
The Short Form policies have been modified to reflect the Zip code in the Property Address reference when rendered with the Master Short Form document.			

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NOVARE NATIONAL SETTLEMENT SERVICES

DOCUMENTS

Escrow

<i>Certificate of Translation</i>			
New/Mod	Requested By	Incident No.	TFS No.
New	Novare NSS		661479
New document. Render to view complete document.			
 <span style="float: right;">CERTIFICATE OF TRANSLATION</span>			
<p>I, <a href="#">Thomas Bigelow</a>, am competent to translate from <a href="#">Spanish</a> into English, and certify that the translation of <a href="#">Spanish</a> is true and accurate to the best of my abilities.</p> <p>IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.</p>			
_____ Signature		_____ Date	
_____ Print Name		Address: _____ _____ Phone: _____	
<p><b>Affected item(s):</b>            NOVD1145.doc - Certificate of Translation (New)</p>			

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REPORTS

Executed Loan Docs - Lender Late Funding			
New/Mod	Requested By	Incident No.	TFS No.
New	Novare Ops		660211
New report for Novare ops to show orders where the checklist task CLO: Scan and Original Loan Docs to Lender OR CLO: Received Executed Loan Package were completed in the date range.			
<b>Affected item(s):</b> Orders By Contact (Novare) SSCORP5484.rpt - Executed Loan Docs \Lender Late Funding (New)			

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Opened/Closed Pipeline (NOV)			
New/Mod	Requested By	Incident No.	TFS No.
Change	Novare Ops		661362
1. Adding option to run report by property state			
2. Adding additional columns to the Excel export for Escrow Office, Title Office, Cost Center, Profit Center and Oracle Op Code			
<b>Affected item(s):</b> Opened/Closed Pipeline (NOV)			

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TECHNICAL NOTES (FOR LOCAL IT/SUPPORT)

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

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