

Closed End Second (CES) Standalone Product Tip Sheet – Listed below are additional instructions for the CES Product.

When importing the XML for the Standalone Closed End Second, the product name has (3) selections which are:

- 1. 15 year Second Mortgage Closed End (Standalone)
- 2. 20 year Second Mortgage Closed End (Standalone)
- 3. 30 year Second Mortgage Closed End (Standalone)

Once imported, access the loan(s) via the pipeline; choose the Lending Portal URLA from the left side navigation.

• Continue with the current process of "Importing and Editing MB Lending Portal URLA" which is to go through each screen of the Lending Portal URLA before you Register or Lock the loan.

Lending Portal URLA

Loan Details Screen:

- Note Rate Enter the rate listed on Closed Loan Second Rate Sheet
- Is Escrowed No
- Lien Type Second Lien
- Purchase Money Second do not select
- Amortization Term 180/240 /360 depending which product you select (15/20/30 term year options)
- Amortization Type choose Fixed
- Loan Features:
 - **Payment Frequency** Monthly will auto populate to **Monthly** if the correct product was chosen at import.

Example below is a 30 year term:

Loan Details		Loan Purpose		Other New Mortgage Details	
Base Loan Amount		Loan Purpose		+Add	
\$ 101000		Refinance		Down Payment Details	
Appraised Value E	stimated Value	Estimated Closing Date		+Add	
\$ 919931 \$ 9	19931	08/14/2024		Interviewer Details [Edit]	
Financing Type		HMDA Loan Purpose: Home Improv	ement	Interviewer	Company
Jonventional	•	Refinance Type			
Note Rate		Cash Out/Other		▼ Additional Details	
			Florensie	Interview Date	Application Date
.ien Type Second Lien 🚽 🗖	Purchase Money 2nd	Subject Loan Refinances Temporary	Financing	07/10/2024 [Edit]	07/10/2024 [Edit]
	r aronabe money zna	HMDA Loan Purpose: Purchase Ano	ther Property	2366123135 [Edit]	
s Escrowed Esc No V All	row Waiver Type				
		Loan Features			
Amortization Term 360		Deserved Deserved			
		Monthly			
Amortization Type Eixed	-				



URLA Property Details Screen: Ensure the Property Details screen populated all the data over correctly; <u>update if</u> <u>needed</u>. **Review each section:** Property Address, Title Details, Rental Details, Transacction Details and Additional details if applicable.

Property Details Section: Ensure the Property Type and Construction Method are correct as **each have multiple selections in the drop down** and could populate incorrectly. **Update if incorrect**.

Property Details								
# of Units	Property Type Detached	\bigcirc						
Construction Method Site Built		-						
Manufactured Hor	me							
Site Built								
MH Advantage								

Property Details "Expenses/Mortgages tab": Ensure the **Proposed Monthly Expenses** populated over properly and to ensure the **existing** mortgages populated correctly. If not add the data to the screen.

- **Solution** Ensure the following data is keyed appropriately for the existing Mortgages:
 - Lien Type First
 - Resubordinate Select this option if the lien is not being paid off
 - To be paid off Select this option if the lien is being paid off

Standlone 30yr Second Loan #9366123172	Property				6 🖄
Y Type to filter					
Forms & Docs 🗸	Property Details Expenses/Mortgages Proposed Monthly Expenses		(if not included in mortgage payment)	Existing Mortgages	ew Combined Hou
Lending Portal - URLA	Homeowner's Insurance		\$ Homeowner's Insurance	PROVIDENT FUNDING ASSO \$281,50	58.00
Borrowers	\$ 213.72	Is Escrowed	\$ Supplemental Insurance	Select applicable borrower(s):	
Standione 30yr Second (1) Co Borrower Standalone 2nd30S Test CES Standione 30yr Second (1)	Supplemental Property Insurance Property Taxes		\$ Property Taxes	ङा Standalone 2nd30 💁 📴 Co B	orrower Stand
Loan Details	Property Taxes - County \$ 939.19	Is Escrowed	\$ Mortgage Insurance	Mortgage Type Mortgage To be p	aid off
Property	Association/Project Dues		\$ Association/Project Dues	Refinance with same Lender	
Employment & Income		is Esclowed	Cother	PROVIDENT FUNDING ASSO	
Assets	Other		\$ Other	Address	
Liabilities	Other Description \$ Other	Is Escrowed		Zip Code City	State
REO				Account Number	
Cost Summary				Lien Type" First Lien	inata
Other Data				Resubord	inate



- 1. Go through each screen in the Lending Portal URLA to ensure the data populated correctly when imported to the LOS before the loan is Registered/Locked.
- 2. For the Closed End Second Standalone you will not run AUS as a manual underwrite is performed.
- 3. When Registering/Locking your loan. Refer to the Resource Center How To Submit a Loan Section, OB Register-Update Registration and Lock procedures for the First Lien product.

Optimal Blue (OB) Registering/Locking:

The Standalone Closed End Second Ioan **must be locked** before submission to underwriting. Ensure the following are fields selected for the Closed End Second Product when locking the loan.

Lien Information Section:

On the OB Registration/Lock screen in the "Lien Information" section, the Second Lien radio button is selected and greyed out, the **1**st **Mtg Loan Amount** field and the **2**nd **Mtg Loan Amount** should populate if all information on the URLA Loan Details and/or Property Screen is correct.

Lie	en Information			
	O Search for First Lien	Search for Second Lien	$^{\odot}$ Search for HELOC Second Lien	
	1st Mtg Loan Amt (Base) 200000	2nd Mtg Loan Amt 75000	HELOC Line Amt	HELOC Drawn Amt

Loan Information Section:

Waive Escrows – Yes

Origination Compensation – Borrower Paid

Loan Information			
 Price/Estimated Value 	 Appraisal Amount 	Loan Purpose	 Cash-Out Amount
0	500000	Refi Cashout 🗸	75000.00
• LTV	CLTV New	HCLTV	
40.00	55.00		
Waive Escrows	Exception?	Application Date	Disclosure Date
Yes 🗸	No 🗸	5/9/2024	
 Origination Compensation 	Waive Admin Fee?	External Status	Com/Aff Second
Borrower Paid 🗸	No (Fees Out)	Status 1	No 🗸
ACH			
No 🗸			

2nd Lien Search Criteria:

Loan Type – should default as **Second Mortgage** Loan Term – **Any** Amortization Type – **Fixed** ARM Fixed Term – **Any** Interest Only - **No Click** the "**Submit**" button to Register/Lock your loan in OB.

2nd	Lien Search Criteria			
	Loan Type Second Mortgage	Loan Term Any	Amortization Type Fixed	ARM Fixed Term Any
	Desired Price	Desired Rate 8.875	Desired Lock Period 45	Interest Only No
	Buydown None	Prepayment Penalty None	Automated U/W System Not Specified	
	Submit		Save to OB Pipeline	

The **Eligible Products** will appear for selection. Ensure the "Standalone" product-are chosen; **do not select the** "**Piggyback**" selection for the Standalone HELOC (second lien) product.



- Click on the product hyperlink to show the rates.
- Select the applicable rate by clicking on the "Lock" icon for the correct selection.
- The OB Screen will return; the following selections will appear on the top of the screen.

Links	Eligible Product				Rate	ARM Margin	APR	P&I	Price	Detail	Compare
	Florida Capital Bank, N.A Closed End Second Lien 15 Yr Fixed - Standalone (2ND15S)					0.000	8.875	\$1,017	100.000	Show	
	Florida Capital Bank, N.A Closed End Second Lien 20 Yr Fixed - Standalone (2ND20S)					0.000	8.875	\$901	100.000	Show	
	Florida Capital Bank, N.A Closed End Second Lien 30 Yr Fixed - Standalone (2ND30S)				8.875	0.000	8.875	\$804	100.000	Show	
-	Florida Capital Bank, N.A Piggyback Second Lien 15 Yr Fixed (2ND15)				8.875	0.000	8.875	\$1,017	100.000	Show	
	Florida Capital Bank, N.A Piggyback Second Lien 20 Yr Fixed (2ND20)					0.000	8.875	\$901	100.000	Show	
	Florida Capital Bank, N.A Piggyback Second Lien 30 Yr Fixed (2ND30)					0.000	8.875	\$804	100.000	Show	
	Florida Capital Bank E	XCEPTION CalHFA My	HomeAssistance DPA	(MYH30)	N/A	N/A	N/A	N/A	N/A	Show	
	Florida Capital Bank EXCEPTION CalHFA ZIP DPA 2nd (ZIP00)				N/A	N/A	N/A	N/A	N/A	Show	
Links											
LINKS	6 Eligible Product				Rate	ARM Margin	APR	P&I	Price	Detail	Compare
LINK	Eligible Product Florida Capital Bank	, N.A Closed End Se	cond Lien 15 Yr Fixed	- Standalone (2ND15S)	Rate 8.875	ARM Margin	APR 8.875	P&I \$1,017	Price 100.000	Detail Show	Compare
LIIK	 Eligible Product Florida Capital Bank Florida Capital Bank 	, N.A Closed End Se , N.A Closed End Se	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed	l - Standalone (2ND15S) l - Standalone (2ND20S)	Rate 8.875 8.875	ARM Margin 0.000 0.000	APR 8.875 8.875	P&I \$1,017 \$901	Price 100.000 100.000	Detail Show Show	Compare
	 Eligible Product Florida Capital Bank Florida Capital Bank Florida Capital Bank 	, N.A Closed End Se , N.A Closed End Se , N.A Closed End Se	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed cond Lien 30 Yr Fixed	I - Standalone (2ND155) I - Standalone (2ND205) I - Standalone (2ND305)	Rate 8.875 8.875 8.875	ARM Margin 0.000 0.000 0.000	APR 8.875 8.875 8.875	P&I \$1,017 \$901 \$804	Price 100.000 100.000 100.000	Detail Show Show Hide	Compare
	Eligible Product Florida Capital Bank Florida Capital Bank Florida Capital Bank View Pricing for Ic	, N.A Closed End Se , N.A Closed End Se , N.A Closed End Se , N.A Closed End Se DCK period: 45 E	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed cond Lien 30 Yr Fixed xpiration: 09/09/	I - Standalone (2ND15S) I - Standalone (2ND20S) I - Standalone (2ND30S) /24	Rate 8.875 8.875 8.875	ARM Margin 0.000 0.000 0.000 0.000	APR 8.875 8.875 8.875	P&I \$1,017 \$901 \$804 Pricing Search	Price 100.000 100.000 100.000 Last Updated: Timestamp: 0	Detail Show Show Hide 07/24/24 1:07	Compare
	Eligible Product Florida Capital Bank Florida Capital Bank Florida Capital Bank View Pricing for Ic	, N.A Closed End Se , N.A Closed End Se , N.A Closed End Se , N.A Closed End Se pck period: 45 E	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed cond Lien 30 Yr Fixed xpiration: 09/09	- Standalone (2ND155) - Standalone (2ND205) - Standalone (2ND305) /24	Rate 8.875 8.875 8.875	ARM Margin 0.000 0.000 0.000 0.000	APR 8.875 8.875 8.875	P&I \$1,017 \$901 \$804 Pricing Search	Price 100.000 100.000 100.000 Last Updated: Timestamp: 02	Detail Show Show Hide 07/24/24 1:00 7/24/24 12:38	Compare
	Eligible Product Florida Capital Bank Florida Capital Bank Florida Capital Bank View Pricing for Ic Rate	, N.A Closed End Se , N.A Closed End Se , N.A Closed End Se ock period: 45 E APR	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed cond Lien 30 Yr Fixed xpiration: 09/09 P&I	- Standalone (2ND155) - Standalone (2ND205) - Standalone (2ND305) /24	Rate 8.875 8.875 8.875 9.875	ARM Margin 0.000 0.000 0.000	APR 8.875 8.875 8.875	P&I \$1,017 \$901 \$804 Pricing Search Price	Price 100.000 100.000 100.000 Last Updated: Timestamp: 07	Detail Show Show Hide 07/24/24 1:0: 7/24/24 1:2:38 Select	Compare
	Eligible Product Florida Capital Bank Florida Capital Bank Florida Capital Bank View Pricing for Ic Rate 8.625	, N.A Closed End Se , N.A Closed End Se , N.A Closed End Se ock period: 45 E <u>APR</u> 8.749	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed cond Lien 30 Yr Fixed xpiration: 09/09 P&I \$786	I - Standalone (2ND155) I - Standalone (2ND205) I - Standalone (2ND305) [24] Com	Rate 8.875 8.875 8.875 9ensation(%) .000	ARM Margin 0.000 0.000 0.000	APR 8.875 8.875 8.875	P&I \$1,017 \$901 \$804 Pricing Search Price 98.875	Price 100.000 100.000 100.000 Last Updated: Timestamp: 07	Detail Show Hide 07/24/24 1:0: 7/24/24 12:38 Select	Compare
	Eligible Product Florida Capital Bank Florida Capital Bank Florida Capital Bank View Pricing for Ic Rate 8.625 8.750	, N.A Closed End Se , N.A Closed End Se , N.A Closed End Se ock period: 45 E <u>APR</u> 8.749 8.805	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed cond Lien 30 Yr Fixed xpiration: 09/09, P&I \$786 \$795	- Standalone (2ND15S) - Standalone (2ND20S) - Standalone (2ND30S) /24	Rate 8.875 8.875 8.875 9ensation(%) .000	ARM Margin 0.000 0.000 0.000	APR 8.875 8.875 8.875	P&I \$1,017 \$901 \$804 Pricing Search Price 98.875 99.500	Price 100.000 100.000 100.000 Last Updated: Timestamp: 0;	Detail Show Hide 07/24/24 1:0: 7/24/24 12:38 Select () ()	Compare
	Eligible Product Florida Capital Bank Florida Capital Bank Florida Capital Bank View Pricing for lo Rate 8.625 8.750 8.875	, N.A Closed End Se , N.A Closed End Se , N.A Closed End Se ock period: 45 E APR 8.749 8.805 8.875	cond Lien 15 Yr Fixed cond Lien 20 Yr Fixed cond Lien 30 Yr Fixed xpiration: 09/09, P&I \$786 \$795 \$804	- Standalone (2ND155) - Standalone (2ND205) - Standalone (2ND305) /24 Com	Rate 8.875 8.875 8.875 9 000 .000 .000	ARM Margin 0.000 0.000 0.000	APR 8.875 8.875 8.875	P&I \$1,017 \$901 \$804 Pricing Search 98.875 99.500 100.000	Price 100.000 100.000 Last Updated: Timestamp: 0	Detail Show Show Hide 07/24/24 12:02 7/24/24 12:38 Select C C C C C C C C C C C C C C C C C C C	Compare
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- Choose to Lock or Register to the LOS.
- Once you Lock or Register; you will be **returned to the loan** in the pipeline.





Go to Forms & Docs on the left navigation pane; click the Lock paper icon to view the Locked/Registered loan.

• Click the Register or Lock hyperlink.

	FINASTRA MORTGA	GEBOTLOS					
Pipeline	Standalone 2nd30S Test C Standlone 30yr Second Loan #9366123172	ES	Lock				
Rates	Y Type to filter					listory	
Reports	Forms & Docs	^				Regulatory Rate Lock Date	07/16/2024
Delivery	Borrower Summary			Lock Confirmation Code	Lock Expiration Date	Lock Type	Date Edited
(8)	Additional POS Details			Register	8/30/2024 11.59.00 PM	Register	7/11/2024 1:44:42 PM
Resources	Loan Estimate	æ			Save	Save/Close	Close
Loan3172	Itemized Fee Worksheet	æ					
	4506-C						
	HMDA Information						
	Qualifying Ratios	æ					
	Vendor Info	₽					
	Patriot Act						
	Custom PDF Documents						
	Optimal Blue Price/Lock						
Equal Housing Opportunity	Lock	Eb					

Verify the Registered or Locked loan data to ensure the correct product, rate, and/or price was chosen.

≡	FINASTRA MORTGAG	GEBOTLO	5					0
Pipeline	Standalone 2nd30S Test C Standlone 30yr Second Loan #9366123172	ES	Lock					
Rates	Y Type to filter			Loc	k Confirmation			
el. Reports	Forms & Docs	^	Steph Broker Training Profile - Wholesale Broker Institution (T1 10151 Deenvood, Jacksonville, FL 32256 Phone: 990-999-9999) - ID: 93661				
Delivery	Borrower Summary		Performed By: Steph Broker Training Profile					
Resources	Additional POS Details		Pricing Information Loan Number	Lock Confirmation Code		MERS Numb	er	
	Loan Estimate	¢	9366123172 Rate Sheet Date	69853685482925 Total Lock Period		10138269366 Lock Expiral	i1231726 ion	
.oan3172	Itemized Fee Worksheet	æ	7/16/2024 12:01:00 AM Date Performed 7/16/2024 4:03:21 PM	40 0ays		8/30/2024 11	59.00 PM	
	4506-C					Rate	Price	Margin
	HMDA Information		Base Adjustments Rule ID 0:CLTV New is <=55, And FICO is 760-779			8.875% 0.000% 0.000%	98.500 1.500 1.500	0.000% 0.000% 0.000%
	Qualifying Ratios	æ	Net Price			8.875%	100.000	0.000%
	Vendor Info	æ	Net Fee Adjustments applied to lock: Product Code			\$0.00		
	Patriot Act		Product Code 2ND30S					
	Custom PDF Documents		Contact Name Contact	Phone	Contact	Fax	Contact Email	
	Optimal Blue Price/Lock		Product Information Product Name 20 Year Record Mathema, Closed End (Standalena)			Loan Numbe	r Inves	tor Loan #
Equal Housing Opportunity	Lock	Εb	Borrower Information			4300123172		



- 4. Wholesale/Broker customers: Refer to Set up & Fee Entry Process. FLCBank will key your fees and release the initial disclosures to the borrower. Closed End Second Loan Fees are listed on the next page.
 - The Standalone Closed End Second must go through the Broker channel.
- 5. OB Change Requests are not permitted for the Closed End Second product. Once you have locked your loan any changes to the loan must be done as follows:
 - Lock Extensions or Relocks contact secondary@flcb.com
 - Profile Changes -
 - Upload the updated URLA/Application to the UW Conditions ImageFlow Doc Type folder.
 - \circ $\,$ Complete the COC screen with the changes in LOS.
 - OB Profile Changes are subject to UW Approval.
 - Once the underwriter reviews/approves the changes; they will contact secondary to make the OB Profile changes.
 - The LO will receive an automated email notification once the OB Change Request has been completed by Secondary.

Closed End Second Loan fees

- FLCBank Administration Fee \$545
- Flood Determination \$9.50
- Wire Fee \$10

State Restrictions

- Alaska
- Hawaii
- Tennessee
- Texas Refinances
- North Carolina properties: Total lender fees may not exceed 2% of the loan amount
- New York