

(NON DPA Loans)

**\*\*Please Make note that MFS will not send an LE out without Broker approval FIRST\*\***

- **Once you are in the loan that you wish to “Price or Lock”**
- **Go to the product pricing & lock tab on the left side**
  - You will have the option to FLOAT or LOCK
  - You will see on the top right “Search Product & Pricing” and click this
  - It will bring up a screen showing eligibility and pricing criteria, complete ALL required fields
  - Under special products you will always check no
  - **MOST IMPORTANTLY** under LO Compensation paid by- you will select “Lender or Borrower”
  - Once all required fields have been completed you will then click “Search Product & Pricing” at the bottom right
  - This is where the pricing will come up for your loan based on the information entered
  - You will select details for the rate you wish to either lock at or float and click on the appropriate selection at the bottom right of page
- **Go to the “Loan Estimate Fee Management” on left side and click**
  - It will bring up a screen that you will complete the est fees pertaining to the loan
  - Its very important to make sure that all information under the “Loan & Property Data” is correct
  - **BLOCK A ORIGINATION CHARGES-** This is auto imported based off comp plan and has MFS Fee of \$1295 for UW ( NOTE- Bond Fees MFS will input once we have received the DPA submission and the initial DPA review has been completed)
  - **BLOCK B SERVICES YOU CANNOT SHOP FOR-** This shows defaulted fees that can be edited up or down ( Ex; Contract Processor, Appraisal, Verifications or you can add Fees)
  - **BLOCK B/C TITLE CHARGES-** This is where all title fees are, we use a service and guarantees we stay within compliance ( this section does not necessarily need to have any information in there when requesting the LE as we will input)
  - **BLOCK C SERVICES YOU CAN SHOP FOR-** This is where the survey fee will go and pest inspection, you can also add or remove
  - **SECTION E-** Fees here are all filled out based on title service
  - **SECTION F-** Prepays- Per diem is based on close date, you cannot override this or the mortgage insurance. You can override taxes & insurance (come from broker file when imported)
  - **SECTION G-** Escrow section
    - Purchases- we collect 3mths for Taxes and Insurance
  - **SECTION H-** If there is an HOA you would add those fees in this section , or any OTHER fees that would need to be here

**Once you have completed all sections of the “Loan Estimate & Management” screen**

- You will see at the top right “Request Title/Closing Fees” click this and then click continue
  - This will import fees back to “Block B/C”

\*\*\*\*When you are done editing & ALL fees are good then you can request the LE\*\*\*\*

\*\*\*To do this you will click “Request Loan Estimate” at the top right of screen\*\*\*

- This will alert your assigned CSR to your company that the LE has been requested, they will get in line and prepare to send it to you for your approval
- Once they have approval, they will send the LE and Disclosures out to be signed
- Once the loan disclosures have been signed your CSR will retrieve and download them to the file where you will be able to see them in the portal under the documents tab