



How to Prepare the Loan Estimate in Request LE

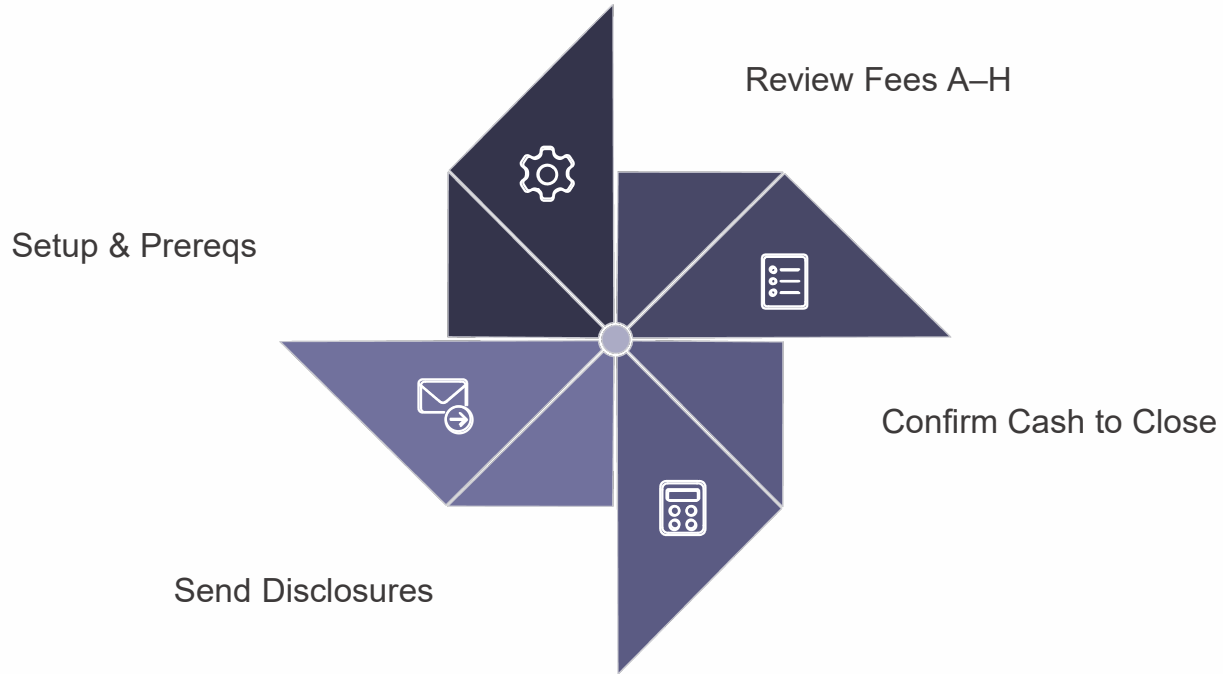
A step-by-step training guide for mortgage loan officers and processors. Follow each section carefully to review, update, and finalize the Loan Estimate before sending disclosures to your borrower.

TRAINING GUIDE

REQUEST LE

The Loan Estimate Workflow at a Glance

The Request LE module walks you through the Loan Estimate preparation in a structured, section-by-section format. Each section corresponds to a distinct fee category on the official Loan Estimate form. Completing all sections accurately ensures your disclosure is compliant and ready to deliver.



Each phase builds on the last. Skipping a step or leaving defaults unchecked can lead to tolerance violations or disclosure delays.

Step 1

Open Request LE and Start the Loan Estimate Setup

Before entering Request LE, confirm that you have completed these prerequisites: the loan has been **priced**, **AUS has been run**, and **title fees have been populated**. Only then should you navigate to Request LE in the left-hand menu.

Price the Loan

Confirm rate, term, and compensation type before proceeding.

Run AUS

Automated underwriting must be completed and findings reviewed.

Populate Title Fees

Request title fees first so they flow into the Loan Estimate automatically.

Open Request LE

Navigate to Request LE in the left menu to begin your review.

The screenshot shows a web browser window with the URL mfspoespress.com/#/home/pipeline/R20172H-40ca-4e7e-9e89-c5b49c78d04/freeMgmt. The page header includes the logo for 'MORTGAGE FINANCIAL SERVICES WHOLESALE' and navigation links like 'Home Page', 'Quick Pricer', 'Add New Loan', 'Pipeline', 'Esign 2', 'Resource Center', 'FHA/USDA Appraisal Request', and 'Conventional Appraisal Request'. The user profile for 'Alice Firstimer' is visible, along with loan details: Loan # 9828028077, Total Loan Amt: \$270,019.00, Loan Type: FHA Purchase, Interest Rate: 5.990%, and LTV/Comb Lo.: 96.50% / 96.50%. The 'Request LE' form is the main focus, with a sidebar on the left containing navigation options like 'Loan Summary', 'URLA / Request CD', 'Credit Reissue & AUS', 'Upload Documents', 'Submit Loan to Set Up/ Click Confirm', 'Re-Submit Loan / Click Confirm', 'View Underwriting Conditions', 'Lock Loan', 'Request Title Fees', 'Request LE' (highlighted), 'Send Disclosures', 'Request COC', and 'Import Updated URLA'. The form itself has a 'Request LE' title and a note: 'Prior to requesting your loan estimate please verify that the RMLD information in the "Information for Government Monitoring" section of the URLA matches EXACTLY as it appears in NMLS.' Below this are buttons for 'Send Disclosures', 'Request Loan Estimate', and 'Save'. The form is divided into sections: 'Loan Estimate' (Requested: -), 'Loan and Property Data' (with fields for Loan Program, Interest Rate, Base Loan Amount, MI, MIP, FF Financed, Total Loan Amount, Imputed Waiver, Appraised Value, LTV, Loan Term, Loan Type, and Loan Purpose), and 'A. Origination Charges' (Total: \$2,362.67).

Step 2

Review Box A: Lender Charges and Compensation

Locked Loan

Box A is mostly pre-filled. Compensation fields are not editable. Any discount already applied will be reflected automatically.

Key Rules for Box A

- **Lender-paid compensation:** Do not enter a processing fee in Box A.
- **Borrower-paid compensation:** A processing fee may be entered only if QM rules allow it.
- Use the **Send Disclosures** button at the top when you are ready to deliver—not before all sections are reviewed.



Never add a processing fee in Box A when using lender-paid compensation. This is a common compliance error that must be avoided.

MORTGAGE WHOLESALE

Home Page Quick Pricer Add New Loan Pipeline Esign 2 Resource Center FHA/USDA Appraisal Request Conventional Appraisal Request

Alice Firstmer
3728 Pepper St., The Colony, TX, 75056
03 TPO Test RDH

Loan F: 9828028077 Loan Type: FHA Purchase Interest Rate: 5.990%
Total Loan Amt: \$270,019.00 Loan Purpose: LTV/Comb L... 99.90% / 99.90%

Request LE

Prior to requesting your loan estimate please verify that the RMLD information in the "Information for Government Monitoring" section of the URLA matches **EXACTLY** as it appears in NMLS.

B. Services You Cannot Shop For Total: \$6,300.06

	Amount
Appraisal Fee	\$1,000.00
Credit Report Fee	\$100.00
Tax Service Fee	\$0.00
Flood Certification Fee	\$6.00
VA Funding Fee	0
Mortgage Insurance Premium	\$4,644.06
Contract Processing	\$0.00
Final Inspection Fee	\$200.00
Verification Fee	\$0.00
TX Warranty Deed Prep	\$100.00
Document Prep Fee	\$250.00

Additional Fee Item

Step 3

Update Section B: Services the Borrower Cannot Shop For

Review each fee in this section and adjust to match your market conditions and file specifics. These are non-shoppable services, so accuracy is critical for tolerance compliance.

Appraisal Fee

Default is \$1,000. Adjust to reflect the actual market cost — e.g., \$650 for a standard appraisal in your area.

Credit Report Fee

Update if the actual charge is higher than the default. A common adjustment is \$150.

Flood Certification

Default is a \$6 pass-through fee. Adjust only if actual vendor cost differs.

MIP / Contract Processor / Final Inspection

MIP appears on FHA loans only. Contract processor fees require an invoice. Final inspection applies to new construction or repair files.

To add fees not listed, click **Additional Fees** and select from the predefined dropdown. Always have a required invoice ready for any fee you charge.

Request LE

Prior to requesting your loan estimate please verify that the RMLO information in the "Information for Government Monitoring" section of the URLA matches **EXACTLY** as it appears in NMLS.

	Amount
Appraisal Fee	\$650.00
Credit Report Fee	\$150.00
Tax Service Fee	\$0.00
Flood Certification Fee	\$6.00
VA Funding Fee	\$
Mortgage Insurance Premium	\$4,644.06
Contract Processing	\$995.00
Final Inspection Fee	\$200.00
Verification Fee	\$0.00
TX Warranty Deed Prep	\$100.00
Document Prep Fee	\$250.00
Total: \$2,641.60	

B/C. Title Charges (Services Borrower Can/Cannot Shop for)

Step 4

Review Title Fees and Survey Charges (Section C)

Title fees in Section C are automatically pulled from the title request you completed earlier in the process. In most cases, **no manual changes are needed**.

Guaranteed Fees = Zero Tolerance Risk

If you leave the title fees unchanged as populated, they are treated as **guaranteed**. This means you are not responsible for tolerance cures if costs increase at closing.

Survey Fee

The survey fee is the one item you should actively review. Adjust it based on your local market or any known pricing for the specific property.

- Rural or large parcels may require higher survey fees
- Check with your title contact if unsure
- Do not leave this at default if you know it is inaccurate

Request LE

For requesting your loan estimate please verify that the DRLO information in the "Information for Government Reporting" section of the URLA matches **SXMCDC** as it appears in MMS.

D. TOTAL LOAN COSTS (A + B + C) Total: \$12,798.33

E. Taxes and Other Government Fees Total: \$219.00

Recording Fee: \$119.00

Transfer Taxes: \$0.00

City/County Stamps: \$0.00

State Tax Stamps: \$0.00

F. Prepaids Total: \$102.00

Interest	Daily Amount	Number of Days	Total Amount
Interest	\$60.00	1	\$60.00

Step 5

Confirm Taxes and Government Fees (Section E)

Section E covers recording fees, transfer taxes, and state tax stamps. These may auto-populate based on state and vendor data, but you should always verify accuracy before saving.

- **Recording Fees:** Confirm against your county's current fee schedule
- **Transfer Taxes / City/County Stamps:** Select the correct state and county from the dropdown
- **State Tax Stamps:** Verify the rate is current for your state

☐ After making any changes in Section E, click **Save** to ensure updates flow through the entire file correctly.

Request LE

For requesting your loan estimate please verify that the DRLO information in the "Information for Government Reporting" section of the URLA matches **SXMCDC** as it appears in MMS.

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City/County Stamps: \$0.00

State Tax Stamps: \$0.00

F. Prepaids Total: \$102.00

Interest	Daily Amount	Number of Days	Total Amount
Interest	\$60.00	1	\$60.00

Step 6

Check Prepaids (Section F)

The Prepaids section covers daily interest charges, homeowner's insurance premiums, and property taxes. Review each line and update if the defaults do not match the expected actual costs.

- Confirm the **daily interest amount** and number of days
- Update **homeowner's insurance premium** if a quote is available
- Update **property tax** estimate based on current tax records

☐ Always save after updating prepaid amounts so the Cash to Close calculation reflects the correct totals.

MORTGAGE WHOLESALE

Home Page Quick Pricer Add New Loan Pipeline Esign 2 Resource Center FHA/USDA Appraisal Request Conventional Appraisal Request

Alice Firstimer
3726 Poplar St., The Colony, TX, 75066
03 TPO Test ID#

Loan #: 9826026077 Loan Type: FHA
Total Loan Amt: \$270,019.00 Loan Purpose: Purchase Interest Rate: 5.990%
LTV/Comb Lo... 98.50% / 96.50%

Started Wh 1st

Request LE

Prior to requesting your loan estimate please verify that the RMLO information in the "Information for Government Monitoring" section of the URLA matches **EXACTLY** as it appears in NMLS.

Send Disclosures Request Loan Estimate Save

+ Additional Fee Item

F. Prepays Total: \$3,688.63

	Daily Amount	Number of Days	Total Amount
Interest	\$44.31	X 1	= \$44.31

	Monthly Amount	Number of Months	Total Amount
Homeowner's Ins Premium	\$150.00	X 12	= \$1,800.00
Flood Insurance	\$	X	= \$0.00
Property Taxes	\$375.00	X	= \$0.00

+ Additional Fee Item

G. Initial Escrow Payment at Closing Total: \$1,242.00

	Monthly Amount	Number of Months	Total Amount
Homeowner's Ins.	\$39.00	X 3	= \$117.00
Mortgage Ins.	\$120.95	X	= \$0.00

Step 7

Leave Escrows at the Default Setting (Section G)

The Initial Escrow Payment at Closing (Section G) is pre-configured with the standard setup for initial disclosures. **Do not modify these defaults.**

Homeowner's Insurance

3 months collected at closing — standard for initial disclosure stage.

Mortgage Insurance

Applies to FHA and applicable conventional loans. Default amount is system-calculated.

Property Taxes

3 months collected at closing — standard default. Do not adjust at this stage.

These escrow defaults align with regulatory expectations for initial disclosures. Adjustments, if ever needed, are made at a later stage in the process.

Request LE

Prior to requesting your loan estimate please verify that the RMLO information in the "Information for Government Monitoring" section of the URLA matches **EXACTLY** as it appears in NMLS.

Send Disclosures Request Loan Estimate Save

USDA Annual Fee X = [+ Additional Fee Item](#)

H. Other Total: \$125.00

	Amount	
Owner's Title Insurance	<input type="text" value="\$125.00"/>	
Commission	<input type="text" value="\$"/>	<input type="button" value="Delete"/>
Commission	<input type="text" value="\$"/>	<input type="button" value="Delete"/>
<input type="text" value=""/>	<input type="text" value="\$"/>	<input type="button" value="Delete"/>
Select Fee Name	<input type="text" value="\$"/>	<input type="button" value="Delete"/>
		+ Additional Fee Item

I. TOTAL OTHER COSTS (E + F + G + H) Total: \$3,783.31

J. TOTAL CLOSING COSTS Total: \$16,532.64

Step 8

Add Miscellaneous Fees in Section H (Other)

Section H is for any charges that do not fit into the structured fee sections above. Use it sparingly and only for legitimate, documented fees.

Common Section H Items

- HOA setup or transfer fees
- Temporary buydown fees
- Any other miscellaneous charges with documentation

Best Practices

- Click **Add** to enter each fee individually
- Use the predefined fee names where available
- Avoid entering items in the free-form text area — this can trigger compliance alerts and delay document delivery
- Only include fees you can document and justify

Review Cash to Close and Send Disclosures

Request LE

How to requesting your loan estimate please verify that the NMLL information in the "Information for Government Auditing" section of the URLA matches **306312C** as it appears in NMLS. [Send Disclosures](#) [Request Loan Estimate](#) [Save](#)

J. TOTAL CLOSING COSTS Total: \$10202.64

Calculating Cash to Close

Third Party Payments Not Otherwise Disclosed	\$0.00
<input checked="" type="checkbox"/> Use Actual Down Payment & Closing Costs Financed	
<input type="checkbox"/> Include Payoffs in Adjustments and Credits (Purchase Only)	
Total Closing Costs (J)	\$9,532.00
Closing Costs Financed	\$4,644.00
Down Payment/Funds From Borrower	\$9,525.00
Deposit	\$275,000.00
Funds For Borrower	\$0.00
Seller Credits	\$0.00
Adjustments and Other Credits	\$4,500.00
Estimated Cash to Close	\$970,000.00

Step 9: Confirm Cash to Close

Scroll to the **Calculating Cash to Close** section and verify all figures are correct before sending disclosures.

- Confirm all **lender credits** are reflected
- Verify any **seller credits** if applicable
- Check the box for the most accurate Cash to Close calculation method
- Confirm total closing costs match your expectations

Request LE

How to requesting your loan estimate please verify that the NMLL information in the "Information for Government Auditing" section of the URLA matches **306312C** as it appears in NMLS. [Send Disclosures](#) [Request Loan Estimate](#) [Save](#)

J. TOTAL CLOSING COSTS Total: \$10202.64

Calculating Cash to Close

Third Party Payments Not Otherwise Disclosed	\$0.00
<input checked="" type="checkbox"/> Use Actual Down Payment & Closing Costs Financed	
<input type="checkbox"/> Include Payoffs in Adjustments and Credits (Purchase Only)	
Total Closing Costs (J)	\$9,532.00
Closing Costs Financed	\$4,644.00
Down Payment/Funds From Borrower	\$9,525.00
Deposit	\$275,000.00
Funds For Borrower	\$0.00
Seller Credits	\$0.00
Adjustments and Other Credits	\$4,500.00
Estimated Cash to Close	\$970,000.00

Step 10: Send Disclosures

Once every section has been reviewed and saved, you are ready to deliver the Loan Estimate. Click **Send Disclosures** at the top of the Request LE screen.



Completing this step finalizes the Loan Estimate preparation workflow. The borrower will receive their disclosures through the configured delivery method.

