LOAN SERVICING SOFT Underwriting Conditions

This document will guide you through the process of setting up and using underwriting conditions in LOAN SERVICING SOFT.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

LOAN SERVICING SOFT comes with standard Underwriting Conditions that you edit, add, or delete to your needs. You can create your own master template and then adjust accordingly for each loan.

Master Template

The template is found in Control Panel -> Configuration Options -> Underwriting Conditions.





From this window you can:

- Add or delete conditions
- Edit the existing conditions
- Change the condition's default Status, Category, Date Requested, and Date Completed/Received
- Rearrange the conditions by moving them up or down as desired

Once you have set the master template it will appear in every loan. You can then customize the conditions for individual loans.

Underwriting Conditions per Loan

To add, delete, or modify underwriting conditions for a specific loan, open the loan object and click the Conditions button.

A Edit Way Timby	E Loan Tarres					Lou	o Tarma					
Portus	4 DERTENSIS	Lini Number	110000004			2	Lon States	Active	12	Constant on Ca	04110	sin (i)
Loans	4 Venders	licence	Pater Jones				Epical Status		fi	Config	-	
Castin Vaws	1 come	Loan Type	Terre / One Draw Los	4		17	Signations	50. 3	3		100	100 +
	STOPY	Fueled Amount		000 00			Origination Data-	8/15/2014	Ð			Ckei
	Cresification	Propetname		00 00			First Payment Date	8/16/2014	8			Crookel
	DoorALog	Internal Matthod	Reple Pendic			14	Motority Care	8/15/2014	DasDays		2	08/15/2014 08/05/2014
	ALCONT. 1284	+ Internal False	0.000(%)				Cattalane Days	360 days in year or 3	0-days per month		18	1.888
		The loss will be	other the star	0 Martin		- (+)	Constitution Million	Payment and Balloo	n Anount		(4)	
		Eperative pow	and or the interest rate will be determined by				Live Law Fee	D After 19 Days				
		Rese Fishe	DODE Plut	CM1	11		Lota Fan Arecont	150.01 Food Ar	huan	(4)		
		Floor	0.000 (Selling	0.000			Fre Payment Panalty	T ped before	O Te	rei Packala		
		Die Bare Bare	h.de		10			0.00 Food Ar	novi		10	
		Anatost	Anonized	(m) (Citates	ei Dagetis Ad		Line Default Flam	C Abai	Ø Does			
		Urganid Interest ;	Unped Interest Buck	st .		12	Default Herenist Field	0.000 Food Po	ocent.		10	
		Tara Parad	Monthly 1	- Faymer Parad	Monthly	(+)	Service Accord	Severag Cen Acc	with the second s		10	
		Tere		0 TerriDee		4	Annagement To	User Administration		30	(ergs)	
		Payments(P+1)	01	ai				Reaming Cars	-	www.tDutidati	Contraction of the second	
Loam		Saloon Armoni	0.1	a				and a second second second	Inclusion	-		
Centacte		Web Norm									_	
-		Menual Notes										
Decements												
Control Panel	-											



In the Underwriting Conditions window you can:

- Add or delete conditions
- Edit the existing conditions
- Change the condition's Status, Category, Date Requested, and Date Completed/Received
- Rearrange the conditions by moving them up or down as desired

Binnet Chinetert	E Loon Terre			tee	es Turmu					-
Portion	A Darcoven A Lecters A Vantan	Line Norther Recover	L 1008007 Plasmed Brown	~	Loss Diana Tipecci Statue	Pendeng	P P	Confirms	E	
Cluttern Views	# Eshreri	Underwriting Co	nditions		Section 1	1	1. 10 10		- 21	100 +
	IN DOM #	10.001	sfill A. H + Altima / Edi Miles	te 🕈 Move Up 📥 Move D	Court -			111	1.0	Createri
	Dres & Lop	Catagory	c	Invition Norve		Danken	Requested Dete	Received.		08/15/2014
	A danie Tree	Other	The Conventioned to conditional on an	of subject to ad externals	or prevaled and represe.			Tracer by a		00105/2014
		Other	This mortgage shell not be trensfere	trie and shall be fully due	and payable upon eals .					
		Other	The Sorrower(s) shell provide proof	d maurence and show of	performants landing ture.			1.0		
		Other	The solicitor will attain life insurance	e, of the Commercia) expr	ense. The tille insurance .					
		Other	Cancellation of this isorigage after e	ecultori wil result in a SS	00 consideration fee					
		Other	Default of tapes, utilities or any prior	ercombinence to a clafical	t of this montgrape					
		Other	Crade Bureeu Consont. You agree 8	let we mey alitain a credi	t report on you at any 6			100		
		Other	Credit must remain satisfactory for a	Esplicartis.						
		Other	Setulation interview with the Barra	en(s)/Gueranter(s). If the	ene¢ receivery					
		Other	Verification of the indentity of the Br	prover, Co-borrower, en	guerextor					
		Submission	Copies of current psyshibs covering	30 daya						
		Submission	Copies of 2 yrs VE2's							
		Submission	Signed P&L and Bolance Sheet yes	to dote if self employed						
		Submission	Copies of last 2 yea of Federal Tas P	Buthni (Jaged Fal) antuka	a there is a spect people a					
		Submission	Copies of 3 months bank statemores	, showing funds for closer	g and resorves. Statem					
town		Bubmeseury	Gift Funds: Proof of fully completed in	and migraed gift letter inclu	ding direct writication wi					
		Submission.	Cash "under the mattreas" decises to	inities and intractates.	Record to beck wyrount.			-		
Contacts							- 24	and the company		
Decuments		-	1							
Control Panel	1.00									
			4			22-10-		States of the states		



Printing a Condition Sheet

The underwriting conditions report is located in Documents -> Reports -> Application Pipeline -> Underwriting Conditions.

Select a Loan and Run the report, then you can choose to print or export the report.

		SOFT	
		Approved as 01 05/08/2014	
Borrower:	John Doe	Loan Number: L10000002	
Address:	951 Black Cak St	Loan Amount: \$100,000.00	
	Cakdale, CD, 999	55 Loan Payment: \$750.00	
		Loan Term: 24 Monthly	
Collectored.	Diff. Maria D	Account Executive: Administrator	
Collateral !	248 Maple St	Purchase Price: \$0.00	
	Cakdale, CD	Appraised Price: \$300,000.00	
		CONDITIONS	
Prior To Do	cuments		
Status	Date Requested	Condition	Date Completed
Cleared	08/10/2014	Most recent copies of latest paystubs covering 30 days or if self employed signed P&L and Balance Sheet for current year to date.	08/25/2014
		Update cooles of current income for all borrowers	
Cleared Prior To Fu	08/15/2014	Upd até copiés of ourrent income for all borrowers Upd atéd bank statements	08/25/2014
Cleared <u>Prior To Fu</u> Status Cleared	08/15/2014 ndin.g Date Requested 08/25/2014	Update copies of ourrent income for all borrowers Updated bank statements Condition Verfy the Wining instructions listed under the Settlement Agent's name in the Closho Request screen match the Wining instructions you	08/25/2014 Date Completed 09/02/2014
Cleared Prior To Fu Status Cleared	08/15/2014 ndin.g Date Requested 08/25/2014	Update copies of ourrent income for all borrowers Updated bank statements Condition Verfy the Wiring instructions listed under the Settlement Agent's name in the Cosing Request screen match the Wiring instructions you received from the Settlement Agent on the subject loan.	08/25/2014 Date Completed 09/02/2014
Cleared Prior To Fu Status Cleared Pending	08/15/2014 nding Dete Requested 08/26/2014 08/26/2014	Lipdate copies of ourent income for all borrowers Lipdated bank statements Condition Verify the Wiring instructions listed under the Settlement Agent's name in the Closing Request acreen match the Wiring instructions you is ceive of from the Settlement Agent on the subject loan. Wiring instructions	08/25/2014 Date Completed 09/02/2014
Cleared Prior To Fu Status Cleared Pending Pending	08/15/2014 ndin g Date Requested 08/26/2014 08/26/2014 08/26/2014	Lipdate copies of ourrent income for all borrowers Updated bank statements Condition Verify the Willing instructions listed under the Settlement Agent's name in the Closhig Request screen match the Willing instructions you receive of from the Settle ment Agent on the subject loan. Wirling instructions All conditions must be satisfied. Verification of final information may change ban classification and additional do cumenta ton may be required. Punds will not be disburged until all Prior to Funding (PTF) conditions are met.	08/25/2014 Date Completed 09/02/2014
Cleared Prior To Fu Status Cleared Pending Pending Submission	08/15/2014 ndin g Date Requested 08/26/2014 08/26/2014 08/26/2014	Lydate copies of ourent income for all borrowers Lydated bank statements Condition Verify the Wing instructions listed under the Settlement Agent's name in the Closing Request screen match the Wing instructions you is oelved from the Settlement Agent on the subject loan. Wring instructions All conditions must be satisfied. Verification of final information may change ban classification and additional do cumenta ton may be required. Punds will not be disbursed until all Priot to Funding (PTF) conditions are met.	08/25/2014 Date Completed 09/02/2014
Cleared Prior To Fu Status Cleared Pending Pending Submission Status	08/15/2014 Date Requested 08/26/2014 08/26/2014 08/26/2014 08/26/2014 1 Date Requested Date Requested	Lipdate copies of ourent income for all borrowers Lipdate copies of ourent income for all borrowers Lipdated bank statements Condition Verify the Wilding instructions listed under the Settlement Agent's name In the Closing Request screen match the Wilding instructions you is calve of from the Settle ment Agent on the subject loan. Wiring instructions All conditions may change ban classification and additional do currents to n may be is quifted. Funds will not be disbursed until all Prior to Funding (PTF) conditions are met. Condition	08/25/2014 Date Completed 09/02/2014
Cleared Prior To Fu Status Cleared Pending Pending Submission Status Approved Cleared	08/15/2014 ndin g Date Requested 08/25/2014 08/25/2014 08/25/2014 08/25/2014 08/05/2014 08/05/2014	Lipd até copiés of ourient income for all borrowers Lipd atéd bank da tements Condition Verfy the Wiring instructions lided under the Settlement Agent's name in the Closing Request access match the Wiring instructions you is ceive of from the Settlement Agent on the subject loan. Wiring instructions All conditions must be satisfied. Verification of final information may change ban clossification and additional do cumentation may be required. Funds will not be disbursed until all Priot to Funding (PTF) condition complete Appraisal Condition	08/25/2014 Date Completed 09/02/2014 Date Completed 08/30/2014 08/30/2014
Cleared Prior To Fu Status Cleared Pending Pending Submission Status Approved Cleared	08/15/2014 ndin g Date Requested 08/26/2014 08/26/2014 08/26/2014 08/26/2014 08/05/2014 08/05/2014	Lipd até copiés of ou ment income for all borrowers Lipd ated bank datements Condition Verfy the Willing Instructions lided under the Settlement Agent's name in the Closing Request screen match the Willing Instructions you re relive of from the Settlement Agent on the subject loan. Wiring instructions All conditions must be satisfied. Verification of final information may change ban clossification and additional do cumentation may be re quilled. Funds will not be disburged until all Priot to Funding (PTF) condition complete Appraisal Copies of most recent bank datements, IRA's, other sources are from tamily friends fine diletter that it is a gift not a loan and allso the source of where funds are coming from.	08/25/2014 Date Completed 09/02/2014 Date Completed 08/30/2014 09/02/2014
Cleared Prior To Fu Status Cleared Pending Pending Submission Status Approved Cleared Cleared	08/15/2014 ndin g Dete Requested 08/26/2014 08/26/2014 08/26/2014 08/26/2014 08/05/2014 08/26/2014 08/26/2014	Lipd até copiés of ourrent income for all borrowers Lipd até doains da terments Condition Verfy the Willing Instructions listed under the Settlement Agent's name in the Cosing Request screen match the Willing Instructions you re reve of from the Settlement Agent on the subject loan. Wirling Instructions All conditions must be satisfied. Verification of final information may change ban classification and additional do cumentarions may be requiled. Funds will not be disbursed until all Priot to Funding (PTF) condition Complete Appraisal Copies of most recent bank statements, IRA's, other sources of fund s showing enough seasoned funds are available. If other sources are from fam liy ritends he ed letter that it is a gift not a loan and allos the source of where funds are collections, writeoffs, etc. Rev lew all inquires on credit report and state. If any in the last 4 months resulted with new credit opended.	08/25/2014 Date Completed 09/02/2014 Date Completed 08/30/2014 09/02/2014 09/02/2014
Cleared Prior To Fu Status Cleared Pending Pending Stubmission Status Approved Cleared Cleared Cleared Cleared	08/15/2014 ndin g Dete Requested 08/26/2014 08/26/2014 08/26/2014 08/26/2014 08/05/2014 08/05/2014 08/05/2014 08/05/2014	Lipd até copiés of ourrent income for all borrowers Lipd até doains da terments Condition Verfy the Wiring instructions listed under the Settlement Agent's name in the Closing Request screen match the Wiring instructions you re eve of from the Settlement Agent on the subject loan. Wiring instructions All conditions must be satisfied. Verification of final information may change ban clossification and additional do cumentation may be re quified. Funds will not be disbursed until all Priot to Funding (PTF) conditions are met. Condition Complete Appraisal Cop is of most recent bank datements, IRA's, other sources of fund s showing enough seasoned funds are available. If oth ersources are from fam ly Afrends Re ed letter that it is a gift not a loan and allso the source of where funds are coming from. Explain reason for lates, collections, writeoffs, etc. Rev ew all inquires on credit report and state. If any in the last 4 months resulted with new credit opened. Cop is sof cument paystubs covering 30 days	08/25/2014 Date Completed 09/02/2014 Date Completed 08/30/2014 09/02/2014 09/02/2014 08/10/2014

