

Entering a pending sale or investment property into Encompass:

Property is used as Primary Residence (provided this is their Primary residence) #1 must say PS for pending Sale, #2 must say Primary Residence, #3 leave that blank, note you can only leave blank if #1 says PS. If you do not do this correctly it will impact DU and DU will not run right.

Property You Own - Borrower and Co-Borrower ☐ I do not own any real estate [Show all VOM](#)

Borrower ☐ I do not own any real estate **Co-Borrower** ☐ I do not own any real estate

Owned by: Borrower

Street Address: 10848 S 95th E Ave

Unit Type: Unit #:

City: Tulsa

State: OK Zip: 74133

Date Property Aquired: 07/11/2019 ☐ Subject Property

Property Status: PS (1)

Property is used as: Primary Residence (2)

Property will be used as:

Property Value: 750,000.00 (3)

Ins, Taxes, Association Dues:

Mortgage Loans on this Property ☐ Does not apply [Link Liabilities](#)

If they are renting the house after closing then Property will be used as Investment then the second example below is correct, #1=R, #2=Primary Residence #3=Investment

Property You Own - Borrower and Co-Borrower ☐ I do not own any real estate [Show all VOM](#)

Borrower ☐ I do not own any real estate **Co-Borrower** ☐ I do not own any real estate

Owned by: Borrower

Street Address: 10848 S 95th E Ave

Unit Type: Unit #:

City: Tulsa

State: OK Zip: 74133

Date Property Aquired: 07/11/2019 ☐ Subject Property

Property Status: R (1)

Property is used as: Primary Residence (2)

Property will be used as: Investment (3)

Property Value: 750,000.00

Ins, Taxes, Association Dues:

Mortgage Loans on this Property ☐ Does not apply [Link Liabilities](#)

If Borrower is going to rent out current home

The very last one is where you hit Show all VOM and put the closing date of the PS, make sure it is always before our closing date so DU excludes it.

Foreign Address ☐ ☐ Subject Property

Street Address: 10848 S 95th E Ave

Unit Type: ☐ Property is used as: Primary Residence (1)

Unit #: ☐ Property will be used as: (2)

City: Tulsa

State: OK

Zip: 74133

Country: US

Other Description:

☒ Include in Export (deselect if this is duplicated asset)

Number of Units: 1

[Attach/Show Liens](#) ☐ Does Not Apply

Present Market Value: 750,000.00

Mortgage Balance:

Mortgage Payment:

Property Status: PS (3)

Type of Property: Single Family

Purchase Price: 750,000.00

Date Acquired: 07/11/2019

Pending Sale Date: 03/31/2023 (4)

Year Built: 2016

Gross Rental Income:

Taxes, Ins, Expenses:

Percentage of Rental:

Participation %:

Net Income / Loss:

Comments: