

# INSTRUCTIONS ON HOW TO ADD A SILENT SECOND IN ENCOMPASS edited 8-31-23

IMPORTANT ADDITION TO THIS. Where you see #3 and the amount applied to down payment. That same amount needs entered under loan amount/HELOC credit limit and HELOC initial draw.

Encompass View

Home Pipeline

**Borrowers**

TBD  
Tulsa, OK 741

Alerts & Messages

**File Started**

Emailed Mobile  
QC - Borrower  
Emailed Mobile  
Emailed Mobile  
Emailed Mobile  
Qualification  
Processing  
Submittal  
Received in L  
Cond. Approval  
Resubmittal  
Approval  
Docs Out  
Doc signing  
Funding  
Shipping  
Purchased  
Reconciled  
QC Review  
Completion

Forms Tools Services

1003 URLA - Lender  
1003 URLA Part 1  
1003 URLA Part 2  
1003 URLA Part 3  
1003 URLA Part 4  
2015 Itemization  
Benefit To Borrower  
**Borrower Summary (US)**  
Exception Request Form

**VOAL**

Name	Account Type	Lien Position	Loan Amount/HEL	Monthly Principal
OHFA SILENT SECOND	HELOC	2		

Phone: 910-000-0200  
Fax: 866-793-5632

**Account Information**

Account Type: HELOC  
Lien Position: 2  
Monthly Principal And Interest: ☐  
Maximum Principal And Interest Within 5 Years: ☐  
Loan Amount/HELOC Credit Limit:   
HELOC Initial Draw:   
Amount Applied To Down Payment: 6,010.00  
Source of Funds: Community Nonprofit (FNMA/FRE)  
Payment Deferred For First Five Years: ☒  
Affordable Loan: ☐

Learn more... Close

☐ Construction  
☐ Construction - Perm  
☐ Other -

**Loan Type**

☐ Conv ☒ First ☐ Second ☐ Sub. Financing  
☒ FHA  
☐ VA  
☐ USDA-RHS  
☐ Other -  FHA/VA Questions  
☐ HELOC  
☐ Reverse  
☐ Commercial Loan No

**Amortization Type**

☒ Fixed Rate  
☐ GPM - Rate  % Years   
☐ ARM -   
☐ Other -

**Interest Only**

months ☐ Qualify using P&I

Est Closing Date: FS: SimpleN

**Subordinate Mortgage Loan Amounts**

**Mortgage and HELOC Liabilities**

Show all VOL

Creditor/ Company Name	Liability Type	Mortgage Type	Balance	Payoff	Payment	Credit Limit	Cur. Lien Pos.	Prop. Lien Po

Loan linked to current transaction Link to Loan Add New Closed End Add New HELOC Remove Link

Loan Number Total Loan Amount Initial Draw Lien Position Type Lien Position

**Other New Mortgage Loans on the Property You are Buying or Refinancing**

View All Additional Loans

Creditor Name	Lien Position	Loan Amount/ HELOC Credit Limit	HELOC Initial Draw	Applied to Down Payment	Monthly Payment
OHFA SILENT SECOND	2			6,010.00	

Total Additional Loans Amount  
Total Applied to Down Payment 6,010.00

**Total Financing for Subject Property**

Existing Liens Paid Off  
Closed End Primary Mortgage Total 168,778.00

**Total Ratios for Subject Property**

LTV 96.500  
CLTV 96.500

**Borrowers** Kayla Coleman

**TBD** **1<sup>st</sup>** Loan #: 19223082581 LTV: 96.500/96.500/96.500 Rate: 7.250% Est Closing Date: //  
**Tulsa, OK 74136** Loan Amount: \$171,731.00 DTI: 40.387/44.852 Not Locked FS: SimpleNexus AutoImpor

Alerts & Messages

Log

2015 Itemization

<b>File Started</b>	<b>08/09/23</b>
Emailed Mobile Document	08/10/23
QC - Borrowers Certificati	08/10/23
Emailed Mobile Document	08/10/23
Emailed Mobile Document	08/10/23
Emailed Mobile Document	08/10/23
Qualification	
Processing	
Submittal	
Received in UVV	
Cond. Approval	
Resubmittal	
Approval	
Docs Out	
Doc signing	
Funding	
Shipping	
Purchased	
Reconciled	

MIP, PMI, Funding Fee	2,953.61	\$ 12,494.81
G. Discount Points		\$
H. TOTAL DUE FROM BORROWER(s) (Total of A thru G)		\$ 187,394.81
<b>TOTAL MORTGAGE LOANS</b>		
I. Loan Amount		\$ 171,731.00
Loan Amount Excluding Financed Mortgage Insurance (or Mortgage Insurance Equivalent)	\$ 168,778.00	
Financed Mortgage Insurance (or Mortgage Insurance Equivalent) Amount	\$ 2,953.00	
J. Other New Mortgage Loans on the Property the Borrower(s) is Buying or Refinancing (See Table 4b. Other New Mortgage Loans on the Property You are Buying or Refinancing)	Show all VOAL	\$ 6,010.00
K. TOTAL MORTGAGE LOANS (Total of I and J)		\$ 177,741.00
<b>TOTAL CREDITS</b>		
<input type="checkbox"/> Itemize Credits		
L. Seller Credits		\$
M. Other Credits		\$
M1. Total Closing Costs Paid by Lender and Other		\$

