DT
DOUBLETIME

W O R K B O O K

Table of Contents

W O R K B O O K

T H E   B A S I C S

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Introduction

DoubleTime Overview

DoubleTime is a complete, comprehensive, and flexible closing software package that was designed by experienced closing agents. It is the only software available that perfectly matches your needs, with full automation and total integration. Features include:

- Single point data entry that links all documents and eliminates repetitive typing.
- Accommodates unlimited parties, properties, and loans in most transaction.
- Database driven for flexibility and adaptability.
- Electronic filing of Fund commitments, policies, and electronic payments.
- Order and receive Fund Branch Products electronically.
- Superb technical support.

Easy to learn and use, DoubleTime was created by The Fund and is designed for Microsoft Windows®. DoubleTime can be used in a network environment or on a stand-alone workstation. It allows staff to work faster and more efficiently.

NOTE: The Help Desk may be reached at 1-800-421-9378. You may also email the Help Desk at helpdesk@thefund.com.

About This Workbook

This student workbook is designed for individuals with real estate closing knowledge and experience, as well as a basic knowledge of Windows.

Each lesson has three sections:

Concept: The concept explains the purpose of the module and its relationship to the closing.

Objective: The objective for each lesson is the particular task or set of tasks you will learn.

Lesson: Lessons are step-by-step instructions designed to walk you through the module. They provide hands-on experience using DoubleTime.

In addition to the regular lessons, practice sessions are included. The practice sessions are given where additional hands-on experience might be helpful. The practice sessions may be covered in the class, if time permits, or you may work on them at your office.

This workbook was produced by the Product Training Team at The Fund. The Product Training Team serves The Fund's mission by providing exceptional education, training and support needed to develop real estate professionals' knowledge, skills, and abilities. You may contact this unit by phone at 888-407-7775 or by email at educationregistrar@thefund.com. The Member Support Representatives who provide hands-on training for the DoubleTime application are part of the Product Training Team.

"The Fund" is a registered trademark of Attorneys' Title Insurance Fund, Inc. and is used by permission. All references herein to title insurance policy forms and endorsements refer to the policy forms and endorsements issued by Fund Members as duly appointed title agents of Old Republic National Title Insurance Company.

About The Examples Used

For the lessons in this workbook, the following information has already been entered in your DoubleTime database.

Firm name:Richard P. Bruce, Esq.

Address: 5955 T.G. Lee Blvd.
            Orlando, FL 32828

Phone No.:(407) 555-5000

A common real estate closing scenario is used to illustrate how the DoubleTime program works. The information for this scenario is:

You are an employee for the law firm of Richard P. Bruce, Esq. You have been given a real estate contract for sale and purchase, with the attorney acting as the closing agent.

- Open a closing file and process the closing information.
- Prepare, print, and electronically request a title insurance commitment jacket through Old Republic National Title Insurance Company /ATFS.
- Prepare the Policy Rating Worksheet.
- Create a Closing Disclosure Settlement Statement.
- Track deposits and disbursements.
- Prepare the Deed, Bill of Sale, and other documents.
- Produce the 1099-S.
- Prepare, print, and file electronically an owner's and mortgagee policy through Old Republic National Title Insurance Company /ATFS.
- Add file notes.

In this workbook, you are provided with the information you need to complete these tasks.

Starting DoubleTime

From the **Start** menu, click **All Programs > The Fund > DoubleTime > DoubleTime (Version).** Or, if you have a shortcut on your desktop, doubleclick the icon.

Conventions

The following conventions are used in this workbook.

Convention	Meaning
Bold characters	Text that identifies all or part of a DoubleTime window or instructs you to type information is represented by **Arial font in bold**. All other text is Times New Roman.
Choose	Pick an item (button or a menu item) to initiate an action. Windows supports more than one method to accomplish an action. For example, you could click a specific button and press ENTER. Choose is used when the method is not important for the discussion.
Click	Use the mouse to position the pointer over a button in a dialog box, then press and release the left mouse button. For example, "click OK" means position the pointer over the OK button, then press and release the left mouse button.
Key names	The names of keys with special functions that you press on the keyboard are in all CAPITAL letters. For example, use the TAB key to move to the **DATE** box and type **3/22/16**.
Select	Pick one or more items for processing. For example, select the name(s) from the list.

Windows Terms

The following figure shows a typical DoubleTime window with the terms used in this workbook.
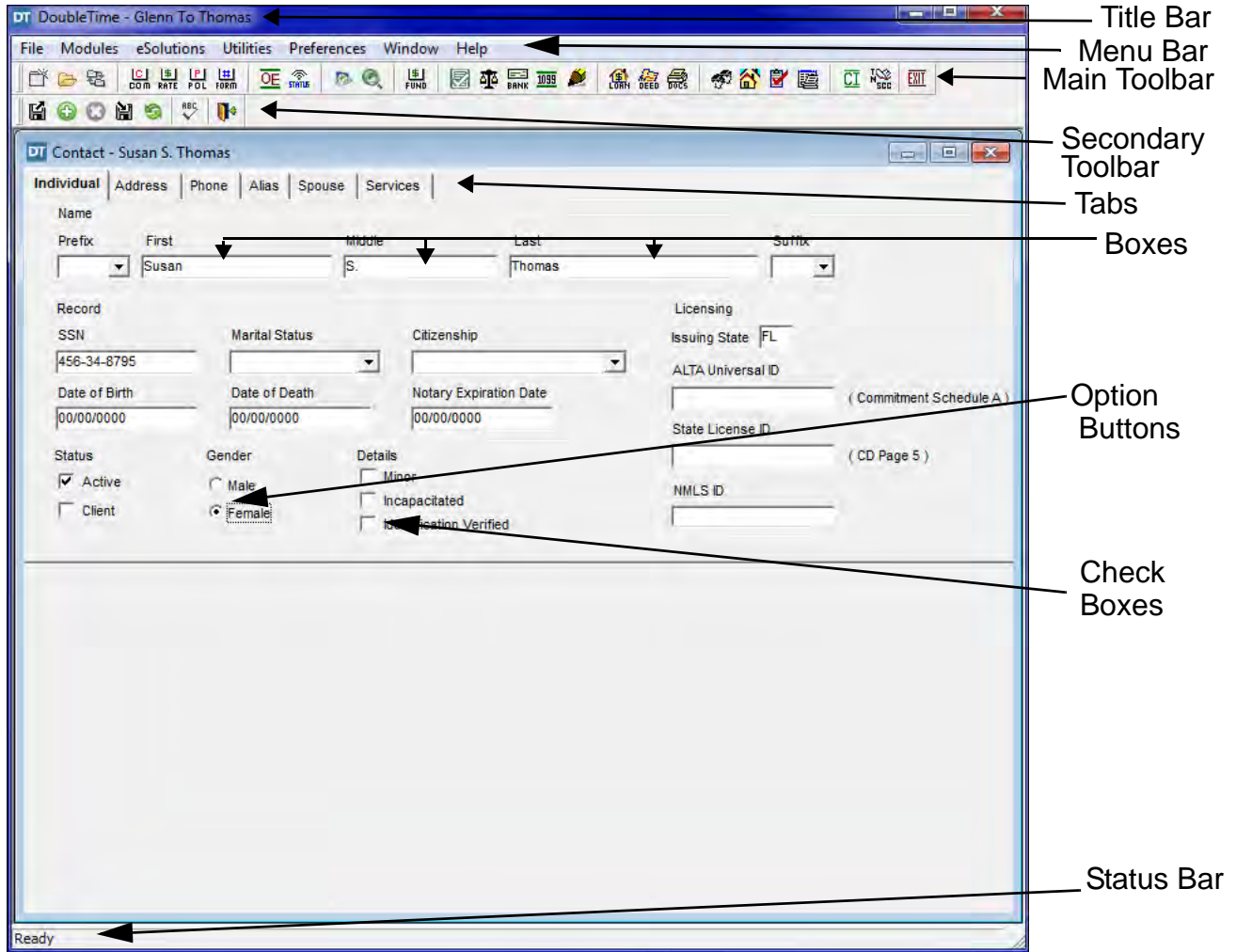
Term	Function
Title Bar	Displays the DoubleTime name and the name of the active closing file.
Menu Bar	Displays the DoubleTime menu. Click a command to use it. Or use the keyboard with the underlined letter in the command name.
	To use an underlined letter:
	1. Press and hold the ALT key on your keyboard.
	2. Press and release the underlined letter.
	3. Release the ALT key.
Main Toolbar	Displays buttons used to start DoubleTime modules. Click the button to start a module. Or use the **Modules** menu on the menu bar.
Secondary Toolbar	A secondary toolbar is also displayed for each of the DoubleTime modules. Each button performs a unique task. Click the button to complete a task. For a complete list and description of all the DoubleTime buttons, refer to the *Reference Tables* section of this Workbook.
Tabs	Many of the windows are divided into tabs. Tabs, like the folder tabs used in a filing system, group similar functions. Each tab opens a new window. Click a tab to display the window.
Boxes	Boxes are areas where you can select or type information. Only boxes with a white background can be changed. Information that is displayed in gray boxes cannot be changed in the active module.
	Example 1: To enter text into this box, click the box and type the information. In this example, you would type the last name in the box.
	Example 2: To enter text into this box, click the down arrow to the right and select information from a list.
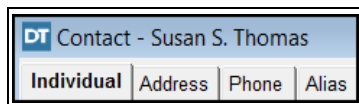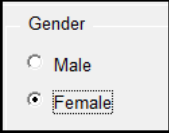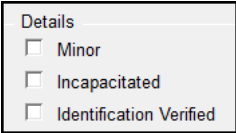
Term	Function
Option Buttons	Use an option button to select a single item from a group of mutually exclusive items. To select an option, click the circle next to it. A black dot appears in the circle. Any previously selected option is cleared.
	Example: In this example, Female is selected from the Gender options.
Check Boxes	Use a check box to select one or more items in a group. To select an item, click the box next to it. A check mark is displayed in the box. To clear a check box, click it again.
Status Bar	The Status Bar displays information about the program. For example, as you move the pointer over the buttons, a description of the button is displayed on the Status bar.

Windows Shortcut

A useful Windows shortcut to remember while working in DoubleTime is to press ALT + TAB to switch between DoubleTime and another open Windows application on your desktop.

General Information
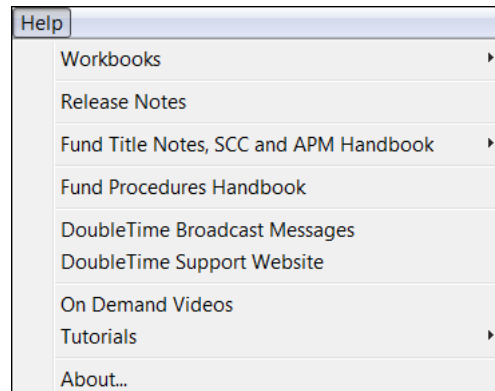
Additional Assistance. From the **Help** menu on the main menu bar of the DoubleTime application you have access to many different tools that can further assist you with any problems that may arise when working in the application. These tools include: **Workbooks** (Downloadable PDF copies of the most current version of this Training Workbook and Escrow Accounting workbook are available. *Note*: Having the workbooks downloaded to your computer enables you to search for answers to questions using Adobe's search tool.) **Release Notes** (The Release Notes provide you a list of the changes that have occurred with the current version of DoubleTime that you have installed. These release notes may provide you with quicker and easier ways to complete tasks as well as enhancements that are made to the application.) For your convenience, interactive and downloadable PDF copies of **Fund Title Notes & SCC Handbook** and **Fund Procedures Handbook** are available. **DoubleTime Broadcast Messages -** DoubleTime now has internal messaging built in so important product information can be communicated directly to you. When DoubleTime opens, notifications such as when a new version is available will be streamed directly to your PC. **DoubleTime Support Website** is a quick link to the **DoubleTime Support Center.** You have access to new enhancements, FAQ's, training videos and the latest software version downloads. **On-Demand Videos -** Discover what DoubleTime has to offer and more by going to **The Fund's On-Demand Training Library** to view the full "DoubleTime Training Class", "DoubleTime Customization" or "DoubleTime Quick Tips" videos to get answers quickly. You may view the learning videos at your pace and convenience. Access the videos thru DoubleTime or at www.thefund.com/ondemand from different types of devices (PC, Laptop, iPhone, iPad, etc.). **Tutorials** - There are **DoubleTime** tutorials built into the DoubleTime application to assist you in completing many tasks such as creating a Fundnet ID and password, DoubleTime/ATIDS Integration, DoubleTime electronic payments, etc.

The Fund's Website

The Fund provides support for members via its website **www.thefund.com**. This is your source for Fund products and services, as well as information relevant to a real estate law practice. The Product Support section can be accessed for technical support, product updates, and the latest news for select Fund products. Simply click **Support** in the top navigation bar, and then click **DoubleTime** from the list of products.
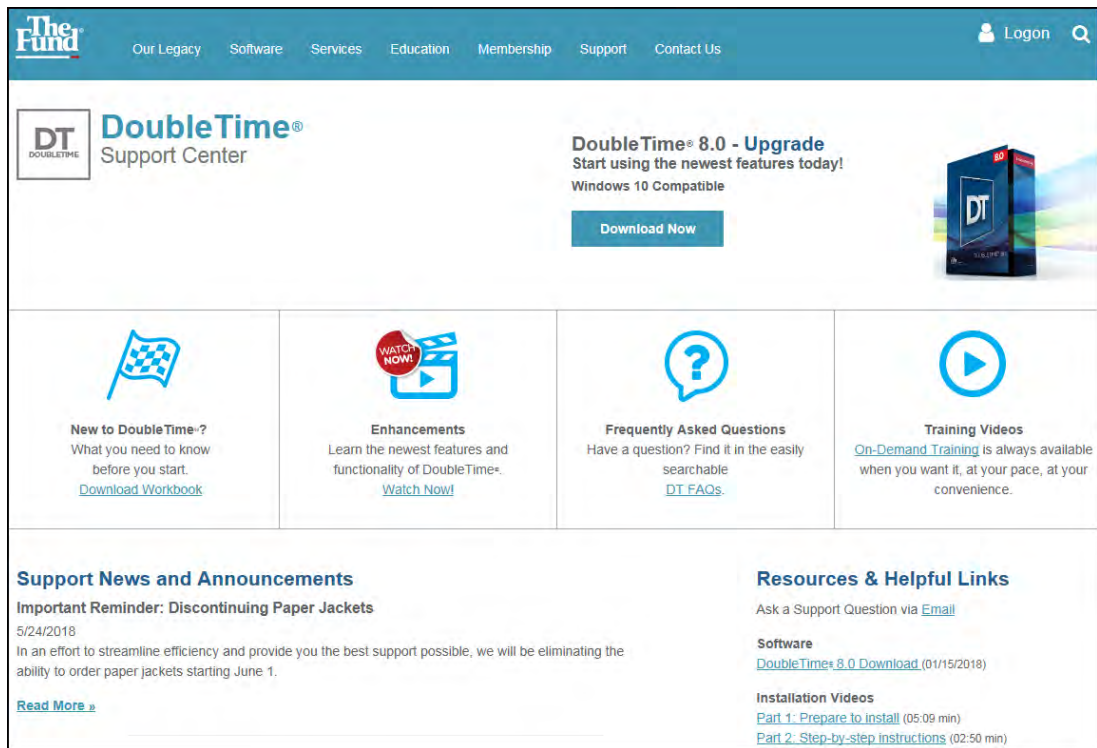
To use the eSolutions for Fund Forms features within DoubleTime, Electronic Delivery and Electronic Serial Numbers, the office administrator must grant each individual user the appropriate rights. Your office administrator controls access rights to eSolutions features for your office staff by logging into the admin page of the FundNet web site.

Residential Contract For Sale And Purchase
THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR 🏠 FloridaRealtors®

1* **PARTIES:** Peter R. Glenn and Linda Glenn, husband and wife ("Seller"),
2* and Susan S. Thomas, a single woman ("Buyer"),
3 agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property
4 (collectively "Property") pursuant to the terms and conditions of this Residential Contract For Sale And Purchase and
5 any riders and addenda ("Contract"):
6 **1. PROPERTY DESCRIPTION:**
7*   (a) Street address, city, zip: 1 Southern Place, Orlando FL 32828
8*   (b) Property is located in: Orange County, Florida. Real Property Tax ID No.: 14-23-27-8226-00040
9*   (c) Real Property: The legal description is Lot 4, SOUTHERN ACRES SUBDIVISION, according
10   to the plat thereof, recorded in Plat Book 31, Page 68, of the
11   Public Records of Orange County, Florida.
12   together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and attached
13   wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded in Paragraph 1(e) or by other terms
14   of this Contract.
15   (d) Personal Property: Unless excluded in Paragraph 1(e) or by other terms of this Contract, the following items which
16   are owned by Seller and existing on the Property as of the date of the initial offer are included in the purchase:
17   range(s)/oven(s), refrigerator(s), dishwasher(s), disposal, ceiling fan(s), intercom, light fixture(s), drapery rods and
18   draperies, blinds, window treatments, smoke detector(s), garage door opener(s), security gate and other access
19   devices, and storm shutters/panels ("Personal Property").
20*   Other Personal Property items included in this purchase are: Washer, dryer and range
21
22   Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.
23*   (e) The following items are excluded from the purchase:
24

PURCHASE PRICE AND CLOSING

26* **2. PURCHASE PRICE** (U.S. currency):.. $ 225,000.00
27*   (a) Initial deposit to be held in escrow in the amount of **(checks subject to COLLECTION)**...............$ 45,000.00
28   The initial deposit made payable and delivered to "Escrow Agent" named below
29*   **(CHECK ONE):** (i) ■ accompanies offer or (ii) ☐ is to be made within _____ (if left blank,
30   then 3) days after Effective Date. IF NEITHER BOX IS CHECKED, THEN OPTION (ii)
31   SHALL BE DEEMED SELECTED.
32*   Escrow Agent Information: Name: Realty Company, Inc. (Buyer's Broker)
33*   Address: 6500 Corporate Avenue, Orlando FL 32828
34*   Phone: _____ E-mail: _____ Fax: _____
35*   (b) Additional deposit to be delivered to Escrow Agent within _____ (if left blank, then 10)
36*   days after Effective Date ....$_____
37   (All deposits paid or agreed to be paid, are collectively referred to as the "Deposit")
38*   (c) Financing: Express as a dollar amount or percentage ("Loan Amount") see Paragraph 8 .... 180,000.00
39*   (d) Other:_____ ....$_____
40   (e) Balance to close (not including Buyer's closing costs, prepaids and prorations) by wire
41*   transfer or other **COLLECTED** funds ....$_____
42   NOTE: For the definition of "COLLECTION" or "COLLECTED" see STANDARD S.
43 **3. TIME FOR ACCEPTANCE OF OFFER AND COUNTER-OFFERS; EFFECTIVE DATE:**
44*   (a) If not signed by Buyer and Seller, and an executed copy delivered to all parties on or before 2/14/CY
45*   _____, this offer shall be deemed withdrawn and the Deposit, if any, shall be returned to
46   Buyer. Unless otherwise stated, time for acceptance of any counter-offers shall be within 2 days after the day the
47   counter-offer is delivered.
48   (b) The effective date of this Contract shall be the date when the last one of the Buyer and Seller has signed or initialed
49   and delivered this offer or final counter-offer ("Effective Date").
50 **4. CLOSING DATE:** Unless modified by other provisions of this Contract, the closing of this transaction shall occur and
51 the closing documents required to be furnished by each party pursuant to this Contract shall be delivered ("Closing") on
52* 3/17/CY _____ ("Closing Date"), at the time established by the Closing Agent.
53 **5. EXTENSION OF CLOSING DATE:**
54   (a) If Closing funds from Buyer's lender(s) are not available at time of Closing due to Truth In Lending Act (TILA) notice
55   requirements, Closing shall be extended for such period necessary to satisfy TILA notice requirements, not to
56   exceed 7 days.

Buyer's Initials _____ _____   Page **1** of **12**   Seller's Initials _____ _____

STANDARDS FOR REAL ESTATE TRANSACTIONS ("STANDARDS") CONTINUED

586 number and home address (or office address, in the case of an entity), as provided for in 26 CFR 1.1445-2(b).
587 Otherwise, Buyer shall withhold 10% of the amount realized by Seller on the transfer and timely remit said funds to the
588 IRS.
589 (ii) If Seller has received a Withholding Certificate from the IRS which provides for reduced or eliminated withholding in
590 this transaction and provides same to Buyer by Closing, then Buyer shall withhold the reduced sum, if any required, and
591 timely remit said funds to the IRS.
592 (iii) If prior to Closing Seller has submitted a completed application to the IRS for a Withholding Certificate and has
593 provided to Buyer the notice required by 26 CFR 1.1445-1(c) (2)(i)(B) but no Withholding Certificate has been received
594 as of Closing, Buyer shall, at Closing, withhold 10% of the amount realized by Seller on the transfer and, at Buyer's
595 option, either (a) timely remit the withheld funds to the IRS or (b) place the funds in escrow, at Seller's expense, with an
596 escrow agent selected by Buyer and pursuant to terms negotiated by the parties, to be subsequently disbursed in
597 accordance with the Withholding Certificate issued by the IRS or remitted directly to the IRS if the Seller's application is
598 rejected or upon terms set forth in the escrow agreement.
599 (iv) In the event the net proceeds due Seller are not sufficient to meet the withholding requirement(s) in this transaction,
600 Seller shall deliver to Buyer, at Closing, the additional COLLECTED funds necessary to satisfy the applicable
601 requirement and thereafter Buyer shall timely remit said funds to the IRS or escrow the funds for disbursement in
602 accordance with the final determination of the IRS, as applicable.
603 (v) Upon remitting funds to the IRS pursuant to this STANDARD, Buyer shall provide Seller copies of IRS Forms 8288
604 and 8288-A, as filed.

605 ### ADDENDA AND ADDITIONAL TERMS

606 **19. ADDENDA:** The following additional terms are included in the attached addenda or riders and incorporated into this
607 * Contract (**Check if applicable**):

☐ A. Condominium Rider
☐ B. Homeowners' Assn.
☐ C. Seller Financing
☐ D. Mortgage Assumption
☐ E. FHA/VA Financing
☐ F. Appraisal Contingency
☐ G. Short Sale
☐ H. Homeowners'/Flood Ins
☐ I. RESERVED
☐ J. Interest-Bearing Acct.
☐ K. "As Is"
☐ L. Right to Inspect/ Cancel

☐ M. Defective Drywall
☐ N. Coastal Construction Control Line
☐ O. Insulation Disclosure
☐ P. Lead Based Paint Disclosure
      (Pre-1978 Housing)
☐ Q. Housing for Older Persons
☐ R. Rezoning
☐ S. Lease Purchase/ Lease Option
☐ T. Pre-Closing Occupancy by Buyer
☐ U. Post-Closing Occupancy by Seller
☐ V. Sale of Buyer's Property
☐ W. Back-up Contract

☐ X. Kick-out Clause
☐ Y. Seller's Attorney Approval
☐ Z. Buyer's Attorney Approval
☐ AA. Licensee-Personal Interest in
      Property
☐ BB. Binding Arbitration
☐ Other_____
_____
_____
_____

608 * **20. ADDITIONAL TERMS:**_____
609 Seller agrees to pay for documentary stamps on the deed, title search,
610 cost of recording title curing documents including satisfactions of
611 existing mortgages. Title insurance to be paid as follows: Seller pays
612 Owner's premium. Buyer pays for Lender's premium and endorsements to
613 Lender's policy. Parties agree to use Richard P. Bruce, Esq. as
614 Closing & Settlement Agent.
615 Mr. Bruce's fees, if any, to be paid by Buyer and Seller, respectively.
616 Seller to purchase Home Warranty contract for Buyer at cost of $729.50
617
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624

625 ### COUNTER-OFFER/REJECTION

626* ☐ Seller counters Buyer's offer (to accept the counter-offer, Buyer must sign or initial the counter-offered terms and deliver
627 a copy of the acceptance to Seller).
628* ☐ Seller rejects Buyer's offer.

629 **THIS IS INTENDED TO BE A LEGALLY BINDING CONTRACT. IF NOT FULLY UNDERSTOOD, SEEK THE ADVICE OF**
630 **AN ATTORNEY PRIOR TO SIGNING.**

631 **THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR.**

632 *Approval of this form by the Florida Realtors and The Florida Bar does not constitute an opinion that any of the terms and*
633 *conditions in this Contract should be accepted by the parties in a particular transaction. Terms and conditions should be*
634 *negotiated based upon the respective interests, objectives and bargaining positions of all interested persons.*

635 AN ASTERISK (*) FOLLOWING A LINE NUMBER IN THE MARGIN INDICATES THE LINE CONTAINS A BLANK TO BE
636 COMPLETED.

637
638
639* Buyer: /s Susan S. Thomas/s Date: 02/14/CY
640
641 Phone: 407-889-3928 Cell: 407-809-1986
642 susanthomas@email.com
643
644* Buyer: _____ Date: _____
645
646
647
648
649* Seller: /s Peter R. Glenn/s Date: 02/14/CY
650
651
652
653
654* Seller: /s Linda Glenn/s Date: 02/14/CY
655
656 Buyer's address for purposes of notice Seller's address for purposes of notice
657* _____ 4728 Church Street
658* _____ Chicago, Illinois 60643
659* _____ _____
660
661 **BROKER:** Listing and Cooperating Brokers, if any, named below (collectively, "Broker"), are the only Brokers entitled to
662 compensation in connection with this Contract. Instruction to Closing Agent: Seller and Buyer direct Closing Agent to
663 disburse at Closing the full amount of the brokerage fees as specified in separate brokerage agreements with the parties
664 and cooperative agreements between the Brokers, except to the extent Broker has retained such fees from the escrowed
665 funds. This Contract shall not modify any MLS or other offer of compensation made by Seller or Listing Broker to
666 Cooperating Brokers.
667
668* _____ _____
669 **Cooperating Sales Associate, if any** **Listing Sales Associate**
670
671* Realty Company, Inc. (3%) Better Homes, Inc. (3%)
672 **Cooperating Broker, if any** **Listing Broker**

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Closing File Module

Concept

The **Closing File** module is an electronic equivalent to your closing file folder. It is the starting point for collecting general file details such as buyers, sellers, property, deposits, loan information, and closing and title agents. Participants and notary fields are also established.

When you modify the closing file information, you automatically update the information in other modules such as **Title Insurance, Settlement Statements,** and **Documents**.

The **Closing File** module also interacts with the **Contacts** and **Master Property** modules. The **Contacts** module is the electronic card file of all the persons and service providers you do business with. Throughout your closing file, you can select from stored contact names or add new contacts.

The **Master Property** module allows you to store and maintain legal descriptions, recording information, and title exception information for real property. When you have multiple closing files pertaining to a property (such as a subdivision or condominium), it is particularly useful to have access to this information for repeated use in those files. You can create master properties for closings that require common information. From the **Closing File** module, you may enter new property information for use in that file alone, or select property information entered using the **Master Property** module and copy that information to any closing file for reuse.

Objective
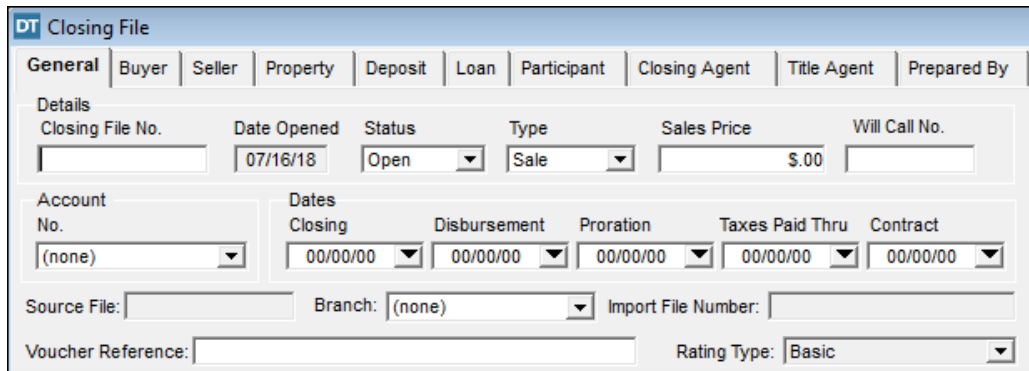
The objective of this lesson is to show you how to create a new closing file by adding information and selecting existing information to copy to your file. You will also learn how to print a closing file worksheet.

Creating A New Closing File

In this session, you will create a new closing file establishing the parties involved, along with the property and loan information.

.

What You Do	**Comments**
1. [icon] On the main toolbar, click the **New Closing File** button.	The **General** tab of the **Closing File** window is displayed. **Date Opened** defaults to today's date. The **Status** box defaults to **Open**. You can change this value to **Closed** or **Cancelled**. The **Type** box defaults to **Sale**. You can change this value to **Refinance**.

2. In the **Closing File No.** box, type your name.	You assign a number to the new file. You can type up to 15 characters, letters, numbers, and some symbols. ***NOTE:*** The closing file number allows you to search for a file by the number or name you assign.
3. Click the **Sales Price** box and type **225000**.	The comma, decimal point, and dollar sign are automatically inserted.
4. Click the **Account No.** box and select **123456-78 Friendly Bankers, Inc.**	This is the closing agent's trust/escrow account. Account numbers are entered in Preferences/Account Maintenance. Selecting the trust/escrow account allows you to export the deposits and disbursements to Quicken®, QuickBooks®, Dapix®, and Perfect Practice®. Selecting the trust/escrow account will also allow you to post or post and print your checks through the DoubleTime Escrow Accounting feature.

What You Do	**Comments**
5. In the **Dates** section, click the **down arrow** to the right of the **Closing** box.	The monthly calendar is displayed with today's date selected. Click the **right arrow** to display the next month. Click the **left arrow** to display the previous month.

6. Click the appropriate **arrow** at the top of the calendar to display March.	The closing takes place in March.
7. Click on **day 17** in the calendar.	The selected date is displayed in the **Closing, Disbursement**, and **Proration** boxes. These dates are editable. Taxes Paid Thru date defaults to 12/31 of the previous year, except during the month of December, when it defaults to 12/31 of the closing date year.
8. Click the **down arrow** to the right of the **Contract** box.	The calendar displays today's date.
9. On the Contract box calendar, click the appropriate **arrow** to display February of the current year.	The contract will be fully executed on February 14.
10. Click on **day 14** in the calendar.	The date the contract was fully executed, **02/14/(current year)**, is displayed in the **Contract** box. This date is editable.

What You Do	Comments

NOTE: (1) **Source File -** This field is unavailable. DoubleTime allows the user to copy closing files. Once the user has selected the file to copy, DoubleTime will populate the Source File number, and it will not allow the user to make any changes to this field. (2) **Branch -** For offices with more then one location, the user may enter all of the office locations in the **Maintenance (Lists) Module.** Doing so will populate the list of office locations in the Branch field, allowing the user to select from the drop down menu the office location for the transaction. (3) **Import File Number -** This field is unavailable. DoubleTime populates this information when importing a Fund Branch Title Commitment. (4) **Voucher Reference -** Only for **DoubleTime Escrow Accounting** users. This field allows the user to add additional tracking data to checks printed from **DoubleTime Escrow Accounting Module**. (5) **Rating Type -** This field affects the **Premium Calculation (Rating) Module.** Selecting the Mortgage Modification option will disable the **Commitment Module.** Changing the **Rating Type** after the Commitment Module has been activated, will remove the Title Commitment from the **Documents Module** and deactivate the **Commitment Module.**

Adding The Buyer - New Contact

What You Do	Comments
1. Click the **Buyer** tab.	The **Buyer** tab is displayed. No information is shown at this time. A "US Treasury OFAC Sanctions List Search" link is available to allow you to search the Specially Designated Nationals and Blocked Persons list.

What You Do	Comments

Tip: Whenever you come to a tab that has no information in it, use the **Insert** button.

2. ⊕ On the secondary toolbar, click the **Insert** button.

The **Select Buyer** window is displayed. The **Contact Type** defaults to **Individual**.

NOTE: Names that were previously entered are displayed in the **Individual Name** box.

3. In the **Last** box, type **thomas**.

This is the last name of the buyer. The first letter of the name will be capitalized automatically for **Individual** names.

4. TAB to the **First** box and type **susan**.

This is the first name of the buyer.

What You Do	Comments
5. TAB to the **Middle** box and type **s.**	This is the middle initial of the buyer. Be sure to include the period (.) when typing in an initial.
6. TAB to the **SSN** box and type the following: **456 34 8795**	This is the buyer's social security number. The cursor automatically tabs to each field.
7. Click **Add Contact**.	The **Select Buyer** dialog box is displayed, asking if you wish to add a mailing address.
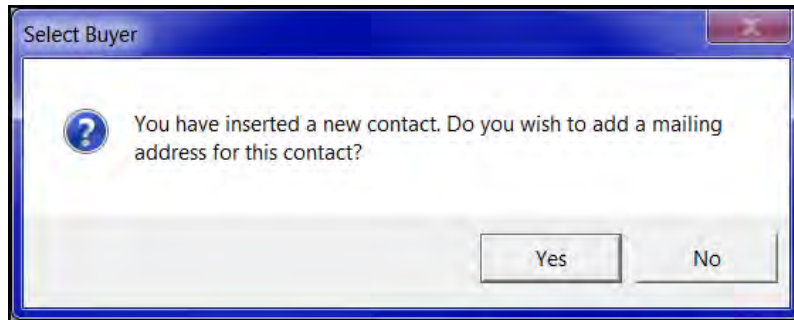
8. Click **Yes**.	The **Address** tab is displayed. The address **Type** defaults to **Mailing Address**.
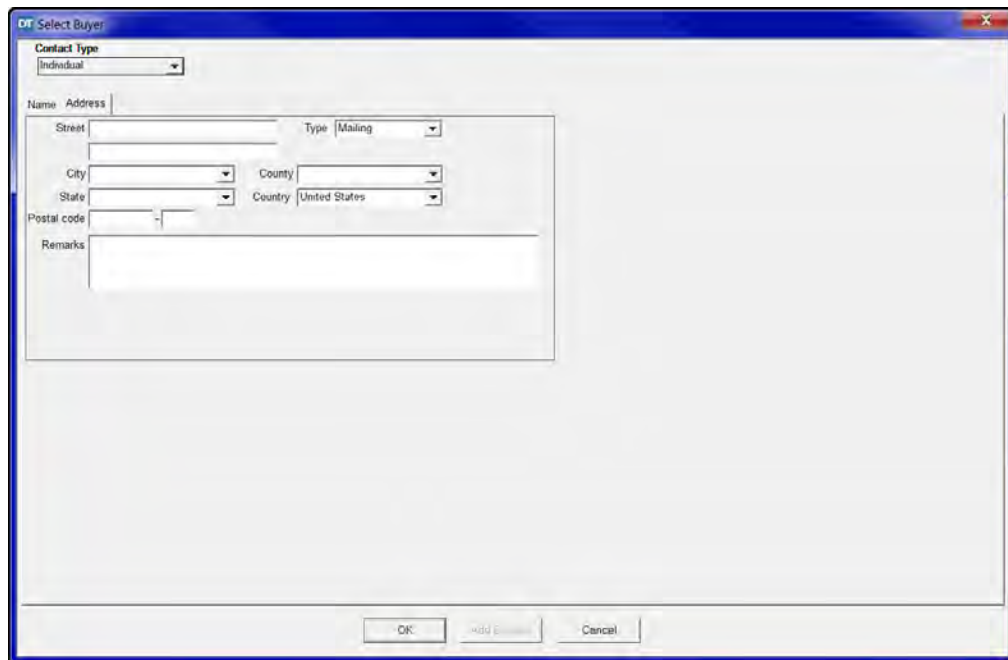
9. In the **Street** box, type **1 Southern Place**.	This is the buyer's mailing address. This address is generally the address of the property to be purchased. The information entered here is carried over as a selection on the **Property Address** tab.

What You Do	Comments
10. In the **Postal code** box, type **32828** and press **TAB**. Then, click the **City** down arrow to select **Orlando** from the list.	The **City**, **State**, and **County** boxes are filled with information for the postal code you entered. **NOTE:** Cities and/or municipalities associated with a specific postal code will appear as a selection in the drop down.

11. Click **OK**.	The **Select Buyer** window closes and the **Buyers** tab is re-displayed with Susan S. Thomas added to the closing file. **NOTE:** Susan S. Thomas is also added to the **Contacts** module **Individual Name** list. To change the spelling of a buyer or seller name, double-click the name, make changes in the **Name Change** window, and click **OK**. The **Update** window displays the New Name(s) and Proposed Revisions. The names will be updated automatically throughout the **Closing File** and **Contacts** modules.

What You Do	Comments
12. In the **Gender** section, click **Female**.	This selection denotes the buyer's gender.
13. Click the **Marital** box and select **Single**.	This selection denotes the buyer's marital status.
14. [EDIT] On the secondary toolbar, click the **Insert Name Clause** button.	The **Insert Name Clause** window for **Susan S. Thomas** is displayed. It is necessary to complete the **Name(s) with Status** box for **Susan S. Thomas** for her name to display on other modules and on documents. *NOTE:* If the **Name(s) with Status** box is not completed, a message will display a reminder to complete this information when a save is initiated.
15. Click the **Format** box, and select **single woman**.	The tenancy phrase, **Susan S. Thomas, a single woman** is displayed in the **Name(s) with Status** box. This is an editable field. *NOTE:* This tenancy phrase is used in other modules and on your documents. It can be edited.

16. Click **OK**.	The **Insert Name Clause** window closes and the **Buyer** tab is displayed with the tenancy clause in the **Name(s) with Status** box. This is an editable field.

What You Do	Comments
17. Click the **Phone** tab.	The **Phone** tab is displayed.
18. Click the **Type** box and select **Home**.	This selection identifies the phone type.
19. Click the **Area** box and type: **407 889 3928**	This is the buyer's phone number. The cursor automatically tabs to each field.
20. ⊕ On the secondary toolbar, click the **Insert** button.	Another phone field is displayed. The **Insert** button has different functions in the Closing File module depending on where the cursor is located when you select it.
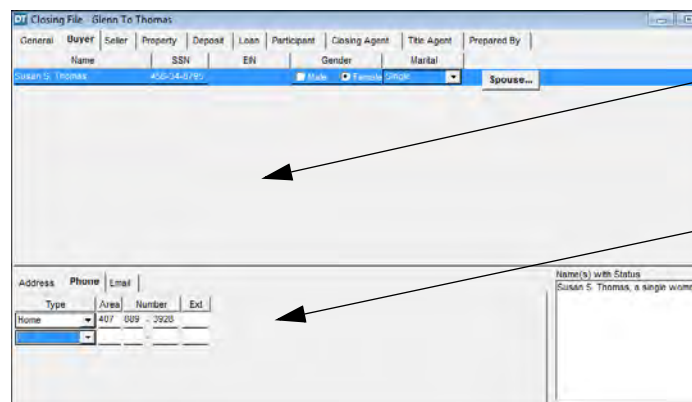
If the cursor is in the top half of the screen, a field is added here.

If the cursor is in the bottom half of the screen, a field is added here.
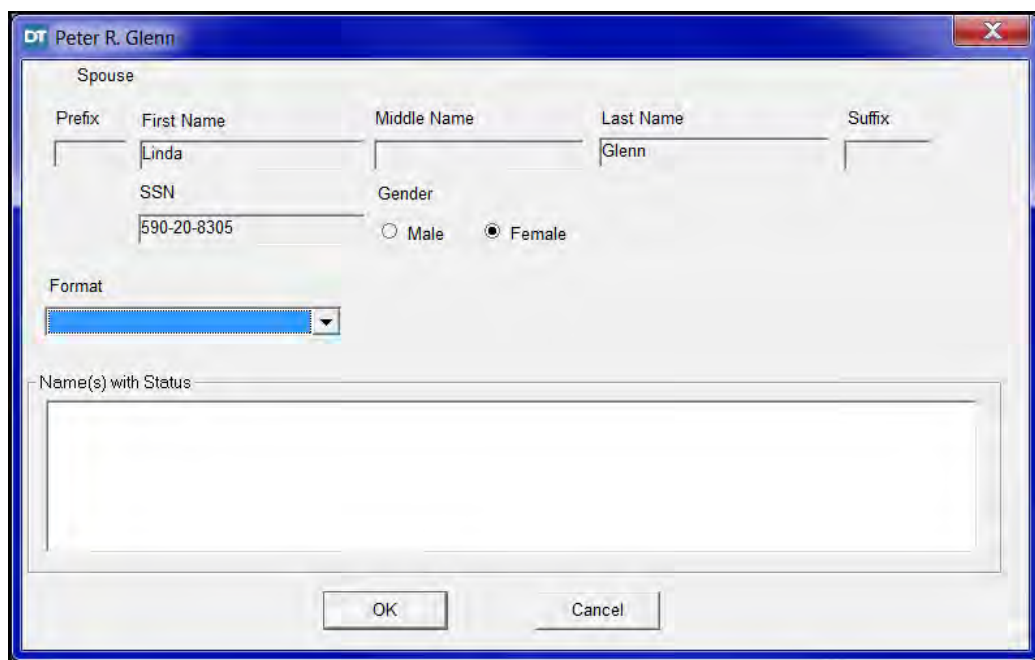
21. Click the **Type** box and select **Cell**.	
22. Click the **Area** box and type: **407 809 1986**	
23. Click the **Email** tab.	The **Email** tab is displayed.
24. Click the **E-Mail Address** box and type: **susanthomas@ email.com**	The default type is **E-mail Address**. You may select the appropriate type from the **Service Type** drop down list.

Adding The Seller - Existing Contact

| What You Do	Comments
1. Click the **Seller** tab.	The **Seller** tab is displayed. No information is shown at this time.
2. ⊕ On the secondary toolbar, click the **Insert** button.	The **Select Seller** window is displayed. The **Contact Type** defaults to **Individual.**
3. In the **Last** box, type **glenn**.	**Linda Glenn** is highlighted in the **Individual Name** list. Names are listed in alphabetical order.
4. Tab to the **First** box and type **p**.	**Peter R. Glenn's** name is highlighted.
5. Click **OK**.	The **Select Seller** window is closed and the **Seller** tab is re-displayed. **Peter R. Glenn** is displayed with information that was entered previously.
6. Spouse... Click the **Spouse** button.	**Linda Glenn** is displayed, as previously entered in the Contacts module, along with the address and phone number information. *NOTE:* The spouse's mailing and phone information can be changed if it differs from the partner's.

What You Do	Comments
7. Click **Peter R. Glenn**.	**Peter R. Glenn** will appear first in the **Name(s) with Status** box and on the documents. *NOTE:* Prior to using **Insert Name Clause** button, it is necessary to select the name to appear first in the **Name(s) with Status** box.
8. [EDIT] On the secondary toolbar, click **Insert Name Clause** button.	The **Insert Name Clause** window for **Peter R. Glenn** is displayed, with **Linda Glenn** shown as the **Spouse**.

DT Peter R. Glenn

Spouse

Prefix	First Name	Middle Name	Last Name	Suffix
	Linda		Glenn	

SSN   Gender

590-20-8305   ○ Male   ● Female

Format

Name(s) with Status

OK   Cancel

| 9. Click the **Format** box and select **husband and wife**. | The tenancy phrase, **Peter R. Glenn and Linda Glenn, husband and wife** is displayed in the **Name(s) with Status** box. This is an editable field. |
| 10. Click **OK**. | The **Insert Name Clause** window is closed and the **Sellers** tab is redisplayed with the tenancy phrase in the **Name(s) with Status** box. This is an editable field. |

Adding Property Information

What You Do	Comments
1. Click the **Property** tab.	The **Property** tab is displayed. No information is shown at this time.

2. On the secondary toolbar, click the **Insert** button.	The **Master Property Search Selection** window is displayed. The State and County default to **Florida** and **Orange**. *NOTE:* The county default can be changed in **Preferences > User Settings > General** tab.

| What You Do | Comments |

3. In the **Required** section, click **Subdivision**.

This selection will reference subdivisions only.

4. Click **New**.

The **Master Property Search Selection** window is closed and the **Property** tab is redisplayed. You can now enter the property information for this closing file.

NOTE: If you are using the **Master Property** feature, you may click the **Browse** button. The **Master Property Search Selection** window displays all previously entered subdivisions in the **Master Property** module. Select a previously entered **Master Property** from the list and click **OK.** The **Master Property Search Selection** window is closed and the **Property** tab is redisplayed with previously entered information for the selected property.

What You Do	**Comments**

5. Type **14-23-27-8226-00040** in the **PIN** box.

This will complete the **Property Identification Number** for the property. This number is assigned to the property by the property appraiser's office.

6. Type **Southern Acres Subdivision** in the **Property Name** box.

This will complete the **Property Name** for the property.

7. In the **Address** tab, click the **arrow** in the **Street** box and select **1 Southern Place** from the drop down list.

The property address information is displayed. The **Street** information is carried over from the **Buyer** tab. *NOTE:* Buyer and Seller addresses within the state of Florida only will display for selection.

What You Do	Comments

8. Click the **Details** tab.

The **Details** tab is displayed.

9. In the **Lot** box, type **4**.

Type information on this tab to allow searching for an existing closing file by lot, block, unit, and/or building number in the **Closing File Selection** window next time you need to access this file.

10. Click the **Legal** tab.

11. [icon] Click the **Clause Library** button on the secondary toolbar.

The **Clause Library** window is displayed with **Clause Titles** and **Clause Text**. The **Clause Type** defaults to **Legal** and **All Clauses** are automatically selected. When a **Clause Title** is selected, the clause text is displayed in the **Clause Text** box.

What You Do	**Comments**
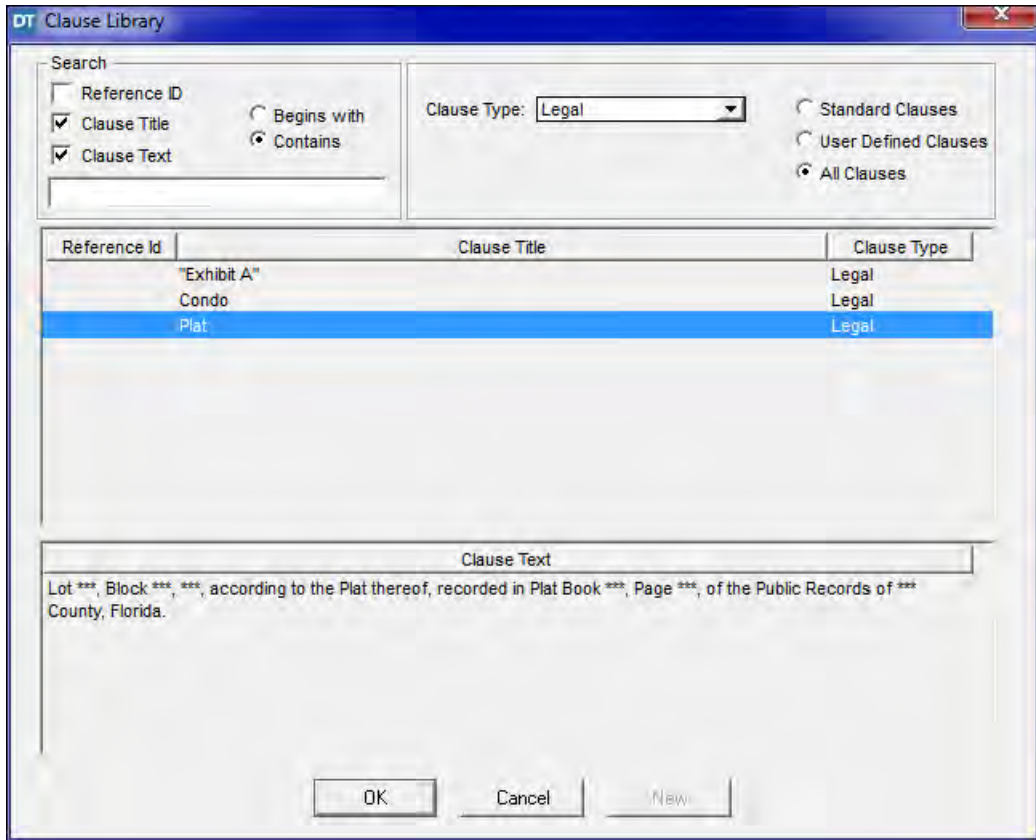
12. Click on **Plat** under **Clause Title** and click **OK**.

The **Clause Library** window is closed and the **Plat Clause** is added. This information is editable.

13. In the **Plat** clause, replace the first set of asterisks with **4.**

This is the lot number for the property.

14. In the **Plat** clause, delete the word Block, the second set of asterisks and the comma.

What You Do	Comments
15. Replace the third set of asterisks with **Southern Acres Subdivision**.	This is the subdivision name for the property.
16. Replace the asterisks after the word Book with **31** and after Page with **68.**	This is the book and page number where the subdivision is recorded.
17. Replace the last set of asterisks with **Orange**.	This is the county for the property.

Address	Details	Legal	Usage	Remarks	Declaration	Recording

Legal Description

Lot 4, Southern Acres Subdivision, according to the Plat thereof, recorded in Plat Book 31, Page 68, of the Public Records of Orange County, Florida.

What You Do	Comments
18. Click the **Usage** tab.	The **Usage** tab is displayed. *NOTE:* The **Improvement Description** box is used to identify any improvements to the property, such as a building being constructed on vacant land. It is an informational field only.

Address	Details	Legal	Usage	Remarks	Declaration	Recording

Usage

Improvement Description

What You Do	Comments
19. Click the **Usage** arrow and select **Single Family Dwelling**.	*NOTE:* For Miami-Dade County: Selecting **Single Family Dwelling** in the **Usage** tab eliminates any calculations on the Settlement Statements regarding documentary stamp surtax.

Address	Details	Legal	Usage	Remarks	Declaration	Recording

Usage   Single Family Dwelling

Improvement Description

RS	Residential
Single Family	Single Family Dwelling
Timeshare	Timeshare
Undeveloped	Undeveloped
Vacant	Vacant
(none)	

What You Do	Comments
20. Click the **Remarks** tab.	The **Remarks** tab is displayed. Notes may be added with information such as HOA contact information.

What You Do	Comments
21. Click the **Declaration** tab.	*NOTE:* Use the **Declaration** tab when preparing loan documents to enter the Declaration information for the PUD Rider.
22. Click the **Recording** tab.	The **Recording** tab is displayed.
23. Click the **Book Type** arrow and select **Plat**.	The property, **Southern Acres Subdivision,** is recorded in a plat. This information also flows to the **Closing File Worksheet.**
24. In the **Book No.** box, type **31**.	This is the book number where the subdivision is recorded.
25. In the **Starting Page No.** box, type **68**.	This is the page number where the subdivision is recorded.

Address	Details	Legal	Usage	Remarks	Declaration	**Recording**

Doc. No. [ ]

Book Type [Plat ▾]

Book No. [31]   Starting Page No. [68]

Storing The Deposit Information

What You Do	Comments
1. Click the **Deposit** tab.	The **Deposit** tab is displayed. No information is shown at this time.

DT Closing File - Glenn To Thomas

General	Buyer	Seller	Property	**Deposit**	Loan	Participant	Closing Agent	Title Agent	Prepared By

Deposit Held By	Name	Amount	Received Date

What You Do	Comments
2. ⊕ On the secondary toolbar, click the **Insert** button.	The deposit information line is displayed.

What You Do	Comments
3. Click the **Deposits Held By** box and select **Buyer's Broker**.	The **Search Contact** window is displayed. The **Contact Type** defaults to **Corporation** and the **Service Provided** defaults to **Real Estate Brk**. *NOTE:* Previously entered Real Estate Brokers display in the **Legal Entity Name** box. Any new contact added here will be associated as providing real estate broker services.

What You Do	Comments
4. Select **Realty Company, Inc.** and click **OK**.	The **Search Contact** window is closed and the **Deposits** tab is redisplayed with **Realty Company, Inc.** added to the closing file.
5. Click the **Amount** box and type **45000**.	This is the amount of the deposit received with the contract. The **Received Date** is the **Contract** date entered on the **General** tab and is an editable field. *NOTE:* Any additional deposits required by the contract will also be entered here.

Adding A Lender - Existing Contact

What You Do	Comments
1. Click the **Loan** tab.	The **Loan** tab is displayed. No information is shown at this time.

What You Do	**Comments**
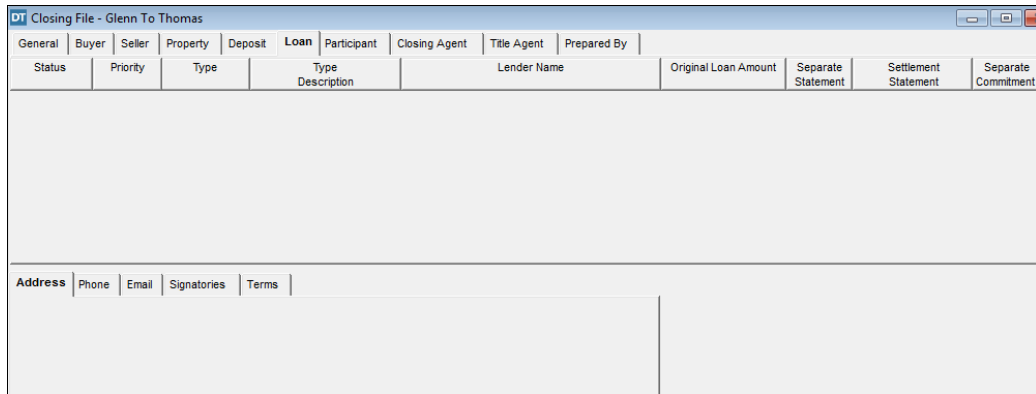
2. ⊕ On the secondary toolbar, click the **Insert** button.

The **Select Lender** window is displayed. The **Contact Type** defaults to **Corporation**. **Service Provided** defaults to **Lender**.

3. Select **Bank of Florida** and click **OK**.

The **Select Lender** window is closed and the **Loans** tab is redisplayed with **Bank of Florida** added to the closing file.

What You Do	Comments
	NOTE: ***To Change a Lender.*** In the **Closing File** module, click the **Loan** tab, select the correct loan, and either double-click the Lender name or click the **Update Lender** button. Add or choose a different lender from the **Search Contact** window. Deleting lender will result in Settlement Statement data being lost.
4. Click the **Status** box and select **New**.	This will denote a new loan.
5. Click the **Priority** box and select **First**.	This will denote a first mortgage.
6. Click the **Type** box and select **Conv. Unins**.	This will denote a conventional uninsured mortgage. ***NOTE:*** When **Type** "**Other**" is selected you will be able to type in the loan type in the **Type Description** box.
7. Click the **Original Loan Amount** box and type **180000**.	This is the mortgage amount. The comma and decimal point are automatically inserted. The **Original Loan Amount** applies to the new loan value. If the loan **Status** is a **Payoff**, the **Original Loan Amount** will also display on the **Satisfaction of Mortgage** in the **Documents** module.
8. Ensure **Closing Disclosure** is the **Settlement Statement** type selected.	The options for this field are **HUD, HUD GFE and Closing Disclosure.**

What You Do	**Comments**

NOTE: (1) New closing files default to the **Closing Disclosure** format when a **New** loan is inserted for the transaction. New closing files without a loan default to the two page **HUD-1**. The other option in the **Settlement Statement** drop down menu is **HUD-GFE**. (2) The **Settlement Statement** type should be selected *before* any information/data is entered in the **Settlement Statements** module. (3) Another way to switch between **Settlement Statement** types is by using **Format** on the menu bar while in the **Settlement Statements** module. (4) Switching the **Settlement Statement** type after entering data in the **Settlement Statements** module will result in **Settlement Statement** data being lost. (5) If the address that populates for your lender is incorrect, you must check the drop down arrow for **Street** and toggle to the correct address. If the correct address is not listed, go to the **Contacts** module for the lender and select the address tab. Click the **Insert** button to add a new address line. Close the **Contacts** module and re-open the **Closing File** module. You may now select the correct address from the drop down menu in the **Loan** tab.

9. Click the **Terms** tab.	The **Terms** tab is displayed.

10. Type **14583** in the **Loan No.** box.	This is the loan number given by the lender for this mortgage.
11. Click the **Purpose** arrow and select **Purchase existing home, previously occupied.**	The lender will supply you with this information.
12. Type **Fixed Rate** in the **Product** field**.**	The lender will supply you with this information.

What You Do	Comments
13. Type **3.5** in the **Interest Rate** box.	**NOTE:** (1) When the interest rate is added here, the Per Diem amount in Section F-3 (Pre-paid Interest) of the **Closing Disclosure** is automatically calculated. (2) For the interest rate to display as required on the **Closing Disclosure Settlement Statement**, the interest rate must be entered on the **Terms** tab of the **Closing File** module.
14. Click the **Payment Interval** arrow and select **Monthly.**	The lender will supply you with this information.
15. Type **360** in the **# of payments** box.	The lender will supply you with this information.
16. In the **Days/Year** section, click **365.**	The lender will supply you with this information.

NOTE: Mtg. Ins. Sched. Termination Date is exclusively used for a loan transaction that requires mortgage insurance.

NOTE: Prop.Val. Method and **Prop. Val. Amount** are exclusively used for a refinance transaction.

NOTE: Loan Approval Due Date and **Loan Approval** checkbox are used to track the days left in the loan approval period. Enter the Loan Approval Period listed on the real estate contract. A **Closing File By Loan Approval** report is available in the **Reports** module. Once the loan is approved, checking the **Loan Approval** checkbox will remove the closing file from reflecting on the **Closing File By Loan Approval** report.

What You Do	Comments

NOTE: **Exempt From Intangible Tax** is used for loan transactions that do not require intangible taxes to be paid on the loan.   i.e. (Credit Union loans)

NOTE: **Reverse Mortgage** checkbox is used when the loan is a reverse mortgage. The appropriate compliance items will be reflected on page 3 of the GFE HUD.

Adding The Payoff Lender - Existing Contact

What You Do	Comments
1. Click anywhere in the top half of the window.	The **Insert** button is enabled.
2. On the secondary toolbar, click the **Insert** button.	The **Select Lender** window is displayed.
3. Select **First Eastern Bank** and click **OK**.	The **Select Lender** window is closed and the **Loan** tab is displayed with **First Eastern Bank** added to the closing file.
4. Click the **Status** box and select **Payoff**.	This selection will denote a payoff of the seller's mortgage. The **Type** defaults to **Unknown** and can be changed.
5. Click the **Priority** box and select **First**.	This will denote a payoff of the seller's first mortgage. *NOTE:* The **Original Loan Amount** does not apply to the payoff amount. The payoff amount must be entered in the **Settlement Statement** module. The **Original Loan Amount** field is used if preparing a Satisfaction of Mortgage.

What You Do	Comments

Viewing The Participants/Selecting Referrals

What You Do	Comments
1. Click the **Participant** tab.	The **Participant** tab is displayed. The **Lenders** and **Buyer's Broker** are displayed with their previously added addresses, phone numbers, email and license. The Buyer and Seller are assumed participants and their names do not appear. Participants that need to be referenced in the **Contact Information** table listed on Page 5 of the **Closing Disclosure** must be added in the **Participant** tab and the **Type** must be assigned. The default **Type** is **Third Party. Third Party** will NOT populate into the **Contact Information** table. The information with the **Type (i.e. Buyer's Agent, Buyer's Broker, Seller's Agent, Seller's Broker, Loan Officer and Mortgage Broker)** selected will be auto populated in the **Closing Disclosure.** The Settlement Agent populates from the **Closing Agent** tab in the **Closing File Module**. Select the name and click the **Individual** button to display the employee(s) of the company. To display an employee's name on the **Participant** tab, select the name and click **OK**. If the employee associated with this transaction is not displayed, click the **New** button. Click **Cancel** if you are only viewing the information. To add another **Participant**, click the **Insert** button on the secondary toolbar. To change the **Type** of participant, click the drop down and make the selection.

What You Do	Comments
2. Click the **Referral** box for **Realty Company, Inc**.	This shows the closing was referred to you by **Realty Company, Inc.** and is copied to the **Referral** report. ***NOTE:*** **Realty Company, Inc.** is already identified as the **Buyer's Broker** in the **Type** column.

3. Click the **Individual** button for **Realty Company, Inc**.	This displays the employees of **Realty Company, Inc.**

4. Select **Rick W. Robertson** and click the **OK** button.	This adds **Rick W. Robertson** as a participant. Rick's role type is automatically added.

What You Do	Comments
5. Click on **Bank of Florida** and then click the **Individual** button.	This displays the employees of **Bank of Florida.**
6. Select **Thomas Price** and click the **OK** button.	This adds **Thomas Price** as a participant. Thomas's role type is automatically added.
7. [insert icon] On the secondary toolbar, click the **Insert** button.	The **Select Participant** window is displayed.
8. Click the **Contact Type** down arrow and select **Corporation.**	
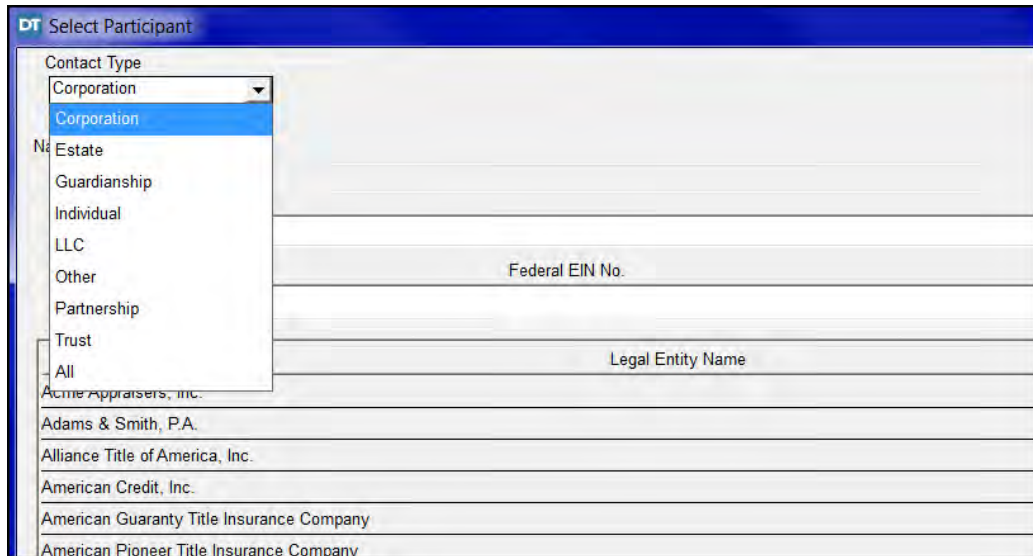
9. Type **Better Homes, Inc.** in the **Name** box and click the **OK** button.	This adds **Better Homes, Inc.** as a participant.

What You Do	Comments

10. Click the **Type** down arrow for **Better Homes, Inc.** and select **Seller's Broker.**

11. Click the **Individual** button for **Better Homes, Inc**.

This displays the employees of **Better Homes, Inc.**

12. Select **George Bigfoot** and click the **OK** button.

This adds **George Bigfoot** as a participant. George's role type is automatically added.

What You Do	Comments

NOTE: When a participant is highlighted in blue on the top part of the window you may add address, phone, email and license information for the participant by selecting the appropriate tab in the bottom half of the window. Contact information may also be entered in the **Contacts** module. This information will display on the **Contact Information** table on Page 5 of the **Closing Disclosure**.

Viewing The Closing Agent, Title Agent, And Prepared By

What You Do	Comments
1. Click the **Closing Agent** tab and select **Beth Cullum** from the **Closer** down arrow.	The **Closing Agent** tab is displayed. The **Company** defaults to **Richard P. Bruce, Esq**. This information, along with the address and phone number, were previously entered in DoubleTime by selecting **Preferences > User Settings** from the menu bar. The **Title** for **Beth Cullum** was previously selected in the **Contacts** module.

What You Do	Comments
2. Click the **CD Settlement Agent Contact** down arrow and select **Richard P. Bruce**.	This identifies the person to be listed as the **Settlement Agent** contact on the **Contact Information** table on page 5 of the **Closing Disclosure**. If the **CD Settlement Agent Contact** is set to **(None)**, the **Closer** selection will be used on the **Contact Information** table on page 5 of the **Closing Disclosure**. The employees associated with your Closing Agent contact are listed in the drop down menu of the **CD Settlement Agent Contact**.

3. Click the **Title Agent** tab and verify **Richard P. Bruce** as the **Signatory**.	The **Title Agent** tab is displayed. The **Company** defaults to **Richard P. Bruce, Esq**. This identifies the person to sign the commitment & policies.

What You Do	Comments
4. Verify **Old Republic National Title Insurance Company/ ATFS** as the **Underwriter**.	This is the underwriter used for this closing. The underwriter information was previously selected in **Preferences/User Settings**. *NOTE:* Additional underwriters can be added in the **Contacts** module.
5. Click the **Prepared By** tab and verify **Richard P. Bruce** as the **Individual**.	The **Prepared By** tab is displayed. The **Company** defaults to **Richard P. Bruce, Esq**. This identifies the person preparing the documents. The information will appear on recordable documents in the **Prepared By** and **Return to** sections. *NOTE:* If you are not changing the selections previously made in **Preferences/User Settings**, accessing the **Closing Agent**, **Title Agent**, and **Prepared By** tabs is not required.
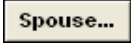
Printing A Closing File Worksheet

What You Do	Comments
1. [printer icon] On the secondary toolbar, click the **Print** button.	The **Print Options** window is displayed with **All** pages selected and **Number of copies** is defaulted to 1.
2. Click **OK.**	The **Closing File Worksheet** is printed for the active closing file.
3. [door icon] On the secondary toolbar, click the **Close** button.	The **Closing File** module is closed. *NOTE:* A save is initiated each time a move is made to another tab. When closing a module, if a save has not been made, a message is displayed asking to save changes.

Tips

1. The **Signature/Notary** button can be selected from any tab after the **Buyer** and **Seller** tabs have been completed. You can select the number of witnesses for each signatory or signature block on documents, as well as the ability to select witness names. Notary format can also be established and previewed. Access to **Signature/Notary** button can also be made from the **Documents** module. (See the **Documents** module in this workbook for detailed instructions.)

2. To electronically generate a Closing Protection Letter, click the **CPL** button on the secondary toolbar. The **eSolutions Closing Protection Letter Delivery** window displays. Click **Next** and complete the requested information on each screen until the **View CPL** button is displayed. Click **View CPL** and the Closing Protection Letter will be available for printing or to be saved.

3. To close any module, click the **Close** button on the secondary toolbar, or click the DoubleTime button on the module title bar and choose Close.

4. To access another established closing file, click the **Switch Active Closing File** button on the main toolbar. In the **Closing File Selection** window, you can use the buyer and/or seller name boxes and/or the property boxes when browsing to locate an existing closing file. Click **Browse** to display the listing of files. Select the file and click **OK**. The selected file number is displayed in the title bar and is now available for any of the DoubleTime modules. *NOTE:* Be sure all modules are closed before clicking the **Switch Active Closing File** button.

5. To search for your file by lot, block, unit, or building number, click the **Property** tab, then the **Details** tab and add this information when you first establish the closing file.

6. To open the **Closing File** module for the active file, click the **Open Closing File** button on the main toolbar. An alternate way to open the **Closing File** module is to select **Modules** from the menu bar and choose **Closing File**. You can also use the shortcut, **Ctrl+O** from any window.

7. From the **Closing File** module, click the **Open** button on the secondary toolbar to display the **Closing File Selection** window. To view all existing file numbers, click **Browse**. To open an existing closing file, select the closing file and click **OK**, or you can type in the search criteria in the boxes and click **Browse** to find the file, then **OK.**

8. To add escrow accounts to the **Account No.** box on the **General** tab, select **Preferences** on the menu bar, and then choose **Account Maintenance**. Click the **Insert** button on the secondary toolbar and key in the necessary information. Click the **Close** button and click **Yes** to save the changes. To display the new account on the **General** tab of the **Closing File** module, click the **Refresh** button. Select the new account from the **Account No.** drop down list.

9.   `Spouse...`   To add a spouse in the **Buyer** or **Seller** tabs, click the **Spouse** button. Enter the mailing address only if it differs from the partner's address.

10. If you insert buyer or seller names on the **Buyer** or **Seller** tabs and do not include the tenancy in the **Name(s) with Status** box, a reminder message is displayed when you select another tab. Click **Yes** to display the **Insert Name Clause** window and select the tenancy phrase.

11. To change the spelling of a contact name, double-click the name, make your changes in the **Name Change** window, and click **OK**. The new name(s) and **Proposed Revisions** are displayed in the **Update** window. The names are updated automatically throughout the **Closing File** and **Contacts** modules.

12. To change the spelling of a lender name, select **Modules** on the menu bar and choose **Contacts**. The **Select Contact** window is displayed. Select the name you want to change and click **OK**. The **Contact** window for the selected name is displayed. Make the change(s), being sure to use capital letters where necessary, and click the **Save** button on the secondary toolbar. The **Update** window is displayed with the **New Name(s)** and the **Current Name(s)**. Click **OK** to make the change(s). The **Contact** window is displayed with the change(s). Click the **Close** button on the secondary toolbar to return to the **Closing File** module. Click the **Refresh** button to bring the change(s) into the closing file.

13. **ATIDS Integration** allows you to perform title searches using information that has been entered in your **Closing File**. You can also look up and store legal description information, search for and order prior policies, order hard copies of documents, view images of documents, and update title searches. See the **ATIDS Integration** section of this workbook for detailed information.

14. If the **Property Selection for Closing File** does not contain an existing property you will be using for multiple files, click the **Master Property** button to add the property to the DoubleTime database. This will make the property information available as a selection for any new closing file.

15. [icon] To insert a degree symbol (°) in a legal description on the **Property** tab, click the **Insert Degree Symbol** button. You can also use the keystroke of Control+Shift+the letter "o".

16. [icon] To delete a field and the associated information, click the **Delete** button.

17. [icon] To check the spelling of a legal description on the **Legal** tab, click the **Spell Check** button on the secondary toolbar. The **Spell Check** button is also available for the **Usage**, **Remarks**, and **Declaration** tabs.

18. If the lists in the **Closing Agent**, **Title Agent**, and **Prepared By** tabs do not include the names you want, exit the **Closing File** module and use the **Contacts** module to add them.

19. If changes are made to the sales price and/or loan amount in the **Closing File** module after the **Commitment** has been prepared, the **Update Sales Price** (and/or **Update Loan Amount**) window is displayed. Modules that are affected are displayed, showing the item, and the old and new amounts. A check mark is displayed in the modules that have previously been accessed. Unchecked boxes with an exclamation point (**!**) will not change to the new amount unless you place a check mark in the box.

20. An alternative to the **Refresh** button [icon] is to press the **CTRL + R** keys to refresh the on-screen information.

21. When searching for individual contacts, you can scroll down the list by first and last names or by first names only.

22. Users can create a **Master Property** within the **Closing File** module using the [icon] **Create Master Property** button on the secondary toolbar. Exception clauses added in the **Commitment** or **Policy** modules can also be exported into a **Master Property**, eliminating the need to copy and paste text or re-enter information.

23. Use the **Clause Library** button [icon] on the secondary toolbar to pull in a standard legal description on the **Property** tab in the **Closing File** module.

Frequently Asked Questions

Question	Answer
1. How do I add buyer/seller names to a closing file?	Add buyer and seller names to a closing file by clicking the **Insert** button on the **Buyer** and **Seller** tabs in the **Closing File** module. Or, you can add buyer and seller names in the **Contacts** module and select them to be included in the **Closing File** module.
2. How do I add a second mortgage loan for the buyer?	Click the **Insert** button on the **Loan** tab to add another mortgage for the buyer. Select **New** as the **Status**, **Second** as the **Priority**, and the appropriate **Type** for the secondary mortgage. DoubleTime then displays check boxes allowing you the option to create a separate Settlement Statement and/or Commitment for the second loan.
3. How do I add an "also known as" to a buyer and/or seller name?	Open the **Closing File** module and select the **Buyer** or **Seller** tab. Go to the **Name(s) with Status** box and type "also known as" followed by the alias. *NOTE:* If you include an alias in the **Name(s) with Status** box, the alias will appear on the Settlement Statement, the commitment, and most other documents.
4. How do I delete an address?	Open the **Contacts** module and select the appropriate contact. Click the **Address** tab and select the address you want to delete. Click the **Delete** button. Save the change. To eliminate a duplicate address on the documents when you add the mailing address for the spouse, select **No** to adding a different address when choosing Add Contact.
5. How do I change the spouse listed for the seller or buyer?	Open the **Contacts** module and select the husband or wife. Select **File**, then **Break Relation**. Click **Yes**. Return to the **Closing File** module and delete the wrong spouse. Then click the spouse button to add the correct spouse.

Question	Answer
6. How do I insert signatories to the **Signature/Notary** box?	For a partnership with a corporate partner, go to **Contacts** and select **Partnership** as the **Contact Type.** On the **Partners** tab, click the **Legal Entities** section and insert the corporate partner. Then click below to select the individual from the corporation on the **Select Signatory** window.
7. How do I print a list of the parties involved in my transaction?	**Click** the **Print** button in the **Closing File** module to print a worksheet listing the key contact information for your closing file. *NOTE:* You can enter additional parties on the **Participants** tab in the **Closing File** module. Click the **Insert** button to add a new participant and set the **Type** to a selection other than Third Party. (Third parties will not print on the worksheet.)
8. How do I change the lender?	In the **Closing File** module, click the **Loan** tab, select the correct loan, and either double-click the Lender name or click the **Update Lender** button. Add or choose a different lender from the **Search Contact** window.
9. How do I find a closing file with only a legal description?	Select the **Switch Active Closing File** button, type the subdivision or condominium name and click **Browse**. Or, if you have previously entered the lot, block, unit or building numbers on the **Property/Details** tab in the **Closing File** module, you can search those numbers.
10. How do I change a closing file number, when I've already entered it in a file?	Simply type over the existing number and save the file. However, the file cannot be changed once an electronic policy jacket has been received or the **Balance Sheet** has been posted to the **Escrow Transaction Management** module.
11. How do I add a new employee to an existing firm?	Open the **Contacts** module and select the firm. Add the person as an employee of the firm. Save the changes.

Question	Answer
12. How do I view the service providers involved in a closing transaction?	Go to the **Participants** tab of the **Closing File** module to view all the service providers involved in a closing transaction. Click the **Insert** button to add attorneys, law firms, real estate agents, brokers, mortgage brokers and their companies, loan officers, and third parties to the **Closing File**. Associate a company with an individual by adding an individual to the file.
13. Why are my contacts not populating on the **Contact Information** table on page 5 of the **Closing Disclosure?**	

1) You need to associate the contact with the file by adding them in the **Closing File** module on the **Participant** tab.

    a. Remember that each column on the contact table has 2 entries.

       - The first entry is the company. This pulls in the company name, address and the company license information.

       - The second entry is the actual contact for the company. This pulls in the contact name, contact license information, contact email and contact phone number.

       - MAKE SURE THAT you have selected the correct role type for your contact using the drop down selection for the second column name **Type**. Below are the correct types that should be used.
  - **Lender and Loan Officer**
  - **Mortgage Broker Company and a Mortgage Broker**
  - **Buyer Broker and a Buyer Agent**
  - **Seller Broker and a Seller Agent**

Question	Answer

2) The **Settlement Agent** information is associated with the **Contact Information** table from the **Closing File** module on the **Closing Agent** tab.

    - The contact for the **Settlement Agent** is populated from the **CD Settlement Agent Contact** drop down field. The contact card in the **Contacts** module for this person will pull in the contact name, contact license information, contact email and contact phone number.

3) If you have completed steps 1 and 2 above and your contact is still not visible in the **Contact Information** table on page 5, you can right click with your mouse on the dark grey field that populates the company names. A small window appears and shows the words **Add** and **Delete**. Click on the **Add** and the **Select Contact** window opens. It lists contacts that have been associated with the file but have not yet been added to the Contact Information table. Highlight the entry that you are adding and click the **OK** button. The contact is added to your table. Repeat step 3 if more than one contact needs to be added.

Commitment Module

Concept

The **Commitment** module is used to select information to be printed on the title insurance commitment. Information from the **Closing File** module is copied to the **Commitment** module. The commitment is printed in the **Documents** module and attached to the title insurance commitment jacket. After the title examination is complete, the title insurance commitment is prepared. It consists of:

- Schedule A – proposed insured information
- Schedule B-I – requirements
- Schedule B-II – exceptions.

Standard and User-Defined Clauses can be inserted in the **Requirements** and **Exceptions** tabs for the commitment. Information from the **Commitment** module is copied to the **Premium Calculation (Rating)** and the **Policy** modules. Commitment jackets can be requested electronically and then printed in the **Documents** module. For more information, please see **OnDemand Videos** in DoubleTime **Help**.

Objective

The objective of this lesson is to show you how to enter the gathered information necessary for preparing a commitment.

Preparing A Title Insurance Commitment

In this session, you will create a title insurance commitment for your closing file.

What You Do	Comments
1. Click the **Commitment** button on the main toolbar.	The **Title Insurance Commitment** window is displayed. The **Commitment Type** and **Template** defaults to **FUND Commitment (CF6R)**; **Signatory** to **Richard P. Bruce**, and **Issue Date** to today's date. These are editable fields.

What You Do	**Comments**
	Depending on the underwriter selected, the **Commitment No.** box may or may not be displayed. For underwriters such as Old Republic National Title Insurance Company/ ATFS, the field will not be displayed because its commitment jackets are not serialized. For underwriters whose commitment jackets are serialized, the **Commitment No.** box will contain a list of unused commitment numbers previously entered in DoubleTime. Scroll down if necessary to select the correct number. Selecting a commitment number associates a paper serialized jacket to this closing file. *NOTE:* Form numbers are entered by selecting **Modules > Serialized Forms > Create Forms Inventory** from the main menu.

DT Title Insurance Commitment - Glenn To Thomas

General | Owner | Mortgagee | Endorse Policy | Requirements | Exceptions | Endorse Commitment

Commitment Type | Commitment (CF6R)
Template | Fund Commitment (CF6R) | Standard
Signatory | Richard P. Bruce
Underwriter | Old Republic National Title Insurance Company / ATFS
Effective Date | 00/00/00 | at | 11:00 PM | Issue Date | 02/15/18
Type of Estate | Fee Simple | Revision Number

| 2. Type **0302(current year)** in the **Effective Date** box. | This reflects the date through which title was searched and examined. *NOTE:* The time defaults to **11:00 PM**. You must press the **Tab** key to access this field if the time needs to be changed. The **Issue Date** is the date the commitment was prepared. The **Issue Date** defaults to today's date and can be changed. The **Type of Estate** defaults to **Fee Simple**. **Leasehold** is an option in the drop down box. *NOTE:* A **Revision Number** field is available and the data will be displayed in the commitment header section. If a commitment is revised, each revision number should be reflected in this field. |

What You Do	Comments
3. Click the **Owner** tab.	The **Owner** tab is displayed.
4. Click the **Policy Required** check box.	A check mark is displayed in the box, indicating that an owner policy is required. The **Policy Type** defaults to **Owner Policy (OF6)** and **Template** defaults to **FUND 06 Owner's Policy (OF6)**. The contract sales price and the buyer information are carried over from the **Closing File** module. Editing the name here is only effective in the **Title Insurance Commitment** and **Policy** modules.

5. Click the **Mortgagee** tab.	The **Mortgagee** tab is displayed. The **Lender** defaults to Bank of Florida with a **Priority** of 1st and a **Loan Amount** of $180,000. This information is carried over from the **Closing File** module.
6. Click the **Policy Required** check box.	A check mark is displayed in the box, indicating that a mortgagee policy is required. The amount of insurance and the lender name are carried over from the **Closing File** module. The **Policy Type** defaults to **Mortgagee Policy (MF6)** and **Template** defaults to **FUND 06 Mortgagee Policy (MF6)**.

What You Do	Comments

7. In the **Name of Insured** box, place the cursor at the end of **Bank of Florida**. Ensure that **Bank of Florida** is not highlighted in blue.

The initial click within this box activates the cursor. A second click after Bank of Florida is necessary to activate its proper location, to include the additional information required by the lender.

8. ▦ Click the **Clause Library** button on the secondary toolbar.

The **Clause Library** window is displayed with **Clause Titles** and **Clause Text**. The **Clause Type** defaults to **Lender Name** and **All Clauses** are automatically selected. When a **Clause Title** is selected, the clause text is displayed in the **Clause Text** box.

9. Click on **Conventional** under **Clause Title** and click **OK**.

The **Clause Library** window is closed and the **Conventional Clause** is added to the Bank of Florida. This information is editable.

What You Do	Comments

Selecting Endorsements

What You Do	Comments
1. Click the **Endorse Policy** tab.	The **Endorse Policy** tab is displayed. The selected policy types are displayed with the **Mortgagee Policy (MF6)** automatically highlighted. The **Policy Endorsements** available for selection are displayed on the bottom half of the screen. ***NOTE:*** Use the scroll bar on the right side to view all available endorsements.

What You Do	Comments
2. Click the **06 ALTA 5.1 PUD** check box.	A check mark is displayed, denoting the selection.
3. Click the **06 ALTA 8.1 Environmental Protection Lien** check box.	A check mark is displayed, denoting the selection.
4. Click the **06 ALTA 9 REM** check box.	A check mark is displayed, denoting the selection. *NOTE:* If endorsements are required for the owner policy, select the policy type for **Owner Policy (OF6)** to display the selections available.

Adding Requirement Clauses To The Commitment

What You Do	Comments
1. Click the **Requirements** tab.	The **Requirements** tab is displayed. Requirements **No.1, 2 & 3** of Schedule B-I are standard on all commitments and are not displayed, but will print on Schedule B-I of your commitment. The **Recording Requirements** defaults to **No. 4**.

What You Do	**Comments**

Title Insurance Commitment - Glenn To Thomas

General | Owner | Mortgagee | Endorse Policy | **Requirements** | Exceptions | Endorse Commitment

Recording Requirements

No.	Text
4	A. Warranty Deed from Peter R. Glenn and Linda Glenn, husband and wife, to Susan S. Thomas, a single woman. B. Mortgage from Susan S. Thomas, a single woman, to Bank of Florida in the amount of $180,000.00. C. Satisfaction of the mortgage from Peter R. Glenn and Linda Glenn, husband and wife, to First Florida Bank dated *** and recorded in O.R. Book ***, Page ***, Public Records of Orange County, Florida

Other Requirements

No.	Text

2. View the requirements defaulted in line numbers 4A, 4B, and 4C.

The warranty deed, mortgage, and satisfaction requirements are created from information entered in the **Closing File** module and can be edited in the **Text** box.

You can click the **Clause Library** button to replace or add to the existing requirements.

3. Replace the groups of asterisks in the Satisfaction clause on line 4C with the information below:
   August 25, 1995
   4942
   3929

The clause defaults to **Orange County**, as identified in the **Master Property** module for Southern Acres Subdivision. This is the date and O.R. Book and Page number of the mortgage to First Eastern Bank. When completed, requirement number 4C looks as follows.

Recording Requirements

No.	Text
4	A. Warranty Deed from Peter R. Glenn and Linda Glenn, husband and wife, to Susan S. Thomas, a single woman. B. Mortgage from Susan S. Thomas, a single woman, to Bank of Florida in the amount of $180,000.00. C. Satisfaction of the mortgage from Peter R. Glenn and Linda Glenn, husband and wife, to First Florida Bank dated August 25, 1995 and recorded in O.R. Book 4942, Page 3929, Public Records of Orange County, Florida.

4. On the secondary toolbar, click the **Insert** button.

A **Text** box for requirement **No. 5** is created and located in the **Other Requirements** section. The cursor is active in this **Text** box.

What You Do	Comments
5. ▦ On the secondary toolbar, click the **Clause Library** button.	The **Clause Library** window is displayed with clause titles and text. The **Clause Type** defaults to **Requirement** and the **All Clauses** button is automatically selected. The clauses are listed in alphabetical order by clause title. *NOTE:* The clauses can be sorted numerically by clicking the **Reference Id**.

DT Clause Library   X

Search
☐ Reference ID
☑ Clause Title   ○ Begins with   Clause Type: [Requirement ▼]   ○ Standard Clauses
☑ Clause Text   ● Contains   ○ User Defined Clauses
                                                                                ● All Clauses
[   ]

Reference Id	Clause Title	Clause Type
I-16	Agreements for Deed	Requirement
GR-37	Approval of Fund Underwriting Counsel	Requirement
GR-14.11	Bankruptcy: Abandonment	Requirement
GR-14.7.2	Bankruptcy: Affidavit Confirming Review	Requirement
GR-14.10.2	Bankruptcy: Affidavit from Seller	Requirement
GR-14.12	Bankruptcy: Constructive Abandonment	Requirement
GR-14.8	Bankruptcy: Elimination of Judgment Liens on Homestead	Requirement
GR-14.9	Bankruptcy: Non-Identity	Requirement
GR-14.4.2	Bankruptcy: Proof of Notice	Requirement
GR-14.1.1	Bankruptcy: Property Scheduled and Notification	Requirement

Clause Text

Agreement for Deed from ***, vendor(s), to ***, the proposed insured vendee(s).

[OK]   [Cancel]   [New]

What You Do	Comments
6. In the search field at the top left window, type **marriage.**	The clauses related to marriage display.
7. Select the clause titled **GR-4.2 Judgments and Other Nonconsensual (Nonvoluntary) Liens: Continuous Marriage Affidavit.**	

What You Do	Comments
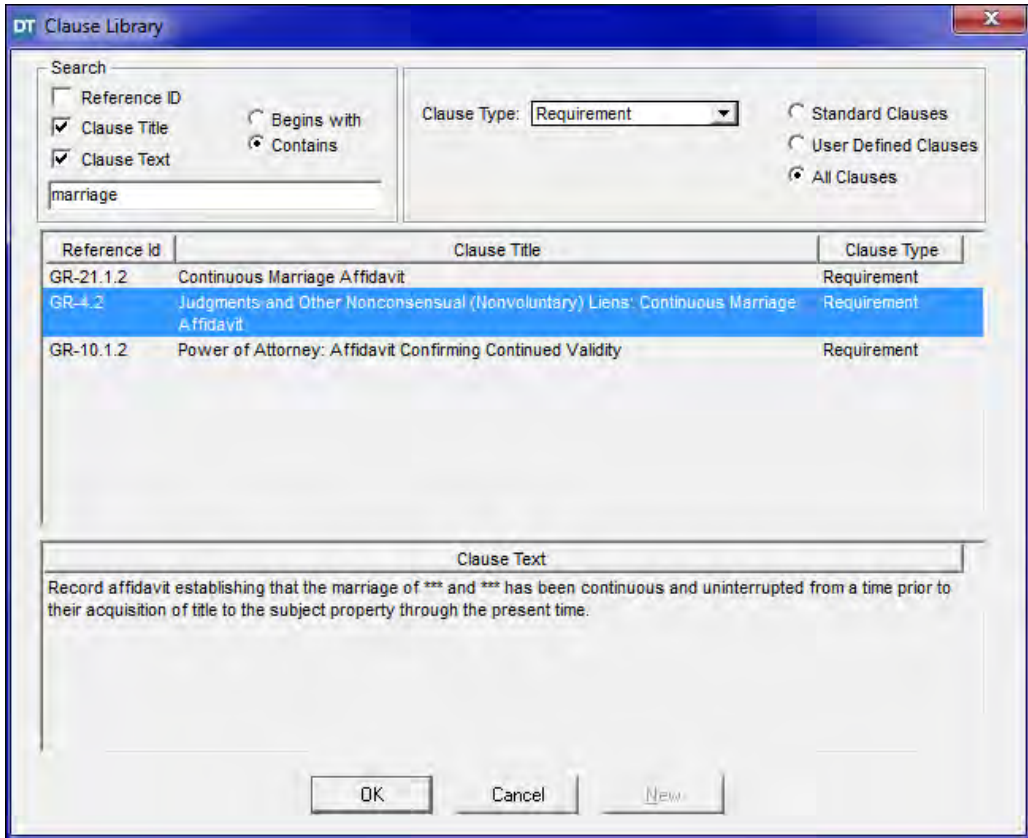
8. Click **OK**.

The **Clause Library** window is closed and the **Requirements** tab is displayed. The selected clause is added as **Requirement No. 5**. *NOTE:* Click the **Insert** button to create additional numbered requirements. You can insert clauses from the **Clause Library**, or type the information in the **Text** box.
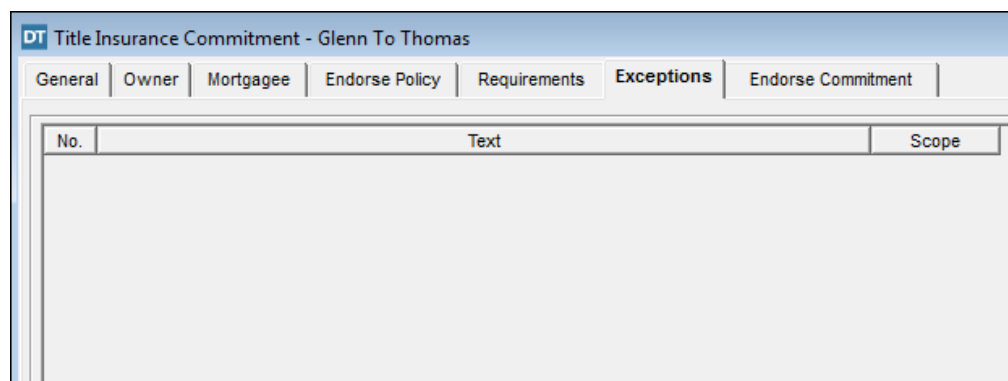
9. In the Continuous Marriage Affidavit clause, replace the groups of asterisks with the following text:
Peter R. Glenn
Linda Glenn

See below for the completed clause.

What You Do	Comments

Other Requirements

No.	Text
5	Record affidavit establishing that the marriage of Peter R. Glenn and Linda Glenn has been continuous and uninterrupted from a time prior to their acquisition of title to the subject property through the present time.

Viewing Or Adding Exceptions

What You Do	Comments
1. Click the **Exceptions** tab.	The **Exceptions** tab is displayed.

DT Title Insurance Commitment - Glenn To Thomas

| General | Owner | Mortgagee | Endorse Policy | Requirements | Exceptions | Endorse Commitment |

No.	Text	Scope

NOTE: Click the **Insert** button to create numbered exceptions. You can insert clauses from the **Clause Library**, or type the information in the **Text** box.

NOTE: The **Multiple Clause Import** feature allows you to import clauses from a word processing application and enter them as **Requirements** or **Exceptions** in the **Commitment** module, as well as in the **Owner** and **Mortgagee Exceptions** tab in the **Policy** module. From the **Edit** menu, select either **Paste Clauses** from **Clipboard** or **Import Clauses** from **Text File**, whichever applies.

2. Minimize **DoubleTime.**

| 3. On your desktop, doubleclick on the **Microsoft Word®** document named **DT Exceptions for Glenn Sale**.	The **DT Exceptions for Glenn Sale** document is displayed. *NOTE:* Any Windows based word processor can be used to copy documents and place them within DoubleTime.

What You Do	**Comments**
4. Hold down the **Ctrl** button on the keyboard and then click on the letter **A.**	The entire document is selected.
5. Hold down the **Ctrl** button on the keyboard and then click on the letter **C.**	All of the document content is copied to the clipboard.
6. On the **Microsoft Word®** menu bar, click **File** and select **Exit.**	The **Microsoft Word®** program closes and the desktop is displayed.
7. Maximize **DoubleTime**.	The **DT Exceptions for Glenn Sale** window is re-displayed.
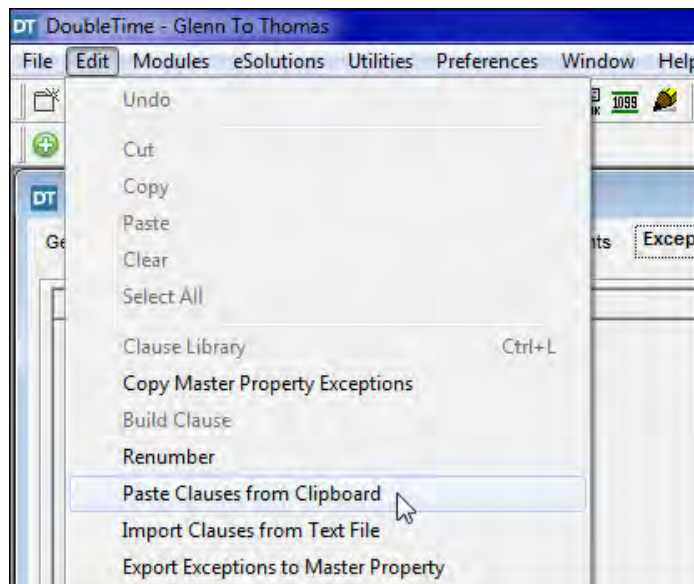
8. Select **Edit > Paste Clauses from Clipboard** from the menu bar.	The **Paste Clauses from Clipboard** message is displayed.

What You Do	Comments
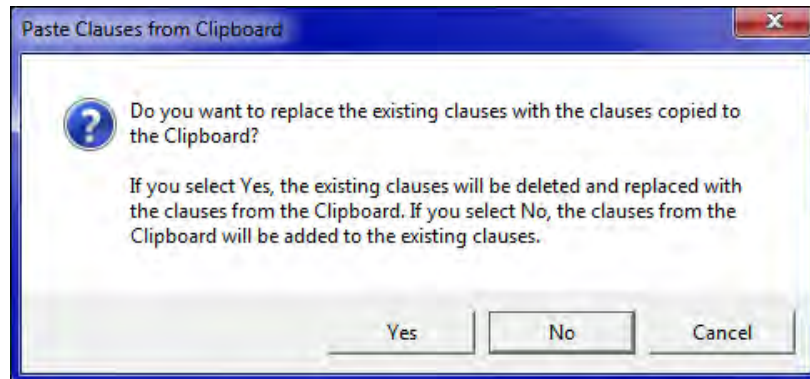
9. Click **Yes**.

The **Paste Clauses from Clipboard** window is closed and the **Exceptions** tab is displayed.

Exceptions 1 through 3 of Schedule B-II are standard and are not displayed, but will print on Schedule B-II of your commitment. Exceptions 4 through 6 are copied from the clipboard.

The **Scope** check boxes are automatically selected, denoting the exceptions will be copied to the **Title Insurance Policy** module. To prevent an exception from being copied to a particular policy, click the appropriate box to remove the check mark.

Endorse Commitment Tab

What You Do	Comments
1. Click the **Endorse Commitment** tab.	The **Endorse Commitment** tab is displayed.

NOTE: There are two ways to re-issue a Title Insurance Commitment after revisions have been made.

1) The **Endorse Commitment** tab is used to create a **General Endorsement** to the Title Insurance Commitment if changes need to be made after the Title Insurance Commitment has been issued. The **General Endorsement** is printed in the **Documents** module.

- OR -

2) You may also use the **Revision Number** field in the header on Schedule A of the **CF6R**. If a Title Insurance Commitment is revised, each revision number should be reflected in this field.

For additional information see *The Fund Concept* article *Introducing the New 2016 ALTA Commitment* by *Jalinda B. (Jay) Davis* in the May 2017 issue for guidelines.

Requesting A Jacket Electronically

What You Do	Comments
1. [FUND icon] Click the **Commitment Jacket Request** button on the secondary toolbar.	You may only request Commitment Jackets electronically if you are writing on Old Republic National Title Insurance Company through Attorneys' Title Fund Services, LLC. The **eSolutions Commitment Request** window opens. Type the appropriate information in the **FundNet User ID** and **FundNet Password** boxes.

|	
2. Click **Next**.	The billing address for this transaction is displayed. If only one address is available for your office, the address is displayed as the default.

What You Do	Comments

3. Click **Next**.

The **eSolutions Commitment Request** window opens. A connection with Attorneys' Title Fund Services, LLC is established. Once a commitment request is finished the message field will update that the jacket request completed successfully. The commitment and jacket are now available to print in the **Documents** module.

What You Do	Comments
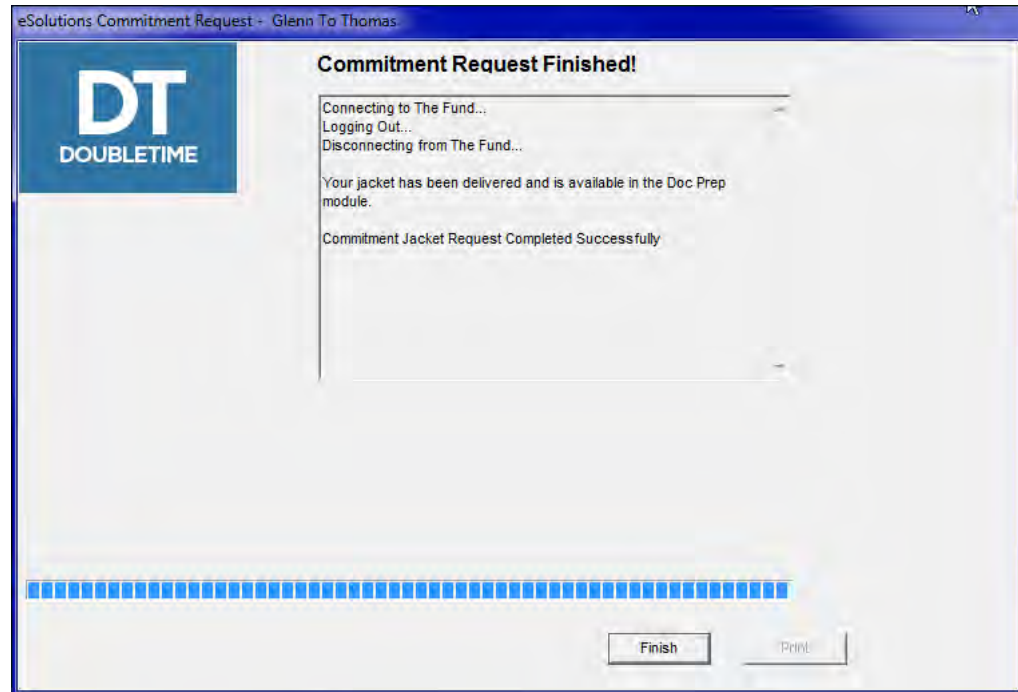
4. Click **Finish**.

5. Click [icon] **Close** on the secondary toolbar.

The **Commitment** module closes.

Tips

1. An alternate way to open the **Title Insurance Commitment** module is to select **Modules > Title Insurance > Commitment** from the menu bar, or press **Ctrl + Alt + C**.

2. If the property information has not been entered in the **Master Property** module, use the **Insert** and **Clause Library** buttons on the secondary toolbar to select and add appropriate exceptions.

3. To create **User-Defined Clauses**, select **Modules > Clause Library Maintenance** from the menu bar.

4. To issue an endorsement to the commitment, use the **Endorse Commitment** tab.

5. Use the **Copy Master Property Exceptions** to add or replace existing exceptions from the **Master Property** module.

6. Use the **Build Clauses** button to update changes made in the **Closing File** module (for example, changes to the lender name) that affect the **Owner**, **Mortgagee**, and/or **Requirements** tab.

7. Use the **Automatic Renumber** button to keep remaining paragraph numbers in sequence when you delete paragraphs.

8. To return a paper serialized form to inventory after associating it to a file, select **Modules > Serialized Forms > Forms Tracking** from the menu bar, and change the status to **Received**. It is then available for selection with another file.

9. The **Multiple Clause Import** feature allows you to import clauses from a word processing application and enter them as **Requirements** or **Exceptions** in the **Commitment** module, as well as in the **Owner** and **Mortgagee Exceptions** tab in the **Policy** module. From the **Edit** menu, select either **Paste Clauses** from **Clipboard** or **Import Clauses** from **Text File**, whichever applies.

10. An alternate way to open the **Clause Library** is to press **Ctrl + L.**

11. To request a commitment jacket electronically for an ORNTIC/ATIF closing, users must first set up in www.thefund.com through their office FundNet Administrator as well as in **Preferences> User Settings**.

12. If issuing a **Mortgagee Short Form Policy (SF6)**, remember to change the template selection type.

Frequently Asked Questions

Question	Answer
1. How do I pull buyer names into the commitment requirements?	Verify that the buyer names have been added on the **Buyer** tab in the **Closing File** module. Click the **Build Recording Requirements Clause** button. *Warning***:** Any changes previously made to the second requirement will be lost. The entire second requirement clause will be rebuilt.

Question	Answer
2. How do I renumber exceptions in the **Title Insurance Commitment** module?	Insert the exceptions at the end of the list. With the **Automatic Renumber** button off, change the exception's number. For example, to change number 20 to number 10, simply insert number 10 in number 20's place. Then change the existing number 10 to 11. Click **Save**. All the requirements will renumber appropriately.
3. How do I put a form back in the Inventory?	Go to the **Forms Tracking** module. Go to the **Assignment/Form Status** tab of the **Forms Tracking** window. Set the **Form Status** to **Received**. Click **Save**. The form is back in the inventory.
4. Why isn't the title agent's address displayed on the commitment?	You added the agent's address as an address other than a mailing address. Return to the **Contacts** module and add a mailing address for the agent or change the existing address to mailing. Save your changes. Open the **Documents** module and select the commitment. If the **Documents** module is already open when you add the mailing address, click **Refresh** for the changes to take effect.
5. Why isn't the 4B requirement displayed on the commitment?	Verify that the loan information has been added on the **Loan** tab in the **Closing File** module. In the **Title Insurance Commitment** module, click the **Build Recording Requirements Clause** button to bring in the loan data.

Question	Answer
6. Why don't the buyers and sellers display on the commitment?	There are two possible reasons: (1) You haven't added text to the **Name(s) with Status** box in the **Closing File** module for the buyers or sellers. Open the **Closing File** module and select the **Buyer** or **Seller** tab. Click the **Insert Name Clause** button to add text for the buyers/sellers to these boxes and save. Return to the **Title Insurance - Commitment** module, click **Refresh** and then click **Rebuild Defaults**. (2) You opened the commitment before you filled in the **Name(s) with Status** boxes in the **Closing File** module. Click the **Owner** tab in the commitment. Click **Refresh**, then click **Rebuild Defaults**.
7. Why aren't the exceptions displayed in the **Commitment** module?	There are two possible reasons: (1) The property was added as a new property in the **Closing File** module/**Property** tab, instead of being selected from the existing **Master Property** list. (2) The **Master Property** was added after inserting the new property in **Closing File**. Go to the **Closing File** module/**Property** tab. Select the property and click **Delete** to remove it. Click **Insert** to open the **Master Property Selection** window. **Browse** to locate the property and select it. Click **OK** and save the **Closing File**. Go to the **Commitment** module **Exceptions** tab. Click **Copy Master Property Exceptions** and select **Add** to pull in the exceptions.

Question	Answer
8. How are the **Type of Estate** fields on Schedule A of the Commitment completed?	DoubleTime populates Paragraph 3 of Schedule A of the Commitment with the default language of **Fee Simple**. The default language is editable in the **Documents** module. *NOTE:* There is a **Type of Estate** drop down box on the **General** tab of the **Commitment** module which includes a choice between **Fee Simple** and **Leasehold**. The **Documents** module completes the fields on Schedule A based on the selection made in this drop down box.

<p style="text-align: center;">🖨️ **Documents Module - Print**</p>

Concept

The **Documents** module is used to prepare and print documents such as title commitments, title policies, deeds, affidavits, and bills of sale. You can select documents from the **Master Document Selection** list for each closing file and, if necessary, edit them. Documents can also be emailed using Outlook or Outlook Express or faxed from your personal computer. Customized documents can be created, and then related to each closing file. If you do not have Outlook or Outlook Express, documents can be saved, and then emailed using other email programs.

Objective

The objective of this lesson is to show you how to print the commitment schedules and jacket for this closing.

Printing Documents

What You Do	Comments
1. 🖨️ On the main toolbar, click the **Documents** button.	The **Closing Document Selection** window is displayed. The FUND Commitment (CF6R), FUND Commitment (CF6R) Jacket, FUND 06 Mortgagee Policy (MF6), and FUND 06 Owner's Policy (OF6) were previously selected in the **Title Insurance/Commitment** module. The Old Republic Privacy Notice is included in every file that includes a loan.
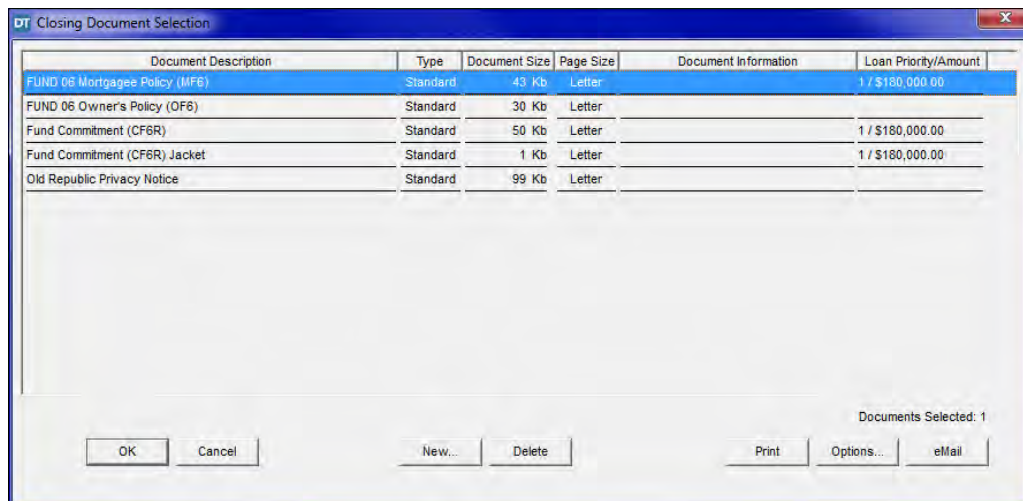
What You Do	Comments
2. Select **FUND Commitment (CF6R)** from the **Closing Document Selection** window.	
3. Click **OK**.	The **FUND Commitment (CF6R)** document is displayed. The gray-shaded areas indicate information that is carried over from other modules in DoubleTime.

Old Republic National Title Insurance Company

AMERICAN LAND TITLE ASSOCIATION
COMMITMENT

Schedule A

Transaction Identification Data for reference only:

Commitment Number:	Revision Number:	Issuing Office File Number:	Issuing Office:
Glenn To Thomas	None	Glenn To Thomas	8999

Property Address:	Loan ID Number:	ALTA Universal ID:	Issuing Agent:
1 Southern Place, Orlando, FL 32828	14583	None	Richard P. Bruce, Esq.

1. Commitment Date: March 2, 2018 @ 11:00 PM

2. Policy to be issued: Proposed Policy Amount:

    OWNER'S: ALTA Owner's Policy (6/17/06) (With Florida Modifications) $225,000.00

    Proposed Insured: Susan S. Thomas

    MORTGAGEE: ALTA Loan Policy (6/17/06) (With Florida Modifications) $180,000.00

    Proposed Insured: Bank of Florida, its successors and/or assigns as their interests may appear

3. The estate or interest in the Land described or referred to in this Commitment is Fee Simple. (Identify estate covered, i.e., fee, leasehold, etc.)

4. Title to the estate or interest in the Land is at the Commitment Date vested in:

    Peter R. Glenn and Linda Glenn, husband and wife

5. The Land is described as follows:

    Lot 4, Southern Acres Subdivision, according to the Plat thereof, recorded in Plat Book 31, Page 68, of the Public Records of Orange County, Florida.

                                                    OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

                                                    400 Second Avenue South, Minneapolis, Minnesota 55401, (612) 371-1111

                                                    _____
                                                    AUTHORIZED SIGNATORY
                                                    Richard P. Bruce
                                                    Attorney at Law

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions.

FORM CF6R SCH A (8/1/16)(With Florida Modifications)   Page 1 of 8
                                                    DoubleTime® 8.1

What You Do	**Comments**

CF6R Header

Transaction Identification Data Information	
Commitment Number:	If a commitment was ordered from The Fund through DoubleTime, the FUND Order number will be used. **The closing file number** will be used if a branch product was not ordered through DoubleTime.
Revision Number:	This field relates to the number of times the commitment is revised. The number of the latest revision to the commitment is inserted in this field. This field populates with data entered into the **Commitment** module > **General** tab. If no revision has been made, type the number zero (0) or if blank, the word "**None**" will automatically be displayed in this field.
Issuing Office File Number:	Closing file number to which the commitment relates. This reference may be identical to the "**Commitment Number**" when The Fund has not prepared the commitment.
Issuing Office:	The Fund member number.
Property Address:	Street address of the Land to be insured.
Loan ID Number:	The loan number provided by the insured lender. This field populates with data entered in the **Closing File > Loan** tab > **Terms** tab or **Loan Module > Classification** tab.
ALTA Universal ID:	The **ALTA Universal ID** number assigned to you. This field will populate with data entered in the **Contacts** module (**Issuing/Title Agent**). If left blank in the **Contacts** module, the word "**None**" will automatically be displayed in this field.
Issuing Agent:	The name of the issuing title agent (the attorney, firm or title company).

CF6R Footer

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FORM CF6R SCH. A (8/1/16)(With Florida Modifications)

Page 1 of 3

DoubleTime® 8.0

A footer, which includes the required language appears on every page of the **Commitment (CF6R)**. *NOTE:* If using an Exhibit "A" with the **Commitment (CF6R)**, it must also contain the footer statement. You can find the form in the **Documents** module named **Exhibit "A" Legal Description (CF6R)**.

The **Closing Document Selection** window is displayed.

4. On the secondary toolbar, click the **Open Document** button.

What You Do	Comments
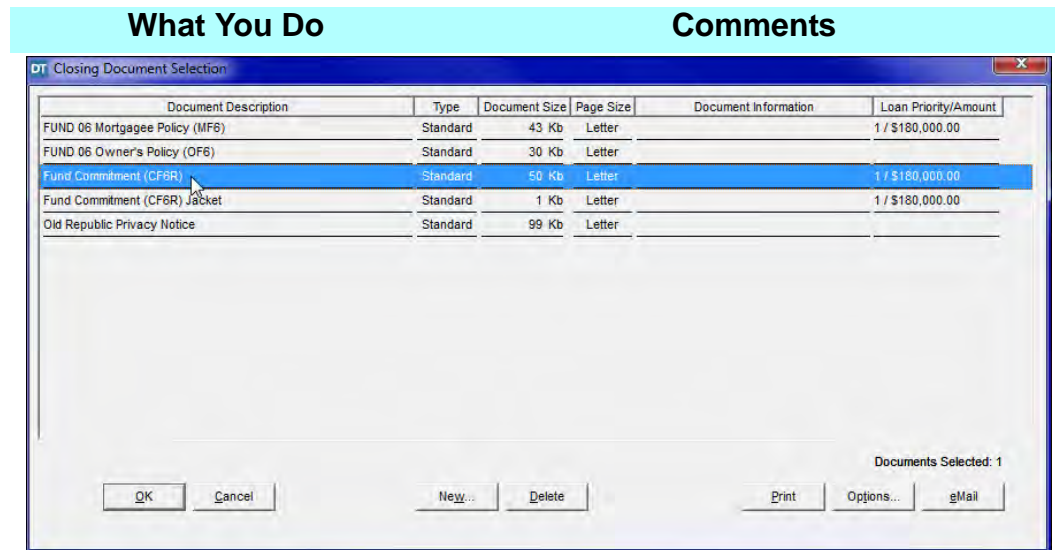
5. With **FUND Commitment (CF6R)** selected, press and hold the CTRL key and click **Fund Commitment Jacket (CF6R)**.

   NOTE: (1) Commitment jackets issued by Old Republic National Title Insurance Company are not serialized. Therefore, the Document Information field remains blank. (2) The Commitment jacket will not appear as an available document for selection and printing until after you have used the **eSolutions** feature to electronically request it.

6. Click **Print.**

   The Commitment Schedules and Commitment Jacket are printed.

7. Click **Cancel**.

   The **Documents** module is closed.

Tips

1. An alternate way to open the **Documents** module is to select **Modules** from the menu bar and choose **Documents**. You can also use the shortcut, **Ctrl+D** from any window.

2. To view a document, select the document from the **Closing Document Selection** window and click **OK**.

3. [ABC] Use **Spell Check** on the secondary toolbar to check the spelling of a displayed document.

4.   The **Signature/Notary** button allows you to select witness names as well as the number of witnesses for each signatory or signature block on a document. You can also establish and preview the Notary format.

5. Use the selections available in the **Insert** menu to insert page breaks and page numbers.

6. Use the **Edit** menu to add custom variables, notary information, and headers and footers.

7. Use the **Format** menu to format fonts, paragraphs, and tabs.

8. Select **Protect Document (Read Only)** from the **Tools** menu to prevent changes from being made to the open document.

9. An alternate way to select text for editing is to press and hold the SHIFT key and use the arrow keys. You can also press and hold the SHIFT key and press the END key to select text from the cursor position to the end of the line.

10. You can modify and save a custom document if it is currently opened in the **Documents** module. To save changes to the master custom document, select **File, Save As, Existing Master**.

11. To email a single document, open the document or click the **email** button on the **Closing Document Selection** window, then choose **eSolutions, email.** To select and email multiple documents, click the **email** button on the **Closing Document Selection** window. The email feature uses Outlook or Outlook Express only.

12. Fax documents by selecting **File, Print, Properties**, and then selecting the currently installed fax program on your personal computer.

13. Press **Ctrl + L** as an alternate way to open **Clause Library**.

14. Use **Tools > Regenerate Document** to restore a changed document.

15. When saving a document and to utilize the **Save-As** feature, follow these steps. While in the desired document, click on **File > Save-As > Document Image…** A window will appear and the **Save-in:** location will default to the location you selected in **User Preferences**.

Frequently Asked Questions

Question	Answer
1. How do I print documents from the **Documents** module?	Select the document in the **Closing Document Selection** window and click **Print**. To print more than one document at a time, press **Ctrl** and select all the documents you want to print. Click **Print**.
2. How do I save a document as a **New Master** document?	You can save and create custom master documents in **Preferences, Document Customization**. In the **Documents** module, select **File, Save As, New Master**. When the **Save as New Master** window is displayed, type a template name and click **OK**.
3. How do I print a commitment?	Open the **Documents** module, select the commitment, and click **Print**. If the commitment is not available as a selection, open the commitment in the **Title Insurance/Commitment** module. Click the **Save** button before you return to the **Documents** module.
4. How do I add documents for selection in the **Closing Document Selection** window for my closing file?	Open the **Documents** module. When the **Closing Document Selection** window is displayed, click **New**. Select the document(s), such as the warranty deed and other documents needed for the file, and click **OK.**

Question	Answer
5. Why isn't the document I want to print listed in the **Documents** module?	Here are some possible reasons: • You haven't created it. Commitments and policies need to be completed in the **Commitment** or **Policy** modules before they can be selected and printed in the **Documents** module. • If a general endorsement is not selected in the **Commitment** module, it will not be available to print in the **Documents** module. • The document you want to print is an endorsement to the **FUND 06 Mortgagee Policy (MF6)** and was automatically checked off in the **Commitment** or **Policy** module and will show as an issued endorsement on Schedule A of the issued policy. • The document must be printed from a different DoubleTime module. For example, the **Settlement Statement** is printed in the **Settlement Statements** module; the **1099-S** forms are printed in the **1099-S** module. • The document isn't in the DoubleTime database. DoubleTime includes commitment and policy documents for those items issued through The Fund, not those of other insurers. However, if you select a different underwriter in the **Closing File**, that name will be reflected on the commitment, policy, and endorsement forms. • If you changed the **Rating Type** in the **Closing File** module after creating the Title Commitment, DoubleTime removes the Title Commitment from the **Commitment Module** and deactivates the **Commitment Module.**

Question	Answer
6. What document contains language regarding condominium and homeowners' associations assessments dues?	The **Closing Statement Addendum** document includes this language, and the Tax Re-Proration and Disbursement Authorization language. The condominium language in the Addendum reads as follows: **HOMEOWNER'S/CONDOMINIUM ASSOCIATIONS:** *The Buyer(s) acknowledge(s) the existence of any homeowner's and/or condominium association(s) and is aware that monthly, quarterly, or annual maintenance assessments may be due to said association(s). Said association(s) may also have the authority to regulate and enforce community covenants and restrictions. The Buyer hereby acknowledges receipt of a copy of any association estoppel letters for the subject transaction.* You can modify the language for a specific closing, then save the document as a custom document.

![rate icon] Premium Calculation (Rating) Module

Concept

The **Premium Calculation (Rating)** module is used to calculate the rates and charged amounts for title insurance policies and endorsements. The amount to be sent to the underwriter is also calculated. This information is copied to the **Settlement Statements** module. Premium Calculation (Rating) is composed of four sections.

- **Closing File** displays the calculated rates based on the Sale Price and Loan Amount for a specific closing file and gives you the opportunity to adjust the charges.

- **Quote** calculates the rates for a title insurance quote to a client not associated with a closing file.

- **Electronic Delivery** of Fund policies can be done within the Premium Calculation (Rating) module. A request can be made within DoubleTime to have serialized form numbers delivered electronically. Forms can also be delivered to The Fund electronically. All rating types can be electronically submitted to The Fund, with the exception of Mortgage Modification. Mortgage Modification can not be delivered electronically. DoubleTime will submit policies, endorsements, and worksheet. Users will also have the ability to remit payment electronically during delivery.

- **Advanced Rating** includes Mortgage Modification and Substitution Loan rating. Rating type must be selected in the **Closing File Module.**

Objective

The objective of this lesson is to show you the calculated rates for your file for the owner and mortgagee policies and endorsements, and produce a Policy Rating Worksheet.

Premium Calculation For A Closing File

What You Do	Comments
1. ![rate icon] On the main toolbar, click the **Premium Calculation (Rating)** button.	The **Premium Calculation (Rating) – Closing File** window is displayed.

What You Do	Comments
	The **Agent** and **Underwriter** sections contain information previously entered in the **Closing File** module. The **Agent No.** was previously entered on the **Services** tab in the **Contacts** module.
	The **Rating Date** defaults to today's date and can be changed. **Rating Remarks** will appear on the Policy Rating Worksheet.

DT Premium Calculation (Rating) - Closing File No. Glenn To Thomas

General Information | Policies | Endorsements | Worksheet

Agent & Underwriter Information

State: FL   Agent: Richard P. Bruce, Esq.

Underwriter: Old Republic National Title Insurance Company

Agent No.: 8999

Underwriter Split Based On Amount
Agent Variable (Promulgated)

FF9/NSE (MP) Based on Amount
Agent Variable (Promulgated)

Rating Information

Type: Basic Rating
Rating Date: 02/14/18
Remittance Sent: ☐
1-4 Residential: ☑
Time Share: ☐

Rating Remarks

NOTE: When working on a file that has an Owner's Policy or the sum of the Mortgagee Policy(s) is greater than or equal to one million dollars, a check box will be displayed on the "**General Information**" tab asking if underwriting approval was given to issue this policy. Check the check box once you have received underwriting approval to issue the policy. This does not apply to mortgage modifications.

NOTE: The **1-4 Residential** checkbox will default on if all policies total more than $20K or less than $1 million: otherwise the box is checked off. This defaulted logic can be overridden by the end user if the closing type falls outside these parameters.

What You Do	Comments
2. Click the **Policies** tab.	The **Policies** tab is displayed. The **Owner Policy** and **Mortgagee Policy** boxes contain information entered in the **Commitment** module. A "**Payor**" drop down selection is available which allows you to select which party is paying for the Owner's Title Insurance. This selection effects the **Florida Premium Disclosure (DFS - 2146)** document only. Click the **Prior** check box to calculate a prior policy Reissue Rate. Enter the prior policy amount and press **Tab**. The **Amount Used** will default to the amount entered for **Policy Amount**; however this can be changed if necessary. Also, the **Total Calculated** and **Charged Amount** for the **Owner Policy** line will automatically be re-calculated. Be sure to select the underwriter of the prior policy by clicking the **Prior Underwriter Name** box. Also enter the **Policy Number** and **Policy Date**. For a New Home Purchase Discount, click the **Prior** check box, then the **New Home Purchase Discount** check box. The discount is not calculated as it is based on the premium(s) charged on the prior transaction(s). Guidelines for determining Reissue Rates or New Home Purchase Discounts can be found in the **Fund Procedures Handbook**. *NOTE:* See **Advanced Rating** Section**.** For questions regarding policy premium rating, contact Finance Customer Service at 1-800-275-2843. Interactive rating worksheets are available on The Fund's Website (www.thefund.com) by clicking on *Rating Worksheets* in the Launch Center after you have logged in.

What You Do	Comments

3. Click the **Endorsements** tab.

The **Endorsements** tab is displayed with information previously entered in the **Commitment** module. The amounts in the **Charged** box can be changed.

4. Click the **Worksheet** tab.

The **Worksheet** tab is displayed. The **Policy Rating Worksheet** is displayed for the closing file. A breakdown of the rates from the other **Premium Calculation (Rating)** tabs are included.

What You Do	Comments

DT Premium Calculation (Rating) - Closing File No. Glenn To Thomas

General Information | Policies | Endorsements | **Worksheet**

Policy Rating Worksheet

Underwriter: Old Republic National Title Insurance Company   **Rating Date:** 02/14/18
Agent: Richard P. Bruce, Esq.   **Rating Type:** Basic
Agent ID No: 8999   **Agent Closing File No:** Glenn To Thomas
Invoice #:

Form Type	Exposure	Calculated (Promulgated)	Agent Variable (Promulgated)	Underwriter Remittance
Commitment (CF6R)	225,000.00	0.00	0.00	0.00
Owner Policy (OF6) Number:	225,000.00	1,200.00	1,200.00	360.00
Simultaneous Mortgagee Policy (MF6) Number:	180,000.00	25.00	25.00	7.50
Endorsements 1 06 ALTA 5.1 PUD (MF6)		25.00	25.00	7.50
1 06 ALTA 8.1 Environmental Protection Lien (MF6)		25.00	25.00	7.50
1 06 ALTA 9 REM (MF6)		122.50	122.50	36.75

5. Use the scroll bar to view the **Policy Rating Worksheet**.

The worksheet is display only and cannot be changed on this tab. Data from the **General Information, Policies**, and **Endorsements** tabs are displayed on the worksheet. To make changes to the insurance amount, use either the **Closing File** or the **Title Insurance** module.

6. [icon] On the **Premium Calculation (Rating) – Closing File** toolbar, click the **Print** button.

The **Print Options** window is displayed with **All** selected and number of copies defaults to **1**.

7. Click **OK**.

The worksheet is printed with the calculated amounts. ***NOTE:*** Completed policy forms can be sent to The Fund via electronic delivery.

Use the [FUND icon] Electronic Delivery button for electronic retrieval of owner and mortgagee policy numbers and the electronic delivery of the completed policies.

What You Do	Comments
8. On the **Premium Calculation (Rating) – Closing File** toolbar, click the **Close** button.	The **Premium Calculation (Rating) – Closing File** module is closed.

Tips

1. An alternate method to open the **Premium Calculation (Rating)** – **Closing File** module is to select **Modules > Premium Calculation (Rating) > Closing File** from the menu bar.

2. Use the **Calculator** button to use the calculator. You can type the numbers on the keyboard or use the mouse to click the numbers on the displayed calculator.

3. Use the **Premium Calculation (Rating) – Quote** button to open the **Premium Calculation (Rating) – Quote** module. Use this module to rate a policy and endorsements for a quote in any file. Data entered in the Quote module is not saved.

4. To use the **Premium Calculation (Rating) – Quote** module when not in a closing file, select **Modules** on the menu bar, then **Premium Calculation (Rating)** and then **Quote**. Data entered in the Quote module is not saved.

5. Use the **Spell Check** button on the secondary toolbar to check the spelling for the **Rating Remarks**.

6. Use the **First Page**, **Prior Page**, **Next Page**, **and Last Page** buttons on the secondary toolbar to navigate between pages when the transaction results in a multi-page worksheet.

7. A request can be made through DoubleTime to have serialized form numbers delivered electronically. Forms can also be delivered to The Fund electronically. Choose **eSolutions, Fund Forms, Electronic Delivery**. To find out more, select **Run Tutorials** within the **Help** menu.

8. **Rating Type** is selected in the **Closing File Module**. The selected Rating Type will be displayed in the **General Information** tab. When a **Substitution Loan** is selected, the **Policies** tab displays an area for the user to enter the Original Policy Number, Effective Date, Unpaid Principal Balance and the underwriter. The **Worksheet** tab will display the Worksheet for the selected Rating Type (Basic, Mortgage Modification, and Worksheet Substitution Loan). Basic and Substitution Loan rating types can be electronically submitted to The Fund (see pages for Advanced Rating). You also have the ability to remit payment electronically during delivery for all three rating types. Mortgage Modification Rating Type cannot be submitted electronically.

9. The FundNet website contains policy rating spreadsheets that may be downloaded and used independently from DoubleTime.

Frequently Asked Questions

Question	Answer
1. Why don't endorsements appear in the **Premium Calculation - Rating** module?	Here are some possible reasons: • You haven't selected the endorsements. Open the **Title Insurance - Commitment** module and select the **Endorse Policy** tab. Select the endorsements you want and save your changes. When you reopen the **Premium Calculation Rating** module, the endorsements will be included in the calculations. • You selected the endorsements after the policy was rated. Go to the **Endorse Policy** tab of the **Commitment** module. Click the check box(es) to select the endorsement(s). Then re-rate the policy.

Settlement Statements - Closing Disclosure (CFPB)

Concept

The **Settlement Statements** module automates and speeds the preparation of the closing disclosure and other settlement statements including the HUD and GFE-HUD. Data entry is minimized because much of the information necessary for completion has already been entered in other modules, such as **Closing File, Commitment** and **Premium Calculation (Rating)**. The calculations are automatically performed and the repetitious typing of numbers is eliminated. The **Settlement Statements** module is flexible in that information can be entered as you receive it or you can complete the entire settlement statement at one time. You can view the tabs and enter information in any order. In addition to the **Closing Disclosure** Settlement Statement, there are a variety of forms that can be printed in the **Settlement Statements** module such as **Seller Only CD, Borrower Only CD, Non-Seller or Refinance CD, Borrower's/Seller's Closing Statement (2 Column Ledger), Borrower's Closing Statement (2 Column Ledger), Seller's Closing Statement (2 Column Ledger), ALTA Settlement Statement - Combined > TRID Rates, ALTA Settlement Statement - Borrower/Buyer > TRID Rates, ALTA Settlement Statement - Seller > TRID Rates, ALTA Settlement Statement - Combined > Florida Promulgated Rates, ALTA Settlement Statement - Borrower/Buyer > Florida Promulgated Rates, ALTA Settlement Statement - Seller > Florida Promulgated Rates**. These statements can also be emailed.

Objective

The objective of this lesson is to show you how to use the **Settlement Statements** module to complete a Closing Disclosure Settlement Statement and then how to print the completed statement.

Closing Disclosure Form

The **Closing Disclosure** form in DoubleTime has been designed to look and handle like the H-25(A) model form provided by the CFPB. DoubleTime has time saving features available in the Closing Disclosure, GFE HUD and HUD formats, including broker, payoff and recording calculators, automatic policy rating calculations and other defaulted values. The Closing Disclosure form has been divided into 6 tabs that follow the format and order of each page, with an additional tab used for selecting Closing Disclosure Options. DoubleTime's intuitive approach makes completing the Closing Disclosure very easy. You can click in most areas of the form and type directly on it. In many areas, DoubleTime will default in standard language set forth by the Uniform Closing Dataset (UCD) but will allow you to override text making it easy to accommodate anything the Lender may request.

Closing Disclosure Page 1

What You Do	Comments
1. [icon] Click the **Settlement Statements** button on the main toolbar.	The **Closing Disclosure** window displays with the **Page 1** tab open. The module's title bar displays the file name and indicates that a Closing Disclosure settlement statement was selected in the **Closing File** module. Page 1 has 4 sections, **General Information, Loan Terms, Projected Payments,** and **Costs at Closing**. *NOTE:* For new loans, you will select between a **Closing Disclosure** and the three page **GFE HUD** when you enter the loan on the **Loans** tab of the **Closing File** module. If no loans have been associated with the closing file the two-page **HUD** will be displayed when the **Settlement Statement** module is opened. The appropriate type of settlement statement should be chosen *before* any information/data is entered in the **Settlement Statements** module. Switching the settlement statement type after entering data in the **Settlement Statements** module will result in that data being lost. However the data that carries over into the **Settlement Statements** module from other modules will *not* be lost.

NOTE: When the **Closing Disclosure** is selected, the **Settlement Statements** module has two vertical scroll bars (inner and outer) on the right side of the screen. At the bottom of the screen a horizontal scroll bar will allow you to navigate through the Closing Disclosure. User may also use the roller ball on the mouse, if available.

Depending on the screen resolution, user may need to use the lower scroll bar to view both vertical scroll bars.

General Information

The **General Information** at the top of Page 1 will automatically populate based on entries made in the **Closing File** and/or **Loan Module**. Double-clicking the **Property**, **Borrower**, **Seller**, or **Lender** fields will initiate a **Detail** window, giving you the ability to override text and request the information to be sent to **Closing Disclosure Addendum A** (used to display excess data). The product type field can be edited by typing on the line.

What You Do	Comments
1. Position the cursor over the Property Address and double-click to edit the field.	The **Property Detail** window opens.
2. Select the **Override Description?** check box	The Property Address is now available to be edited

What You Do	Comments
3. In the **Property Detail** box, place the cursor before the word Orlando.	The initial click within this box activates the cursor. A second click is necessary to activate its proper location.
4. Press **Enter**.	The address after the cursor spot is moved to a second line. *NOTE:* By selecting the **Use Addendum?** box, the data will be sent to **Addendum A** in the order that the section appears in the Closing Disclosure Settlement Statement. This feature can be used to list long names or addresses.
5. Delete the comma after the word Place.	
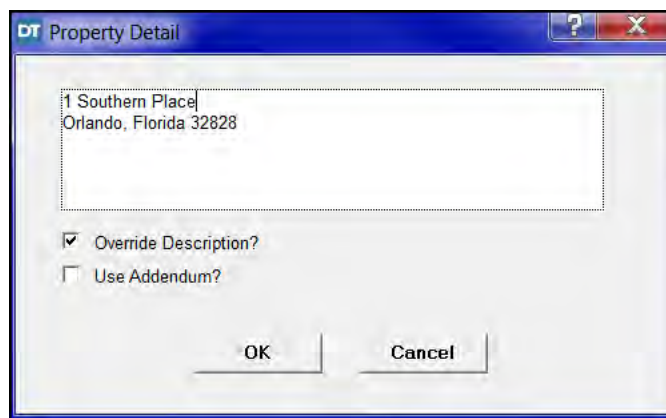
6. Click **OK.**	The **Property Detail** window closes. *NOTE:* If the **Override Description?** box is selected, no new information will populate from the **Closing File** module. You must deselect the **Override Description?** box to update changes.
7. Position the cursor over the Borrower name and double-click to edit the field.	The **Borrower Detail** window opens.
8. Select the **Override Description? c**heck box.	The Borrower name and address are now available to be edited.

What You Do	Comments
9. In the **Borrower Detail** box, place the cursor before the word Orlando.	The initial click within this box activates the cursor. A second click is necessary to activate its proper location.
10. Press **Enter**.	The address after the cursor spot is moved to a new line.
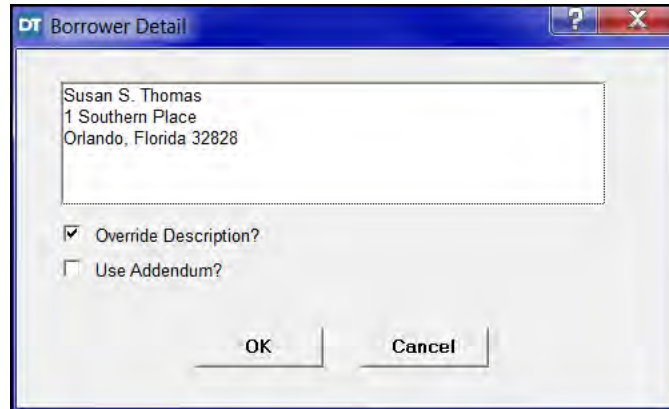
11. Click **OK.**	The **Borrower Detail** window closes.
12. Position the cursor over the Seller name and double-click to edit the field.	The **Seller Detail** window opens.
13. Select the **Override Description? c**heck box.	The Seller name and address are now available to be edited.
14. In the **Seller Detail** box, place the cursor before the word Chicago.	The initial click within this box activates the cursor. A second click is necessary to activate its proper location.
15. Press **Enter**.	The address after the cursor spot is moved to a new line.
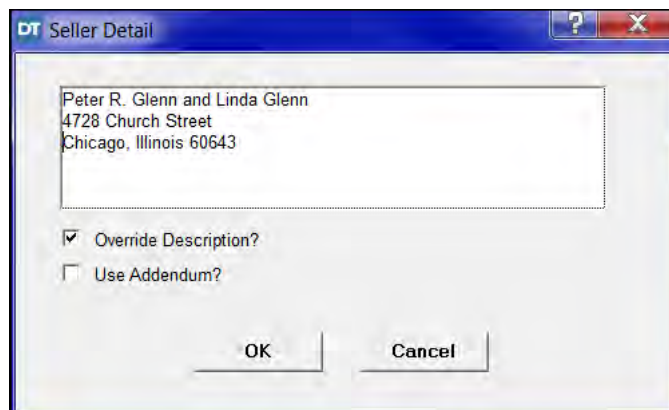
16. Click **OK.**	The **Seller Detail** window closes.

Loan Terms Table

The **Loan Terms Table** will display the standard verbiage when the "*Can this amount increase after closing?*" values are set to '*Yes*'. Double clicking on the standard verbiage will initiate the **Loan Terms Detail** window and allow you to modify values or override the standard language. This information is provided by the lender.

Loan Terms		Can this amount increase after closing?
Loan Amount	$180,000	No
Interest Rate	3.50%	No
Monthly Principal & Interest *See Projected Payments below for your Estimated Total Monthly Payment*	$0.00	No
		Does the loan have these features?
Prepayment Penalty		No
Balloon Payment		No

NOTE: The **Loan Amount** and **Interest Rate** are auto-populated from data entered in the **Closing File Module**.

What You Do	Comments
1. Type **808.28** in the **Monthly Principal & Interest** field.	
2. Select **Yes** from the **Does the loan have these features?** drop down list on the **Prepayment Penalty** line.	The **Prepayment Penalty** standard verbiage is displayed.
3. Doubleclick on the **Prepayment Penalty** standard verbiage.	The **Loan Terms Detail – Prepayment Penalty** window is displayed and you can edit the values or override the standard language.

4. Type **5000** in the **Penalty Amount** box.

5. Type **24** in the **Prepayment Penalty Expiration in Months** box.

6. Select the **Override?** check box.

The standard Prepayment Penalty verbiage has been updated and is now available to be edited.

7. Click into the **Prepayment Penalty** verbiage box.

A standard edit font toolbar is displayed.
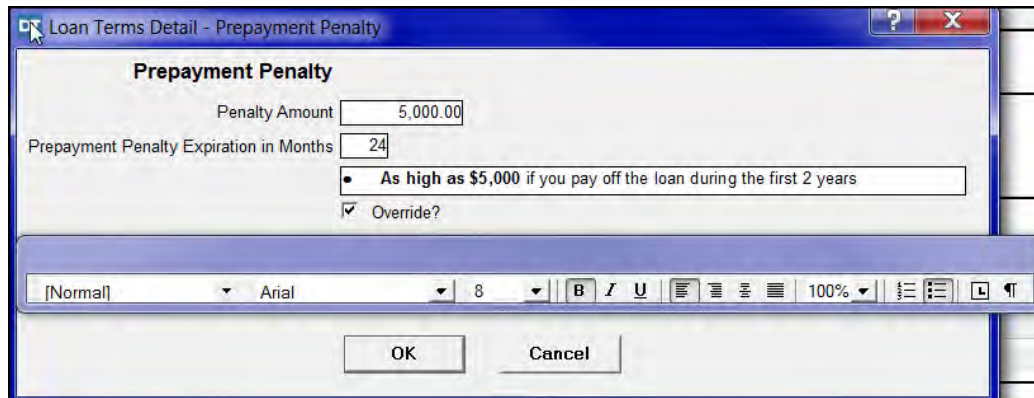
8. Place the cursor to the left of **2 years**.

9. Left click and hold, then drag the mouse and highlight to the end of **2 years.**

10. Click the **Bold** button on the edit font toolbar.
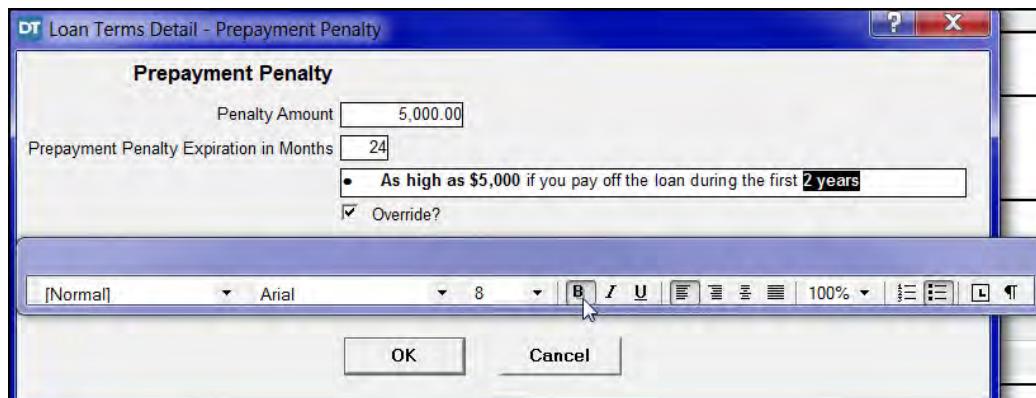
11. Click **OK.**   The **Loan Terms Detail** window closes.

Projected Payments Table

The **Projected Payments Table** on Page 1 will allow you to enter up to 4 separate payment intervals. To add a new payment interval, simply check the box at the top of the column and enter in the appropriate information. This information is provided by the lender.

What You Do	Comments
1. Type **30** in the **Payment Calculation Years 1-** box.	
2. Type **808.28** in the **Principal & Interest** field for **Years 1 – 30.**	
3. Type **400.69** in the **Estimated Escrow** field for **Years 1 – 30**. Press the **Tab** key.	The **Estimated Total Monthly Payment** field is automatically populated with the totals from the Payment Calculations.

NOTE: A **Final Payment Title** checkbox is available in the **Projected Payments** table. This selection allows you to change the title of the last active payment interval column from showing a year range to having a title of **Final Payment**. The title field is also editable to allow you to match lender instructions.

4. Type **484.02** in the **Estimated Taxes, Insurance & Assessments** field.

5. Select the check box for **Property Taxes** in the **This estimate includes** column.

6. Select **Yes** for **Property Taxes** from the drop down list in the **In escrow?** column.

7. Select the check box for **Homeowner's Insurance** in the **This estimate includes** column.

8. Select **Yes** for **Homeowner's Insurance** from the drop down list in the **In escrow?** column**.

9. Select the check box for **Other** in the **This estimate includes** column.

When the **Other** check box is selected, a text box opens where text can be added to match Lender's instructions.

10. Type **Flood Insurance & Additional Costs** in the **Other** field box.

11. Select **Some** for **Other: Flood Insurance & Additional Costs** from the drop down list in the **In escrow?** column.

Projected Payments	☐ Final Payment Title			
Payment Calculation	Years 1 - 30	☐ Years	Years	Years
Principal & Interest	808.28			
Mortgage Insurance	+ .00			
Estimated Escrow *Amount can increase over time*	+ 400.69			
Estimated Total Monthly Payment	$1,208.97			

Estimated Taxes, Insurance & Assessments *Amount can increase over time* *See page 4 for details*	$484.02 monthly	This estimate includes	In Escrow?
		☑ Property Taxes	YES
		☑ Homeowners Insurance	YES
		☑ Other: Flood Insurance & Additional Costs	SOME
		See Escrow Account on page 4 for details. You must pay for other property costs separately.	

Costs at Closing Table

The **Costs at Closing** Table at the bottom of page 1 will display calculated values from the totals on pages 2 and 3.

Costs at Closing		
Closing Costs	$1,381.40	Includes $1,122.50 in Loan Costs + $258.90 in Other Costs - $0.00 in Lender Credits. See page 2 for details.
Cash to Close	$1,381.40	Includes Closing Costs. *See Calculating Cash to Close on page 3 for details.*

NOTE: The **Costs at Closing** table amounts automatically calculates as you complete pages 1 thru 5.

Closing Disclosure Page 2

Page 2 of the Closing Disclosure has 2 sections. The **Loan Costs** include sections A through sections D and the **Other Costs** include sections E through J**.** You can click directly on a line and type in the description, select a payee and enter an amount in any of the 5 columns. When greater detail is needed, double click the line to initiate a **Detail** window. The detail window can be used to enter in an **Amount Withheld** from the loan (Net Funding) and/or specify the Payor when the **Paid by Others** column is used.

A triangular blue symbol called a **Line Detail Indicator** will appear in the top left corner of a row that contains an extra selection or entry from the **Detail** window. This indicator will appear on rows that contain **Amount Withheld, Paid by Others POC** or a **Transaction Type of TRID Variance Adjustment**. This feature helps you quickly identify items on the Closing Disclosure that have extra options selected without having to open the detail window.

A triangular yellow symbol called a **Line Detail Indicator** will appear in the bottom left corner of a row that contains a Line Description that does not match a GSE Fee Type for that row. **** (This feature is for future use and not intended to be used with this release.)**

The detail windows for **Section B** and **Section C** will allow you to change the **Section** and **Fee Type** in the top left of the window. This is useful when you need to move an amount from one section to the other or designate an item as a Title Fee.

Loan Costs

What You Do	Comments
1. Click the **Pg. 2- Closing Cost Details** tab.	The **Update Recording Charges** dialog box is displayed listing the calculated values for the documentary stamps on the deed and note, and the intangible tax on the mortgage. DoubleTime uses the appropriate charges based on the county in which the property is located, purchase price and loan amount. The dialog box is used to update the **Old Amount** with the **New Amount**.
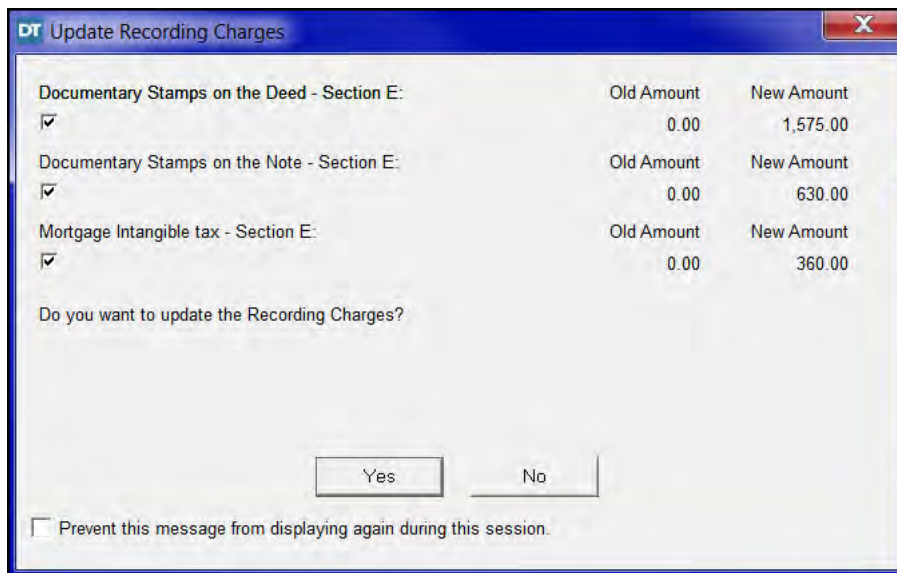
2. Click **Yes**.	The **Update Recording Charges** dialog box closes and a message to add lines in the **Recording** and **Transfer Taxes** lines appears.
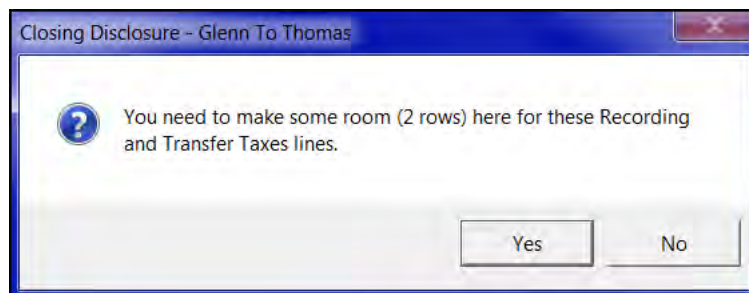
3. Click **Yes**.	The dialog box closes and the **Line Administrator** window is displayed.

What You Do	Comments
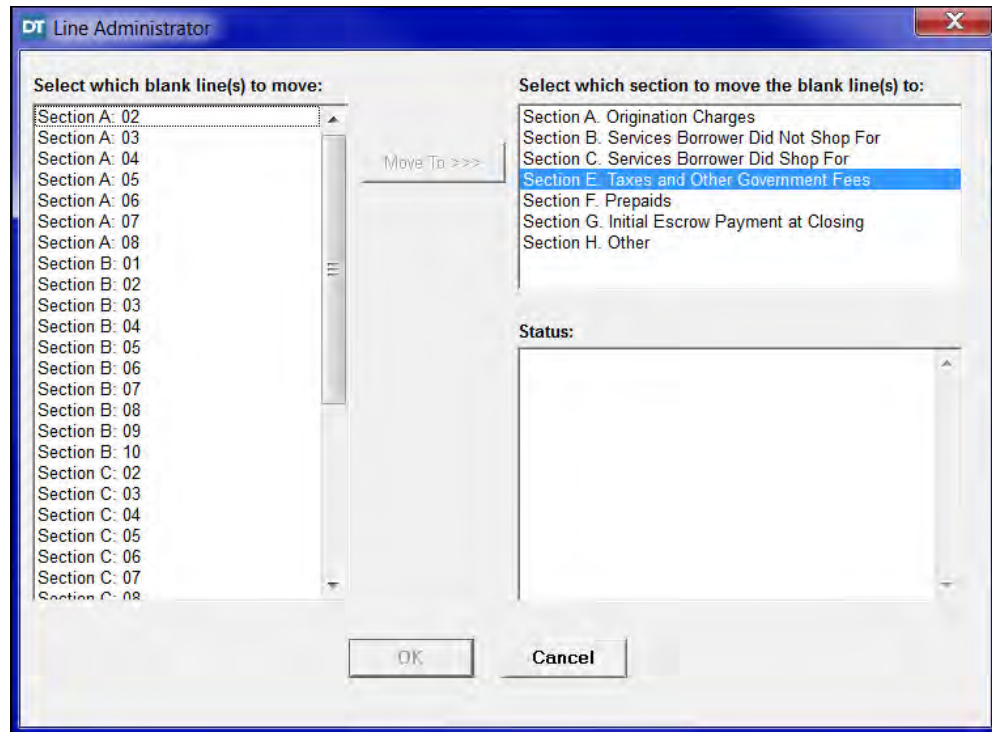
NOTE: The **Closing Disclosure** allows for the movement of available lines from each section on Page 2 to accommodate additional fees and credits. Simply click on the **Insert** button on the secondary toolbar and the **Line Administrator** window displays. In this window, you can select one or more available lines to move to another section. First, click on **Select which blank line(s) to move** and then **Select which section to move the blank line(s) to**. To complete the move, click on the **Move To >>>** button. The **Status** window will confirm your selection and the lines will be moved after clicking **OK**.

4. Select **Section B:03 from** the **Select which blank line(s) to move**: list. Press **Ctrl + B:04** from the **Select which blank line(s) to move**: list.

   These lines will be removed from section B.

5. Select **Section E:Taxes and Other Government Fees** from the **Select which section to move the blank line(s) to**: list.

   This is where the selected lines will be moved to.

What You Do	Comments

6. Click on the **Move To >>>** button.
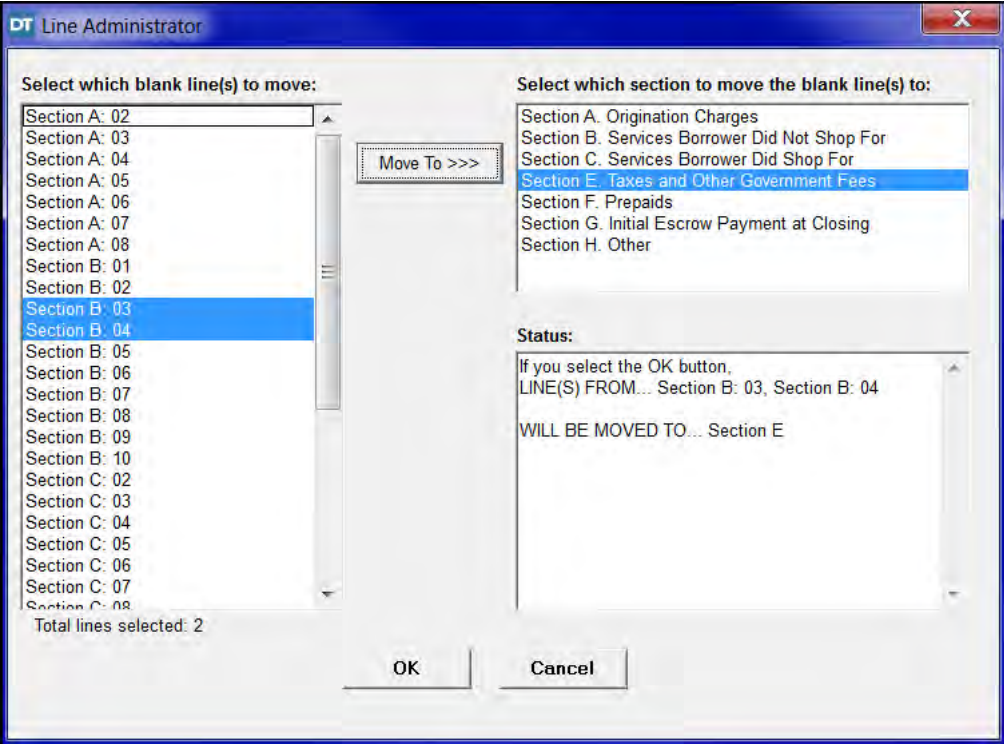
7. Click **OK**.

The **Line Administrator** window closes and the Closing Cost Details tab, with sections A through J is displayed. The available lines have been moved to the E section. The **Documentary Stamps** and **Intangible Taxes** are now shown on multiple lines.

What You Do	Comments
The Closing Disclosure Page 2 has 5 columns to enter fees. They are from left to right, Borrower Paid At Closing, Borrower Paid Before Closing, Seller Paid At Closing, Seller Paid Before Closing and Paid by Other. The Paid by Others column is used for fees paid on behalf of the borrower by payees such as a lender or realtor.	

Section A - Origination Charges

What You Do	Comments
1. Double click section A, line 01.	The detail window opens. The default Payee in section A is the lender.

What You Do	Comments
2. Type **3000** in the **Borrower Paid At Closing** box.	The **At Closing** box is used when the funds are collected and disbursed at the closing. The **Before Closing** box is used when the funds were paid prior to the closing.
3. Double click the **Amount Withheld** box.	The $3000.00 fee is displayed in the **Amount Withheld** box. This charge will be withheld from the loan proceeds by the lender. The adjustment will be displayed on the **Balance Sheet.**

What You Do	**Comments**
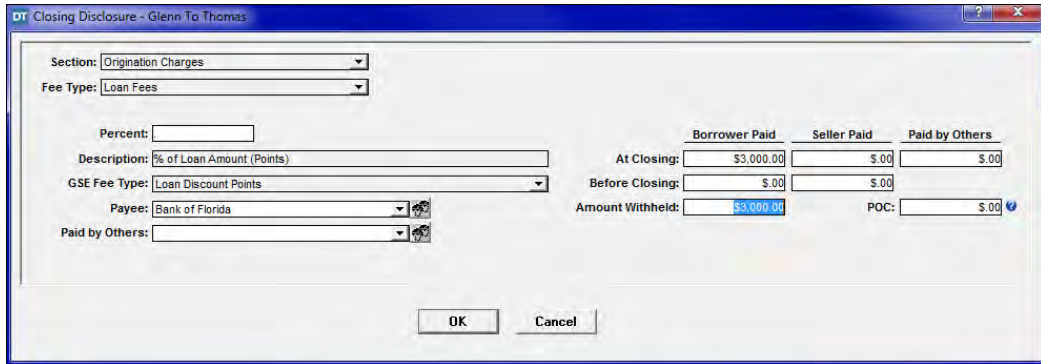
| 4. Click **OK.** | The detail window closes. DoubleTime places the entered amount in the correct columns on line A01. |

NOTE: A triangular blue symbol called a **Line Detail Indicator** will appear in the top left corner of a row that contains an extra selection or entry from the **Detail** window. This indicator will appear on rows that contain **Amount Withheld, Paid by Others POC** or a **Transaction Type of TRID Variance Adjustment**. This feature helps you quickly identify items on the Closing Disclosure that have extra options selected without having to open the detail window. If you hover your mouse over the **Line Detail Indicator** for a particular row, a pop-up will appear indicating the transaction information.

5. Double click section A, line 02.	The detail window opens.
6. Click the down arrow in the **Description** box and Type **D.**	DoubleTime has pre-typed line descriptions (in alphabetical order) that are accessed from the down arrow in the description drop down list. Use the **Maintenance (Lists)** module to customize the drop-lists to match the requirements of your office.
7. Select **Document Preparation Fee** from the **Description** drop down list.	This is the description of the fee paid by the Borrower.

What You Do	Comments
8. Type **250** in the **Borrower Paid At Closing** box.	
9. Double click the **Amount Withheld** box.	
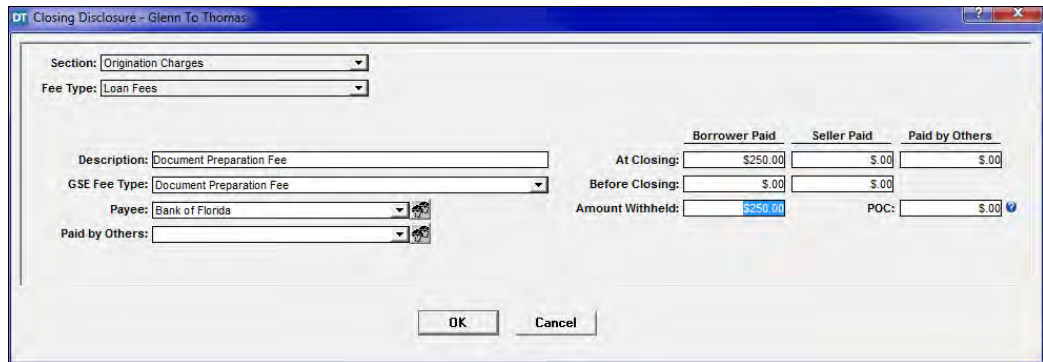
10. Click **OK**.	The detail window closes.
11. Double click section A, line 03.	The detail window opens.
12. Type **Underwriting Fee** in the **Description** box.	DoubleTime provides the ability to free type when the line description is not listed in the drop down selection.
13. Type **500** in the **Borrower Paid At Closing** box.	
14. Double click the **Amount Withheld** box.	
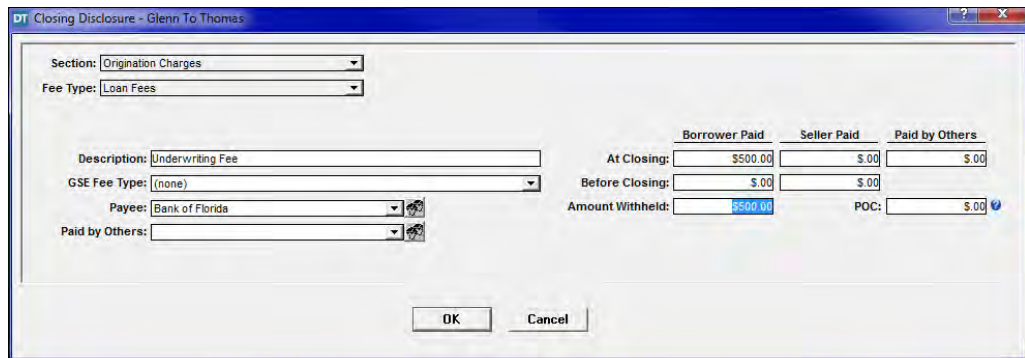
15. Click **OK.**	The detail window closes.

What You Do	Comments

Closing Cost Details

Loan Costs		Borrower Paid		Seller Paid		Paid by Others
		At Closing	Before Closing	At Closing	Before Closing	
A. Origination Charges		$3,750.00				
01 . % of Loan Amount (Points)	to Bank of Florida	$3,000.00	$.00	$.00	$.00	$.00
02 Document Preparation Fee	to Bank of Florida	$250.00	$.00	$.00	$.00	$.00
03 Underwriting Fee	to Bank of Florida	$500.00	$.00	$.00	$.00	$.00
04	to Bank of Florida	$.00	$.00	$.00	$.00	$.00
05	to Bank of Florida	$.00	$.00	$.00	$.00	$.00
06	to Bank of Florida	$.00	$.00	$.00	$.00	$.00
07	to Bank of Florida	$.00	$.00	$.00	$.00	$.00
08	to Bank of Florida	$.00	$.00	$.00	$.00	$.00

DoubleTime displays the total charges for the Buyer at the top of each section header (in the grey bar).

NOTE: A triangular yellow symbol called a **Line Detail Indicator** will appear in the bottom left corner of a row that contains a Line Description that does not match a GSE Fee Type for that row. ** This feature is for future use and not intended to be used with this release.

Section B - Services Borrower Did Not Shop For

What You Do	Comments
1. Double click section B, line 01.	The detail window opens.
2. Click the down arrow in the **Description** box.	
3. Use the Scroll bar in the **Description** box to view additional pre-typed lines. Select **Appraisal Fee** from the **Description** drop down list.	
4. Click the **Search Contact** button for the **Payee.**	The **Search Contact** window opens. The **Contact Type** defaults to **Corporation** and the **Service Provided** to **None** in **Section B**. The **Payee** default is **(none).** The drop down selections are previously associated participants/contacts added in the **Closing File** module or the **Settlement Statement** module.

What You Do	Comments
5. Click the down arrow in the **Service Provided** box.	The **Service Provided** box allows the user to select provider types such as **Credit Report, Surveyor** and **Recording Dept**. The option **None** allows you to search all Service Providers. When a specific Service Provider is selected, DoubleTime displays only contacts for that Service Provider type which narrows down your selection.
6. Select **Appraiser** from the **Service Provided** drop down list.	
7. Select **Appraisers, Inc.**	
8. Click **OK**.	
9. Type **250** in the **Borrower Paid Before Closing** box.	

10. Click **OK.**	The detail window closes. The line Description, Payee, and amount is referenced on line B1.
11. Double click section B, line 02.	The detail window opens.
12. Click the down arrow in the **Description** box and Type **C.**	
13. Select **Credit Report Fee** from the **Description** drop down list.	

What You Do	Comments
14. ![button] Click the **Search Contact** button for the **Payee.**	The **Search Contact** window opens. The **Contact Type** defaults to **Corporation** and the **Service Provided** to **None** in **Section B**.
15. Click the down arrow in the **Service Provided** box.	
16. Select **Credit Report** from the **Service Provided** drop down list.	
17. Select **Credit Bureau, Inc.**	
18. Click **OK.**	
19. Type **50** in the **Paid by Others** box.	The **Paid by Others** box is used for third parties that are paying the fee.
20. Click the down arrow in the **Paid by Others** contact box.	The **Paid by Others** drop down selection provides previously associated contacts. Users may utilize the **Contacts** button to add a new payee for the **Paid by Others** box.
21. Select **Bank of Florida.**	DoubleTime automatically places a **(L)** in the **Paid by Others** column to indicate that this fee was paid by the lender.
22. Double click the **Paid by Others POC Amount Withheld** box.	Enter the amount of **Paid by Others** that will not be funded at closing. The $50.00 fee is displayed in the **Paid by Others POC Amount Withheld** box. This amount will not be displayed on the **Balance Sheet.**
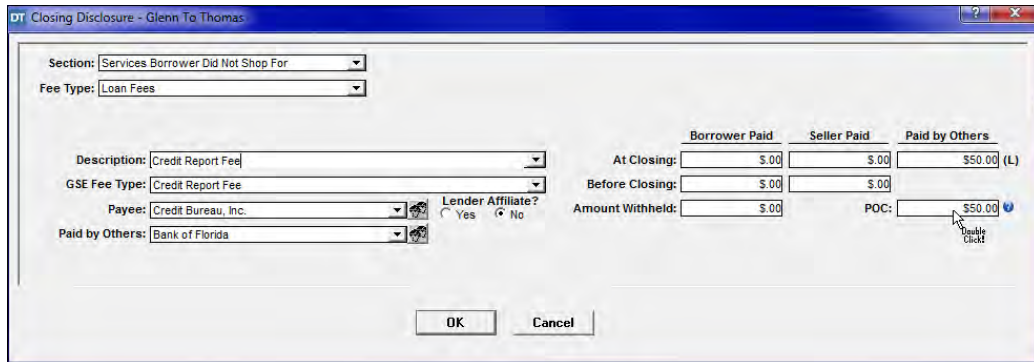
What You Do	**Comments**
23. Click **OK**.	The detail window closes. Line B02 displays the Credit Report Fee line description, Payee, Paid By Others and the amount Paid by Others box with an (L). The blue triangular symbol Line Detail Indicator appears in the top left corner of the row.

B. Services Borrower Did Not Shop For		$250.00				
01 Appraisal Fee	to Appraisers, Inc.	$.00	$250.00	$.00	$.00	$.00
02 Credit Report Fee	to Credit Bureau, Inc.	$.00	$.00	$.00	$.00	$50.00 (L)
03	to (none)	$.00	$.00	$.00	$.00	$.00
04	to (none)	$.00	$.00	$.00	$.00	$.00
05	to (none)	$.00	$.00	$.00	$.00	$.00
06	to (none)	$.00	$.00	$.00	$.00	$.00
07	to (none)	$.00	$.00	$.00	$.00	$.00
08	to (none)	$.00	$.00	$.00	$.00	$.00

DoubleTime displays the total charges for the Buyer at the top of each section header (in the grey bar).

Section C - Services Borrower Did Shop For

What You Do	**Comments**
1. Select section C, line 01.	

The CFPB's ruling on disclosing simultaneously issued Owner and Lender Title Insurance Policy charges on the Closing Disclosure differs from Florida's Office of Insurance Regulations requirements. It may be necessary for the Seller to credit the Borrower for extra charges incurred when the Seller is contracted to pay the Owner's Policy premium. DoubleTime will automatically disclose the Title Insurance charges in Section C and H according to the CFPB's Final Rule. The TRID rule rates the Mortgagee policy at the full promulgated rate vs. the Owner's policy. The Lender's Policy Variance amount calculated by DoubleTime is the difference between TRID rates and FL Promulgated rates for the Lender's policy and Endorsements. DoubleTime places the TRID rates in Section C for the Lender's Policy and Endorsements and the TRID rate for the Owner Policy in Section H.

An additional breakdown of the Title Insurance charges will be included on the '*Florida Insurance Premium Disclosure*' document. The '*Florida Insurance Premium Disclosure*' document will be automatically added to the Documents Module for all Closing Files that contain a loan and policy. A *'CD Addendum B – Customary Recitals*' document will also be added to Closing Files that use a Closing Disclosure.

What You Do	Comments

Owner, Mtg & Endorsements Rated Per Florida Rules

Policy Rating Worksheet

Underwriter: _____   Rating Date: 02/14/18
Agent: _____   Rating Type: Basic
Agent ID No: _____   Agent Closing File No: _____
Invoice #: _____

Form Type	Exposure	Calculated (Promulgated)	Agent Variable (Promulgated)	Underwriter Remittance
Owner Policy Number:	225,000.00	1,200.00	1,200.00	360.00
Simultaneous Mortgagee Policy Number:	180,000.00	25.00	25.00	7.50
Endorsements				
1 06 ALTA 5.1 PUD		25.00	25.00	7.50
1 06 ALTA 8.1 Environmental Protection Lien	$ 197.50	25.00	25.00	7.50
1 06 ALTA 9 REM (MP1)		122.50	122.50	36.75

Total $1,397.50

Mtg & Endorsements Rated Per CFPB Rules

Policy Rating Worksheet

Underwriter: _____   Rating Date: 02/14/18
Agent: _____   Rating Type: Basic
Agent ID No: _____   Agent Closing File No: _____
Invoice #: _____

Form Type	Exposure	Calculated (Promulgated)	Agent Variable (Promulgated)	Underwriter Remittance
Mortgagee Policy Number:	180,000.00	975.00	975.00	292.50
Endorsements				
1 06 ALTA 5.1 PUD		25.00	25.00	7.50
1 06 ALTA 8.1 Environmental Protection Lien		25.00	25.00	7.50
1 06 ALTA 9 REM (MP1)		97.50	97.50	29.25

Total $1,122.50

DoubleTime HUD/ GFE Calculation

	Buyer	Seller
OF6		$1,200.00
MF6 & Endorsements	$197.50	

$1,397.50

DoubleTime CD Calculation

	Buyer	Seller
OF6		$275.00
MF6 & Endorsements	$1,122.50	

$1,397.50

How To Charge Per Contract

Lender Policy TRID $1,122.50
Lender Policy Florida $197.50
Seller needs to credit Buyer $925.00

On CD page 2, section C you can split the cost of the Mtg & End

	Buyer	Seller
CD page 2, section H OF6		$275.00
CD page 2, section C, MF6 & Endorsements	$197.50	$925.00

$1,397.50

OR

On CD page 2, section H you can show the actual cost of the Owner's Policy

	Buyer	Seller
CD page 2, section H OF6		
CD page 2, section C, MF6 & Endorsements	-$925.00	$1,200.00

OR

Show a seller credit to the buyer on CD page 3 for $925

What You Do	Comments
2. 🖩 Click the **Title Premium Allocation** button on the secondary toolbar.	The **Title Insurance Calculator** window is displayed with the **C.01 Loan Policy** tab active. This tab is the Lender's Title Insurance amount that is displayed on line C01. **H.01 Owner's Policy** tab is located on line H01 and is the difference of the TRID rate and the Florida Rate.
3. Click on the **TRID Variance** tab.	The variance amount is shown. The Owner's Policy Variance Amount calculated by DoubleTime is the difference between FL Promulgated rates and TRID rates. It may help with determining a possible credit amount back to the Borrower when the Seller is paying the Owner's Policy premium.

4. Click on the **Loan Policy** tab.

What You Do	Comments
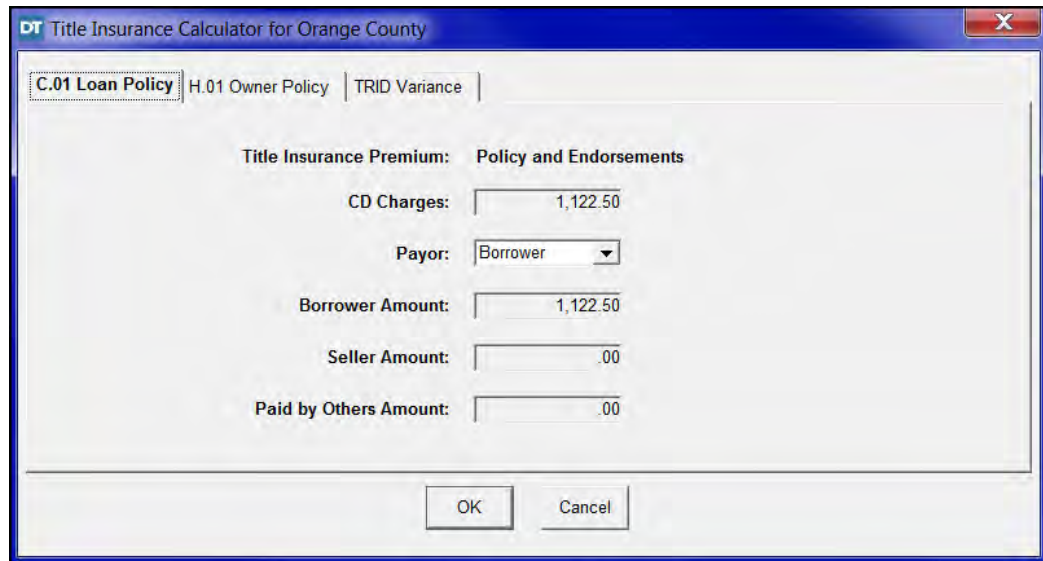
5. Select **Split B/S** from the **Payor** drop down list.

The Loan policy **Payor** can be set to: **Borrower, Seller, Other, Split B/S,** or **Split.**

6. Change the **Seller Amount** to $**925.00**.

This is the credit to the buyer for the remaining fee for the owners policy per the contract. DoubleTime calculated the amount in the **TRID Variance** tab.

7. Click the **Tab** key.

Notice that the **Borrower Amount** has been automatically changed to $197.50.

You may also put the **Borrower Amount** in first and then the **Seller Amount** will automatically adjust.

What You Do	Comments

NOTE: In order for the ALTA Settlement Statements with Florida Rates to reconcile with the Closing Disclosure, you have to identify if and where a variance credit is given by selecting a **Transaction Type** of **TRID Variance Adjustment**.

If showing the variance adjustment on page 2 by splitting the Lender's Policy charges, you must open the **Title Calculator** from the secondary toolbar and change the **Payor** on the **Loan Policy** tab to the **Split B/S** option. This allows you to show the Seller paying a portion of the Loan policy (The Seller's portion is equal to the variance amount).

When changing the Payor to **Split B/S**, a **Transaction Type** selection becomes available. Set the transaction type to **TRID Variance Adjustment**. TRID Variance Adjustments are excluded from the ALTA Settlement Statement reports with Florida rates because the variance credit is only needed when using the TRID rating rules. It is also important that the **TRID Variance Adjustment** credit is equal to **Variance Amount** that is calculated in the Title Calculator, **TRID Variance** tab for the bottom line totals to match the Closing Disclosure.

8. Click **OK**.	The **Title Insurance Calculator** window closes and the Title - Lender's Title Insurance and Endorsement fee is now split on the Closing Disclosure on line C01.
	NOTE: You can also adjust the Title Insurance Premium paid by the Seller and Buyer by showing a credit from the Seller to the Buyer on Page 3, sections L & N.

What You Do	Comments
9. Select section C, line 02.	
10. Click the down arrow in the **Description** box and Type **t.**	
11. Select **Title - Survey Fee** from the **Description** drop down list.	***NOTE:*** Per the CFPB rule all title charges must be described as Title – then the fee description.
	By selecting the down arrow in the description box, user can access the pre-typed lines without using the Detail window.
12. On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window opens. The **Contact Type** defaults to **Corporation** and the **Service Provided** to **None** in **Section C**. Using the **Search Contact** button is an alternative way to access the search contact without using the Detail window.
13. Click the down arrow in the **Service Provided** box.	

What You Do	**Comments**
14. Select **Surveyor** from the **Service Provided** drop down list.	All survey companies that have been added to Richard P. Bruce's **Contact** module are shown in the **Legal Entity Name** box.
15. Select **Property Surveyors, Inc.**	
16. Click **OK.**	
17. Type **350** in the **Borrower Paid At Closing** box.	DoubleTime provides the ability to free type amounts in the columns without accessing the Detail window.
18. Select section C, line 03.	
19. Click the down arrow in the **Description** box and Type **P.**	
20. Select **Pest Inspection Fee** from the **Description** drop down list.	Pest Inspection Fee is displayed as the line description on C03.
21. ⬚ On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window opens. The **Contact Type** defaults to **Corporation** and the **Service Provided** to **None** in **Section C**. Leaving the default, **Service Provided** to **None**, user can search all previously added Corporations. Changing the **Service Provided** to Pest Inspector, user views only Pest Inspector companies which were previously added in the **Contacts** module.
22. Click the down arrow in the **Service Provided** box.	
23. Select **Pest Inspector** from the **Service Provided** drop down list.	
24. Select **Pest Inspector, Inc.**	
25. Click **OK**.	

What You Do	Comments
26. Type **84** in the **Borrower Paid At Closing** box.	
27. ⊞ On the secondary toolbar, click the **Save** button.	When the **Save** button is used, DoubleTime automatically alphabetizes the line descriptions for each section on page 2 per the CFPB rule. This will also occur when a new tab is selected, when a detail window is closed, selecting the print option or exiting out of the Settlement Statement module.

C. Services Borrower Did Shop For		$631.50		
01 Pest Inspection Fee	to Pest Inspectors, Inc.	$84.00	$.00	$.00
02 Title - Lender's Title Insurance	to Old Republic Nat. Title/Richard P. Bruce	$197.50	$.00	$925.00
03 Title - Survey Fee	to Property Surveyors, Inc.	$350.00	$.00	$.00
04	to (none)	$.00	$.00	$.00

What You Do	Comments
28. Select section C, line 04.	
29. Click the down arrow in the **Description** box and Type **t.**	
30. Select **Title – Settlement Closing Fee** from the **Description** drop down list.	
31. Click the down arrow in the **Payee box.**	Payee default is **(None)**.
32. Select **Richard P. Bruce, Esq.**, closing agent**.**	Richard P. Bruce, Esq. is displayed as the payee.
33. Type **250** in the **Borrower Paid At Closing** box.	
34. Type **250** in the **Seller Paid At Closing** box.	Line C04 displays a Title - Settlement Closing fee in the amount of $250 paid by the Buyer and Seller Paid at Closing.
35. Select section C, line 05.	
36. Click the down arrow in the **Description** box and Type **t.**	

What You Do	**Comments**
37. Select **Title–Title Search** from the **Description** drop down list.	Use the **Description** box scroll bar to view all pre-typed lines.
38. ⊞On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window opens. The **Contact Type** defaults to **Corporation** and the **Service Provided** to **None** in **Section C**.
39. Click the down arrow in the **Contact Type** box.	
40. Select **LLC** from the **Contact Type** drop down list.	
41. Select **ATFS, LLC.**	
42. Click **OK**.	
43. Type **150** in the **Seller Paid At Closing** box.	

C. Services Borrower Did Shop For		$881.50				
01 Pest Inspection Fee	to Pest Inspectors, Inc.	$84.00	$.00	$.00	$.00	$.00
02 Title - Lender's Title Insurance	to Old Republic Nat. Title/Richard P. Bruce	$197.50	$.00	$925.00	$.00	$.00
03 Title - Survey Fee	to Property Surveyors, Inc.	$350.00	$.00	$.00	$.00	$.00
04 Title - Settlement Closing Fee	to Richard P. Bruce, Esq.	$250.00	$.00	$250.00	$.00	$.00
05 Title - Title Search	to ATFS, LLC	$.00	$.00	$150.00	$.00	$.00
06	to (none)	$.00	$.00	$.00	$.00	$.00
07	to (none)	$.00	$.00	$.00	$.00	$.00
08	to (none)	$.00	$.00	$.00	$.00	$.00

DoubleTime displays the total charges for the Buyer at the top of each section header (in the grey bar).

D. TOTAL LOAN COSTS (Borrower-Paid)	$4,881.50	
Loan Costs Subtotals (A + B + C)	$4,631.50	$250.00

Section D Total Loan Costs (Borrower - Paid) is the loan costs subtotals for the A, B and C section. DoubleTime automatically populates these fees. It also provides totals for the **Borrower Paid At Closing** column and the **Borrower Paid Before Closing** column.

Other Costs

The **Other Costs** section of page 2 includes sections E through I.

Section E - Taxes and Other Government Fees

Clicking the calculator button on line E.01 under the **Other Costs** section of **Page 2** for **Taxes and Other Government Fees**, initiates the **Recording Calculator**. The Recording Calculator window contains multiple tabs to help calculate your recording fees and transfer taxes. Simply enter the number of pages of your Deed, Mortgage and other documents on the **Recording Fees (Deed/Mtg)** and **Recording Fees (Other)** tabs and the correct amount will be calculated for you. You also have the option to split the charges between the buyer, seller and a third party participant.

What You Do	Comments
1. Click the **Recording Calculator** button on section E, line 01.	The **Recording Calculator** window is opened and the **Recording Fees (Deed/ Mtg)** tab is displayed.
2. Type **2** in the **# of Pages** box in the **Deed** column.	The calculations is automatically made for recording a 2 page deed after you select a different field or click the **OK** button. The default **Payor** in this series is set by custom and can be changed by selecting the down arrow.
3. Type **24** in the **# of Pages** box in the **1st Mortgage** column.	The charge for recording a 24 page mortgage is automatically calculated after you select a different field or click the **OK** button.

What You Do	**Comments**

4. Click the **Recording Fees (Other)** tab.

The **Recording Fees (Other)** tab is used to calculate the recording charges for other instruments besides the Deed and Mortgages.

5. Type **Continuous Marriage Affidavit** in the **Description** box for **Other Doc 1** column.

6. Type **2** in the **# of Pages** box in the **Other Doc 1** column.

The calculation is automatically made for recording a 2 page Continuous Marriage Affidavit after you select a different field or click the **OK** button. The default **Payor** in this series is set by custom and can be changed by selecting the down arrow. NOTE: The **Report** menu in the Settlement Statement module offers a Recording worksheet which displays the recording documents and amounts charged.

What You Do	**Comments**
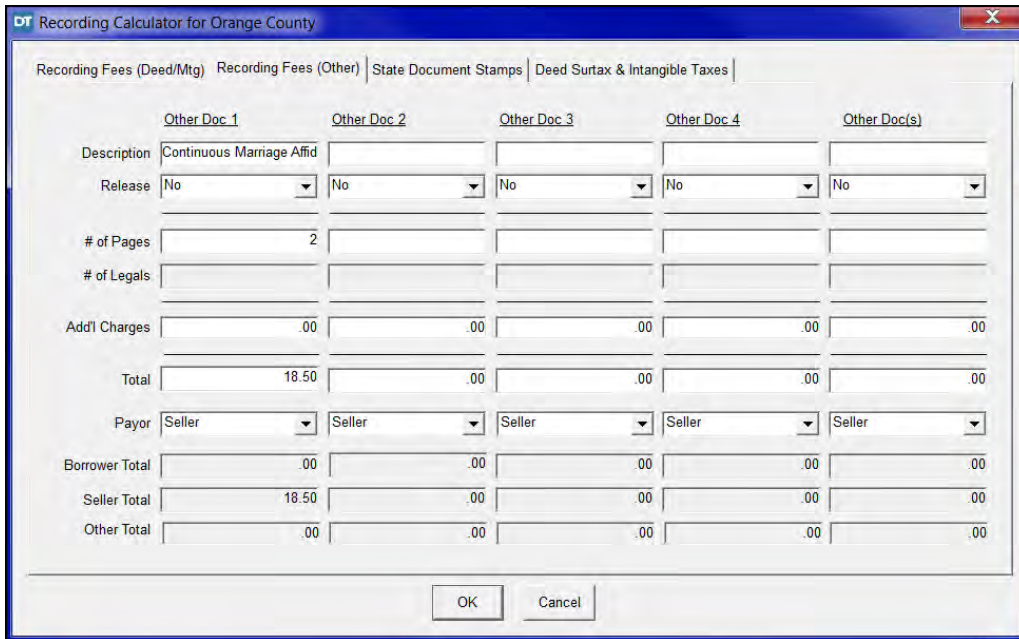
7. Click **OK**.	The **Recording Calculator** window is closed.
	NOTE: On the **State Document Stamps** and **Deed Surtax & Intangible Taxes** tabs, the correct charges automatically calculate based on your file's sales price and loan amount and the property county.
	NOTE: Transfer taxes are disclosed on one total line in Section E02 by default. You may choose to disclose the transfer taxes on multiple lines by changing the **Show Total Transfer Taxes**... selection on the **CD Options** tab. User's may save this setting by using **Preference - User Setting - Settlement Statement** tab.
8. Select Section E, line 01.	
9. On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window opens. The **Contact Type** defaults to **Other** and the **Service Provided** to **Recording Dept** in **Section E**.

What You Do	**Comments**
10. Select **Orange County Comptroller.**	
11. Click **OK**.	
12. Select section E, line 02.	
13. ⌗ On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window opens. The **Contact Type** defaults to **Other** and the **Service Provided** to **Recording Dept** in **Section E**.
14. Select **State of Florida**.	
15. Click **OK**.	
16. Select section E, line 03.	
17. Click the down arrow in the **Payee box.**	
18. Select **State of Florida**.	
19. Select section E, line 04.	
20. Click the down arrow in the **Payee box.**	
21. Select **State of Florida**.	

E. Taxes and Other Government Fees					$1,214.00				
01 Recording Fees	Deed:	$18.50	Mortgage:	$205.50	$224.00	$.00	$18.50	$.00	$.00
02 Deed - Documentary Stamps			to	State of Florida	$.00	$.00	$1,575.00	$.00	$.00
03 Mortgage - Documentary Stamps			to	State of Florida	$630.00	$.00	$.00	$.00	$.00
04 Mortgage - Intangible Taxes			to	State of Florida	$360.00	$.00	$.00	$.00	$.00

DoubleTime displays the total charges for the Buyer at the top of each section header (in the grey bar).

Section F - Prepaids

What You Do	**Comments**
1. Select section F, line 01.	The F section displays prepaid items which the lender may require to be shown.

What You Do	**Comments**
2. Type **12** in the **(mo.)** field for **Homeowner's Insurance Premium** and press the **Tab** key.	
3. ▦ On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Insurance Comp**.
4. Select **Home Insurance, Inc.**	
5. Click **OK**.	
6. Type **750** in the **Borrower Paid Before Closing** box.	The **Before Closing** box indicates the Buyer has paid the charges prior to closing.
7. Select section F, line 03.	The interest rate, supplied by the lender, is entered in the **Closing File** module on the **Loans** tab and then the **Terms** tab. DoubleTime automatically calculated the per diem rate as well as the total interest due from the closing date entered in the **Closing File** module. The total interest due is from the closing date to the first day of the following month. *NOTE:* The per diem amount can be edited as necessary.
8. Change the **Prepaid Interest** amount from **17.2603** to **17.27** and press the **Tab** key.	
9. Select section F, line 05.	
10. Click the down arrow in the **Description** box and Type **F.**	
11. Select **Flood Insurance Premium** from the **Description** drop down list.	

What You Do	Comments
12. Type **12** in the **(mo.)** field for **Flood Insurance Premium** and press the **Tab** key.	
13. Click the down arrow in the **Payee** box**.**	
14. Select **Home Insurance, Inc.**	Home Insurance, Inc. was previously associated with this closing file when we selected it as the payee for the homeowner's insurance.
15. Type **325** in the **Borrower Paid Before Closing** box.	

F. Prepaids				$1,334.05				
01 Homeowner's Insurance Premium	(12 mo.)	to Home Insurance, Inc.		$.00	$750.00	$.00	$.00	$.00
02 Mortgage Insurance Premium	(mo.)	to Bank of Florida		$.00	$.00	$.00	$.00	$.00
03 Prepaid Interest	17.2700	per day from	03/17/18 to 04/01/18)	$259.05	$.00	$.00	$.00	$.00
04 Property Taxes	(mo.)	to (none)		$.00	$.00	$.00	$.00	$.00
05 Flood Insurance Premium	(12 mo.)	to Home Insurance, Inc.		$.00	$325.00	$.00	$.00	$.00

DoubleTime displays the total charges for the Buyer at the top of each section header (in the grey bar).

Section G - Initial Escrow Payment at Closing

What You Do	Comments
1. Select section G, line 01.	The G section displays initial escrow which the lender may require. These figures are supplied by the lender.
2. Type **62.50 per month**, then type **2 mo.** in the field for **Homeowner's Insurance** and press the **Tab** key.	The Homeowner's Insurance is calculated and the total of $125.00 is displayed in the **Borrower Paid At Closing** column. *NOTE:* If you select another line or press enter instead of pressing tab, the calculated amount will also display on the appropriate line.
3. Select section G, line 03.	

What You Do	Comments
4. Type **311.11 per month**, then type **6 mo.** in the field for **Property Taxes** and press the **Tab** key.	The Property Tax is calculated and the total of $1,866.66 is displayed in the **Borrower Paid At Closing** column.
5. Select section G, line 04.	
6. Type **Flood Insurance** in the **Description** field.	
7. Type **27.08 per month**, then type **2 mo.** in the field for **Flood Insurance** and press the **Tab** key.	The Flood Insurance is calculated and the total of $54.16 is displayed in the **Borrower Paid At Closing** column.
8. Select section G, line 08.	
9. In section G, line 08, type **-427.11** in the **Borrower Paid At Closing** box in the field for **Aggregate Adjustment** and press the **Tab** key.	The Aggregate Adjustment figure is supplied by the lender. This amount is entered as a negative number because it is a credit used to reduce the reserves collected from the borrower.

G. Initial Escrow Payment at Closing				$1,618.71				
01 Homeowner's Insurance	$62.50 per month for	2	mo.	$125.00	$.00	$.00	$.00	$.00
02 Mortgage Insurance	$.00 per month for		mo.	$.00	$.00	$.00	$.00	$.00
03 Property Taxes	$311.11 per month for	6	mo.	$1,866.66	$.00	$.00	$.00	$.00
04 Flood Insurance	$27.08 per month for	2	mo.	$54.16	$.00	$.00	$.00	$.00
05	$.00 per month for		mo.	$.00	$.00	$.00	$.00	$.00
06	$.00 per month for		mo.	$.00	$.00	$.00	$.00	$.00
07	$.00 per month for		mo.	$.00	$.00	$.00	$.00	$.00
08 Aggregate Adjustment				$-427.11	$.00	$.00	$.00	$.00

DoubleTime displays the total charges for the Buyer at the top of each section header (in the grey bar).

Section H - Other

NOTE: The CFPB's ruling on disclosing simultaneously issued Owner's and Lender's Title Insurance Policies charges on the **Closing Disclosure**, differs from Florida's Office of Insurance Regulations requirements. It may be necessary for the Seller to credit the Buyer for extra charges incurred when the Seller is contracted to pay the Owner's Policy premium. DoubleTime will automatically disclose and rate as per TRID Final Rule, the Mortgagee Policy as line description **Title - Lender's Title Insurance** in the C section. The difference for the Owner's Policy and Florida's rate,

DoubleTime will automatically rate and disclose in the H section as line description **Title - Owner's Title Insurance (optional)**.

An additional breakdown of the Title Insurance charges is included on the **Florida Insurance Premium Disclosure** document. The **Florida Insurance Premium Disclosure** document is automatically added to the **Documents** module for all Closing Files that contain a loan and policy. A **CD Addendum B – Customary Recitals** document will also be added to closing files that use a **Closing Disclosure**.

What You Do	Comments
1. Select section H, line 01.	DoubleTime automatically generated, a line description Title - Owner's Title Insurance (optional) and rated the Owner's Policy based on CFPB rule, and placed the charge in the **Seller Paid at Closing** column.
2. Remove the word optional from the **Description** box.	The Seller is paying for the Owner's Title Insurance per our contract. Therefore, the Owner's Title Insurance is not optional. DoubleTime provides the ability to edit line description as necessary.
3. Select section H, line 02.	
4. Click the down arrow in the **Description** box and Type **H.**	
5. Select **Home Warranty Fee** from the **Description** drop down list.	
6. ⌨ On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **None**.
7. Type **Home Warranty, Inc** in the **Name** field.	
8. Click **OK**.	The **Search Contact** window is closed and line H02 now displays Home Warranty, Inc. in the **Payee** box.

What You Do	Comments
9. Type **729.50** in the **Seller Paid At Closing** box in the field for **Home Warranty Fee**.	The Seller is paying the Home Warranty fee as per the contract.
10. Double click section H, line 03.	The **Detail** window opens.

NOTE: The detail windows for **Section H** allows you to change the **Fee Type** in the top left of the window. To access the **Real Estate Broker Commission Calculator,** change the **Fee Type** by selecting the down arrow and select **Broker Commission Fees.** The **Real Estate Broker Commission Calculator** allows you to calculate multiple Real Estate Broker commissions based on a **Basis Amount** and **Percentage**. You also have the option to withhold amounts from deposits added in the **Closing File** module.

NOTE: The **Broker Commission Calculator** must be used in order for the Broker Commission fee to show correctly on the ALTA Settlement Statements reports.

11. Select **Broker Commission Fees** from the **Fee Type** drop down list.	The **Real Estate Broker Commission Calculator** opens. The purchase price of $225,000 is displayed in the **Basis Amount** box of the work area.

What You Do	Comments
12. Type **6** in the **Percentage** field and then press the **Tab** key.	The commission of **$13,500.00** is displayed in the **Amount** box. *NOTE:* The total commission percentage for all real estate broker's involved in the transaction is entered in the **Percentage** box**.** You may also type in the total dollar amount for all commission in the **Amount** box**.**
13. Select **Real Estate Commission Buyers Broker** from the **Description** drop down list.	
14. Click the down arrow in the **Broker** payee box**.**	
15. Select **Realty Company, Inc.**	Realty Company, Inc. was associated with this file in the **Closing File** module.

What You Do	**Comments**
16. Delete the **6** and type **3** in the **Percent** box for **Realty Company, Inc.**, and press the **Tab** key.	The commission amount is split between two real estate brokers. A second real estate broker commission work area is added to the window. DoubleTime automatically calculated the split, and displays 3% in the **Percentage** box and $6,750.00 in the **Commission** box, for the second real estate broker work area. ***NOTE:*** A dollar amount may also be entered in the **Commission** box.
17. In the second realtor commission work area, select **Real Estate Commission Sellers Broker** from the **Description** drop down list.	
18. Click the down arrow in the **Broker** payee box**.**	
19. Select **Better Homes, Inc.**	Better Homes, Inc. was associated with this file in the **Closing File** module.

What You Do	**Comments**
20. Click the **OK** button at the bottom of the window.	The **Real Estate Broker Commission Calculator** closes and populates both real estate broker commissions on lines H02 and H03. *NOTE:* When exiting out of any calculator, all line descriptions on page 2 are automatically alphabetized as per CFPB Final Rule.
21. Select section H, line 05.	
22. Click the down arrow in the **Description** box and Type **R.**	
23. Select **Roof Inspection Fee** from the **Description** drop down list.	
24. ⌨ On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **None**.
25. Type **Roof Inspectors, Inc** in the **Name** field.	
26. Click **OK**.	The **Search Contact** window is closed and line H05 now displays Roof Inspectors, Inc. in the **Payee** box.
27. Type **125** in the **Borrower Paid At Closing** box in the field for **Roof Inspection Fee**.	The Borrower has decided to get a roof inspection done.

H. Other		$125.00				
01 Home Warranty Fee	to Home Warranty, Inc.	$.00	$.00	$729.50	$.00	$.00
02 Real Estate Commission Buyers Broker	to Realty Company, Inc.	$.00	$.00	$6,750.00	$.00	$.00
03 Real Estate Commission Sellers Broker	to Better Homes, Inc.	$.00	$.00	$6,750.00	$.00	$.00
04 Title - Owner's Title Insurance	to Old Republic Nat. Title/Richard P. Bruce	$.00	$.00	$275.00	$.00	$.00
05 Roof Inspection Fee	to Roof Inspectors, Inc.	$125.00	$.00	$.00	$.00	$.00
06	to (none)	$.00	$.00	$.00	$.00	$.00
07	to (none)	$.00	$.00	$.00	$.00	$.00
08	to (none)	$.00	$.00	$.00	$.00	$.00

DoubleTime displays the total charges for the Buyer at the top of each section header (in the grey bar).

What You Do	**Comments**

Section I displays the **Total Other Cost Subtotals (E, F, G, H)**. It also provides totals for the **Borrower Paid At Closing** column and the **Borrower Paid Before Closing** column.

Section J - Total Closing Cost contains an area for **Lender Credits**.

I. TOTAL OTHER COSTS (Borrower-Paid)		$4,291.76				
Other Costs Subtotals (E + F + G + H)		$3,216.76	$1,075.00			
J. TOTAL CLOSING COSTS (Borrower-Paid)		$9,173.26				
Closing Costs Subtotals (D + I)		$7,848.26	$1,325.00	$17,423.00	$0.00	$50.00
Lender Credits	$.00					

NOTE: DoubleTime contains multiple Closing Disclosure options that can be accessed on the **CD Options** tab. You are able to select multiple format changes for your current Closing Disclosure including the options to **Use Pages 2A and 2B**. All lines on page 2 must be used before using Pages 2A and 2B.

Closing Disclosure Page 3

Page 3 of the **Closing Disclosure** has two sections, **Calculating Cash to Close** and **Summaries of Transactions.** In DoubleTime you will notice page 3 is divided amongst two tabs. The first tab is **Pg. 3 – Calc. Cash to Close** and the second tab is **Pg. 3 – Summaries of Transactions**.

NOTE: The **Summaries of Transactions** tab should be filled out prior to the **Calculating Cash to Close** tab.

Pg. 3 - Summaries of Transactions

Summaries of Transactions includes sections **K** through **N** and a **Calculation** section at the bottom of page 3. The **Calculation** section displays the Borrower and Seller **Cash to Close** amounts.

You can click directly on a line, type in the description and enter an amount. If greater detail is needed, double click the line to initiate a **Detail Window**. The Detail window can be used to enter in an **Amount Withheld** from the loan (Net Funding) or copy the amount to the Seller side.
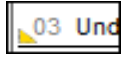
The last line in each section can be used to show additional credits and debits by clicking on the **Add addendum for additional items** button.

An expanded detail window for the Addendum row is displayed allowing you to insert fee descriptions and amounts. The total of all addendum items is inserted on the

selected row of page 3 after clicking **OK**. The Addendum Fee Descriptions and amounts will be displayed on **Closing Disclosure Addendum A** when the Closing Disclosure is printed.

NOTE: A triangular blue symbol called a **Line Detail Indicator** will appear in the top left corner of a row that contains an extra selection or entry from the **Detail** window. This indicator will appear on rows that contain **Prorated Amounts** or a **Transaction Type of TRID Variance Adjustment**. This feature helps you quickly identify items on the Closing Disclosure that have extra options selected without having to open the detail window. If you hover your mouse over the **Line Detail Indicator** for a particular row, a pop-up will appear indicating the transaction information.

A triangular yellow symbol called a **Line Detail Indicator** will appear in the bottom left corner of a row that contains a Line Description that does not match a GSE Fee Type for that row. ** This feature is for future use and not intended to be used with this release.

Section K - Due from Borrower at Closing/Section M - Due to Seller at Closing

What You Do	Comments
1. Click the **Pg. 3 - Summaries of Transactions** tab.	
2. Doubleclick on Section K, line 11.	A proration window opens. Selecting this line allows you to add a paid adjustment. K01 and M01 displays purchase price. K03 displays closing cost from page 2, section J.
3. Click the **Pro-rate** check box.	Additional fields open. The **Date From** box defaults to the closing date. The **Count Last Day** box is automatically selected, crediting the day of the closing to the seller.

What You Do	Comments

NOTE: Notice the **Transaction Type** field. The default is set to **(none)**. If the Seller gives a Lender's Title policy credit to the Buyer on page 3, this field must be set to **TRID Variance Adjustment** so that the **ALTA - Florida Rates** report is correct.

4. Select **Homeowners Association Dues** from the **Description** drop down list.

   This is the description of the payment by the seller that was paid in advance. This is an editable field.

5. Type **250** in the **Gross amount** box and press the **Tab** key.

   This is the amount paid by the seller for Homeowner Association dues.

6. Select **Quarterly** from the **Period** drop down list.

   This will identify the amount as a quarterly payment. *NOTE:* **TAB** out of the **Gross Amount** box to activate the **Period** box.

7. Type **03/31/(current year)** in the **Date to** box and press the **Tab** key.

What You Do	Comments
8. Click **OK**.	Quarterly dues are prorated and displayed on section K, line 11 and section M, line 12. ***NOTE:*** The Count last day is automatically selected, crediting the day of the closing to the seller. ***NOTE:*** **Copy To** box allows for the credit to display on a different line in the K section.

Section L - Paid Already by or on Behalf of Borrower at Closing/ Section N - Due from Seller at Closing

What You Do	Comments
1. Doubleclick on Section L, line 13.	A proration window opens. Selecting this line allows you to calculate the unpaid county taxes.
2. Click the **Pro-rate** check box.	Additional fields open. The **Date To** box defaults to the closing date. The **Period** box defaults to **Annually**, and can be changed if needed. **Date From** box defaults to the first day of current year.
3. Type **3733.30** in the **Gross amount** box.	This is the amount of the property taxes for the entire year.
4. Type **4** in the **Discount percent** box.	This is the maximum allowable discount which is determined by the Tax Collector's office according to the month in which it is paid.
5. Press the **Tab** key.	DoubleTime calculates the prorated taxes. ***NOTE:*** The default setting for the **Count Last Day** box is deselected.

What You Do	**Comments**
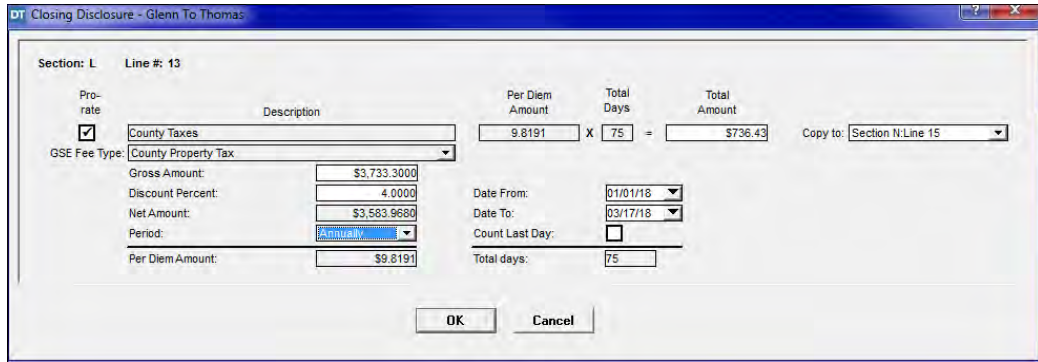
6. Click **OK.**

The prorated taxes are displayed on section L, line 13 and section N, line 15.

7. Click the **Payoff Calculator** button for Section N, line 04.

The **Payoff Calculator** window opens. The information here is supplied by the payoff lender.
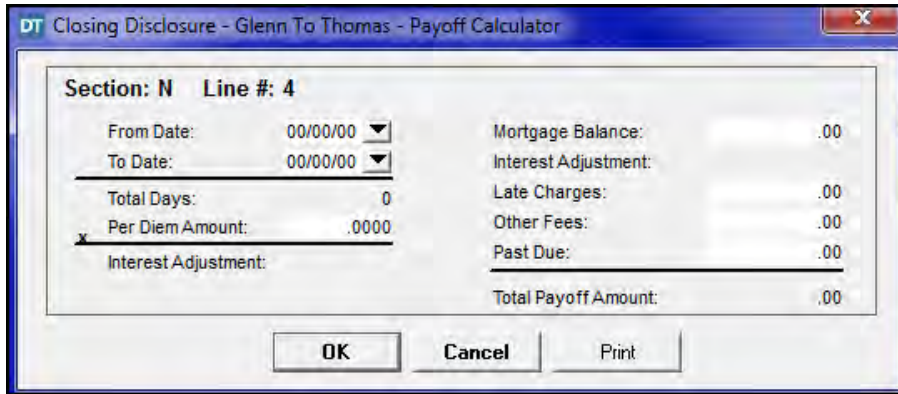
8. Type **0301(current year)** in the **From Date** box.

9. Type **0320(current year)** in the **To Date** box.

The payoff calculation includes several days of per diem interest after the closing date to allow for transmittal to and posting of funds by the payoff lender.

10. Type **43.32** in the **Per Diem Amount** box.

DoubleTime automatically calculates the **Total Days**. The **Per Diem Amount** is supplied by the lender holding the mortgage.

11. Type **175675.66** in the **Mortgage Balance** box and press the **Tab** key.

The **Mortgage Balance** amount is supplied by the lender holding the mortgage. When you press the **Tab** key, the **Total Payoff Amount** is calculated.

What You Do	**Comments**
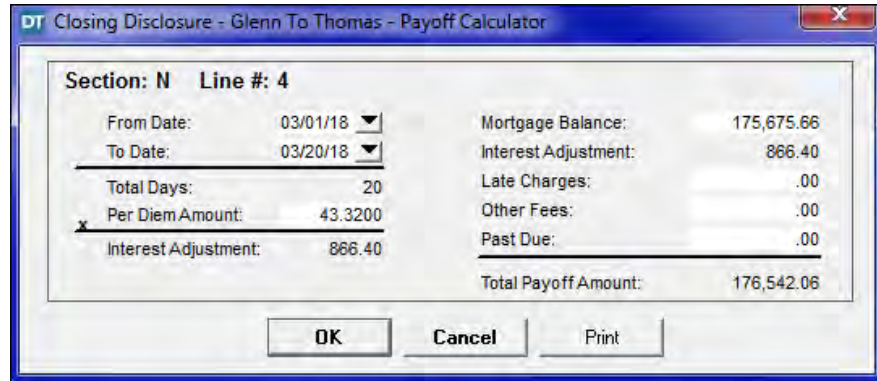
12. Click **Print**.	The **Print Options** window is displayed with **All** selected and number of copies defaults to 1.
13. Click **OK.**	The Payoff figures are printed and the **Payoff Calculator** is re-displayed.
14. Click **OK.**	The **Payoff Calculator** is closed. The payoff balance totaling $176,542.06 is displayed on section N, line 04. NOTE: It is not necessary to use the **Payoff Calculator** if the payoff supplied by the lender is not expired. You are able to type the payoff amount directly on N04. The name of the payoff lender is automatically populated as the Payee.

Calculation

The **Calculation** section displays the Borrower and Seller **Cash to Close** amounts.

Pg. 3 - Calc. Cash to Close

The **Calculating Cash to Close** table is used to compare changes from the **Loan Estimate** and the **Closing Disclosure**. DoubleTime will allow you to fill in amounts on the **Loan Estimate** column and will automatically populate most fields under the **Final** column. Selecting **Yes** in the **Did this change?** column will default in the standard language set forth by the UCD. If a variation of the standard language is needed, simply click the **Override?** box to type in the text box. Figures for the **Loan Estimate** column are supplied by the lender.

What You Do	**Comments**
1. Click the **Pg. 3 - Calc. Cash to Close** tab.	DoubleTime automatically populates most of the fields in the Final column.

2. Type **9767** for **Total Closing Cost (J)** in the **Loan Estimate** Column.

The **Final** column displays the total closing cost from page 2, section J.

3. Select **Yes** from the **Did this change?** drop down list for **Total Closing Cost (J).**

The standard language is populated for the **Did this change?** column.

4. Type **-1325** for **Closing Costs Paid Before Closing** in the **Loan Estimate** Column.

The **Final** column displays page 2 total cost paid before closing for the Borrower.

5. Type **45000** for **Down Payment/Funds from Borrower** in the **Loan Estimate** Column.

The **Final** column displays Sales Price minus Deposit as the Down Payment. NOTE: You should not change the **Final** column because it affects **Cash To Close** on page 1 and 3.

6. Type **-45000** for **Deposit** in the **Loan Estimate** Column.

The **Final** column displays the actual deposit entered in the Closing File module.

What You Do	Comments
7. Select **Yes** from the **Did this change?** drop down list for **Adjustments and Other Credits.**	The standard language is populated for the **Did this change?** column. The **Final** column displays the prorations.

Calculating Cash to Close	Use this table to see what has changed from your Loan Estimate			
	Loan Estimate	Final	Did this change?	Override?
Total Closing Cost(J)	9,767.00	$9,173.26	Yes • See Total Loan Costs (D) and Total Other Costs (I).	☐
Closing Costs Paid Before Closing	-1,325.00	-$1,325.00	No	
Closing Costs Financed (Paid from your Loan Amount)	.00	.00	No	
Down Payment/Funds from Borrower	45,000.00	45,000.00	No	
Deposit	-45,000.00	-$45,000.00	No	
Funds for Borrower	.00	.00	No	
Seller Credits	.00		No	
Adjustments and Other Credits	.00	-$694.76	Yes • See Details in Section K and L.	
Cash to Close	$8,442.00	$7,153.50		

NOTE: The **Cash to Close** totals are automatically populated for the **Loan Estimate** and **Final** column.

Page 4 - Additional Information About This Loan

This page is used to show the Borrower loan disclosures. This Information is provided by the lender. Page 4 displays the standard CFPB (UCD) language. You have the ability to select option boxes to indicate additional information regarding the Borrower loan. An **Escrow Account** section is also located on page 4. DoubleTime provides the ability to free type escrow amounts and type the description of what is escrowed.

What You Do	Comments
1. Click the **Page 4** tab.	

Additional Information About This Loan

Loan Disclosures

Assumption
If you sell or transfer this property to another person, your lender
- ☐ will allow, under certain conditions, this person to assume this loan on the original terms.
- ☐ will not allow assumption of this loan on the original terms.

Demand Feature
Your loan
- ☐ has a demand feature, which permits your lender to require early repayment of the loan. You should review your note for details.
- ☐ does not have a demand feature.

Late Payment
Late Charge Type: No Late Charges
If your payment is more than [   ] days late, your lender will charge a late fee of [$0.00   ]

Escrow Account
For now, your loan
- ☐ will have an escrow account (also called an "impound" or "trust" account) to pay the property costs listed below. Without an escrow account, you would pay them directly, possibly in one or two large payments a year. Your lender may be liable for penalties and interest for failing to make a payment.

Escrow

Escrowed Property Costs over Year 1		Estimated total amount over year 1 for your escrowed property costs:
Non-Escrowed Property Costs over Year 1		Estimated total amount over year 1 for your non-escrowed property costs:

What You Do	**Comments**
2. In the **Assumption** section, click the "will not allow assumption …." box.	The selected box displays a check mark. This indicates the loan will not allow assumption.
3. In the **Demand Feature** section, click the "does not have …." box.	The selected box displays a check mark. This indicates the loan does not have a demand feature.
4. In the **Late Payment** section select **Percent Of Principal And Interest** from the drop down selection.	
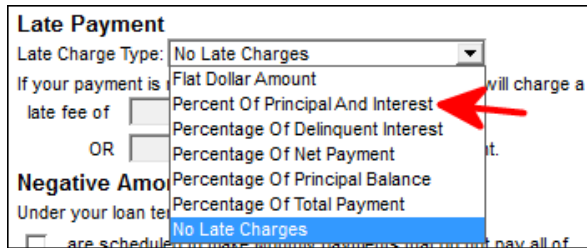
5. In the **Late Payment** section, type **15** in the "If your payment is more than days late" section.	
6. Type **5** in the **% of the late payment amount** box.	You may also use the **late fee of** box to disclose a flat late fee when the lender is not using a percentage.
7. In the **Negative Amortization** section, ensure that the "do not have a negative …." box is checked.	The selected box displays a check mark. This indicates the loan does not have a negative amortization.
8. In the **Partial Payments** section, ensure that the "does not accept …." box is checked.	
9. In the **Escrow Account** section, ensure that the "will have an escrow…." box is checked.	The top right side of page 4 displays the **Escrow Account** section. *NOTE:* In order to open the text boxes located in the Escrow section, you must first select the **will have an escrow...**box.

What You Do	Comments

10. Type **4808.28** in the **Escrowed Property Costs over Year 1** field.

11. Press the **Tab** key.

12. Type **Taxes, Homeowner's Insurance, Flood Insurance** in the "Estimated total amount…" field.

13. Type **1000** in the **Non-Escrowed Property Costs over Year 1 field**.

14. Press the **Tab** key.

15. Type **HOA Dues** in the "Estimated total amount…" field.

16. Type **1618.71** in the **Initial Escrow Payment** field.

17. Type **400.69** in the **Monthly Escrow Payment** field.

NOTE: The **Adjustable Payment (AP) Table** can be activated by selecting the checkbox at the top left of the table. Toggling the AP table on and off will affect the **Loan Terms** table | **Monthly Principal & Interest** on Page 1 of the Closing Disclosure. The **Adjustable Payment (AP) Table** provides drop down selections where you can disclose if the Borrower loan has these features. Fields/boxes are also provided to type in dates and amounts. This information is provided by the lender.

What You Do	Comments

Adjustable Payment (AP) Table

☐

Interest Only Payments? ☐

Optional Payments? ☐

Step Payments? ☐

Seasonal Payments? ☐

Principal and Interest Payments

First Change / Amount [ ] - [ ] at [ ] payment.

Subsequent Changes   Every [ ] years

Maximum Payment [ ] starting at [ ] payment.

Addtional Information:

Optional Payments?   Start: [▼] End: [▼]

Step Payments?   Last Scheduled PI Change Date: [▼]

Seasonal Payments?   From [▼]   To [▼]

NOTE: The **Adjustable Interest Rate (AIR) Table** can be activated by selecting the checkbox at the top left of the table. Toggling the AIR table on and off will affect the **Loan Terms** table / **Interest Rate** on Page 1 of the Closing Disclosure. The **Adjustable Interest Rate (AIR) Table** provides drop down selections where you can disclose if the Borrower loan has these features. Fields/boxes are also provided to type in dates and amounts. This information is provided by the lender.

Adjustable Interest Rate (AIR) Table

☐

☐ Index + Margin [▼] Description [ ] + [ ]

☐ Interest Rate Adjustments [ ]

Initial Interest Rate [ ]

Minimum/Maximum Interest Rate [ ] / [ ]

Change Frequency

First Change   Beginning of [ ] month

Subsequent Change   Every [ ] month after first change.

Limits on Interest Rate Changes

First Change [ ] %

Subsequent Change [ ] %

What You Do	Comments

The Borrower loan is a fixed rate, therefore the **Adjustable Payment (AP) Table** and **Adjustable Interest Rate (AIR) Table** are not used in this example.

NOTE: When the tables are left untoggled they do not print on the Closing Disclosure, but still visible on page 4 tab.

Page 5 - Loan Calculations and Other Disclosures

This page is used to show the Borrower loan disclosures. This information is provided by the lender.

Loan Calculations

What You Do	Comments

1. Click the **Page 5** tab.

What You Do	Comments
2. Type **290980.96** in the **Total of Payments** box.	Total of payment displays in the text box.
3. Type **110980.96** in the **Finance Charge** box.	Total finance charge displays in the text box.
4. Type **170960.74** in the **Amount Financed** box.	Total amount financed displays in the text box.
5. Type **4.174** in the **Annual Percentage Rate (APR)** box.	The APR displays in the text box.
6. Type **61.65** in the **Total Interest Percentage (TIP)** box.	The TIP displays in the text box.

Loan Calculations

Total of Payments. Total you will have paid after you make all payments of principal, interest, mortgage insurance, and loan costs, as scheduled.	$290,980.96
Finance Charge. The dollar amount the loan will cost you.	$110,980.96
Amount Financed. The loan amount available after paying your upfront finance charge.	$170,960.74
Annual Percentage Rate (APR). Your costs over the loan term expressed as a rate. This is not your interest rate.	4.174 %
Total Interest Percentage (TIP). The total amount of interest that you will pay over the loan term as a percentage of your loan amount.	61.65 %

Other Disclosures

What You Do	Comments
1. In the **Appraisal** section, ensure that the box is checked.	Standard CFPB/ UCD language is displayed in the **Other Disclosures** section, located at the top left on page 4. The Appraisal language is activated and will print on the Closing Disclosure.

What You Do	Comments
2. In the **Liability after Foreclosure** section, ensure that the "state law does not protect ...." box is checked.	*NOTE:* DoubleTime will print standard language on page 5 that is not displayed in the tab view.

Contact Information

The **Contact Information** table allows you to display important information about key participants from the **Closing Disclosure**. The key participant types that populate are: **Lender, Mortgage Brokers**, **Real Estate Broker(B), Real Estate Broker(S)** and the **Settlement Agent**. Column widths can be resized to allow information to fit within the printable margins by clicking and dragging between column headers. Column headings appearing in yellow indicate the contact information in that column does not fit within the printable margin and will appear on **Closing Disclosure Addendum A**. Contacts can be added or deleted on the table by right clicking any of the column headings and selecting **Add** or **Delete**. Selecting **Add** will list key participants from the **Participants** tab in the **Closing File** module that you can elect to include in the table.

NOTE: If you hover your mouse over the gray title bar in the **Contact Information** table you will get a right click prompt. If you click on this prompt you will get an **Add/Delete** option box. Clicking on **Add/Delete** will give you the option to bring in or delete contacts to the table. You may not edit any text located in newly added participants from the **Closing File** module the **Contact Information** table. You must return to the **Closing File** module or the **Contacts** module to make any necessary edits.

Confirm Receipt

The **Confirm Receipt** section is located at the bottom left of page 5. The **Confirm Receipt** signature line ONLY confirms receipt of the Closing Disclosure.

What You Do	Comments
1. Ensure the **Show Confirm Receipt** box is checked.	An Applicant signature line is displayed along with the standard CFPB/UCD language.

Confirm Receipt   ☑ Show Confirm Receipt

By signing, you are only confirming that you have received this form. You do not have to accept this loan because you have signed or received this form.

Borrower   Date

NOTE: Additional options concerning the **Confirm Receipt** lines can be selected in the **CD Options** tab. The **Confirm Receipt** signature line ONLY confirms receipt of the Closing Disclosure by the Borrower. It does not confirm acceptances of the loan terms. DoubleTime provides the **CD Addendum B - Customary Recitals** document located in the **Document** module. You may have the Buyer and Seller sign this document.

Viewing Closing Statement Alerts

What You Do	Comments
1. ⚠ On the secondary toolbar, click the **Closing Statement Alerts** button.	The **Closing Statement Alert** window opens. DoubleTime provides transaction specific information on line items, and sections that may have been inadvertently overlooked or which may be logically inconsistent with other data in this closing file. There is one reminder provided: **Missing date issued.**

What You Do	Comments
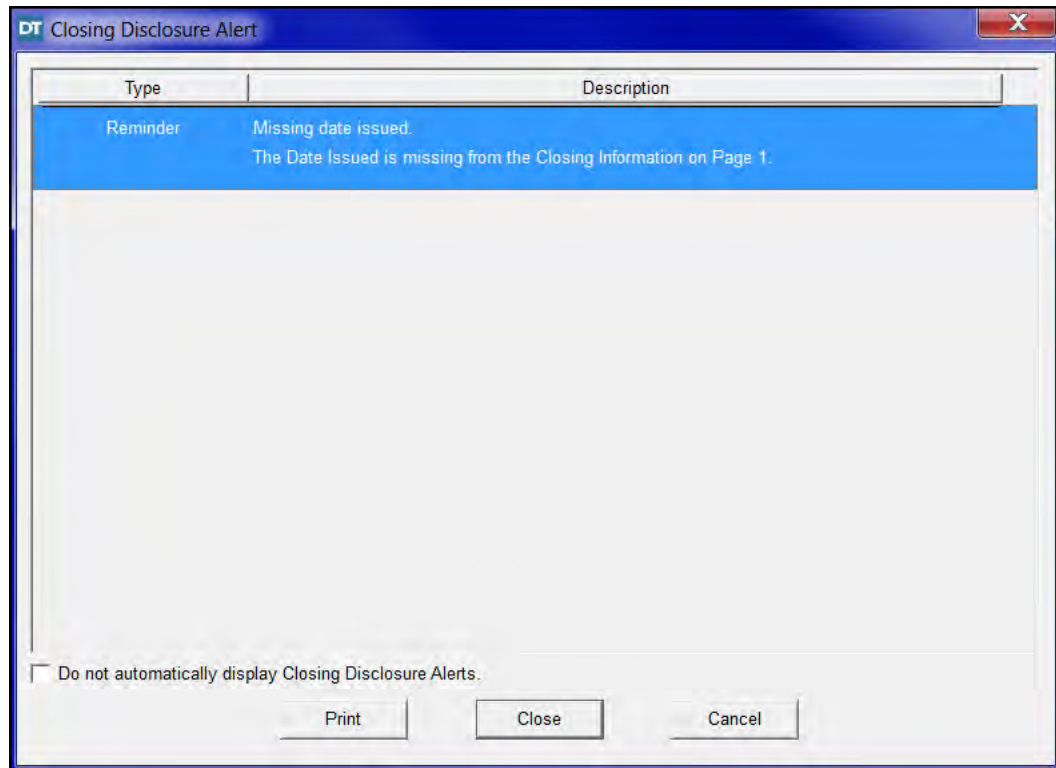
2. Click on the **Close** button.

3. Select the **Page 1** tab.   Page 1 displays **Date Issued** located on the top left area of the window.

4. Type **0317(current year)** in the **Date Issued** field.   Lender will provide issue date. You may also click the down arrow to access a calendar in order to enter the **Date Issued**.

Viewing Costs at Closing

What You Do	**Comments**
1. Scroll down to the bottom of **Page 1** to view the **Costs at Closing** section	

Costs at Closing		
Closing Costs	$9,173.26	Includes $4,881.50 in Loan Costs + $4,291.76 in Other Costs - $0.00 in Lender Credits. See page 2 for details.
Cash to Close	$7,153.50	Includes Closing Costs. See Calculating Cash to Close on page 3 for details.

NOTE: DoubleTime has populated these fields from information that was entered on other tabs in **Closing Disclosure** module. You are unable to type over the fields to make any edits.

CD Options

DoubleTime contains multiple **Closing Disclosure Options** that can be accessed on the **CD Options** tab. You are able to select multiple format changes for your current Closing Disclosure including the options to **Use Pages 2A and 2B, Show Total Transfer Taxes on a single line (Section E)**, as well as options for the **Confirm Receipt** signature block.

Closing Disclosure Options

Use Regular Closing Disclosure for Refinance — ○ Yes ⊙ No
Use Pages 2A and 2B — ○ Yes ⊙ No
Show "(L)" for Lender Paid Items on Page 2 — ⊙ Yes ○ No

☑ Show 'Confirm Receipt' Signature Block
  ○ Show Custom Borrower Name(s)
  ○ Show "Applicant/Co-Applicant"

Show Total Transfer Taxes on single line (Section E) — ○ Yes ⊙ No
Show zero amount for Aggregate Adjustment (Section G) — ○ Yes ⊙ No

Show Title Insurance charges for Policies & Endorsements on two lines — ○ Yes ⊙ No

Closing Disclosure Alerts
☐ Do not automatically display Closing Disclosure Alerts.

GSE Fee Type Response Window
☐ Show GSE Fee Type Response Window.

NOTE: You may change the default settings for these **Closing Disclosure Options** in your **User Preferences**. Simply click **Preferences**, from the main menu bar and then select, **User Preferences**. Under the **Settlement Statement** tab, you will have the ability to change your default settings for all future Closing Disclosures.

Printing The Closing Disclosure

What You Do	**Comments**
1. [icon] On the secondary toolbar, click the **Print** button.	The **Print Options** window is displayed. The **Print Range** defaults to **All**, **Number of Copies** to **1**, **Print What** to **Closing Disclosure** and **Print** to **Print all pages**. ***NOTE:*** To print a different statement, worksheet, or report, click the **Print What** drop down box and make your selection.
2. Select **Borrower Only CD** from the **Print What** drop down menu.	
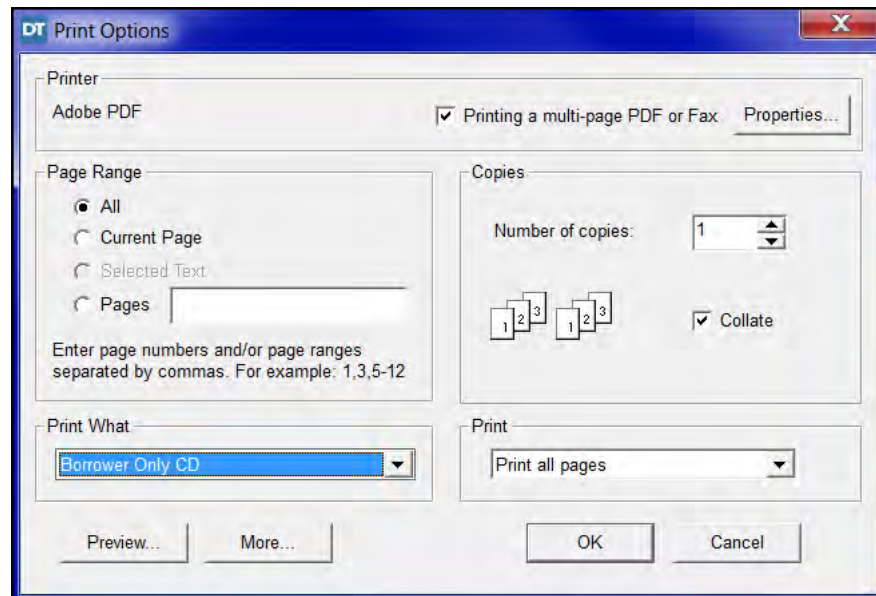
3. Click the **More** button.	A variety of Closing Disclosure formats, reports and worksheets are available to be printed by clicking the desired check boxes. This feature allows you to print multiple items at one time.

What You Do	Comments
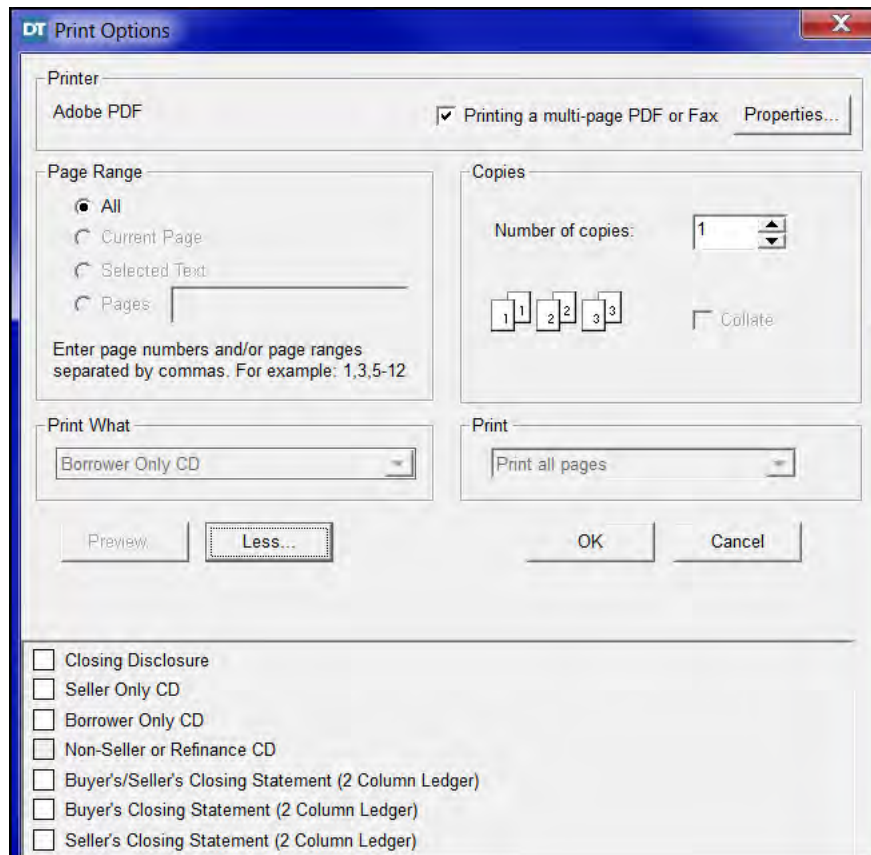
NOTE: It is a good idea to print out an example copy of these reports for use in your office. Not all of them are covered in the training class. These reports may also be accessed from **Reports** on the **Menu Bar**, while you are in the **Settlement Statements** module.

4. Click the **Less** button.
The **Print Options** window is re-displayed.

5. Click the **Preview** button.
A **Print Preview** of the Closing Disclosure is displayed.

What You Do	Comments

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your loan estimate.

Closing Information
Date Issued   03/17/2018
Closing Date   03/17/2018
Disbursement Date 03/17/2018
Settlement Agent   Richard P. Bruce, Esq.
File #   Glenn To Thomas
Property   1 Southern Place
     Orlando, Florida 32828
Sales Price $225,000.00

Transaction Information
Borrower   Susan S. Thomas
     1 Southern Place
     Orlando, Florida 32828
Seller   Peter R. Glenn and Linda Glenn
     4728 Church Street
     Chicago, Illinois 60643
Lender   Bank of Florida

Loan Information
Loan term   30 Years
Purpose   Purchase
Product   Fixed Rate

Loan Type   [X] Conventional   [ ] FHA
        [ ] VA   [ ] _____
Loan ID #   14583
MIC #

Loan Terms		Can this amount increase after closing?
Loan Amount	$180,000	NO
Interest Rate	3.5%	NO
Monthly Principal & Interest *See Projected Payments below for your Estimated Total Monthly Payment*	$808.28	NO

Creating Saved Versions of Printed Closing Disclosures

NOTE: While viewing a report in **Print Preview** mode you will be able to save a version of the **Closing Disclosure** report for future viewing and printing. You will not be able to make any changes to prior versions. On the menu bar, select **Actions > Create Version**. Type the name of the version. To view a saved version, select **Actions** from the menu bar and select **Display Version**.

6. Use the arrow buttons on the secondary toolbar to view all pages of the Closing Disclosure.

7. On the secondary toolbar, click the **Print** button again.

    The **Print Options** window is re-displayed.

8. Click **OK**.

    The **Print Options** window closes and the Borrower Only Closing Disclosure prints.

What You Do	**Comments**

9.   Click the **Close** button.

The **Print Preview** window is closed.

10. From the menu bar Click **Reports**. Select Seller Only CD from the list.

The **Seller Only CD Print Preview** window is displayed. DoubleTime provides a completed **Seller CD** when completing the tabs in the **Settlement Statement** module. You do not need to access another module or fill out another CD for the Seller, since the Seller fees were entered as we entered the Buyer fees.

Reports	Tools	Navigation	Actions	Utilities	Preferences	Windo
Closing Disclosure						
Seller Only CD						
Borrower Only CD						
Non-Seller or Refinance CD						
Borrower's/Seller's Closing Statement (2 Column Ledger)						
Borrower's Closing Statement (2 Column Ledger)						
Seller's Closing Statement (2 Column Ledger)						
Initial Escrow Account Disclosure Statement						
Proration Worksheet						
Recording Worksheet						
ALTA Settlement Statement - Combined						▶
ALTA Settlement Statement - Borrower/Buyer						▶
ALTA Settlement Statement - Seller						▶

11. On the secondary toolbar, click the print button.

The **Print Options** window is displayed.

12. Click **OK**.

The **Print Options** window closes and the Seller Only Closing Disclosure prints.

13.   Click the **Close** button.

The **Print Preview** window is closed.

14. From the menu bar Click **Reports**. Select **ALTA Settlement Statement - Combined > Florida Promulgated Rates** from the list.

The **ALTA Settlement Statement - Combined - Florida Promulgated Rate** Print Preview window is displayed. Buyer and Seller charges are displayed since the fees were previously entered in the CD.

15. On the secondary toolbar, click the print button.

The **Print Options** window is displayed.

What You Do	Comments
16. Click **OK**.	The **Print Options** window closes and the **ALTA Settlement Statement - Combined** prints.

UCD XML File Export

DoubleTime has a UCD Export feature located in the **Settlement Statement** module for both Sale and Refinance Closing Disclosures. When it is requested, DoubleTime has the ability to export the required data from the **Closing Disclosure**, including the required PDF into an XML formatted file. This is used to submit to the GSE's (Government Sponsored Enterprise's such as Fannie Mae and Freddie Mac).

From the **Actions** menu, select the **UCD XML File Export** option.
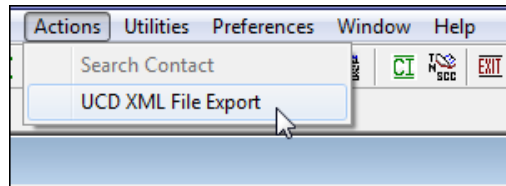
UCD XML File Export Window

Upon entering the **UCD XML File Export** window, select the path where you would like to save the XML file. The next step is to select the format that is requested by choosing one of the options under **Select Export PDF Format.** Finally, click on **Create UCD Export File**. Once completed, click on **Close** to exit the window.

What You Do	Comments

What You Do	Comments

ALTA Settlement Statement Forms

Settlement Agents may choose to supplement the **Closing Disclosure** with an additional **Settlement Statement**. DoubleTime allows you to produce the **ALTA Settlement Statement** forms from the **Settlement Statements** module – **Reports** menu.

ALTA has developed these standardized statements for title insurance and settlement companies to use in itemizing all the fees and charges which both the Buyer and Seller must pay during the settlement process of a housing transaction.

All figures automatically populate on the **ALTA Settlement Statements** based on information added to the **Closing Disclosure**. When entering fees on page 2 of the **Closing Disclosure**, Section **B Fee Type** defaults to **Loan Fees** and Section **C Fee Type** defaults to **Other Fees**. When printing the **ALTA Settlement Statement** these fees will be placed in the "**Other- Loan Charges**" section. To have title fees placed in the "**Title Charges & Escrow/ Settlement Charges**" section you must change the **Fee Type** in the detail window to **Title Fees**. To access the statements, while in the **Settlement Statements** module for a **Closing Disclosure**, select **Reports** from the main menu bar and then choose from 3 different formats: **Combined, Borrower/Buyer or Seller**. Each format may be shown with TRID Rates or with Florida Promulgated Rates. All 3 report formats with TRID Rates may be printed from the **Print Options** window or from **Reports**. Checking the **Show Print View** box at the top left of the report will display the header of the ALTA Settlement Statement. All information in the header is automatically populated for you based on information added in the **Closing File** module.

You have the added flexibility of modifying line descriptions on the **ALTA Settlement Statements** without affecting the **Closing Disclosure**. Simply click in the **Description** column on a line and begin typing. You can not change amounts. Your modified line descriptions will be saved for all printed formats of the **ALTA Settlements**.
You have the ability to check the **Separate Signature Page** box which separates the Signature Page from the rest of the Settlement Statement when printing.
NOTE: On the **ALTA Settlement Statement** the Seller figures are located on the left and Borrower on the right.

Emailing Settlement Statements

What You Do	Comments
1. When the settlement statement is in **Preview** mode, select **eSolutions > Email** from the main menu.	The **Settlement Statements—Print Preview** window converts the file to an image file. A list of participants in reference to your closing file is displayed with the opportunity to select their email addresses. ***NOTE:*** The email addresses are established in the **Contacts** or **Closing File** module.
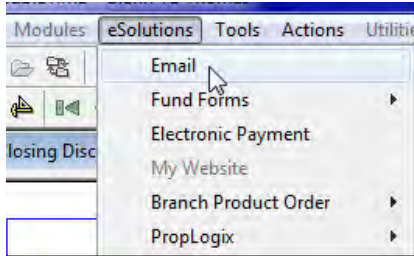
The **EMail Properties** window opens.
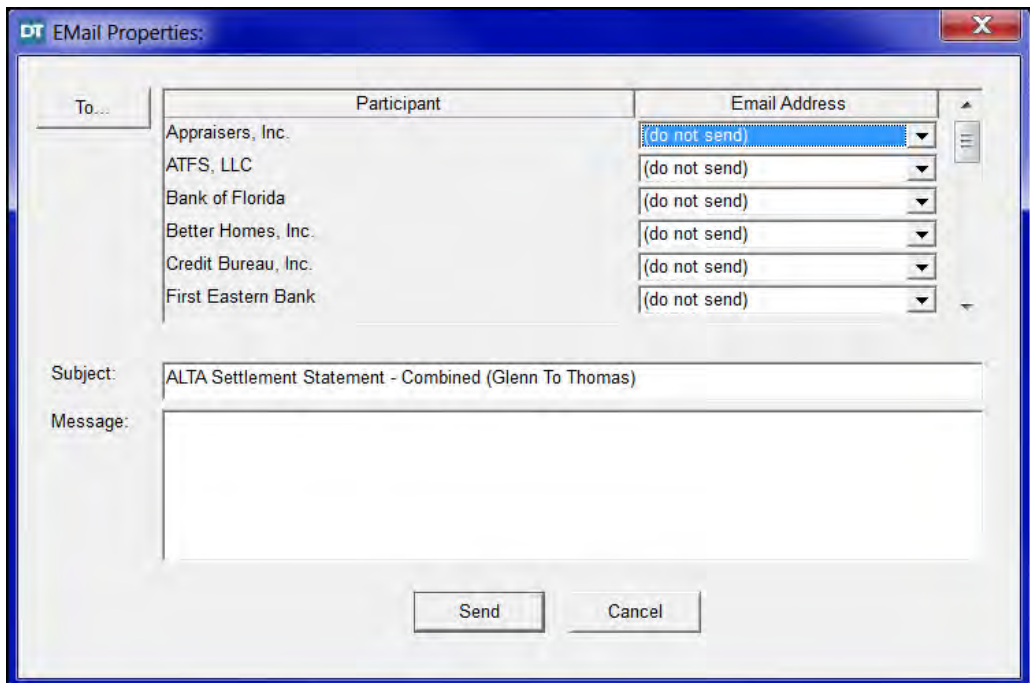
2. Click the [To...] button.	The Address Book opens in MS Outlook. If necessary, scroll to find your instructor's name.
3. Type **(the name of your instructor)** in the **Search** box or select the name from the list.	
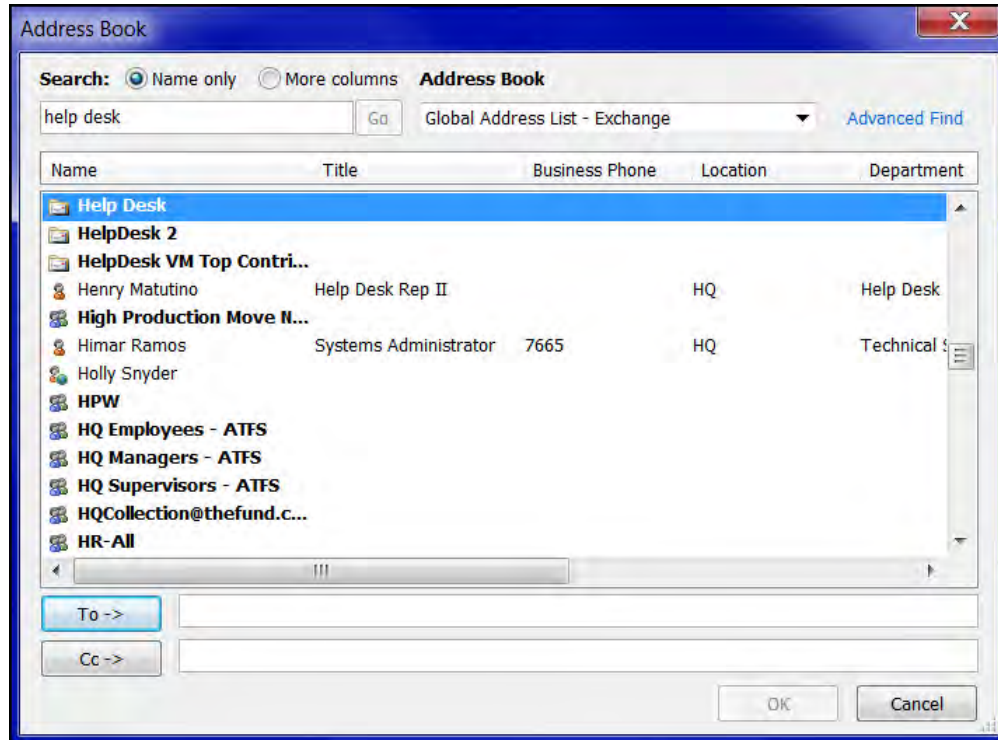
What You Do	**Comments**

4. Select your instructor's name and click **To ->**.

Your instructor's name is displayed in the **To -> ** box.

5. Click **OK**.

The Address Book window closes and the **Email Properties** window is re-displayed. The instructor's name you selected is displayed at the top of the **Participant** list. *NOTE:* You may add a message by typing in the **Message** box.

What You Do	Comments
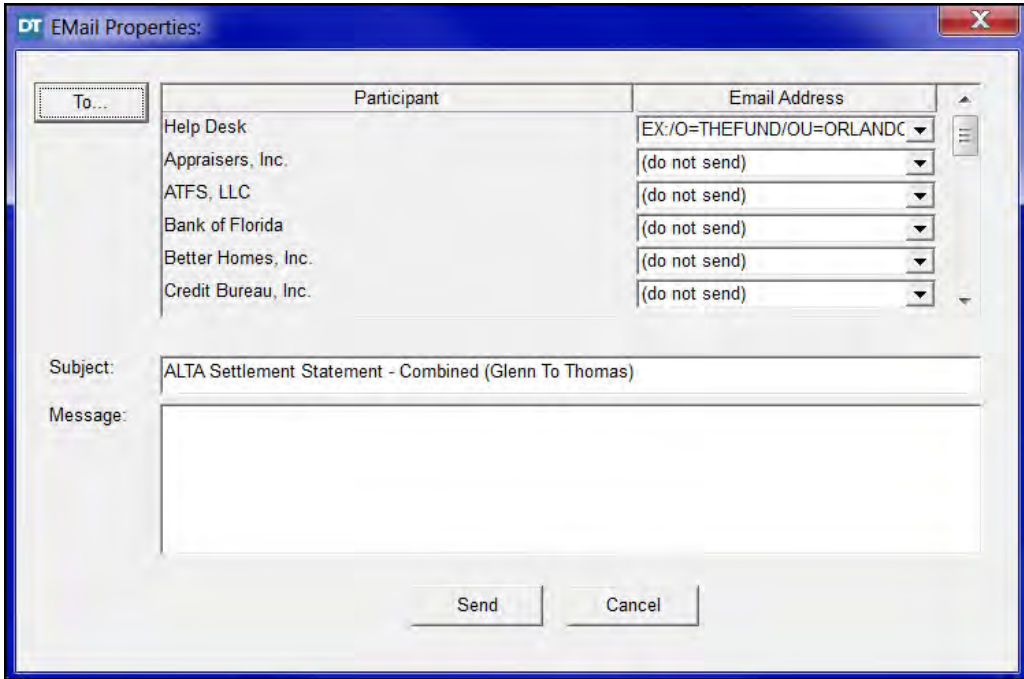
6. Click **Send**. The email is sent. *NOTE:* A copy of the email is also placed in your Sent folder.

7. [icon] Click the **Close** button. The **Print Preview** window is closed.

8. [icon] Click the **Close** button. The **Settlement Statements** module is closed.

Tips

1. An alternate way to open the **Settlement Statements** module is to select **Modules** from the menu bar and choose **Settlement Statements**.

2. [icon] Use the **Deposit Summary** button, located in the secondary toolbar to open the **Deposit Summary** dialog box when on page 3 of the Closing Disclosure.

3. Use the **Payoff Calculator** button located in the secondary toolbar or on line L1 on page 3 of the Closing Disclosure, to open the **Payoff Calculator**.

4. Use the **Recording Calculator** button on the secondary toolbar or on line E1 on page 2 of the Closing Disclosure, to calculate recording fees.

5. You must use the **Title Premium Allocation** button on the secondary toolbar to assign a payor or to split the Title Premium fees when on page 2 of the Closing Disclosure.

6. In the **Print Options** window, use the **Page Range** area to print individual pages of the Closing Disclosure.

7. To display the entire Closing Disclosure, click the **Print** button on the secondary toolbar and select the **Preview** button.

8. You can display any one report selected in the **Print What** box by clicking the **Preview** button. You can also select a report, worksheet and other settlement statements to view by selecting **Reports** from the main menu.

9. To print multiple reports at one time, click the **More** button on the **Print Options** window and select as many different reports, worksheet and other settlement statements as needed.

10. Click the **Calculator** button on the secondary toolbar to use the calculator. You can type the number on the keyboard or use the mouse to click the numbers on the displayed calculator.

11. To obtain a copy of the figures in the **Payoff Calculator**, leave the **Payoff Calculator** window open after the figures have been calculated. Click the **Print** button.

12. You can choose to display the **Closing Disclosure Alerts** at any time by clicking the **Closing Disclosure Alerts** button, on the secondary toolbar, to check for any missing items within your Settlement Statement.

13. To email a Closing Disclosure from your PC, select **eSolutions** while in **Print Preview**, and click **Email**. In order to perform this function, you must be in preview mode of all Settlement Statements, including the Closing Disclosure, and you can only use Outlook or Outlook Express to e-mail from the **Settlement Statement** module. A list of participants in reference to your file are displayed with the opportunity to select their e-mail addresses. Email addresses need to be established in either the **Contacts** or **Closing File** module on the **Email** tab.

14. When you are **Updating the Recording Charges** for your loan you may deselect the **Mortgage Intangible Tax** for Credit Union loans.

15. You may print a **Proration Worksheet** from the **Reports** menu on the main toolbar.

16. You may print a **Recording Worksheet** from the **Reports** menu on the main toolbar.

17. You may print **ALTA Settlement Statements** from the **Reports** menu on the main toolbar.

18. You may print a **Seller Only Closing Disclosure** from the **Reports** menu on the main toolbar.

19. From the **Print Preview** window, you may create a .pdf file of any of the reports listed in the **Reports** menu, by going to the **File** menu, select **Save As** and save to the desired location.

20. From the **Print Preview** window, you may place a draft watermark on your Settlement Statement by using the **Draft Watermark** button on the secondary toolbar. This will appear on all pages of your printed Settlement Statement.

21. While in the **Settlement Statement** module you may change from **CD** to **HUD** or to **GFE HUD** by using the **Format** menu on the main toolbar. Switching the **Settlement Statement** type after entering data in the **Settlement Statements** module will result in **Settlement Statement** data being lost.

22. On page 2 of the Closing Disclosure, you have the ability to move any line to another section by using the **Line Administrator**. The **Line Administrator** is accessed by using the **Insert** button on the secondary toolbar.

23. If you have fax software on your computer, fax the CD or other report type by changing the printer using the **Properties** button, and selecting **Printing to Fax Machine**.

24. When the Fee type is set to Broker Commissions or Broker Fees you can use the **Amount Withheld** field for Realtor held deposits. The **Balance Sheet** will show the reduced realtor commission disbursement.

25. In the Closing Disclosure, page 2, you have the ability to change the **Fee Type**. In section H, the **Fee Type** defaults to **Other Fees**. Additional choices are **Broker Commission Fees**, **Title Fees**, and **Broker Fees**. DoubleClick on the line to open the detail window and use the **Fee Type** down arrow to make your selection. Use the **Broker Commission Fees** to enter Real Estate Commissions, use **Broker Fees** to enter additional Broker Fees such as Realtor transaction fees or a processing fee. Title Fees are entered using the **Title Fees** selection. Selecting the correct Fee Type will allow DoubleTime to place these fees in the proper category when printing the ALTA Settlement Statement. On page 2 and 3 when the **Fee Type** is set to **Title Fees** it will open a field called **Trans Type**. When the **Trans Type** is set to **TRID Variance Adjustment** it will allow the line to show a third option for credit from seller to buyer for title fees.

26. To show the actual Florida Promulgated credit for the Owner's Title Insurance Policy from the seller to the buyer on Page 2, in section H, of the **Closing Disclosure** click on the **Title Premium Allocation** button on the secondary toolbar. Click the **TRID Variance** tab to get the **Variance Amount**. This amount is the credit from the seller to the buyer. Click on the **Owner Policy** tab in this window. In the **Payor** drop down list select **Split B/S**. type a minus sign and then type in the Variance Amount (example -925.00). Click the **Tab** button on the keyboard and the **Seller Amount** displays the total cost of the Owner's Policy. Click **OK**. Section H displays the Variance Amount in the **Borrower Paid At Closing** column and the total cost of the Owner's Policy in the **Seller Paid At Closing** column.

27. You have the ability to customize the **Borrower Name(s)** on page 5 of the **Closing Disclosure.** To show this option for the current closing file, click on the **CD Options** tab. Select the **Show "Confirm Receipt" Signature Block** and then choose **Show Custom Borrower Name(s).**

Frequently Asked Questions

Question	Answer
1. Why aren't the doc. stamps on the deed automatically calculated on the Closing Disclosure?	You did not insert a property on the **Property** tab or a sales price on the **General** tab of the **Closing File** module.

Question	Answer
2. How do I enter an **Aggregate Accounting Adjustment** if it is a negative number?	Type a dash (-), and then type the amount. If the lender is withholding this amount (to add it to their net proceeds check) double click the **Amount withheld** field.
3. How do I add a payee in the **Settlement Statements** module?	Click the **Search Contact** button on the secondary toolbar to open the **Search Contact** window. Select or add the contact. You may also doubleclick on the line to open the detail window and use the **Contacts** button to open the **Search Contact** window.
4. How do I type a negative number?	Type a dash (-), and then type the amount.
5. How do I change the holder of the deposit from someone else to our firm prior to closing?	One way to accomplish this is in the **Closing File** module by following these steps: • Click on the **Deposit** tab. • Click on the **Insert** button. • Choose your firm in the drop down field for **Deposit Held By**. • In the **Amount** field enter the dollar amount of monies moved to your firm's trust account. • In the **Received Date** field enter the date on which the funds were transferred to your firm's trust account. • Select the **Amount** field on the line of the former deposit holder. • Change that amount to 0.00 • Save your work and exit the module. *Note*: Sometimes the escrow agent holding the deposit changes between the time the information has been entered in DoubleTime and the date of closing. For example, closing agents are sometimes required to have all deposit monies flow through their escrow account as collected funds as part of the closing process.

Question	Answer
6. How do I get the Doc Stamps to display on multiple lines on page 2 of the Closing Disclosure in Section E?	You may choose to disclose the transfer taxes on multiple lines by changing the **Show Total Transfer Taxes…** selection on the **CD Options** tab. You will then be prompted to add more lines in section E by using the Line Administrator. You can set this up as a default in **Preferences > User Settings > Settlement Statement**.
7. How do I enter a fee on page 2 of the CD that will be paid by the lender on behalf of the borrower?	Double-click in the **Paid by Others POC** field in the **Detail** window on page 2 of the CD. This will allow you to show the portion of the **Paid by Others** amount that is not being funded at closing. This amount will not be displayed on the **Balance Sheet**.
8. How do I print an ALTA Settlement Statement with Florida Promulgated Rates?	Generate the report while in the Settlement Statement module for a CD, by selecting **Reports** from the main menu bar, choose an **ALTA Settlement Statement** type, and then select **Florida Promulgated Rates**.
	Florida Title Insurance rating rules differ from TRID Rating rules resulting in a variance amount. The variance amount is usually given as a credit from the Seller to the Borrower so that each party is paying the proper Title Insurance charges. Lenders may choose to show this credit in a number of ways.
	In order for the ALTA Settlement Statements with Florida Rates to reconcile with the Closing Disclosure, you have to identify if and where a variance credit has been given by selecting a **Transaction Type** of **TRID Variance Adjustment**.
	If showing the variance adjustment on Page 2 by splitting the Lender's Policy charges, you can open the **Title Calculator** from the secondary toolbar and change the **Payor** on the **Loan Policy** tab to the **Split B/S** option.

Question	Answer
	This allows you to show the Seller paying a portion of the Loan policy (The Seller's portion is equal to the variance amount). When changing the Payor to **Split B/S,** a new **Transaction Type** selection becomes available. Set the transaction type to **TRID Variance Adjustment**. If showing the variance adjustment on Page 3 as a credit from the Seller to the Borrower, double click on any available row in Section L to open the detail window and set the Transaction Type to **TRID Variance Adjustment.** NOTE: For non-adjustment rows, you are required to check the **Copy** box to enable the **Transaction Type** field. TRID Variance Adjustments are excluded from the ALTA Settlement Statement reports with Florida rates because the variance credit is only needed when using the TRID rating rules. It is also important that the **TRID Variance Adjustment** credit is equal to **Variance Amount** that is calculated in the Title Calculator, **TRID Variance** tab for the bottom line totals to match the Closing Disclosure.

Question	Answer

9. Why are my contacts not populating on the **Contact Information** table on page 5 of the **Closing Disclosure?**

1) You need to associate the contact with the file by adding them in the **Closing File** module on the **Participant** tab.

  a. Remember that each column on the contact table has 2 entries.

- The first entry is the company. This will pull in the company name, address and the company license information.

- The second entry is the actual contact for the company. This will pull in the contact name, contact license information, contact email and contact phone number.

- MAKE SURE THAT you have selected the correct role type for your contact using the drop down selection for the second column name **Type**. The default is **THIRD PARTY** and if left as **THIRD PARTY** it will NOT be populated in the **Contact Information** table. Below are the correct types that should be used.
  - **Lender and Loan Officer**
  - **Mortgage Broker Company and a Mortgage Broker**
  - **Buyer Broker and a Buyer Agent**
  - **Seller Broker and a Seller Agent**

2) The **Settlement Agent** information will be associated with the **Contact Information** table from the **Closing File** module on the **Closing Agent** tab.
- The contact for the **Settlement Agent** will be populated from the **Closer** drop down field. The contact card in the **Contacts** module for this person will pull in the contact name, contact license information, contact email and contact phone number.

Question	Answer

3) If you have completed steps 1 and 2 above and your contact is still not visible in the **Contact Information** table on page 5 you can right click with your mouse on the dark grey field that populates the company names. You will see a small window appear that shows the words **Add** and **Delete**. Click on the **Add** and the **Select Contact** window will open. It will list contact that have been associated with the file but have not yet been added to the contact table. Highlight the entry that you would like to add and click the **OK** button. The contact will be added to your table. Repeat step 3 if more than one contact needs to be added.

⚖ Balance Sheet Module

Concept

The **Balance Sheet** module is a cash-flow summary of the information in the **Settlement Statements** module. It is used to:

- Review and confirm the incoming and outgoing funds
- Make changes to the reconciliation disbursement details
- View the deposit and disbursement information
- Split or combine amounts
- Combine splits and/or split combines
- Print the Balance Sheet
- Generate Mailing Labels
- Post funds to the **DoubleTime Escrow Accounting** module, or export data to other accounting or legal software such as Quickbooks, Quicken**®** or Perfect Practice**®**.

Objective

The objective of this lesson is to show you how to compare the incoming and outgoing funds on the **Balance Sheet**; combine several disbursement amounts; copy a payee; add a payee; split a disbursement amount; and print the **Balance Sheet**. You will also create mailing labels, post funds to the **DoubleTime Escrow Accounting** module, and export data to other compatible software.

Viewing Balance Sheet Funds

What You Do	Comments
1. ⚖ On the main toolbar, click the **Balance Sheet** button.	The **Balance Sheet** opens, displaying the total **Deposits**, total **Disbursements**, **check boxes**, and the appropriate **Closing Disclosure** section line numbers. The first line in the **Deposits** section is automatically selected.

What You Do	**Comments**

NOTE: An information bubble appears to guide you thru the usage of the checkboxes.

NOTE: The **Override** checkbox in the middle column is used to stop the description from changing on the Closing Disclosure.

What You Do	**Comments**
	Use the scroll bar to view the deposits and disbursements. **Total Deposits** and **Total Disbursements** continuously display at the bottom of the window. This information is carried over from the **Settlement Statements** module.
	NOTE: ⊞ The **Address** button on the secondary toolbar toggles to show/hide the address fields for **Balance Sheet** payees. DoubleTime "remembers" whether the address fields are shown or hidden when you exit the module, and will default to that view the next time you enter the module. When toggled on the address fields are accessible for each payee in the lower half of the screen. These addresses will carry over to any checks that are printed or data that is exported to other software.
	NOTE: To change a **Payee** for any line item, click on the payee you want to change and make your selection from the drop-down list.
	NOTE: If the figures do not balance, a warning message is displayed. You will not be allowed to **Split** or **Combine** any line items in the **Balance Sheet** module until the **Settlement Statements** module is balanced. You can, however, print the **Balance Sheet**.

Combining Disbursement Amounts

What You Do	**Comments**
1. Click the check boxes on the right for all items payable to **Bank of Florida**.	
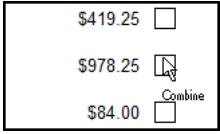
What You Do	Comments
	NOTE: When an item is available for combining, the word **Combine** displays by the mouse pointer when it is over the check box for that item.
	NOTE: The **Combine** feature only works with the boxes on the right side of the window.
2. On the secondary toolbar, click the **Combine** button.	The selected items are combined. The payee and disbursement descriptions are moved closer to the bottom of the window and the check boxes are replaced with a **C**.
	The description default is **Loan Fees**. This is an editable field.
	The combined amount, with a check box, is displayed to the right of **Loan Fees**. The check box allows you to further combine the previous combined amount.

What You Do	Comments

Balance Sheet - Glenn To Thomas

Deposits

Payee	Description	Amount	Code	Deposit	
Susan S. Thomas	Cash from Borrower		K-L	$7,153.50	☐
Realty Company, Inc.	Broker Deposit		L 1	$45,000.00	☐
Bank of Florida	Loan Amount	$180,000.00	L 2		
	Underwriting Fee	($500.00)	A 3		
	Document Preparation Fee	($250.00)	A 2		
	% of Loan Amount (Points)	($3,000.00)	A 1		
Bank of Florida	Loan Proceeds		L 2	$176,250.00	☐

Disbursements

Payee	Description	Amount	Code	Disbursement	
Peter R. Glenn and Linda Glenn	Cash to Seller		M-N	$30,340.18	☐
Old Republic National Title Insurance Company	Underwriter's portion of the total title insurance premium		UP	$419.25	☐
Richard P. Bruce, Esq.	Agent's portion of the total title insurance premium		AP	$978.25	☐
Pest Inspectors, Inc.	Pest Inspection Fee		C 1	$84.00	☐
Richard P. Bruce, Esq.	Title - Settlement Closing Fee		C 3	$500.00	☐
Property Surveyors, Inc.	Title - Survey Fee		C 4	$350.00	☐
ATFS, LLC	Title - Title Search		C 5	$150.00	☐
Orange County Comptroller	Recording fees Deed: Mortgage:		E 1	$242.50	☐
State of Florida	Deed - Documentary Stamps		E 2	$1,575.00	☐
State of Florida	Mortgage - Documentary Stamps		E 3	$630.00	☐
State of Florida	Mortgage - Intangible Taxes		E 4	$360.00	☐
Home Warranty, Inc.	Home Warranty Fee		H 1	$729.50	☐
Realty Company, Inc.	Real Estate Commission Buyers Broker		H 2	$6,750.00	☐
Better Homes, Inc.	Real Estate Commission Sellers Broker		H 3	$6,750.00	☐
Roof Inspectors, Inc.	Roof Inspection Fee		H 4	$125.00	☐
First Eastern Bank	Payoff of First Mortgage Loan		N 4	$176,542.06	☐
Bank of Florida	Homeowner's Insurance	$125.00	G 1		C
Bank of Florida	Property Taxes	$1,866.66	G 3		C
Bank of Florida	Flood Insurance	$54.16	G 4		C
Bank of Florida	Aggregate Adjustment	($427.11)	G 8		C
Bank of Florida	Prepaid Interest	$259.05	F 3		C
Bank of Florida	Loan Fees			$1,877.76	☐

Total Deposits	**$228,403.50**	**Total Disbursements**	**$228,403.50**		

3. Scroll up and click the check boxes on the right for all items payable to **Richard P. Bruce, Esq**.

This will select the items you want to combine into one check for **Richard P. Bruce, Esq**.

4. [C] On the secondary toolbar, click the **Combine** button.

The selected items are combined. The payee and disbursement descriptions are moved toward the bottom of the window. The description default is **Combined**. This is an editable field.

What You Do	**Comments**

Balance Sheet - Glenn To Thomas

Deposits

Payee	Description	Amount	Code	Amount	
Susan S. Thomas	Cash from Borrower		K-L	$7,153.50	☐
Realty Company, Inc.	Broker Deposit		L 1	$45,000.00	☐
Bank of Florida	Loan Amount	$180,000.00	L 2		
	Underwriting Fee	($500.00)	A 3		
	Document Preparation Fee	($250.00)	A 2		
	% of Loan Amount (Points)	($3,000.00)	A 1		
Bank of Florida	Loan Proceeds		L 2	$176,250.00	☐

Disbursements

Payee	Description	Amount	Code	Amount	
Peter R. Glenn and Linda Glenn	Cash to Seller		M-N	$30,340.18	☐
Old Republic National Title Insurance Company	Underwriter's portion of the total title insurance premium		UP	$419.25	☐
Pest Inspectors, Inc.	Pest Inspection Fee		C 1	$84.00	☐
Property Surveyors, Inc.	Title - Survey Fee		C 4	$350.00	☐
ATFS, LLC	Title - Title Search		C 5	$150.00	☐
Orange County Comptroller	Recording fees Deed: Mortgage:		E 1	$242.50	☐
State of Florida	Deed - Documentary Stamps		E 2	$1,575.00	☐
State of Florida	Mortgage - Documentary Stamps		E 3	$630.00	☐
State of Florida	Mortgage - Intangible Taxes		E 4	$360.00	☐
Home Warranty, Inc.	Home Warranty Fee		H 1	$729.50	☐
Realty Company, Inc.	Real Estate Commission Buyers Broker		H 2	$6,750.00	☐
Better Homes, Inc.	Real Estate Commission Sellers Broker		H 3	$6,750.00	☐
Roof Inspectors, Inc.	Roof Inspection Fee		H 4	$125.00	☐
First Eastern Bank	Payoff of First Mortgage Loan		N 4	$176,542.06	☐
Bank of Florida	Homeowner's Insurance	$125.00	G 1		C
Bank of Florida	Property Taxes	$1,866.66	G 3		C
Bank of Florida	Flood Insurance	$54.16	G 4		C
Bank of Florida	Aggregate Adjustment	($427.11)	G 8		C
Bank of Florida	Prepaid Interest	$259.05	F 3		C
Bank of Florida	Loan Fees			$1,877.76	☐
Richard P. Bruce, Esq.	Agent's portion of the total title insurance premium	$978.25	AP		C
Richard P. Bruce, Esq.	Title - Settlement Closing Fee	$500.00	C 3		C
Richard P. Bruce, Esq.	<<****** Combined ******>>			$1,478.25	☐

Total Deposits	$228,403.50	**Total Disbursements**	$228,403.50

5. Scroll up and click the check boxes on the right for all items payable to **Orange County Comptroller** and **State of Florida**.

This will select the items you want to combine into one check for **Orange County Comptroller**.

6. **C** On the secondary toolbar, click the **Combine** button.

The selected items are combined. The payee and disbursement descriptions are moved toward the bottom of the window. The description default is **Recording Fees**. This is an editable field.

What You Do	Comments

	Balance Sheet - Glenn To Thomas			
	Deposits			
Susan S. Thomas	☐ Cash from Borrower		K-L	$7,153.50 ☐
Realty Company, Inc.	☐ Broker Deposit		L 1	$45,000.00 ☐
Bank of Florida	☐ Loan Amount	$180,000.00	L 2	
	☐ Underwriting Fee	($500.00)	A 3	
	☐ Document Preparation Fee	($250.00)	A 2	
	☐ % of Loan Amount (Points)	($3,000.00)	A 1	
Bank of Florida	☐ Loan Proceeds		L 2	$176,250.00 ☐
	Disbursements			
Peter R. Glenn and Linda Glenn	☐ Cash to Seller		M-N	$30,340.18 ☐
Old Republic National Title Insurance Company	☐ Underwriter's portion of the total title insurance premium		UP	$419.25 ☐
Pest Inspectors, Inc.	☐ Pest Inspection Fee		C 1	$84.00 ☐
Property Surveyors, Inc.	☐ Title - Survey Fee		C 4	$350.00 ☐
ATFS, LLC	☐ Title - Title Search		C 5	$150.00 ☐
Home Warranty, Inc.	☐ Home Warranty Fee		H 1	$729.50 ☐
Realty Company, Inc.	☐ Real Estate Commission Buyers Broker		H 2	$6,750.00 ☐
Better Homes, Inc.	☐ Real Estate Commission Sellers Broker		H 3	$6,750.00 ☐
Roof Inspectors, Inc.	☐ Roof Inspection Fee		H 4	$125.00 ☐
First Eastern Bank	☐ Payoff of First Mortgage Loan		N 4	$176,542.06 ☐
Bank of Florida	☐ Homeowner's Insurance	$125.00	G 1	C
Bank of Florida	☐ Property Taxes	$1,866.66	G 3	C
Bank of Florida	☐ Flood Insurance	$54.16	G 4	C
Bank of Florida	☐ Aggregate Adjustment	($427.11)	G 8	C
Bank of Florida	☐ Prepaid Interest	$259.05	F 3	C
Bank of Florida	☐ Loan Fees			$1,877.76 ☐
Richard P. Bruce, Esq.	☐ Agent's portion of the total title insurance premium	$978.25	AP	C
Richard P. Bruce, Esq.	☐ Title - Settlement Closing Fee	$500.00	C 3	C
Richard P. Bruce, Esq.	☐ <<****** Combined ******>>			$1,478.25 ☐
Orange County Comptroller	☐ Recording fees Deed: Mortgage:	$242.50	E 1	C
State of Florida	☐ Deed - Documentary Stamps	$1,575.00	E 2	C
State of Florida	☐ Mortgage - Documentary Stamps	$630.00	E 3	C
State of Florida	☐ Mortgage - Intangible Taxes	$360.00	E 4	C
Orange County Comptroller	☐ Recording Fees			$2,807.50 ☐
	Total Deposits $228,403.50		Total Disbursements $228,403.50	

Splitting A Disbursement

What You Do	Comments
1. Select the **Cash to Seller** in the **Disbursements** section.	This will select the item you want to split with another party. The **Split** button on the secondary toolbar is enabled.

What You Do	Comments

2. **[S]** On the secondary toolbar, click the **Split** button.

The **Split** window opens displaying the **Payee**, **Description**, and **Amount** information. ***NOTE:*** Notice the steps to split an amount in the top left corner.
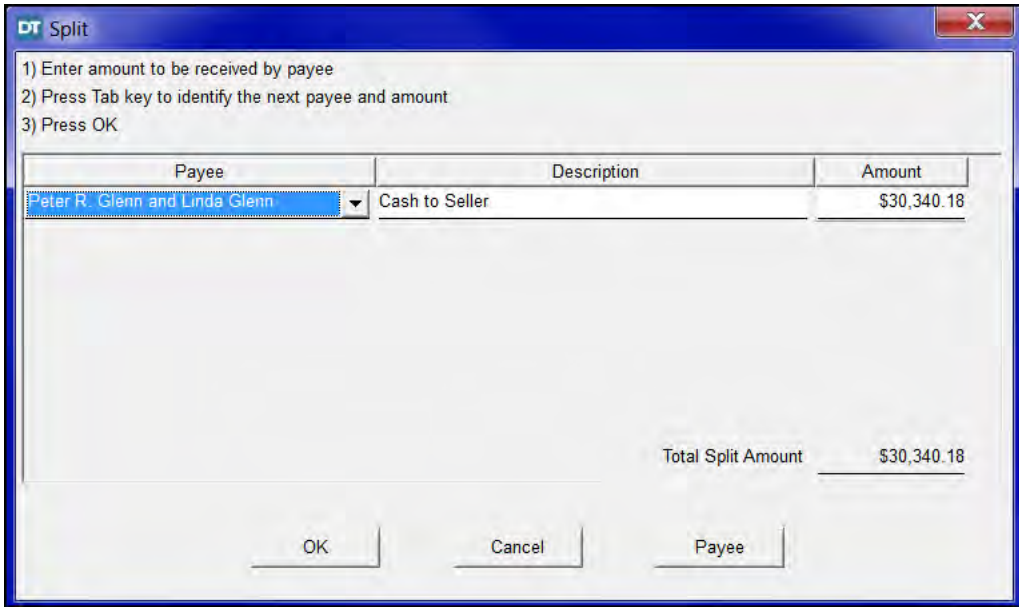
3. Click the **Payee** button in the Split window.

The **Payee List** window opens.

4. Click the **Insert** button at the bottom of the window.

A blank **Payee** line is created.

What You Do	Comments

5. Type **Peter R. Glenn** in the **Payee** box.

This will add Peter R. Glenn to the list of payees.

6. Press the **Tab** key.

A **1** is automatically added in the **Sequence** field with the cursor residing in the **Street** box.

7. In the **Street** box, type **4728 Church Street**. Press the **Tab** key.

This is Peter R. Glenn's mailing address. *NOTE:* Because the **Contacts** module already contains a Peter R. Glenn with a mailing address at 4728 Church Street, DoubleTime completes the balance of the mailing address with the values for the rest of the address fields, which are editable.

8. Click on the top half of the split **Payee List** window.

9. Click the **Insert** button at the bottom of the window, again.

Another blank **Payee** line is created.

10. Type **Linda Glenn** in the **Payee** box.

This will add Linda Glenn to the list of payees.

What You Do	**Comments**
11. Press the **Tab** key.	A **1** is automatically added in the **Sequence** field with the cursor residing in the **Street** box.
12. In the **Street** box, type **4728 Church Street**. Press the **Tab** key.	This is Linda Glenn's mailing address. **_NOTE:_** Because the **Contacts** module already contains a Linda Glenn with a mailing address at 4728 Church Street, DoubleTime completes the balance of the mailing address with the values for the rest of the address fields, which are editable.
13. Click **OK**.	The **Payee List** window closes and the Split window is redisplayed.
14. Click the **Payee** field box and select **Peter R. Glenn**.	
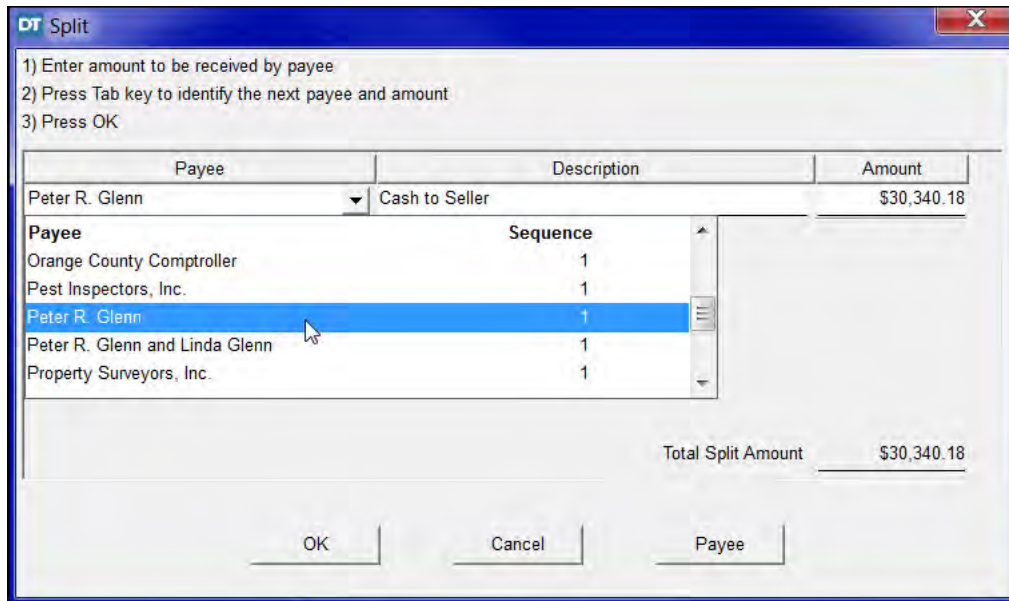
15. Type **15000** in the **Amount** box.	This is the amount Peter R. Glenn will receive from the sale. **_NOTE:_** Mr. & Mrs. Glenn have decided to split their net proceeds with $15,000 being disbursed to Mr. Glenn and the balance disbursed to Mrs. Glenn.
16. Press the **Tab** key.	A blank box is created for the next **Payee**, with the **Description** copied and the **Amount** automatically calculated.

What You Do	Comments

17. Click the lower **Payee** box and select **Linda Glenn**.

18. Type   **Balance   of Closing Proceeds** in the **Description** column for the second line.

19. Type **First $15,000 of Closing Proceeds** in the **Description** column for the first line.

What You Do	Comments

Split

1) Enter amount to be received by payee
2) Press Tab key to identify the next payee and amount
3) Press OK

Payee	Description	Amount
Peter R. Glenn	First $15,000 of Closing Proceeds	$15,000.00
Linda Glenn	Balance of Closing Proceeds	$15,340.18

Total Split Amount | $30,340.18

OK   Cancel   Payee
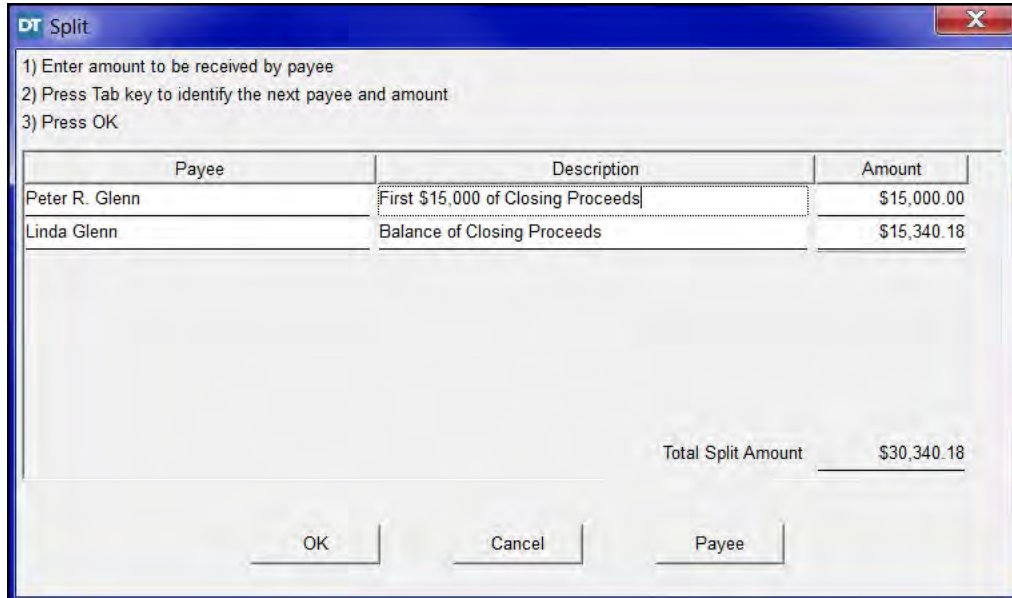
20. Click **OK**.

The **Balance Sheet** window is displayed with **Peter R. Glenn** receiving $15,000.00 and **Linda Glenn** receiving the remainder.

Disbursements

Payee	Description		Code	Amount	
Old Republic National Title Insurance Company	Underwriter's portion of the total title insurance premium		UP	$419.25	
Pest Inspectors, Inc.	Pest Inspection Fee		C 1	$84.00	
Property Surveyors, Inc.	Title - Survey Fee		C 4	$350.00	
ATFS, LLC	Title - Title Search		C 5	$150.00	
Home Warranty, Inc.	Home Warranty Fee		H 1	$729.50	
Realty Company, Inc.	Real Estate Commission Buyers Broker		H 2	$6,750.00	
Better Homes, Inc.	Real Estate Commission Sellers Broker		H 3	$6,750.00	
Roof Inspectors, Inc.	Roof Inspection Fee		H 4	$125.00	
First Eastern Bank	Payoff of First Mortgage Loan		N 4	$176,542.06	
Bank of Florida	Homeowner's Insurance	$125.00	G 1		C
Bank of Florida	Property Taxes	$1,866.66	G 3		C
Bank of Florida	Flood Insurance	$54.16	G 4		C
Bank of Florida	Aggregate Adjustment	($427.11)	G 8		C
Bank of Florida	Prepaid Interest	$259.05	F 3		C
Bank of Florida	Loan Fees			$1,877.76	
Richard P. Bruce, Esq.	Agent's portion of the total title insurance premium	$978.25	AP		C
Richard P. Bruce, Esq.	Title - Settlement Closing Fee	$500.00	C 3		C
Richard P. Bruce, Esq.	<<****** Combined ******>>			$1,478.25	
Orange County Comptroller	Recording fees Deed: Mortgage:	$242.50	E 1		C
State of Florida	Deed - Documentary Stamps	$1,575.00	E 2		C
State of Florida	Mortgage - Documentary Stamps	$630.00	E 3		C
State of Florida	Mortgage - Intangible Taxes	$360.00	E 4		C
Orange County Comptroller	Recording Fees			$2,807.50	
Peter R. Glenn and Linda Glenn	Cash to Seller	$30,340.18	M-N		S
Peter R. Glenn	First $15,000 of Closing Proceeds		M-N	$15,000.00	
Linda Glenn	Balance of Closing Proceeds		M-N	$15,340.18	

Total Deposits $228,403.50   Total Disbursements $228,403.50

What You Do	Comments
	NOTE: The payees and disbursement description are moved to the bottom of the window. The original disbursement to Peter and Linda check box is replaced with a "S" to indicate you split the fee.
	NOTE: The Fund's "best practices" limit the circumstances under which seller proceeds should be split or be disbursed to anyone other than the seller. See *The Fund Concept* article *Disburse Correctly, Disburse Directly* by W. Ted Conner in the August 2007 issue for guidelines on acceptable circumstances.

Repaying Excess Funds

What You Do	Comments
1. Select the description **Cash from Borrower** in the **Deposits** section.	The **Excess Funds** button on the secondary toolbar is enabled. *NOTE:* The **Excess Funds** button is available for either borrower or seller refund of excess funds they have brought to closing. (A seller may sometimes bring funds to closing when the mortgage debt plus closing expenses exceeds the sales price.)
2. Click the **Excess Funds** button on the secondary toolbar.	The **Excess Funds** window is displayed with the current **Amount Received** information. You may edit this field to the amount which the borrower brought to closing.
3. Click in the **Amount Received** box and type **10000** and press the **Tab** key.	The difference is calculated and displayed in the **Excess Amount** box. *NOTE:* This process can also be used to adjust Cash from Seller amounts, which is a common occurrence in Short Sale transactions.

What You Do	Comments
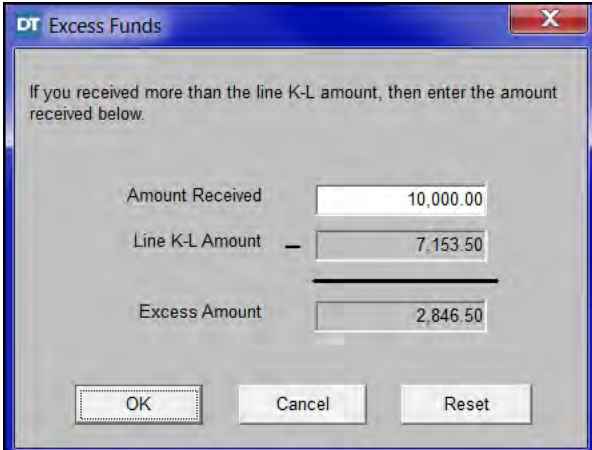
4. Click **OK**.	A new line is added in the **Disbursements** section with the borrower as payee and **Excess Funds** as the description.

Printing The Balance Sheet

What You Do	Comments
1. On the secondary toolbar, click the **Print** button.	The **Print Options** window is displayed.
2. Click **OK**.	The **Balance Sheet** is printed showing all combinations, splits, and excess funds.

Generating Mailing Labels

What You Do	Comments
1. [icon] On the secondary toolbar, click the **Generate Mailing Labels** button.	The **Balance Sheet Mailing Labels** window is displayed. This feature allows you to generate labels for each payee with a line item disbursement on that particular Balance Sheet. It is designed for use with Avery 5161 labels, which contain 20 labels per page.
2. Click **Print,** then **OK.**	The mailing labels are printed.
3. Click **Close**.	The **Balance Sheet Mailing Labels** window is closed and the **Balance Sheet** window is re-displayed.
	NOTE: If your checks are designed to be used with window envelopes, you can print checks with the payee's address, eliminating the need for mailing labels.

Escrow Accounting Post And Print

[icon] The **Escrow Accounting** button allows you to manage your escrow/trust accounts.

You can use the **Escrow Accounting** button for the following tasks:

- Posting — The ability to post transactions from the **Balance Sheet** module to **Escrow Accounting Transaction Management** module.
- Check Writing — The ability to print checks using standard or customized check templates.
- Reconciliation — The ability to reconcile with your escrow/trust account.
- Reports — The ability to generate numerous reports to assist with reconciling to your escrow/trust account.

[icon] You can begin using this feature by clicking the **Escrow Transaction Management** button on the main toolbar. Before you can use the **Escrow Accounting** feature, you must start with an escrow account that has a **zero balance**. Then you must add the account by selecting **Preferences > Account Maintenance** from the menu bar, insert a new blank line, type and select the appropriate information in each column.

NOTE: The Fund offers a separate class for DoubleTime Escrow Accounting (DTEA) where you can learn about using DTEA in your office. Contact the Education Registrar to register for a DTEA class at 888-407-7775 or educationregistrar@thefund.com.

Posting To Your Escrow Account

What You Do	Comments

1. ![POST] From the **Balance Sheet**, click the **Post** button from the toolbar.

The **Escrow Accounting Post and Print** window is displayed. ***NOTE:*** The **Post/Print Date** field defaults to today's date, which is editable.

2. In the **Post Activity** column, select how you received your deposits (**Deposit**, **Deposit to Bank**, **Deposit [Cash]**, or **Wire In**).

NOTE: **Deposit, Deposit [Cash],** and **Wire In** allows you to post a deposit to your escrow account without a confirmation number. **Deposit to Bank** allows you to post a deposit to your escrow account with a confirmation number.

NOTE: *More information is provided when taking the DoubleTime Escrow Accounting training class.*

What You Do	**Comments**
3. In the **Post Activity** column, select how the disbursements are to be handled (**Post and Print**, **Post Only**, **ePayment**, or **Wire Out**).	**_NOTE:_ Post Only** allows you to post the disbursements to your escrow account. **Post and Print** allows you to post to your escrow account and also to print your checks.
4. Click **OK**.	**_NOTE:_** By default all of the items are selected. You may click **Deselect All** button to uncheck all items. **_NOTE:_** If you selected to post and print your checks, the **Check Printing** window is displayed.
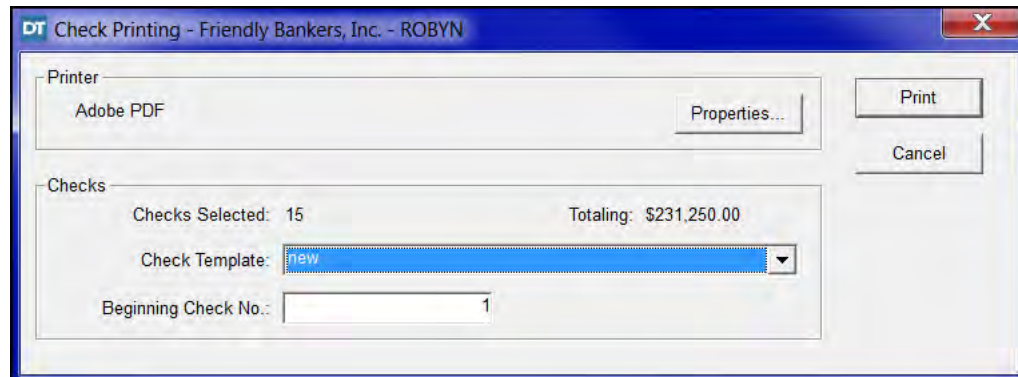
5. Select the appropriate **Check Template** type from the drop-down list.	
6. Type or verify the **Beginning Check No**.	
7. Click **Print**.	A message is displayed asking you to confirm if the checks printed correctly. **_NOTE:_** Read the confirmation box carefully.

What You Do	Comments
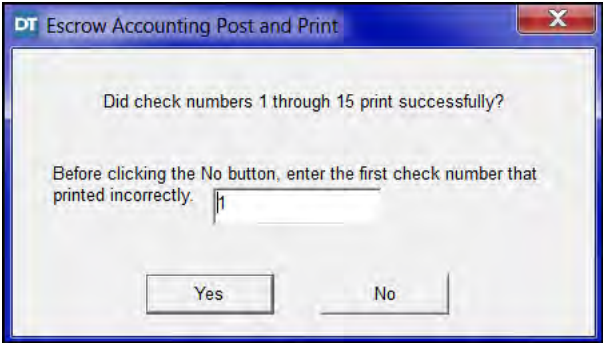
8. If the checks did not print correctly, enter the first check number that did not print correctly and click **No**.

Repeat steps 5-8.

9. If the checks printed correctly, click **Yes**.

A message is displayed stating that the file was successfully posted.
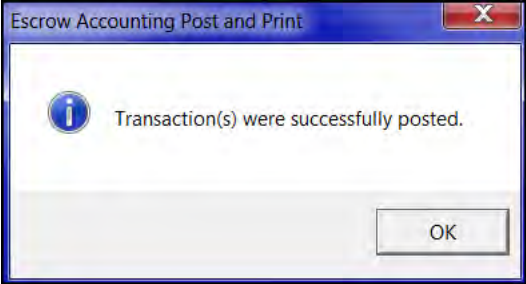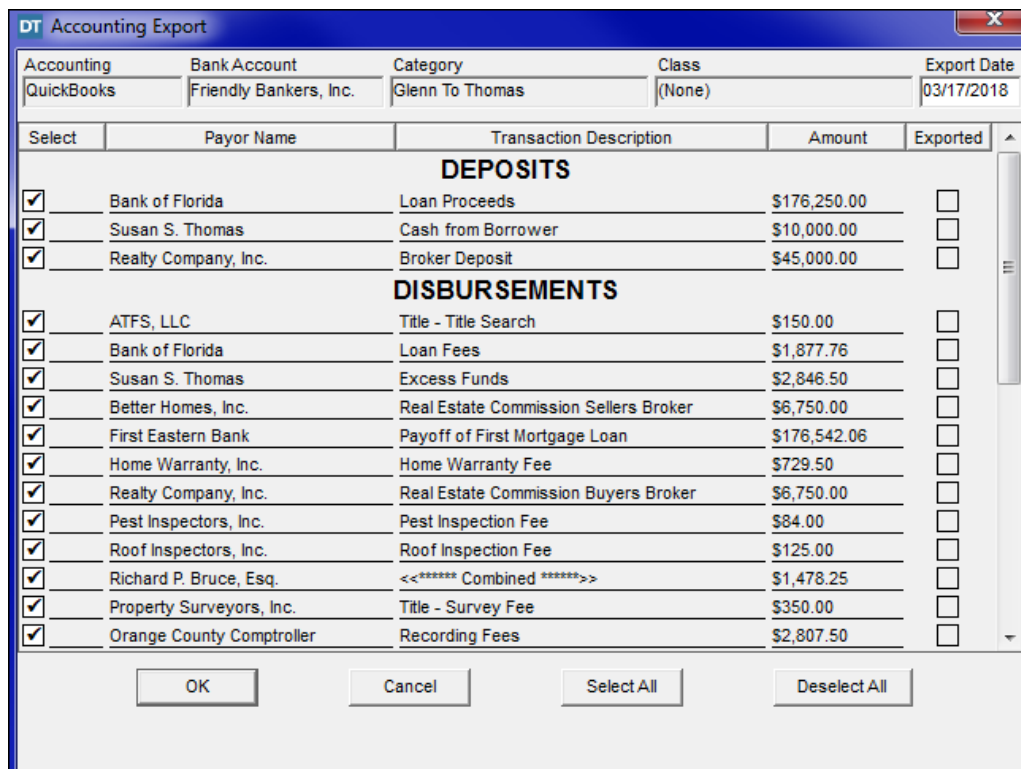
10. Click **OK**.

The **Escrow Accounting Post and Print** window closes, and returns to the **Balance Sheet**.

11. Click **Close**

Exporting Data Files From DoubleTime

What You Do	Comments

1. ![EXPRT] On the secondary toolbar, click the **Export** button.

The **Accounting Export** window is displayed with the defaults that were selected in **Preferences/User Settings**, **Account Maintenance**, and the **Closing File** modules. The **Export Date** defaults to the date identified in **Preferences/ User Settings/ Accounting** tab and can be changed. All deposits and disbursements are automatically selected. Use the scroll bar to view all the items. To de-select an item, click the **Select** check box. To de-select all the items, select the **Deselect All** button. Click the **Select All** button to return to the default. *NOTE:* (1) You can also select **Actions** from the menu bar, then **Accounting Export**. (2) The **Export** button is not available if you are out of balance or negative disbursements have not been combined (e.g. Aggregate Accounting Adjustment).

What You Do	Comments
2. Click **OK**.	The **Save QuickBooks File As** window is displayed with the file name and the **.IIF** extension displayed in the **File name** and **Save As type** boxes, respectively.

What You Do	Comments
3. Click the **Save** button.	The **Accounting Export** window is displayed with the message **File was successfully exported** displayed.
4. Click **OK**.	The **Balance Sheet** window is redisplayed. **NOTE:** The Fund offers a separate class for DoubleTime Escrow Accounting (DTEA) where you can learn about using DTEA in your office. Contact the Education Registrar to register for a DTEA class at 888-407-7775 or educationregistrar@thefund.com.

Importing Files Into QuickBooks®

You can import the deposits and disbursements from your closing file that you exported from DoubleTime into QuickBooks. To use QuickBooks, select **Preferences** from the menu bar, then select **User Settings**. Click the **Accounting** tab and select **QuickBooks** in the **Accounting Software** box.

NOTE: The following steps are for importing files. If your version of **QuickBooks** is different, refer to your QuickBooks user's guide for instructions.

What You Do	Comments
1. Start QuickBooks.	The QuickBooks startup window **Homebase** is displayed. **NOTE:** If a Reminders message is displayed, click the **X** for the window.

What You Do	**Comments**
2. On the menu bar, click **File**, then click **Import**.	The **IIF Import** dialog box is displayed.
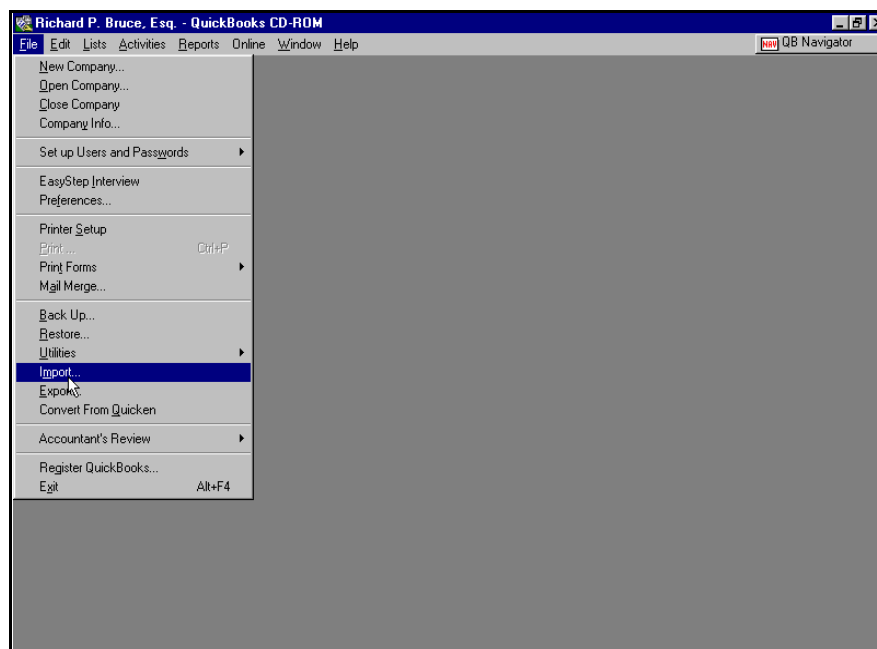
3. In the **File Name** window, select your file number.	
4. Click **OK**.	When the import is complete, a message box is displayed indicating your data has been imported.
5. Click **OK**.	You can now use QuickBooks to view the information, generate reports, or print checks.
6. On the menu bar, click **File**, then click **Exit**.	QuickBooks is closed.

Importing Files Into Quicken®

In this lesson, you will learn how to import the deposits and disbursements from your closing file that you exported from DoubleTime into Quicken. If you did not choose Quicken previously, select **Preferences** from the menu bar, then select **User Settings**. Click the **Accounting** tab and select **Quicken** in the **Accounting Software** box. *NOTE:* The following steps are for importing files to Quicken Basic. If your version of Quicken is different, refer to your Quicken user's guide for

instructions.

What You Do	Comments
1. Start Quicken.	The Quicken startup window, **Homebase**, is displayed. If a Quicken Tips message is displayed, click **Done**. If a Quicken Reminders window is displayed, click the **X** for that window.
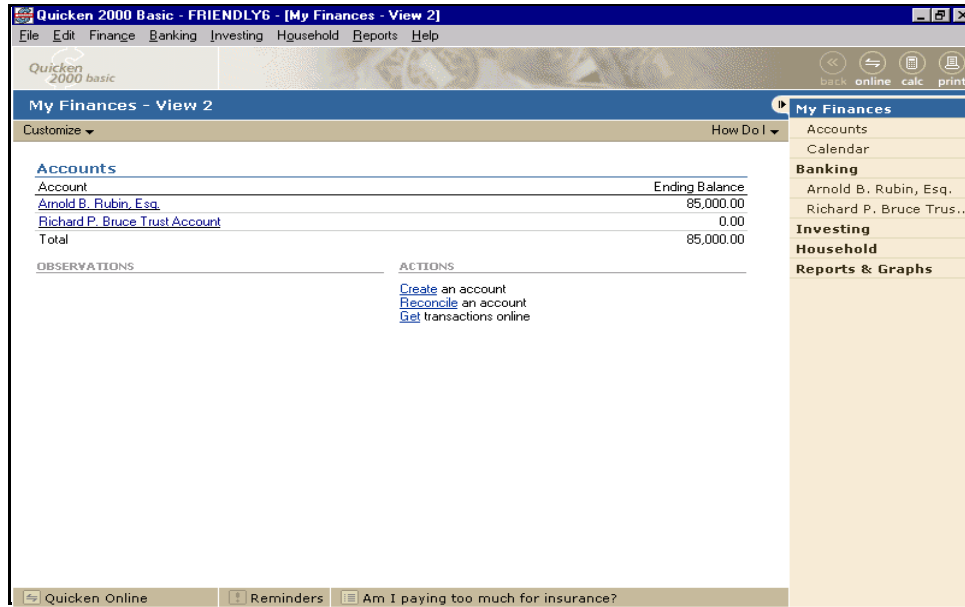
2. On the menu bar, click **Banking, Banking Activities**, and then **Enter a transaction into my Register**.	The check register for **Friendly Bankers, Inc.** should display. This is Richard P. Bruce's escrow account that was selected within DoubleTime.
3. On the menu bar, click **File**, **Import** and then select **QIF file**.	The **QIF Import** dialog box is displayed.
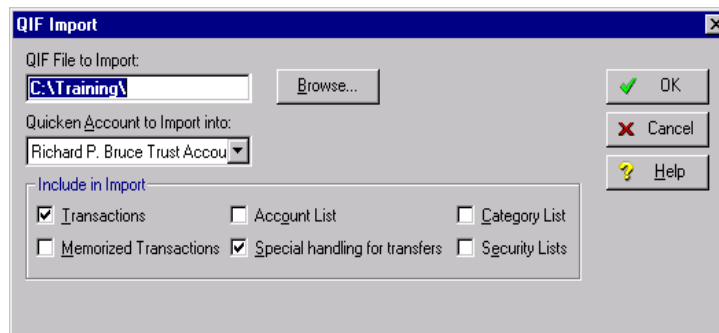
What You Do	Comments
4. Click **Browse**.	The **Import from QIF file** is displayed with the **Quickenw** folder open.
5. In the **Import from QIF file** window, select your file number. Click **OK.**	The selected file number is displayed in the **QIF File to Import** name box.
6. Click **OK**.	The **Quicken 2000 for Windows** dialog box is displayed. There are unrecognized categories or classes that need to be created. These defaults are determined within **Preferences/User Settings/Accounting.**
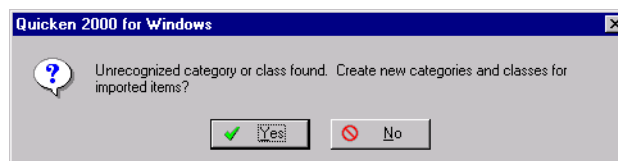
7. Click **Yes**.	When the import is complete, a message box is displayed with the number of items successfully imported.
8. Click **OK**.	You can now use Quicken to view the information, generate reports, or print checks.
9. On the menu bar, click **File**, then click **Exit**.	Quicken is closed.

Information for Quicken Users: Beginning with Quicken 2005 for Windows, accounting import into Quicken (QIF Import) will no longer be available for checking accounts. Customers using Quicken 2004 for Windows, and earlier versions, will be able to continue using QIF Import. For more information, visit Intuit's web site at www.intuit.com.

Tips

1. An alternate way to open the **Balance Sheet** module is to select **Modules** from the menu bar and choose **Balance Sheet**.

2. **C** To combine a split or previous combine, click the check box to the right of the window for the item(s) you want to further combine and click the **Combine** button on the secondary toolbar.

3. To undo a combine, click the description for the item you want and click the **Undo Combine** button on the secondary toolbar. The combined items are returned as individual disbursements.

4. To split a disbursement (previously combined or not) among one or more payees, click the payee or disbursement description you want to split, and click the **Split** button on the secondary toolbar.

5. To undo a split, click the description for the item you want and click the **Undo Split** button on the secondary toolbar.

6. To delete a Payee you have added to the **Payee List** using the **Add** button, select the name from within the **Payee List** window, and click the **Delete** button at the bottom of the window. You cannot delete payees that have been added in the **Closing File** module. The payee you wish to delete may not be associated as the payee on any line.

7. Use the **Excess** button on the secondary toolbar to identify excess funds brought to the closing by the borrower (or sometimes by the seller). The **Excess** button on the secondary toolbar is enabled when you select the borrower (or seller) **Name** or the **Line Description** in the **Deposits** section of the **Balance Sheet**.

8. To view a payee's address, select the payee's **Name** or the **Line Description** then click on the **Address** button on the secondary toolbar. The address will appear at the bottom of the screen.

9. To return the **Balance Sheet** to its original form, click **Actions** on the menu bar, and then select **Regenerate Balance Sheet**. While in the **Balance Sheet** module, the **Actions** menu also includes functionality for **Split**, **Undo Split**, **Combine**, **Undo Combine**, **Excess Funds**, **Accounting Export**, **Escrow Accounting**, **Show Address**, and **Generate Mailing Labels**.

10. Use the **Generate Mailing Labels** button on the secondary toolbar to generate labels for all the payees on the **Balance Sheet**. This feature is designed for use with Avery 5161 labels, which contain 20 labels per sheet (2 columns of 10 labels each per sheet).

11. Amounts in the **Deposits** section which are red indicate they were withheld in the Settlement Statement. These amounts are subtracted from the original loan amount. Line description **Loan Proceeds** indicate the expected wire amount from lender.

Frequently Asked Questions

Question	Answer
1. How do I reflect the changes on the **Balance Sheet** after I correct an out-of-balance issue?	Simply regenerate the **Balance Sheet** as follows: With the **Balance Sheet** open, select **Actions > Regenerate Balance Sheet** from the menu bar. A balance sheet message will display.
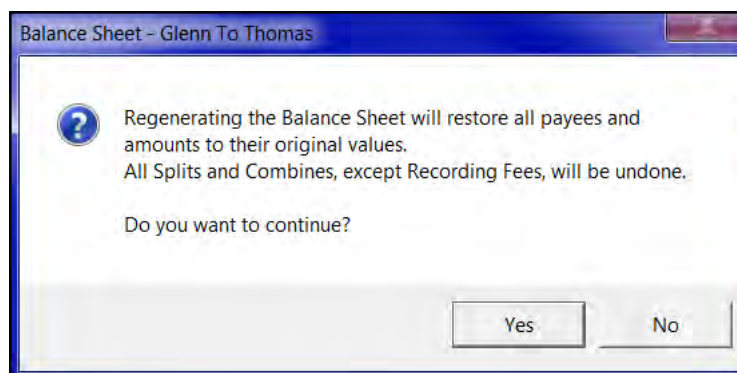
Select **Yes** to generate the new balance sheet.

2. How can I get the **Balance Sheet** to reflect excess funds from the Lender?

Go to Page 2 tab in the **Settlement Statements**.

Select a line
• **Description:** Excess Funds - Lender
• **Payee:** (select a lender)
• **Amount withheld:** (enter the excess amount as a negative number, for example, -345.00)

NOTE: Leave **At Closing** and **Before Closing** blank. The Balance Sheet should reflect a Deposit item from the Lender for the excess amount and a Disbursement item to the Lender for the excess amount.

Question	Answer
3. Why doesn't the **Balance Sheet** balance?	Here are some possible reasons: • *Withheld amounts*. Note the dollar amount of the difference. Is there a line item on your Settlement Statement for that amount? Check to see that a withheld amount is offset by a deposit or loan amount. • *Different payee*. Did you withhold a fee from the loan proceeds and pay it to someone other than the lender? If so, return to the **Settlement Statements** module, show the correct payee in the **Payee** box.
4. How do I withhold funds that the lender is not sending me so that I can balance DoubleTime to the loan proceeds sent from the lender?	Double-Click on the line to open the **Detail** window. Double-Click in the **Amount Withheld** box and the paid **At Closing** fee is auto populated in this field. Click **OK** for the detail window to display.

Conveyance Module

Concept

The **Conveyance** module allows you to add clauses to Deeds, Title Affidavits, and Bills of Sale. You can also modify grantor and grantee information for deeds. The instruments will be printed from the **Documents** module. Some of the information initially displayed in the **Conveyance** module is copied from other modules. This includes Buyer and Seller names and tenancy, which are copied from the **Closing File** module.

Objective

The objective of this lesson is to show you how to add clauses to the Deed and recordable Title Affidavits, and add personal property to the Bill of Sale.

Customizing The Deed, Title Affidavit, And Bill Of Sale

What You Do	Comments
1. On the main toolbar, click the **Conveyance** button.	The **Deed** tab is displayed with the cursor in the **Clauses** box. The **Grantor/Tenancy** and **Grantee/Tenancy** boxes contain the seller's and buyer's names and associated tenancy phrases that you previously selected in the **Closing File** module. *NOTE:* You can use the **Clause Library** button to insert clauses, or you can type the language for the deed in the **Clauses** box.

What You Do	Comments

2. ▦ On the secondary toolbar, click the **Clause Library** button. (Optionally, press **Ctrl + L**.)

The **Clause Library** window is displayed. The **Clause Type** defaults to **Deed**.

3. In the **Search field** of the Clause Library, type **Subject to: taxes**.

The **Subject To: Taxes** clause is displayed.

4. Click **OK.**

The **Clause Library** window is closed and the clause is added to the **Clauses** box on the **Deed** tab. The type of deed can be selected in the **Documents** module. This clause will appear beneath the legal description on the deed.

What You Do	**Comments**

5. Click in the Clauses box, and change the *** to the **Current Year**.

When the deed is printed, the conveyance will reflect that it is "Subject to taxes for [current year] and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any."

6. Click the **Title Affidavits** tab.

The **Title Affidavits** tab is displayed with the cursor in the **Seller Clauses** box. The **Title Affidavit (Buyer), Title Affidavit (Seller),** and **Title Affidavit (Refinance)** are customized for recording purposes using this tab. These documents are generated and printed in the **Documents** module.

7. Click the **Bill of Sale** tab and type **Range, washer, and dryer**.

The **Personal Property Description** box is displayed. Text typed in this box will be printed on the **Bill of Sale** in the **Documents** module.

8. [icon] On the secondary toolbar, click the **Close** button.

9. Click **Yes** to save changes.

The **Conveyance** window closes.

What You Do	Comments

NOTE: (1) The **Deed**, **Title Affidavit (Seller), Title Affidavit (Buyer)**, **Title Affidavit (Refinance)** and **Bill of Sale** are selected and printed in the **Documents** module. (2) You have access to **Clause Library** on the **Bill of Sale** tab. The default **Clause Type** is **Miscellaneous**. Since there are no clauses in the SCC Handbook that pertain to personal property descriptions, you may want to add your own in the **Clause Library Maintenance** module by selecting **Modules** from the menu bar and choosing **Clause Library Maintenance**. Then when you access the **Clause Library** from the **Bill of Sale** tab, you are able to choose from your **User Defined** clauses.

Tips

1. An alternate way to open the **Conveyance** module is to select **Modules** from the menu bar and choose **Conveyance**.

2. The **Spell Check** button on the secondary toolbar is available for the **Deed**, **Title Affidavits**, and **Bill of Sale** tabs.

3. To add a clause to the deed, click **Clauses** box. Then, on the secondary toolbar, click the **Clause Library** button. Or you can click **Clauses** box and type the clause.

4. An alternate way to open **Clause Library** is to press **Ctrl + L**.

Frequently Asked Questions

Question	Answer
1. How do I update buyer and seller names in the **Conveyance** module?	Whenever you change the text in the buyer or seller **Name(s) with Status** box located in the **Closing File** module you are prompted to update by the system. Select the necessary check boxes and click **OK**. The text in the **Title Insurance** (name of insured) and/or **Conveyance** (grantor/grantee) modules is automatically updated. When you update the buyer or seller, the existing text is automatically replaced with the text in the **Name(s) with Status** box.

Documents Module/ Select, Edit, And Print

Concept

The **Documents** module is used to select, prepare and print documents such as Title Commitment, Title Policies, Deeds, Affidavits, Bills of Sale, and other closing documents. You can select documents from the **Master Document Selection** list for each closing file and, if necessary, edit them. Once documents are finalized they can then be printed. Documents can also be emailed using Outlook or Outlook Express and faxed from your personal computer. Customized documents can be created and then related to each closing file.

Objective

The objective of this lesson is to show you how to select documents, edit the deed, and print multiple documents.

Selecting Documents

What You Do	Comments
1. On the main toolbar, click the **Documents** button.	The **Closing Document Selection** window is displayed, with previously selected documents listed for your file.
2. On the **Closing Document Selection** window, click **New**.	The **Master Document Selection** window is displayed. The **Classification** box defaults to **All** and the **Type** defaults to **All**.
3. Select **Bill of Sale**.	This is one of the documents you want to bring into your file.

What You Do	Comments
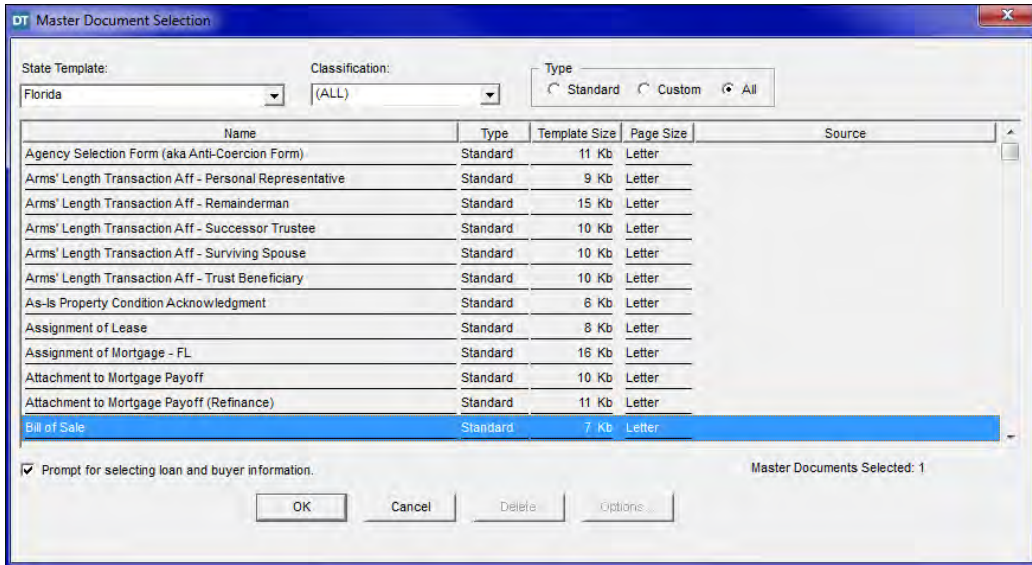
4. Press and hold the **Ctrl** key and select **Continuous Marriage Aff - Spouses, FL Warranty Deed (Statutory Form)**, and **Liens Aff - Non-Identity**.

All four document titles are highlighted. **Master Documents Selected: 4** is displayed in the bottom right corner. **NOTE:** Holding the **Shift** key will allow you to select a range of documents.

5. Release the **Ctrl** key and click **OK**.

The **Master Document Selection** window is closed. **Bill of Sale**, **Continuous Marriage Aff - Spouses, FL Warranty Deed (Statutory Form)**, and **Liens Aff - Non-Identity** have been added to the **Closing Document Selection** list for your file.

NOTE: When using the DoubleTime Affidavits you should always open the document and ensure that the correct Buyer and or Seller have been associated with these documents. If the parties are incorrect you may make changes using the [icon] Replace Field With Text button.

What You Do	Comments

NOTE: The **Document Size** column is used to help indicate documents with possible embedded images. The document row will appear red if the document is over 250kb.

Editing The Deed

What You Do	Comments
1. Select **FL Warranty Deed (Statutory Form)** from the **Closing Document Selection** window.	
2. Click **OK**.	The **FL Warranty Deed (Statutory Form)** document is displayed. The gray-shaded areas indicate information that is carried over from other modules in DoubleTime, such as the **Closing File** module.
3. [icon] Click the **View Field Names** button on the secondary toolbar.	The gray-shaded areas now display the field name indicating where the information was collected.

What You Do	**Comments**

4. Place the cursor to the left of **Will Call No.:**

5. Left click and hold, then drag the mouse and highlight to the end of **{Will Call Number}**.

This will select the line you want to remove.

6. Press the **Delete** key twice.

This will delete the text, the variable field, and the additional space.

7. Place the cursor after the **{Deed Clause}** field and press the **Enter** key twice.

The cursor is aligned with the indented left margin, where you will insert a clause.

What You Do	**Comments**

8. 🗄 Click the **View Field Names** button on the secondary toolbar.

The gray-shaded areas now display the actual text that will appear in the printed deed. The cursor remains in the spot it was, which is immediately below the "Subject to" language we added to the deed in the **Conveyance** module.

9. ▦ On the secondary toolbar, click the **Clause Library** button.

The **Clause Library** window is displayed. **All** is the **Clause Type** and **All Clauses** is selected.

10. Click the **Clause Type** box and select **Deed**.

The display is limited to deed clauses.

11. In the Search window field, type **Non-H**.

The Non-Homestead clause is displayed and automatically selected.

What You Do	Comments
12. Click **OK**.	The **Clause Library** window is closed and the **Document** window is redisplayed. The Non-Homestead clause is added to the document.

13. Replace the asterisks in the clause on the deed with **4728 Church Street, Chicago, Illinois 60643**.	*NOTE:* The clause added to the deed from within the **Documents** module is not in gray because it is not populated to the deed via a field variable. In contrast, the "**subject to**" clause which was added to the deed in the **Conveyance** module is in gray because it is populated to the deed via the field variable. Confirm this by clicking the **View Field Names** button on the secondary toolbar. When you do that, the non-homestead clause remains visible, but the "**subject to**" clause is replaced by the **Field Name** for the variable.

What You Do	Comments

Customizing The Notary Information - Buyer And Seller

What You Do	Comments
1. [SEAL] On the secondary toolbar, click the **Signature/Notary** button.	The **Signature and Notary Block** window is displayed. This tree-view format is accessible from both the **Closing File** and **Documents** modules. The Sellers option is currently selected.

What You Do	Comments
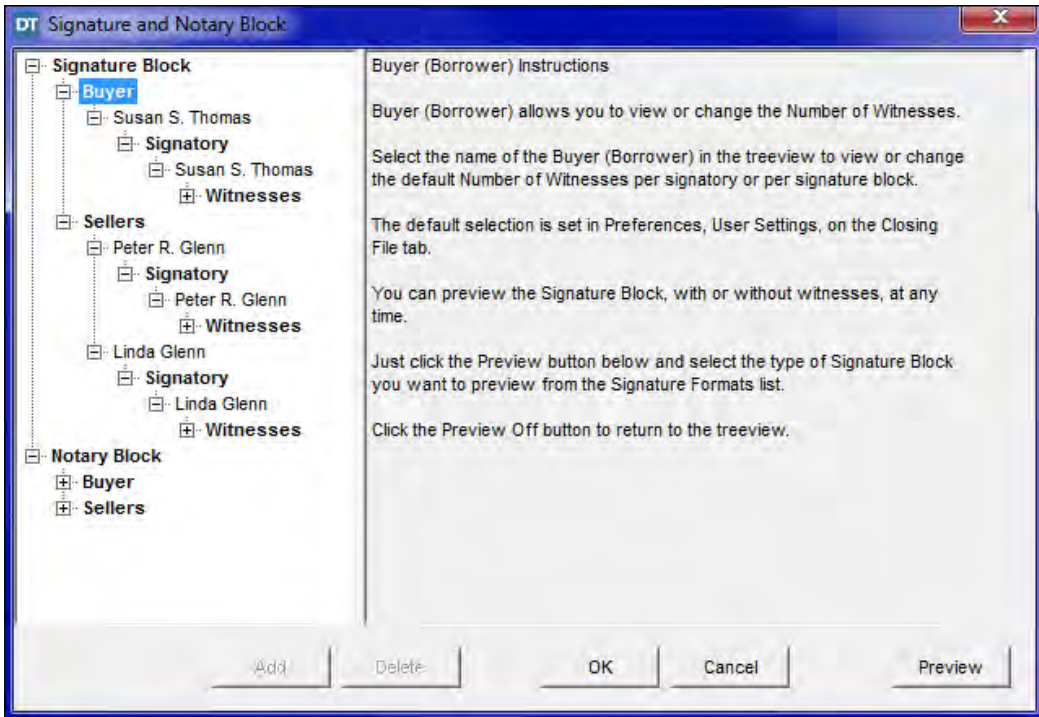
2. Click **-Susan S. Thomas** under **Signatory**.

The number of witnesses, **Two Per Signatory**, and **Signatory** field are displayed. **All Documents** is the default, and a **Title** can be selected.
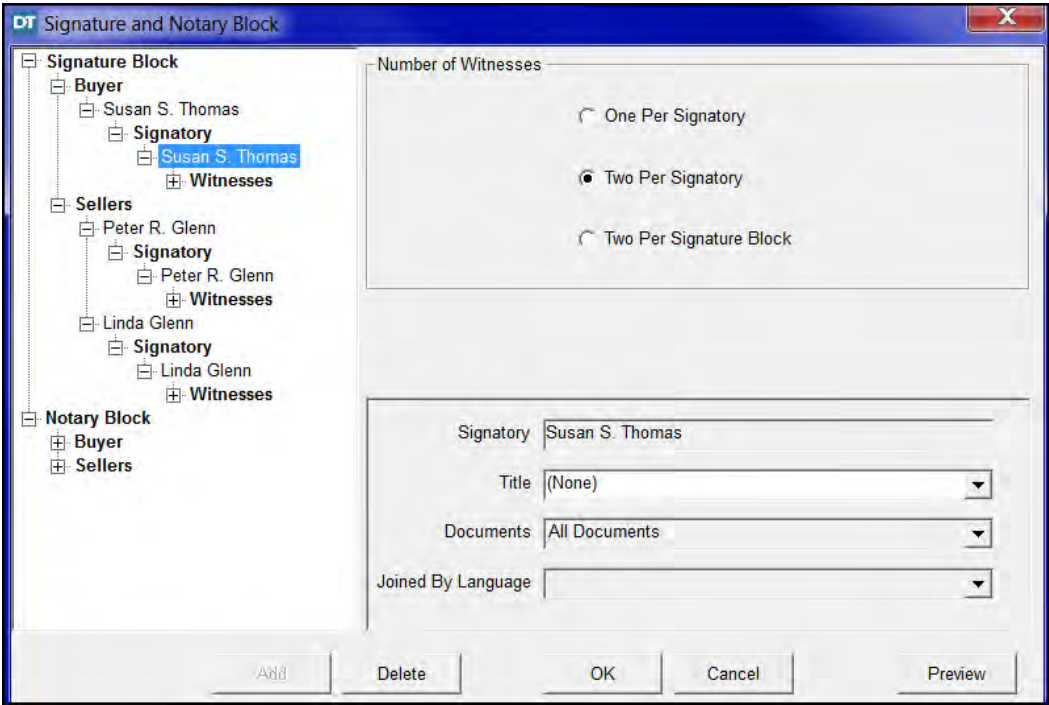
What You Do	**Comments**
3. Click **+ Buyer** under **Notary Block.**	**Susan S. Thomas** is displayed.
4. Click on **Susan S. Thomas** within **Buyer Notary Block**.	The **Notary Format** for **Susan S. Thomas** is displayed. **Individual** is the default **Notary Format**.

5. Click the **Notary Title** box and select **Notary Public, State of Florida**.	The **Notary Public, State of Florida** title is displayed under the notary signature line. *Note*: To see how it will appear, click the **Preview** button, and use the scroll bar (if necessary) to view the notary box information.
6. Click the **Notary Name** box and select **Beth Cullum**.	This is the name of the person notarizing the documents. **Beth Cullum** is displayed on the Printed Name line in the notary box. Beth's name was added as an employee for Richard P. Bruce, Esq. in the **Contacts** module. *NOTE:* To see how it will appear, click the **Preview** button, and use the scroll bar (if necessary) to view the notary box information.
7. Click the **Expiration Date** box and type **03272021**.	This is the date the notary commission expires for Beth Cullum.

What You Do	Comments
8. Click **Preview.**	The Notary Preview is displayed.
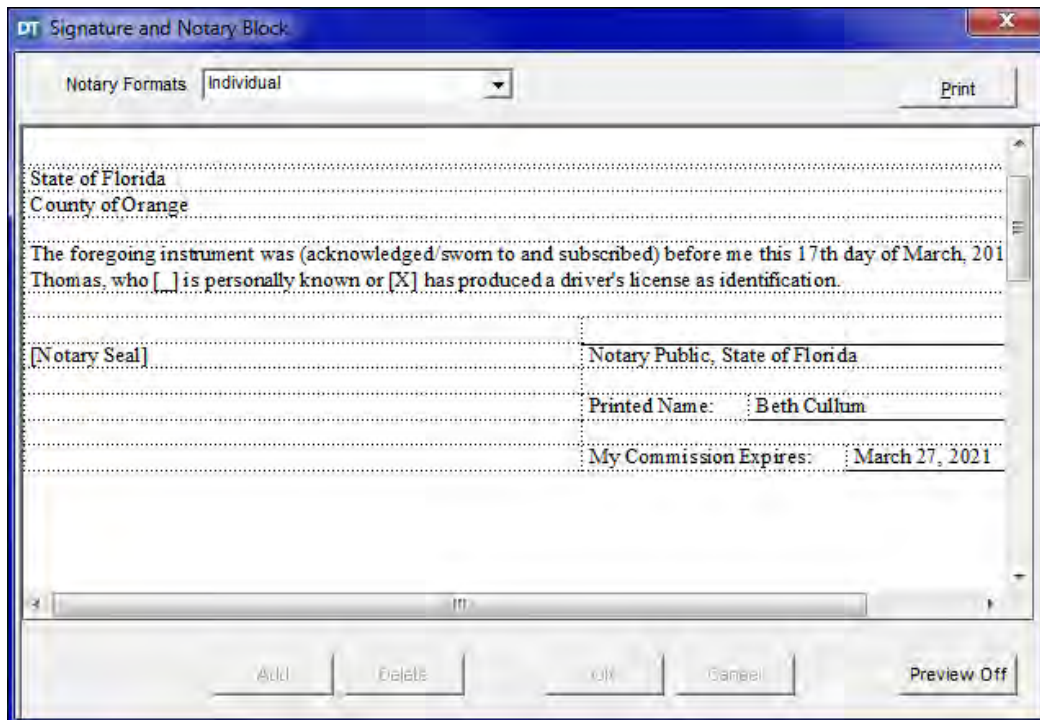
9. Click **Preview Off**.

10. Click **+ Sellers** under **Notary Block.**

Peter R. Glenn and Linda Glenn are displayed.

11. Click on **Peter R. Glenn and Linda Glenn** under **Sellers.**

The **Notary Format** for Peter R. Glenn and Linda Glenn is displayed. **Individual** is the default setting for **Notary Format**.

What You Do	Comments

12. Click the **Notary Title** box and select **Notary Public, State of Florida**.

The **Notary Public, State of Florida** title is displayed under the notary signature line. *NOTE:* To see how it will appear, click the **Preview** button, and use the scroll bar (if necessary) to view the notary box information.

13. Click the **Notary Name** box and select **Beth Cullum**.

This is the name of the person notarizing the documents. **Beth Cullum** is displayed on the Printed Name line in the notary box. Beth's name was added as an employee for Richard P. Bruce, Esq. in the **Contacts** module.

What You Do	Comments
14. Click the **Expiration Date** box and type **03272021**.	This is the date the notary commission expires for Beth Cullum. *NOTE:* If your transaction involves a mail-away, the notary information for an out of state party should be set as follows: • **Proof of Identification:** Select **None** • **State of:** Select the appropriate state • **County of:** Leave name of county blank • **Notary Title:** Select **Notary Public, State of_____** • **Notary Name:** Leave blank • **Expiration Date:** Leave blank • **Produced ID:** Remove check mark • **Day:** Delete date
15. Click **Preview.**	The Notary Preview is displayed.
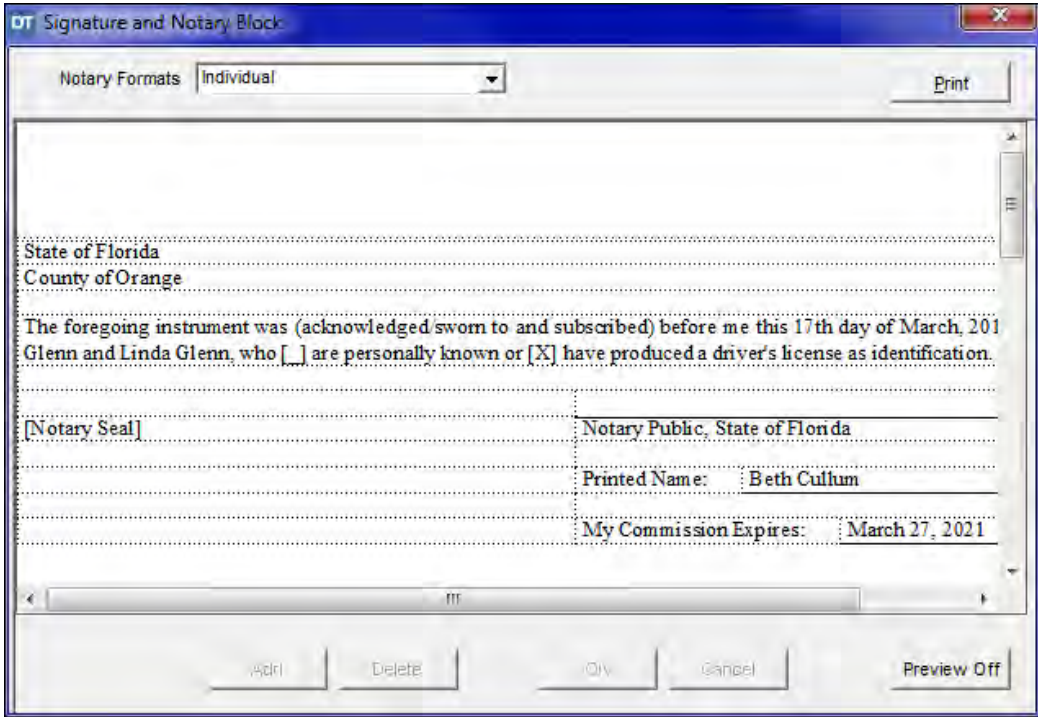
16. Click **Preview Off**.	The **Signature and Notary Block** is displayed.
17. Click **OK**.	The **Closing File** module is redisplayed with the **Seller** tab open.

Try This - Create a Custom Document using the **Save As > New Master** feature

What You Do	Comments
1. Ensure your cursor is in the middle of the text field for the "Subject to taxes" language.	Ensure that you do not highlight the field.

Witnesseth that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Orange County, Florida, to-wit:

Lot 4, Southern Acres Subdivision, according to the Plat thereof, recorded in Plat Book 31, Page 68, of the Public Records of Orange County, Florida.

Subject to taxes for 2018 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

Grantor warrants that at the time of this conveyance, the subject property is not the Grantor's homestead within the meaning set forth in the constitution of the state of Florida, nor is it contiguous to or a part of homestead property. Grantor's residence and homestead address is: 4728 Church Street, Chicago, Illinois 60643

2. On the secondary toolbar, click the **Replace Field with Text** button.	The merge fields are displayed in grey and automatically populate data from other modules. Simply use your mouse and click anywhere in the gray area and then select the **Replace Field with Text** button.

The merge field will be released and you are free to manually make changes and save changes for this document.

But remember, any changes made at this location will only change this one document. |

Witnesseth that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Orange County, Florida, to-wit:

Lot 4, Southern Acres Subdivision, according to the Plat thereof, recorded in Plat Book 31, Page 68, of the Public Records of Orange County, Florida.

Subject to taxes for 2018 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

Grantor warrants that at the time of this conveyance, the subject property is not the Grantor's homestead within the meaning set forth in the constitution of the state of Florida, nor is it contiguous to or a part of homestead property. Grantor's residence and homestead address is: 4728 Church Street, Chicago, Illinois 60643

3. On the main toolbar, click **File > Save As > New Master**.	The **Save As New Master** window is displayed.

What You Do	Comments

4. Type **New Warranty Deed** in the **Custom Document Name** box.

This is the name of the custom document you will be creating.

5. Click **OK**.

The **Save As New Master** window is closed and the original FL Warranty Deed (Statutory Form) window is displayed. Your edits are still there and the **New Warranty Deed** document you created has been saved as a master document.

Saving The Edited Deed

What You Do	Comments

1. On the secondary toolbar, click the **Open Document** button.

The **Save changes** dialog window will displayed if any changes have been made. If no changes have been made the **Closing Document Selection** window is displayed.
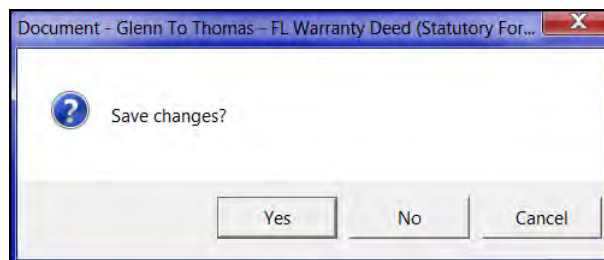
2. Click **Yes**.

The document changes are saved for this file and the **Closing Document Selection** window is displayed.

Printing Multiple Documents

What You Do	Comments
1. Select **Bill of Sale**. Press and hold the CTRL key and click to select **CD Addendum B - Customary Recitals, Continuous Marriage Aff - Spouses, FL Warranty Deed (Statutory Form), Florida Insurance Premium Disclosure,** and **Liens Aff - Non-Identity**.	All six document titles are highlighted with **Documents Selected: 6** displayed in the bottom right corner.
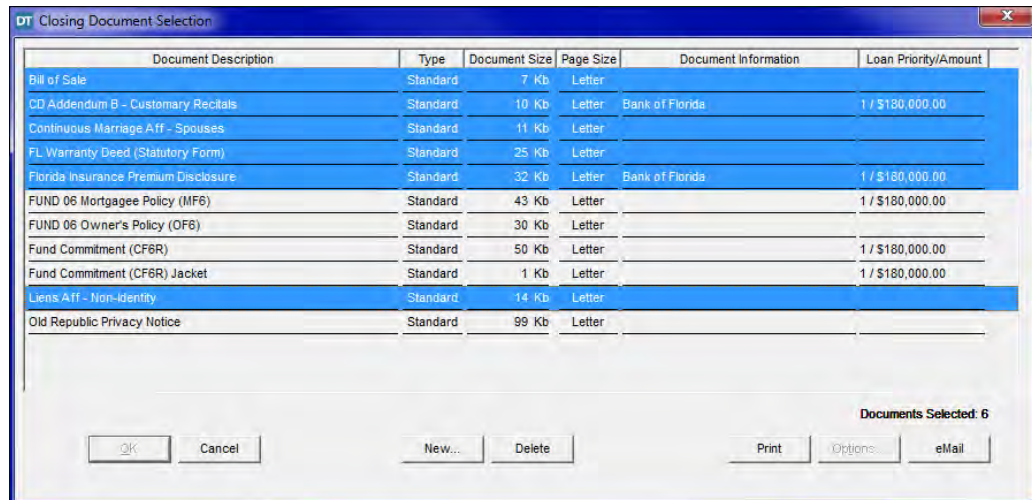
2. Click **Print**.	The **Print Documents** window is displayed and the selected documents are printed. The **Closing Document Selection** window is redisplayed.
3. Click **Cancel**.	The **Document** module is closed.

Buttons Available In The Documents Module
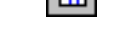
Button	Description
	Open Document allows you to select a different document by opening the Closing Document Selection window.

Button	Description
	Save Document retains the document and any changes.
	Print Document prints the open document. You can specify the number of copies, the page range, and collation.
	Print Preview displays a preview of the document as it will appear when printed, including the paper size, margins, and a view of multiple pages. Click the **Preview** button again or click the **Edit** button to return to the **Documents** window.
	Refresh Document redisplays the document after you have added or changed data.
	Cut copies the current selection to the Clipboard and then deletes the selected text.
	Copy copies the current selection to the Clipboard. Does not delete the selected text.
	Paste pastes the contents of the Clipboard into the current document.
	Undo Edits reverses the last action. For example, if you deleted text, then Undo Edits will restore it. If you inserted text, then Undo Edits will remove it.
	Spell Check checks the spelling in the open document.
	Signature/Notary allows you to create signature blocks and change notary information.
	Insert Degree Symbol allows you to insert a degree symbol in to a legal description
	Clause Library allows you to select and insert clauses using the **Select Clause Library** window.
	Insert Field displays a list of data fields from which to choose to add to the open document.
	Replace Field with Text converts a variable field to plain text.

Button	Description
	View Field Names displays the content name of the variable fields. Click the button again to display the text associated with the variable fields.
	Custom Variable Data allows you to view and edit data for custom variables.
	Set Document Options allows a new description (document name) and paper size (letter or legal) to be entered.
	Close Documents Module closes the **Documents** module.

Buttons Available On Formatting Toolbar

Button	Description
	Cut copies the current selection to the Clipboard and then deletes the selected text.
	Copy copies the current selection to the Clipboard. Does not delete the selected text.
	Paste pastes the contents of the Clipboard into the current document.
	Undo Edits reverses the last action. For example, if you deleted text, then Undo Edits will restore it. If you inserted text, then Undo Edits will remove it.
	Redo Edits repeats the last action. For example, if you deleted text, then Redo Edits will repeat it.
	Find allows searching of a word in a document.
	Insert Date/Time allows you to insert the current date and time into your document.
	Insert Page Number allows you to insert the current page number into your document.
	Insert Page Count allows you to insert the current page count into your document.
100%	**Zoom** allows you to reduce or enlarge the displayed page.

Button	Description
Normal ▼	**Style** allows you to apply formatting changes to your text.
Times New Roman ▼	**Font list**. Click the **Font** drop down list to select a font for the selected text.
10 ▼	**Font size list**. Click the **Font Size** drop down list to type or select a font size for the selected text.
B	**Bold.** Click the **Bold** button to change the selected text to bold, or to remove bold from the selected text.
I	**Italic.** Click the **Italic** button to change the selected text to italic, or to remove italic from the selected text.
U	**Underline.** Click the **Underline** button to change the selected text to underlined, or to remove underline from the selected text.
K	**Strike-through.** Click the **Strike-through** button to add a line to the selected text. You can also use the button to remove a line from selected text.
≣	**Align Left.** Click the **Align Left** button to align the selected paragraphs or paragraph with the left margin.
≣	**Align Center.** Click the **Align Center** button to center the selected text.
≣	**Align Right.** Click the **Align Right** button to align the selected paragraphs or paragraph with the right margin.
≣	**Justify.** Click the **Justify** button to align selected text to both the left and right margins.
≣	**Numbering.** Click the **Numbering** button to add numbers to your paragraphs. Select **Format > Bullets and Numbering** from the menu bar to select a variety of numbering schemes.
≣	**Bullets.** Click the **Bullets** button to add bullets to your paragraphs. Select **Format > Bullets and Numbering** from the menu bar to select a variety of bullet styles.
≣	**Increase Indent.** Click the **Increase Indent** button to move text to the right for a specific line.

Button	Description
	Decrease Indent. Click the **Decrease Indent** button to move text to the left for a specific line.
	Hanging Indent. Click the **Hanging Indent** button to position a hanging line of text.
	Insert Table. Click the **Insert Table** button to insert a table into a document.

Tips

1. An alternate way to open the **Documents** module is to select **Modules** from the menu bar and choose **Documents**. You can also use the shortcut, **Ctrl+D** from any window.

2. To view a document, select the document from the **Closing Document Selection** window and click **OK**.

3. Use the **Spell Check** button on the secondary toolbar to check the spelling of a displayed document.

4. The **Signature/Notary** button allows you to select the number of witnesses for each signatory or signature block on documents, as well as the ability to select witness names. Notary format can also be established and previewed.

5. Use the selections available in the **Insert** menu to insert page breaks and page numbers.

6. Use the **Edit** menu to add custom variables, notary information, and headers and footers.

7. Use the **Format** menu to format fonts, paragraphs, and tabs.

8. To prevent changes from being made to the open document, select **Protect Document (Read Only)** in the **Tools** menu.

9. An alternate way to select text for editing is to press and hold the **SHIFT** key and use the arrow keys. You can also press and hold the **SHIFT** key and press the **END** key to select text from the cursor position to the end of the line.

10. Custom documents can be altered and saved when the custom document is currently opened within the Documents module. To save the changes to the master custom document, select **File, Save As, Existing Master** or **New Master.**

11. A single or multiple document can be emailed by choosing **eSolutions, Email**. The email feature only utilizes Outlook or Outlook Express. Multiple documents can be selected and emailed on the **Closing Document Selection** window by clicking the **Email** button. *NOTE:* If you are not using Outlook or Outlook Express, documents can be saved to your computer and then attached to messages using your email software.

12. Documents can be faxed by selecting **File, Print, Properties,** and selecting the currently installed fax program on your personal computer.

13. An alternate way to open **Clause Library** is to press **Ctrl + L**.

14. Use **Tools > Regenerate Document** to restore a changed document.

15. If you associate more than one document that has the same document description name with your file, you can use the options button in the **Closing Document Selection** window to rename the document for that file only. ie: Title Affidavit (Buyer) Susan

16. Variable (merge fields) can be inserted into documents by using the **Insert Field** button.

17. The **Replace Field with Text** button allows you to stop the merging of data into a merge field.

18. You can open a custom document you have created from the **Closing Documents Selection** window by clicking the **New** button to open the **Master Documents Selection** window. In the **Type** area, select **Custom** to display only your custom documents.

19. Use the **Document Size** column in the **Closing Document Selection** window in the **Documents** module to help indicate documents with possible embedded images. The document row will appear red if the document is over 250kb. The **Documents/Templates with Picture Images** report in the **Reports** module shows a list of documents and templates with embedded and linked images. This will assist users to determine what documents or templates should be changed to linked images.

20. When saving a document and to utilize the **Save-As** feature, follow these steps. While in the desired document, click on **File > Save-As > Document Image…** A window will appear and the **Save-in:** location will default to the location you selected in **User Preferences**.

Frequently Asked Questions

Question	Answer
1. How do I print documents from the **Documents** module?	Select the document in the **Closing Document Selection** window and click **Print**. To print more than one document at a time, press **Ctrl** key and select all the documents you want to print. Click **Print**.
2. How do I create and save a document as a custom master document?	You can create and save custom master documents (user-defined templates) in **Preferences, Document Customization**. In the **Documents** module, select **File, Save As, New Master**. When the **Save as New Master** window is displayed, type a template name and click **OK**.
3. How do I print a commitment and policies?	Open the **Documents** module, select the commitment, and click **Print**. If the commitment is not available as a selection, open the commitment in the **Title Insurance/Commitment** module. Click the **Save** button before you return to the **Documents** module
4. How do I add new documents into the **Closing Document Selection** window for my closing file?	Open the **Documents** module. When the **Closing Document Selection** window is displayed, click **New**. Select the document(s), such as the warranty deed and other documents needed for the file, and click **OK**.

Question	Answer
5. Why don't buyers and sellers display on the commitment?	There are two possible reasons: • You haven't added text in the **Name(s) with Status** box of the **Closing File** module for the buyers or sellers. Open the **Closing File** module and select the **Buyer** or **Seller** tabs. Click the **Insert Name Clause** button to add text for the buyers/sellers to these boxes and save. Return to the **Title Insurance - Commitment** module and click the **Build Clause** button. • You opened the commitment before you filled in the **Name(s) with Status** boxes. Click the **Owner** tab in the commitment. Then click the **Build Clause button**.
6. Why isn't the document I want to print listed in the **Documents** module?	Here are some possible reasons: • You haven't created it. Commitments and policies need to be opened in the **Commitment** or **Policy** modules before they can be selected and printed in the **Documents** module. • These documents are not printed from the **Documents** module. The **Settlement Statement** forms and 1099's are printed from the **Settlement Statements,** and **1099-S** modules, respectively. • The document you want to print is an endorsement to the **FUND 06 Mortgagee Policy (MF6)** and was automatically checked off in the **Commitment** or **Policy** module and will show as an issued endorsement on Schedule A of the issued policy. • The particular document you want probably isn't included with DoubleTime. Title Documents that are automatically included in DoubleTime are Old Republic National Title Insurance Company commitment and policy master documents, not those of other insurers. However, if you select a different underwriter in the **Closing File**, that name will be reflected on the **Commitment, Policy**, and **Endorsement** forms that are included in the DoubleTime database.

Question	Answer
7. What document contains language regarding condominium and homeowners' association dues?	The **Closing Statement Addendum** document includes language for the condominium and homeowner association dues, as well as Tax Re-Proration and Disbursement Authorization language. The language of these items may be modified for a specific closing by an attorney, and then the document can be saved as a custom document.

1099-S Module

Concept

The **1099-S** module is used to generate the IRS Form 1099-S, Proceeds From Real Estate Transactions. This form reports to the Internal Revenue Service the sale or exchange of reportable real estate for each closing file. The form may be sent electronically to the IRS. The **1099-S** module also has email functionality. When in the **1099-S** module, select **eSolutions** > **Email** from the menu bar to send a copy of the form to the client. To electronically file your 1099-S forms, you must request a Transmitter Control Code (TCC) from the IRS. Forms and publications may be ordered by calling toll-free at 800-829-3676 or downloaded from the IRS website at www.irs.gov. Electronic files are uploaded to the IRS via https://fire.irs.gov/

NOTE: If you have any questions on electronic or magnetic media filing, you should contact the Electronic Product and Services Support, Information Reporting Branch as follows:

Customer Service Section

M - F 8:30 a.m. to 4:30 p.m. EST

Phone: 866-455-7438

TDD: 304-579-4827

Objective

The objective of this lesson is to show you how to verify the information on the 1099-S Form Copy B For Transferor and print Copy B and Copy C (Filer). You will also learn how to create an electronic record of the 1099-S form for a closing file. You will also learn how to delete a previously filed electronic record.

Viewing And Printing The 1099-S Record

What You Do	Comments
1. On the main toolbar, click the **1099-S** button.	A summary of the **1099-S** information is displayed. Scroll right to view the entire summary. The **Print** and **Send IRS** boxes are automatically selected.

What You Do	**Comments**

2. ![1099 icon] On the secondary toolbar, click the **View Record** button.

The **1099-S Copy B For Transferor** is displayed. ***NOTE:*** Although the 1099-S form is populated with information from the other DoubleTime modules, all fields on the 1099-S form are editable directly in the **1099-S** module.

NOTE: This step is necessary to create a record for reporting.

NOTE: You can also access this window by double clicking anywhere on the highlighted blue line.

3. Click the ![AGENT icon] **Edit Agents** button on the secondary toolbar

The **Closing Agent Information** window opens. This window allows changes to the agent's name, address, phone number and TIN number.

NOTE: You can also access this window by double clicking anywhere on the FILER'S Name or FILER'S FIN fields on the 1099-S form (which appear in light grey).

What You Do	Comments

4. Click **OK** to save changes and exit, or click **Cancel** to exit without saving.

5. Double click on the dollar amount in box **6 Buyer's part of real estate tax.**

The **1099-Buyer's Real Estate Tax** window opens allowing changes to be made.

What You Do	**Comments**

6. Click **OK** to save changes and exit, or click **Cancel** to exit without saving.

7. Click the [ADDR] **Use Legal** button on the secondary toolbar.

The legal description for the property is displayed in box **3 Address or legal description**. Click the button again to redisplay the address. *NOTE:* The button's appearance changes when the box contains a legal description rather than the address.

8. [icon] On the secondary toolbar, click the **Print** button.

The **Print Options** window opens. **Current Record** and **Copy B - For Transferor** are automatically selected.

9. Select **Both Copies** from the **Print What** drop down list.
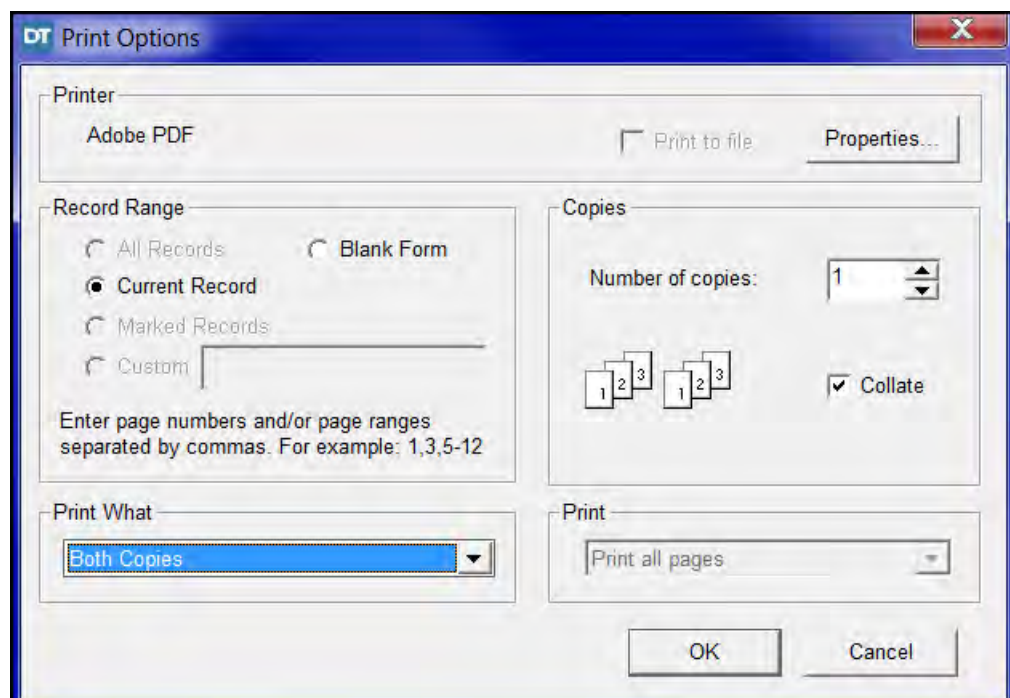
10. Click **OK**

Both Copy B - For Transferor and Copy C - For Filer print.

Emailing A 1099-S Electronic Record

What You Do	Comments
1. Select **eSolutions > Email** on the menu bar.	The **e-Mail - 1099S** window opens. **Copy B-Transferor** is automatically selected.
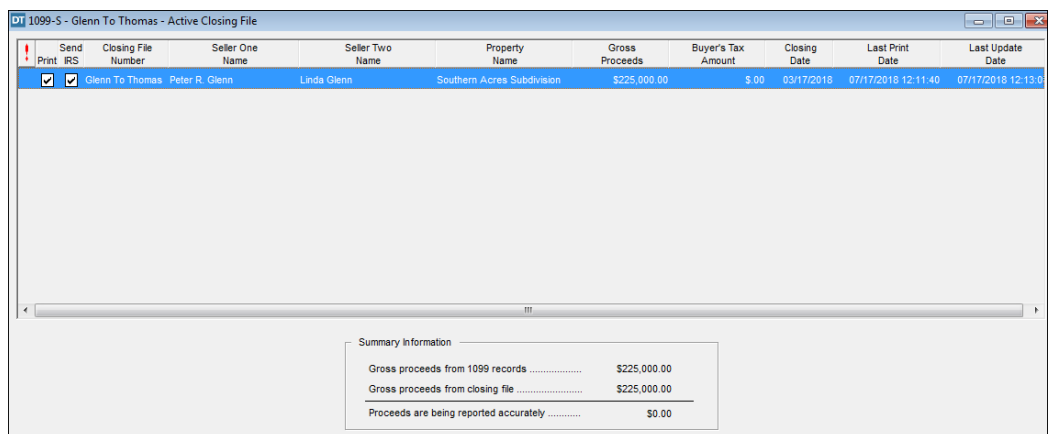
2. Click the check box(es) to select or deselect copies to be emailed.	
3. Click **OK**	The **EMail Properties** window opens.
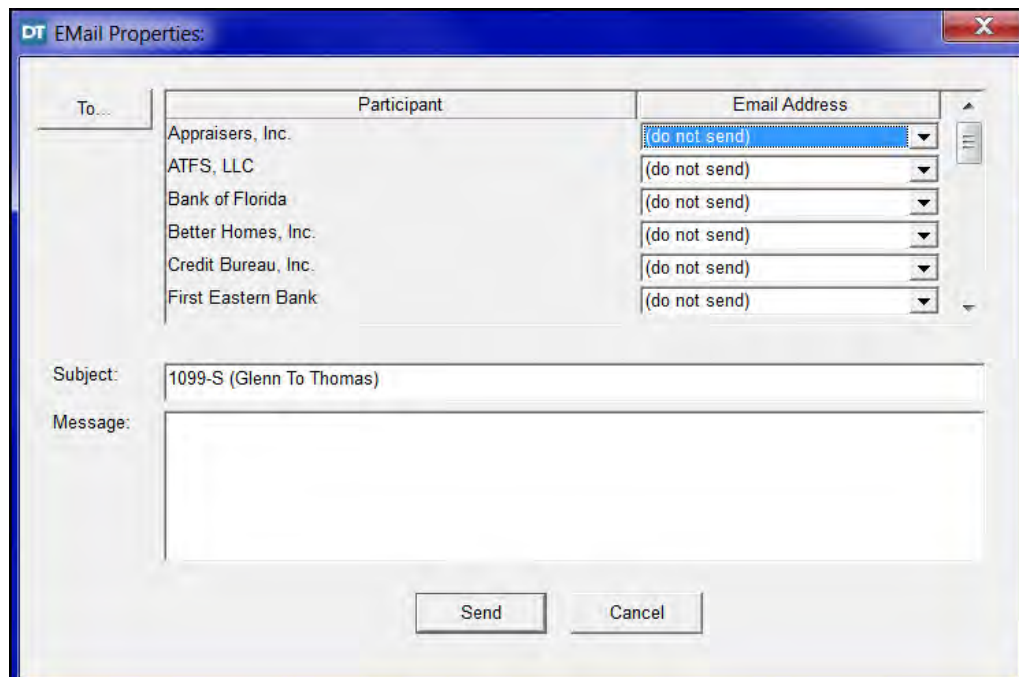
4. Click the **To...** button.	The **Address Book** window opens.
5. Select name(s) to receive the 1099 forms.	

What You Do	**Comments**
6. Click **OK**	The **Address Book** window closes.
7. Type a message in the **Message:** box, if needed.	You may also edit the **Subject:** box by clicking in the box and typing additional text.
8. Click **Send**	The form is sent and the **EMail Properties** window closes.
9. ⊞ Click the **Save** button on the secondary toolbar.	This saves changes to the 1099-S form and also updates the **Last Print Date** and **Last Update Date** fields with the current date.
10. 🗒 Click the **View Record** button again to close the record and return to the summary screen.	
11. Scroll right to view the **Last Print Date** and **Last Update Date** fields.	

| 12. 🚪 On the secondary toolbar, click the **Close** button. | The **1099-S** module is closed. |

Creating A File For Electronic Transmission

What You Do	Comments
1. Select **Modules > 1099-S > Year End Maintenance** from the menu bar.	The **1099-S - Tax Year** window is displayed, with all 1099-S files in DoubleTime for the current year.
2. ![YEAR] Click the **Change Year** button.	The **1099-Change Year** window displays.

3. Select the desired year, and click **OK**.	The record(s) for the selected year are displayed.
4. Click the check boxes in the **Send IRS** column to select or deselect records for submission.	Records that do not have the **Send IRS** box checked will not be included in this 1099-S transmission file.

What You Do	**Comments**
	NOTE: When an exclamation point displays in the first column for an individual record, it is an alert that some information is missing from the record.
5. Click an exclamation mark to view a list of the missing information.	
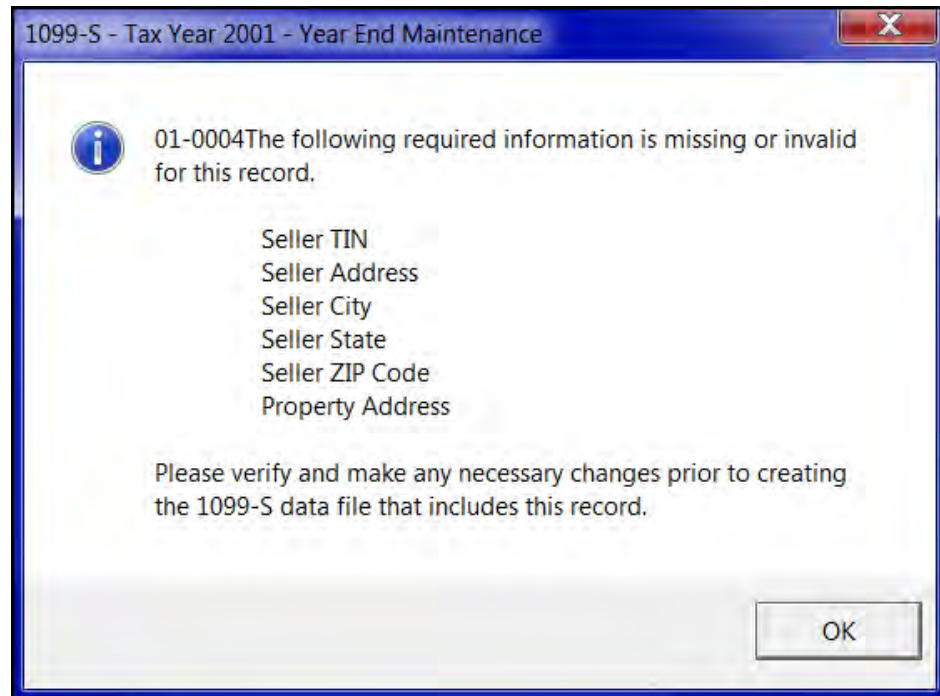
6. Click **OK** to close the window.	Any changes must be made and saved in the appropriate module before returning to the **Year End Maintenance** module for electronic submission. *NOTE:* You may run a **1099-S** report from the **Reports** module on the main menu. The report can help identify files which are missing information.

What You Do	**Comments**
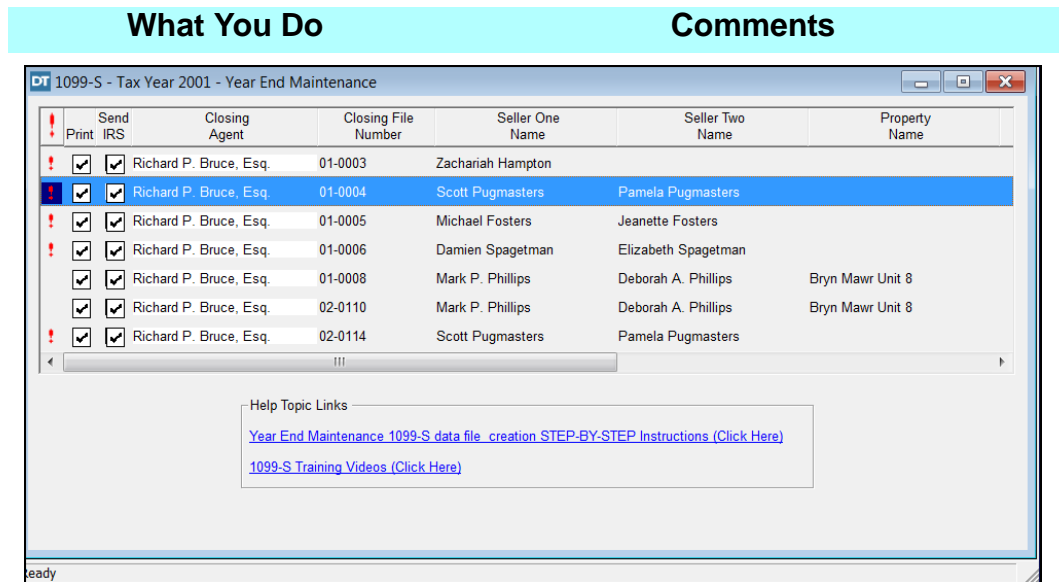
NOTE: Notice the two **Help Topic Links**. These links contain step by step instructions to help you complete your 1099's.

7.	On the secondary toolbar, click the **Create File** button.	The **1099 - Electronic File Wizard** window opens. The **Electronic File Wizard** will assist you in successfully creating an electronic record or a file that can be sent in stead of paper. *NOTE:* You must have a **TCC** provided by the **IRS** in order to file 1099s electronically.

What You Do	Comments

NOTE: Notice the **Year End** hyperlink. This link contain step by step instructions that walk you through the entire Electronic Filing process.

8. Click **Next.**

9. Select the year for which you are creating electronic files.

Be sure to read the on-screen **Special Note**.

10. Click the **Next** button.

11. Select **Original** and click **Next**.

The default is **Original**. To send a test file to the IRS, select the **Test** button. To send a replacement file to the IRS, select the **Replacement** button.

12. Select **Richard P. Bruce, Esq.** and click **Next**.

The closing agent(s) defaults to **Richard P. Bruce, Esq**. You can select another listed closing agent for the year end filing.

13. Select **Richard P. Bruce, Esq.** and click **Next**.

The **Transmitter** listed defaults to **Richard P. Bruce, Esq**. If a **Transmitter** is not listed, select **Other.**

14. Type **(your name)** in the **Contact Name** box and click **Next**.

A **Contact Name** must be entered to continue.

What You Do	**Comments**
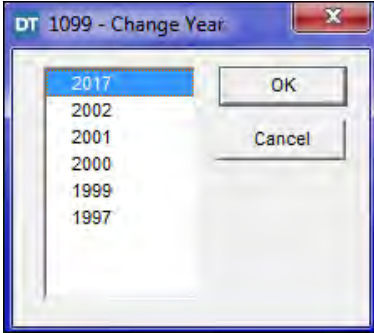
NOTE: If missing or invalid data is found, a message is displayed once **Next** is clicked. Click the **Print** button to receive the **1099-S Record Validation Report** for the listing of missing or invalid data. You will need to make corrections in the appropriate module and submit the file electronically again.

What You Do	Comments
15. Click the **Next** button.	DoubleTime will automatically save the electronic file in the DoubleTime folder on your computer and name it **IRSTAX_(selected year)**. Click **Browse** to save in a different folder.
16. Click the **Next** button.	The electronic file is completed.

17. Click the **Print** button.	The **1099-S Electronic File Summary Report** is printed.
18. Click the **Finish** button.	The **1099-S - Tax Year** window is closed.
19. On the secondary toolbar, click the **Close** button.	The **1099-S Year End Maintenance** module is closed.

Deleting A 1099-S Electronic Record

What You Do	Comments
1. Select **Modules > 1099-S > Year End Maintenance** from the menu bar.	The **1099-S** window is displayed, with all the 1099-S files in DoubleTime for the current year.
2. [YEAR icon] Click the **Change Year** button	The **1099-Change Year** window displays.

3. Select the desired year, and click **OK**.	The record(s) for the selected year are displayed.
4. Select the 1099-S record you want to delete.	The selected file will not be reported to the IRS.
5. [X icon] On the secondary toolbar, click the **Delete** button.	The selected file's **Electronic 1099-S Record** is deleted from DoubleTime.
6. [save icon] On the secondary toolbar, click the **Save** button.	The changes are saved.
7. [close icon] On the secondary toolbar, click the **Close** button.	The **Year End Maintenance** module is closed.

Tips

1. To print a blank 1099-S form, choose **Blank Form** from the **Record Range** section on the **Print Options** window.

2. Click **Edit Agents** on the secondary toolbar to change or edit the filing agent.

3. To view 1099s for a previous year, click **Change Year** on the secondary toolbar.

4. To create separate 1099's for multiple sellers, click **Insert** on the secondary toolbar. A separate 1099 can then be issued for each party.

5. In the **Documents** module, a **Certificate in Lieu of 1099-S** is available for use when appropriate.

6. It is possible to create 1099-S records for transaction files that were not opened in DoubleTime. To do so, choose **1099-S > Year End Maintenance** from the menu bar. Click **Insert** on the secondary toolbar, enter identifying information for the **Closing File** field, and then click the **Blank Form** button. *NOTE:* Make sure you select the correct tax year when creating the record. If you need to, click the **Change Year** button on the secondary toolbar before creating the record.

Frequently Asked Questions

Question	Answer
1. May I use the Settlement Statement as a 1099 Substitute Statement?	No. The Settlement Statement does *not* qualify as a 1099-S Substitute Statement under IRS regulations. If a transaction requires the filing of a Form 1099-S with the IRS, the **1099-S** module in DoubleTime may be used to generate a form for the IRS as well as the required copies for each transferor.
2. How do I get the TCC (Transmitter Control Code)?	To have a TCC assigned to you, complete and submit IRS form **4419 Application for Filing Information Returns Magnetically/Electronically**.
3. How do I Contact the IRS if I have questions on the 4419 form?	Phone: 1-800-TAX-FORM (1-800-829-3676) Website: www.irs.gov

Question	Answer
4. How do I get a TCC assigned quickly?	Filing by fax is the fastest route to having a TCC assigned. It takes approximately two weeks from the time of filing by fax to having the TCC assigned. **Fax** the completed 4419 form to 1-877-477-0572. You may also **mail** completed forms to: Internal Revenue Service Information Reporting Program 230 Murall Drive Kearneysville, WV 25430 ***NOTE:*** Form 4419 should be submitted to IRS/ECC-MTB at least 30 days before the due date of the returns for current year processing.
5. How do I contact the IRS if I have questions on the 1099-S form?	If you have questions about completing and filing 1099-S forms, call the information reporting customer service center at: Toll Free: 1-866-455-7438 Local: 304-263-8700 TTY/TDD: 304-579-4827 Hours: M-F, 8:30 am - 4:30 pm, Eastern time

NOTE: All contact and filing information is from www.irs.gov.

Policy Module

Concept

The **Policy** module is used to select information on the **Owner's** and **Mortgagee's** policies. These consist of:

- **Schedule A** – the name of the insured, coverage amount, recording information, and legal description
- **Schedule B** – exceptions
- **Endorsements**

Information from the **Commitment** module is copied to the **Policy** module. Old Republic National Title Insurance Company/ATFS policy numbers can be assigned electronically, and electronic payment can be made, when using the **Electronic Delivery** process in the **Premium Calculation (Rating)** module. To use these features "**Electronic**" must be displayed in the **Policy No.** field(s) of the **Policy** module. The corresponding jackets will be available for printing in the **Documents** module. For more information, please see **On Demand Videos** in DoubleTime **Help**.

Objective

The objective of this lesson is to show you how to complete an Old Republic National Title Insurance Company/ATFS Owner's and Mortgagee policy and retrieve jackets electronically. Policy numbers will be associated with this closing file.

Preparing Owner's Policy Information

What You Do	Comments

1. ⬜ On the main toolbar, click the **Policy** button.

The **Title Insurance Policy** module window is displayed. The **Owner** tab includes **FUND 06 Owner's Policy (OF6)** in the **Template** box, the **Amount of Insurance**, and **Name of Insured**, all of which were selected in the **Commitment** module. A check mark is displayed in the **Policy Required** box. This selection carried over from the **Commitment** module. **Electronic** is displayed in the **Policy No** box. *NOTE:* In the **Policy** module users will be able to request policy jackets any time during the closing process. The user will still be responsible for submitting Final Policies or hardcopies electronically. Access the **Policy** module and click the **Policy Jacket Request** button on the secondary toolbar. Follow instructions on the **eSolutions Policy Jacket Request** window.

NOTE: To find out more, select **Help > On Demand Videos** from the main menu.

NOTE: To request Old Republic National Title Insurance Company/ATFS policy numbers electronically, access the **Premium Calculation (Rating)** module and select **eSolutions > Fund Forms > Electronic Delivery** from the main menu.

What You Do	Comments

2. Click the **Date of Policy** box and type **0317 (current year)**.

The **Date of Policy** for the 2006 ALTA Owner's Policy is the recording date of the deed. This method of determining the **Date of Policy** affords the underwriter the advantage of having the recording information and of knowing what matters, if any, were recorded in the gap. However, the **Date of Policy** can be the date of disbursement of proceeds. The ALTA 2006 policies were drafted with the intent to permit policy issuance at closing once disbursements are completed. *NOTE:* The **Date of Policy** field populates to the **Date of Policy** field on Schedule A of the issued policies.

3. TAB to the next box and type **0242p**.

This is the time the deed was recorded in the public records. *NOTE:* The **Issue Date** defaults to the current date and can be changed.

4. Click the **Record Deed** tab.

The **Record Deed** tab is displayed. The **County** defaults to **Orange**. The **Recorded** box defaults to the **Date of Policy** entered in the previous **Owner** tab and the **Book Type** defaults to **Official Records**.

What You Do	Comments
5. Type **20180006578** in the **Document No.** field.	This is the Clerk's document number for the deed which was recorded at the courthouse. ***NOTE:*** The Clerk's File Number or Instrument Number are placed in the **Document No.** box. Some counties use an O.R. Book and Page.
6. Click the **Owner Except** tab.	The tab is displayed with the exceptions carried over from the **Commitment** module. Exceptions can be added, deleted, and edited at this location. ***NOTE:*** Exception 1 - 6 are Standard Exceptions and will print on policy.

DT Title Insurance Policy - Glenn To Thomas

| Owner | Record Deed | **Owner Except** | Endorse Owner | Mortgagee | Record Mtg | Mtg Except | Endorse Mtg |

No.	Text
7	Restrictions, conditions, reservations, easements, and other matters contained on the Plat of SOUTHERN ACRES SUBDIVISION, as recorded in Plat Book 31, Page 68, Public Records of Orange County, Florida.
8	Use Agreement recorded March 11, 1993 in O.R. Book 4534, Page 4350, Public Records of Orange County, Florida.
9	Covenants, conditions, and restrictions recorded July 12, 1993 in O.R. Book 4588, Page 1859, Public Records of Orange County, Florida.

NOTE: The **Endorse Owner** and **Endorse Mtg** tabs are utilized to associate the endorsement documents in the **Documents** module. They are also used when issuing **General Endorsements** on policies.

NOTE: Deleting Standard Exceptions

Users frequently delete one or more of the standard exceptions from a policy. The Fund's underwriting guidelines support this practice. In fact, in certain cases the deletion of standard exceptions may even be required by law. (See Title Note: TN 25.03.07: Waiver of Standard Exceptions.) Questions regarding the permissibility of deleting standard exceptions should be directed to The Fund's underwriting counsel. However, once it has been determined which exceptions should be deleted, then the following three suggestions offer appropriate alternatives to accomplish this in DoubleTime.

• Add an additional exception stating that "Standard Exceptions <e.g. 2, 3, 4 and 5> are hereby deleted" within the **Policy** module. You can add a user defined clause to the Clause Library to expedite this process. These clauses can be added in the Owner's Exception tab, or on the actual policy in the **Documents** module, or

• Open the policy in the **Documents** module, highlight the exceptions to be deleted and use the strike through font option, or

• Open the policy in the **Documents** module, highlight the exceptions to be deleted, and press the **Delete** key. DoubleTime automatically renumbers the remaining exceptions.

Preparing Mortgagee Policy And Endorsements

What You Do	Comments
1. Click the **Mortgagee** tab.	The **Lender**, **Policy Type**, **Amount of Insurance**, and **Name of Insured** were selected in the **Commitment** module. The **Date of Policy** and time were entered on the **Owner** tab in the **Policy** module. *NOTE:* A check mark is displayed in the **Policy Required** box. This selection carried over from the **Commitment** module.
	If **Electronic** is displayed in the **Policy No** box you will need to request Old Republic National Title Insurance Company/ATFS policy numbers electronically. *NOTE:* In the **Policy** module users will be able to request policy jackets any time during the closing process. The user will still be responsible for submitting Final Policies electronically or mail hardcopies. Access the **Policy** module and click the **Policy Jacket Request** button on the secondary toolbar. Follow instructions on the **eSolutions Policy Jacket Request** window. Electronic serial numbers are tracked automatically, and their corresponding jackets can be printed in the **Documents** module. *NOTE:* The **Date of Policy** field contains the date which is populated to the **Date of Policy** field on Schedule A of the policies being issued. *NOTE:* To do so, access the **Premium Calculation (Rating)** module and select **eSolutions > Fund Forms > Electronic Delivery** from the main menu.

What You Do	**Comments**

2. Click the **Record Mtg** tab.

   The **Lender** is copied from the **Commitment** module. The **Recorded** date defaults to the **Date of Policy** entered on the **Owner** tab and the **Book Type** defaults to **Official Records**.

3. Type **20180006580** in the **Document No.** field.

   This is the Clerk's document number of the mortgage which was recorded at the courthouse. *NOTE:* The Clerk's File Number or Instrument Number are placed in the **Document No.** box. Some counties use an O.R. Book and Page.

4. On the secondary toolbar, click the **Build Mortgage Description** button.

   The **Mortgage Description** is displayed as it will appear on the Mortgagee policy and as an exception on the Owner's policy. *NOTE:* (1) The title and function of this button changes from tab to tab. Place the mouse pointer over the button to display the title. (2) If an assignment of mortgage is required, select the **Assignment** box on the **Lender** tab within the **Loans** module. This allows the **Loan Assignment** option to display on the **Record Mtg** tab of the **Policy** module. Selecting this option builds the appropriate assignment mortgage description.

What You Do	**Comments**

5. Click the **Mtg Except** tab. | Exceptions are carried over from the **Commitment** module. Exceptions can be added, deleted, and edited at this location.

What You Do	Comments
6. Click the **Endorse Mtg** tab.	This tab shows the endorsements that have been selected in the **Commitment** module to include with the Mortgagee Policy. The endorsements listed on this tab are selected in Schedule A, paragraph 6 of the Mortgagee Policy. There are 11 endorsements approved for issuance in this manner and will not print out separately. To force the scheduled endorsement to print out separately from the policy, and remove the selection from Schedule A, you must first deselect the **Use Master** check box for the endorsement. If a selected endorsement is not one of the 11 approved for incorporation by reference, there will not be a **Use Master** check box next to the endorsement. It will automatically print out separately. *NOTE:* (1) Prior to accessing the **Premium Calculation (Rating)** module to electronically transmit the policies, access the **Documents** module to view these policies and make any changes. (2) There is no separate Master Endorsement form for use with the ALTA 06 forms. The Mortgagee Policy Schedule A, paragraph 6 contains 11 approved endorsements which may be issued via incorporation by reference by the use of check boxes. Endorsements for the owner's policy should be issued individually.

What You Do	Comments

7. [FUND icon] Click the **Policy Jacket Request** button on the secondary toolbar

You may only request Policy Jackets electronically if you are writing on Old Republic National Title Insurance Company through Attorneys' Title Fund Services, LLC. The **eSolutions Policy Jacket Request** window opens.

Welcome to DoubleTime's Electronic Policy Jacket Request!

The following steps allow you to retrieve policy jacket(s) and serial number(s) if you need them prior to the current final electronic delivery process. This process will:

* Assign Policy Serial Numbers electronically for the selected policies in this module
* Add selected jackets to the Document Preparation module
* Add serial numbers to your Fund Forms Audit Report until the policy schedules are remitted

Note: This process does not create any invoices, nor does it remit policy images, but it does add jackets to your inventory in the status of "In Inventory" until the policy schedules have been remitted to The Fund. It is not a requirement to take this step prior to the final electronic delivery as the original policy remittance in the rating module will continue to assign serial numbers to your policies and deliver jackets or serial numbers on their policies, prior to the final remittance to The Fund.

You must be connected to the Internet, and you must have a FundNet User ID and Password in order to complete the electronic jacket request process. For more information on electronic delivery, select the Help menu item, then choose Run Tutorial.

NOTE: DoubleTime now allows you to remit all your transaction data and policy images as soon as the closing is complete. Therefore the old two-step electronic delivery process is now reduced to just this one transmittal! Also, we have added this stand-alone function to request jackets and serial numbers without creating invoices or remitting policies. For all DPAC transactions that are in process from previous DoubleTime releases (i.e. second step not taken yet), please make sure to remit those policies through the electronic delivery process in the rating module when they are complete so that the schedules are delivered to the underwriter. If you have any questions about closing file status, please refer to the Policies In Progress Report in the Reports Module.

[Close]   [<< Back]   [Next >>]

What You Do	Comments
8. Click **Next**.	A list of the policy jackets to be ordered are displayed.
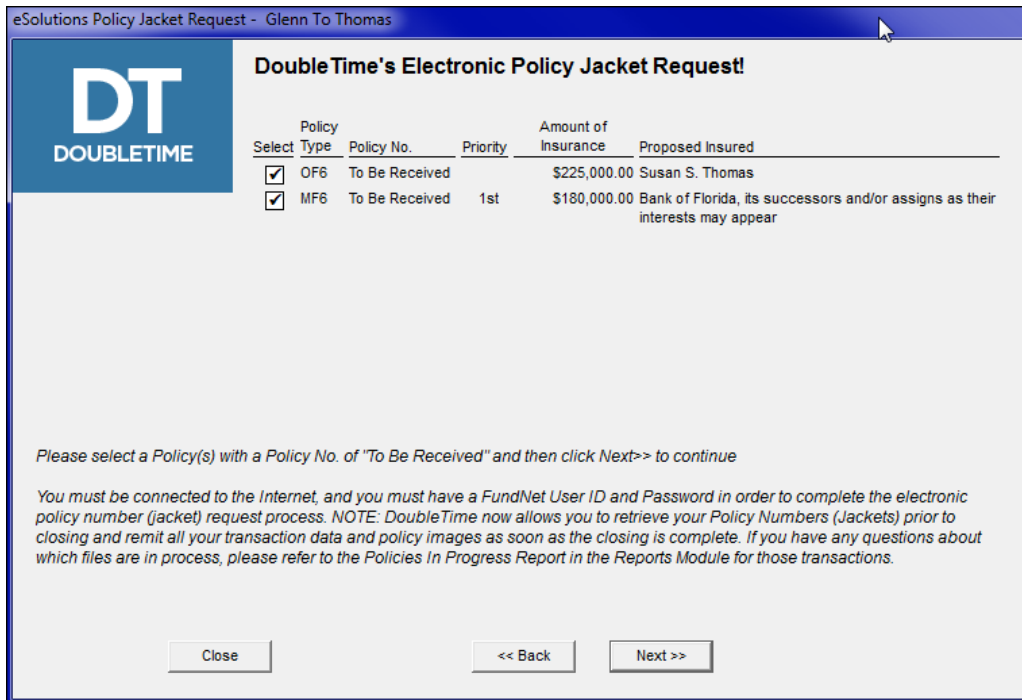
9. Click **Next**.	Type the appropriate information in the **FundNet User ID** and **FundNet Password** boxes.

What You Do	Comments
10. Click **Next**.	The **Select the Billing Address!** window opens. If only one address is available for your office, the address is selected as the default.
11. Click **Next**.	The **eSolutions Policy Jacket Request in Process** window opens. A connection with Attorneys' Title Fund Services, LLC is established. Once a jacket(s) has been requested the window closes and the **Policy** module is displayed. The jacket(s) are now available to print in the **Documents** module.
12. On the secondary toolbar, click the **Close** button.	The **Policy** module closes.

Tips

1. Use the **Copy Master Property Exceptions** button to add or replace existing exceptions from the **Master Property Maintenance** module.

2. Use the **Copy Commitment Exceptions** button to add or replace existing exceptions from the **Commitment** module.

3. Click the **Build Clause** button to undo changes to the **Owner, Mortgagee** and/or **Record Mtg** tabs. You also use this to build the mortgage description in the **Record Mtg** tab.

4. Use the **Spell Check** button on the secondary toolbar to check the spelling of a displayed document.

5. Use the **Serialized Forms/Create Forms Inventory** module to put new forms into the inventory.

6. Use the **Serialized Forms/Delete Forms Inventory** module to remove forms from the inventory.

7. To add endorsements from within the **Policy** module, while on the **Endorse Owner** or **Endorse Mtg** tabs click on the **Insert** button. From the **Type** selection, choose the endorsement you want. The endorsements are then printed in the **Documents** module.

8. To obtain **Owner** and **Mortgagee Policy** numbers electronically, access **Premium Calculation (Rating) module** and select **eSolutions > Fund Forms > Electronic Delivery**. In the **Policy** module users will be able to request policy jackets any time during the closing process. The user will still be responsible for submitting Final Policies electronically or mail hardcopies. Access the **Policy** module and click the **Policy Jacket Request** button on the secondary toolbar. Follow instructions on the **eSolutions Policy Jacket Request** window. The electronically retrieved policy numbers will be tracked automatically and the policy jackets can be printed in the **Documents** module. To find out more, select **Help > On Demand Videos** from the main menu.

9. The **Multiple Clause Import** feature allows you to import clauses from a word processing application and enter them as Requirements or Exceptions in the **Commitment** module, as well as in the **Owner and Mortgagee Exceptions** tab in the **Policy** module. From the **Edit** menu, select either **Paste Clauses** from the clipboard or **Import Clauses** from the text file, whichever applies.

10. An alternate way to open **Clause Library** is to press **Ctrl + L**.

11. Users can create a **Master Property** within the **Closing File** module using the **Create Master Property** button on the secondary toolbar. Exception clauses added in the **Commitment** or **Policy** modules can also be exported into a Master Property, eliminating the need to copy and paste text or re-enter information by selecting **Edit > Export Exception to Master Property**.

12. If you have files where **Electronic Jacket** numbers have been assigned, but the policies have not been submitted electronically within 75 days after the closing date, you will receive the following message:
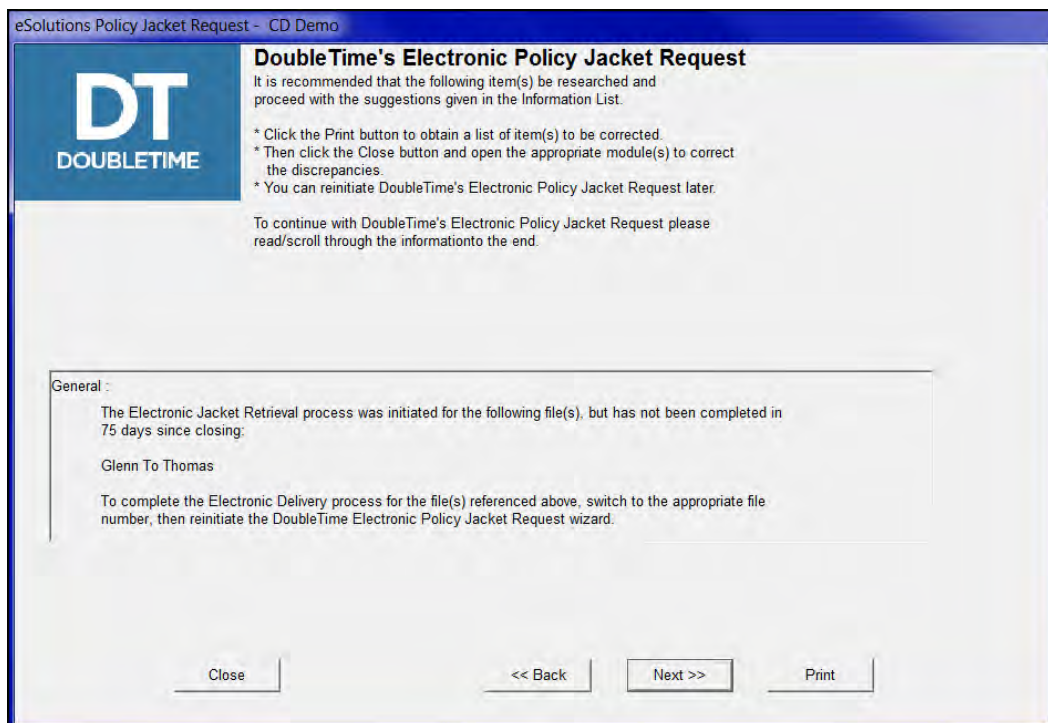
13. To request a Policy Jacket electronically for an ORNTIC/ATIF closing, users must first setup in www.thefund.com through their office FundNet Administrator as well as in **Preferences > User Settings**.

Frequently Asked Questions

Question	Answer
1. How do I change the time the policy becomes effective?	Open the **Title Insurance - Policy** module to change the **Date of Policy** date and time. The system defaults to AM. To change the time of day the document was recorded, type the letter "P" to change AM to PM.
2. How do I put a paper jacket form back in the inventory?	Go to the **Forms Tracking** button, or **Modules > Serialized Forms > Forms Tracking**. Select the form type and click **OK**. Go to the **Assignment** section on the **Inventory Status** tab of the **Forms Tracking** window. Set the **Form Status** to **Received**. Click **Save**. The form is back in the Inventory.

Question	Answer
3. Where are the master documents for other insurers?	DoubleTime is shipped with only Old Republic National Title Insurance Company/ ATFS policy and commitment master documents. However, you can use another underwriter's name on the forms or create forms for another underwriter by selecting **Preferences > Document Customization** from the main menu. When using another underwriter, be sure to confirm what format for commitments and policies is acceptable to them.

Question	Answer
4. How do I issue policies at closing using DT?	STEPS TO ISSUE OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY POLICIES AT CLOSING THROUGH ATTORNEYS' TITLE FUND SERVICES, LLC:

1. Select the **Policy** module in DoubleTime.
2. If Issuing an Owner's Policy, select the **Owner** tab. Ensure that the displayed information is correct. Make any changes necessary. In the **Date of Policy** fields enter the date and time as the date and time of the funds disbursement. A date is required; however, a time is not required. If no time is entered the system will put in a default time of 12:00am. Most people use 9:00am.
3. Select the **Record Deed** tab. Recording information does not need to be entered.
4. Select the **Owner Exceptions** tab. Review, add or edit any owner exceptions as needed.
5. Select the **Endorse Owner** tab. No action is required. If owner endorsements were selected in the **Commitment** module then selecting this tab will deliver the endorsements to the **Documents** module.

Question	Answer
	6. If issuing an Owner's Policy only and you do not electronically transmit your policies you may proceed to step 12 to obtain policy jackets. If your policies are completed and you are ready to electronically transmit your policies to The Fund you may proceed to step 15 to obtain policy jackets. 7. If issuing a simultaneous Mortgagee Policy, select the **Mortgagee** tab. Ensure that the displayed information is correct. Make any changes necessary. Proceed to step 9 Record Mtg tab. 8. If issuing a Mortgagee Policy only, select the **Mortgagee** tab. Ensure that the displayed information is correct. Make any changes necessary. In the **Date of Policy** fields enter the date and time as the date and time of the funds disbursement. A date is required; however, a time is not required. If no time is entered the system will put in a default time of 12:00am. Most people use 9:00am. 9. Select the **Record Mtg** tab. Recording information does not need to be entered. Select the **Build Mortgage Description** button located on the secondary toolbar. Since no recording info has been entered DoubleTime automatically types in the language "… dated 1/15/2017 to be recorded in the Public Records of Orange County. Florida, which encumber the Land" in the **Mortgage Description** field. 10. Select the **Mtg Except** tab. Review, add or edit any mortgagee exceptions as needed.

Question	Answer
	11. Select the **Endorse Mtg** tab. No action is required. If mortgagee endorsements were selected in the **Commitment** module and the **Use Master** box has been de-selected in the **Policy** module then selecting this tab will deliver the endorsements to the **Documents** module.
	12. If you DO NOT electronically transmit your policies use the following steps to obtain policy jackets. While in the **Policy** module select the **Policy Jacket Request** button located on the secondary toolbar. A wizard opens and assists you in electronically requesting policy jackets from The Fund. The jackets are delivered to your **Documents** module.
	13. Select the **Close** button located on the secondary toolbar. The **Policy** module will be closed.
	14. Select the **Documents** module. All schedules, endorsements and jackets are available to be printed.
	15. If your policies are complete and you are ready to electronically transmit your policies to The Fund use the following steps to obtain policy jackets. Select the **Premium Calculation (Rating)** module.
	16. Select the **Electronic Delivery** button located on the secondary toolbar. A wizard opens that assists you in electronically requesting policy jackets, delivering your completed policies and worksheet's to/from The Fund. The jacket is delivered to your **Documents** module.

Question	Answer
	17. An invoice appears and you may use the **Print** button at the bottom of the window to print the invoice. Send your check along with this invoice to The Fund.
	18. If you pay your policy premium electronically select the **Next** button at the bottom of the wizard. Follow the directions in the wizard to complete your electronic payment.
	19. To exit the wizard select the **Close** button located at the bottom of the wizard window.
	20. Select the **Close** button located on the secondary toolbar. The **Premium Calculation (Rating)** module closes.
	21. Select the **Documents** module. All schedules, endorsements and jackets are available to be printed.
	22. Be sure to generate the **Fund Policy Privacy Notice** to be given to the insured with the **Owner's Policy**.

Documents Module/ Print Policies And Endorsements

Concept

The **Documents** module is used to select, prepare and print documents such as Title Commitments, Title Policies, Deeds, Affidavits, and Bills of Sale. You can select documents from the **Master Document Selection** list for each closing file and, if necessary, edit them. Documents can also be emailed using Outlook or Outlook Express and faxed from your personal computer. Customized documents can be created, and then related to each closing file.

Objective

The objective of this lesson is to show you how to print a Fund Policy and jacket for a closing.

Printing The Fund Policy And Endorsements

What You Do	Comments
1. On the main toolbar, click the **Documents** button.	The **Closing Document Selection** window is displayed. The **FUND Commitment (CF6R)**, **FUND 06 Mortgagee Policy (MF6)**, and **FUND 06 Owner's Policy (OF6)** were previously selected and are available for printing.

Document Description	Type	Document Size	Page Size	Document Information	Loan Priority/Amount
Bill of Sale	Standard	7 Kb	Letter		
CD Addendum B – Customary Recitals	Standard	10 Kb	Letter	Bank of Florida	1 / $180,000.00
Continuous Marriage Aff – Spouses	Standard	11 Kb	Letter		
FL Warranty Deed (Statutory Form)	Standard	25 Kb	Letter		
Florida Insurance Premium Disclosure	Standard	32 Kb	Letter	Bank of Florida	1 / $180,000.00
FUND 06 Mortgagee Policy (MF6)	Standard	43 Kb	Letter	MF6-8333998	1 / $180,000.00
FUND 06 Mortgagee Policy (MF6) Jacket	Standard	1 Kb	Letter	MF6-8333998	1 / $180,000.00
FUND 06 Owner's Policy (OF6)	Standard	30 Kb	Letter	OF6-8552196	
FUND 06 Owner's Policy (OF6) Jacket	Standard	1 Kb	Letter	OF6-8552196	
Fund Commitment (CF6R)	Standard	50 Kb	Letter		1 / $180,000.00
Fund Commitment (CF6R) Jacket	Standard	1 Kb	Letter		1 / $180,000.00
Liens Aff – Non-Identity	Standard	14 Kb	Letter		
Old Republic Privacy Notice	Standard	99 Kb	Letter		

Documents Selected: 1

OK   Cancel   New...   Delete   Print   Options...   eMail

What You Do	Comments
2. With **FUND 06 Mortgagee Policy (MF6)** selected, press SHIFT and click **FUND 06 Owner's Policy (OF6) Jacket**.	Four documents are selected.
3. Click **Print**.	The **FUND 06 Owner's Policy Jacket** and **FUND 06 Mortgagee Policy Jacket** together with the accompanying schedules and endorsements (if any) are printed.
4. Click **Cancel**.	The **Documents** module is closed.

![RATE] Premium Calculation (Rating) Module
Electronic Delivery Of Policies And Endorsements

Concept

The **Premium Calculation (Rating)** module is used to calculate the rates and charged amounts for title insurance policies and endorsements. The amount to be sent to the underwriter is also calculated. This information is copied to the **Settlement Statements** module.

The **Premium Calculation (Rating)** module is composed of three sections.

- **Closing File** displays the calculated rates for a specific closing file and gives you the opportunity to adjust the charges.
- **Quote** calculates the rates for a title insurance quote to a client not associated with a closing file.
- Electronic Delivery of Fund policies can be done within the **Premium Calculation (Rating)** module. A request can be made within DoubleTime to have serialized form numbers delivered electronically. Forms can also be delivered to The Fund electronically.

Objective

The objective of this lesson is to show you how to electronically submit your policies and endorsements, and obtain the Policy Premium Invoice.

Electronic Submission & Payment Of Policies/Endorsements

What You Do	Comments
1. ![RATE] On the main toolbar, click the **Premium Calculation (Rating)** button.	The **Premium Calculation (Rating) – Closing File** window is displayed.
2. Click the **Worksheet** tab.	The **Worksheet** tab is displayed.

What You Do	**Comments**

3. Click the **Electronic Delivery** button on the secondary toolbar. | The **eSolutions Electronic Delivery** window is displayed.

What You Do	Comments
4. Click **Next.**	If you have incomplete Electronic Delivery files that are more than 75 days you will get a list of the file names.
5. Click **Next.**	Enter your **Fundnet User ID** and password.
6. Click **Next.**	**Select the Billing Address** window for this transaction is displayed. If only one address is available for your office, the address will be displayed as the default.

7. Click **Next**.	The **Transaction Summary** window is displayed with an itemization of all the documents to be filed electronically.

What You Do	Comments
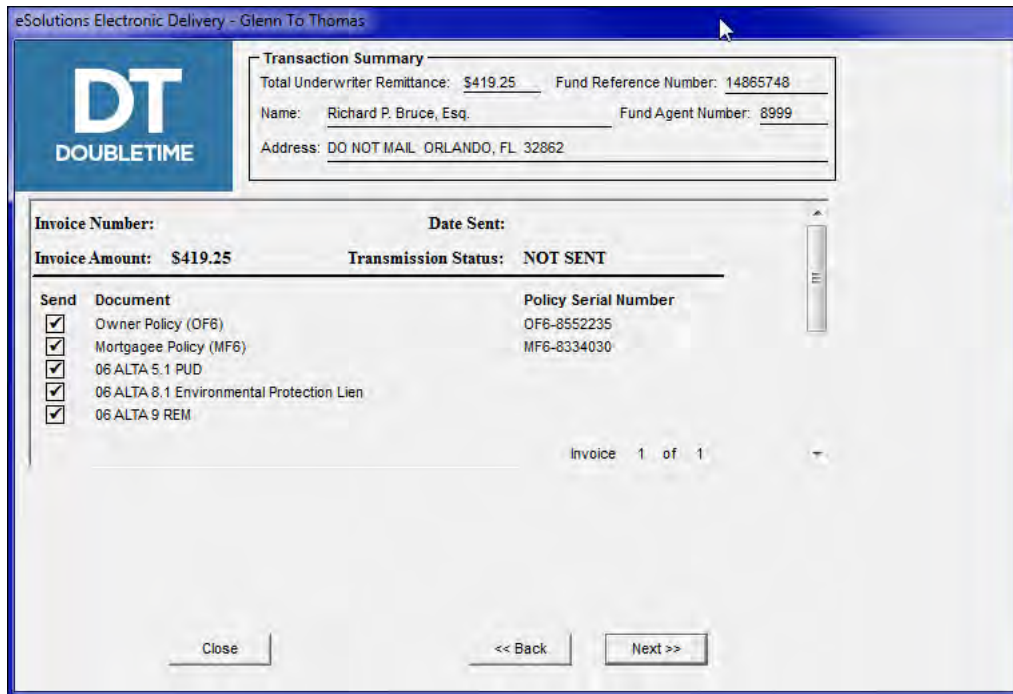
8. Click **Next**.

The **Electronic Delivery in Process** window is displayed. A connection with The Fund is established. The requested documents have been sent to The Fund. The invoice can be printed for a check payment, or the premium can be paid electronically by clicking **Next**.

What You Do	Comments
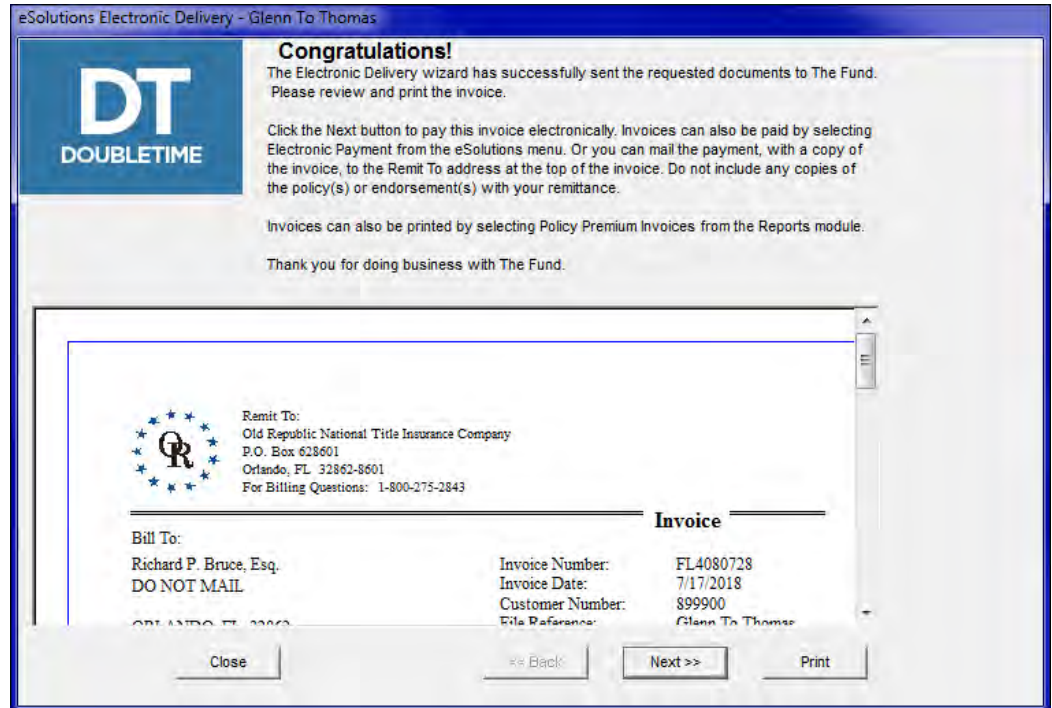
9. Click **Print**.

The **Print Options** window is displayed with all pages selected and the number of copies defaulted to 1.
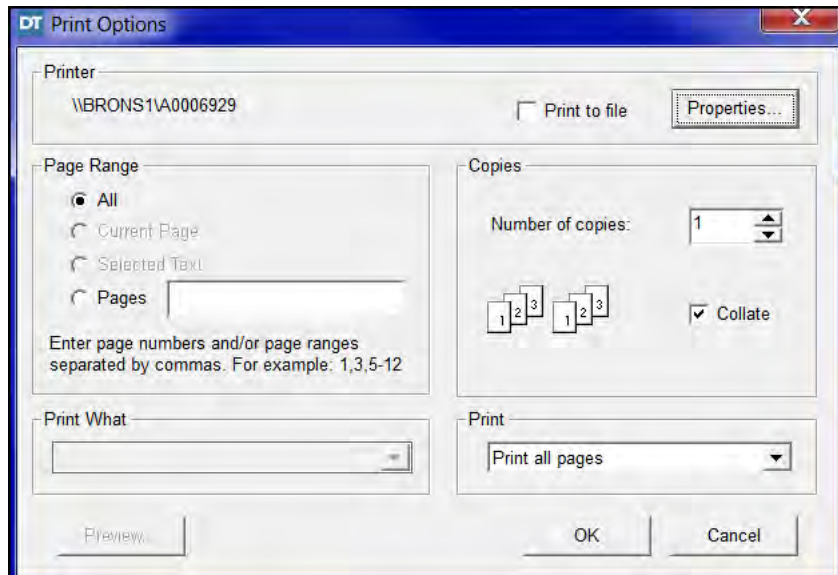
10. Click **OK.**

The invoice is printed.

11. Click **Next.**

The **Electronic Payment** option is displayed.

What You Do	Comments

The **Electronic Payment** option allows you to make an ACH (Automated Clearing House) payment from a business checking account.

12. Click **Get Accounts**.

The **Select Account for Electronic Payment** window is displayed. Select the appropriate account from which to transfer funds for this transaction. A default bank account can be selected in **Preferences/Account Maintenance** by checking the **ePayment Default** check box.

13. Select **Account No.123456-78 Friendly Bankers, Inc.**

14. Click **OK.**

The **Select Account for Electronic Payment** window is closed and the **Electronic Payment** option is displayed.

15. In the **ABA Routing No.** box, type **263181368**.

What You Do	Comments
16. Click **Submit Payment.**	The **eSolutions Electronic Payment in Process** window is displayed. Then the **Invoice Payment Confirmation** window is displayed.
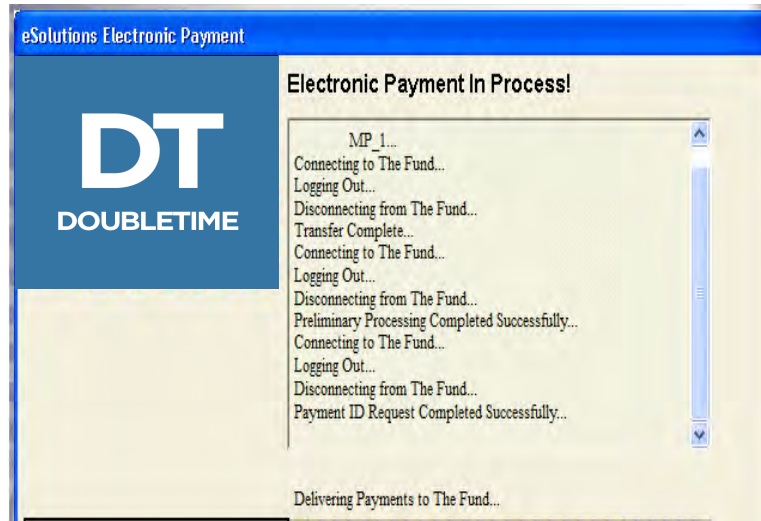
17. Click **Print.**	The **Print Options** window is displayed.
18. Click **OK.**	The **Invoice Payment Confirmation** is printed.
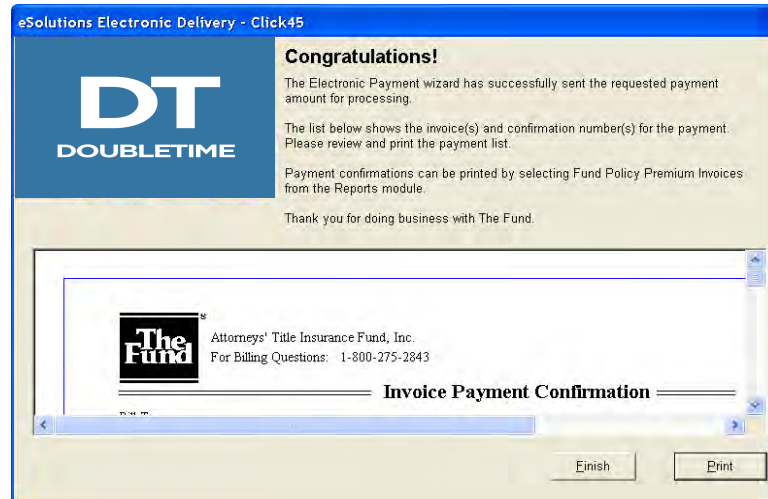
19. Click **Finish.**	The **Policy Rating Worksheet** tab is displayed.

What You Do	Comments

20. 🖨 On the secondary toolbar, click the **Print** button. — The **Print Options** window is displayed.

21. Click **OK.** — The **Policy Rating Worksheet** is printed, containing the policy numbers that were electronically assigned. The **Policy Rating Worksheet** can be emailed by selecting **eSolutions/Email**.

NOTE: 💲FUND Electronic Premium Payments for multiple files can also be made using the **Electronic Payment** button on the main toolbar, or by selecting **eSolutions > Electronic Payment.**

22. On the secondary toolbar, click the **Close** button. — The **Premium Calculation (Rating)** module is closed.

Tips

1. An alternate method to open the **Premium Calculation Rating** module is to select **Modules** from the menu bar and choose **Premium Calculation (Rating)**, then **Closing File**.

2. [image] Use the **Calculator** button to use the calculator. You can type the numbers on the keyboard or use the mouse to click the numbers on the displayed calculator.

3. [image] Use the **Premium Calculation (Rating) – Quote** button to open the **Premium Calculation (Rating) – Quote** module. Use this module to rate a policy and endorsements for a quote.

4. To use the **Premium Calculation (Rating) – Quote** module when not in a closing file, select **Modules** on the menu bar, then **Premium Calculation (Rating)** and then **Quote**. Data entered in the Quote module is not saved.

5. [image] Use the **Spell Check** button on the secondary toolbar to check the spelling for the **Rating Remarks**.

6. [image] Use the **First Page**, **Prior Page**, **Next Page**, **and Last Page** buttons on the secondary toolbar to navigate between pages when the transaction results in a multi-page document.

7. [image] DoubleTime allows you to deliver policy schedules electronically. Forms can also be delivered to The Fund electronically. Choose **eSolutions > Fund Forms > Electronic Delivery.** To find out more, select **Tutorials** within the **Help** menu.

8. [image] Click **Electronic Payment** on the main toolbar, or select **eSolutions**, then **Electronic Payment,** to make an electronic payment.

9. If the legal description in the **Closing File** is an "Exhibit A" instead of an actual legal description, a message is displayed in the **Electronic Delivery** wizard instructing you to fax the legal description to the Finance Customer Service Department of The Fund, at 407.816.0150. Please remember to include the policy number on the document containing the legal description.

10. If an electronic delivery is initiated, but not completed, you will be notified about the incomplete delivery. Notate the Closing File number(s) in the **Warning** message and switch to the appropriate file to re-initiate the electronic delivery.

11. If you have files where the **Electronic Jacket Request** has been used, but the policies have not been submitted electronically within 75 days after the closing date, you will receive the following message:

12. If not transmitting policies to ATFS electronically, remember to change the status of the policies to **Sent to Underwriter** in the **Forms Tracking** module, otherwise the policies will continue to be listed on the **Policies in Progress** report.

Frequently Asked Questions

Question	Answer
1. Why don't the endorsements appear in the **Premium Calculation** module?	Here are some possible reasons: • You haven't added the endorsements. Open the **Title Insurance Commitment** module and select the **Endorse Policy** tab. Select the endorsements you want and save your changes. When you reopen or refresh the **Premium Calculation** module, the endorsements will be included in the calculations. • You haven't saved the endorsements. In the **Title Insurance Commitment** module, save your changes. When you reopen the **Premium Calculation** module, the endorsements will be included in the calculations. • You added the endorsements after the policy was rated. Go to the appropriate tab of the **Policy** module (**Endorse Owner** or **Endorse Mtg**). Click the Insert button and select an endorsement. Then re-rate the policy.

🔩 Notes Module

Concept

The **Notes** module allows users to create and save file specific notes that can be viewed by other DoubleTime users in the office. Notes are saved with a **Subject**, **Category** and **Note Author**. All notes are date and time stamped. Users also have the ability to reply to Notes that have been saved, as well as print file specific Subjects or all file notes at once.

Objective

The objective of this lesson is to show you how to create and reply to file specific notes that can be viewed by any DoubleTime user in your office.

Adding A File Note

What You Do	Comments
1. 🔩 On the main toolbar, click the **Notes** module button. (While on grey screen)	The **Notes** window is displayed. You may also access the **Notes** module by selecting **Modules** from the menu bar. Selecting either of the above options while located on the grey screen will display <u>all categories</u> of notes and <u>all notes</u> for the file. You may deselect or select all categories by clicking on the **Select all categories** button or the **Deselect all categories** button on the secondary toolbar. The default is that all of the categories are selected. You may select a specific category in the **Filter Notes** box to view specific notes for that category only. ***NOTE:*** If the **Notes** module is initiated while another module is open, it will default on a category filter for the open module.
2. ⊕ On the secondary toolbar, click the **Insert** button.	The new note section opens up in the bottom half of the **Notes** window.

What You Do	**Comments**
3. Select **Closing File** from the **Category** drop down menu.	The default **Category** is **Other**. Note: Custom Categories may be added from **Main Menu> Maintenance Lists> Note Category Type**.
4. Type your name in the **Note Author** field.	**Note Author** defaults to the DoubleTime user name created in **Preferences**.
5. Type **Lender's package** in the **Subject** field.	
6. In the **Note** field, type **Lender's closing package was sent overnight FedEx on 3/17/CY via tracking number 12345.**	

7. ⬛ Click the **Save** button on the secondary toolbar.	Your note has been saved. *NOTE:* Users may cancel a Note BEFORE it has been saved by selecting the **Cancel** button on the secondary toolbar. Once a **Note** or **Reply** has been saved, it CANNOT be deleted or edited. File specific notes can be viewed by other DoubleTime users in the office.
8. Highlight the note with a subject of Lender's Package.	

What You Do	Comments

9. ⬚ Click the **Reply** button on the secondary toolbar.

The Reply note section opens up in the bottom half of the **Notes** window.

10. Type your name in the **Note Author** field.

Note Author defaults to the DoubleTime user name created in **Preferences.**

11. In the **Note** field, type **Confirmed with lender that package was received.**

Replies to saved notes will be in the **Subject** section at the top of the window. *NOTE:* The Reply is indented under the original note.

12. ⬚ Click the **Save** button on the secondary toolbar.

NOTE: Once a Note or Reply has been saved, it cannot be deleted or edited.

13. Click the **Print** button on the secondary toolbar.

The **Notes - Note Report** window opens.

14. Click the **Yes** button.

By selecting "**Yes**" on the prompt, all notes saved to the file will be printed. If "**No**" is selected, only the current subject selected and any of its replies will be printed. **WARNING: When printing notes for numerous replies, be sure to select the beginning note in order to view ALL notes for the reply.**

15. Click the **Cancel** button.

What You Do	Comments
16. On the secondary toolbar, click the **Close** button.	The **Notes** module closes.

OE Order Branch Product Module

Concept

DoubleTime's **Order Branch Product** module allows users to order Fund Branch Products within the application. Users may order a Fund Branch Commitment and receive the Fund Data File automatically using the **View Branch Product Orders** module.

Objective

The objective of this lesson is to show you how to order a Fund Branch Product Commitment within DoubleTime using the **Order Branch Product** module.

Ordering A Fund Branch Product

What You Do	Comments
1. ⬛ On the main toolbar, click the **Switch Active Closing File** button.	The file is created and the **Closing File** module contains the necessary information needed to order a Fund Branch Commitment, for example: Sales Price, Buyer, Seller, Loans and Property. ***NOTE:*** Users may avoid re-typing information by entering the Closing File module information prior to ordering the Fund Branch Product.
2. In the **Closing File Number** box, type **14-0062**.	
3. Click **Browse**.	
4. Click **OK**.	

What You Do	Comments
5. On the main toolbar, click the **Open Closing File** button.	The **General** tab of the **Closing File** window is displayed. *NOTE:* If the **Branch Product Order** module is initiated while the **Closing File** module is open, it associates the order with the current file. If you first enter the Seller, Buyer, Lender and Property information in the **Closing File** module, DoubleTime defaults that information into the current **Branch Product Order**. Entering your closing file information in the **Branch Product Order** wizard will not enter that information into the **Closing File** module. If you are ordering a product that will deliver a **Fund Data File (.FPX)**, you are able to import the data file into DoubleTime.
6. On the main toolbar, click the **Order Branch Product** module button.	The **eSolutions Branch Product Order** wizard opens. You may also select **eSolutions** from the main menu, then **Branch Product Order** and **Order Branch Product** on the sub menu. This can be done while the **Closing File** module is open or closed. *NOTE:* Branch Product Orders placed through DoubleTime require a valid FundNet ID and Password. This information can be stored and saved in DoubleTime's **Preferences> User Settings** menu. To obtain a FundNet ID, contact your office's FundNet Administrator or call The Fund's Help Desk for assistance.

What You Do	Comments
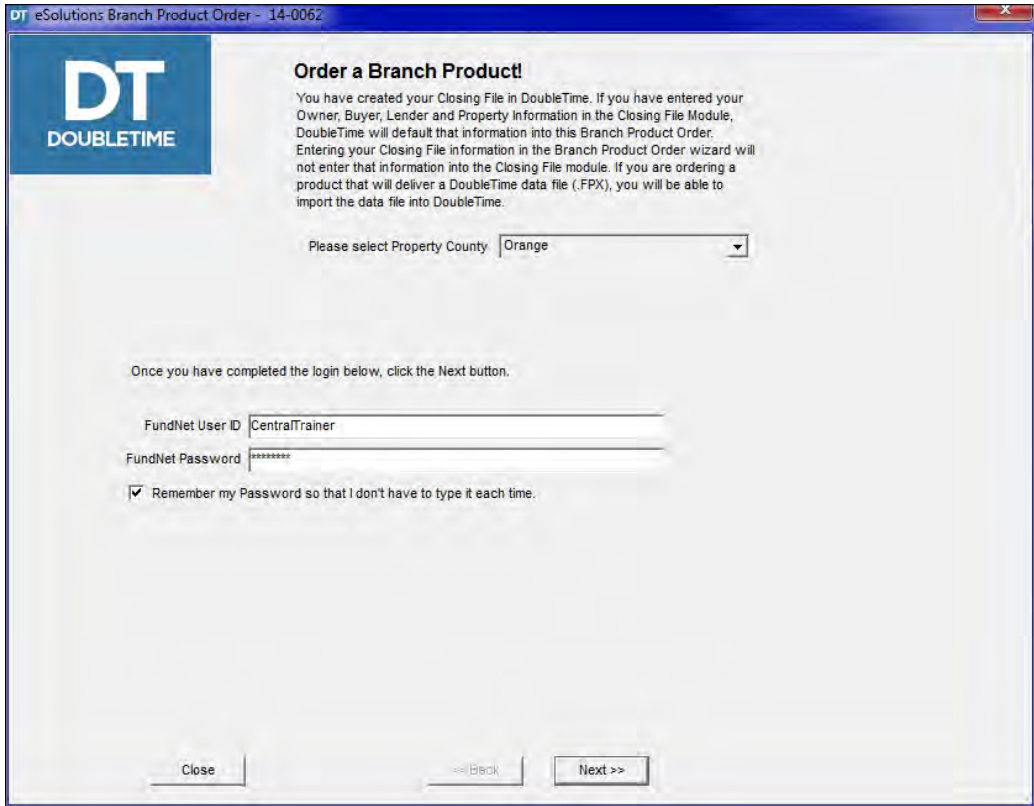
7. Click **Next.**

The **Select Member and Branch Information!** window opens. The billing address for this transaction is displayed. If only one address is available for your office, the address is displayed as the default.

What You Do	Comments

8. Click **Next.**

The **Select a Branch Product!** window opens. The **Transaction Type** defaults to **Residential** and the default Product is **Residential – Commitment A&B (R20)**. Using the drop down arrow in the **Transaction Type** field will allow you to choose other Transaction types: **Commercial, Foreclosure, Other, Copies/Document and Courthouse Service.** *NOTE:* User may request an **Update Branch Product (39B)** when they previously order a **Commitment** in DoubleTime.

What You Do	Comments
	NOTE: An **Update Branch Product** order is a pre or post-closing report that provides a list of any documents that have been recorded between the last effective date and the current effective date and should not be used for requesting changes to an existing Branch Product Order request. Requests for changes can be handled by ordering a **Rework**.
	NOTE: User may request a **Rework (37)** to request changes to an existing Branch Product Order. To order a **Rework**, click on the **Order Branch Product** button on the main toolbar and select the Closing File used for the original Branch Product Order request.
	After selecting **Rework** on the **Select a Branch Product!** window, you will be prompted to select the original Branch Product you would like to have changed.
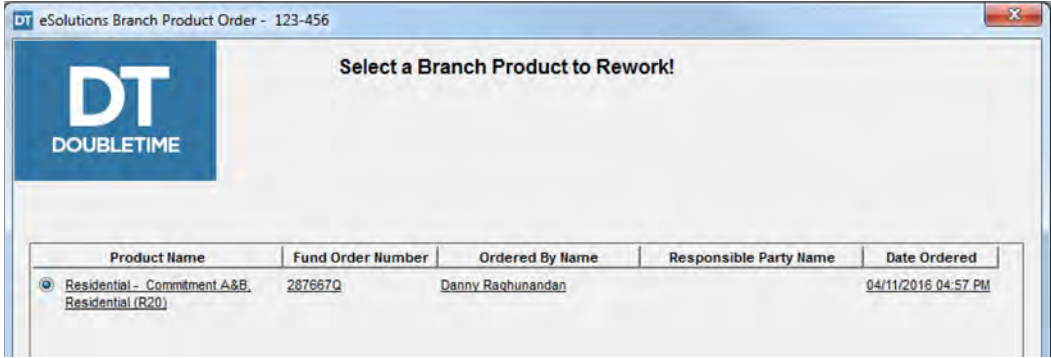
The **Special Instructions** field on the last page of the Branch Product Order wizard should be used to state what you would like changed from the original request.

| **What You Do** | **Comments** |

9. Click **Next.**

The **Enter Customer/Charge to Information!** window opens. The **Email**, **Delivery Method**, **Propel**, **Resp. Party Email**, **Delivery Name**, **Delivery Address** will populate with information from your FundNet User ID and your DoubleTime **Contact** module data.

What You Do	Comments
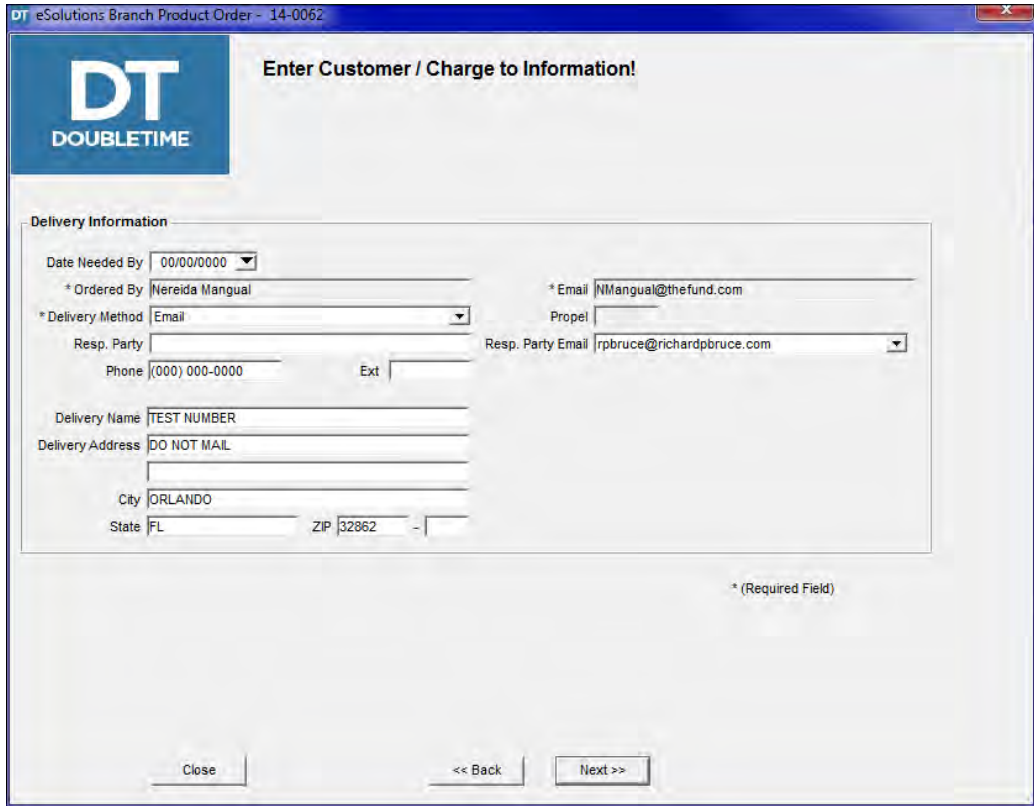
10. Type the desired business date in the **Date Needed By** field.

11. Your name will be pre populated in the **Order By** field.

NOTE: If the name of the person ordering the product needs to be changed you must use a User ID that matches the email name to be used.

12. Ensure that the **Email** and **Delivery Method** have defaulted to the correct information.

This is a required field.

13. Click **Next.**

The **Enter Owner, Buyer and Lender Names!** window opens.

What You Do	Comments

14. Ensure that all of the information that has been populated is correct. Make any changes that are necessary.

The **Owner Name(s)** is a required field. The **Owner Name(s)**, **Buyer Name(s)** and **Lender(s)** field populate with information previously entered in your **Closing File** module.

NOTE: User can edit this field, but changes are not saved in the **Closing File** module.

What You Do	Comments
15. Click **Next.**	The **Legal Description** is a required field. **Legal Description**, **PIN/Folio#** and **Property Address** is populated with information previously entered in your **Closing File** module.
	NOTE: **Attach Legal Documents** button, allows you to attach an exhibit or document referencing a long property legal. This avoids the user to type long legal descriptions. The attached document is included with your order when sent to the branch for processing. During the **Branch Product Order** wizard, you are prompted with an option to "*Attach Legal Document*". Once selected, you can browse your PC for a document to include with your order. Double-Time will allow most document formats to be attached to the order, including .bmp, .doc, .docx, .gif, .jpeg, .jpg, .msg, .pdf, .png, .rtf, .txt, .wpd, .wps, .xls, .xlsx and .xps.

What You Do	**Comments**

16. Click **Next**.

The **Enter and Attach Branch Order Supporting Information!** window opens. The Owner and Mortgagee Policy **Form Type** and **Amount** will populate with information previously entered in your **Commitment** module. These are required fields.

NOTE: In addition to including documents with the legal description, you can attach other supporting documents with the **Attach Documents** button. Example: Prior Policy

What You Do	**Comments**

NOTE: When **Name(s) with Status** is entered in the **Closing File** module, this information will carry over into **Special Instructions** of the **Branch Product Order** wizard. This will allow the branch to keep the exact formatting you have setup for the buyer and seller vesting information when delivering the product back to you.

17. Click the **Submit Order** button.

A connection with Attorneys' Title Fund Services, LLC is established. Once your order has been requested a message will be displayed: **Branch Product Order Submitted Successfully. Go to View Branch Product Orders to check the status of your order.**

18. Click **Finish** button.

The **Order Branch Product** wizard closes. You may print a copy of your receipt using the **Print** button.

19. On the secondary toolbar, click the **Close** button.

Tips

1. Access the electronic delivery by selecting **Preferences> User Settings> Electronic Delivery** tab.

2. User's have the ability to request an **Update Branch Product** when the commitment branch product was previously ordered in DoubleTime.

3. The **Order Branch Product** module allows you to order products for **Residential, Commercial, Foreclosure**, and **Other** as **Transaction Types**.

4. When the property contains a long legal, use the **Attach Legal Document** button in the wizard to browse your PC and attach an exhibit or document containing the property's long legal.

5. Use the **Attach Document** button to add prior policies or supporting documents to your order.

⬆ View Branch Product Orders Module

Concept

The **View Branch Product Orders** module allows you to check the status of orders placed through the **Order Branch Product** module in DoubleTime and provides the ability to receive **Fund Data Files (.FPX)** automatically. With a **Fund Data File**, you can import the data from the product into the **Closing File** or **Commitment** module. It can be accessed in two ways: 1. Selecting the **eSolutions** from the main menu, then selecting **Branch Product Order** and **View Branch Product Orders** on the sub menu. 2. Selecting the **View Branch Product Orders** button on the main toolbar.

Objective

The objective of this lesson is to show you how to view the status of your **Fund Branch Product** order within DoubleTime using the **View Branch Product Order** module. You will also learn how to import a Fund Data File in DoubleTime from the **View Branch Product Orders** module.

Viewing The Status Of A Fund Branch Product

What You Do	Comments
1. ⬆ On the main toolbar, click the **View Branch Product Order** button.	The **Branch Product Order Search** window is displayed. *NOTE:* There are 4 types of **Order Status**: • **Order submitted** – confirms the order request was successfully submitted to the branch. • **Order received at The Fund** – confirms the order was processed and a Fund Order No. was obtained. • **Order delivered** – confirms the order was completed and a Fund Data File delivered to DoubleTime. • **Order Imported** – confirms an import of the Fund Data File.

What You Do	**Comments**

2. Double click on the order for Closing File No. 14-0062.

The DoubleTime **Branch Product Order Detail Report** is displayed. This report along with a **Branch Product Order Summary** report can also be generated from the **Reports** module. You may print a copy of your report using the **Print** button.

3. Click **Cancel.**

The **Branch Product Order Search** window is re-displayed.

Importing A Fund Branch Product

What You Do	Comments
1. Change the **Order Date From** in the **Search Criteria** section to **01/01/2015**.	The search criteria data range defaults to the previous 14 days. You may search for your order using any of the fields in the **Search Criteria** section of the **Branch Product Order Search** window. The **View Branch Product Orders** module helps differentiate between Fund Data Files that have already been received and those that have been reworked and redelivered. Any new Fund Data File sent to DoubleTime shows **New** in the **Import** column. After the Fund Data File has been imported, the button changes to show **Import**. This helps determine when new information is received from the branch after requesting a **Rework** and using the **Re-retrieve Product from Fund Servers** option from the **Actions** menu or secondary toolbar.
2. New Click the **New** button for Closing File No. 15-0045C.	The **Fund Data File Import Branch Product** window opens.

What You Do	**Comments**

3. Select or deselect check boxes in the **Import?** column.

This indicates what information will be imported from the file.

NOTE: The **Fund Data File (.FPX) Import** wizard allows you to replace your current closing file's legal description with an updated legal description provided by the Fund Branch. In the event your closing file contains multiple properties, a reference message will be displayed in the **Current File Data** column.

What You Do	Comments
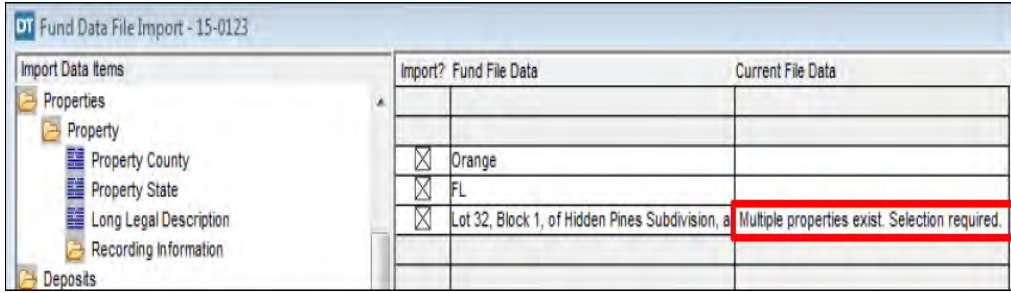
After saving, an additional prompt is displayed and allows you to choose the legal you wish to replace. You also have the option to click on the **New Property** button of the window to add the imported legal as the new property legal.
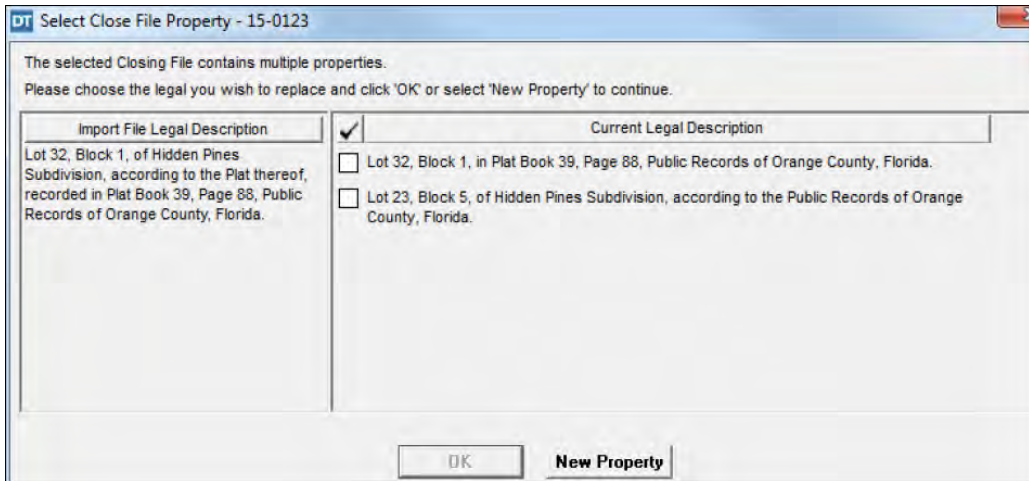
| 4. On the secondary toolbar, click **Close**. | The **Fund Data File Save** window opens, asking if you want to save the **Fund Data File**. |
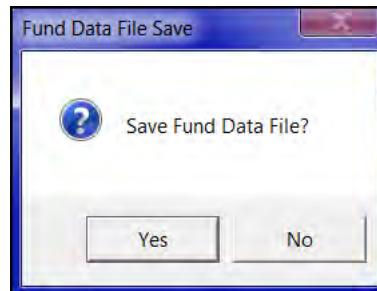
What You Do	**Comments**
5. Click **Yes**.	The **Update Sales Price** window opens. If you have not previously opened the **Commitment** module for this file you are prompted to make updates.

6. Click **OK**.	A message displays stating "*Congratulations on the successful import of the Fund Data File.*"

7. Click **OK**.	The **Branch Product Order Search** window is redisplayed.
8. On the secondary toolbar, click **Close**.	The **Branch Product Order Search** window is closed.

What You Do	Comments
9. ⬛ On the main toolbar, click the **Switch Active Closing File** button.	
10. In the **Closing File Number** box, type **15-0045C**.	
11. Click **Browse**.	
12. Click **OK**.	
13. ⬛ On the main toolbar, click the **Commitment** button.	The **Commitment** window is displayed. User may review and edit the imported commitment.
14. ⬛ On the secondary toolbar, click **Close**.	The **Commitment** window is closed.

Tips

1. ⬛ Click the **New** button to open the **Fund Data File Import Branch Product** window.

2. ⬛ **Filter On** — is activated when importing a file. It displays only boxes that include data from the Fund Data file.

3. ⬛ **Filter Off** — displays all boxes on the window, whether or not they contain data.

4. ⬛ Information symbols contain important details about your order request and should be reviewed.

5. ⬛ If a member imports a **Fund Data File** the **Import** button remains to provide the member an opportunity to re-import the same exact product if needed.

6. There is a **Re-retrieve Product From Fund Services** button on the secondary toolbar in the **Branch Product Order Search** module. To re-retrieve updated Fund Data Files from the branch, highlight the order and click the **Re-retrieve Product From Fund Services** button. After DoubleTime finishes processing the request, you can click on the **Import** button again to import the new information. *NOTE:* The re-retrieve option is also accessible from the **Actions** menu while in the **Branch Product Order Search** module.

DT
DOUBLETIME
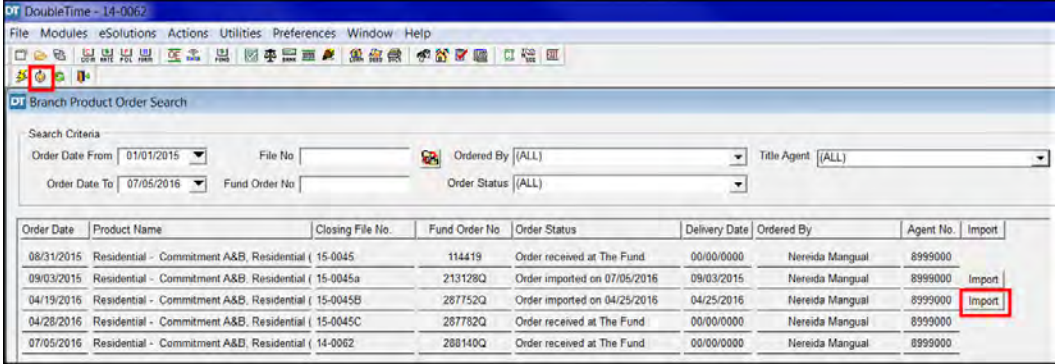
W O R K B O O K

(CASH CLOSING)

Settlement Statements For Cash Closings/ Non-RESPA/CFPB

Concept

Cash closings are Non-RESPA and Non-CFPB related transactions because there is no lender involved and use a two page Settlement Statement. Commercial transactions are not subject to RESPA or CFPB regulations even when a loan is involved. The **Settlement Statements** module can be used to complete the two-page **Buyer/ Seller Closing Statement (HUD Format)**, as well as a variety of other types of Settlement Statements. Just as with the CFPB closing file we created earlier in training, DoubleTime will automate much of the preparation.

Objective

The objective of this lesson is to show you how to use the **Settlement Statements** module to complete a two-page Buyer/Seller Closing Statement (HUD Format) for a cash closing transaction and how to print the completed statement.

Switching The Active Closing File

What you Do	Comments
1. On the main toolbar, click the **Switch Active Closing File** button.	The **Closing File Selection** window is displayed. This window allows you to switch the active file to a different closing file established within DoubleTime.

What you Do	Comments

What you Do	Comments
2. In the **Closing File Number** box, type **15-0010**.	Since the file was partially completed by a coworker, searching by the closing file number will locate the file.
3. Click **Browse**.	File number **15-0010** displays.
4. Click **OK**.	File number **15-0010** is now open and the file number displays in the title bar.

Update Recording Charges

What you Do	Comments
1. [icon] On the main toolbar, click the **Settlement Statements** button.	The **Update Recording Charges** dialog box is displayed listing the calculated values for the documentary stamps on the deed. DoubleTime uses the appropriate charges based on the sales price and the county in which the property is located. This dialog box is used to update the **Old Amount** with the **New Amount**.

What you Do	**Comments**
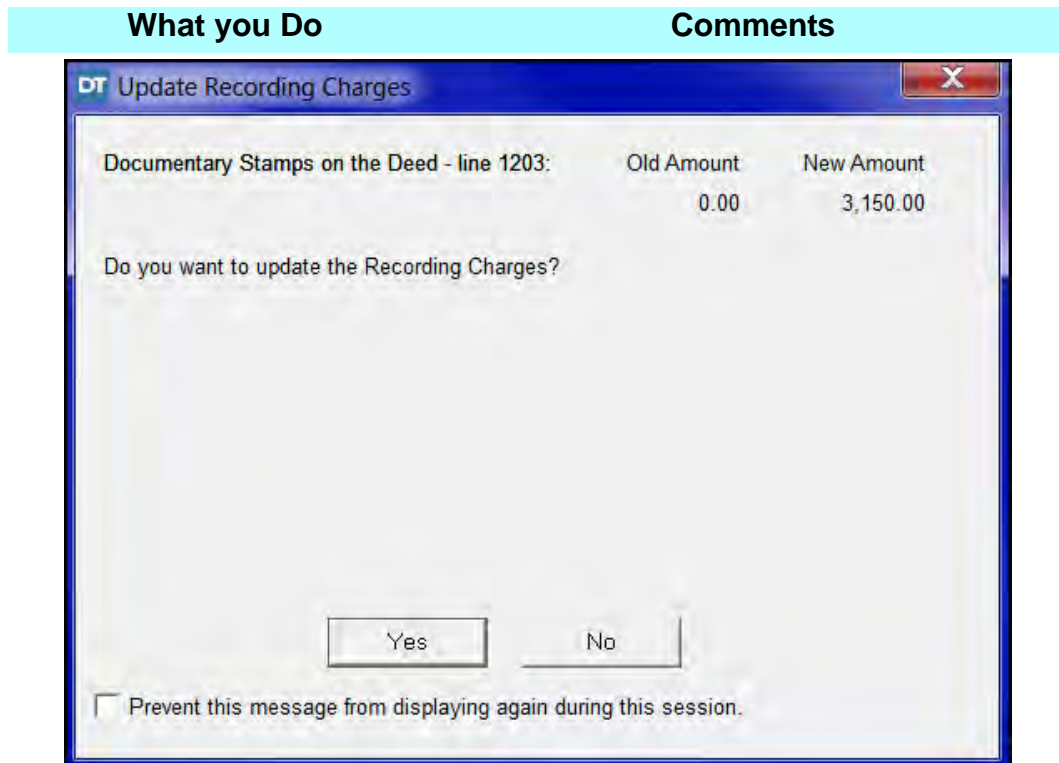
2. Click **Yes**.	The **Update Recording Charges** dialog box is closed and the **Settlement Statements** window is displayed with the **General** tab open. The two page settlement statement is divided by sections. Each section has its own tab. In the **General** tab, you can view the top portion of page 1 of the Settlement Statement, sections A through I. These sections contain the names of the parties, and property and settlement information. Use the **Closing File** module to change or make additions to the information.

What you Do	**Comments**

3. Position the cursor over the **Seller Credits** tab.

A brief description of the series purpose is displayed.

4. Click the **Seller Credits** tab.

The **Seller Credits** tab, with the **100/400** line series, displays showing the contract sales price (line **101/401**), and the settlement charges to borrower (line **103**). **NOTE:** On each tab of the **HUD-1 Settlement Statement** module, the top half of the window is where you will select the line where you want information to appear. Once you click on a line, it highlights in blue and a work area is provided for the selected line at the bottom half of the window.

What you Do	**Comments**
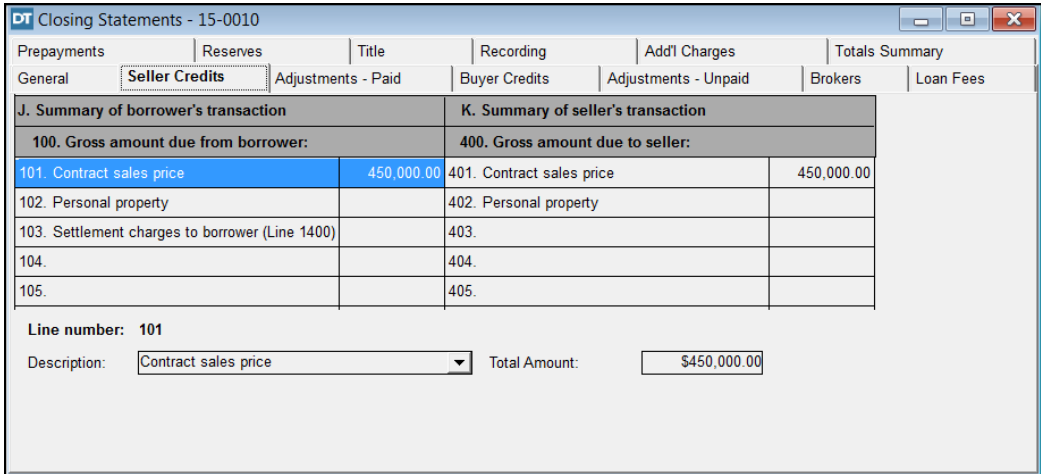
5. Click the **Adjustments - Paid** tab.	The **Adjustments - Paid** tab displays lines **106/406** through **112/412**. This section is used to **Pro-rate** fees that have been paid by the seller such as HOA dues and taxes (if due for current year).
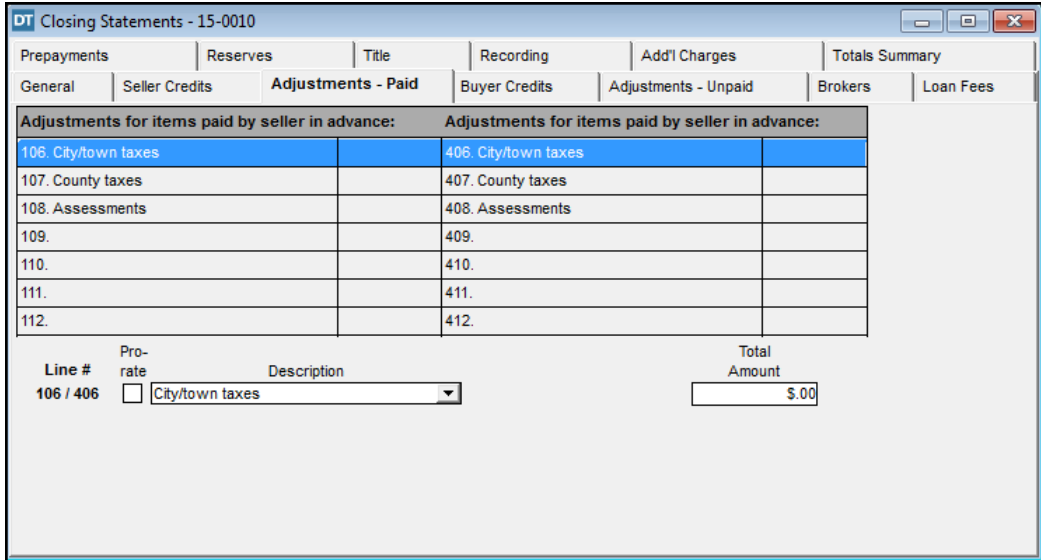
Viewing Buyer Credits And Payoffs

What you Do	**Comments**
1. Click the **Buyer Credits** tab.	The **Buyer Credits** tab displays showing the buyer's deposit amount (line **201**).

	NOTE: Click the **Deposit Summary** button to view details of the deposit(s), or you may also double click on line **201** to view this information.
2. Select line **504**.	NOTE: If you position the cursor over line 504 and double-click, the **Payoff Calculator** opens. The information entered here is supplied by the payoff lender. This feature is used for expiring payoffs to calculate additional days of interest.
3. Type **225182.59** in the **Total Amount** box.	The payoff amount is supplied by the lender holding the mortgage.
4. Select line **208.**	
5. Click the **Copy** checkbox in the work area.	The **Payor** box disappears and the **Total Amount** will be populated on lines **208** and **508.**

What you Do	Comments
6. Type **Seller credit towards Buyer's closing cost** in the **Description** box.	
7. Type **250** in the **Total Amount** box and press the **Tab** key.	
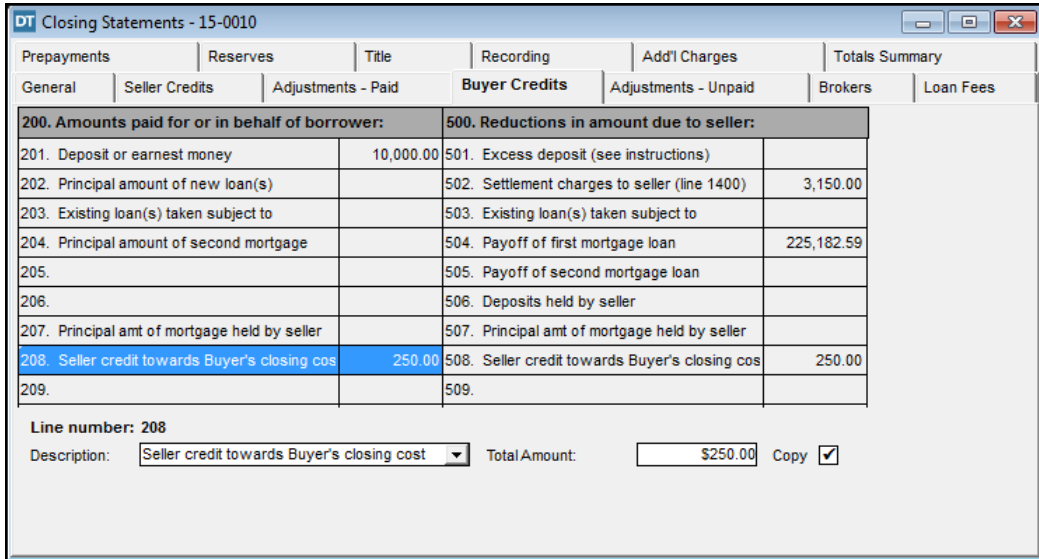
Calculating Adjustments For Items Unpaid By Seller

What you Do	Comments
1. Click the **Adjustments - Unpaid** tab.	The **Adjustments - Unpaid** tab is displayed with lines **210/510** through **219/519**.
2. Select line **211/511**.	Selecting this line allows you to calculate the unpaid county taxes.
3. Click the **Pro-rate** check box in the work area.	Additional fields open for **lines 211/511**. The **Date from** defaults to the beginning of the year. The **Date to** defaults to the date of closing.
4. Click the **Gross Amount** box and type **3733.00**.	This is the amount due in March of the property taxes for the entire year.

5. Type **4** in the **Discount percent** box	This is the maximum allowable discount which is determined by the Tax Collector's office. A 4% discount is the November amount.
6. Press the **Tab** key.	DoubleTime calculates the prorated taxes.

Entering Broker's Commission

What You Do	Comments
1. Click the **Brokers** tab.	The **Brokers** tab is displayed showing the **700** line series. The purchase price of **$450,000.00** is displayed in the **Basis Amount** box of the work area.

What You Do	**Comments**

2. Type **6** in the **%** box of the work area and press the **Tab** key.

The commission of **$27,000.00** is displayed on lines **700**, **701**, and in the seller's column on line **703**. ***NOTE:*** The broker commission can be added to the settlement statement by typing a percentage amount, or by typing the total dollar amount on this tab.

3. Select line **701.**

Selecting this line allows you to add the payee information and split the fee if there is more than one broker involved.

4. Delete the **6** and type **3** in the **%** box of the work area.

The commission amount will be split between two brokers on line **701** and **702**. ***NOTE:*** A dollar amount may also be entered in the **Commission** box, including any additional fees owed to the broker. DoubleTime will calculate the difference and display the typed amount on line **701**, and the remaining amount on line **702**.

5. [icon] Click **Search Contact** button on the secondary toolbar.

The **Search Contact** window opened with **Corporation** as the **Contact Type** and **Real Estate Brk** as the **Service Provided**. Users may also select contacts that have already been associated with the file from the drop down arrow in the payee field on the line.

What You Do	Comments
6. Select **Realty Company, Inc.** and click **OK**.	This is the Buyer's broker. The **Search Contact** window is closed and the **Role Selection** window opens.
7. Select **Buyer's Broker** and click **OK.**	This identifies the payee as the buyer's broker. The **Role Selection** window closes, and **Realty Company, Inc.** is listed as the payee on line **701.**

	NOTE: If the wrong role is selected for the broker, it can be changed on the **Participants** tab of the **Closing File** module.
8. Select line **702.**	The split is calculated and **3%** is displayed in the **Rate** box.

9. Click **Search Contact** on the secondary toolbar.	Another broker is to be added. The **Search Contact** window opened with **Corporation** as the **Contact Type** and **Real Estate Brk** as the **Service Provided**.

What You Do	**Comments**
10. Select **Sunshine Realty, Inc.** and click **OK.**	This is the seller's broker. The **Search Contact** window is closed and the **Role Selection** window opens.
11. Select **Seller's Broker** and click **OK.**	This identifies the payee as the seller's broker. The **Role Selection** window closes, and **Sunshine Realty, Inc.** is listed as the payee on line **702.**

NOTE: Line **704** is an additional line provided by DoubleTime for any other broker charges, such as listing a third broker's co-brokerage and a processing fee. This line also identifies the payee and amount.

Adding Title Charges

What you Do	Comments
1. Click the **Title** tab.	The **Title** tab is displayed with lines **1101** through **1113**. Line **1101** is selected. The **Payee** defaults to **Richard P. Bruce, Esq.** *NOTE:* The detail window at the bottom of the screen provides two columns. One for Borrower fees and the other for Seller fees. The rows allow for fees that are **Paid from funds** or a **P.O.C. amount**.

2. Type **250** in the **Paid from funds** box for the Borrower and press the **Tab** key.	The **$250 Settlement or closing fee** is charged to the borrower.
3. Type **250** in the **Paid from funds** box for the Seller and press the **Tab** key.	The **$250 Settlement or closing fee** is charged to the seller.
4. Select line **1102**.	The **Description** field defaults to **Abstract or title search**.

What you Do	**Comments**
5. Type **150** in the **Paid from funds** box for the Seller. Press the **Tab** key.	This transaction requires the seller to pay for the Title Search.
6. ![icon] Click the **Search Contacts** button on the secondary toolbar.	The **Search Contact** window opened with **Corporation** as the **Contact Type** and **Title-Other** as the **Service Provided**.
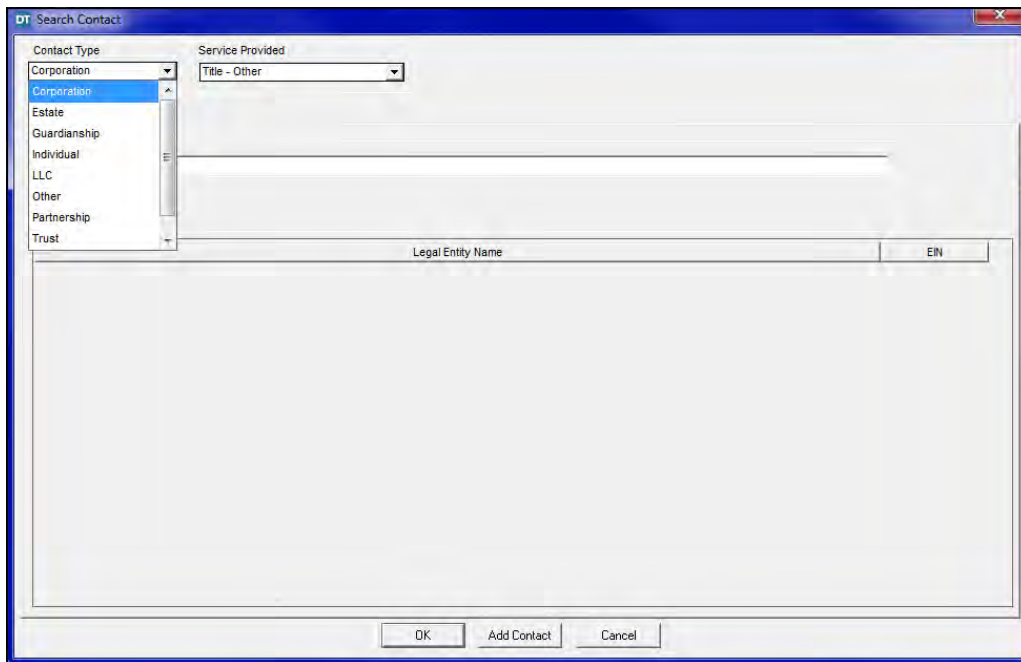
7. Select **LLC** from the **Contact Type** drop down list.	
8. Select **ATFS, LLC** from the **Legal Entity Name** list.	
9. Click **OK**.	The payee name for line **1102** changes as indicated.

What you Do	Comments

NOTE: Line **1108** displays the **Title Insurance** amounts. DoubleTime automatically calculates the rate in the **Premium Calculation (Rating)** module and populates the amounts on line **1108**.

Recording Charges

What you Do	Comments
1. Click the **Recording** tab.	The **Recording** tab is displayed with lines **1201** through **1205**. Line **1201** is selected.
2. Double click line **1201**.	The **Recording Calculator** window is displayed.

What you Do	Comments

3. Type **2** in the **# of Pages** box in the **Deed** column.

The calculation is automatically made for recording a 2 page deed. The payors default to the typical payor, but can be changed as needed by selecting the **Payor** down arrow.

4. Click **OK**.

The **Recording Calculator window** closes and the calculated amounts display.

What you Do	Comments

5. [icon] Click the **Search Contact** button on the secondary toolbar.

The **Search Contact** window opens. The **Contact Type** is **Other** and the **Service Provided** is **Recording Dept.**

6. Select **State of Florida** and click **OK**.

The **Search Contact** window closes and the **Recording** tab redisplays. **State of Florida** is listed in the **Payee** box. *NOTE:* This information is not displayed on the settlement statement, but reflects the payee for the **Balance Sheet**.

Adding Additional Settlement Charges

What You Do	Comments
1. Click the **Add'l Charges** tab.	The **Add'l Charges** tab is displayed with lines **1301** through **1308**. Line **1301** is selected.
	This line defaults to **Survey** in the **Description** box. This field can be edited.

What You Do	Comments

2. ⌗ On the secondary toolbar, click the **Search Contact** button.

The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Surveyor**.

3. Select **Property Surveyors, Inc.** and click **OK**.

The **Search Contact** window is closed and the **Add'l Charges** tab is redisplayed. **Property Surveyors, Inc.** is now displayed in the **Payee** box.

What You Do	**Comments**

4. Type **275** in the **Paid from funds** box for the Borrower. Press the **Tab** key.

5. Select line **1302**.

This line defaults to **Pest Inspection** in the **Description** box. This field can be edited.

6. [icon] On the secondary toolbar, click the **Search Contact** button.

The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Pest Inspector**.

7. Select **Pest Inspectors, Inc.** and click **OK**.

The **Search Contact** window is closed and the **Add'l Charges** tab is redisplayed. **Pest Inspectors, Inc.** is now displayed in the **Payee** box.

8. Type **275** in the **Paid from funds** box for the Seller. Press the **Tab** key.

The **$275** Pest Inspection search fee is charged to the seller.

What You Do	Comments

Viewing Closing Statement Alerts

What you Do	Comments
1. [⚠] Click the **Closing Statement Alerts** button on the secondary toolbar.	The **Closing Statement Alerts** window opens. It provides helpful information on specific line items for the current transaction that may have been inadvertently overlooked. **NOTE:** (1) The Alerts can be viewed on any tab within the **Closing Statement** module by clicking this button. (2) The **Missing amount** alert displays.
	This alert is for a missing amount for a recording release for the mortgage payoff. The payoff lender indicated they would record the release.

What you Do	Comments
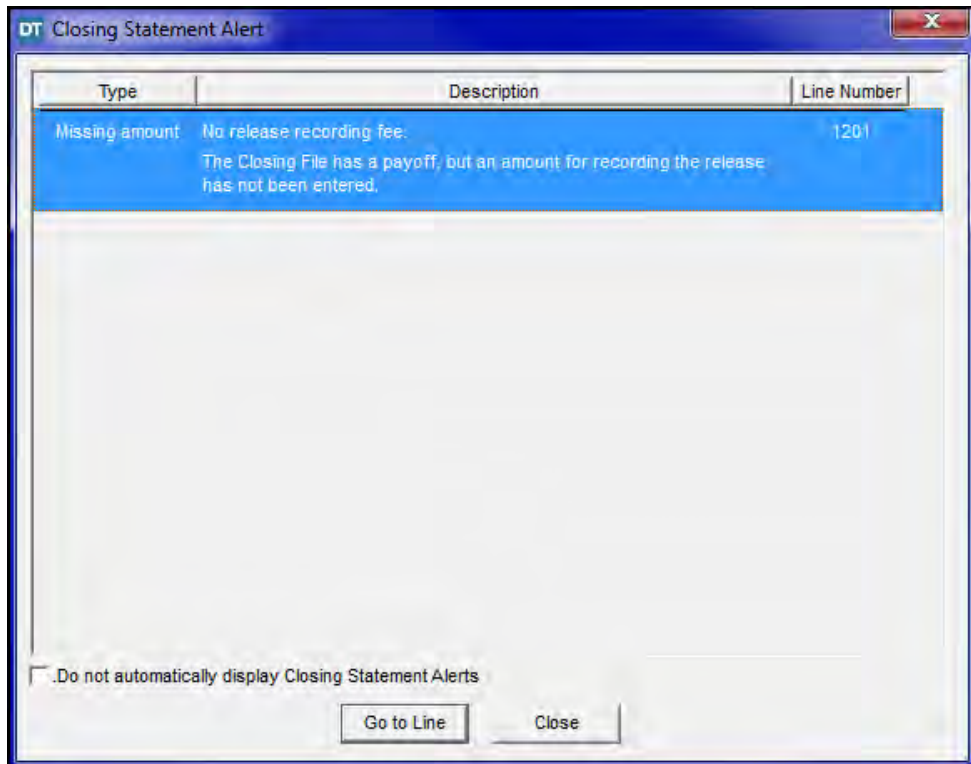
What you Do	Comments
2. Click the box for **Do not automatically display Closing Statement Alerts.**	***NOTE:*** If you click the **Do not automatically display Closing Statement Alerts** check box, alerts will no longer display automatically when exiting the **Settlement Statements** module for this file.
3. Click **Close**.	The Closing Statement Alert window closes.

Viewing Totals Summary

What you Do	Comments
1. Click the **Totals Summary** tab.	The **Totals Summary** tab is displayed. In the upper portion of the window is line **1400** from page two of the Settlement Statement. In the lower portion of the window are lines **300/600** through **303/603** from page one.

Printing The Settlement Statement

What you Do	Comments
1. Click **Format > HUD Signatures-Separate Page** from the menu bar.	Mr. Bruce prefers to have the signatures on a separate page. ***NOTE:*** No window opens or message displays after this action. The separate signature page will print with the rest of the Settlement Statement.

What you Do	Comments
2. Click the **Print** button on the secondary toolbar.	The **Print Options** window opens. The **Print Range** defaults to **All**, **Copies** to **1**, **Print What** to **HUD-1** and **Print** to **Print all pages**. ***NOTE:*** To print a different statement, worksheet, or report, click the **Print What** box or the **More** button and make your selection.
3. Using the drop down arrow in **Print What** select **Buyer/ Seller Closing Statement**.	The **Buyer/ Seller Closing Statement** will print Buyer instead of Borrower in section D on page 1 of the Settlement Statement.
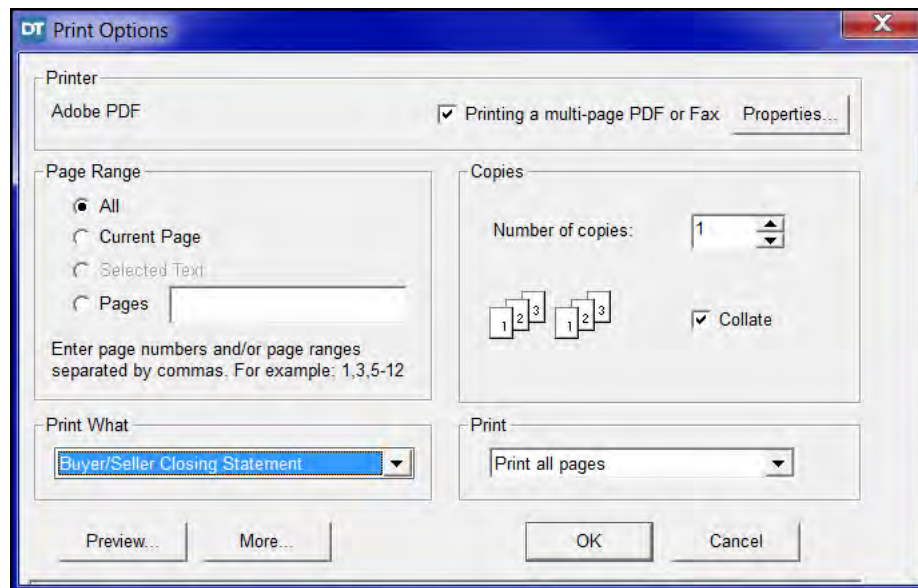
4. Click **Preview...**button.	A preview of the Settlement statement displays. Use the **Next** and **Back** buttons on the secondary toolbar to check each page of the document.

What you Do	**Comments**

5. On the secondary toolbar, click the **Print** button again.

The **Print Options** window opens again.

6. Click **OK** button.

The Settlement Statement including a separate signature page prints.

7. [icon] Click the **Close** button on the secondary toolbar.

The print preview closes and the **Settlement Statements** module redisplays.

8. [icon] Click the **Close** button on the secondary toolbar.

The **Settlement Statements** module closes.

Tips

1. An alternate way to open the **Settlement Statements** module is to select **Modules** from the menu bar and choose **Settlement Statements**.

2. [icon] Use the **Double Click!** feature on line **201 - Deposit or earnest money** to open the **Deposit Summary** dialog box. It can also be used to open the **Payoff Calculator** on line **504** and the **Recording Calculator** on line **1202**.

3. Use the **Deposit Summary** button, located in the **Settlement Statements** secondary toolbar, to open the **Deposit Summary** dialog box.

4. Another way to access the Payoff Calculator is to select line **504** and click the **Payoff Calculator** button on the **Settlement Statements** secondary toolbar.

5. Use the **Recording Calculator** to automatically calculate recording fees for lines **1202** through **1205** on the **Recording** tab.

6. In the **Print Options** window, use the **Page Range** area to print individual pages of the Settlement Statement.

7. To display the entire **Settlement Statement**, click the **Print** button on the secondary toolbar and select the **Preview** button.

8. You can display any one report selected in the **Print What** box by clicking the **Preview** button. You can also select a report to view by selecting **Reports** from the main menu.

9. To print multiple reports at one time, click the **More** button on the **Print Options** window and select as many different reports as needed. Click the **Less** button to return to the previous window. You can also select other reports by clicking the **Reports** menu on the main toolbar.

10. A **HUD Signatories-Separate Page** should be used if all signatures cannot be disclosed on the two page settlement statement. This can be selected from **Format** on the menu toolbar.

11. Click the **Calculator** button on the secondary toolbar to use the calculator. You can type the number on the keyboard or use the mouse to click the numbers on the displayed calculator.

12. To obtain a copy of the figures in the **Payoff Calculator**, leave the **Payoff Calculator** window open after the figures have been calculated. Press the **Print** button.

13. You can choose to display the **Closing Statement Alerts** at any time by clicking the **Closing Statement Alerts** button on the secondary toolbar to check for any missing items within your settlement statement.

14. To fax a Settlement Statement from your PC, click the **Print** button on the secondary toolbar, select the **Printing to fax machine** check box, and click the **Properties** button. Select your fax in the **Printer Setup** window and click **OK**. This ensures that all the pages of the Settlement Statement are faxed as one "print job", instead of treating each page as a separate fax.

15. To email a Settlement Statement from your PC, select **eSolutions** while in **Print Preview**, and click **Email**. In order to perform this function, you must be in preview mode of all Settlement Statements, including the HUD, and you can only use Outlook or Outlook Express to e-mail from the **Settlement Statement** module. A list of participants in reference to your file are displayed with the opportunity to select their e-mail addresses. Email addresses need to be established in either the **Contacts** or **Closing File** module on the **Phone** tab.

16. To email the closing statement using an email program besides Microsoft Outlook, first save the statement to your computer as follows:
    • Select **File > Save as...** from the menu bar
    • DoubleTime converts the image to a PDF file
    • The **Save Document Image** window opens
    • Type a name for the document in the **File Name** box
    • Select a location on your computer to save the file from the **Save in** drop down list
    • Click **Save**
    • The file is saved and available for attachment to an email.

17. Use the **Settlement Statement Template Maintenance** module to set up Settlement Statement defaults for specific lenders. The initial setup of a template is done under Modules/Closing Statement Template Maintenance. See the **Settlement Statement Template Maintenance** lesson in **Additional Features** for more information.

18. The **Buyer/ Seller Closing Statement** will print Buyer instead of Borrower in section D on page 1 of the Settlement Statement.

19. From the **Print Preview** window, you may place a **'Draft' Watermark** on your Settlement Statement by using the **'Draft' Watermark** button on the secondary toolbar. This will appear on all pages of your printed Settlement Statement.

Frequently Asked Questions

Question	Answer
1. How do I add more lines?	Click the **Add'l Charges** tab, then click the **Insert** button. An addendum is automatically generated, and the addendum total is maintained on line **1309**.
2. How do I add more lines to the **800** Series of the Settlement Statement for lender fees?	Additional lines cannot be added to the **800** series. However, you *can* change the description of the lines in the **800** series. If you have additional lender fees, you can enter them in the **1300** section, which can be added to, if needed.
3. How do I enter a LIP or Construction Loan account?	DoubleTime allows you to enter the LIP (Loan in Progress) or Construction amount on line **104** or **105** of the Settlement Statement. Type the **Description** in line **104** or **105** of the Settlement Statement, type the amount of the LIP account in **Total Amount**. Double-click **Amount Withheld**. Finally, set your Loan Statement to the appropriate loan (for example, **First**).
4. How do I put tax re-proration language on the Settlement Statement?	You cannot add Tax Re-Proration language directly to the Settlement Statement, however, you can print the **Closing Statement Addendum** document from the **Documents** module. The **Closing Statement Addendum** document includes the Tax Re-Proration language, as well as other information, such as the Disbursement Authorization language.
5. How do I delete an amount from **Line 402** (Personal Property)?	Delete the amount on line **102** and press **Tab** or **Enter**. line **402** will be changed to zero (0).
6. How do I print the Settlement Statement?	Click the **Print** button. The **Print What** box will display the default of **HUD**, or you can select a different settlement statement. Select Print Preview if desired, and then click **Print** button to print the settlement statement.

Question	Answer
7. How do I add a contact on the Settlement Statement?	Click **Search Contact** button on the secondary toolbar to open the **Search Contact** window. Select the contact.
8. How do I type a negative number?	Type a dash (-), and then type the amount.
9. How do I deduct a deposit credit from the loan fees check being remitted by the Closing Agent to the Lender?	Let's say a Borrower pays a deposit to the Lender that needs to be credited to the Borrower on the Settlement Statement. The Lender remits a check for the exact loan amount (no withhelds). The deposit credit must be deducted from the loan fees check being remitted by the Closing Agent to the Lender. **NOTE:** This situation is similar to an Aggregate Accounting Adjustment, which is typically a Borrower credit reflected as a negative number. Go to the **Loan Fees** tab in the **Settlement Statements** module. On an available 800 section line, enter the following information: • **Description:** Enter language acceptable to the Lender, (such as "Application Fee Refund" or "Loan Deposit Credit"). • **Payee:** Select the lender. • **Paid from Funds/Borrower:** Enter the deposit credit amount here as a negative number, (such as $-500.00). • **Amount withheld:** Leave this blank. • **Loan statement:** Select the appropriate loan. The **Balance Sheet** module now reflects a negative number for a disbursement item. Combine this negative item with the items being disbursed to the Lender to create a net check for the Lender. **NOTE:** You cannot access the accounting export function until this negative disbursement item has been combined.

Question	Answer
10. Why aren't the doc stamps on the deed automatically calculated on the Settlement Statement?	You did not select a property on the **Property** tab of the **Closing File** module.
11. Why doesn't the payoff amount or lender display?	Payoff loans must be added in the **Closing File** module/**Loans** tab. The lender will be displayed on the Settlement Statement. The payoff amount is entered directly in the **Settlement Statements** module. To add the payoff amount, type the amount or double-click the payoff line in the Settlement Statement to bring up the payoff calculator. Type the mortgage balance, per diem interest, and other miscellaneous fees associated with the payoff. Click **OK**. The amount will be displayed in the proper box.

DT
DOUBLETIME

W O R K B O O K

CUSTOMIZATION

Introduction – Part II

About The Example Used

You are an employee for the law firm of Richard P. Bruce, Esq. You are processing a closing file wherein the buyer is assuming the seller's first mortgage, and the individual representing the seller will be holding a purchase money second mortgage. The property involved is a partially developed subdivision in Orange County, FL. You will perform the following functions in DoubleTime:

- Establish defaults for closing files
- Customize drop-down selections
- Add a partnership to Contacts and modify an existing contact
- Customize a document
- Customize notary information
- Create a Master Property
- Switch to an active closing file
- Create clauses in Clause Library
- Enter loan details and calculate an amortization schedule
- Prepare a Non-RESPA two-page settlement statement
- Prepare loan and other documents and create custom documents
- Copy and delete closing files, review database backup and delete closing documents related to a file
- Generate reports

In this workbook, you are provided with the information you need to complete these tasks.

Residential Contract For Sale And Purchase
THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR

FloridaRealtors·

1* **PARTIES:** Town & Country Properties, Inc., a Fl corp. ("Seller"),
2* and We Build Homes, LTD, a FL. Limited Partnership ("Buyer"),
3 agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property
4 (collectively "Property") pursuant to the terms and conditions of this Residential Contract For Sale And Purchase and
5 any riders and addenda ("Contract"):
6 **1. PROPERTY DESCRIPTION:** Parcel A: 100 - 300 Alligator Crossing
7*   (a) Street address, city, zip: Bithlo, 32820 Parcel B: 201 - 299 Manatee Harbor Drive
8*   (b) Property is located in: Orange County, Florida. Real Property Tax ID No.:
9*   (c) Real Property: The legal description is
10   Parcel A: Lots 13-65, Block 1, Bear Run I, PB 2452/5996
11 Parcel B: Lots 1-65, Block 2, Bear Run II, PB 2452/6223, both Orange Cnty, FL
12   together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and attached
13   wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded in Paragraph 1(e) or by other terms
14   of this Contract.
15   (d) Personal Property: Unless excluded in Paragraph 1(e) or by other terms of this Contract, the following items which
16   are owned by Seller and existing on the Property as of the date of the initial offer are included in the purchase:
17   range(s)/oven(s), refrigerator(s), dishwasher(s), disposal, ceiling fan(s), intercom, light fixture(s), drapery rods and
18   draperies, blinds, window treatments, smoke detector(s), garage door opener(s), security gate and other access
19   devices, and storm shutters/panels ("Personal Property").
20*   Other Personal Property items included in this purchase are: No personal property is included
21   in this sale, as this is the sale in bulk of undeveloped, platted lots.
22   Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.
23*   (e) The following items are excluded from the purchase:
24

PURCHASE PRICE AND CLOSING

26* **2. PURCHASE PRICE** (U.S. currency): $ 2,500,000.00
27*   (a) Initial deposit to be held in escrow in the amount of (**checks subject to COLLECTION**) $ 500,000.00
28   The initial deposit made payable and delivered to "Escrow Agent" named below
29*   (**CHECK ONE**): (i) ■ accompanies offer or (ii) ☐ is to be made within _____ (if left blank,
30   then 3) days after Effective Date. IF NEITHER BOX IS CHECKED, THEN OPTION (ii)
31   SHALL BE DEEMED SELECTED.
32*   Escrow Agent Information: Name: Richard P. Bruce, Esq.
33*   Address: 5955 T.G. Lee Blvd. Orlando FL 32822
34*   Phone: 999-555-6644 E-mail: Fax:
35*   (b) Additional deposit to be delivered to Escrow Agent within _____ (if left blank, then 10)
36*   days after Effective Date $
37   (All deposits paid or agreed to be paid, are collectively referred to as the "Deposit")
38*   (c) Financing: Express as a dollar amount or percentage ("Loan Amount") see Paragraph 8 $2,000,000.00**
39*   (d) Other: $
40   (e) Balance to close (not including Buyer's closing costs, prepaids and prorations) by wire
41*   transfer or other **COLLECTED** funds $
42   NOTE: For the definition of "COLLECTION" or "COLLECTED" see STANDARD S.
43 **3. TIME FOR ACCEPTANCE OF OFFER AND COUNTER-OFFERS; EFFECTIVE DATE:**
44*   (a) If not signed by Buyer and Seller, and an executed copy delivered to all parties on or before Presentation
45*   _____, this offer shall be deemed withdrawn and the Deposit, if any, shall be returned to
46   Buyer. Unless otherwise stated, time for acceptance of any counter-offers shall be within 2 days after the day the
47   counter-offer is delivered.
48   (b) The effective date of this Contract shall be the date when the last one of the Buyer and Seller has signed or initialed
49   and delivered this offer or final counter-offer ("Effective Date").
50 **4. CLOSING DATE:** Unless modified by other provisions of this Contract, the closing of this transaction shall occur and
51   the closing documents required to be furnished by each party pursuant to this Contract shall be delivered ("Closing") on
52*   September 2, CY ("Closing Date"), at the time established by the Closing Agent.
53 **5. EXTENSION OF CLOSING DATE:**
54   (a) If Closing funds from Buyer's lender(s) are not available at time of Closing due to Truth In Lending Act (TILA) notice
55   requirements, Closing shall be extended for such period necessary to satisfy TILA notice requirements, not to
56   exceed 7 days.

Buyer's Initials _____ _____   Page **1 of 12**   Seller's Initials _____ _____
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STANDARDS FOR REAL ESTATE TRANSACTIONS ("STANDARDS") CONTINUED

586 number and home address (or office address, in the case of an entity), as provided for in 26 CFR 1.1445-2(b).
587 Otherwise, Buyer shall withhold 10% of the amount realized by Seller on the transfer and timely remit said funds to the
588 IRS.
589 (ii) If Seller has received a Withholding Certificate from the IRS which provides for reduced or eliminated withholding in
590 this transaction and provides same to Buyer by Closing, then Buyer shall withhold the reduced sum, if any required, and
591 timely remit said funds to the IRS.
592 (iii) If prior to Closing Seller has submitted a completed application to the IRS for a Withholding Certificate and has
593 provided to Buyer the notice required by 26 CFR 1.1445-1(c) (2)(i)(B) but no Withholding Certificate has been received
594 as of Closing, Buyer shall, at Closing, withhold 10% of the amount realized by Seller on the transfer and, at Buyer's
595 option, either (a) timely remit the withheld funds to the IRS or (b) place the funds in escrow, at Seller's expense, with an
596 escrow agent selected by Buyer and pursuant to terms negotiated by the parties, to be subsequently disbursed in
597 accordance with the Withholding Certificate issued by the IRS or remitted directly to the IRS if the Seller's application is
598 rejected or upon terms set forth in the escrow agreement.
599 (iv) In the event the net proceeds due Seller are not sufficient to meet the withholding requirement(s) in this transaction,
600 Seller shall deliver to Buyer, at Closing, the additional COLLECTED funds necessary to satisfy the applicable
601 requirement and thereafter Buyer shall timely remit said funds to the IRS or escrow the funds for disbursement in
602 accordance with the final determination of the IRS, as applicable.
603 (v) Upon remitting funds to the IRS pursuant to this STANDARD, Buyer shall provide Seller copies of IRS Forms 8288
604 and 8288-A, as filed.

ADDENDA AND ADDITIONAL TERMS

606 **19. ADDENDA:** The following additional terms are included in the attached addenda or riders and incorporated into this
607 * Contract (**Check if applicable**):

☐ A. Condominium Rider	☐ M. Defective Drywall	☐ X. Kick-out Clause
☐ B. Homeowners' Assn.	☐ N. Coastal Construction Control Line	☐ Y. Seller's Attorney Approval
☐ C. Seller Financing	☐ O. Insulation Disclosure	☐ Z. Buyer's Attorney Approval
☐ D. Mortgage Assumption	☐ P. Lead Based Paint Disclosure	☐ AA. Licensee-Personal Interest in
☐ E. FHA/VA Financing	(Pre-1978 Housing)	Property
☐ F. Appraisal Contingency	☐ Q. Housing for Older Persons	☐ BB. Binding Arbitration
☐ G. Short Sale	☐ R. Rezoning	☐ Other_____
☐ H. Homeowners'/Flood Ins	☐ S. Lease Purchase/ Lease Option	_____
☐ I. RESERVED	☐ T. Pre-Closing Occupancy by Buyer	_____
☐ J. Interest-Bearing Acct.	☐ U. Post-Closing Occupancy by Seller	_____
☐ K. "As Is"	☐ V. Sale of Buyer's Property	
☐ L. Right to Inspect/ Cancel	☐ W. Back-up Contract	

608 * **20. ADDITIONAL TERMS:** **$2,000,000.00 to be provided as follows:
609 1. Buyer to assume existing first mortgage in favor of Palm Beach Banque,
610 with an outstanding balance of $1,500,000.00. Buyer to pay assumption
611 fee of 1% of outstanding balance at closing.
612
613 2. Eric B. Wilson (a principal of Seller) will provide a PM 2nd Mortgage
614 for $500,000.00, 15 year term, fully amortizing at 9%. Address for
615 Mr. Wilson: 177 Clarendon Ave, Palm Beach Florida 33480
616
617 Parties designate Richard P. Bruce as Settlement & Title Agent.
618 Title premium for Owner & Mortgagee Policy to be paid by Seller.
619 Buyer to pay Mr. Bruce a Settlement Fee of $1,000.00.
620
621 This contract was prepared by Seller's law firm: Smith & Foster, P.A.
622 Both parties represent and warrant that no broker is involved.
623
624

COUNTER-OFFER/REJECTION

626 * ☐ Seller counters Buyer's offer (to accept the counter-offer, Buyer must sign or initial the counter-offered terms and deliver
627 a copy of the acceptance to Seller).
628 * ☐ Seller rejects Buyer's offer.

Buyer's Initials _____ _____   Page 11 of 12   Seller's Initials _____ _____
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Maintenance (Lists) Module

Concept

Use the **Maintenance (Lists)** module to customize drop-down lists located throughout DoubleTime. The selections can be changed to match the requirements of your office. Commonly used information, such as a individual's title in the **Contacts** module, or Settlement Statement line descriptions in the **Settlement Statements** module, can be added. Cities and postal codes are also maintained in the **Maintenance (Lists)** module.

Objective

The objective of this lesson is to show you how to insert a city name and postal code. You will also create a line description for the Closing Disclosure Settlement Statement, a individual's title and a service type for the **Contacts** module.

Adding A Municipality

What You Do	Comments
1. On the menu bar, select **Modules > Maintenance (Lists)**.	The **Select List** window is displayed with the list of available tables.

What You Do	**Comments**
2. Select **Municipality** and click **OK**.	The **Maintenance (Lists) – Municipality** window is displayed with an alphabetical list of municipalities currently entered in the system. Use the scroll bar on the right side of the window to view all the items on the list. When you select **Municipality**, the **Select State For Municipality** box is displayed below the list, and **Florida** is displayed as the default selection. The municipality we will add is located in Florida. ***NOTE:*** Another state may be selected.
3. ⊕ On the secondary toolbar, click the **Insert** button.	A blank row is inserted at the end of the list.

4. In the highlighted **Municipality Name** box, type **Bithlo**.	
5. TAB to the **County** box and type **or**. Select Orange.	**Orange** is displayed as the county. ***NOTE:*** You can also click the County box and select from the list.
6. TAB to the **Municipality Type** box and type **c**. Select City.	**City** is displayed as the municipality type.

What You Do	Comments
7. TAB to the **Payment Time** box and type **f**. Select First Day of January.	The **First Day of January** is displayed. This is the beginning of the fiscal year and can be edited.
8. [icon] On the secondary toolbar, click the **Open** button.	The **Maintenance (Lists) – Municipality** save window is displayed.

NOTE: You can also click **Save**. [icon]

9. Click **Yes**.	The changes are saved. The **Maintenance (Lists) – Municipality** save window is closed and the **Select List** window is redisplayed.

Associating A Postal Code To A Municipality
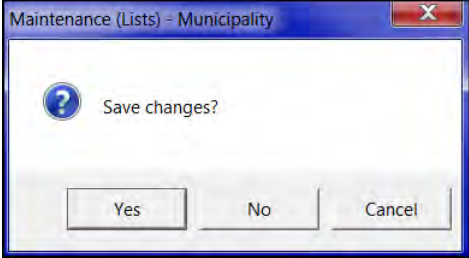
What You Do	Comments
1. On the **Select List** window, scroll to and select **Postal Code**.	When you select **Postal Code**, the **Select State For Postal Code** box is displayed below the list, and **Florida** is displayed as the default selection. *NOTE:* Another state may be selected.
2. Click **OK**.	The **Maintenance (Lists) – Postal Code** window is displayed with the list of municipalities and their associated postal codes.

What You Do	**Comments**

3. [+] On the secondary toolbar, click the **Insert** button.

   A blank row is inserted at the end of the list.

4. Type **32820** in the highlighted **Postal Code** box.

5. Click the **Municipality Name** box and select **Bithlo, Orange County**.

   Use the scroll bar on the right side of the window to view all the names in the list.

What You Do	Comments
6. On the secondary toolbar, click the **Open** button.	The **Maintenance (Lists) – Postal Code** save window is displayed. *NOTE:* You can also click **Save**.
7. Click **Yes**.	The changes are saved. The **Maintenance (Lists) – Postal Code** save window is closed and the **Select List** window is redisplayed.

Adding Settlement Statement Line Descriptions

What You Do	Comments
1. On the **Select List** window, scroll to and select **Line Description (Settlement Statement)**.	*NOTE:* The **Select the Settlement format** box is displayed. Line descriptions added in this module are available for selection on the Closing Disclosure or Old HUD/ HUD GFE.
2. Select **Closing Disclosure** from the drop down list for the settlement statement format.	

What You Do	Comments
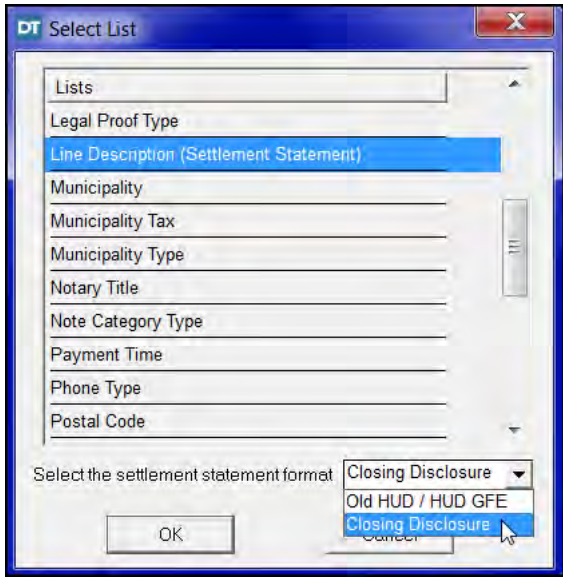
3. Click **OK**.
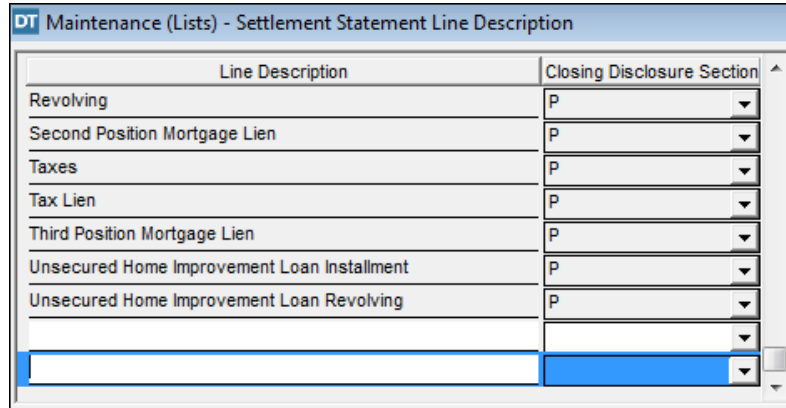
The **Maintenance (Lists) – Settlement Statements Line Description** window is displayed along with the line descriptions available in DoubleTime arranged by **Line Description** and **Closing Disclosure Section.**

What You Do	**Comments**
4. ⊕ On the secondary toolbar, click the **Insert** button twice.	Two blank rows are inserted at the end of the list.

5. Type **Underwriting Fee** in the first blank **Line Description** box.

6. Select **A** from the **Closing Disclosure Section** drop down list for the first blank line.

This is the section of the Closing Disclosure in which this line description will be available for selection.

NOTE: In a Closing Disclosure you can select "**ALL**" to add the **Line Description** to all sections.

7. Type **Flood Insurance** in the second blank **Line Description** box.

8. Select **G** in the **Closing Disclosure Section** drop down list for the second line.

This is the section of the Closing Disclosure in which this line description will be available for selection.

What You Do	Comments
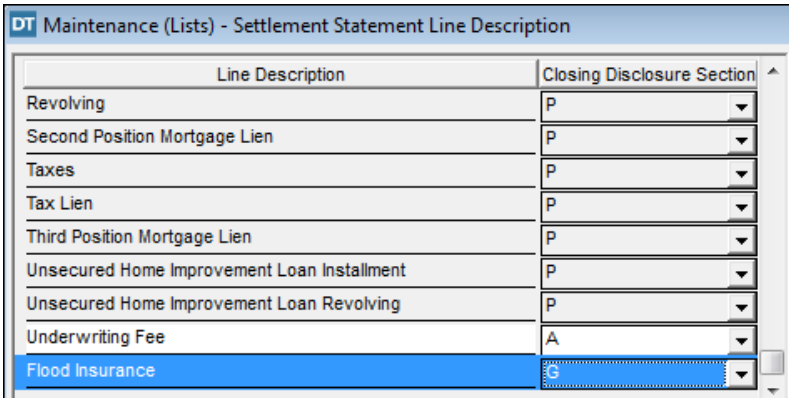
9. On the secondary toolbar, click the **Open** button.

The **Maintenance (Lists) – Settlement Statement Line Description** save window is displayed.
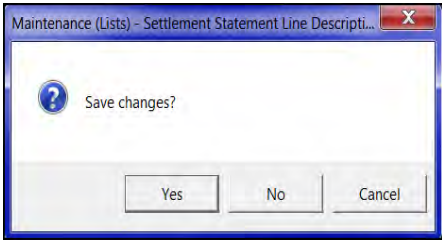
10. Click **Yes**.

The changes are saved. The **Select List** window is redisplayed.

Adding Service Types For Contacts

What You Do	Comments
1. On the **Select List** window, scroll to and select **Provider Type**.	

What You Do	**Comments**
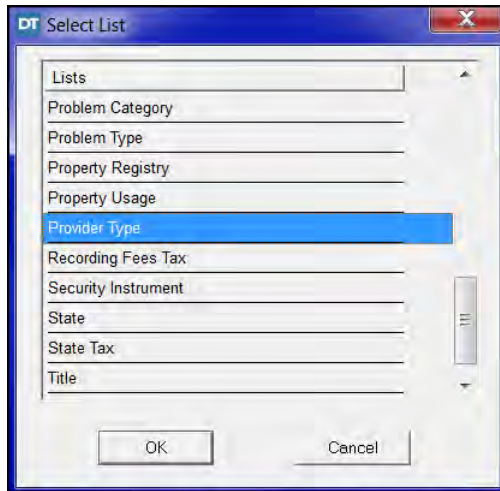
2. Click **OK**. The **Maintenance (Lists) – Provider Type** window is displayed.

3. [+] On the secondary toolbar, click the **Insert** button. A blank row is inserted at the end of the list.

4. Type **Builder** in the **Provider Type** box. To add **Builder** as a selection on the **Services** tab in the **Contacts** module.

5. Type **Builder** in the **Provider Type Description** box. This **Provider Type** is now available for selection on the **Services** tab in the **Contacts** module.

What You Do	**Comments**
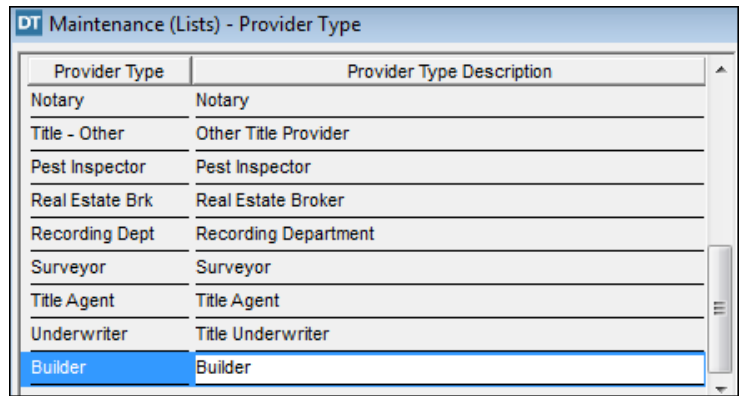
6. On the secondary toolbar, click the **Open** button.	The **Maintenance (Lists) – Provider Type** save window is displayed.
7. Click **Yes**.	The changes are saved. The **Select List** window is redisplayed.
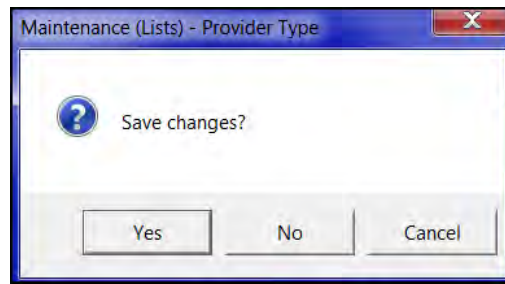
Adding A Title Type

What You Do	**Comments**
1. On the **Select List** window, scroll to and select **Title**.	

What You Do	**Comments**
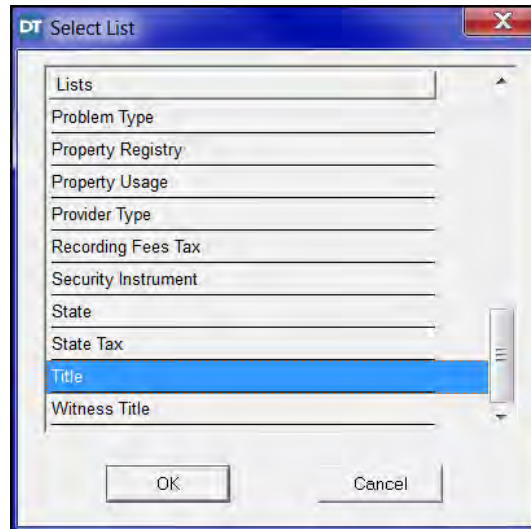
2. Click **OK**.

The **Maintenance (Lists) – Title** window is displayed.
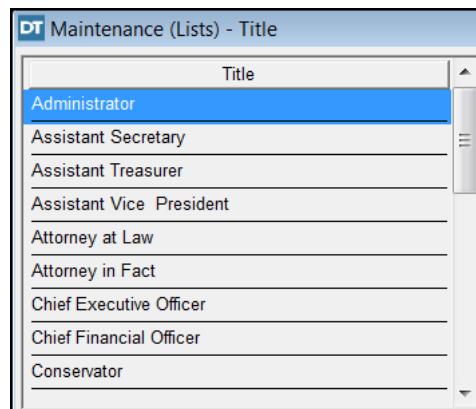
3. ⊕ On the secondary toolbar, click the **Insert** button.

A blank row is inserted at the end of the list.

4. Type **Manager** in the **Title** box.

To add **Manager** as a selection on the **Contacts** module and the **Signature/ Notary Block** window.

What You Do	Comments
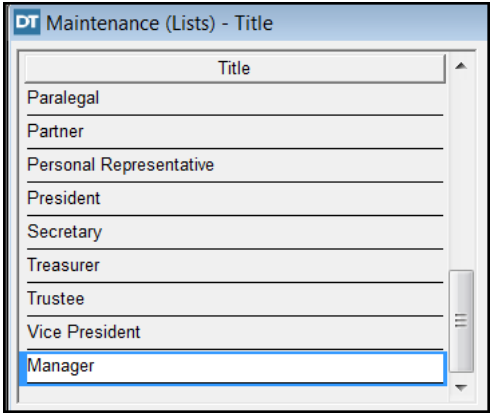
5. On the secondary toolbar, click the **Close** button. | The **Maintenance (Lists) - Title** save window is displayed.

6. Click **Yes**. | The changes are saved. The **Maintenance (Lists)** module is closed.

Select List Definitions

Code	Comments
Arm Index Type	Add **ARM** index types for selection in the **Loans** module (**Loan Details**). When you select the **Adjustable Rate** check box on the **Classification** tab under **Loan Options**, the **ARM** tab is displayed. You can then select options from the **ARM** Index.
Branch (User Defined)	Add office or branch locations for a firm that has more than one office. The different locations will be available as selections in the **Branch** drop down list on the **General** tab of the **Closing File** module.
Caps Driver Code	Add caps driver codes for selection in the **Loans** module (**Loan Details**). When you select the **Adjustable Rate** check box on the **Classification** tab under **Loan Options**, the **ARM** tab is displayed. You can then select options from the Caps Driver.
Country	Add countries for selection in country code lists in address blocks.
County	Add counties for selection in county code lists in address blocks.

Code	Comments
County Tax	Add county-specific tax or fee rates (for example documentary surtax, document abstracting fees) for calculation of taxes and fees. Line series **1200** of the HUD automatically calculate recording fees for the intangible tax and doc stamps on the deed and mortgage, when applicable. These calculations are based on the default for the county in which the property is located. New fees other than the county default can be calculated by using the county tax rates.
Electronic Address Type	Add electronic address types for selection in the **Contacts** module. An electronic address can be added on the Phone tab.
Legal Entity Relationship	The Legal Entity Relationship list is for adding Entity Relationships, such as "its Corporate Partner", for use in the Signature and Notary Block.
Legal Proof Type	Add legal identification types, including a blank line for selection in Notary.
Line Description (Settlement Statement)	Add **Settlement Statement** line descriptions for selection in the **Settlement Statements** module. Descriptions are added according to the closing statement section or series numbers, not by line number. Descriptions added within one series (for example, **section A**) will not be available in other section.
Municipality	Add U.S. cities, townships, villages, etc. for selection in municipality lists in address blocks.
Municipality tax	Add municipality tax types and rates for calculation of taxes and fees. Line series **1200** of the HUD automatically calculate recording fees for the intangible tax and doc stamps on the deed and mortgage, when applicable. These calculations are based on the default for the municipality in which the property is located.
Municipality Type	Add the type of municipality (city, township, village, etc.) for selection in municipality lists in address blocks.
Notary Title	Add customized notary information for selection in the **Notary Title** box within the **Closing File** and **Documents** modules.

Code	Comments
Notes Category	Add customized category types for selection in the **Notes** module.
Payment Time	Add the beginning date of a county tax payment time frame for default selection in the **Settlement Statements** module. The "**From**" date for proration on the **Adjustments-Paid** or **Adjustments Unpaid** tab defaults to the **Payment Time** date identified when you add a **Municipality** in the **Maintenance (Lists)** module.
Phone Type	Add a phone description for selection in the **Contacts** and **Closing File** modules.
Postal Code	Add ZIP codes for linking to city, state, and county information in address blocks.
Prepayment Code	Add VA or FHA loan prepayment codes for selection in the **Closing File** and **Loans** modules (**Loan Details**). These codes pertain to interest on the loan.
Problem Category	Add categories for the type of legal proceeding or document related to a problem for selection in the **Checklist** module.
Problem Type	Add problem types for selection in the **Checklist** module.
Property Registry	Add codes to identify where property registry occurs.
Property Usage	Add codes to identify how property is used for selection in the **Closing File** module.
Provider Type	Add services provided by contacts for selection in the **Contacts** module.
Recording Fees Tax	This table shows the rates for the Recording Calculator located within the **Settlement Statements** module.
Security Instrument	Add security instruments for loans for selection in the **Loan Details** module on the **Classification** tab.
State	Add information about the payment of state real property taxes for any state or to add another state to the table. The tax information includes payment method, month or interval payment is due, tax discount (if any), deadline date, and tax penalty percentage (if any).

Code	Comments
State Tax	Add information about the payment of state real property taxes. The tax information includes tax type and tax rate per specified amount.
Title	Add individual titles for selection in the **Contacts** module on the **Employee's** tab and the **Closing File** module on the **Buyers** and **Sellers** tab.
Witness Title	Witness Title can be used to add specific title for your Witnesses, such as "Witness as to Both" and "Witness as to All", for use in the Signature Block.
Escrow Transfer Reason	Add additional reasons for transferring funds in the DoubleTime **Escrow Accounting** module.
Escrow Void Reason	Add additional reasons for voiding funds in the DoubleTime **Escrow Accounting** module.

Tips

1. The **Title** table can be used to insert titles for individuals added in the **Contacts** module or available in the **Schedule Closing/Closing Meeting** module.

2. The selection **(None)** can be added to lists to replace a selection that is no longer required.

3. Use the **Notary Title** list to add customized notarial officer information.

4. Standard items appear in grey and cannot be altered or deleted.

Frequently Asked Questions

Question	Answer
1. How do I add an employee title?	Open the **Maintenance (Lists)** module. Select **Title** and click **OK**. Click the **Insert** button, type the new title, and save your changes.
2. How do I add line descriptions for the Closing Disclosure?	Open the **Maintenance (Lists)** module. Select **Line Description (Settlement Statement)**, select the settlement statement format as **Closing Disclosure** and click **OK**. Click the **Insert** button, type a new line description, and select the appropriate **Closing Disclosure** section and save your changes.

Question	Answer
3. How do I add my city to the selection?	Open the **Maintenance (Lists)** module. Select **Municipality**, and type or select the state. Click **OK**. Click the **Insert** button and type the new city name. Save your changes.
4. How do I add the correct postal code for my city?	Open the **Maintenance (Lists)** module. Select **Postal Code**, and type or select the state. Click **OK**. Click the **Insert** button, type the new postal code, and select the city name. Save your changes.

Contacts Module

Concept

The **Contacts** module is like an electronic address book of all individuals and entities with whom you come in contact. Contact information may be viewed, modified, or added. A variety of contact types can be maintained: **Individuals, Corporations, LLC's, Guardianships, Trusts, Partnerships,** and **Estates**.

The **Contacts** module can be used two different ways:

- As a stand-alone electronic address book to locate a specific name.
- As an interface with other modules, such as the **Closing File** module, to select or add a contact's name and address, thus avoiding repetitious typing.

Some of the information entered in the **Closing File** module, such as **Buyer, Seller, Broker**, and **Lender**, is actually stored in the **Contacts** module.

Contact information is added to the contact card and then interfaces with the **Settlement Statement** module to populate the **Contact Information** table on Page 5 of the Closing Disclosure.

Objective

The objective of this lesson is to show you how to modify an existing contact and to add a new contact to the **Contacts** module.

Modifying An Existing Contact

What You Do	Comments
1. On the main toolbar, click the **Contacts** button.	The **Select Contact** window is displayed. The **Contact Type** defaults to **Individual**. *NOTE:* The **Status** defaults to **Active,** displaying all **Active** contacts. To display inactive contacts, remove the check mark from the **Active** check box.

What You Do	**Comments**
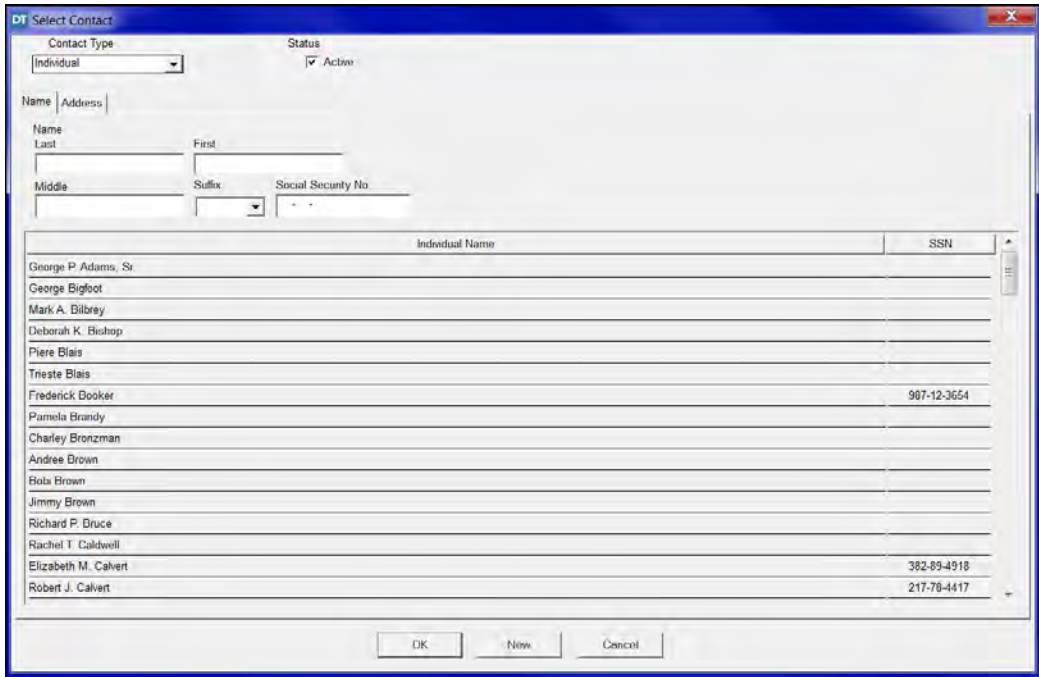
2. Click the **Contact Type** box and select **Other**.

   All previously entered contacts with the **Contact Type Other** are displayed.

3. Select **Richard P. Bruce, Esq.** and click **OK**.

   The **Other** tab of the **Contact** window is displayed with information previously entered for Richard P. Bruce, Esq.
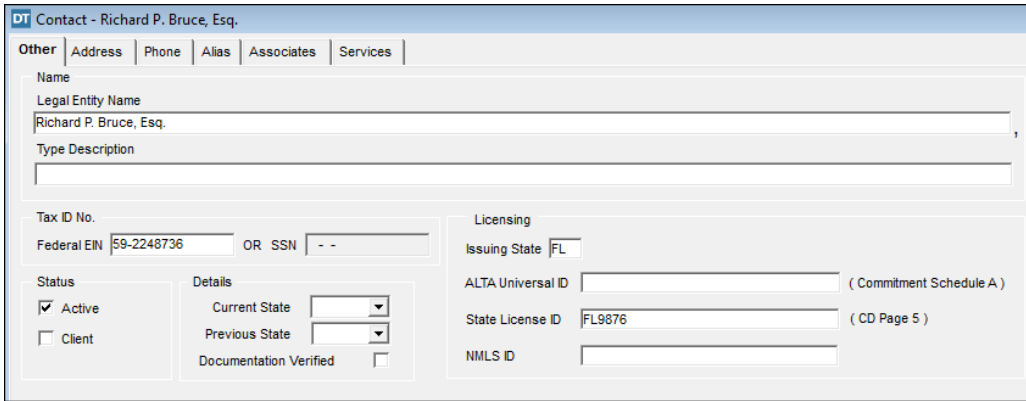
NOTE: Licensing information for a contact may be added on this tab and then interfaces with the **Settlement Statement** module to populate the **Contact Information** table on Page 5 of the **Closing Disclosure**.

What You Do	**Comments**
4. View the **Address**, **Phone**, and **Associates** tabs.	This information was previously entered in the **Contacts** module.
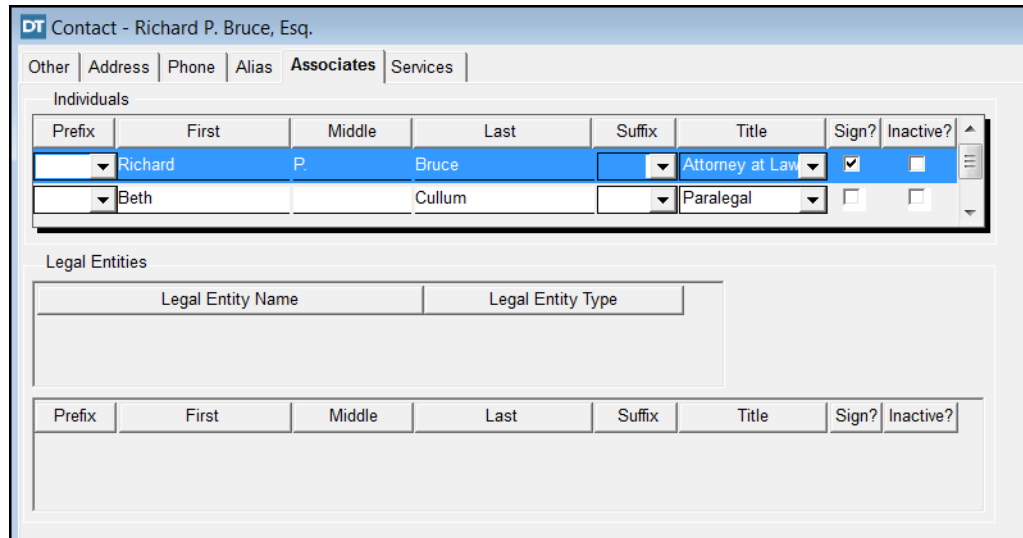
What You Do	**Comments**
5. ⊕ With the **Associates** tab displayed, click the **Insert** button on the secondary toolbar.	The **Select Associate** window is displayed with all previously entered individuals in the **Contacts** module. You can select an existing contact or add a new one to both the **Contacts** module and to the **Associates** tab for **Richard P. Bruce, Esq**.

What You Do	Comments

6. In the **Last** box, type **(your last name)**.

This will add you as an associate of **Richard P. Bruce, Esq.** *NOTE:* When the **Contact Type** is **Individual**, it is not necessary to capitalize names. DoubleTime does this automatically when the data is saved.

7. TAB to the **First** box, and type **(your first name)**.

8. TAB to the **Middle** box, and type **(your middle initial)** followed by a period, if applicable.

The period is required for middle initials. This box can also be used for a complete middle name.

9. Click **New**.

The **Select Associate** window is closed and the **Associates** tab is re-displayed with your name as an associate.

10. Click the **Title** box and select **Manager**.

The title selected here will appear in the **Title** box when this name is selected as the closer, signatory, or prepared by individual in the **Closing File** module.
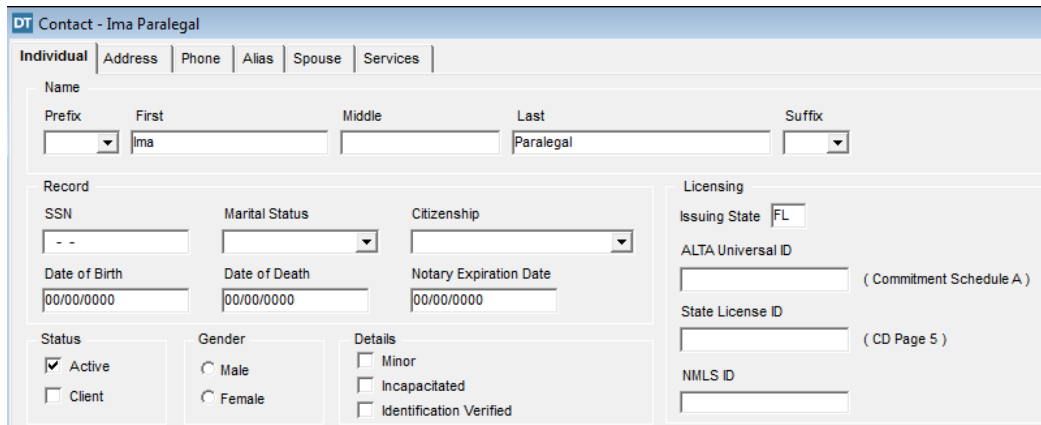
What You Do	Comments
11. Click the **Sign?** check box.	This is to identify you as a signatory for documents. ***NOTE:*** The **Inactive** check box is selected for **Jayne Garcia**. This indicates that she is no longer an active employee for Richard P. Bruce. Her name will display in *Italics* at the end of drop down lists, where applicable.
12. Click the **Services** tab.	The **Services** tab is displayed with selected service types previously entered.
13. ⊕ On the secondary toolbar, click the **Insert** button.	A new blank line is created in the **Underwriter** section. **Old Republic National Title Insurance Company/ ATFS.** was previously established in the **Contacts** module.
14. Click the blank **Underwriter** box and select **Old Republic National Title Insurance Company**.	Refer to the *Setting Up* chapter in this workbook for a list of contacts already in DoubleTime. If the underwriter you want is not listed, create a new contact in the **Contacts** module and select **Underwriter** in the **Services** tab. When you click the blank **Underwriter** box, the underwriter name will be displayed in the list.
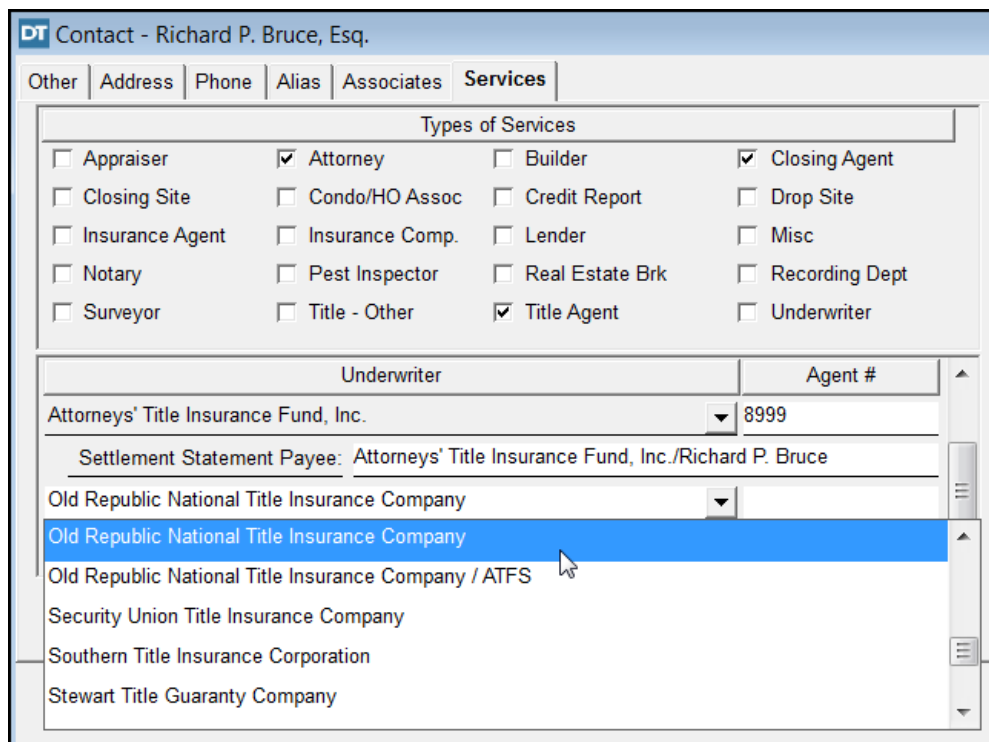
What You Do	Comments
15. TAB to the **Agent #**, and type **7890**.	This is the agent number given by **Old Republic National Title Insurance Company** to Richard P. Bruce, Esq.
16. [icon] Click the **Save** button.	Changes are saved.
17. [icon] Click **Open** on the secondary toolbar.	The **Select Contact** window opens allowing you to select another party.

Adding Notary Expiration Date

What You Do	Comments
18. Type **(your last name)** in the **Last** box of the **Select Contact** window.	
19. Select your name from the **Individual Name** list and click **OK**.	The **Contact** window opens with your name on the displayed **Individual** tab.

What You Do	Comments
20. Type **07/18/2021** in the **Notary Expiration Date** box.	When your name is selected in the **Notary Block**, your expiration date will automatically fill in.
21. [icon] Click **Save** on the secondary toolbar.	

What You Do	Comments
22. ⊞ Click **Open** on the secondary toolbar.	The **Select Contact** window opens.

Adding A New Contact

In this section you will add a new contact. Your office is now doing business with a new builder.

What You Do	Comments
1. Select **Partnership** from the **Contact Type** drop down list.	This will identify the new contact as a partnership.
2. Type **We Build Homes, LTD** in the **Name** box.	This is the legal name of the partnership.
3. Click **New**.	The **Contact – We Build Homes LTD** window is displayed with the **Partnership** tab open. The cursor is in **Legal Entity** box. The **Type Description** defaults to **a partnership** and **Status** defaults to **Active**. *NOTE:* The **Details** and **Federal EIN** sections can be selected if applicable.

What You Do	Comments

4. TAB to the Type Description field and insert the words **Florida limited** between **a** and **partnership**.
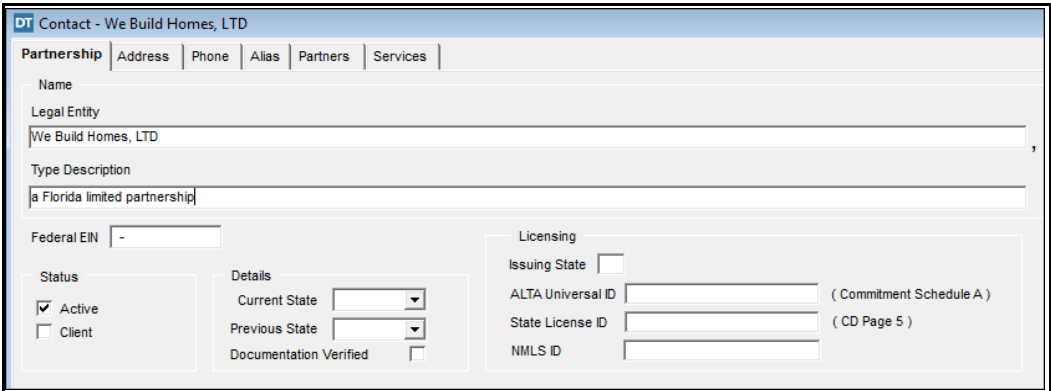
5. Click the **Address** tab.

The **Address** tab is displayed. The **Type** defaults to **Mailing** and the **Country** defaults to **United States**.
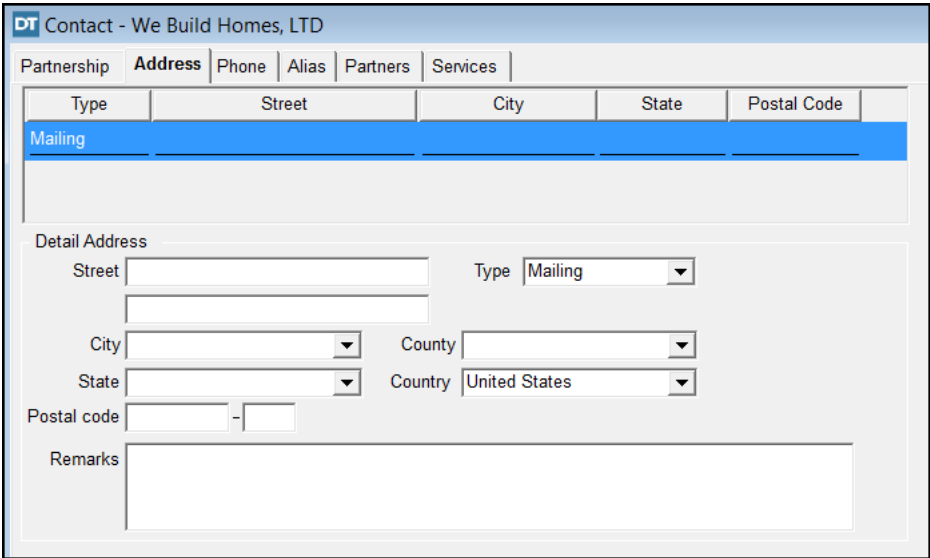
6. Click the **Street** box and type **P.O. Box 2233**.

The mailing address is displayed at the top of the **Address** tab once you press TAB.

What You Do	**Comments**

7. In the **Postal Code** box, type **32820** and press **Tab.** Then, click the **City** down arrow to select **Bithlo** from the list.

The **City**, **State**, and **County** boxes display information associated with the postal code in the **Detail Address** section and the top of the **Address** tab.

8. Click the **Phone** tab.

The **Phone** tab is displayed. Use this tab to enter telephone and e-mail information.
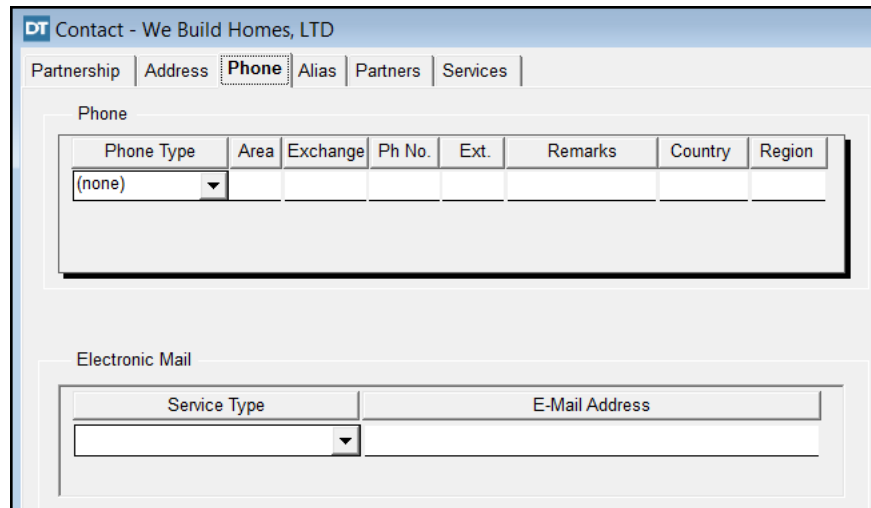
9. Click the **Phone Type** box and select **Business**.

This identifies the telephone number type. A phone type must be selected for each telephone number.

10. Type **407 423 9185** in the **Area**, **Exchange**, and **Ph No.** boxes.

After you type the area code, the cursor advances to **Exchange**. After you type the three digits of the telephone exchange, the cursor advances to **Ph No.** *NOTE:* Enter the e-mail address for your contacts to utilize the **Send to E-mail** option for all modules.

11. **Tab** to the **Service Type** box and select **Email** from the pull down choices.

NOTE: Enter the e-mail address for your contacts to utilize the **Send to E-mail** option for all modules.

12. **Tab** to the E-Mail Address box and type: **info@webuildhomes.com**.

What You Do	**Comments**
13. Click the **Partners** tab.	The **Partners** tab is displayed. No information is displayed at this time.

14. ⊕ On the secondary toolbar, click the **Insert** button.	The **Select Partner** window is displayed with the **Contact Type** defaulted to **Individual**.
15. In the **Last** box, type **Price**.	**Thomas Price** was previously entered in the **Contacts** module and is displayed in **Individual Name**.

What You Do	Comments
16. Click **OK**.	The **Select Partner** window is closed and **Thomas Price** is displayed on the **Partners** tab.
17. Click the **Title** box, type **g** to select **General Partner.**	Titles are displayed alphabetically. The **Title** list closes and **General Partner** is displayed.
18. Click the **Sign?** check box.	This identifies **Thomas Price** as a signatory for documents.
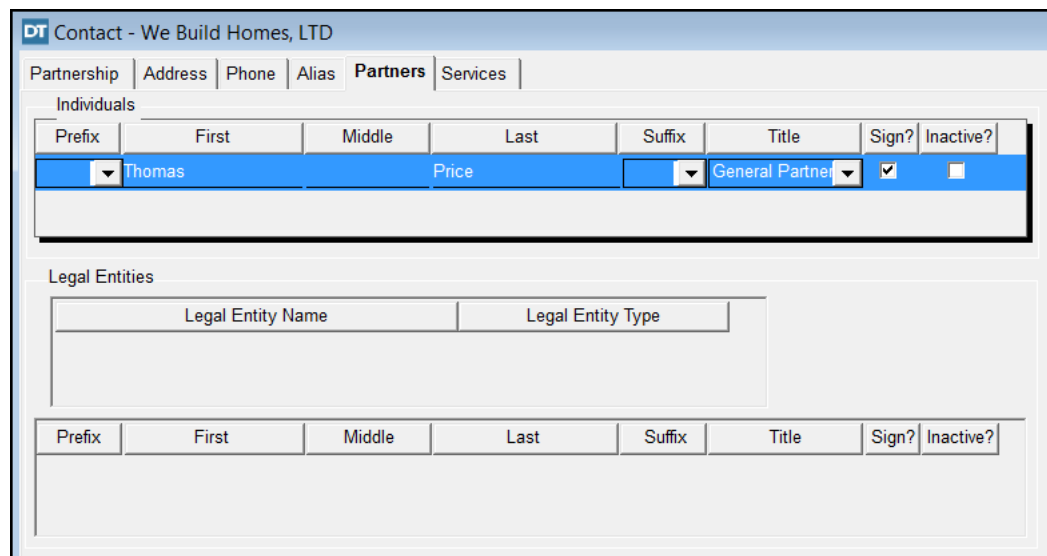
What You Do	Comments
19. On the secondary toolbar, click the **Insert** button.	The **Select Partner** window is displayed.
20. In the **Last** box, type **Reynolds**.	
21. TAB to the **First** box and type **Steven**.	
22. Click **New**.	The **Select Partner** window is closed and **Steven Reynolds** is displayed on the **Partners** tab.

What You Do	**Comments**

23. Click the **Title** box, type **g** to select **General Partner.**

24. Click the **Sign?** check box.

This will identify **Steven Reynolds** as a signatory for the limited partnership.

25. Click in the **Legal Entities** area.

26. [icon] On the secondary toolbar, click the **Insert** button.

The **Select Partner** window is displayed. The **Legal Entity Type** defaults to **Corporation**.

27. In the **Name** box, type **Homes Built For You, Inc.**

28. Click **New**.

The **Select Partner** window is closed and **Homes Built for You, Inc.** is displayed on the **Partners** tab.

What You Do	Comments

29. Click the lower section of the **Partner's** tab, beneath **Prefix**.

30. [icon] On the secondary toolbar, click the **Insert** button.

The **Select Signatory** window is displayed. The **Legal Entity** type defaults to **Individual**.

31. In the **Last** box, type **Rosco**.

This is the last name of the Signatory.

32. TAB to the **First** box and type **Edwin**.

This is the first name of the Signatory.

33. TAB to the **Middle** box and type **Henry**.

This is the middle name of the Signatory.

34. Click **New**.

The **Select Signatory** window closes and **Edwin Henry Rosco** is displayed. The **Sign** check box is automatically selected.

35. Click the **Title** box and select **Vice President**.

What You Do	**Comments**

36. Click the **Services** tab.

The **Services** tab is displayed. Use this tab to indicate the **Type of Service**(s) provided by the contact.

37. Click the **Builder** check box.

This indicates the contact is a builder. We added the **Builder** as **Types of Services** in the **Maintenance (Lists)** module.

38. On the secondary toolbar, click the **Close** button.

The **Save** window is displayed.

39. Click **Yes**.

The changes are saved. The **Contacts** module is closed.

Try This

1. Click the **Open Closing File** button.

2. Click the **Closing Agent** tab and select yourself as the **Closer**.

3. Click the **Title Agent** tab and select yourself as the **Signatory** and **Old Republic National Title Insurance Company** as the **Underwriter**.

4. Click the **Prepared By** tab and select yourself as **Individual**.

5. Close and save the changes.

Tips

1. An alternate way to open the **Contacts** module is to select **Modules > Contacts** from the main toolbar.

2. Use the **Remarks** box on the **Address** tab for any miscellaneous information such as directions, temporary address information, etc.

3. To add address, telephone number, employees, and underwriters, click the **Insert** button. **Underwriter** is activated when **Title Agent** is selected as the service type.

4. To change a contact to inactive, click the **Active** check box on the **General** tab to remove the check mark. The contact is no longer included in the **Individual Name** listing. If a person is no longer employed by a company, select the company name, open the **Associates** tab, and click the **Inactive** check box.

5. To delete a contact, from the menu bar select **File**, then **Delete Contact**. *NOTE:* You cannot delete a contact if it has been used in a closing file.

6. To break the marital relationship between contacts, from the menu bar select **File**, then **Break Relation**.

7. You can scroll by first name when searching for individual contacts in conjunction with the last name field or by itself.

8. If the **Signatory** for an entity is unknown you may select **Unknown** in the **Contacts** module. Doing so will generate a blank signature line on documents where the signature is required.

9. It is recommended that you only have one occurrence of the contact in the **Contacts** module before selecting it from the drop down list. Duplicate listings for a contact may each have slightly different information. To insure consistency, once a contact is entered, only *edit* the existing contact, do not add a *new* contact with different information (i.e. spelling).

10. User may export contacts to Excel or any database that accepts "Coma Delimited files".

11. When adding a Professional Association contact in the **Contacts** module, you must enter it as **Contact Type "Other"**

Frequently Asked Questions

Question	Answer
1. How do I add a new underwriter?	You can add a new underwriter as a corporation contact in the **Contacts** module. Select the **Underwriter** check box on the **Services** tab.
2. How do I add employees?	Open the **Contacts** module. Select the firm or company name and click **OK**. Click the **Employees** or **Associates/Partners** tab. Click the **Insert** button to add or select employees.
3. How do I correct the agent number?	Open the **Contacts** module. Select the agent and click **OK**. Click the **Services** tab. Type the correct number. Save your changes.
4. How do I change the contact listed in **User Settings**?	To use a different contact as your default office name, title agent, closing agent, or preparer, select another contact from the list. To add another contact to the list, add the contact as a corporation in the **Contacts** module. Select the **Attorney, Title Agent**, and **Closing Agent** check boxes, as appropriate. Save your changes. The next time you select **Preferences/User Settings**, the contact you added will be listed on the menu.
5. How do I correct the spelling of a contact's name?	Open the **Contacts** module. Select the contact and click **OK**. Type the name correctly. Save your changes.

Question	Answer
6. How do I delete a contact?	To delete a contact, open the **Contacts** module. Select the contact and click **OK**. Select **File, Delete Contact** from the menu bar. Click **Yes** to delete the contact. Save your changes. *NOTE:* You cannot delete a contact if it has been used in a closing file. However, you can de-select the **Active** check box so the name is no longer included on the **Select Contact** window.
7. Why are my contacts not populating on the **Contact Information** table on page 5 of the **Closing Disclosure?**	

1) You need to associate the contact with the file by adding them in the **Closing File** module on the **Participant** tab.

   a. Remember that each column on the contact table has 2 entries.

      - The first entry is the company. This pulls in the company name, address and the company license information.

      - The second entry is the actual contact for the company. This pulls in the contact name, contact license information, contact email and contact phone number.

      - MAKE SURE THAT you have selected the correct role type for your contact using the drop down selection for the second column name **Type**. Below are the correct types that should be used.
         - **Lender and Loan Officer**
         - **Mortgage Broker Company and a Mortgage Broker**
         - **Buyer Broker and a Buyer Agent**
         - **Seller Broker and a Seller Agent**

Question	Answer

2) The **Settlement Agent** information is associated with the **Contact Information** table from the **Closing File** module on the **Closing Agent** tab.
   - The contact for the **Settlement Agent** is populated from the **CD Settlement Agent Contact** drop down field. The contact card in the **Contacts** module for this person will pull in the contact name, contact license information, contact email and contact phone number.

3) If you have completed steps 1 and 2 above and your contact is still not visible in the **Contact Information** table on page 5, you can right click with your mouse on the dark grey field that populates the company names. A small window appears and shows the words **Add** and **Delete**. Click on the **Add** and the **Select Contact** window opens. It lists contacts that have been associated with the file but have not yet been added to the Contact Information table. Highlight the entry that you are adding and click the **OK** button. The contact is added to your table. Repeat step 3 if more than one contact needs to be added.

Preferences

Concept

Preferences contains information about your firm and your preferred selections. Preferred selections can be established for **Office Settings**, Settlement Statements, closing file defaults, **Account Maintenance**, **Document Customization** and notary blocks, **Security Administration**, and escrow accounting. Your firm name and address are entered as part of the installation process, which will automatically display as your default office location. All the other preferred selections can be established as a one-time entry before you create closing files. These are stored as permanent selections, until changes to them are made again, which can be done at any time within **Preferences**. Office settings, account maintenance, and customizing selections can also be established for use across the office network. DoubleTime also offers the ability to set up security for users and at least one administrator. Administrators have full access to and authority throughout DoubleTime. In addition, Administrators can assign access to users for secured modules such as the **Checklist Template Maintenance**, **Escrow Accounting,** Posting to Escrow Accounting from the Balance Sheet, Escrow Accounting Reports, and the Check / Deposit Slip Customization. The administrator can even set security for access authority to DoubleTime.

Objective

The objective of this lesson is to show you how to establish defaults for your closing files and escrow accounts. You will also learn how to establish security settings, add a custom variable, customize a document, and establish default settings for your Settlement Statements.

Office Settings

What You Do	Comments
1. Select **Preferences > Office Settings** from the main toolbar.	The **Office Settings** window is displayed with the **Office** tab open. **Richard P. Bruce, Esq.** is the company name.
	NOTE: The **1099 Transmission** information (i.e. TCC number) must be obtained from the IRS. It is used in the **1099-S** module for creating a 1099-S file that can be electronically transmitted electronically to the IRS.

What You Do	**Comments**

2. Click on the **HUD Settings** Box.

This places a check mark to activate showing the **Policy Reissue Discount** only on the **GFE HUD Settlement Statement**. When activated, and an Owner's or Mortgagee Policy is being issued with a reissue discount, the Settlement Statement (as applicable) will include the language "**Policy Reissue Discount**" and the difference between the original rate and the reissue rate will be disclosed. This option is not available on a 2 page **HUD** or a **Closing Disclosure**.

To see what happens when this option is selected, let's now assume that a Reissue Discount was applicable in a transaction because the Seller had an eligible prior Owner's Policy in the amount of $185,000. Here is what the appropriate lines of page 2 of the **GFE HUD** would like, with the **Policy Reissue Discount** option activated.

What You Do	Comments

3. Click the **Notary** tab.

The default **Affidavit** and **Deeds and Other Instruments** phrases displayed here are included in those documents that contain a notary selected in the **Documents** module. These are editable.

What You Do	Comments
4. Click the **Recording** tab.	Several counties have adopted the Document Number recording method in lieu of Official Records Book and Page Number method. If your county adopts the Document Number method, visit the **Maintenance (Lists) module >County** to change the Recording selection for that county. You can also create your own wording for the Mortgage Recording Clause, as long as you include the Document Number and Recording County fields.
5. Click the **Backup** tab.	Be sure to set your desired backup interval. You will receive a message to perform the backup at your requested interval. You can also select **Utilities** from the menu bar, then choose **Database Backup**, to backup the database at any time. *NOTE:* The best practice is to back up to a drive other than your hard drive, such as a portable hard drive.
	If the box is checked for **Enable DoubleTime database validation**....., at startup, Doubletime will run a validation check and will place a copy of the database in the default directory where your database resides. If you receive any validation message call the Help Desk.

DT Office Settings

Office | Notary | Recording | Backup | My Website | Proxy | Escrow Accounting |

Enter the number of days and the number of new closing files after which you will be reminded to backup the DoubleTime database.

Database Backup Interval ____7____ Days or ____10____ New Closing Files.

☐ Enable DoubleTime database validation and backup automatically.

⚠ _Warning:_ It is necessary to use the **Database Backup** utility within DoubleTime even if your system uses other backup software, because:

* Use of this utility can improve DoubleTime performance for all types of systems.

* For networks, most backup software does not back up the DoubleTime database.

What You Do	Comments

Please note the warning message on the screen.

Warning: **It is necessary to use the Database Backup utility within DoubleTime even if your system uses other backup software, because it improves DoubleTime performance for all types of systems. For networks, most backup software does not back up the DoubleTime database. *NOTE:* The best practice is to back up to a physical drive other than your hard drive. For example, a mass storage device, a portable hard drive, or on the network of your computer system.**

6. Click the **Proxy** tab.

Proxy is for those who access the Internet via a Proxy server and would like to use eSolutions features for Fund forms — electronic delivery and electronic serial numbers.

7. Click the **Escrow Accounting** tab.
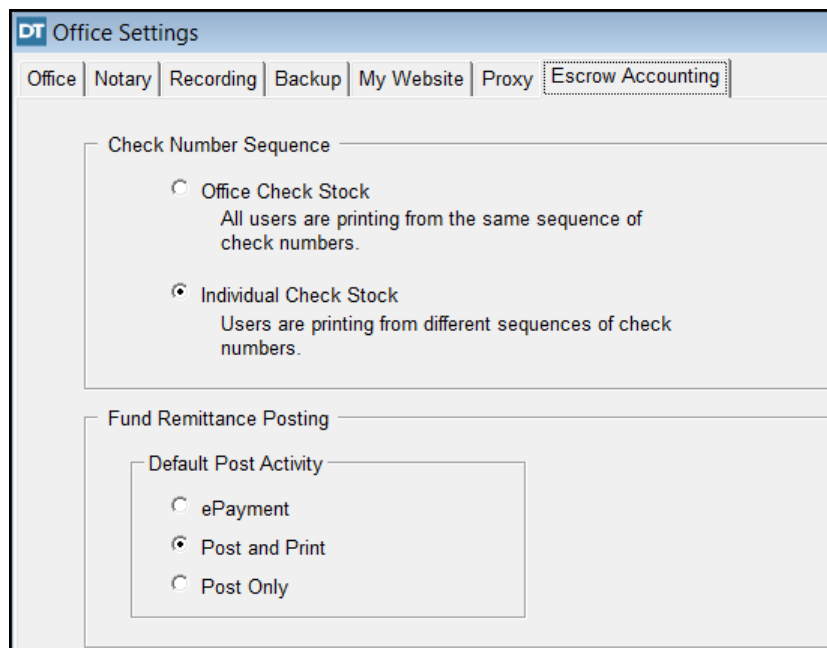
8. Select the appropriate option in the **Check Number Sequence** area.

If all users are printing from the same sequence of check numbers, select **Office Check Stock**.

If each user has their own starting sequence number for checks, select **Individual Check Stock**.

What You Do	Comments
9. Select the appropriate option for **Default Post Activity** in the **Fund Remittance Posting** area.	To select your **Default Post Activity** for the Fund Remittance, select **ePayment, Post and Print**, or **Post Only**.
10. [icon] On the secondary toolbar, click the **Close** button.	The **Office Settings** within **Preferences** is closed.
11. Click **Yes**.	The changes are saved and the Office Settings window is closed.

Account Maintenance

What You Do	Comments
1. Select **Preferences > Account Maintenance** from the main toolbar.	The **Account Maintenance** window is displayed with the previously entered escrow and trust accounts used by Richard P. Bruce, Esq. Outgoing funds and incoming deposits will be placed in these accounts when exporting to DoubleTime's **Escrow Accounting** module, or other accounting software.
2. [icon] On the secondary toolbar, click the **Insert** button.	A blank line is inserted, allowing you to add another account. The cursor is active in the **Account No.** box.

What You Do	**Comments**
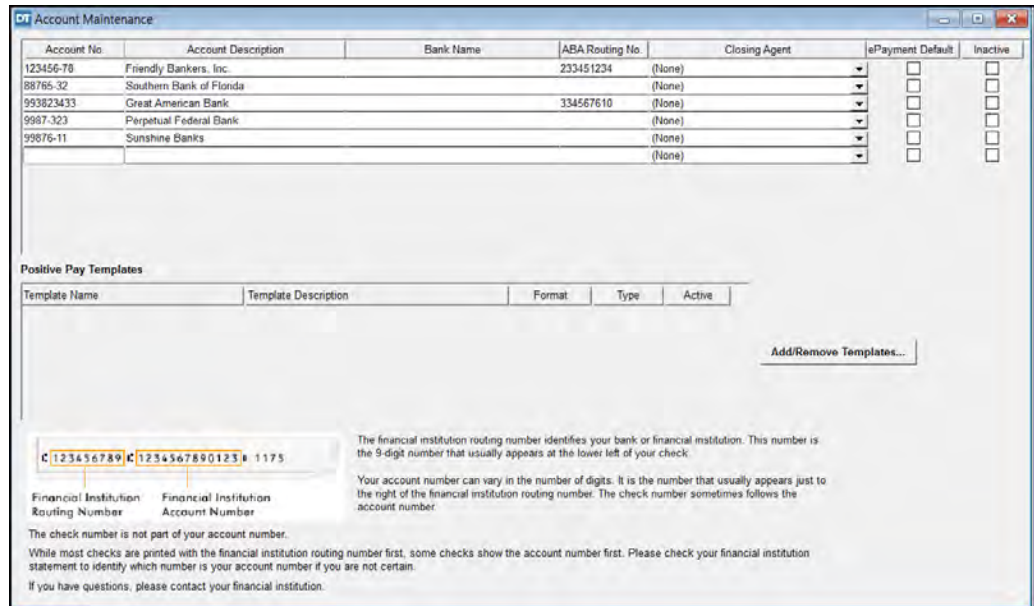
3. In the **Account No.** box, type **54321**.

   This is the new trust/escrow bank account number.

4. TAB to the **Account Description** box and type **Prestige Bank**.

   This is the name that will display when this account is selected for a transaction.

5. TAB to the **Bank Name** box and type **Prestige Bank**.

   This field must be completed to use the **Positive Pay** feature.

6. TAB to the **ABA Routing No.** box and type **123456789**.

   The routing number identifies your bank or financial institution. It is a nine-digit number that appears at the lower left area of your check.

What You Do	Comments
7. Select the company name for your **Closing Agent**.	The **Closing Agent** field is required if using the Escrow Accounting feature in DoubleTime. ***NOTE:*** It is recommended that you only have one occurrence of the Closing Agent in the **Contacts** module before selecting it from the drop down list. Duplicate listings for a contact may each have slightly different information. To insure consistency, once a contact is entered, only *edit* the existing contact, do not add a *new* contact with different information (i.e. spelling).
8. Click the check box for **ePayment Default**.	When you select this check box DoubleTime will use this account to automatically fill in the required information for ACH payments every time you make an electronic payment to The Fund for title insurance remittance.
9. Click the **Inactive** check box for account **88765-32**, **Southern Bank of Florida**.	This indicates that Southern Bank of Florida is no longer an active bank for your company. The bank name will display in *Italics* from the drop down lists, where applicable.

What You Do	Comments
10. ⬜ On the secondary toolbar, click the **Close** button.	The **Save** window opens.
11. Click **Yes**.	The changes are saved and the **Account Maintenance** window is closed.

Customizing An Existing Master Document

What You Do	Comments
1. Select **Preferences > Document Customization** from the main toolbar.	The **Master Document Selection** window is displayed.

What You Do	Comments
2. In the **Master Document Selection** window, select **FL Warranty Deed (Statutory Form)**, and click **OK.**	The **Save As New Master** window is displayed. This document will be used as the base template for the custom document you want to create. ***NOTE:*** The base template document you choose in DoubleTime must be similar to the type of document being copied, such as, if an affidavit is created, use an existing affidavit as your base template. The variable fields will be placed on the resulting master document and will be saved as a custom document.

What You Do	Comments

3. In the **Custom Document Name** box, type **Custom Deed**.

This is the name of the custom document you will be creating.

(1) Clauses will be added to the stock Warranty Deed and saved to create our customized Warranty Deed for use in similar future transactions. (2) To change the paper size from **Letter** to **Legal** click the **Paper Size** box.

4. Click **OK**.

The **Customize- Custom Deed** window is displayed.
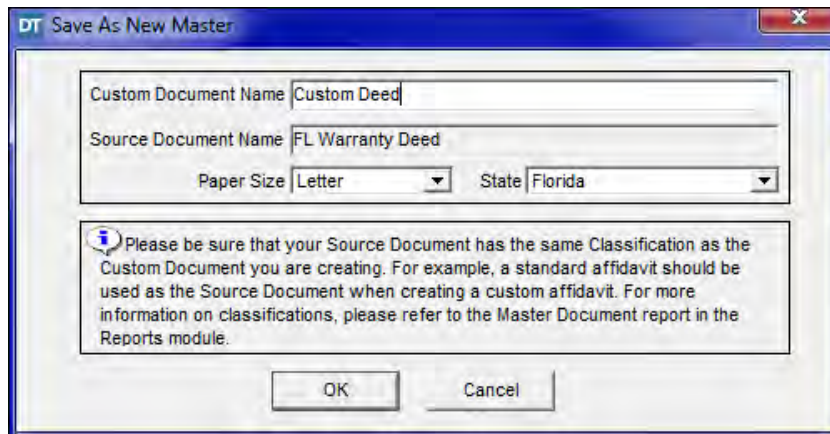
5. Highlight **Will Call No.: {Will Call Number}** and press the **Delete** key.

The text is deleted.

What You Do	Comments

6. Scroll down to **{Deed Clause}**, and place the cursor beneath it.

7. Press the **Enter** key.   The cursor is aligned with the left margin.
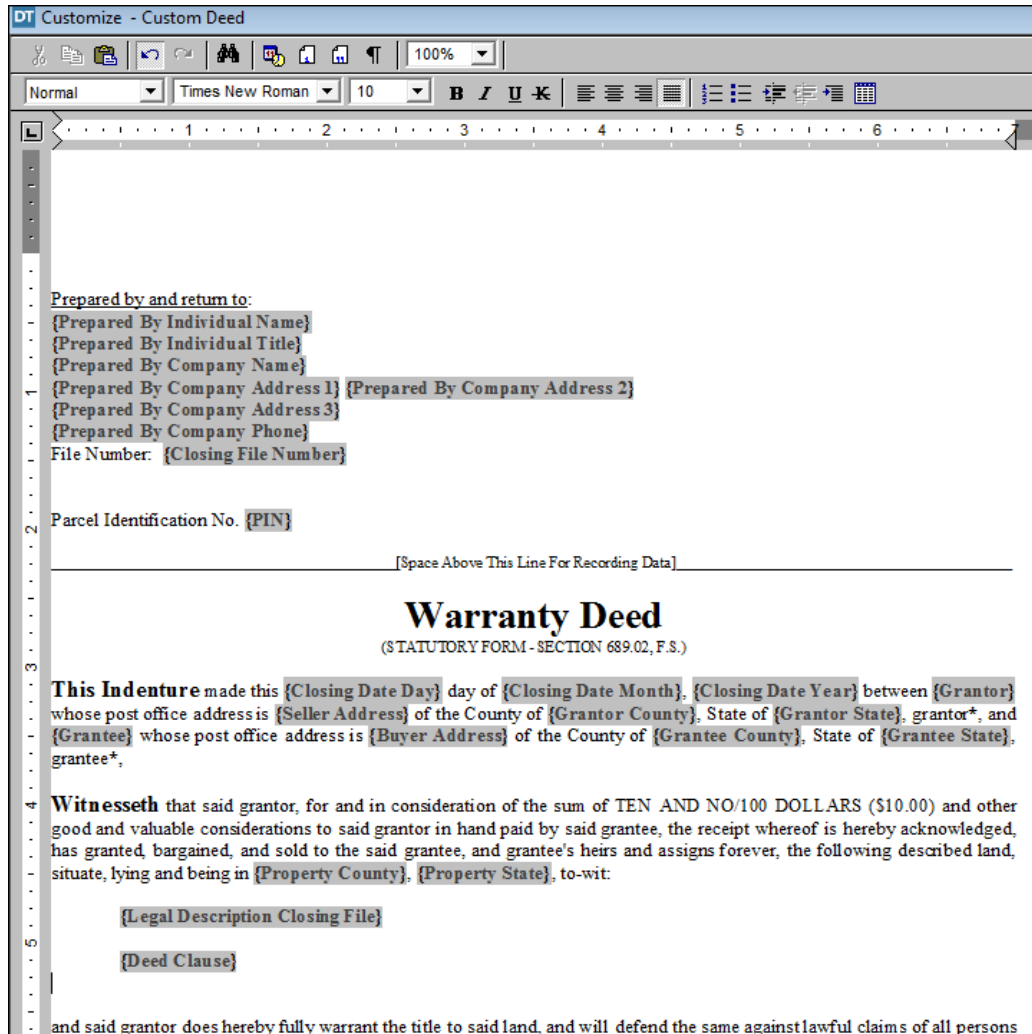
What You Do	**Comments**

8. 🔲 On the secondary toolbar, click the **Clause Library** button. | The **Clause Library** window is displayed. **All** is the **Clause Type** and **All Clauses** is selected.
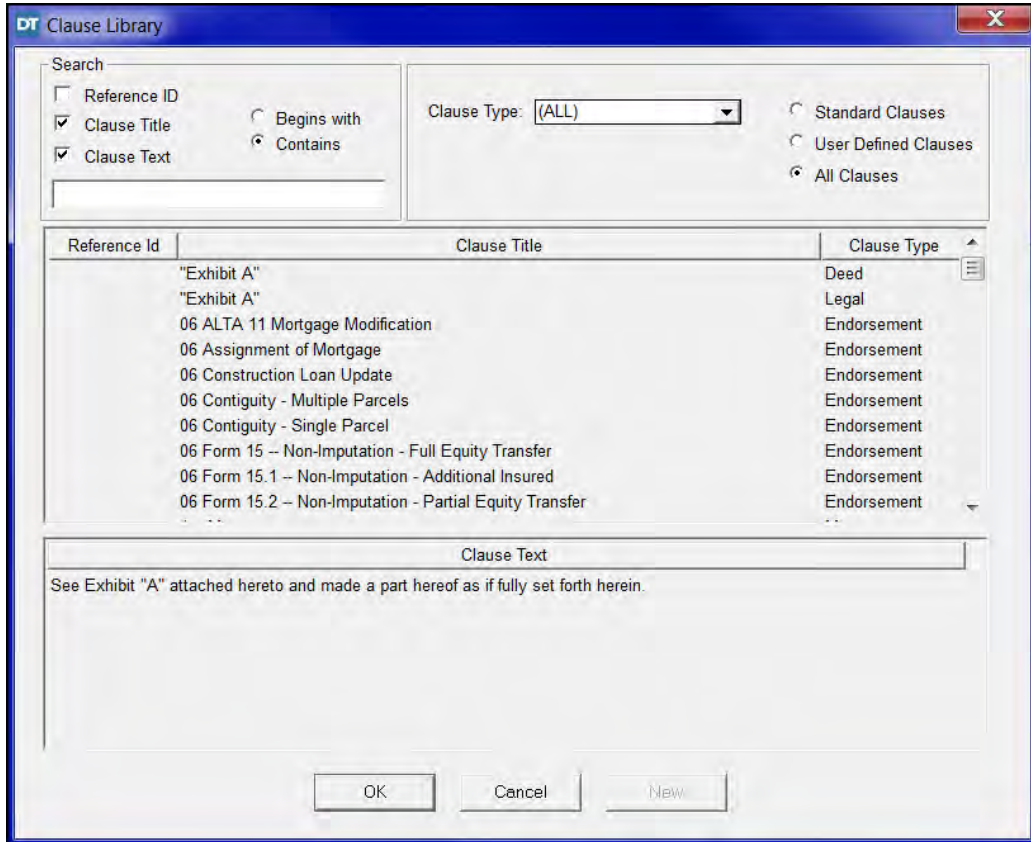
9. Click the **Clause Type** box and select **Deed**. | The display is limited to deed-related clauses.

10. In the blank field at the top left window, type **Taxes**. | The **Clause Text** is displayed in the bottom half of the **Clause Library** window.

11. Click on the Clause Title **Subject To: Taxes**.

What You Do	Comments
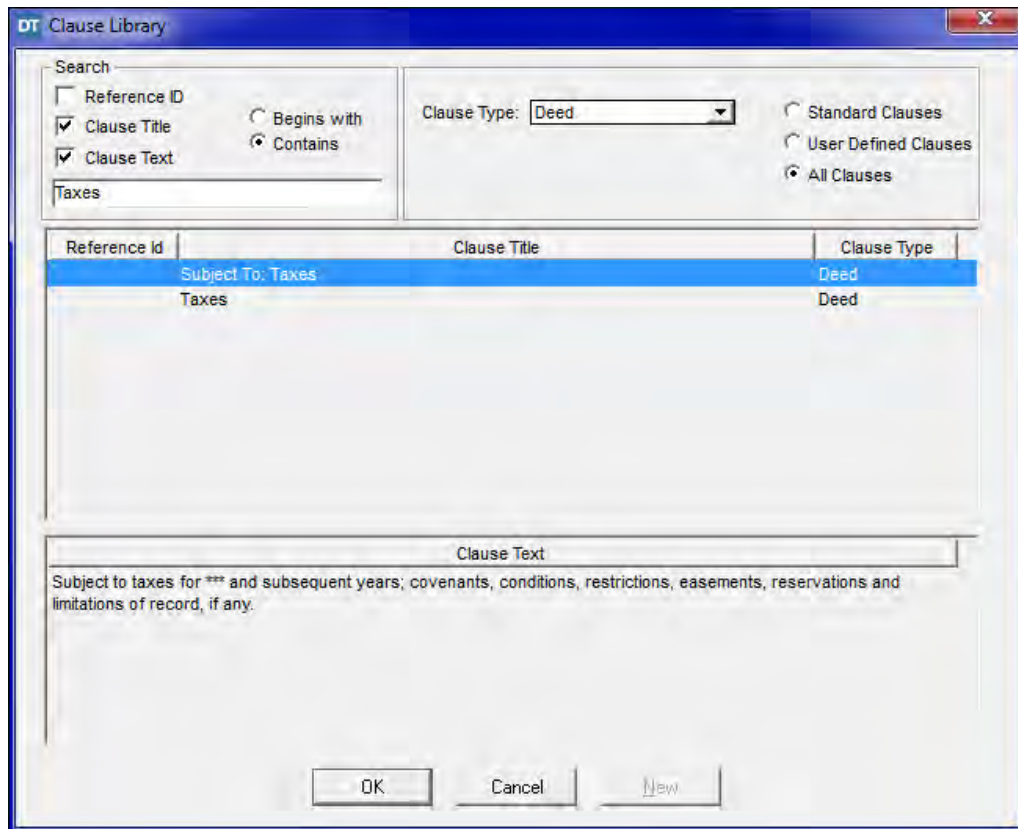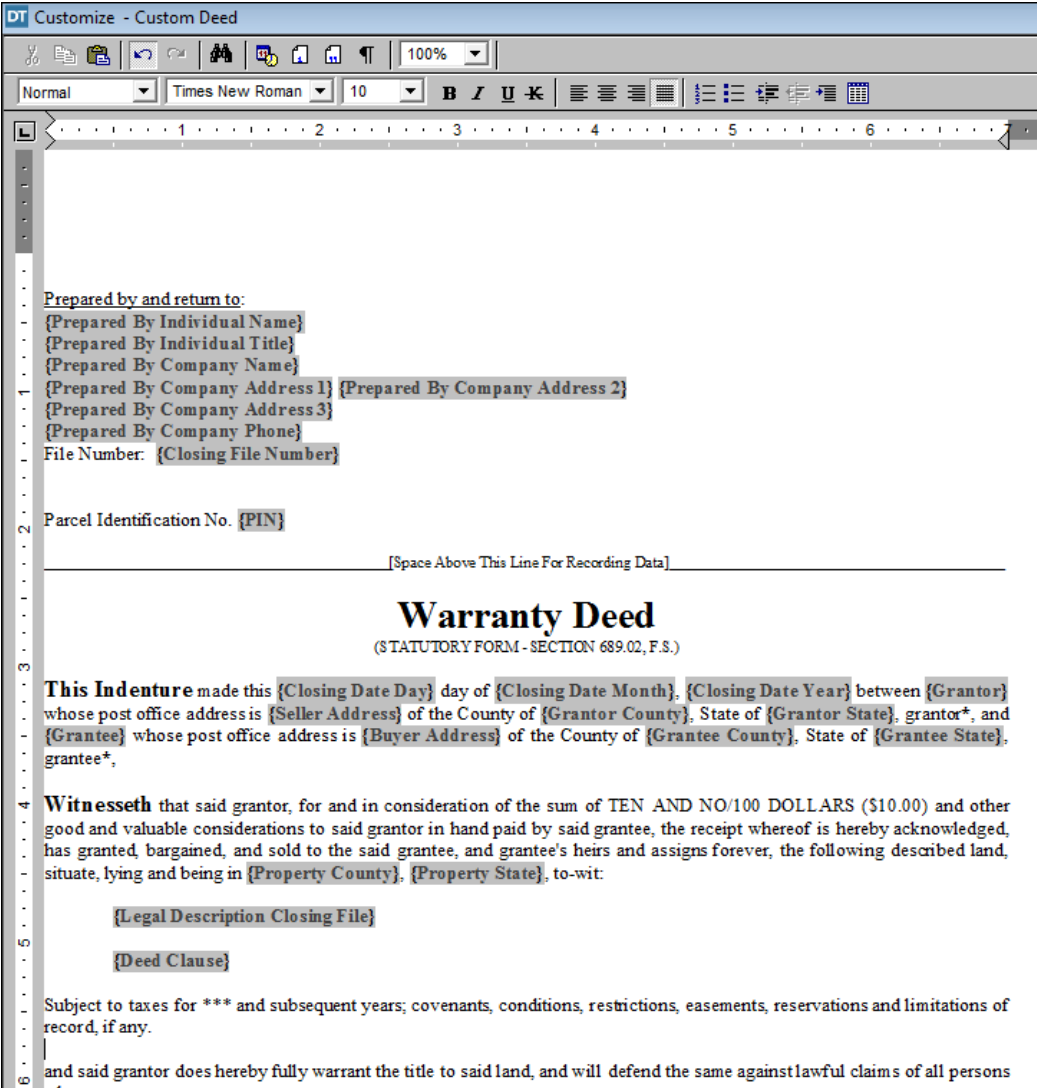
12. Click **OK**.

The **Clause Library** window is closed and the Documents window is redisplayed with the clause added to the document.

13. Place the cursor at the end of the inserted clause and press ENTER.

What You Do	Comments

```
DT Customize - Custom Deed
```

(Toolbar: Normal | Times New Roman | 10 | B I U | alignment and list buttons | 100%)

Prepared by and return to:
{Prepared By Individual Name}
{Prepared By Individual Title}
{Prepared By Company Name}
{Prepared By Company Address 1} {Prepared By Company Address 2}
{Prepared By Company Address 3}
{Prepared By Company Phone}
File Number: {Closing File Number}

Parcel Identification No. {PIN}

_____ [Space Above This Line For Recording Data] _____

Warranty Deed
(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture made this {Closing Date Day} day of {Closing Date Month}, {Closing Date Year} between {Grantor} whose post office address is {Seller Address} of the County of {Grantor County}, State of {Grantor State}, grantor*, and {Grantee} whose post office address is {Buyer Address} of the County of {Grantee County}, State of {Grantee State}, grantee*,

Witnesseth that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in {Property County}, {Property State}, to-wit:

{Legal Description Closing File}

{Deed Clause}

Subject to taxes for *** and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

and said grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons

14. 🖫 On the secondary toolbar, click the **Open** button.

The **Customize - Custom Deed** save dialog box is displayed.

15. Click **Yes**.

The custom document **Custom Deed** is saved and is available for selection from the document list. The **Document Customization** window is opened.

Creating A New Custom Master Document

What You Do	Comments
1. In the **Master Document Selection** window, select **Contract Addendum**.	This document will be used as the source template for the custom document you want to create.
2. Click **OK.**	The **Save As New Master** window is displayed.
3. In the **Custom Document Name** box, type **Welcome Letter Buyer.**	This is the name of the custom document you will be creating.
4. Click **OK.**	The **Customize - Welcome letter buyer** window is displayed.
5. On the menu bar select **Edit**, and choose **Select All.**	The entire document is highlighted.
6. Press the **Delete** key on the keyboard.	The document content has been removed, however field variables are still available for placement as you create a new document.

Copying A Word Processing Document Into A Master Document

What You Do	Comments
1. Minimize **DoubleTime**.	
2. On your desktop, double click on the **Microsoft Word®** document named **Welcome Letter Buyer.**	The **Welcome Letter Buyer** document is displayed. *NOTE:* Any Windows based word processor can be used to copy documents and paste them within DoubleTime.
3. Hold down the **Ctrl** button on the keyboard and then click on the letter **A**.	The entire document is selected.

What You Do	Comments
4. Using your mouse, right click on the document and select **Copy.**	All of the document content is copied to the clipboard.
5. On the **Microsoft Word®** menu bar, click **File** and select **Exit.**	The **Microsoft Word®** program closes and the desktop is displayed. *NOTE:* Some formatting issues may occur when copying from **Microsoft Word®** and pasting into DoubleTime. Pasting the file into **Microsoft WordPad®** first will resolve any formatting issues.

What You Do	Comments
6. Maximize **DoubleTime**.	The **Customize - Welcome Letter Buyer** window is re-displayed.
7. ⧉ On the **Double Time®** secondary toolbar, click the **Paste** button.	The copied **Welcome Letter Buyer** is displayed.

Adding Variable Fields To A Custom Master Document

What You Do	Comments
1. Scroll up and highlight **(Date)**.	

What You Do	Comments
2. Press the **Delete** key.	This removed the text. A variable field will now be inserted.

What You Do	Comments

3.   [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.

The **Insert Field** window is displayed You have access to an alphabetized list of hundreds of fields for document customization.
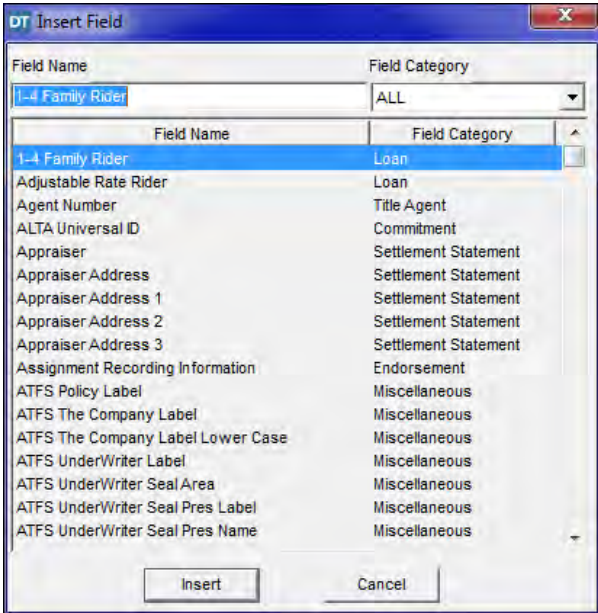
4. In the **Field Name** box, type **system**.

The **System Date** field is selected. This is the current date on your computer.

5. Click **Insert**.

The **System Date** field is displayed.
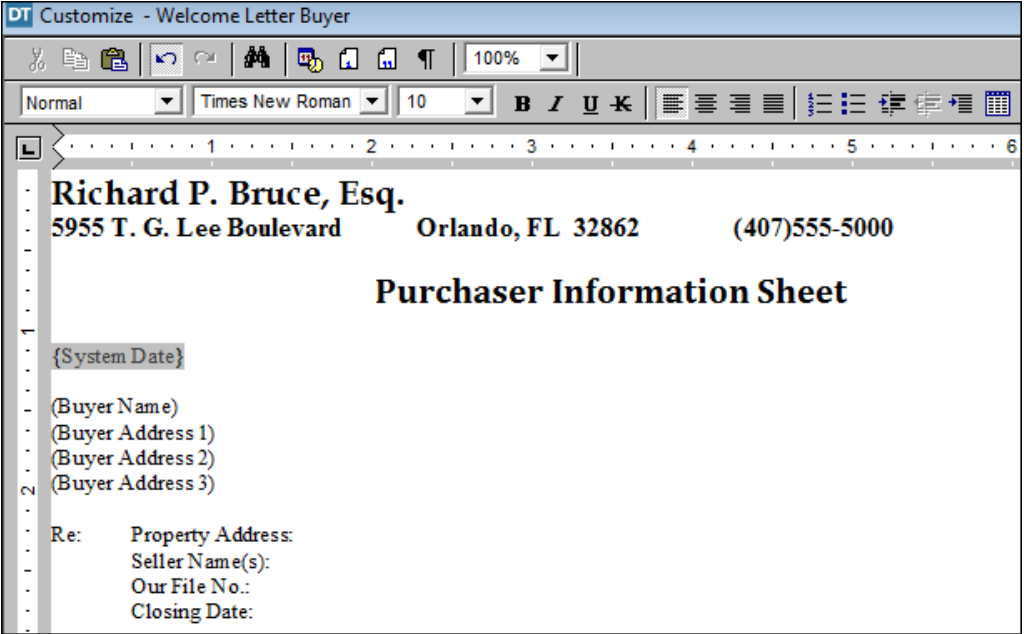
What You Do	**Comments**
6. Highlight (**Buyer Name**) and press the **Delete** key.	
7. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
8. In the **Field Name** box, type **buyer name**.	
9. Select **Buyer Name (s) w/o Status**.	This will insert a field that will populate all of the Buyers names that are associated with the file.
10. Click **Insert.**	The **Buyer Name (s) w/o Status** field is displayed.
11. Highlight (**Buyer Address 1**) and press the **Delete** key.	
12. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
13. In the **Field Name** box, type **Buyer Address 1.**	The **Buyer Address 1** field is selected.
14. Click **Insert.**	The **Buyer Address 1** field is displayed. This will insert a field that will populate the buyers street address that is associated with the file.
15. Highlight (**Buyer Address 2**) and press the **Delete** key.	
16. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
17. In the **Field Name** box, type **Buyer Address 2.**	The **Buyer Address 2** field is selected.

What You Do	Comments
18. Click **Insert.**	The **Buyer Address 2** field is displayed. This will insert a field that will populate the buyers apartment or suite address that is associated with the file.
19. Highlight (**Buyer Address 3**) and press the **Delete** key.	
20. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
21. In the **Field Name** box, type **Buyer Address 3.**	The **Buyer Address 3** field is selected.
22. Click **Insert.**	The **Buyer Address 3** field is displayed. This will insert a field that will populate the buyers city, state and postal code that is associated with the file.
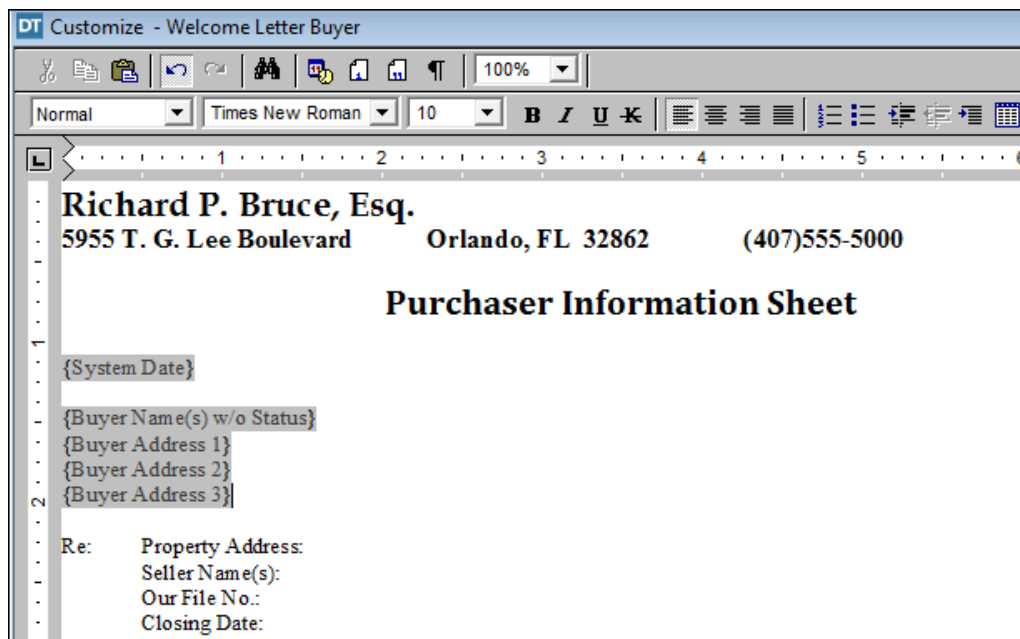
23. Click after **Property Address:** and press TAB.	

What You Do	**Comments**
24. 🔲On the secondary toolbar, click the **Insert Field** button.	
25. In the **Field Name** box, type **property address.**	The **Property Address** field is selected.
26. Click **Insert**.	The **Property Address** field is displayed. This will insert a field that will populate the entire property address that is associated with the file. The address will appear on 1 line.
27. Press the DOWN ARROW key on the keyboard and press the TAB key.	This places the cursor in the correct section where the next align field will be inserted.
28. 🔲On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
29. In the **Field Name** box, type **seller name**.	
30. Select **Seller Name (s) w/o Status**.	This will insert a field that will populate all of the sellers names that are associated with the file.
31. Click **Insert.**	The **Seller Name (s) w/o Status** field is displayed.
32. Press the DOWN ARROW key on the keyboard. Ensure the cursor is lined up correctly on the next row.	This places the cursor in the correct section where the next align field will be inserted.
33. 🔲On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
34. In the **Field Name** box, type **closing file.**	The **Closing File Number** field is selected.
35. Click **Insert.**	The **Closing File Number** field is displayed.

What You Do	**Comments**
36. Press the DOWN ARROW key on the keyboard and press the TAB key.	This places the cursor in the correct section where the next align field will be inserted.
37. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
38. In the **Field Name** box, type **closing date**.	The **Closing Date** field is selected.
39. Click **Insert**.	The **Closing Date** field is displayed.
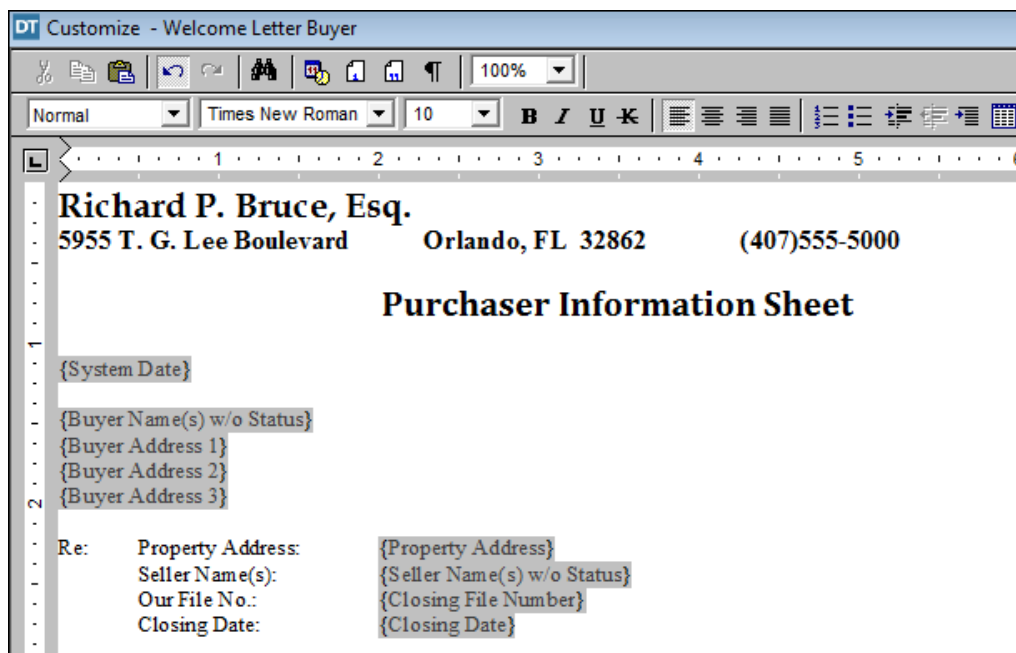
40. Place the cursor after Richard P. Bruce, Esq. in the signature line.	
41. On the menu bar, click **Insert** and select **Break > Page**.	This will automatically add a page break when the document is created.
42. [Close icon] On the secondary toolbar, click the **Close** button.	The **Save** window displays.

What You Do	Comments
43. Click **Yes**.	The **Welcome Letter Buyer** custom document is saved for future use and the **Master Document Selection** window is closed.

Try This

What You Do	Comments
1. In the **Master Document Selection** window, select **Agency Selection Form (aka Anti-Coercion Form)**.	This document will be used as the source template for the custom document you want to create.
2. Click **OK.**	The **Save As New Master** window is displayed.
3. In the **Custom Document Name** box, type **Assumption Request**.	This is the name of the custom document you will be creating.
4. Click **OK.**	The **Customize - Assumption Request** window is displayed.
5. On the menu bar select **Edit**, and choose **Select All.**	The entire document is highlighted.
6. Press the **Delete** key on the keyboard.	The document content has been removed, however field variables are still available for placement as you create a new document.

What You Do	Comments

7. Minimize **DoubleTime**.

8. On your desktop, double click on the **Microsoft Word®** document named **Assumption Request.**

    The **Assumption Request** document is displayed. *NOTE:* Any Windows based word processor can be used to copy documents and place them within DoubleTime.

9. Hold down the **Ctrl** button on the keyboard and then click on the letter **A**.

    The entire document is selected.

What You Do	Comments

10. Using your mouse, right click on the document and select **Copy.**

All of the document content is copied to the clipboard.

11. On the **Microsoft Word®** menu bar, click **File** and select **Exit.**

The **Microsoft Word®** program closes and the desktop is displayed. *NOTE:* Some formatting issues may occur when copying from **Microsoft Word®** to other word processor programs. Copying the file into **Microsoft WordPad®** first will resolve any formatting issues.

12. Maximize **DoubleTime**.

The **Customize - Assumption Request** window is re-displayed.

13. On the **Double Time®** secondary toolbar, click the **Paste** button.

The copied **Assumption Request** is displayed.

14. Scroll up and highlight **(Date)**.

What You Do	Comments
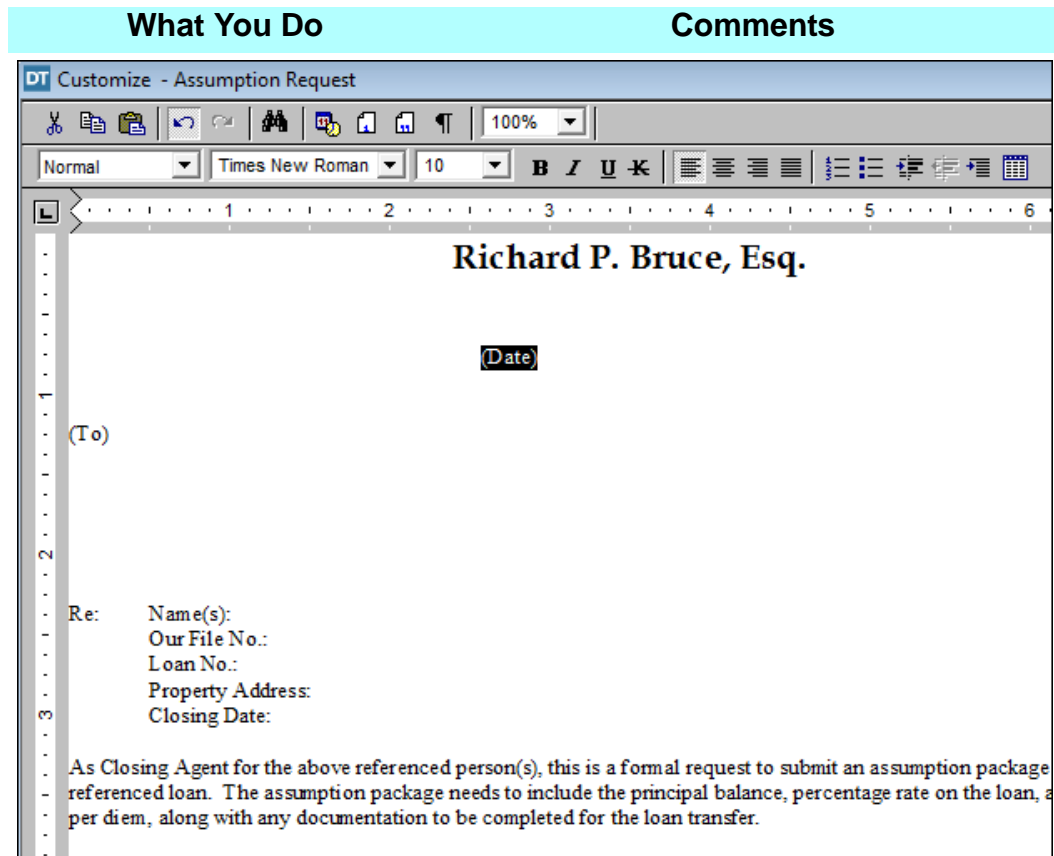
15. Press the **Delete** key.

This removed the text. A variable field will now be inserted.

16. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.

The **Insert Field** window is displayed You have access to approximately 460 fields for any document you customize.
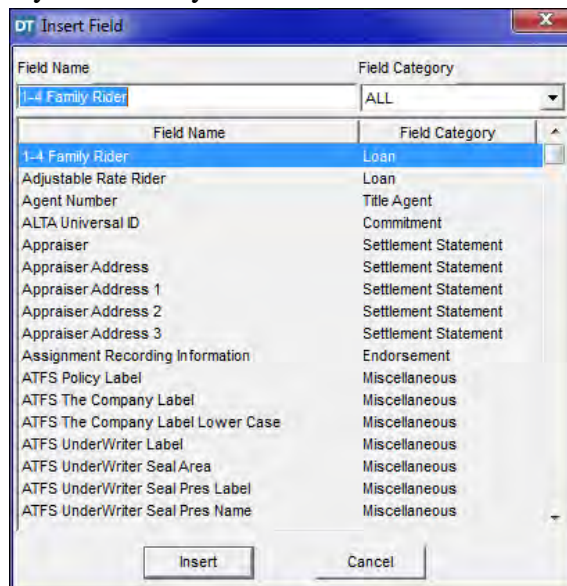
What You Do	**Comments**
17. In the **Field Name** box, type **system**.	The **System Date** field is selected. This is the current date on your computer.
18. Click **Insert**.	The **System Date** field is displayed.
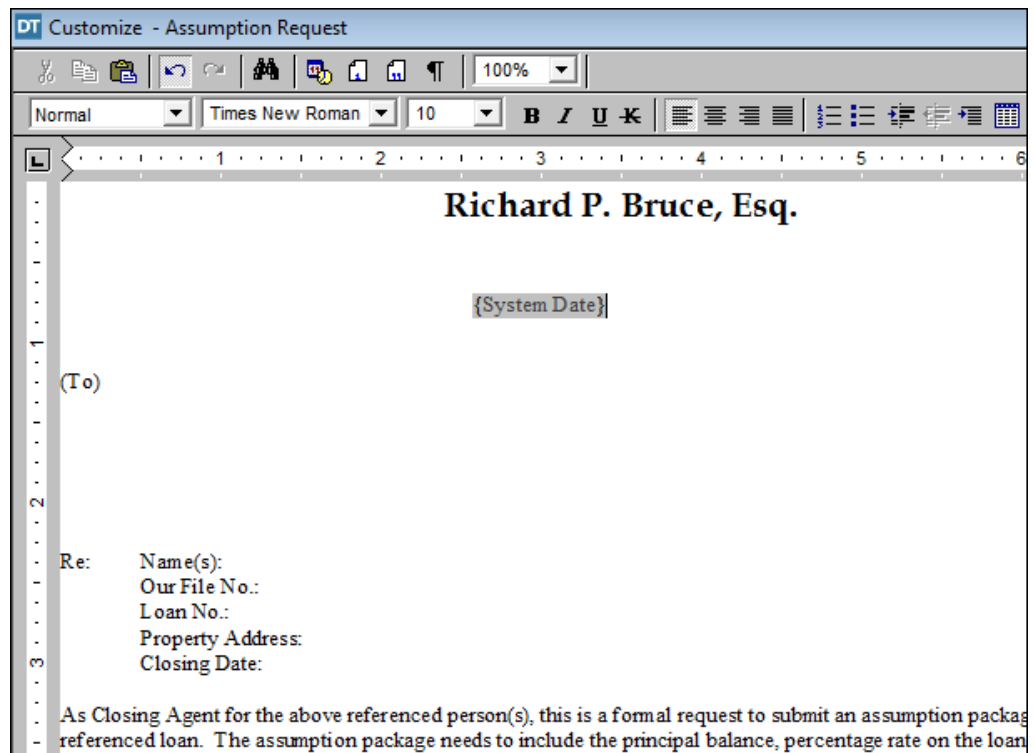
19. Highlight (**To**) and press the **Delete** key.

20. ![FIELD LIST] On the secondary toolbar, click the **Insert Field** button. The **Insert Field** window is displayed.

21. In the **Field Name** box, type **lender name**. The **Lender Name** field is selected.

22. Click **Insert.** The **Lender Name** field is displayed.

23. Press **Enter.** This will position the cursor on the line beneath the **Lender Name.**

24. ![FIELD LIST] On the secondary toolbar, click the **Insert Field** button. The **Insert Field** window is displayed.

What You Do	Comments
25. In the **Field Name** box, type **lender.**	The **Lender Address** field is selected.
26. Click **Insert.**	The **Lender Address** field is displayed.
27. Point to **Lender Address** field and click the right mouse button.	
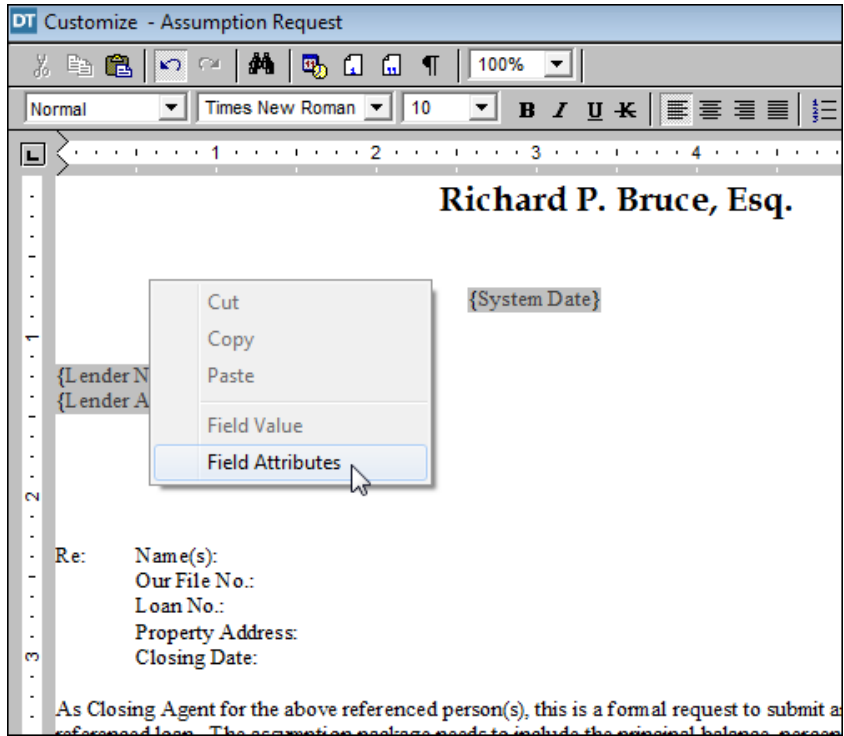
What You Do	Comments
28. Click **Field Attributes.**	The **Attributes** window is displayed.
29. In the **Name** box, select **Assumption First** from the down arrow and press the **Tab** key.	This will designate which lender information to display in the **Lender Address** field.
30. In the **Format box**, select **Multi Line Address Sep. by AND, w/New Line.**	This allows the **Lender Address** to appear in proper correspondence format.
31. Click **OK.**	The **Lender Address** field is displayed with the appropriate lender address designation.

What You Do	**Comments**

32. Click after **Name(s):** and press TAB twice.

¶ Click the **Show/Hide** button on the formatting toolbar to display non-printing characters such as spaces, tabs, and returns. This will help when positioning variable fields in your custom document.

33. 🔲 On the secondary toolbar, click the **Insert Field** button.

34. In the **Field Name** box, type **seller name.**

The **Seller Name** field is selected.

35. Click on **Seller Name(s) w/o Status.**

The **Seller Name(s) w/o Status** field is displayed.

36. Click **Insert**.

The **Seller Name** field is displayed.

37. Press the DOWN ARROW key on the keyboard.

This places the cursor in the correct section where the next align field will be inserted.

What You Do	Comments
38. **FIELD LIST** On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
39. In the **Field Name** box, type **closing file.**	The **Closing File Number** field is selected.
40. Click **Insert**.	The **Closing File Number** field is displayed.
41. Press the DOWN ARROW key on the keyboard.	This places the cursor in the correct section where the next align field will be inserted.
42. **FIELD LIST** On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
43. In the **Field Name** box, type **loan number.**	
44. Click **Insert.**	The **Loan Number** field is displayed.

45. Press the DOWN ARROW key on the keyboard.	This places the cursor in the correct section where the next align field will be inserted.

What You Do	Comments
46. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
47. In the **Field Name** box, type **property**.	The **Property Address** field is selected.
48. Click **Insert.**	The **Property Address** field is displayed.
49. Press the DOWN ARROW key on the keyboard.	This places the cursor in the correct section where the next align field will be inserted.
50. Click after **Closing Date:** and press TAB twice.	
51. [FIELD LIST] On the secondary toolbar, click the **Insert Field** button.	The **Insert Field** window is displayed.
52. In the **Field Name** box, type **closing date**.	The **Closing Date** field is selected.
53. Click **Insert**.	The **Closing Date** field is displayed.

DT Customize - Assumption Request

Normal   Times New Roman   10   **B** *I* U K

1 . . . . 2 . . . . 3 . . . . 4 . . . .

Richard P. Bruce, Esq.

{System Date}

{Lender Name}
{Lender Address @Assumption First}

Re: Name(s):   {Seller Name(s) w/o Status}
         Our File No.:   {Closing File Number}
         Loan No.:   {Loan Number}
         Property Address: {Property Address}
         Closing Date: {Closing Date}

As Closing Agent for the above referenced person(s), this is a formal request to submit a referenced loan. The assumption package needs to include the principal balance, percen

What You Do	Comments
54. [icon] On the secondary toolbar, click the **Close** button.	The **Save** window displays.
55. Click **Yes**.	The **Assumption Request** custom document is saved for future use and the **Master Document Selection** window is closed.

Notary Customization

What You Do	Comments
1. Select **Preferences > Notary Customization** from the main toolbar.	The **Master Document Selection** window is displayed and the **Classification** defaults to **Notary.**
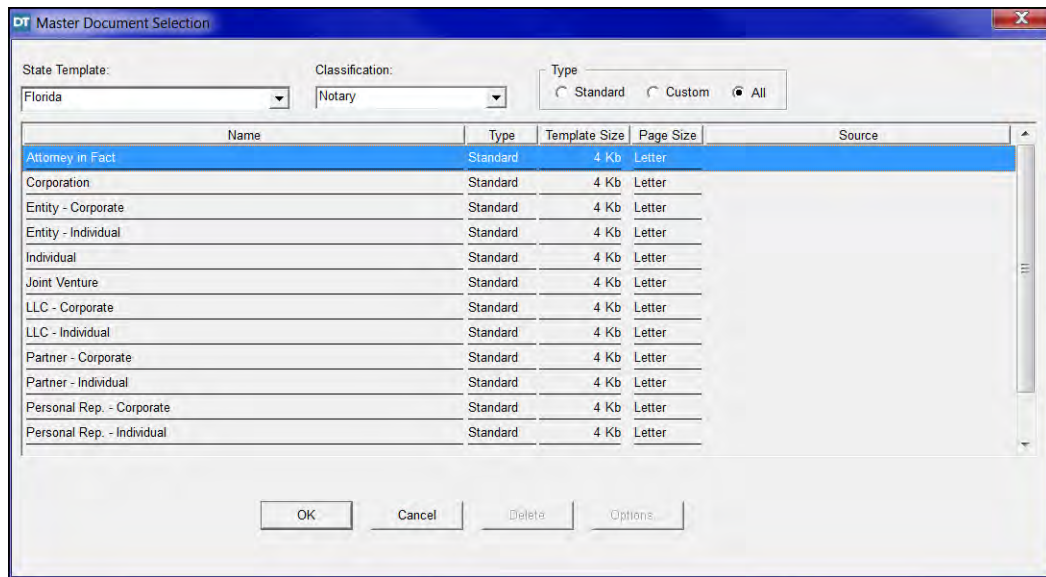
What You Do	Comments
2. Select **Partner-Corporate** and click **OK.**	The **Save As New Master** is displayed.

What You Do	Comments
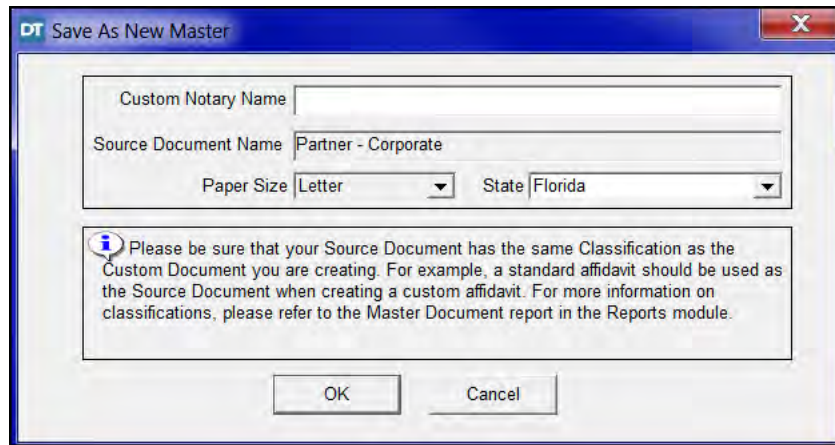
3. In the **Custom Notary Name,** type **BCullum Partner-Corporate.**

A **Custom Notary** will be created for **Beth Cullum.**

4. Click **OK.**

The **Customize** window is displayed.
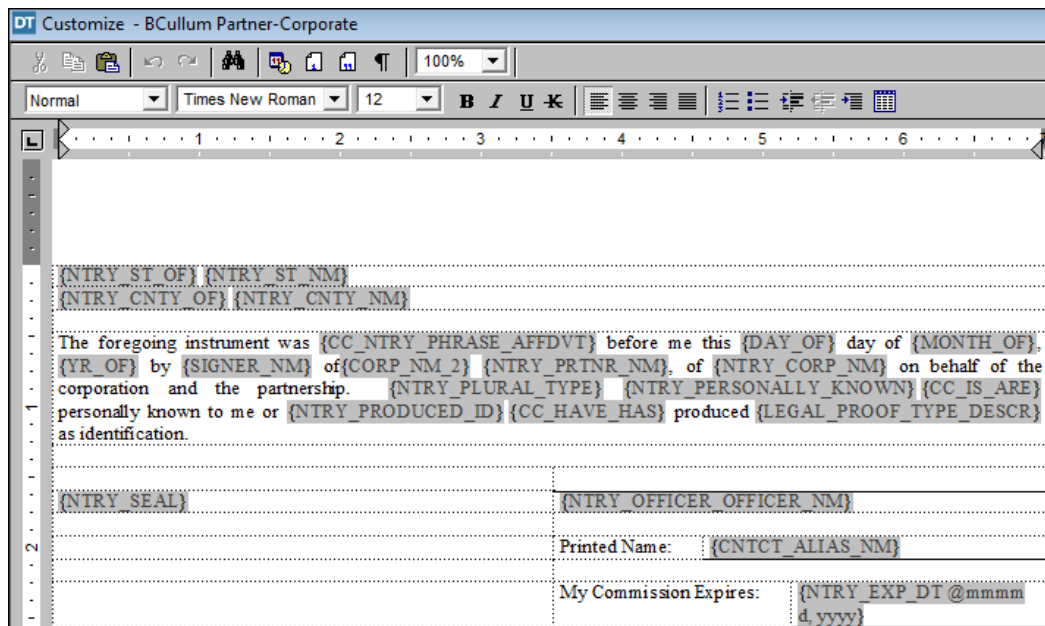
5. Highlight **{NTRY_ST_NM}** field and press the **Delete** key.

6. After **{NTRY_ST_OF}** type **Florida.**

This will be the permanent state.

What You Do	Comments
7. Highlight **{NTRY_CNTY_NM} f**ield and press the **Delete** key.	
8. After **{NTRY_CNTY_OF}** type **Orange**.	This will be the permanent county.
9. Highlight {**NTRY_OFFICER_OFFICER_NM**} and press the **Delete** key.	
10. Type **Notary Public, State of Florida**.	This will be the permanent notary officer.
11. Highlight **{CNTCT_ALIAS_NM}** and press the **Delete** key.	
12. Type **Beth Cullum**.	This will be the permanent notary name.
13. Highlight **{NTRY_EXP_DT@mmmdyyyy}** and press the **Delete** key.	
14. Type **March 27, 2021**.	This is Beth Cullum's current commission expiration date until it renews in 2021.
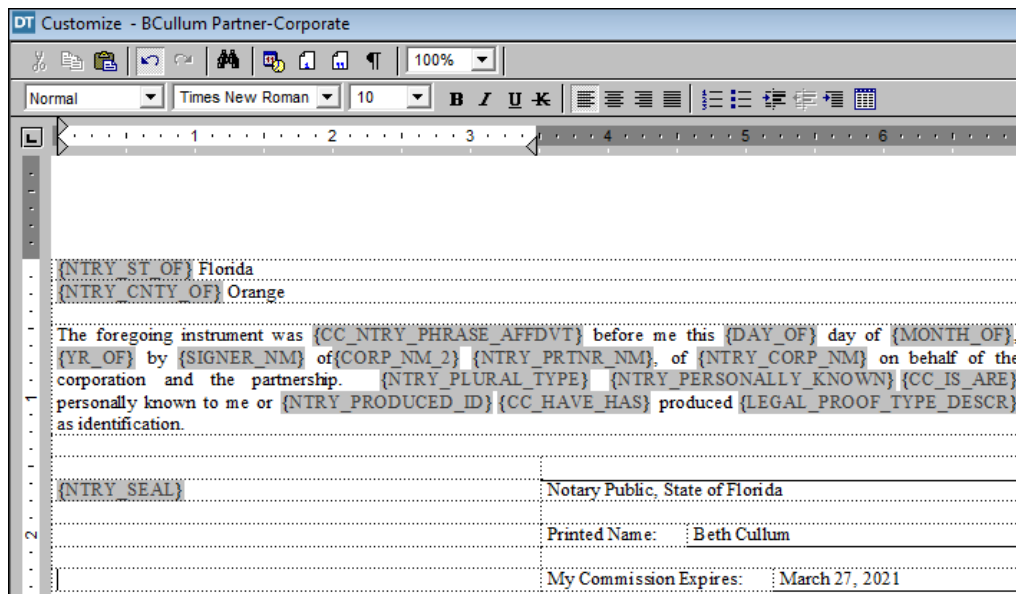
What You Do	Comments
15. On the secondary toolbar, click the **Close** button.	The **Customize-BCullum** save dialog box is displayed.
16. Click **Yes.**	The **Customize-BCullum** is saved and is available for selection from the **Notary Format** within the **Edit Notary** module.

Change User Name

What You Do	Comments
1. Select **Preferences > Change User Name** from the main toolbar.	The **Change User** window is displayed.
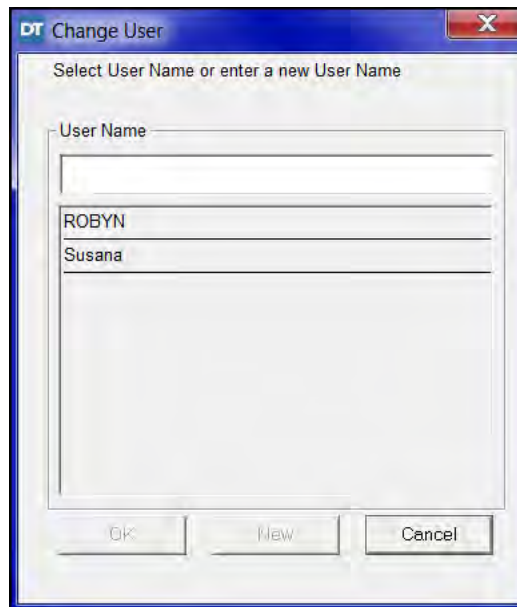
What You Do	Comments
2. Type **(your name)** in the **User Name** box.	This will establish you as the user on your PC. All settings placed within **User Settings** will default to your name when it is selected within **User Name.**

What You Do	Comments
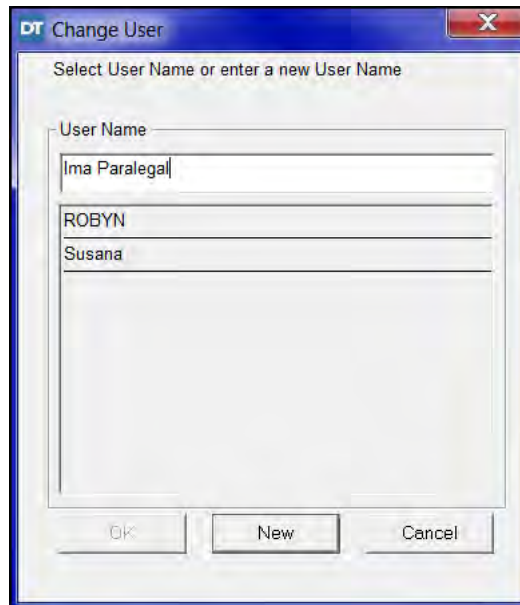
3. Click **New**.	The **Change User** window is closed.

Delete User Name

What You Do	Comments
1. Select **Preferences > Delete User Name** from the main toolbar.	The **Delete User** window is displayed.

What You Do	**Comments**
2. Select the name you wish to delete.	**NOTE:** The user name currently in use (yours!) cannot be deleted and is not shown as available for deletion.
3. Click **OK**.	A message is displayed, confirming that you want to delete the selected user.
4. Click **Yes**.	The user name is deleted and the **Delete User** window is closed.

Security Administration

What you Do	Comments
1. Select **Preferences > Security Administration** from the main toolbar.	The **Security Administration** window is displayed. *NOTE:* Before using **Security Administration**, set up your **Administrator** first, and then set up your **Users**.
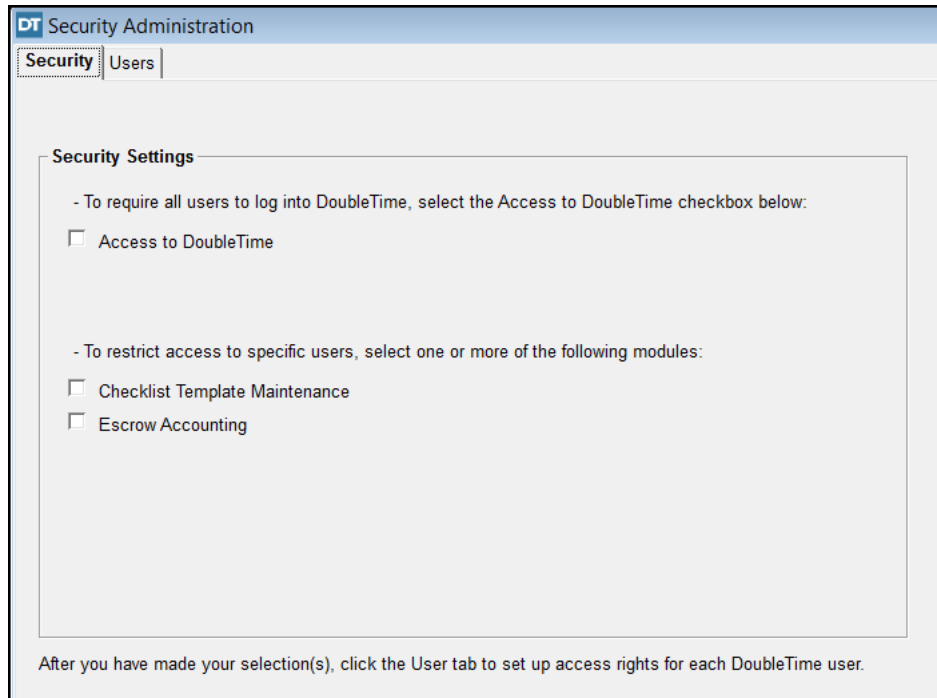
2. On the Security tab, click the **Access to DoubleTime** box if you want to require each user to log into DoubleTime.

3. To restrict access to specific users, select the modules they are permitted to access.

What you Do	**Comments**

4. Click the **Users** tab.

5. ⊕ Click Insert and select a user to modify access rights.

6. Click OK.

7. Select specific access rights for the user.

What you Do	Comments

8. Enter the User Information.   You will be asked to enter a Password for each User added. The User will be prompted to change the password upon first access.

9.   Click **Save** to keep the changes and select another user.

10.   Click **Close** to exit the module.   The **Security Administration** module is closed.

NOTE: Users may be prompted to log into DoubleTime or to access certain features. See your DoubleTime Security Administrator for more details.

User Settings

What you Do	Comments
1. Select **Preferences > User Settings** from the main toolbar.	The **General** tab of the **User Settings** window is displayed. You can select **State** and **County** defaults in the **Location** box, a **Recording Department Will Call Number,** and establish defaults for displaying **Marital Status** on Title Insurance Commitments and Policies. State and County defaults are used in **Master Property** and **Notary** defaults. The **Will Call Number** is displayed in the recording information section of documents that need to be recorded. This is an internal mail slot code assigned to your office from your local county recorder. The **Will Call Number** can also be added or changed in the **Closing File** module. The **Title Insurance Include Marital Status** check box is provided for the purpose of automatically including the marital status for the named insured buyer on the Commitment and Owner's Policy. DoubleTime **Broadcast Messages** may be turned on or off by selecting or deselecting the box for **Show Informational messages**.

Doubletime Save-As Directory is used to set a default location when saving documents in the **Documents** module. By default, this directory will be empty. To select a default location for your documents, click on the **Browse** button, choose your designated path, and then click **OK**.

What you Do	Comments
2. Click the **Closing File** tab.	The **Closing File** window is displayed. Defaults for **Closing Agent**, **Closer**, **Title Agent**, **Signatory, Underwriter, Prepared By Company** and **Prepared By Individual** are established in **Preferences > User Settings** and can be changed in the **Closing File** module.
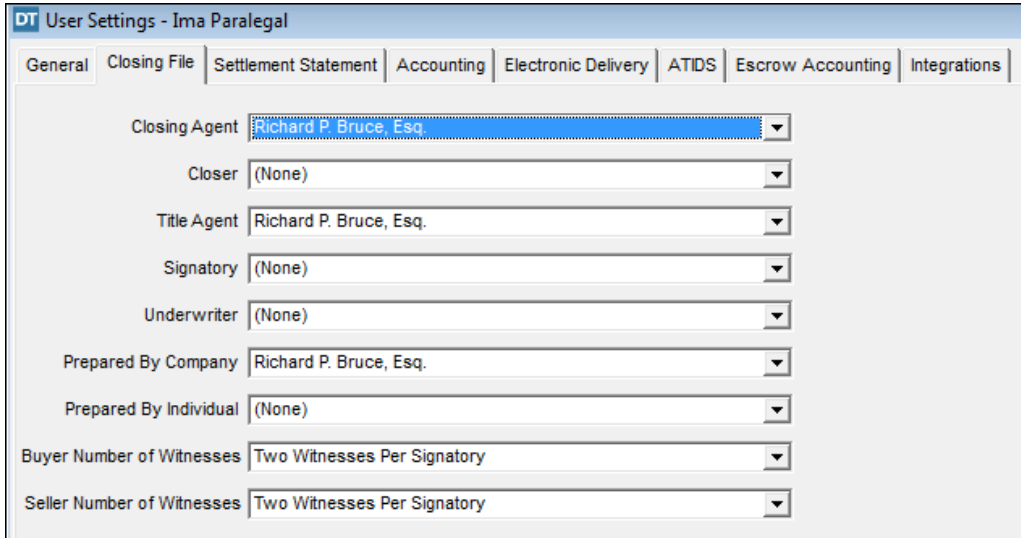
3. Click the **Closer** box and select **your name**.	**Your name** will be displayed as the default **Closer** on your Closing files.
4. Click the **Signatory** box and select **your name**.	**Your name** is displayed as the default **Signatory** on your Closing files.
5. Click the **Underwriter** box to select a default underwriter. Select **Old Republic National Title Insurance Company/ ATFS**.	Old Republic National Title Insurance Company/ATFS is displayed as the default **Underwriter** on your closing files.
6. Click the **Prepared By Individual** box and select **Richard P. Bruce.**	**Richard P. Bruce** will be displayed as the default on the **Prepared By and Return to** portion of recordable documents.

What you Do	Comments
	NOTE: You can select the number of witnesses for buyer and sellers to default **Per Signatory** or by **Signature Block** on your documents. If **One Witness Per Signatory** is selected, and your closing file has only one seller (or buyer), then you will be prompted to change your selection for that file so that there are two witnesses for the one signatory.
7. Click the **Settlement Statement** tab.	The **Settlement Statement** window is displayed with the defaults used in the **Settlement Statement** module.

NOTE: The Settlement Statement tab is divided into two sections. The top half is used to set default preferences for a **Closing Disclosure** and the bottom half is used to set preferences for a **HUD/ HUD GFE**.

What you Do	Comments
8. Click the **Accounting** tab.	The default information that displays was previously selected - and can be changed at any time - in **Preferences > User Settings**.
	Export Detail contains default selections for **Quicken®**. The **Use as Category** is **Closing File Number**, the **Use as Class** is **Closer**. These selections are displayed in the check stub section of either Quicken®, QuickBooks®, QuickBooks (Real Time)®, Dapix®, or Perfect Practice®, and are used for the Report sorting. You can change these defaults, but either **Use as Category** or **Use as Class** must be **Closing File Number**.
	Use as Export Date is **Today's Date** and can be changed.
	NOTE: When using **DoubleTime Escrow Accounting** module, it is not necessary to adjust any settings on this tab.

DT User Settings - Ima Paralegal

General | Closing File | Settlement Statement | Accounting | Electronic Delivery | ATIDS | Escrow Accounting | Integrations

Software
Accounting Software [Quicken ▼]   Year Format ⊙ YYYY ○ YY

Export Detail
Use as Category [Closing File Number ▼]   Class [Closer ▼]   Export Date [Today's Date ▼]

Warning
⚠ Beginning with Quicken 2005 for Windows, accounting import into Quicken (QIF Import) will no longer be available for checking accounts. Customers using Quicken 2004 for Windows and earlier versions will be able to continue to use QIF Import. For more information, visit Intuit's website at www.intuit.com.

Please Note: When using DoubleTime's Escrow Accounting module, it is not necessary to adjust any settings on this tab.

What you Do	Comments
9. Click the **Electronic Delivery** tab.	The **Electronic Delivery** tab is displayed. This is your first step towards delivering your Old Republic National Title Insurance Company/ATFS policies the electronic way, as well as enabling the ability to obtain policy serial numbers electronically and remitting premiums electronically.
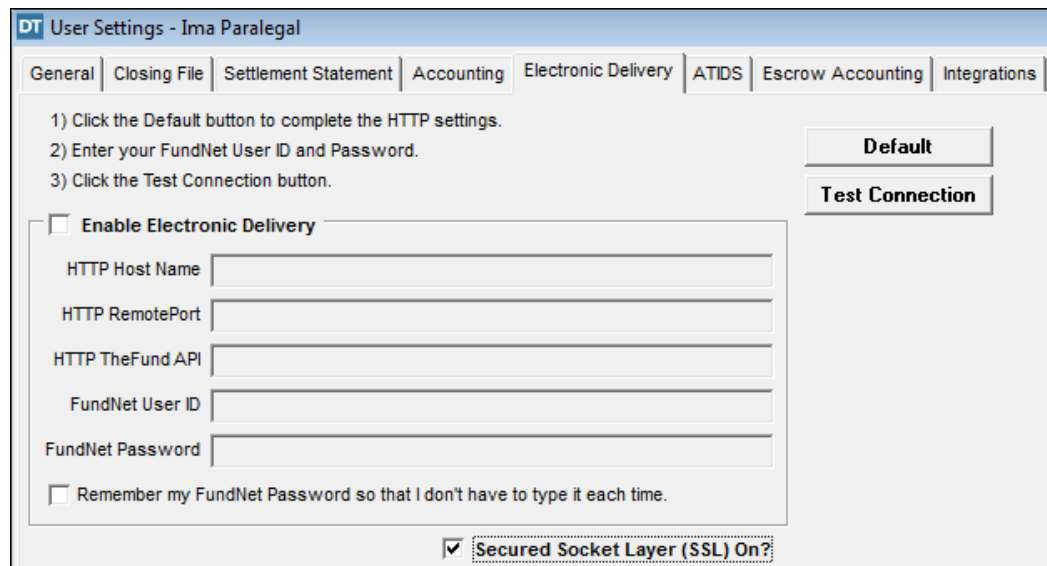
10. Click the **Enable Electronic Delivery** box.

11. Click the **Default** button to complete the HTTP settings, enter your FundNet User ID and Password as established by your FundNet Administrator.

Access rights for these electronic functions are established in FundNet at: https:// www.thefund.com

What you Do	Comments
12. Click the **Test Connection** button.	Once you connect to The Fund successfully, you can begin using the **Electronic Delivery** feature. *Electronic* will be the default selection for **Commitment** and **Policy** numbers, and you'll be ready to start delivering Forms electronically. ***NOTE:*** An Internet connection is necessary to connect to The Fund. To find out more, select **Help > Tutorials > DoubleTime** from the main toolbar.
13. Click the **ATIDS** tab.	The **ATIDS** (Automated Title Information Data System) tab is displayed. This tab sets up access to the **ATIDS Integration** feature, where property and name searches can be conducted.
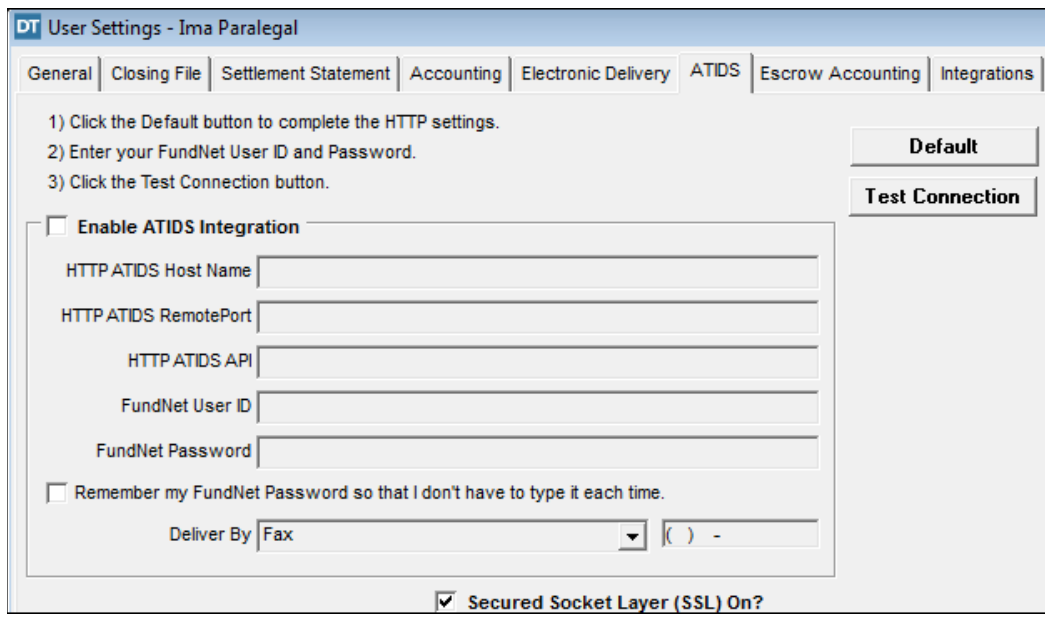
	To access **ATIDS Integration** after it has been configured for your use, you do so from within the **Closing File** module. Open the closing file for which you want to run searches, and select the **ATIDS Integration** button on the secondary toolbar.
14. Click the **Escrow Accounting** tab.	Available settings for **Escrow Accounting** display.

What you Do	Comments

15. In the **General** section, select the preferred reminders.

If you select to be reminded to order new checks, enter the specific check number for the reminder. *NOTE:* Consider the appropriate choice for **Default Post Date**, **Check Post Preference** and **Deposit Post Preference** for your office.

16. Click the **Integrations** tab.

Available settings for **Integrations** display.

What you Do	**Comments**
17. Click the **Enable Integrations** box. Enter your User ID's and Password's.	DoubleTime is integrated with PropLogix. Users may order and track Municipal Lien Searches, Association Estoppels, Land Surveys and Payoff Tracking. Click the Proplogix Registration link. If you do not have a PropLogix account, you must register. This tab allows users to setup the connection to PropLogix.
	Use the **Order PropLogix Product(s)** button on the main toolbar after it has been configured for your use to place an order.
	Use the **View PropLogix Orders** button on the main toolbar after it has been configured for your use to view all orders you have placed.
	NOTE: Located in the DoubleTime Support Center refer to the comprehensive "DoubleTime PropLogix Integration User Guide" for specific instructions on how to use this module.
18. On the secondary toolbar, click the **Close** button.	The **User Settings** save dialog box is displayed.
19. Click **Yes**.	The changes are saved and the **User Settings** window is closed.

Tips

1. To file 1099-S documents electronically, you must first complete IRS form 4419 and submit it to the IRS to obtain a transmitter code (TCC Number). The TCC Number is entered in **Office Settings** and then used in the **1099-S** module.

2. To change the **User Settings**, select **Preferences** on the main menu and first use **Change User Name** to switch to the user for whom you wish to change settings. Type or select a **User Name** and click **OK**. Then select **Preferences > User Settings** and make the changes.

3. ¶ Click the **Show/Hide** button on the formatting toolbar to display non-printing characters such as spaces, tabs, and returns. This will help when positioning variable fields in your custom document.

4. **Document Customization** is used for customizing Master documents used in the **Documents** module. **Notary Customization** is used for customizing the format of the **Notary** block. To modify Notary phrases, use the **Notary** tab in **Preferences >Office Settings.**

5. When saving a document and to utilize the **Save-As** feature, follow these steps. While in the desired document, click on **File > Save-As > Document Image…** A window will appear and the **Save-in:** location will default to the location you selected in **User Preferences**.

6. **Closing File Default** variables can be created and edited in **Preferences**. The variables can be edited or used in the **Documents** module. **System-wide Variables** are created and modified in **Custom Variable Setup** *only*. These variables are established for data that does not change from file to file.

7. On the **General** tab of **User Settings**, there are both **State** and **County** drop down boxes. The selections made in these two drop down boxes will have the effect of being the default selections for **State** and **County** for this **User** when the **User** inserts a **Property** in the **Closing File** module as well as when the **User** is selected as the notary on documents. These defaults may be changed when necessary.

8. When copying a document into DoubleTime from Word, WordPerfect or other word processing programs it may be necessary to copy the document to WordPad first. This will eliminate any format differences between word processing programs. (see below for steps)

What You Do	Comments
1. Minimize **DoubleTime**.	
2. On your desktop, double click on the **Microsoft Word®** document you want to copy**.**	*NOTE:* Any Windows based word processor can be used to copy documents and place them within DoubleTime.
3. Hold down the **Ctrl** button on the keyboard and then click on the letter **A**.	The entire document is selected.
4. Using your mouse, right click on the document and select **Copy.**	All of the document content is copied to the clipboard.

5. On the **Microsoft Word®** menu bar, click **File** and select **Exit.**

The **Microsoft Word®** program closes and the desktop is displayed. *NOTE:* Some formatting issues may occur when copying from **Microsoft Word®** to other word processor programs. Copying the file into **Microsoft WordPad®** first will resolve any formatting issues.

6. Click the Windows Start button.

Note: You may also type **WordPad** in the **Search Program and Files** field when you open the **Start** menu.

7. Place and hold mouse pointer over **All Programs**.

8. Click **Accessories**.

9. Click **WordPad**.

A blank page labeled **Document - WordPad** is displayed.

10. Using your mouse, right click on the document and select **Paste.**

11. Hold down the **Ctrl** button on the keyboard and then click on the letter **A**.

The entire document is selected.

12. Using your mouse, right click on the document and select **Copy.**

13. Click the red X **Close** button.

14. Click the **Don't Save** button.

The **Microsoft WordPad®** program closes and the desktop is displayed.

15. Maximize **DoubleTime**.

16. On the **Double Time®** secondary toolbar, click the **Paste** button.

The copied document is displayed.

🏠 Master Property Module

Concept

You can use the **Master Property** module to store and maintain property information such as the legal description, recording information, and title exceptions. This is particularly useful if you do multiple closings on similarly situated properties, such as condominiums or within the same subdivision. The information stored in the **Master Property** module can be retrieved through the **Closing File** and **Title Insurance** modules. This capability eliminates the need to retype information.

Objective

The objective of this lesson is to show you how to create a master property record for the first phase a subdivision and copy the property information for the second phase.

Creating A Master Property Record

What you Do	Comments
1. 🏠 On the main toolbar, click the **Master Property** button.	The **Master Property Search Selection** window is displayed. The state and county were established in **Preferences >User Settings**.

What you Do	**Comments**
2. Click the **Subdivision** option button, then click **New**.	The **Master Property - New** window is displayed with the **General Information** tab open.

3. In the **Name** box, type **Bear Run I**.	This is the name of the Subdivision for our property.
4. Click the **Remarks** box and type **HOA Thomas Bradley (407) 628-6899**.	This information is carried over to the **Remarks** tab on the **Property** tab in the **Closing File** module.
5. Click the **Legal Description** box.	

What you Do	**Comments**

6. ⊞ On the secondary toolbar, click the **Clause Library** button.

The **Clause Library** window is displayed and **All Clauses** is selected. The **Clause Type** is **Legal**.
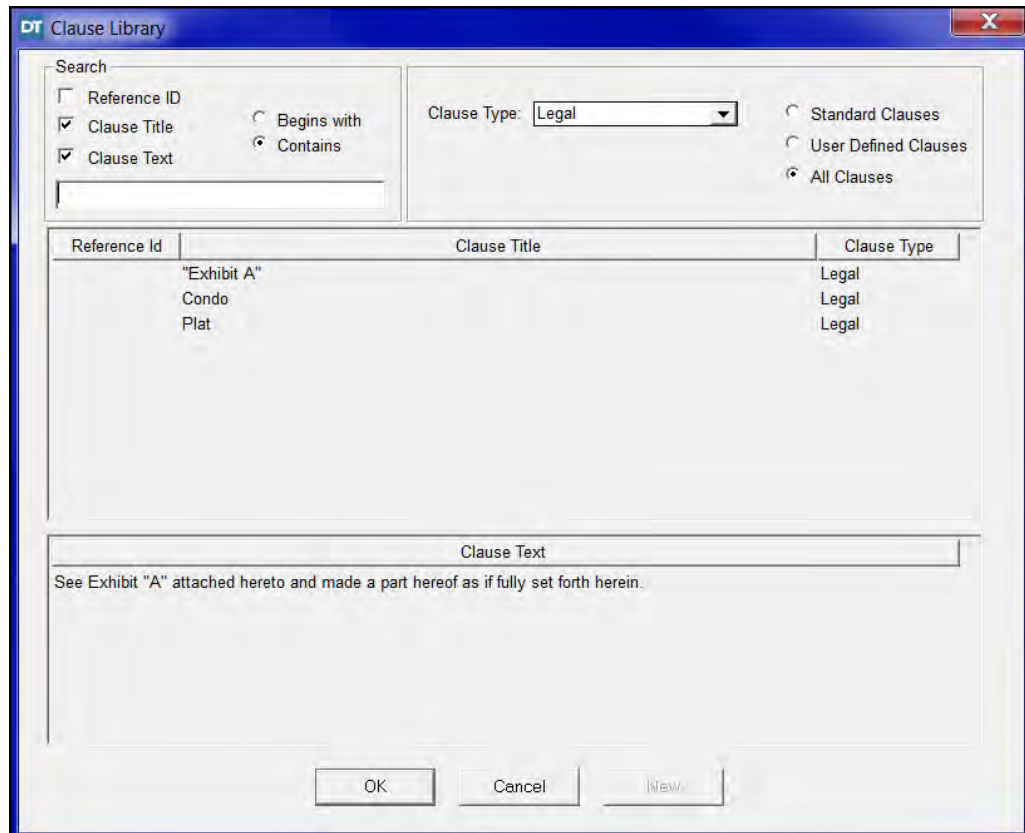
7. Double-click **Plat**.

This will select the **Plat** clause. The **Clause Library** window is closed and the Plat clause text is displayed in the **Legal Description** box in the **Master Property** window.

8. Starting with the *third* set of asterisks, (just before the word *according*), replace each following group of asterisks with the following text:

Bear Run I
2452
5996
Orange
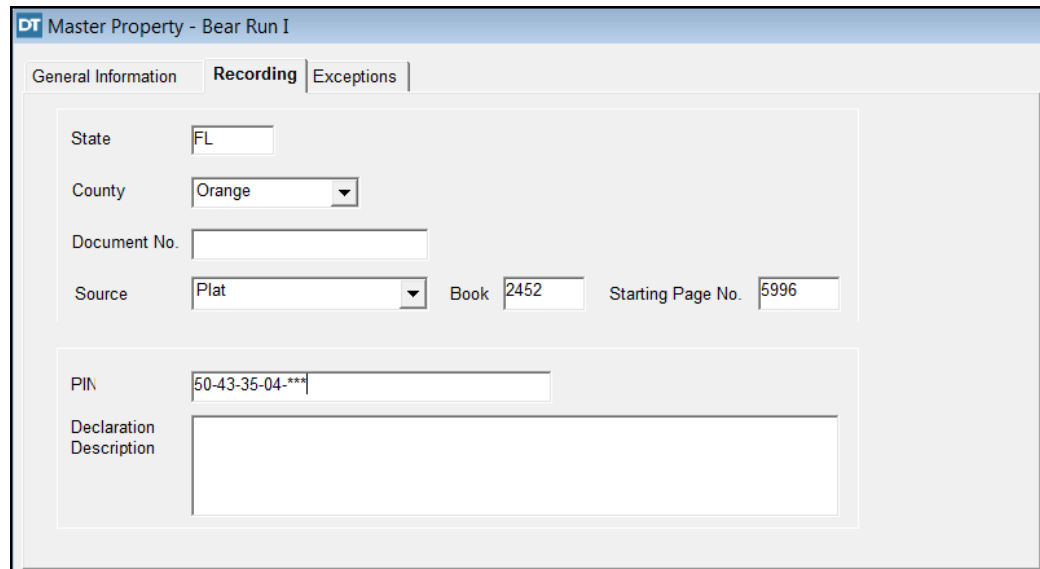
What you Do	Comments

9. Click the **Recording** tab. The **Recording** tab is displayed.

10. Click the **Source** box and select **Plat**.

11. TAB to the **Book** box and type **2452**.

NOTE: The **Document No.** box can be used to store a secondary reference such as a Clerk's File Number.

What you Do	Comments

12. TAB to the **Page** box and type **5996**.

13. Click **PIN** and type **50-43-35-04-*****.

This is the tax identification number for the subdivision.

NOTE: The **Declaration Description** box is completed when mortgage documents are created that require a PUD rider. When a **Master Property** is used in a **Closing File**, the **Declaration Description** is automatically copied to the PUD rider in the **Documents** module.

Establishing Title Exceptions For The Master Property File

What you Do	Comments

1. Click the **Exceptions** tab.   The **Exceptions** tab is displayed.

DT Master Property - Bear Run I

General Information | Recording | Exceptions

Sequence | Description
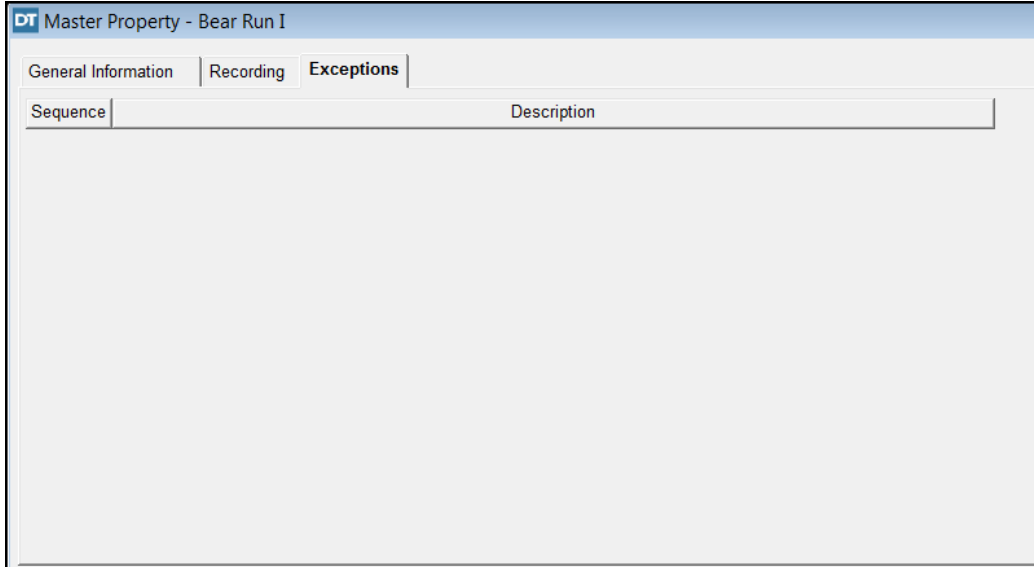
2. ⊕   On the secondary toolbar, click the **Insert** button.

Sequence number 1 is created. The cursor is located in the **Description** box. This is an editable field.
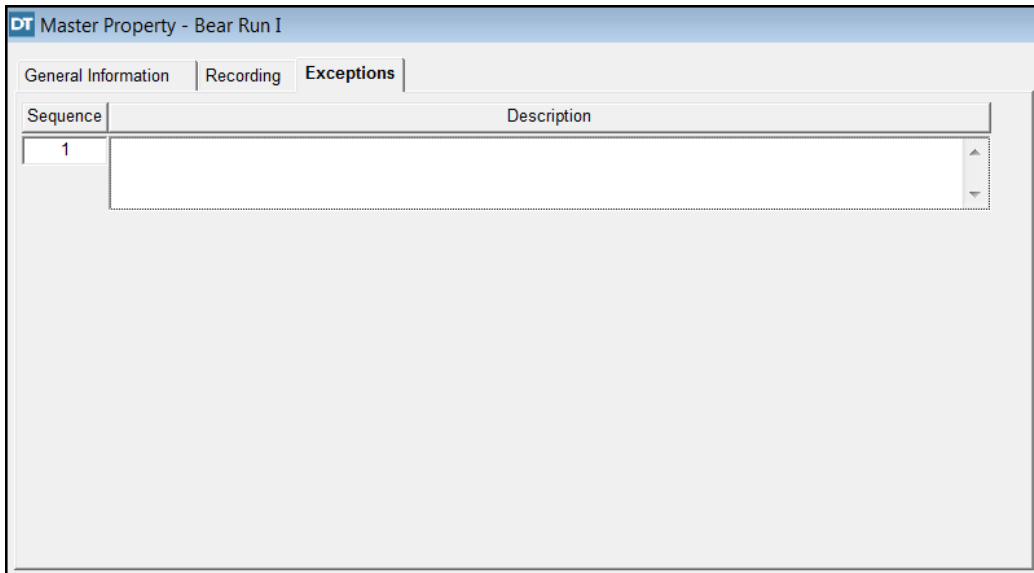
DT Master Property - Bear Run I

General Information | Recording | Exceptions

Sequence | Description

1 |

3. 🗒 On the secondary toolbar, click the **Clause Library** button.

The **Clause Library** window is displayed and **All Clauses** is selected. The **Clause Type** defaults to **Exception**.

What you Do	Comments

4. In the blank field at the top left window, type **Municipal.**

   NOTE: (1) The clauses are sorted alphabetically by **Clause Title**. To sort by reference identification numbers, click the **Reference Id** header. (2) **Reference ID** numbers correspond to the Fund's Standard Commitment Clauses nomenclature.

5. Click **(E-24.1) Municipal/ County Liens: For Service Charges and Waste Fees.**

6. Click **OK**.

   The **Clause Library** window is closed and the **Exceptions** tab is displayed. This clause has been added as exception number 1 and can be edited.

7. On the secondary toolbar, click the **Insert** button.

   Sequence number 2 is created.

What you Do	**Comments**

8. [icon] On the secondary toolbar, click the **Clause Library** button.

9. In the blank field at the top left window, type **Plat.**

10. Click **(E-5.1) Plat: All Matters in Plat**.

11. Click **OK**.

The **Clause Library** window is closed and the **Exceptions** tab is displayed. This clause has been added as exception number 2 and can be edited.

12. Replace the 3 sets of ******* with

Bear Run I
2452
5996

13. Delete the words and/or Instrument No.*******.

DT Master Property - Bear Run I

| General Information | Recording | **Exceptions** |

Sequence	Description
1	Any lien provided by County Ordinance or by Ch. 159, F.S., in favor of any city, town, village or port authority, for unpaid service charges for services by any water systems, sewer systems or gas systems serving the land described herein; and any lien for waste fees in favor of any county or municipality.
2	All matters contained on the Plat of Bear Run I, as recorded in Plat Book 2452, Page 5996.

What you Do	Comments
14. [Open icon] On the secondary toolbar, click the **Open** button.	The **Master Property – Bear Run I** save dialog box is displayed.
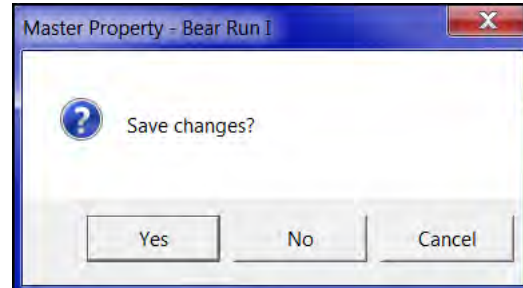
What you Do	Comments
15. Click **Yes**.	**Bear Run I** is saved as a master property record.

Copying A Master Property

What you Do	Comments
1. Select **Subdivision** on the **Master Property Search Selection** window.	
2. In the **Name** box, type **bear** and click **Browse**.	All subdivision properties beginning with the letters **bear** will be displayed on your screen. **Bear Run I** is highlighted.
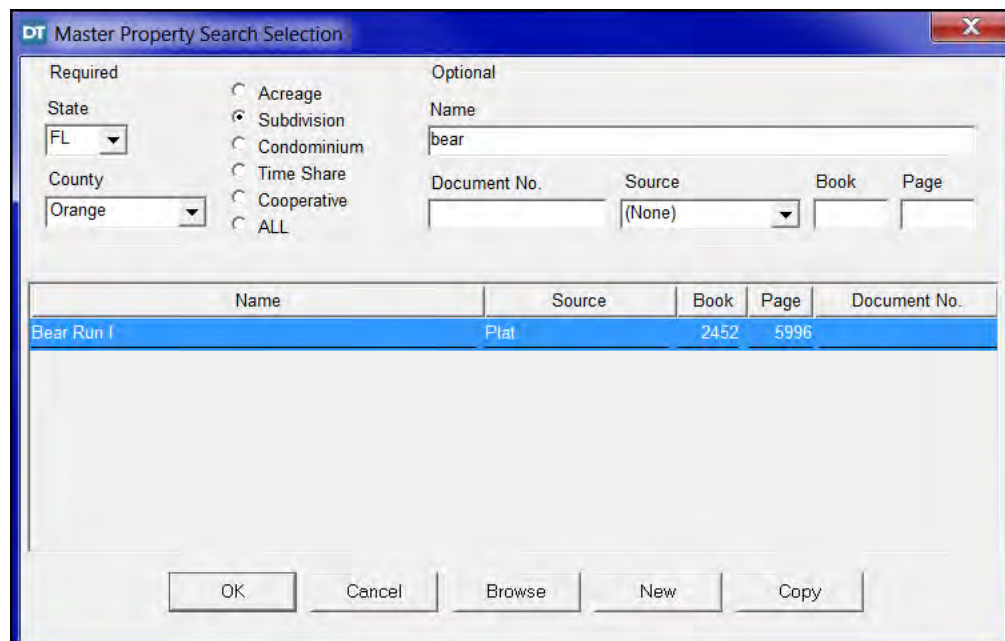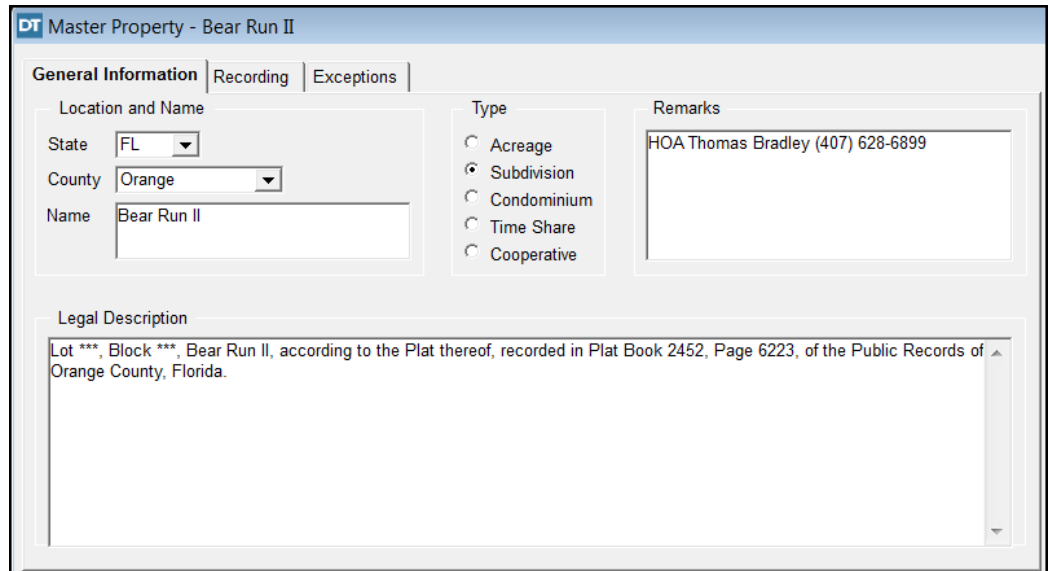
What you Do	**Comments**
3. Click the **Copy** button.	A copy of the **Bear Run I** master property has been created, with all information copied but the name.

4. In the **Name** box, type **Bear Run II**.

5. In the **Legal Description** box, replace **I** with **II** after **Bear Run**.

6. In the **Legal Description** box, change **5996** after **Page** to **6223**.

What you Do	Comments

7. Click the **Recording** tab

8. In the **Starting Page No.** box, change **5996** to **6223**.

9. Change **04** to **62** in the PIN box.

What you Do	**Comments**

10. Click the **Exceptions** tab.

11. In Exception 2 replace I with **II** after Bear Run.

12. In Exception 2 change the Page number from **5996** to **6223**.

The exceptions are copied to the new master property. Exceptions can be added or deleted on this tab.

What you Do	**Comments**
13. On the secondary toolbar, click the **Close** button.	The **Master Property - Bear Run, Phase II** save dialog box is displayed.
14. Click **Yes**.	Bear Run, Phase II is saved as a master property record.

Try This

1. Open the **Master Property** module and create a master property for the condominium Grand Floridian, located in Palm Beach County, Florida.

2. Remember to change the **County**, and to select the **Condominium** radial button.

3. On the **General Information** tab, type **Grand Floridian** in the **Name** box.

4. In the **Legal Description** box, open **Clause Library** and find the **Condominium** clause title.

5. Insert the clause.

6. Starting with the third set of asterisks, replace the ******* with the following text:
 Grand Floridian
 3211
 9876
 Palm Beach

7. Click the **Recording** tab.

8. Select **Official Records** as the **Source** and type **3211** in the **Book** box. Type **9876** in the **Starting Page No.** box.

9. The **PIN** is **20-20-15-*****.

10. Click the **Exceptions** tab and insert the following two clauses:
 E-7.1 Condominiums: Declaration of Condominium
 E-12.3 Water/Submerged Land Rights: Properly Filled Land

11. Save and close the file.

Tips

1. An alternate way to open the **Master Property** module is to select **Modules** from the menu bar and choose **Master Property**.

2. When you add a new property, be sure to specify the type of property in the **Master Property Search Selection** window.

3. If you are setting up several property phases, locate the first phase in the **Master Property Search Selection** window, then click **Copy** to duplicate the master property. Type the new name (e.g., Grand Floridian Condominium, Phase II) in the **Name** box on the **General Information** tab and be sure to change the book and page numbers in the legal description and also on the **Recording** tab.

4. Use the **Spell Check** button to check the spelling of the legal description, remarks, declaration description, and exceptions.

5. When you edit exceptions on the **Exceptions** tab, you can use the right mouse button to cut, copy, and paste or place the cursor where you want to add information and type it in.

6. Use the **Insert Degree Symbol** to add a degree (°) symbol for metes and bounds legal descriptions. You can also use the keystroke of CTRL+SHIFT+O.

7. The **Declaration Description** section is used when mortgage documents are created that require a PUD rider. When a Master Property is used in a Closing File, the Declaration Description is automatically copied to the PUD rider in the **Documents** module.

8. The **Multiple Clause Import** feature allows you to bring in multiple clauses from a word processor and enter them as exceptions in the Master Property module. From the **Edit** menu, select either **Paste Clauses from Clipboard** or **Import Clauses from Text File**.

9. Users can create a **Master Property** within the **Closing File** module using the **Create Master Property** button on the secondary toolbar. Exception clauses added in the **Commitment** or **Policy** modules can also be exported into a Master Property, eliminating the need to copy and paste text or re-enter information.

10. Use the **Clause Library** button on the secondary toolbar to pull in a standard legal description on the **Property** tab in the **Closing File** module.

11. Use the **Remark's** field to enter information about the property such as a homeowner's association name, phone numbers, etc.

12. You may import exceptions from Word, Word Perfect or other word processing software into the Master Property. You may also import exceptions from other Branch products.

Closing File Module - Miscellaneous

⬚ Switch Active Closing File

⬚ Open Closing File

Concept

Switch Active Closing File allows you to switch to a different closing file. You can search for a closing file with information previously entered into DoubleTime for that transaction, including: the **Closing File Number, Seller Name, Buyer Name, Subdivision Name, Lot, Unit, Block, Building** or **Street Address**. Simply type the known information into one of these fields and browse DoubleTime for the desired file. You can also browse all closing files that have been created in DoubleTime. Once a **Closing File** has been selected, use **Open Closing File** to open the **Closing File** module for that file.

Objective

The objective of this lesson is to switch to another closing file and to open that closing file in order to add and edit information to it. Other miscellaneous features contained within the **Closing File** module are also demonstrated.

Switching The Active Closing File

What you Do	Comments
1. ⬚ On the main toolbar, click the **Switch Active Closing File** button.	The **Closing File Selection** window is displayed. This window allows you to switch the active file to a different closing file established within DoubleTime.
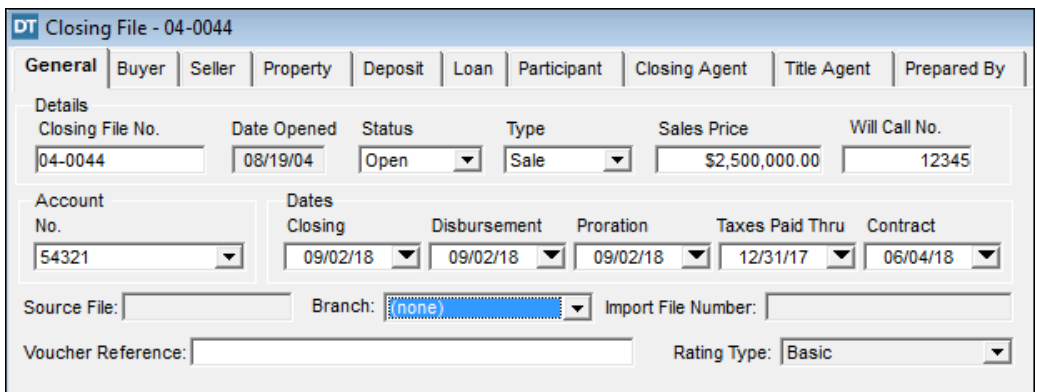
What you Do	Comments

2. In the **Seller Name** box, type **Town**.

Since the file was partially completed by a coworker, searching by the seller's name will locate the file.

3. Click **Browse**.

File number **04-0044** displays.

4. Click **OK**.

5. On the main toolbar, click **Open Closing File**.

The **Closing File** window is displayed. Information previously entered on this file is displayed.
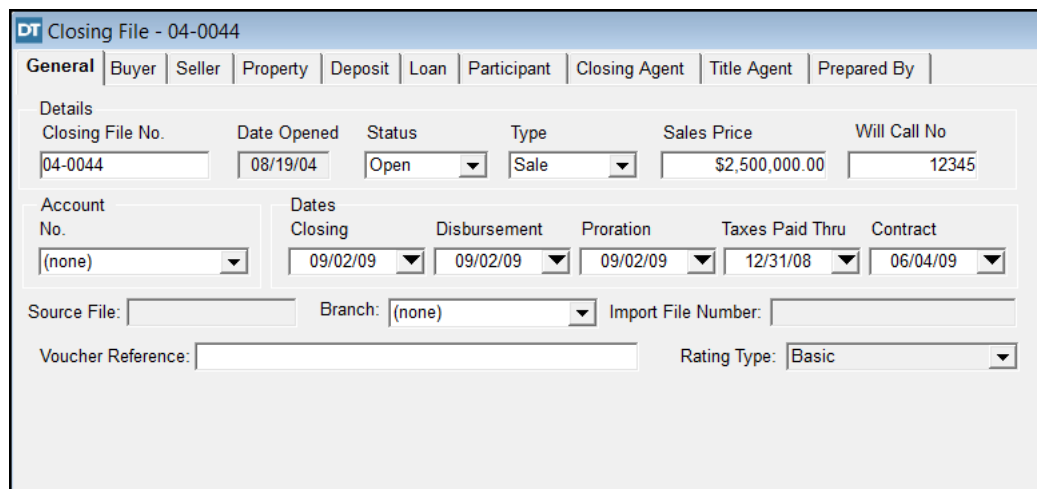
What you Do	Comments
6. Click the **Account No.** box and select **54321 Prestige Bank**.	This is the account number added in **Preferences/Account Maintenance**. It will be the trust account used for this file.
7. Type **0902(current year)** in the **Closing** date box.	*NOTE:* The **Disbursement**, **Proration**, and **Taxes Paid Thru** dates are changed by this entry, but may be edited.
8. Type **0604(current year)** in the **Contract** date box.	

Associating A Buyer - Existing Contact

What you Do	Comments
1. Click the **Buyer** tab.	The **Update Closing File Dates** window opens due to the date changes made on the **General** tab.

What you Do	Comments
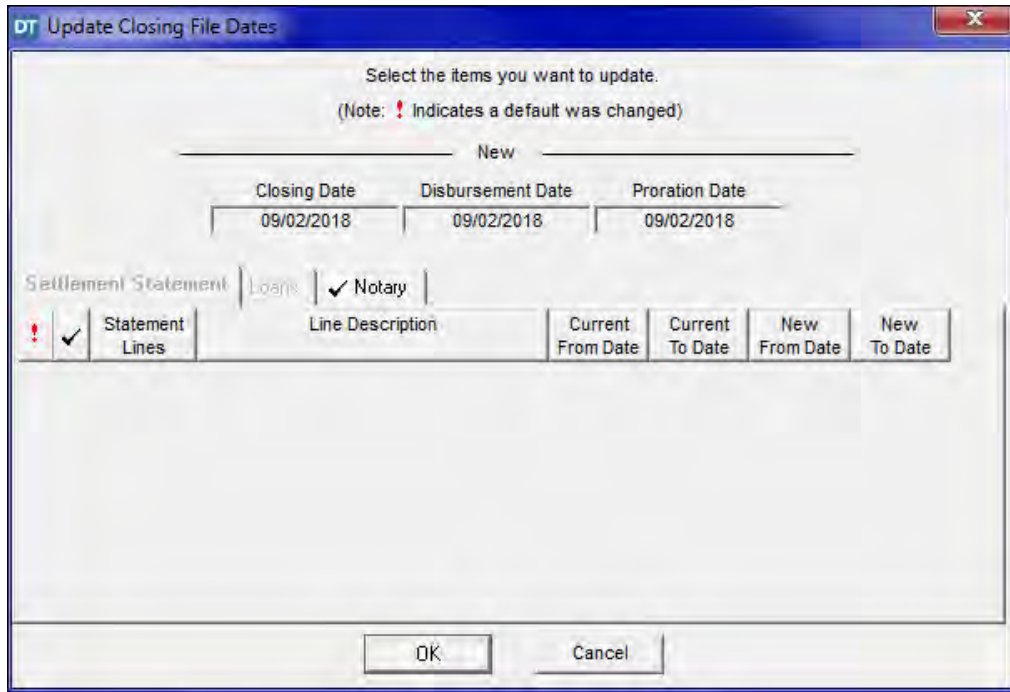
2. Click **OK**

The dates are updated throughout the closing file.

3. On the secondary toolbar, click the **Insert** button.

The **Select Buyer** window opens. The **Contact Type** defaults to **Individual**.
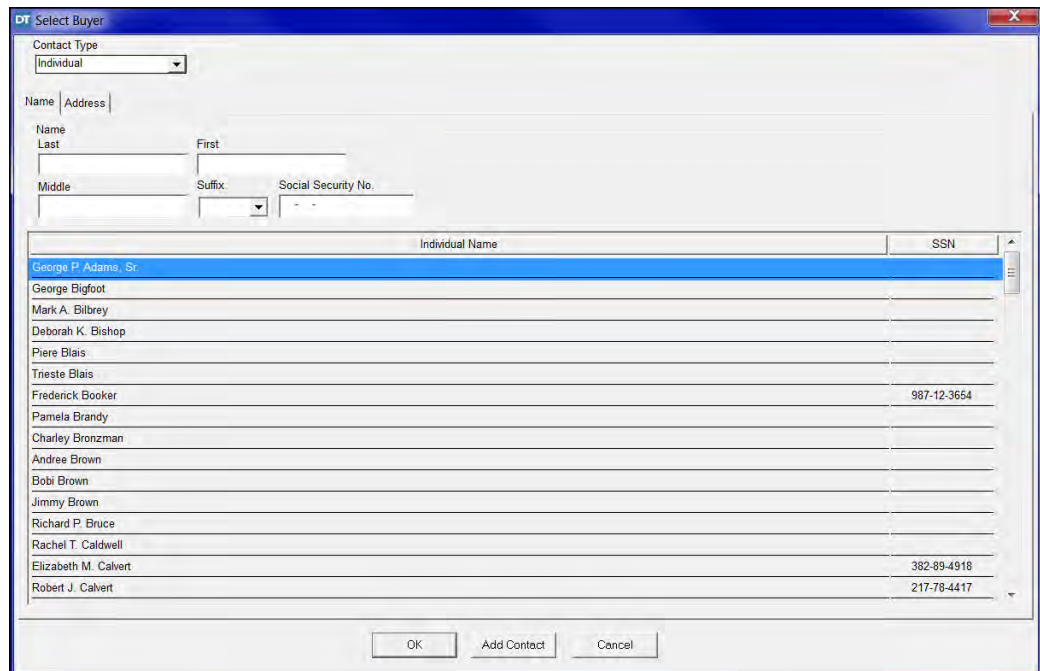
What you Do	Comments
4. Select **Partnership** from the **Contact Type** drop down list.	All previously entered partnership contacts are displayed in the **Legal Entity Name** box.
5. Select **We Build Homes, LTD**	**We Build Homes, LTD** is the partnership we previously created in the **Contacts** module.
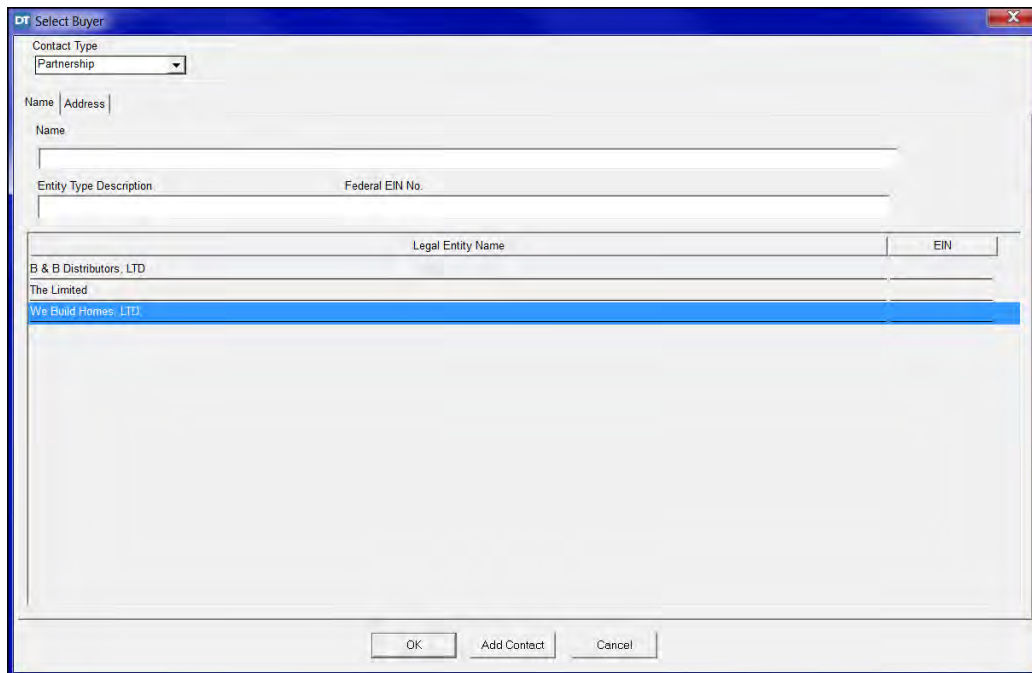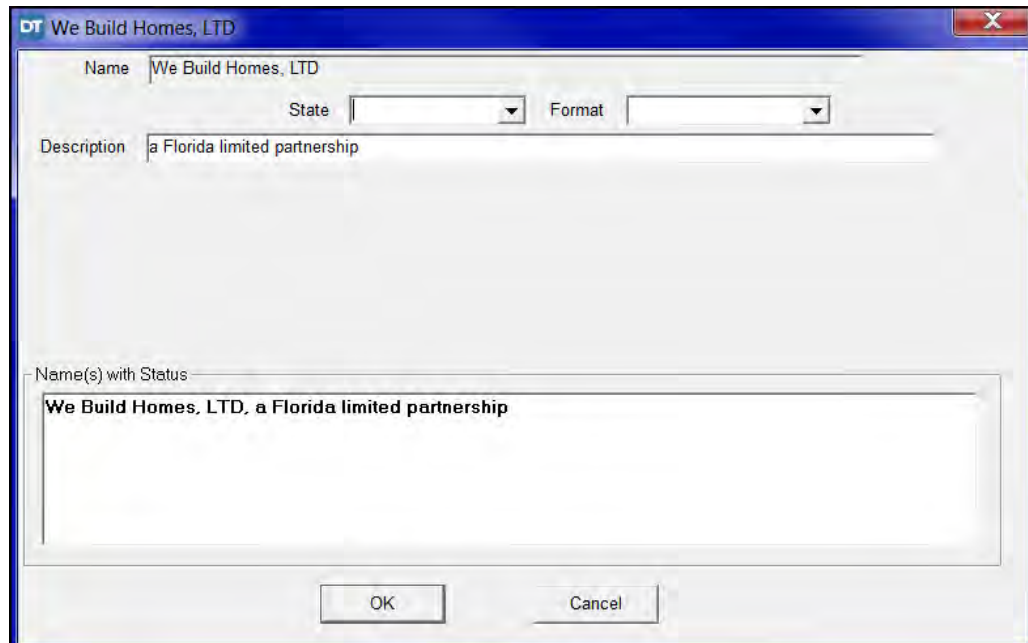
6. Click **OK**.	The **Select Buyer** window is closed and **We Build Homes, LTD** is displayed on the **Buyer** tab with the **Mailing Address** displayed on the **Address** tab. *NOTE:* The **Street** and **City** are editable fields.

What you Do	**Comments**

7. On the secondary toolbar, click the **Insert Name Clause** button.

The **Insert Name Clause** window is displayed. *NOTE:* The description entered when we created the contact is shown and is the presumptive **Name with Status** entry, which may be edited.

What you Do	**Comments**

8. Click **OK**.

The **Insert Name Clause** window closes, and the **Buyer** tab is redisplayed. *NOTE:* The **Name(s) with Status** box is now shown populated with the way this party's name will appear and be printed on the documents generated by DoubleTime. This field remains editable. *NOTE:* Sometimes when a business entity is added as a contact its domiciliary state and organizational format are not known. For example, We Build Homes might have been entered as a partnership, without being identified as "Florida limited." In such an instance, when the **Insert Name Clause** window displays, it becomes useful to use the **State** drop down box and the **Format** drop down box which will insert those qualifiers into the party's name for printing purposes and will also populate the **Name(s) with Status** field.

What you Do	Comments

Changing A Seller Name

What you Do	Comments
1. Click the **Seller** tab.	The **Seller** tab is displayed with **Towne & Country Properties, Inc**.

What you Do	Comments

2. Position the cursor over **Towne & Country Properties, Inc**. and double-click.

The **Seller Name Change** window is displayed.

What you Do	Comments

3. Click the **Legal Entity Name** box and remove the letter "**e**" from the word "**Towne**."

4. Click **OK.** | The **Seller Update** window is displayed, reflecting the proposed change.

5. Click **OK**. | The **Seller Update** window is closed and the **Seller** tab is displayed with the changes. ***NOTE:*** This change is also made in the **Contacts** module.

Editing Notary Information - Buyer And Seller

What you Do	Comments

1. [SEAL] On the secondary toolbar, click the **Signature/Notary** button. | The **Signature/Notary** window is displayed, with the **Seller Signature Block** field open.

2. Click the **+** for **Buyer** in the **Signature Block** section. | This will display an expand view of the **Buyers Signature Block** fields.

What you Do	Comments

3. Click on **Steven Reynolds.**

   Number of Witnesses for **Steven Reynolds** is displayed and **Steven Reynolds** is the designated **Signatory.**

4. Click the **Delete** button at the bottom of the window.

   The **Delete Signatory** dialog box is displayed.

5. Click **Yes**.

   Steven Reynolds has been removed as a signatory for the Seller from this closing file.
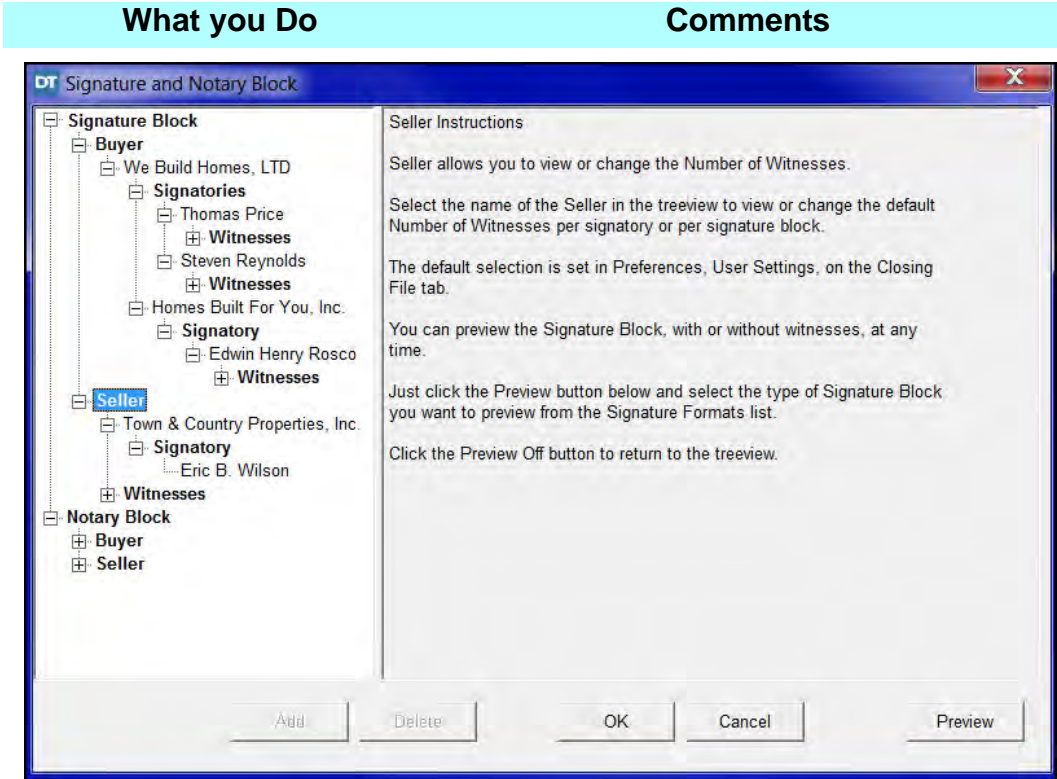
What you Do	**Comments**
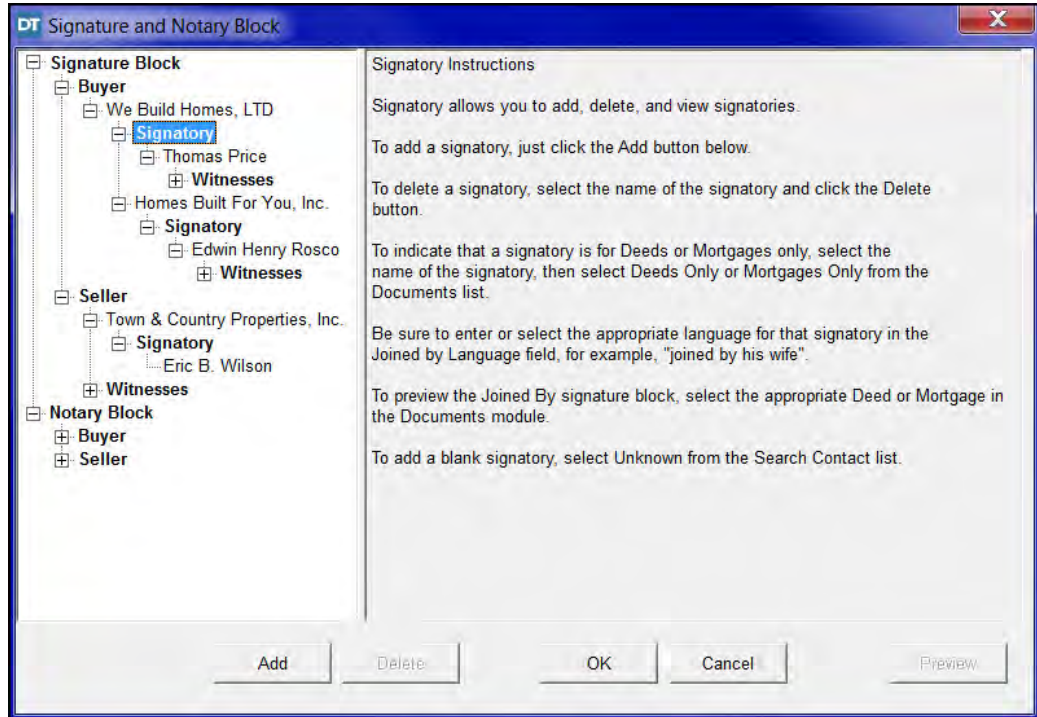
6. Click the + for **Notary Block/Buyer.**

Thomas Price, General Partner is displayed (there is additional text visible if you move the horizontal scroll bar).
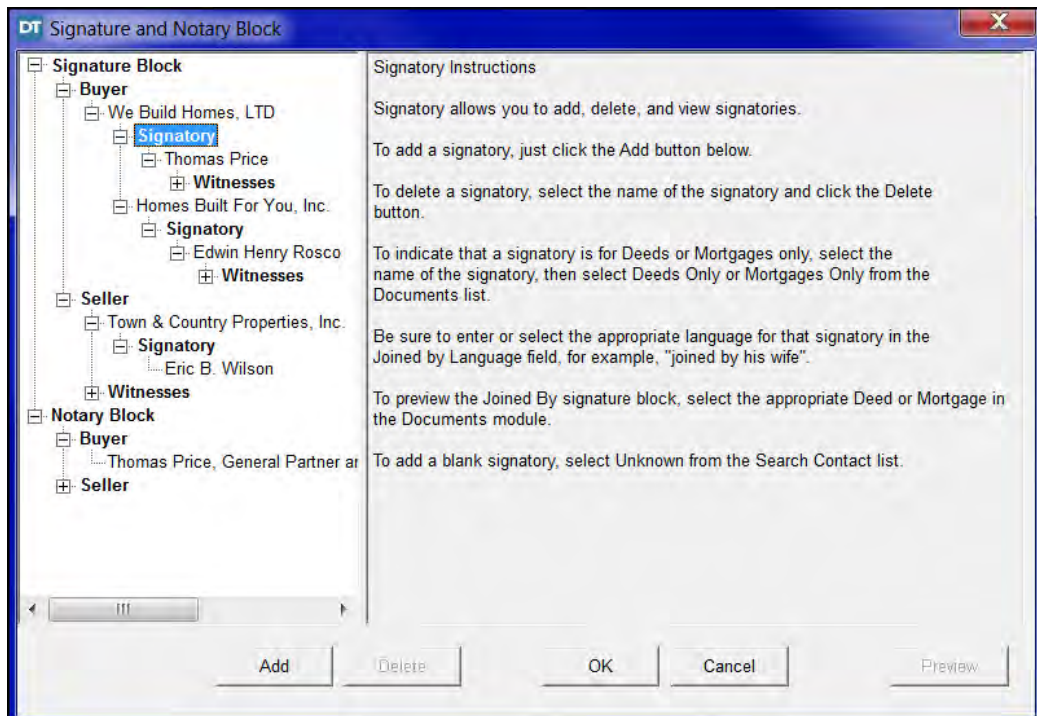
What you Do	**Comments**
7. Click **Thomas Price, General Partner**.	The **Signature and Notary Block** for Thomas Price is displayed. ***NOTE:*** The **Notary Format** defaults to **Partner-Corporate**.

8. Click **Preview.**

What you Do	Comments

9. Click **Preview Off.**

10. Click the + for **Notary Block/Seller.**

Eric B. Wilson, President is displayed.

11. Click **Eric B. Wilson.**

The Notary Format for Eric B. Wilson is displayed.

12. Click the **Signatory Name** drop down box and select **Eric B. Wilson, President**.

This updates the entity name in the **Signature Block**. *NOTE:* You may also select the signatory's gender at this time so that the documents are properly customized.

13. Click the **Notary Name** box and select **your name.**

This is the name of the person notarizing the documents. **Your name** is displayed on the printed name line in the notary box. The **Expiration Date** automatically defaults to the notary date added in **Contacts** module.

14. Click **OK**.

The **Closing File** module is redisplayed with the **Seller** tab open.

Pulling Master Property Data Into A Closing File

What you Do	Comments
1. Click the **Property** tab.	The **Property** tab is displayed.
2. [icon] On the secondary toolbar, click the **Insert** button.	The **Master Property Search Selection** window is displayed. The default county and state were established in **Preferences/User Settings** and can be changed.
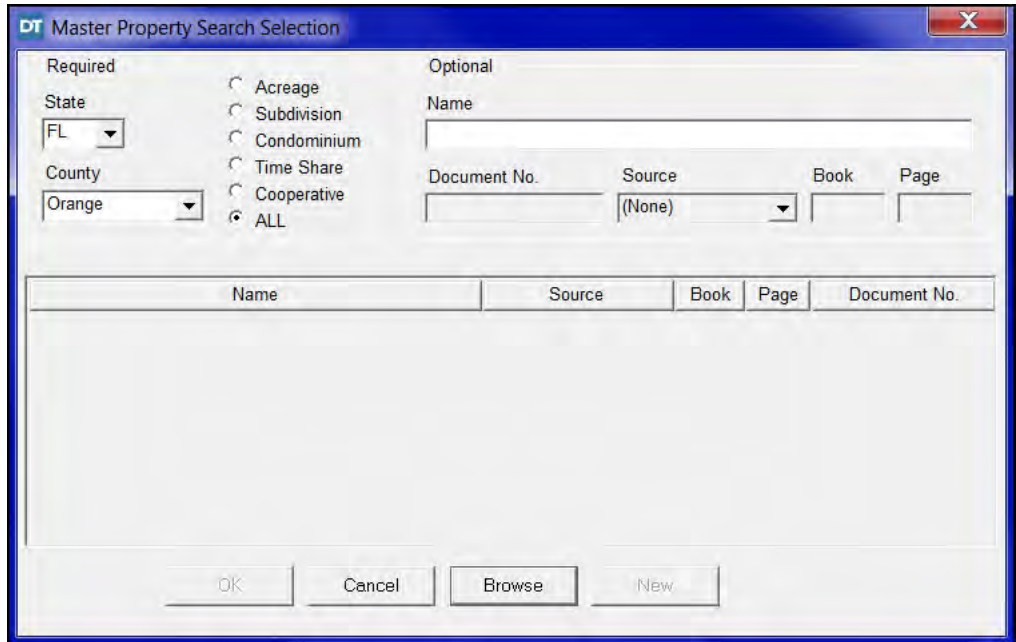
3. Click the **Subdivision** option button, then click **Browse**.	All subdivisions previously established for Orange county are displayed.
4. Select **Bear Run I.**	
5. Click **OK**.	The **Property** tab is redisplayed with data from the **Master Property** module for **Bear Run I**.

What you Do	**Comments**

6. Replace the *** in the **PIN** box with **131**.

    This completes the PIN number for this property.

7. In the **Address** tab, click the **Street** box and type **100-300 Alligator Crossing**.

8. Click the **Postal Code**, box, type **32820**, and press the **Tab** key. Use the down arrow to select **Bithlo** from the list.

    The first city in the alphabetical listing associated with the postal code is displayed. This city and postal code were established in the **Maintenance (Lists)** module.

What you Do	Comments

9. Click the **Details** tab.

The **Details** tab is displayed.

10. In the **Lot** box, type **13-65**.

11. In the **Block** box, type **1**.

NOTE: The information in the **Lot** and **Block** boxes will appear on the **Closing File Worksheet**.

12. Click the **Legal** tab.

The **Legal** tab is displayed with the legal description of the property.

13. Type **s** after **Lot**.

What you Do	Comments

14. Replace the first set of asterisks after **Lots** with **13-65**.

15. Replace the second set of asterisks after **Block** with **1**.

Address	Details	**Legal**	Usage	Remarks	Declaration	Recording

Legal Description

Lots 13-65, Block 1, Bear Run I, according to the Plat thereof, recorded in Plat Book 2452, Page 5996, of the Public Records of Orange County, Florida.

16. Click the **Remarks** tab.	The remarks entered in **Master Property** are displayed, allowing you to easily contact the HOA for information.

Pulling A Second Master Property's Data Into A Closing File

What you Do	Comments
1. Click anywhere in the top half of the window.	The **Insert** button is enabled.
2. On the secondary toolbar, click the **Insert** button.	The **Master Property Search Selection** window is displayed.
3. In the **Name** box, type **be** and click **Browse**.	All properties that begin with **be** are displayed.

What you Do	**Comments**
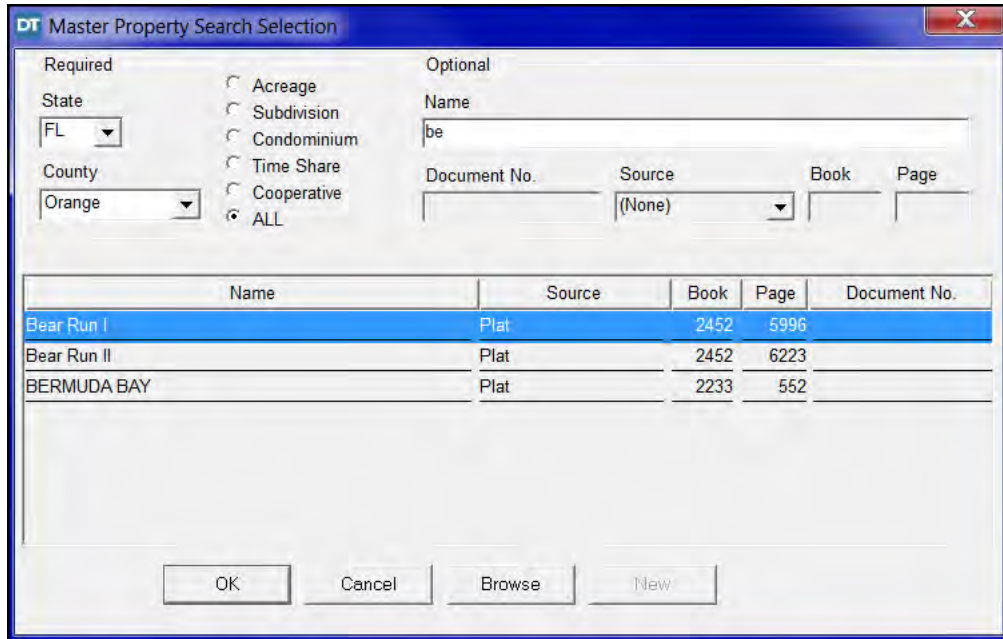
4. Select **Bear Run II** and click **OK**.

The **Property** tab is redisplayed and **Bear Run II**, is displayed.

5. Replace the *** in the **PIN** box with **231**.

This completes the PIN number for this property.

6. Click the **Address** tab, and type **201-299 Manatee Harbor Drive** in the **Street** box.

7. Click the **Postal Code** box, type **32820**, and press the **Tab** key. Use the down arrow to select **Bithlo** from the list.

What you Do	**Comments**

8. Click the **Details** tab.

    The **Details** tab is displayed. Verify that the correct property is selected.

9. In the **Lot** box, type **1-65**.

10. In the **Block** box, type **2**.

What you Do	**Comments**
11. Click the **Legal** tab.	The **Legal** tab is displayed with the legal description of the property.
12. Type **s** next to **Lot**.	
13. Replace the asterisks with the following text: **1-65** **2**	

Adding A Loan To A Closing File

What you Do	Comments
1. Click the **Loan** tab.	The **Loan** tab is displayed with the lender information previously entered. ***NOTE:*** (1) The **Settlement Statement** drop down list is always available on the Loan tab. You may select between a Closing Disclosure, a 3-page GFE HUD or a 2-page HUD-1. (2) This transaction is not subject to CFPB or RESPA, so it does not require the Closing Disclosure or GFE HUD (3) Changing the **Settlement Statement** selection will result in the loss of previously entered Settlement Statement data.

What you Do	Comments
2. With **Palm Beach Banque** selected, click the **Street** arrow in the **Address** tab and select **6060 Highway 1**.	These addresses were added in the **Contacts** module for Palm Beach Banque.
3. Click the **Terms** tab.	
4. In the **Loan No.** box, type **8675309**.	This is the loan number for the assumed loan.
5. Click the **Rate** box and type **7.5**.	This is the interest rate for the assumed loan.

What you Do	Comments

6. Click anywhere in the top half of the **Loan** tab window.

The **Insert** button is enabled.

7. On the secondary toolbar, click the **Insert** button.

The **Select Lender** window opens allowing you to add another lender to this file.

8. Click the **Contact Type** box and select **Individual**.

Previously entered individual names designated as **Lenders** in the **Contact** module will be displayed.

9. Click the **Service Provided** box and select **None**.

A list of individual names previously entered in the **Contact** module will be displayed.

10. Type **w** in the **Last Name** box and select **Eric B. Wilson**.

What you Do	**Comments**

11. Click **OK**.	The **Loan** tab is redisplayed with **Palm Beach Banque** and **Eric B. Wilson** listed as lenders.

12. Select **New** from the **Status** drop down list.	
13. Select **Second** from the **Priority** drop down list.	This identifies the loan as a second mortgage.
14. Select **Other** from the **Type** drop down list.	Eric B. Wilson is personally holding the second mortgage. Loan documents will be created for this file in the **Loans** module.
15. Type **500000.00** in the **Original Loan Amount** box.	The amount of the second mortgage is $500,000.00.
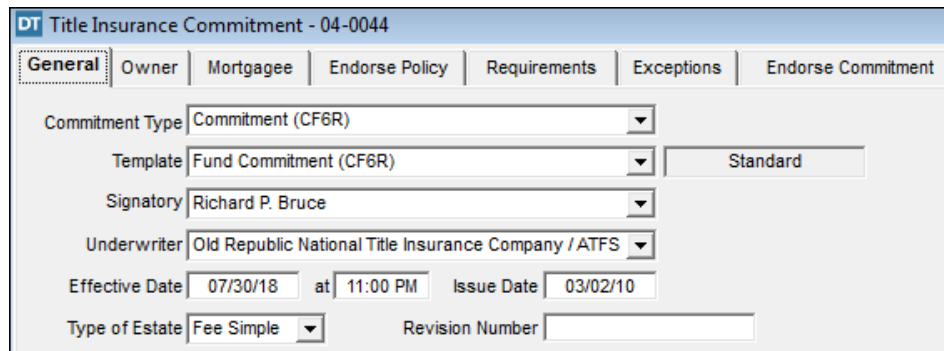
What you Do	**Comments**

16. Type **177 Clarendon Ave.** in the **Street** box on the **Address** tab in the bottom half of the screen.

This is the mailing address for Eric B. Wilson.

17. Type **33480** in the **Postal Code** box. Press the **Tab** key.

This mailing address will also be saved in the **Contacts** module for Eric B. Wilson.

18. Click the **Terms** tab.

19. In the **Interest Method** section click **365**.

20. Click the **Closing Agent** tab

21. Click the **Closer** box and select your name

Your name will be available as entered in the **Contacts** module.

22. On the secondary toolbar, click the **Close** button.

The **Closing File** save dialog box is displayed.

23. Click **Yes**.

The information you entered in the **Closing File** module is saved and the **Closing File** window is closed.

Updating The Commitment Module & Adding A Policy

What you Do	Comments
1. [LC com icon] Click the **Commitment** button on the main toolbar.	The **Commitment** module opens.
2. Select **Commitment (CF6R)** from the dropdown arrow in the **Commitment Type** field.	The **Commitment Type** field defaulted to **Commitment (CF6)** since the **Commitment** module was initially accessed before the commitment was changed to **Commitment (CF6R).**
3. Change the **Effective Date** to **07/30/18**.	*NOTE:* The **Issue Date** field is editable and can be changed to current date.
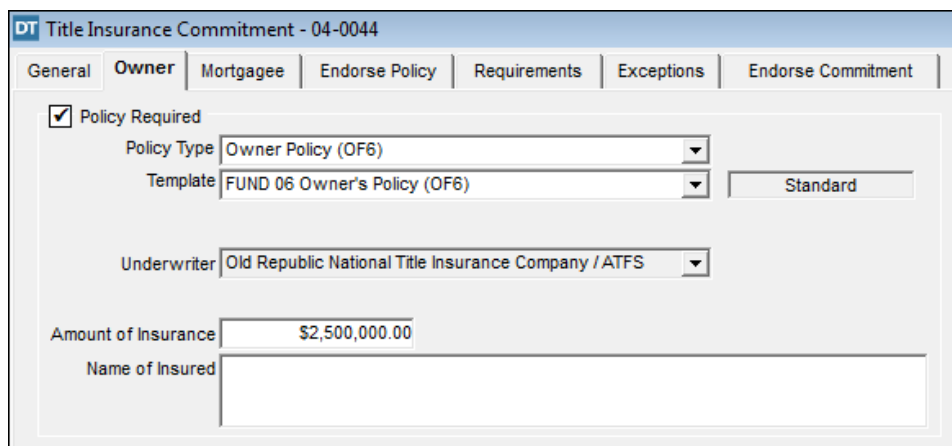
4. Click the **Owner** tab.	Since the **Commitment** module was initially accessed before the buyer was added to the file, the **Name of Insured** box is blank.

What you Do	**Comments**

5. Click the **Rebuild Defaults** button.

The **Rebuild Defaults** button updates the **Commitment** module with changes or additions that have been made in the **Closing File** module.

6. Click the **Mortgagee** tab.

7. Select the 2nd mortgage where **Eric B. Wilson** is the lender.

The lender holding the first mortgage will not require a policy because the mortgage is being assumed.

8. Click the **Policy Required** check box.

No endorsements will be issued for the Mortgagee Policy.

What you Do	Comments
9. On the secondary toolbar, click the **Close** button.	The **Commitment** save dialog box is displayed.
10. Click **Yes**.	The information you entered in the **Commitment** module is saved and the **Commitment** window is closed.

Rating The Added Policy

What you Do	Comments
1. Click the **Premium Calculation (Rating)** button on the mail tool bar.	A warning message displays letting the user know to seek assistance with rating files with multiple legal descriptions.
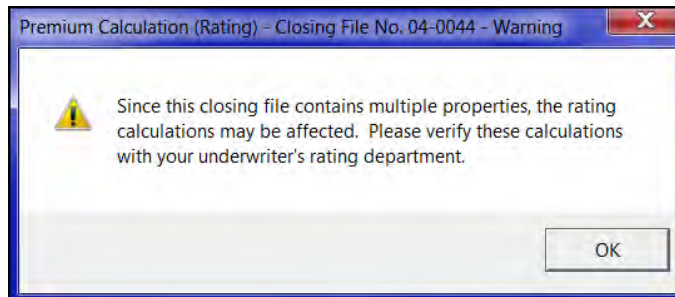
2. Click **OK**.	A prompt is displayed with a message letting the user know a 1-4 Residential check box will default on all policies that total more than $20K or less than $1 million; otherwise the check box is checked off. **_NOTE:_** Underwriter approval or a pro forma commitment to issue a $1 million or higher value policy is required.
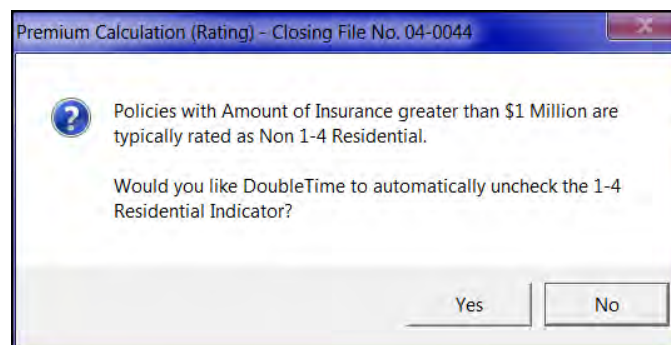
3. Click **Yes**.

What you Do	Comments
4. Select the **Policies** tab.	The mortgagee policy added in the **Commitment** module has been automatically rated.
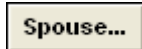
What you Do	Comments
5. Click **Print**.	The **Print Options** window opens
6. Click **OK**.	The **Policy Rating Worksheet** prints.
7. [icon] On the secondary toolbar, click the **Close** button.	The **Premium Calculation (Rating)** save dialog box is displayed.
8. Click **Yes**.	The information you entered in the **Premium Calculation (Rating)** module is saved and the **Premium Calculation (Rating)** window is closed.

Tips

1. An alternate way to open the **Closing File** module is to select **Modules** from the menu bar and choose **Closing File**. You can also use the shortcut, **Ctrl+O** from any window.

2. [icon] To access another existing closing file, click the **Switch Active Closing File** button on the main toolbar and click **Browse** to display the listing of files. Select the file and click **OK**. The selected file number is displayed in the title bar and is now available for any of the DoubleTime modules.

3. On the **Closing File Selection** window, you can use the buyer and seller name boxes and/or the property boxes when browsing to locate an existing closing file.

4. To search for your file by lot, block, unit, or building number, click the **Property** tab, then the **Details** tab and add this information when you first create the closing file.

5. [icon] To open the **Closing File** module for the active file, click the **Open Closing File** button on the main toolbar.

6. From the **Closing File** module, click the [icon] **Open** button on the secondary toolbar to display the **Closing File Selection** window. To view all existing file numbers, click **Browse**. To open an existing closing file, select the closing file and click **OK**, or you can type in the search criteria in the boxes and click **Browse** to find the file, then **OK**.

7. To add escrow accounts to the **Account No.** box on the **General** tab, select **Preferences** on the menu bar, and then choose **Account Maintenance**. Click the **Insert** button on the secondary toolbar and key in the necessary information. Click the **Close** button and click **Yes** to saving the changes to display in the **General** tab in the **Closing File** module. Click the **Refresh** button to bring the change into the **Account No.** selection box and choose the account number.

8. [Spouse...] To add a spouse in the **Buyer** or **Seller** tabs, click the **Spouse** button. Enter the mailing address only if it differs from the partner's address.

9. If you insert buyer or seller names on the **Buyer** or **Seller** tabs and do not include the tenancy in the **Name(s) with Status** box, a reminder message is displayed when you select another tab. Click **Yes** to display the **Insert Name Clause** window and select the tenancy phrase.

10. To change the spelling of a buyer or seller name, double-click the name, make changes in the **Name Change** window, and click **OK**. The **Update** window displays the New Name(s) and Proposed Revisions. The names will be updated automatically throughout the **Closing File** and **Contacts** modules.

11. To change the spelling of a lender name, select **Modules** on the menu bar and choose **Contacts**. The **Select Contact** window is displayed. Select the name you want to change and click **OK**. The **Contact** window for the selected name is displayed. Make the change(s) being sure to use capital letters where necessary, and click the **Save** button on the secondary toolbar. The **Update** window is displayed with the **New Name(s)** and the **Current Name(s)**. Click **OK** to make the change(s). The **Contact** window is displayed with the change(s). Click the **Close** button on the secondary toolbar to return to the **Closing File** module. Click the **Refresh** button to bring the change(s) into the closing file. The **Name(s) with Status** box tenancy phrase is automatically updated.

12. The **Signature/Notary** button can be selected from any tab after the **Buyer** and **Seller** tabs have been completed. You can select the number of witnesses for each signatory or signature block on documents, as well as the witness names. Notary format can also be established and previewed. Access to Signature/Notary can also be made from the **Documents** module.

13. If the **Property Selection for Closing File** does not contain an existing property you will be using for multiple files, click the **Master Property** button to add the property as a permanent selection.

14. To insert a degree symbol (°) in a legal description on the **Property** tab, click the **Insert Degree Symbol** button. You can also use the keystroke of Control+Shift+the letter "o".

15. To delete a field and the associated information, click the **Delete** button.

16. To check the spelling of a legal description on the **Legal** tab, click the **Spell Check** button on the secondary toolbar. The **Spell Check** button is also available for the **Usage, Remarks,** and **Declaration** tabs.

17. If the lists in the **Closing Agent, Title Agent,** and **Prepared By** tabs do not include the names you want, exit the **Closing File** module and use the **Contacts** module to add them.

18. If changes are made to the sales price and/or loan amount in the **Closing File** module after the commitment has been prepared, the **Update Sales Price** (and/or **Update Loan Amount**) window is displayed. Modules that are affected are displayed, showing the item, and the old and new amounts. A check mark is displayed in the modules that have previously been accessed. Unchecked boxes with an exclamation (**!**) will not change to the new amount unless you place a check mark in the box.

19. You can scroll by first name when searching for individual contacts in conjunction with the last name field or by itself.

Frequently Asked Questions

Question	Answer
1. How do I add buyer and seller names to a closing file?	Add buyer and seller names to a closing file on the **Buyer** and **Seller** tabs in the **Closing File** module. Or you can add buyer and seller names in the **Contacts** module and select them to be included in the **Closing File** module.
2. How do I add an "also known as" to a buyer and seller name?	Open the **Closing File** module and select the **Buyer** or **Seller** tab. Go to the **Name(s) with Status** box and type "also known as" followed by the alias. ***NOTE:*** If you include an alias in the **Name(s) with Status** box, the alias will appear on the Settlement Statement, the commitment, and most other documents.
3. How do I delete an address?	Open the **Contacts** module and select the appropriate contact. Click the **Address** tab and select the address you want to delete. Click the **Delete** button on the secondary toolbar. Save the change.
4. How do I correct a wrong spouse listed for a buyer or seller?	Open the **Contacts** module and select the husband or wife. Select **File**, then **Break Relation**. Click **Yes**. Return to the **Closing File** module and delete the wrong spouse. Then click the spouse button to add the correct spouse.

Question	Answer
5. How do I print a list of the parties involved in my transaction?	Click the **Print** button in the **Closing File** module to print a worksheet listing the key contact information for your closing file. *NOTE:* You can enter additional parties on the **Participants** tab in the **Closing File** module. Click on the **Insert** button to add a new participant and set the **Type** to a selection other than **Third Party**. (Third parties will not print on the worksheet.)
6. How do I change the lender?	In the **Closing File** module, click the **Loan** tab, select the correct loan, and either double-click the Lender name or click the **Update Lender** button. Add or choose a different lender from the **Search Contact** window.
7. How do I find a closing file with only a legal description?	On the **Closing File Selection** window, type the subdivision or condominium name and click **Browse**. Or, if you have previously entered the lot, block, or building numbers on the **Property/Details** tab in the **Closing File** menu, you can search those numbers.
8. How do I change a closing file number, when I've already entered it in a file?	Simply type over the existing number and save the file. This step cannot be done if you have already received jackets from The Fund.
9. What if the closer isn't listed?	Open the **Contacts** module and select the closing firm. Add the closer as an employee of the firm. Save the changes. When you return to the **Closing File** module, click the **Refresh** button.
10. Where can I view the service providers involved in a closing transaction?	Go to the **Participants** tab of the **Closing File** module to view all the service providers involved in a closing transaction. Click the **Insert** button to add attorneys, law firms, real estate agents, brokers, mortgage brokers and their companies, loan officers, and third parties to the closing file. Associate a company with an individual by adding an individual to the file.

Question	Answer
11. Why doesn't my signatory display on the **Seller** tab?	Although you added signatories in the **Contacts** module (to a corporation or other legal entity) after you designated the corporation as the seller, the signatories will not be displayed automatically. One solution is to delete the seller from the **Seller** tab and then add it again after the signatories have been added to the contact in the **Contacts** module. Another solution is to access the **Signature/Notary** button, then insert the signatories. *NOTE:* If the seller is a partnership with a corporate partner, you can add the partnership within **Signature/Notary** or in the **Contacts** module. For a partnership with a corporate partner, go to **Contacts** and select **Partnership**. On the **Partners** tab, click the **Legal Entities** section and insert the corporate partner. Then click below to select the individual from the corporation on the **Select Signatory** window. To establish the Partnership in **Signature/Notary**, highlight the seller's name, previously created as a partnership, and click the **Add** button. The **Contacts** module is displayed. Change the contact type to **Corporation** and select or add the corporate partner. Click **OK**, and the **Signature/Notary** window is re-displayed with the Corporate Partner.

Clause Library Maintenance Module

Concept

Standard and user defined clauses are available from the **Clause Library** for use in **Title Insurance >Commitment**, **Title Insurance > Policy**, **Master Property**, **Conveyance**, **Documents**, and other DoubleTime modules. **Standard Clauses**, including clauses from The Fund's *Standard Commitment Clauses Handbook*, are included in the DoubleTime database. Using the **Clause Library Maintenance** module, you can create new clauses, called **User Defined Clauses**. Both standard and user defined clauses are retrieved by accessing the **Clause Library** that is available throughout DoubleTime. User defined clauses, unlike standard clauses, can be modified or deleted.

Objective

The objective of this lesson is to show you how to create a **User Defined Clause** from a **Standard Clause**, create a new **User Defined Clause**, and modify and delete a **User Defined Clause** using the **Clause Library Maintenance** module.

Creating A User-defined Clause From A Standard Clause

What you Do	Comments
1. On the menu bar, select **Modules > Clause Library Maintenance**.	The **Clause Library** window is displayed with the list of available clauses. The **Clause Type** defaults to **(ALL)** with **All Clauses** selected.

What you Do	Comments
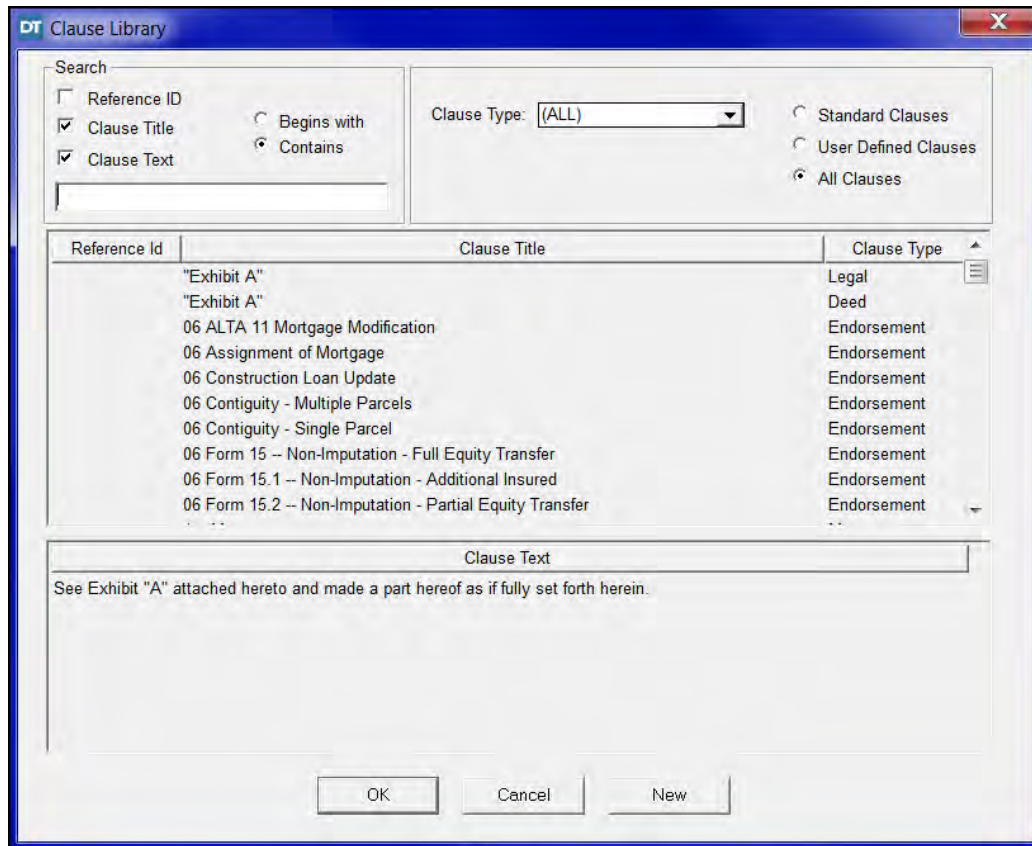
2. Click the **Clause Type** box, scroll and select **Mortgage**.

This will display all **Mortgage** clauses only.

What you Do	Comments
3. In **Clause Title**, select the **2nd Mortgage** clause.	This is the standard clause you want to modify. The **Clause Text** is displayed in the bottom half of the window.
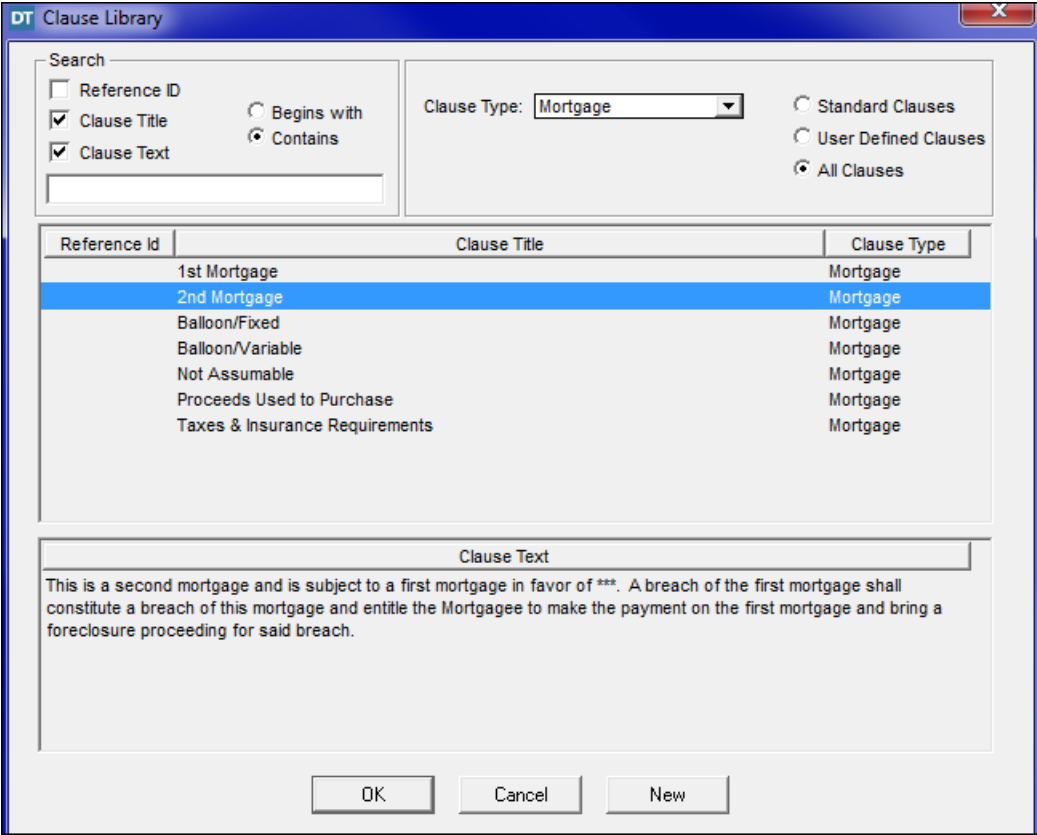
Clauses are displayed in alphabetical order by **Clause Title**. *NOTE:* Click **Reference ID** to sort numerically for those clauses found in the Fund's *Standard Commitment Clauses Handbook*. Only standard Exceptions and Requirements have these numbers.

What you Do	Comments
4. Place the cursor at the beginning of the clause text, and click the right mouse button. Click **Select All**.	The clause text is highlighted. ***NOTE:*** An alternate method to highlight is to hold the left mouse button down while dragging across the text you want to select.
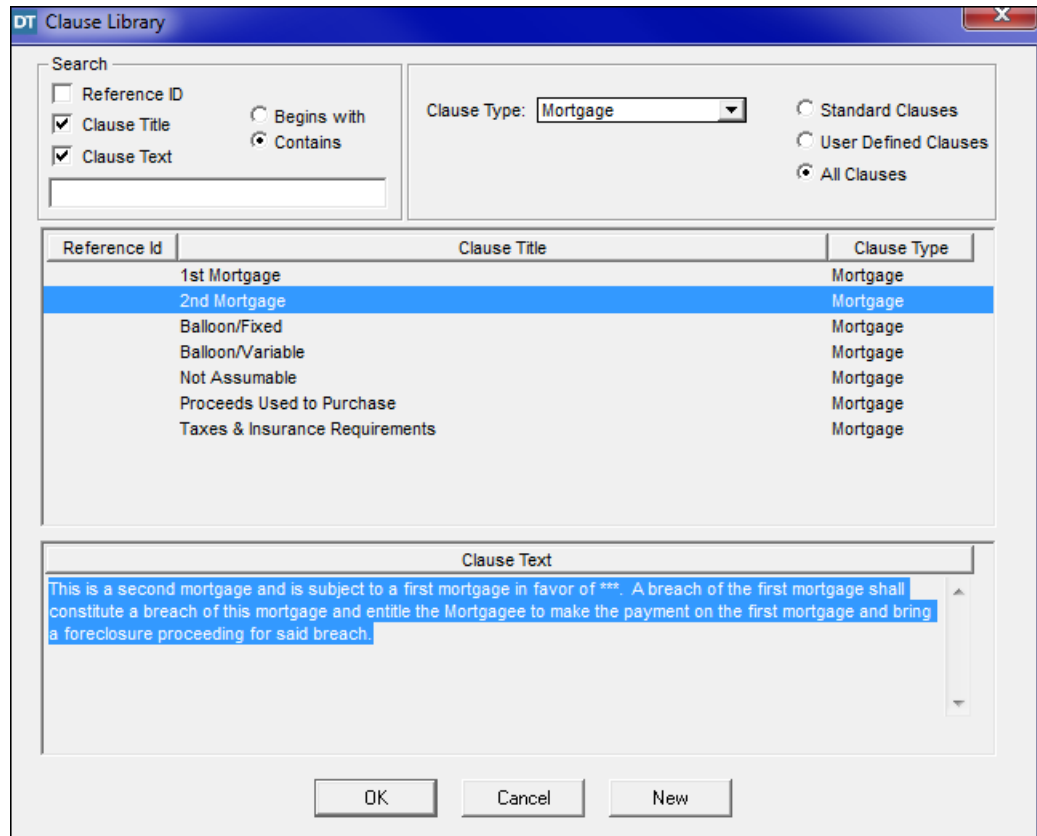
5. Click the right mouse button, and click **Copy**.	The Windows copy function is activated. *Note*: You can also copy text using CTRL + C.
6. Click the **New** button.	The **Clause Library Maintenance** window is displayed with **Mortgage** in the **Clause Type** box.

What you Do	**Comments**

7. Click the **Clause Title** box and type **2nd PMM**.

This will identify the clause as a User-Defined Clause. *NOTE:* The **Reference ID** box is optional. If you are assigning numbers to your User-Defined Clauses, type the number in **Reference ID**.

8. Click the **Clause** box, then click the right mouse button, and select **Paste**.

The Windows paste function is activated. The clause text copied from the previous window is displayed in the **Clause** box. *NOTE:* You can also paste text using Ctrl + V.

9. Place the cursor before the word **second** and type **purchase money**.
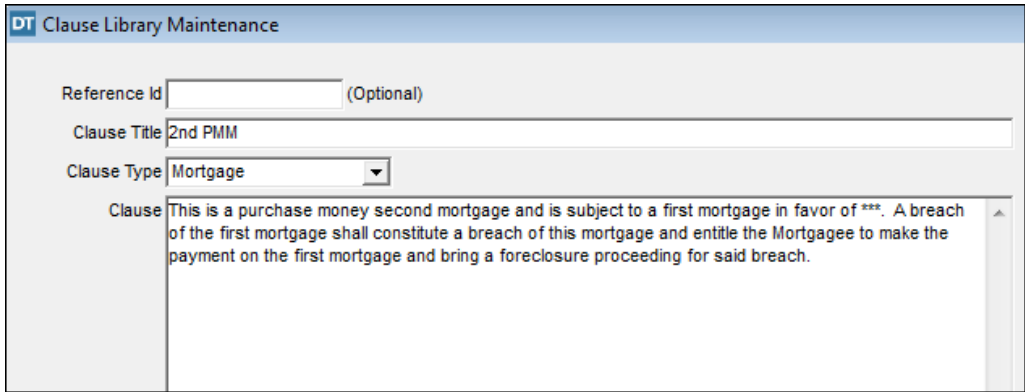
10. Click the **Save** button.

The **2nd PMM** is saved as a User-Defined Clause and is available for selection.

Creating A New User-Defined Clause

What you Do	Comments
1. ⬜ On the secondary toolbar, click the **Open** button.	The **Clause Library** window is displayed.
2. Click the **New** button.	The **Clause Library Maintenance** window is displayed.
3. Click the **Clause Title** box and type **Delete Standard Exceptions**.	This is the name you are giving to the User-Defined Clause.
4. Click the **Clause Type** box and select **Exception.**	
5. TAB to the **Clause** box and type **Standard exceptions *** are hereby deleted.**	This is the clause text for the User-Defined Clause, **Delete Standard Exceptions**.

DT Clause Library Maintenance

Reference Id [   ] (Optional)

Clause Title [Delete Standard Exceptions   ]

Clause Type [Exception   ▼]

Clause [Standard exceptions *** are hereby deleted.   ]

6. ⬜ On the secondary toolbar, click the **Open** button.	The **Clause Library Maintenance** save dialog box is displayed.
7. Click **Yes**.	The **Clause Library** window is redisplayed with the list of available clauses.

Modifying A User-Defined Clause
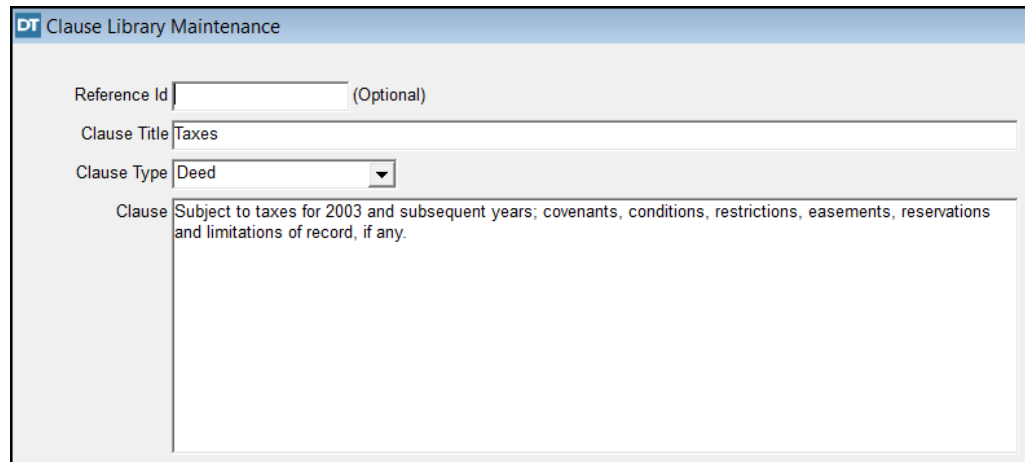
What you Do	Comments
1. Click the **User Defined Clauses** button.	This restricts the display to User-Defined Clauses.
2. Select the **Taxes** clause from the **Clause Title** list.	The Clause Text is displayed in the bottom half of the window.
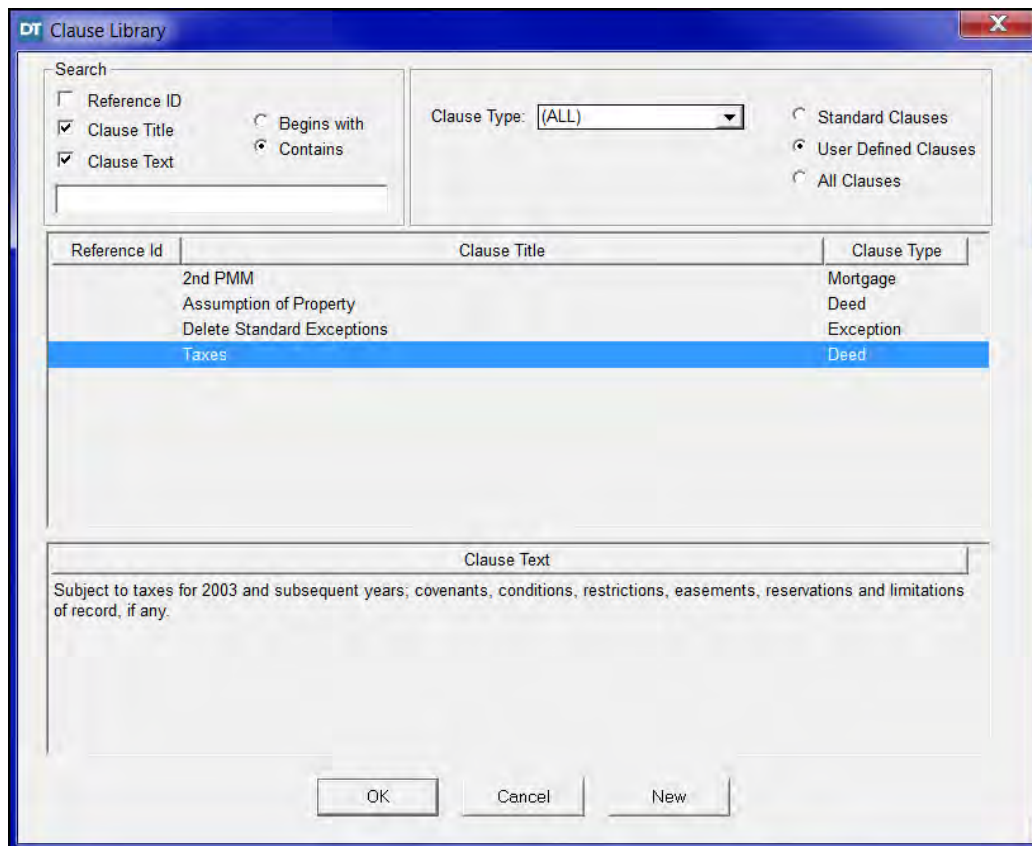
3. Click **OK**.	The **Clause Library Maintenance** window opens with the selected clause displayed.

What you Do	Comments

4. In the **Clause** box, replace the **03** with ****** and insert a comma (**,**) after the word **any** and type the words **without reimposing same.**
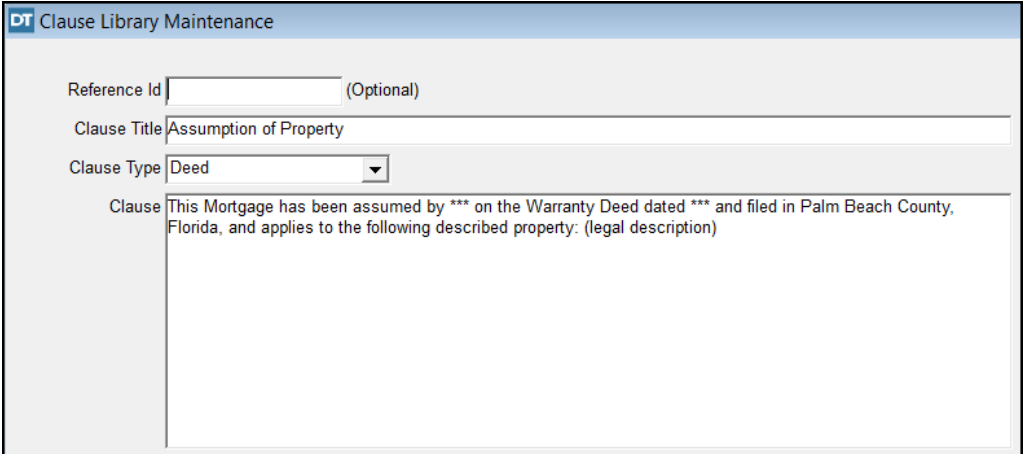
5. On the secondary toolbar, click the **Open** button.

The **Clause Library Maintenance** save dialog box is displayed.

6. Click **Yes**.

The **Clause Library** window, with the list of available clauses, is redisplayed.

Deleting A User-Defined Clause

What you Do	Comments
1. Click the **User Defined Clauses** button.	The display is limited to User-Defined Clauses.
2. In **Clause Title**, select the **Assumption of Property** clause.	The Clause Text is displayed in the bottom half of the window.
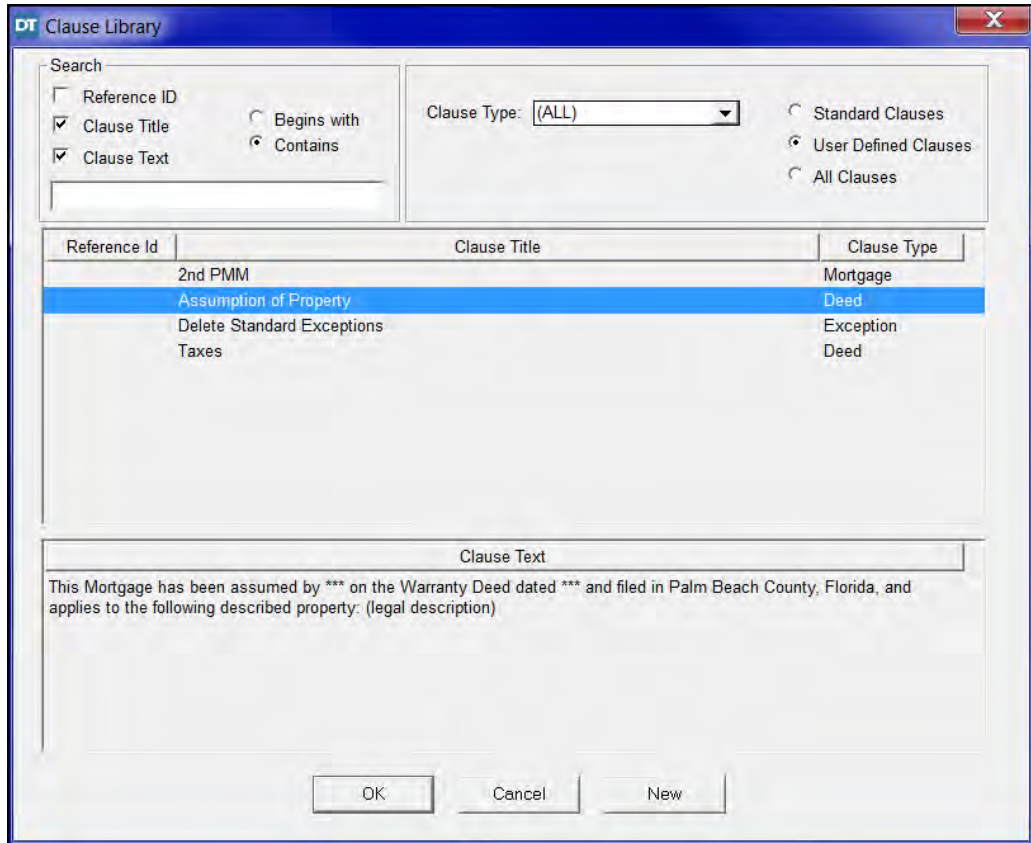
What you Do	Comments
3. Click **OK**.	The **Clause Library Maintenance** window is displayed with the **Assumption of Property** clause.

What you Do	Comments

4. On the secondary toolbar, click the **Delete** button.

The **Clause Library Maintenance** delete dialog box is displayed.
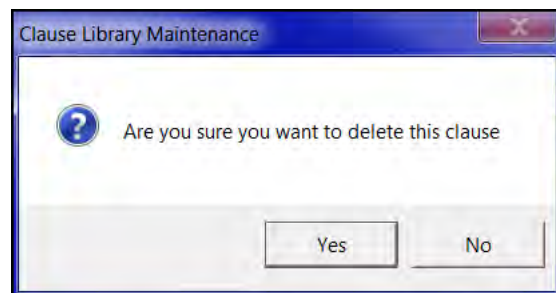
5. Click **Yes**.

The Assumption of Property clause is deleted and the **Clause Library Maintenance** window is closed. The **Clause Library** window is redisplayed with the list of all available clauses.

6. Click **Cancel**.

The **Clause Library Maintenance** module is closed.

Tips

1. **Standard Clauses** cannot be changed or deleted.

2. To retrieve User-Defined Clauses, click the **Clause Library** button in the following modules: **Conveyance, Documents, Loan Details, Master Property, Title Insurance > Commitment,** and **Title Insurance > Policy.**

3. Use the **Spell Check** button to check the spelling of the User-Defined Clause.

4. Information can be copied and pasted from a Windows-based word processor into the **Clause Library Maintenance** window. Press Alt + Tab to switch between DoubleTime and the word processing program, or you can copy the information in the word processing program, minimize it, and then paste the information into DoubleTime.

Frequently Asked Questions

Question	Answer
1. How do I add exceptions that were created in a word processor?	In the **Clause Library Maintenance** module, select **User Defined Clauses** and select **Exception** from the **Clause Type** list. Click **New**. Type the clause name and click in the **Clause** box. Minimize DoubleTime and open the word processor. Select and copy the exception clause. Return to DoubleTime and press CTRL + V to paste the clause into DoubleTime. Save your clause. Repeat the above steps for each exception clause you want to keep in DoubleTime.

Loans Module
![Loans icon] Loans

Concept

The **Loans** module contains loan-related information for a closing file. It is primarily used to store and maintain the loan terms in order to generate mortgage documents in the **Documents** module. Additionally, an amortization schedule can be displayed and/or printed by selecting **Modules> Loans > Amortization Calculator** from the main toolbar.

Objective

The objective of this lesson is to show you how to enter the loan information for the purchase money mortgage for this closing file in order to generate a purchase money note and mortgage in the **Documents** module. You will also use the **Amortization Calculator** to calculate the principal and interest amounts for the purchase money mortgage and promissory note.

Adding New Loan Information

What you Do	Comments
1. ![Loans icon] On the main toolbar, click the **Loans** button.	The **Select Loan** window opens displaying the loans associated with this closing file.
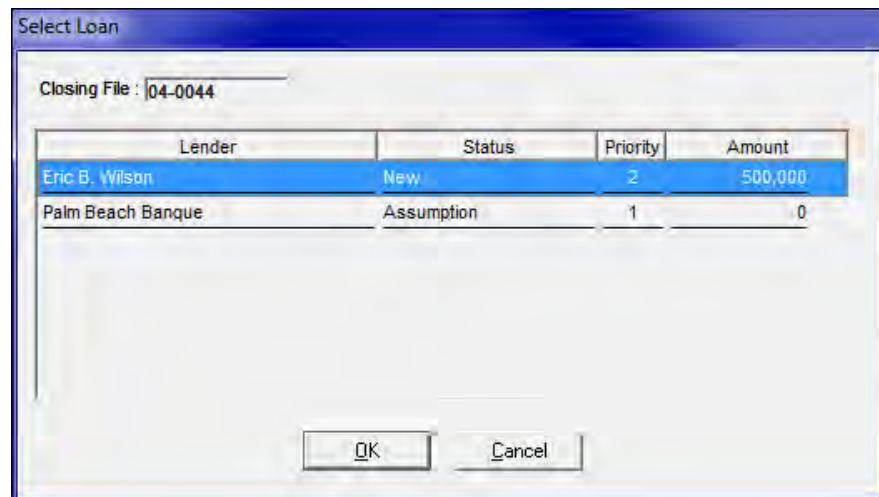
What you Do	**Comments**
2. With **Eric B. Wilson** highlighted, click **OK**.	The **New Loan for Eric B. Wilson** is displayed, with the **Classification** tab open.

NOTE: For Credit Union loans, users can select the **Exempt From Intangible Tax** box. When selecting this feature DoubleTime will not automatically populate the Intangible Tax on the Settlement Statement.

3. Click the **Lender** tab.	**NOTE:** On the **Lender** tab, the name and address information for Eric B. Wilson are displayed. If the loan is to be assigned to a different lender, click the **Assignment** check box. The assigning lender information can be added.

What you Do	**Comments**
4. Click the **Property** tab.	The **Property** tab is displayed containing no information. It is not necessary to insert the properties. All properties are automatically associated with the loans in the related **Closing File** module.

5. Click the **Features** tab.	***NOTE:*** If this were a balloon mortgage, this is where the mortgage would be identified as such and the required statutory language would be inserted.
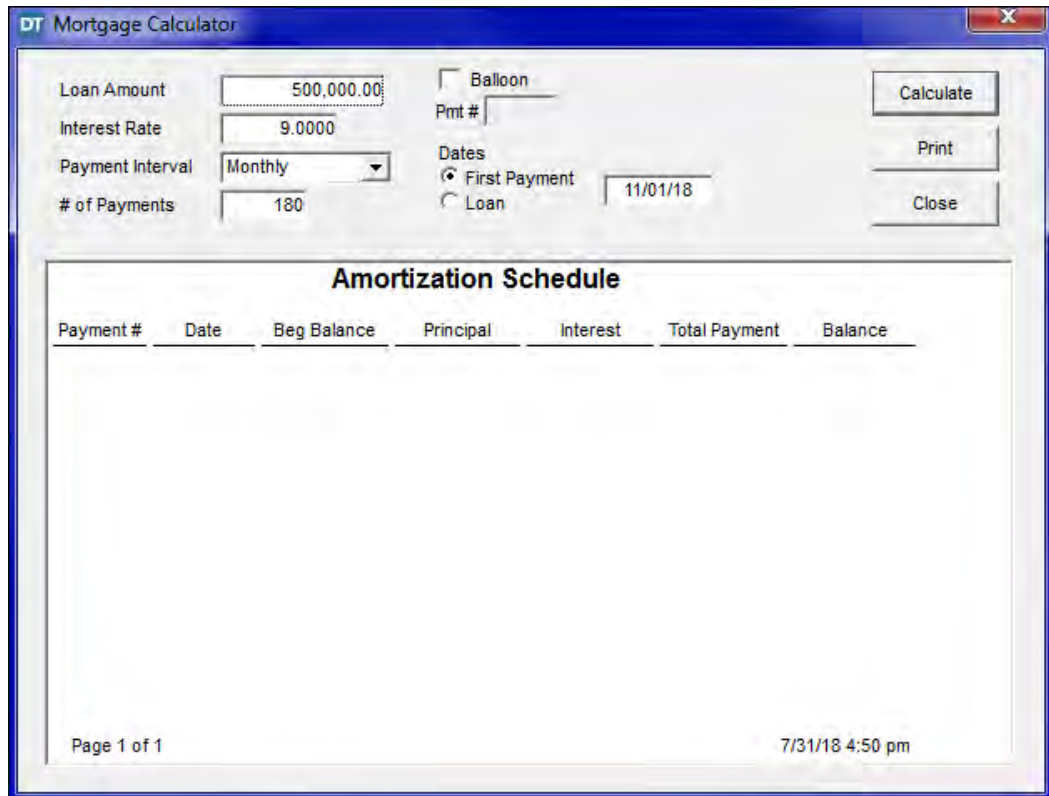
What you Do	**Comments**
6. Click the **Terms** tab.	The **Terms** tab is displayed and contains the loan amount and closing date information entered previously in the **Closing File** module.
7. Type **9** in the **Interest Rate** box.	This is the interest rate for this loan.
8. Select **Monthly** from the **Payment Interval** drop down list.	This is the frequency of payments.
9. Type **180** in the **# Payments** box.	The mortgage is 15 years for this property, which is 180 monthly payments.
10. Type **11/01/(current year)** in the **1st Payment** box in the **Dates** section.	This is the date the 1st payment is due.

Using The Amortization Calculator

What you Do	Comments
1. [icon] On the secondary toolbar, click the **Amortization Calculator** button.	The **Mortgage Calculator** window is displayed with information copied from the **Terms** tab.

NOTE: The **Balloon** check box enables the **Pmt #** box for a Balloon mortgage.

2. Click the **Calculate** button.

DoubleTime calculates the **Amortization Schedule**. The monthly payment amount, including the principal and interest, is displayed in **Total Payment** field. *NOTE:* The screen page count is not the same as printed pages. Five screen pages are equivalent to one printed page.

What you Do	Comments

3. Click the **Print** button.

The **Amortization Schedule** is printed. You will need this printout to complete the information on the **Terms** tab.

4. Click the **Close** button.

The **Mortgage Calculator** window is closed and the **Terms** tab is redisplayed.

5. Type **(the six - digit date)** [example 100133] from the Amortization Schedule in the **Maturity** box.

This is the due date for the final payment.

6. Click the **P&I** box and type **5071.33.**

This is the amount of the **Total Payment** from your printout.

What you Do	Comments

7. Click the **Riders** tab**.**

Use the **Riders** tab to select rider(s) associated with the mortgage. The appropriate box(es) will automatically be checked on the mortgage when it is printed in the **Documents** module.

8. Click the **Clauses** tab.

Clauses incorporated on this tab will display on the Note and/or selected Mortgage when accessed in the **Documents** module.

9. Click in the **Mortgage/Deed of Trust** box.

The **2nd PMM** clause needs to be added.

What you Do	**Comments**
10. 🔲 Click the **Clause Library** button on the secondary toolbar.	The **Clause Library** window opens. The **Clause Type** defaults to **Mortgage** with **All Clauses** selected. *NOTE:* You can also press **Ctrl + L** to access the **Clause Library**.
11. Select **User Defined Clauses**.	The **2nd PMM** displays along with any other user defined clauses created in **Clause Library Maintenance**.
12. Select **2nd PMM** and click **OK**.	The **Clause Library** window is closed and the **Clauses** tab is redisplayed. The **2nd PMM** clause has been added for this loan.
13. Replace the asterisks (***) in the clause with **Palm Beach Banque**.	The completed clause will be incorporated into the purchase money mortgage in the **Documents** module.

New Loan for Eric B. Wilson - 04-0044

Classification | Lender | Property | Features | Terms | ARM | Riders | Clauses | Loan Disclosures | Adj. Pmnt | Loan Calc. | Other Disclosures

Note

Mortgage / Deed of Trust

This is a second purchase money mortgage and is subject to a first mortgage in favor of Palm Beach Banque. A breach of the first mortgage shall constitute a breach of this mortgage and entitle the Mortgagee to make the payment on the first mortgage and bring a foreclosure proceeding for said breach.

| 14. 🔲 On the secondary toolbar, click the **Open** button. | The **New Loan for Eric B. Wilson** save dialog box is displayed. |

New Loan for Eric B. Wilson - 04-0044

Save changes?

Yes   No   Cancel
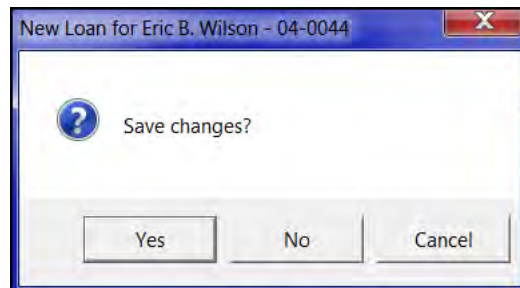
| 15. Click **Yes**. | The loan information is saved and the **Select Loan** window displays again. |

What you Do	Comments

16. Select **Palm Beach Banque**.

17. Click **OK**.

The **Select Loan** window closes and the **Loan Assumption for Palm Beach Banque** information displays.

18. Click the **Estoppel** tab.

19. Type **1,500,000** in the **Current Balance** box.

What you Do	**Comments**

20. [icon] Click the **Close** button on the secondary toolbar.	The **Loan Assumption for Palm Beach Banque** save dialog box is displayed.
21. Click **Yes** to save changes.	Changes are saved and the **Loans** module closes.

Tips

1. An alternate way to open **Loan Details** or **Amortization Calculator** is to select **Modules** on the menu bar, then **Loans**, and then **Loan Details** or **Amortization Calculator**.

2. Select the **Property** tab in the **Loan Details** module if there is more than one property associated with a closing file, but not all of the properties are encumbered by a loan. Here you can identify which of the properties are encumbered by a loan.

3. When there is an assignment of mortgage, select the **Lender** tab to indicate the name of the assignee and other assignment information.

4. When preparing a balloon loan, ensure the proper language for balloon mortgages appear on the documents as follows:
   - For fixed rate balloon mortgages, select the **Balloon** check box on the **Features** tab of the **Loans** module.
   - For adjustable rate balloon mortgages, select the **Balloon** check box as noted above, as well as the **Adjustable Rate** check box on the **Classification** tab of the **Loans** module
   - When the documents, such as a FL Mortgage or FL Mortgage (Seller) are printed from the **Documents** module, the appropriate balloon language will be included.

5. Use the **Riders** tab to select rider(s) associated with the loan. This will check the appropriate box(es) on the mortgage.

6. To check the spelling in the **Clauses** tab, click **Spell Check** on the secondary toolbar.

7. This module is used when the seller or a private lender is holding a purchase money mortgage and you need to create the mortgage and note documents for the seller or the lender. Use the **FL Mortgage (Seller)** or **FL Mortgage** and **Promissory Note (Seller)** or **Promissory Note** documents in the **Documents** module.

Settlement Statements For Non-RESPA/Non-CFPB Transactions

Concept

Settlement Statements for Non-RESPA and Non-CFPB transactions are two pages long. If a transaction has no loan connected with it, there will be no lender involved. Commercial transactions are not subject to RESPA or CFPB regulations even when a loan is involved. The **Settlement Statements** module can be used to complete the two-page HUD, as well as a variety of other types of Settlement Statements. Just as with the CFPB closing file we created earlier in training, DoubleTime will automate much of the preparation.

Objective

The objective of this lesson is to show you how to use the **Settlement Statements** module to complete a two-page HUD Settlement Statement for a Non-RESPA/Non-CFPB transaction and how to print the completed statement.

Verifying Amounts Due To And Paid By Seller

What you Do	Comments
1. On the main toolbar, click the **Settlement Statements** button.	The **Update Recording Charges** dialog box is displayed listing the calculated values for the documentary stamps on the deed and note, and the intangible tax on the mortgage. DoubleTime uses the appropriate charges based on the county in which the property is located and the purchase price and loan amount. This dialog box is used to update the **Old Amount** with the **New Amount**.
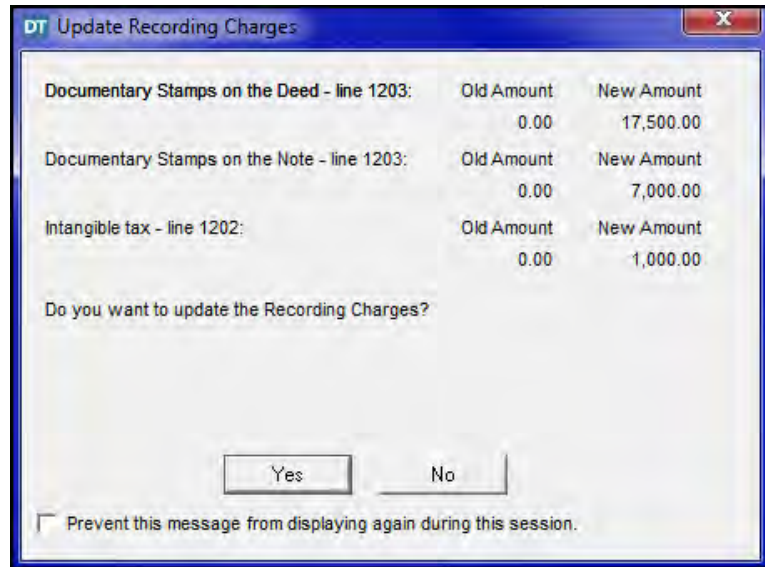
What you Do	Comments

2. Click **Yes**.

The **Update Recording Charges** dialog box is closed and the **Settlement Statements** window is displayed with the **General** tab open. The title bar indicates the file name. In the **General** tab, you can view the top portion of page 1 of the HUD Settlement Statement, sections A through I. These sections contain loan information, the names of the parties, and property and settlement information. Use the **Closing File** module to change or make additions to the information.

What you Do	**Comments**

3. Click the **Seller Credits** tab.

Calculating Adjustments For Items Paid By Seller

What you Do	Comments
1. Click the **Adjustments - Paid** tab.	The **Adjustments - Paid** tab displays lines **106/406** through **112/412**.

Viewing Buyer Credits And Loan Amounts/Payoffs

What you Do	Comments
1. Click the **Buyer Credits** tab.	The **Buyer Credits** tab displays showing the buyer's deposit amount (line **201**), the loan assumption balance (line **203/503**), and the new second mortgage amount (line **204**).

Calculating Adjustments For Items Unpaid By Seller

What you Do	Comments
1. Click the **Adjustments - Unpaid** tab.	The **Adjustments - Unpaid** tab is displayed with lines **210/510** through **219/519**.
2. Select line **211/511**.	Selecting this line allows you to calculate the unpaid county taxes.
3. Click the **Pro-rate** check box in the work area.	Additional fields open for **Line # 211/511**. The **Date from** defaults to the beginning of the year. The **Date to** defaults to the date of closing.
4. Click the **Gross Amount** box and type **225,500.00**.	This is the amount of the property taxes for both parcels for the entire year.
5. Type **4** in the **Discount percent** box	This is the maximum allowable discount which is determined by the Tax Collector's office.
6. Press the **Tab** key.	DoubleTime calculates the prorated taxes.

Calculating Loan Fees

What you Do	Comments
1. Click the **Loan Fees** tab.	The **Loan Fees** tab is displayed with lines **800** through **811**.
2. Click line **807**.	The lender is charging an assumption fee of 1% of the unpaid loan balance for a total of $15,000.00. The fee will be charged to the borrower.
3. Type **15,000.00** in the **Paid from funds** box for the Borrower and press the **Tab** key.	The fee is charged to the Borrower, but can be changed if needed. **NOTE:** (1) The default descriptions for lines **801** through **807** can be changed or added to as needed.

Adding Title Charges

What you Do	Comments
1. Click the **Title** tab.	The **Title** tab is displayed with lines **1101** through **1113**. Line **1101** is selected. The **Payee** defaults to **Richard P. Bruce, Esq.**

| **What you Do** | **Comments** |

2. Type **1000** in the **Paid from funds** box for the Borrower and press the **Tab** key.

The **$1000 Settlement or closing fee** is charged to the borrower.

3. Double click line **1108**.

The **Title Insurance Calculator for Orange County** window opens. **NOTE:** (1) The county name defaults to the county in which the property resides. (2) The borrower is charged $25 for the mortgagee policy. The owner policy, in the amount of $8,825 is charged to the seller.

What you Do	**Comments**
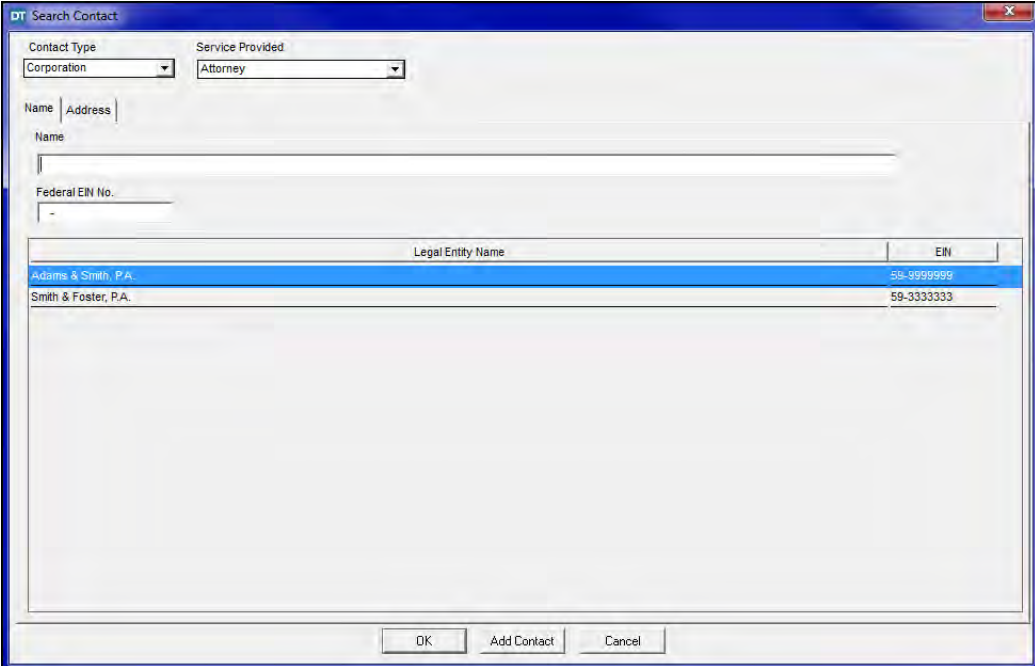
4. Select **Seller** from the **Payor** drop down list in the **Mortgagee** column.

NOTE: Based on provisions in the contract, the **Payor** for the title policies must be changed.

5. Click **OK**.

The **Title Insurance Calculator for Orange County** window closes.

What you Do	**Comments**

6. Select line **1107**.

7. Type **500** in the **Paid from funds** box for the Seller.

    The Seller's attorney asked to collect and pay the **Attorney's Fee** as part of the closing process and to show it on the Settlement Statement

    The **Search Contact** window opens.

8. [icon] Click the **Search Contacts** button on the secondary toolbar.

What you Do	**Comments**

9. Select **Smith & Foster, PA** from the **Legal Entity Name** list.

10. Click **OK**.   The payee name for line **1107** changes as indicated.

What you Do	Comments

Calculating Recording And Transfer Charges

What you Do	Comments
1. Click the **Recording** tab.	The **Recording** tab is displayed with lines **1201** through **1205**. Line **1201** is selected.
2. Double click line **1201**.	The **Recording Calculator** window is displayed.

What you Do	**Comments**

3. Type **2** in the **# of Pages** box in the **Deed** column.

The calculations will be automatically made for recording a 2 page deed. The payors default to the typical payor, but can be changed as needed.

4. Type **10** in the **# of Pages** box in the **Add'l Mortgage(s)** column.

This is the charge for recording a 10 page second mortgage.

5. Click **OK**.

The **Recording Calculator window** closes and the calculated amounts display.

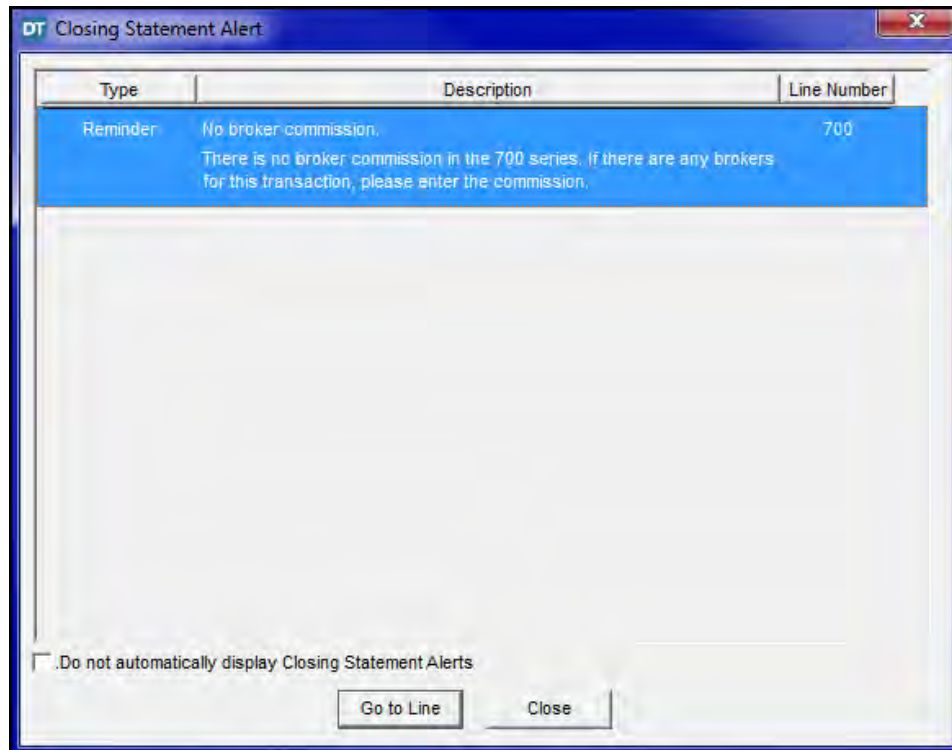| What you Do	Comments
6. [icon] Click the **Search Contact** button on the secondary toolbar.	The **Search Contact** window opens. The **Contact Type** is **Other** and the **Service Provided** is **Recording Dept.**
7. Select **Orange County Comptroller** and click **OK**.	The **Search Contact** window closes and the **Recording** tab redisplays. **Orange County Comptroller** is listed in the **Payee** box. *NOTE:* This information is not displayed on the Settlement Statement, but reflects the payee for the Balance Sheet.
8. Double click line **1202**.	The **Recording Calculator for Orange County** dialog box displays, with the Tab for Line **1202** open. *NOTE:* Take a moment and click on the various tabs to become familiar with them. Values from the **Update Recording Charges** dialog box are copied to lines **1202** and **1203**. The dollar amount of the intangible tax on line **1202** and the note documentary stamps on line **1203** are charged to the borrower. The deed documentary stamps on line **1203** are charged to the seller. The payee for all line items in the **1200** series will default to the payee selected on line **1201**.
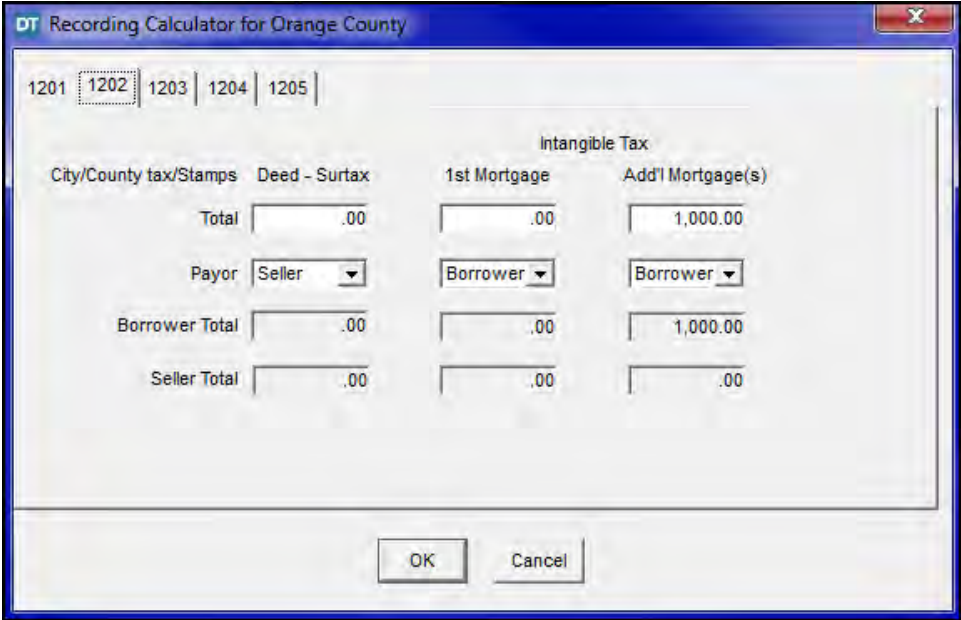
What you Do	Comments
9. Click **OK.**	The **Recorded Calculator For Orange County** dialog box is dismissed.

Viewing Closing Statement Alerts

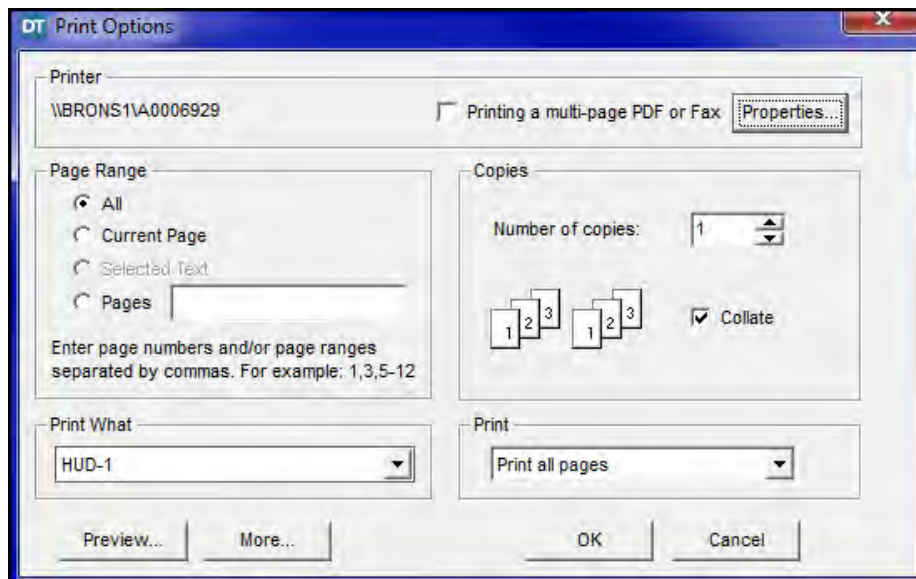| What you Do	Comments
1. ⚠ Click the **Closing Statement Alerts** button on the secondary toolbar.	The **Closing Statement Alerts** window opens. It provides helpful information on specific line items for the current transaction that may have been inadvertently overlooked. ***NOTE:*** (1) The Alerts can be viewed on any tab within the **Settlement Statement** module by clicking this button. (2) The **No broker commission** alert displays.

What you Do	Comments
2. Click the **Do not automatically display Closing Statement Alerts** check box.	Alerts will no longer display automatically when exiting the **Settlement Statements** module for this file.
3. Click **Close**.	The Alert window closes. ***NOTE:*** No action is required since there are no brokers associated with this transaction.

Printing The HUD-1 Settlement Statement

What you Do	Comments
1. Click **Format > HUD Signatures-Separate Page** from the main menu.	Due to the number of signatories for the buyer, we will choose to have all signatures on a separate page. **NOTE:** No window opens or message displays after this action. The separate signature page will print with the rest of the HUD.
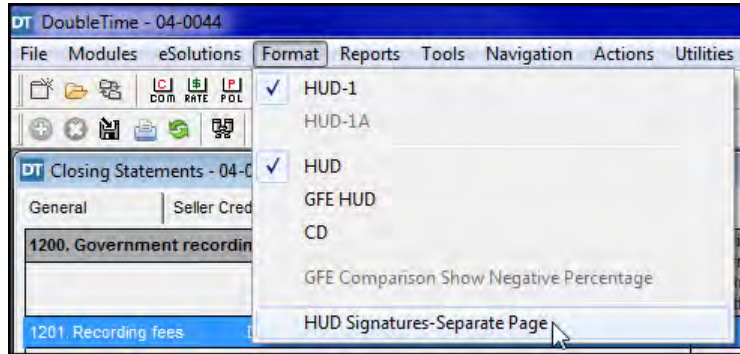
2. Click the **Print** button on the secondary toolbar.	The **Print Options** window opens. The **Print Range** defaults to **All**, **Copies** to **1**, **Print What** to **HUD-1** and **Print** to **Print all pages**. **NOTE:** To print a different statement, worksheet, or report, click the **Print What** box and make your selection.

What you Do	Comments
3. Click the **Preview** button.	A preview of the HUD statement displays. Use the **Next** and **Back** buttons on the secondary toolbar to check each page of the document.

What you Do	Comments
4. Click the **Close** button on the secondary toolbar.	The HUD preview closes and the **Settlement Statements** module redisplays.
5. Click the **Print** button on the secondary toolbar.	The **Print Options** window opens again.
6. Click **OK**.	The HUD including a separate signature page prints.
7. Click the **Close** button on the secondary toolbar.	The HUD preview closes and the **Settlement Statements** module redisplays.

Tips

1. An alternate way to open the **Settlement Statements** module is to select **Modules** from the menu bar and choose **Settlement Statements**.

2. Use the **Double Click!** feature on line **201 - Deposit or earnest money** to open the **Deposit Summary** dialog box. It can also be used to open the **Payoff Calculator** on line **504** and the **Recording Calculator** on line **1202**.

3. Use the **Deposit Summary** button, located in the **Settlement Statements** toolbar, to open the **Deposit Summary** dialog box.

4. Another way to access the Payoff Calculator is to select line **504** and click the **Payoff Calculator** button on the **Settlement Statements** secondary toolbar.

5. Use the **Recording Calculator** to automatically calculate recording fees for lines **1202** through **1205** on the **Recording** tab.

6. In the **Print Options** window, use the **Page Range** area to print individual pages of the HUD.

7. To display the entire HUD, click the **Print** button on the secondary toolbar and select the **Preview** button.

8. You can display any one report selected in the **Print What** box by clicking the **Preview** button. You can also select a report to view by selecting **Reports** from the main menu.

9. To print multiple reports at one time, click the **More** button on the **Print Options** window and select as many different reports as needed. Click the **Less** button to return to the previous window. You can also select other reports by clicking the **Reports** button on the main toolbar.

10. A **HUD Signatories-Separate Page** Settlement Statement should be used if all signatures cannot be disclosed on the two page Settlement Statement. This can be selected from **Format** on the menu toolbar.

11. Click the **Calculator** button to use the calculator. You can type the number on the keyboard or use the mouse to click the numbers on the displayed calculator.

12. To obtain a copy of the figures in the **Payoff Calculator**, leave the **Payoff Calculator** window open after the figures have been calculated. Press the **Print** button.

13. ⚠ You can choose to display the **Closing Statement Alerts** at any time by clicking the **Closing Statement Alerts** button to check for any missing items within your Settlement Statement.

14. To fax a HUD from your PC, click the **Print** button on the secondary toolbar, select the **Printing to fax machine** check box, and click the **Properties** button. Select your fax in the **Printer Setup** window and click **OK**. This ensures that all the pages of the HUD are faxed as one "print job", instead of treating each page as a separate fax.

15. To email a Settlement Statement from your PC, select **eSolutions** while in **Print Preview**, and click **Email**. In order to perform this function, you must be in preview mode of all Settlement Statements, including the HUD, and you can only use Outlook or Outlook Express to e-mail from the **Settlement Statement** module. A list of participants in reference to your file are displayed with the opportunity to select their e-mail addresses. Email addresses need to be established in either the **Contacts** or **Closing File** module on the **Phone** tab.

16. Use the **Settlement Statement Template Maintenance** module to set up HUD defaults for specific lenders. The initial setup of a template is done under Modules/Settlement Statement Template Maintenance. See the **Settlement Statement Template Maintenance** lesson in **Additional Features** for more information.

17. To email the Settlement Statement using an email program besides Microsoft Outlook, first save the statement to your computer as follows:
    • Select **File > Save as...** from the menu bar
    • DoubleTime converts the image to a PDF file
    • The **Save Document Image** window opens
    • Type a name for the document in the **File Name** box
    • Select a location on your computer to save the file from the **Save in** drop down list
    • Click **Save**
    • The file is saved and available for attachment to an email.

Frequently Asked Questions

Question	Answer
1. How do I add more lines?	Click the **Add'l Charges** tab, then click the Insert button. An addendum is automatically generated, and the addendum total is maintained on **Line 1309**.

Question	Answer
2. How do I add more lines to the **800** Series of the HUD for lender fees?	Additional lines cannot be added to the **800** series. However, you *can* change the description of the lines in the **800** series. If you have additional lender fees, you can enter them in the **1300** section, which can be added to, if needed.
3. How do I enter a LIP or Construction Loan account?	DoubleTime allows you to enter the LIP (Loan in Progress) or Construction amount on **Line 104** or **105** of the **HUD**. Type the **Description** in **Line 104** or **105** of the **HUD**, type the amount of the LIP account in **Total Amount**. Double-click **Amount Withheld**. Finally, set your Loan Statement to the appropriate loan (for example, **First**).
4. How do I put tax re-proration language on the HUD?	You cannot add Tax Re-Proration language directly to the HUD, however, you can print the **Closing Statement Addendum** document from the **Documents** module. The **Closing Statement Addendum** document includes the Tax Re-Proration language, as well as other information, such as the Disbursement Authorization language.
5. How do I delete an amount from **Line 402** (Personal Property)?	Delete the amount on **Line 102** and press **Tab** or **Enter**. **Line 402** will be changed to zero (0).
6. How do I print the HUD?	In the **Settlement Statements** module, select **Format** and verify that **HUD-1** is selected. Then click **Print** button. The **Print What** box will display the default of HUD-1, or you can select a different settlement statement. Select **Print Preview** if desired, and then click **Print** button to print the settlement statement.
7. How do I add a contact on the HUD?	Click **Search Contact** button on the secondary toolbar to open the **Search Contact** window. Select the contact.
8. How do I type a negative number?	Type a dash (-), and then type the amount.

Question	Answer
9. How do I deduct a deposit credit from the loan fees check being remitted by the Closing Agent to the Lender?	Let's say a Borrower pays a deposit to the Lender that needs to be credited to the Borrower on the HUD. The Lender remits a check for the exact loan amount (no withhelds). The deposit credit must be deducted from the loan fees check being remitted by the Closing Agent to the Lender. ***NOTE:*** This situation is similar to an Aggregate Accounting Adjustment, which is typically a Borrower credit reflected as a negative number. Go to the **Loan Fees** tab in the **Settlement Statements** module. On an available 800 section line, enter the following information: • **Description:** Enter language acceptable to the Lender, (such as "Application Fee Refund" or "Loan Deposit Credit"). • **Payee:** Select the lender. • **Paid from Funds/Borrower:** Enter the deposit credit amount here as a negative number, (such as $-500.00). • **Amount withheld:** Leave this blank. • **Loan statement:** Select the appropriate loan. The **Balance Sheet (Balance Sheet** module) should now reflect a negative number for a disbursement item. Combine this negative item with the items being disbursed to the Lender to create a net check for the Lender. ***NOTE:*** You cannot access the accounting export function until this negative disbursement item has been combined.
10. Why aren't the doc stamps on the deed automatically calculated on the HUD?	You did not select a property on the Property tab of the **Closing File** module.

Question	Answer
11. Why doesn't the payoff amount or lender display?	Payoff loans must be added in the **Closing File** module/**Loans** tab. The lender will be displayed on the HUD. The payoff amount is entered directly in the **Settlement Statements** module. To add the payoff amount, type the amount or double-click the payoff line in the HUD to bring up the payoff calculator. Type the mortgage balance, per diem interest, and other miscellaneous fees associated with the payoff. Click **OK**. The amount will be displayed in the proper box.

Documents Module

Concept

The **Documents** module is used to prepare and print documents such as Title Commitments, Title Policies, Deeds, Mortgages, Notes, Affidavits, and Bills of Sale. You can select documents from the **Master Document Selection** list for each closing file and, if necessary, edit them before printing. Documents can also be emailed using Outlook or Outlook Express and faxed from your computer. Customized documents can be created, and then related to a closing file.

Objective

The objective of this lesson is to show you how to select, edit documents, and print the loan documents.

Associating Documents With Your File

What you Do	Comments
1. ![Documents icon] Click the **Documents** button on the main toolbar.	The **Closing Document Selection** window is displayed.
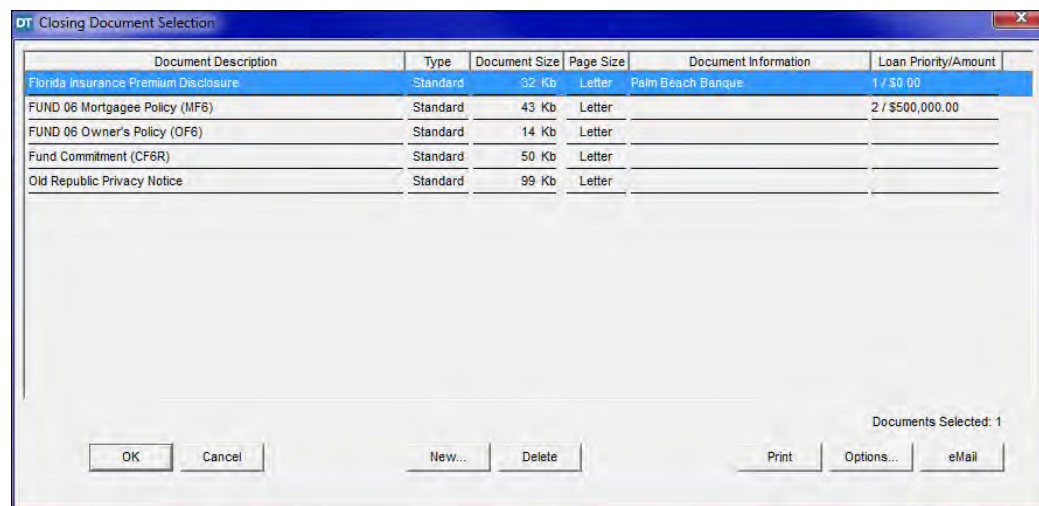
What you Do	Comments
2. Click **New**.	The **Master Document Selection** opens. The **Classification** drop down list and the **Type** area selection both default to **All**.
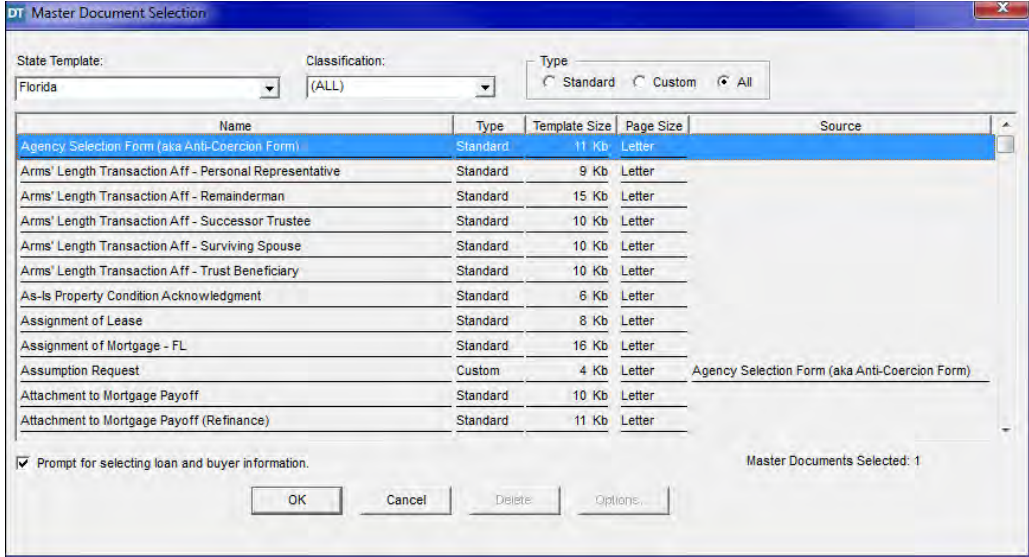
3. Scroll down and select **Custom Deed** from the **Name** list.	This is one of the documents you want to bring into your file.
4. Press and hold the **Ctrl** key, and scroll down and select **Non-Foreign Certification by Entity Transferor.**	The **Ctrl** key allows you to select more than one document at the same time.
5. Release the **Ctrl** key and click **OK**.	The **Closing Document Selection** window is redisplayed with the additional documents you selected.
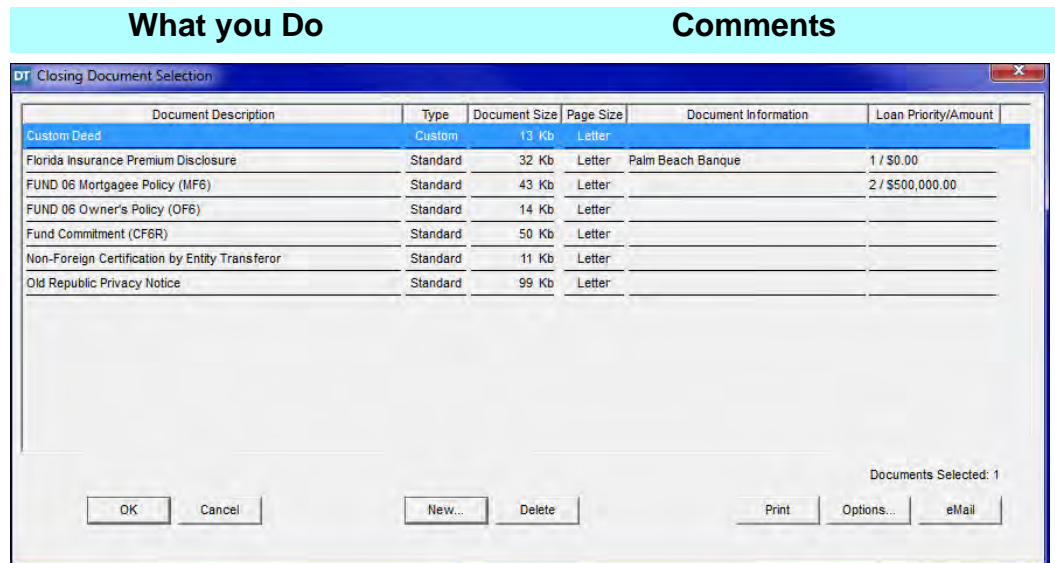
What you Do	Comments

6. Click **New**.

The **Master Document Selection** window is displayed. The **Classification** box defaults to **All** and the **Type** defaults to **All**.

7. Click the **Classification** box and select **Loans - All**.

This will restrict the display to all loan documents.

8. Scroll to and select **FL Mortgage**.

9. Press and hold the **Ctrl** key and select **Promissory Note**.
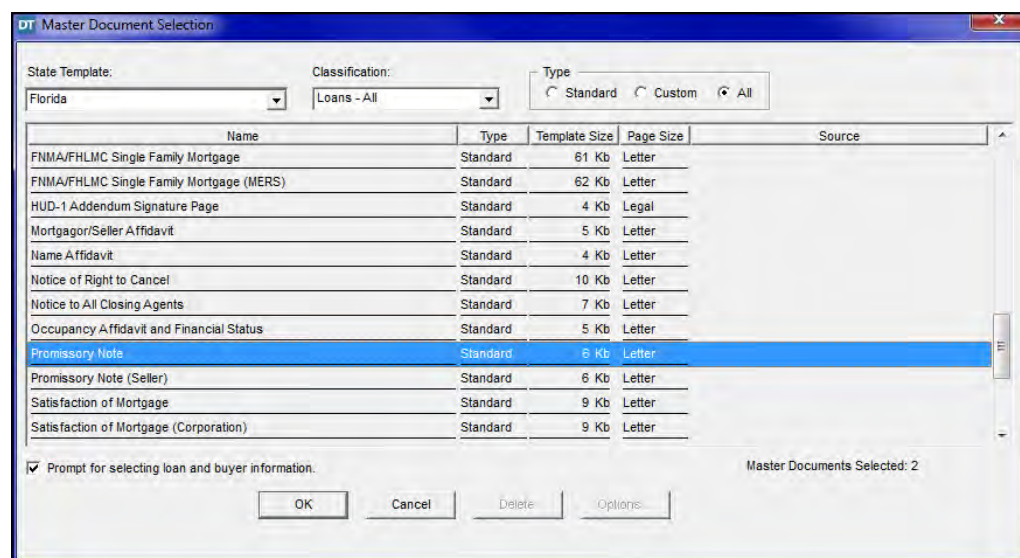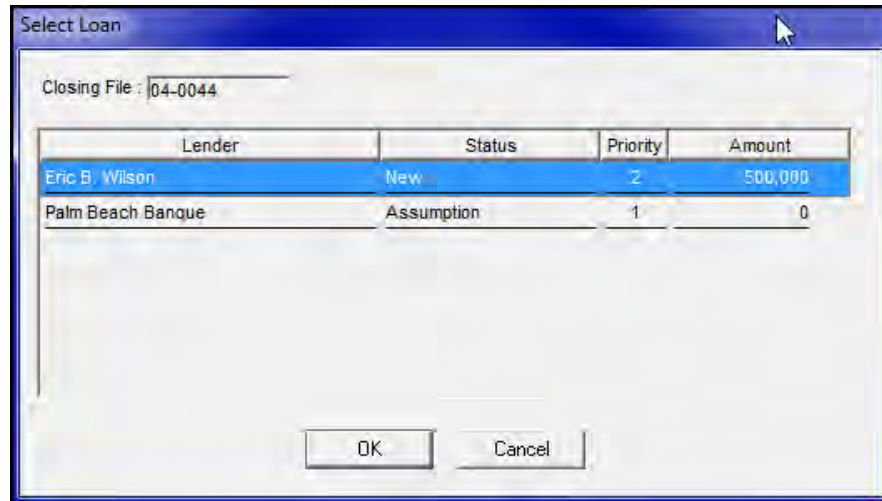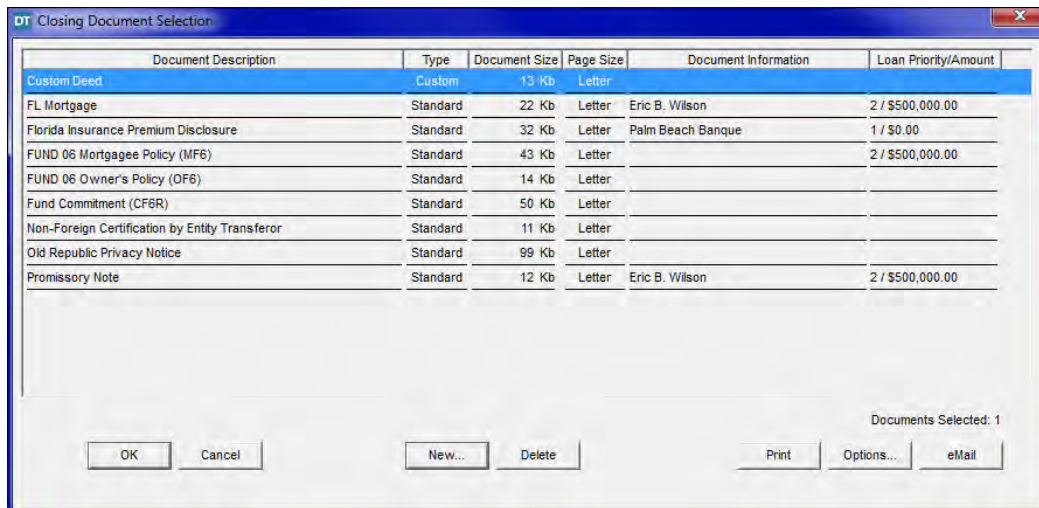
What you Do	Comments
10. Release the **Ctrl** key and click **OK**.	The **Select Loan** window is displayed with the lenders associated with this file.

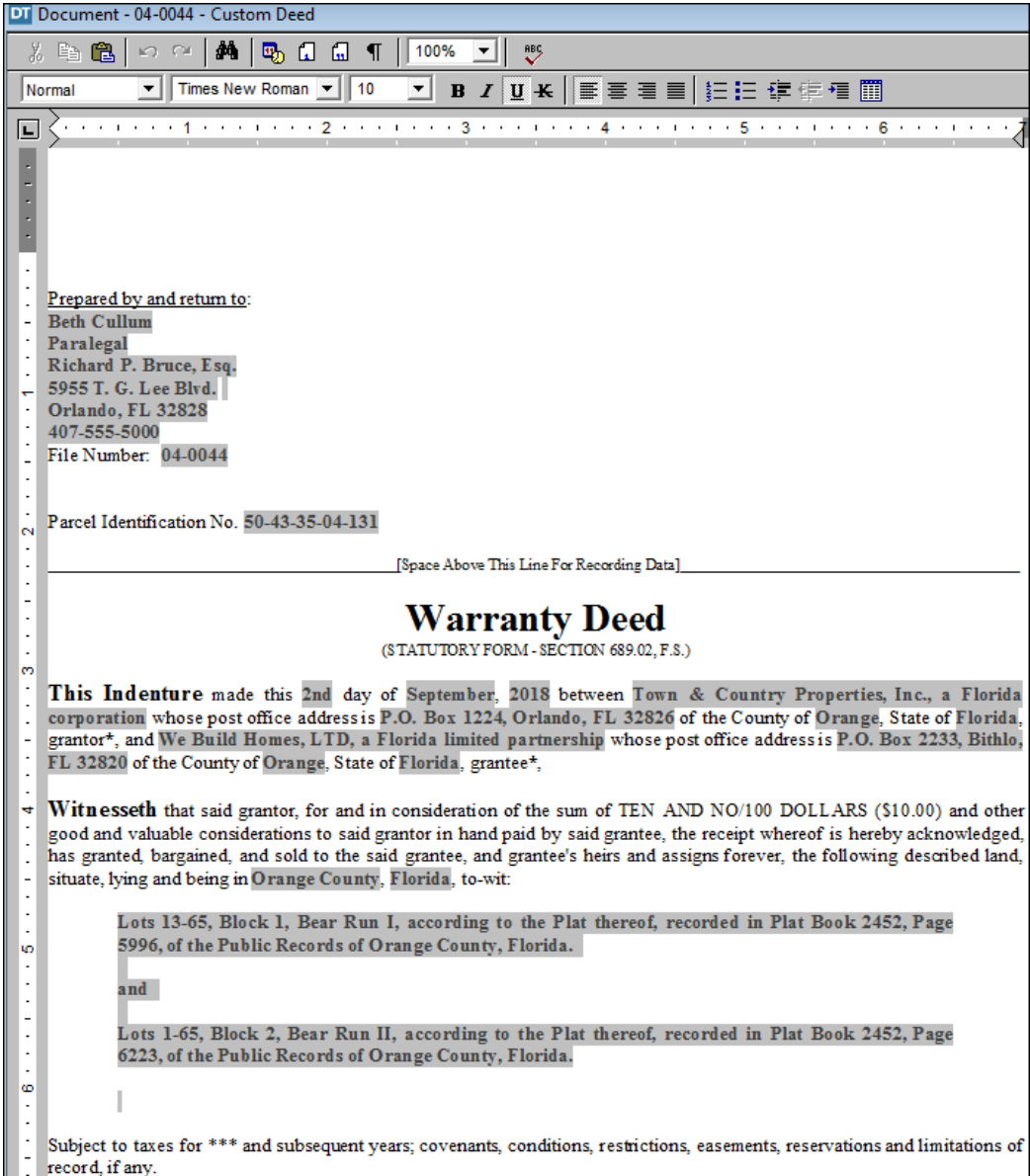| What you Do	Comments
11. With **Eric B. Wilson** selected, click **OK**.	The selected documents are displayed in the **Closing Document Selection** with **Eric B. Wilson** listed in the **Document Information** column. This indicates these documents are associated with the loan to **Eric B. Wilson**.

Editing A Custom Document

What you Do	Comments
1. Double click **Custom Deed**.	The **Custom Deed** is displayed.

What you Do	**Comments**

2. Place your cursor above the Subject to taxes language.

3. ⊞ Click the **Clause Library** button on the secondary toolbar.

The **Clause Library** window opens.

What you Do	Comments
4. Select **Deed** from the **Clause Type** drop down.	
5. Select **Subject To: Mortgage Assuption** and click **OK**.	
6. In the first *subject to* paragraph, replace the asterisks with the following text: **Palm Beach Banque** **3421** **4599** **20010004599** **Orange** **1,550,000.00**	This information is specific to this closing file.
7. Place your cursor at the end of the inserted clause and press ENTER twice.	
8. ▦ Click the **Clause Library** button on the secondary toolbar.	The **Clause Library** window opens.
9. Click **Deed** from the **Clause Type** drop down.	
10. Select **Subject To: PMM** and click **OK**. Press ENTER.	
11. In the second *subject to* paragraph perform the following steps: • Delete **First/** • Highlight "Grantor" and type **Eric B. Wilson** • Replace the asterisks with **500,000.00**	

What you Do	Comments

DT Document - 04-0044 - Custom Deed

Prepared by and return to:
Beth Cullum
Paralegal
Richard P. Bruce, Esq.
5955 T. G. Lee Blvd.
Orlando, FL 32828
407-555-5000
File Number: 04-0044

Parcel Identification No. 50-43-35-04-131

_____ [Space Above This Line For Recording Data] _____

Warranty Deed
(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture made this 2nd day of September, 2018 between Town & Country Properties, Inc., a Florida corporation whose post office address is P.O. Box 1224, Orlando, FL 32826 of the County of Orange, State of Florida, grantor*, and We Build Homes, LTD, a Florida limited partnership whose post office address is P.O. Box 2233, Bithlo, FL 32820 of the County of Orange, State of Florida, grantee*,

Witnesseth that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Orange County, Florida, to-wit:

Lots 13-65, Block 1, Bear Run I, according to the Plat thereof, recorded in Plat Book 2452, Page 5996, of the Public Records of Orange County, Florida.

and

Lots 1-65, Block 2, Bear Run II, according to the Plat thereof, recorded in Plat Book 2452, Page 6223, of the Public Records of Orange County, Florida.

SUBJECT TO a First Mortgage in favor of Palm Beach Banque, recorded in O.R. 3421, Page 4599, and/or Instrument No.20010004599, of the Public Records of Orange County, Florida, securing the original principal sum of $1,550,000.00, which mortgage Grantee herein expressly assumes and agrees to pay.

SUBJECT TO a Purchase Money Second Mortgage, given by Grantee to Eric B. Wilson, securing the original principal sum of $500,000.00.

Subject to taxes for *** and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.

and said grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

12. On the secondary toolbar, click the **Open** button. | The **Custom Deed** for the active closing file save dialog box is displayed.

13. Click **Yes**. | The changes to the **Custom Deed** document are saved for this file. The **Closing Document Selection** window is displayed.

What you Do	Comments
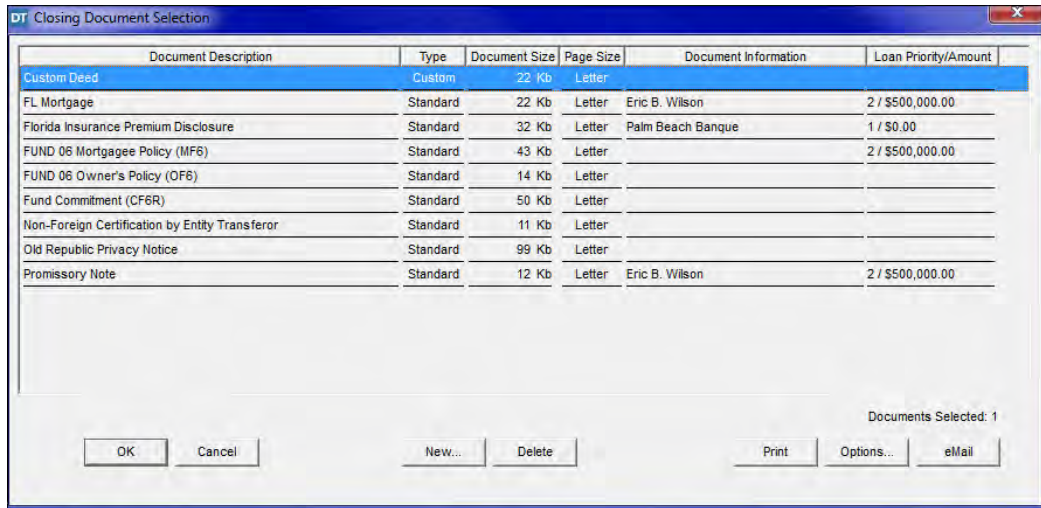
14. Select **Custom Deed** and hold the **Ctrl** key and select **FL Mortgage, Non-Foreign Certification Entity Transferor** and **Promissory Note.**

4 document titles are highlighted with **Documents Selected: 4** displayed in the bottom right corner.
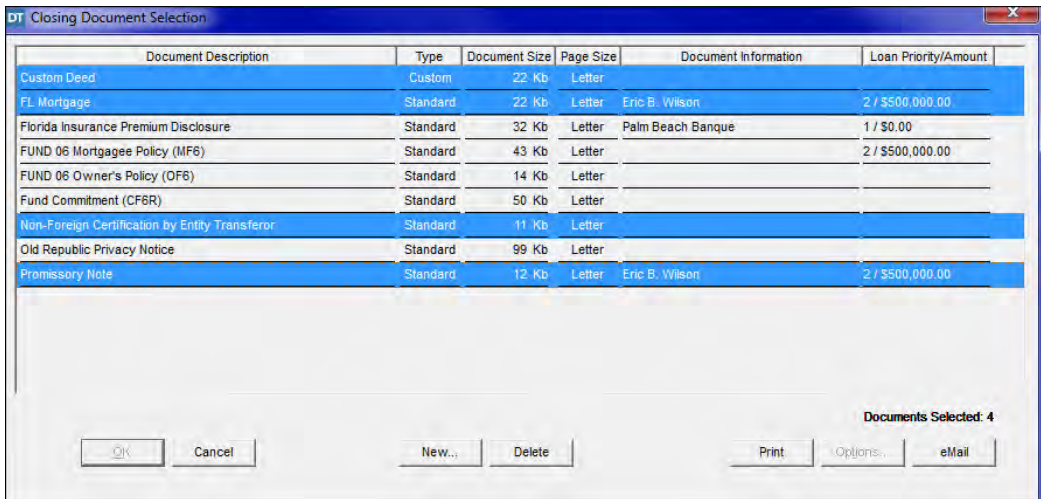
15. Click the **Print** button.

The **Print Documents** window is displayed as the selected documents are printed, then closes automatically and the **Closing Document Selection** window is redisplayed.

16. Click **Cancel.**

The **Documents** module is closed.

Tips

1. An alternate way to open the **Documents** module is to select **Modules** from the menu bar and select **Documents**. You can also use the shortcut, **Ctrl+D** from any window.

2. To view a document, select the document from the **Closing Document Selection** window and click **OK**.

3. Use the **Spell Check** button on the secondary toolbar to check the spelling of a displayed document.

4. The **Signature/Notary** button allows you to select the number of witnesses for each signatory or signature block on documents, as well as the ability to select witness names. Notary format can also be established and previewed.

5. Use the selections available in the **Insert** menu to insert page breaks and page numbers.

6. Use the **Edit** menu to add custom variables, notary information, and headers and footers.

7. Use the **Format** menu to format fonts, paragraphs, and tabs.

8. To prevent changes from being made to the open document, select **Protect Document (Read Only)** in the **Tools** menu.

9. An alternate way to select text for editing is to press and hold the **Shift** key and use the arrow keys. You can also press and hold the **Shift** key and press the **End** key to select text from the cursor position to the end of the line.

10. Custom documents can be altered and saved when the custom document is currently opened within the Documents module. To save the changes to the master custom document, select **File > Save As > Existing Master.**

11. A single document can be emailed by choosing **eSolutions, Email**. The email feature only utilizes Outlook or Outlook Express. Multiple documents can be selected and emailed on the **Closing Document Selection** window by clicking the **eMail** button.

12. Documents can be faxed by selecting **File > Print > Properties**, and selecting the currently installed fax program on your computer.

Reports Module

Concept

DoubleTime enables you to produce the following reports:

- 1099-S
- Branch Product Order Detail
- Branch Product Order Summary
- Checklist - Problem Report
- Checklist - Tasks Completed
- Checklist - Tasks Due
- Clause Library
- Closing File
- Closing File by Closer
- Closing File by Lender
- Closing File by Loan Approval
- Closing File by Prepared By
- Closing File Mortgage ID
- Contact List by Service Type
- Contact List by Service Type (Mailing Labels) - Avery 5161
- Custom Master Document Usage
- Daily Order
- Documents/Templates with Picture Images
- Fund Policy Premium Invoices
- Fund Policy Premium Invoices Paid Electronically
- Fund Policy Premium Invoices Unpaid Electronically
- Loan Closing Statistics
- Master Document
- Master Property List
- Notary Format
- Policies -All Open
- Policies in Progress
- Productivity Summary Report
- Referral
- Referral by Company Employees
- Serialized Forms
- Serialized Forms Electronic Delivery

Objective

The objective of this lesson is to show you how to generate Mailing Labels for a **Contact List by Service Type** and a **Referral Report**.
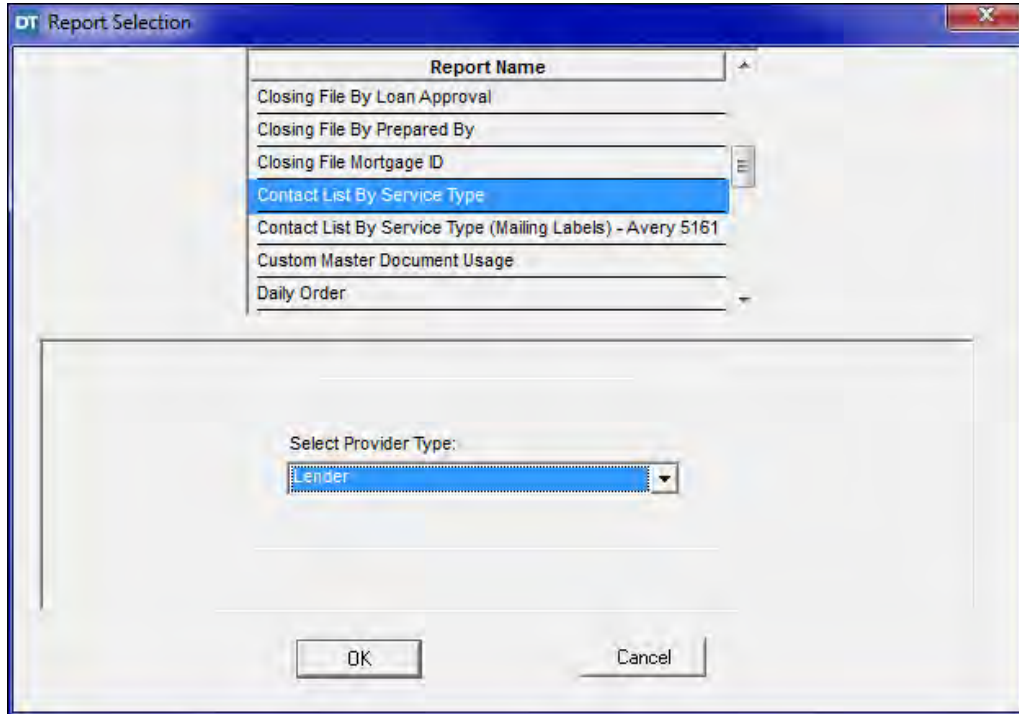
Creating A Contact List By Service Type Report

What you Do	Comments
1. 　[icon]　Click the **Reports** button on the main toolbar.	The **Report Selection** window is displayed. The default **Closing Agent** for the highlighted **1099-S** report is **Richard P. Bruce, Esq.** *NOTE:* The information on the bottom half of the screen will change when a different document is selected.
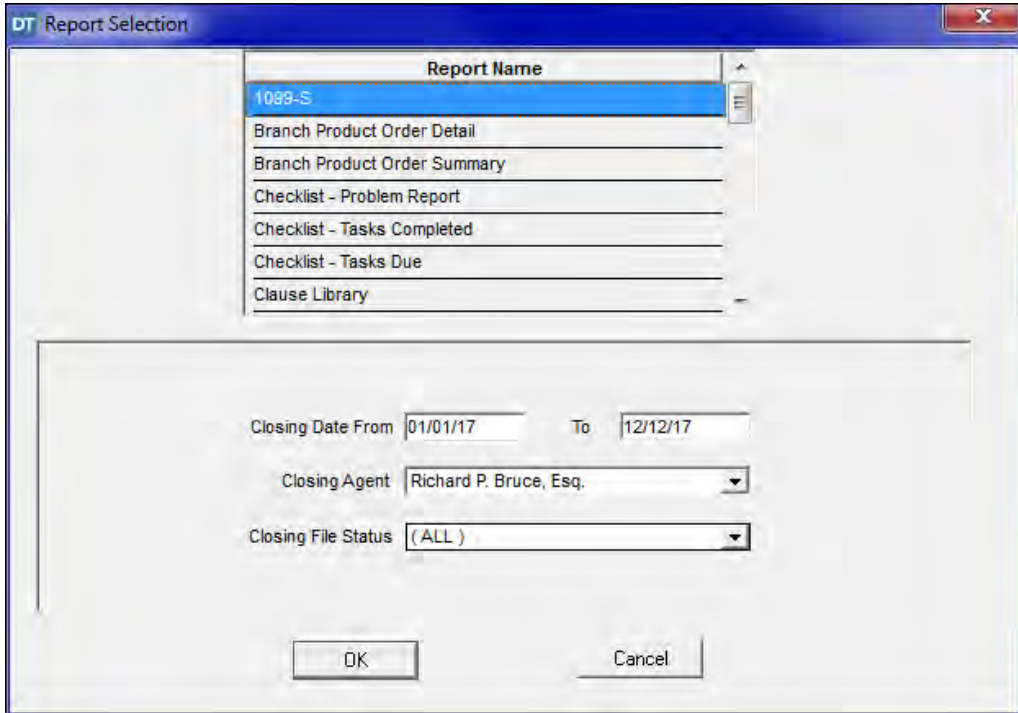
2. In the **Report Name** box, scroll to and select **Contact List By Service Type.**	The information on the bottom half of the window changes to a **Select Provider Type** drop down list. *NOTE:* You can print a list of Contacts, including name, address and phone number, by Service Provider type. The Service Provider types available are those listed on the **Services** tab in the **Contacts** module.
3. Select **Lender** from the **Select Provider Type** drop down list.	

What you Do	Comments

4. Click **OK.**   The **Contact List By Service Report** is displayed.

What you Do	Comments
5. ⎙ On the secondary toolbar, click the **Print** button.	The **Print Options** window is displayed.
6. Click **OK**.	The **Contact List By Service Report** is printed.

Generating Mailing Labels For Contact List By Service Type

What you Do	Comments
1. ⊡ On the secondary toolbar, click the **Open** button.	The **Report Selection** window is re-displayed.
2. In the **Report Name** box, scroll to and select **Contact List by Service Type (Mailing Labels) - Avery 5161.**	The **Select Provider Type** defaults to **Appraiser**.
3. Click the **Select Provider Type** box and select **Lender**.	
4. Click **OK.**	The **Contact List By Service Type (Mailing Labels)** is displayed. This report is designed for use with Avery 5161 labels, which contain 20 labels (2 across and 10 down).

What you Do	Comments

5. [📄] On the secondary toolbar, click the **Print** button.

The **Print Options** window is displayed.

6. Click **OK**.

The **Contact List By Service Type (Mailing Labels)** is printed.

Creating A Referral Report

What you Do	Comments

1. [icon] On the secondary toolbar, click the **Open** button.

    The **Report Selection** window is re-displayed.

2. In the **Report Name** box, select **Referral**.

The default **Title Agent** is **Richard P. Bruce.**

3. Type **0101** and the last two digits of the previous year in the **Closing Date From** box.

    This is the beginning date of the information you want to display. The **To** box defaults to the current day.

4. Click **OK**.

    The **Referral Report** is displayed with the data you requested.

5. [icon] On the secondary toolbar, click the **Print** button.

    The **Print Options** window is displayed.

6. Click **OK**.

    The **Referral Report** is printed.

What you Do	Comments

7. [icon] Click the **Close** button on the secondary toolbar.   The **Report Selection** module is closed.

Tips

1. To delete serialized forms that are no longer valid in your inventory, select **Modules** from the toolbar, then **Serialized Forms**, then choose **Delete Forms Inventory**.

2. To see a listing of referrals by a specific individual or entity, click the **Referral** button for the **Referral Report Name** and select the appropriate information.

3. The **Fund Policy Premium Invoices** report allows you to view, print and/or reprint invoices for underwriter remittance generated from the **Electronic Delivery** wizard. You can select a particular invoice number, all invoices generated between a particular invoice date range, or all invoices generated for a particular Closing File number.

4. **Policies in Progress** is a handy report that can assist you with determining which closing files have final policies that have not yet been prepared, as well as those files where the final policies have been prepared, but have not yet been sent to the underwriter.

5. The **Serialized Forms Electronic Delivery** report is similar to the existing **Serialized Forms Report**, but it lists all serialized forms that have been sent to The Fund electronically.

6. Reports can be emailed by selecting **eSolutions > email**.

Utilities

Concept

Utilities consists of four parts; **Database Backup, Closing File Copy, Closing File Delete** and **Closing Documents Delete**. Using the **Database Backup** utility will create a back-up copy of your DoubleTime database and increase the efficiency of DoubleTime. You will receive a message to back up your files upon opening DoubleTime according to the number of days or number of files specified in **Preferences > Office Settings**. The **Closing File Copy** utility allows you to copy all or part of an existing file to a new closing file. This is very helpful when you are conducting multiple closings in the same subdivision or condominium. By creating a *master closing file*, you can include information such as buyers, sellers, conveyance clauses, title insurance commitment and policies, documents, properties, Settlement Statement fees, and other typically required information. You would then use the master closing file to copy information to new closing files. Use the **Closing File Delete** utility to permanently delete files from your database.The **Closing Documents Delete** utility deletes the **Closing Documents** for each closing file selected, which allows you to reuse space in your database for other files. This may improve system performance and save space on your hard drive.

Objective

The objective of this lesson is to familiarize you with the database backup utility. You will also create a master closing file, copy the master closing file, and delete closing files from your database.
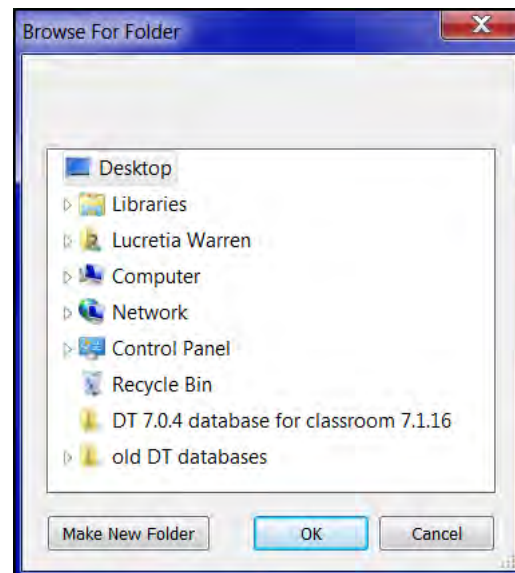
Database Backup Utility

What you Do	Comments
1. On the main menu, select **Utilities**, then **Database Backup**.	The **DoubleTime Database Backup** window is displayed. The DoubleTime directory is located in drive c:\. It will be automatically selected to be backed-up, once the path has been selected.

| **What you Do** | **Comments** |
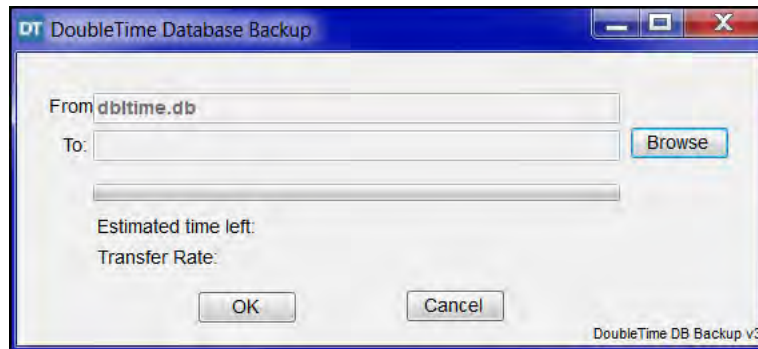
2. Click the **Browse** button.   The **Path** will change to the selected drive. Once this selection has been designated, it will remain as the default.
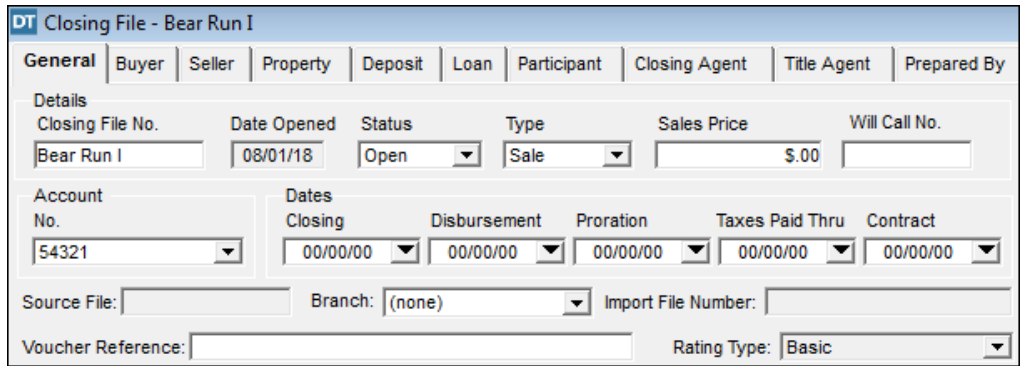
3. Select the appropriate drive.

4. Click **OK**. **(DO NOT CLICK OK WHILE IN TRAINING)**   The database backup process begins. Once complete, the **DoubleTime** window is redisplayed.

5. Click **Cancel**.

Warning: It is necessary to use the **Database Backup** utility within DoubleTime even if your system uses other backup software, because it improves DoubleTime performance for all types of systems. For networks, most backup software does not back up the DoubleTime database. ***NOTE:*** The best practice is to back up to a physical drive other than your hard drive. For example, a mass storage device, a portable hard drive, or on the network of your computer system.

Creating A Master Closing File

You will be the closing agent for Town & Country Properties, Inc. in the Bear Run I subdivision for other lots it did *not* sell to We Build Homes, LTD. These other lots were encumbered by a *different* loan from Palm Beach Banque that was *not* assumed by We Build Homes, LTD. You will create a master closing file to be copied later for each closing as they take place.

What you Do	Comments
1. ⬜ On the main toolbar, click the **New Closing File** button.	The **Closing File** window is displayed with the **General** tab open. The **Status** defaults to **Open**, and the **Type** to **Sale**. These can be changed to **Status - Closed**, and **Type - Refinance**.
2. In the **Closing File No.** box, type **Bear Run I**	This will set up a master closing file for **Bear Run I** subdivision closings.
3. Click the **Account No.** box and select **54321 Prestige Bank.**	This is the closing agent's trust/escrow account used for all closings in **Bear Run I.**

4. Click the **Seller** tab.	The **Seller** tab is displayed. No information is shown at this time. ***NOTE:*** We are skipping the **Buyer** tab, as we are setting up the master closing file for use with different buyers.
5. ⊕ On the secondary toolbar, click the **Insert** button.	The **Select Seller** window is displayed. The **Contact Type** defaults to **Individual**.
6. Click the **Contact Type** box and select **Corporation**.	

What you Do	**Comments**

7. Type **town** in the **Name** box

8. Select **Town & Country Properties, Inc.** in the **Name** box and click **OK**.

> **Town & Country Properties, Inc.** will be the seller/builder for **Bear Run I.**

9. [EDIT] Click the **Insert Name Clause** button.

> The **Name(s) with Status** window for **Town & Country Properties, Inc.** is displayed with the previously selected description of **a Florida corporation** displayed in the **Description** box.

10. Click **OK**.

> The **Name(s) with Status** window closes and the **Seller** tab displays with **Town & Country Properties, Inc., a Florida corporation** in the **Name(s) with Status** window**.** This is an editable field.
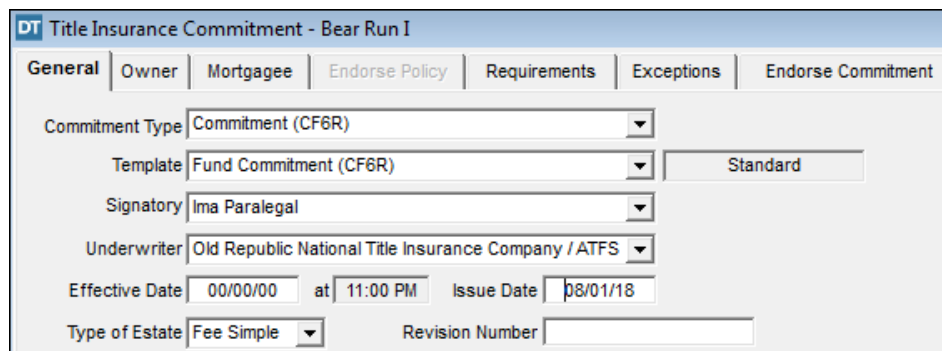
11. Click the **Property** tab.

What you Do	**Comments**

12. On the secondary toolbar, click the **Insert** button.

13. Type **bear** in the **Name** box

14. Select the **Subdivision** option button and click **Browse**.

15. Select **Bear Run I** subdivision and click **OK**. | The information from the **Master Property** module for **Bear Run I** is copied to the master closing file.


16. On the secondary toolbar, click the **Save** button.

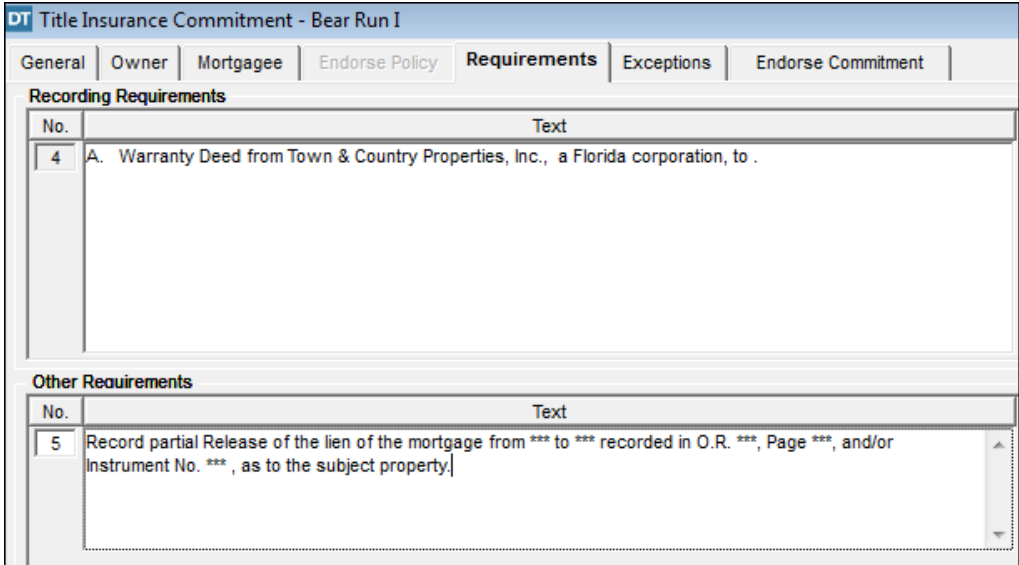| What you Do	Comments
17. On the secondary toolbar, click the **Close** button.	The closing file information for the master file for **Bear Run I** is completed.
18. Click **Commitment** on the main toolbar.	The **Commitment** module is displayed. This selection will automatically be associated with the master closing file and will be copied along with the closing file information.

Title Insurance Commitment - Bear Run I

General | Owner | Mortgagee | Endorse Policy | Requirements | Exceptions | Endorse Commitment

Commitment Type: Commitment (CF6R)
Template: Fund Commitment (CF6R)   Standard
Signatory: Ima Paralegal
Underwriter: Old Republic National Title Insurance Company / ATFS
Effective Date: 00/00/00 at 11:00 PM   Issue Date: 08/01/18
Type of Estate: Fee Simple   Revision Number:

What you Do	Comments
19. Click the **Requirements** tab.	A requirement appearing on all the commitments for **Bear Run I** needs to be added.
20. Click the **Insert** button on the secondary toolbar.	A blank line for another requirement is added.
21. Click the **Clause Library** button on the secondary toolbar.	The **Clause Library** window opens.
22. Type **satisfaction** in the **Search** box, scroll down to GR-3.2, and select it.	

What you Do	Comments
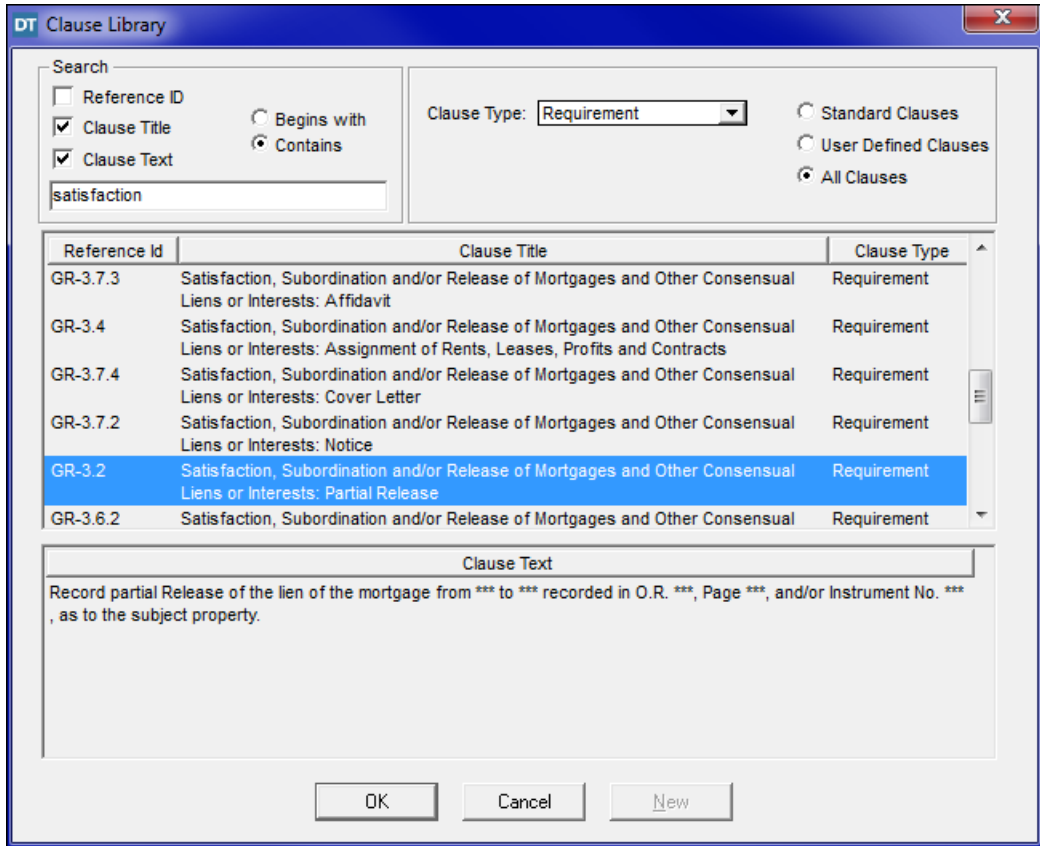
23. Click **OK**.	The clause is inserted in the blank requirements box.

What you Do	**Comments**

24. Replace the *** appearing in the Text box with the following

Town & Country Properties, Inc.
Palm Beach Banque
3429
1011
20010001011

25. Click the **Save** button on the secondary toolbar.

The **Commitment** information you added to the master file is saved.

26. Click the **Close** button.

The **Commitment** module is closed. The common information is completed for this master file.

27. Click the **Documents** button on the main toolbar.

The **Documents** module is displayed. This selection is used to add the documents that will be automatically added to each closing file for **Bear Run I.**

28. Click the **New** button.

The **Master Document Selection** window opens.

What you Do	Comments

29. Select **Basic-Sale** from the **Classification** drop down list.

30. Select **Closing Affidavit (Seller)**.
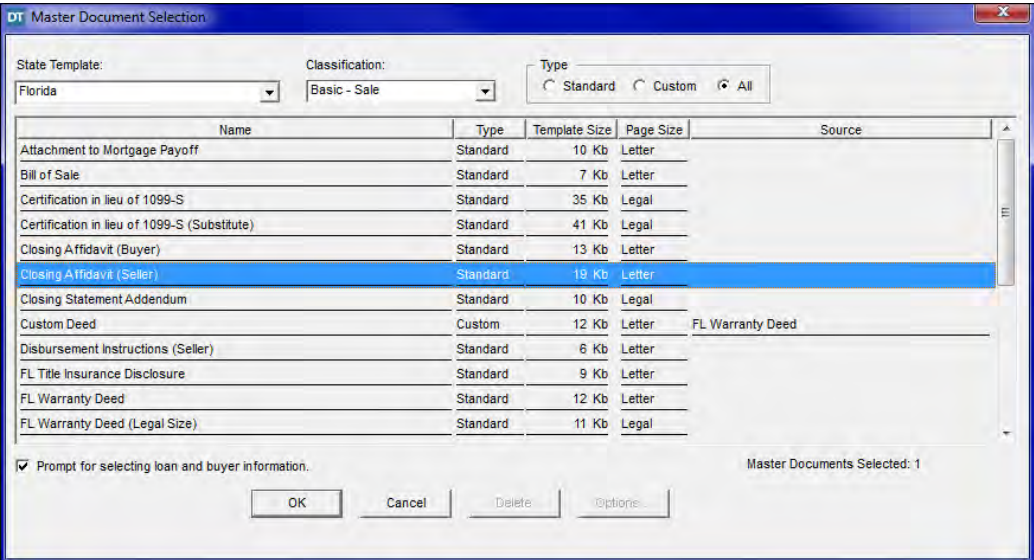
31. Hold the **Ctrl** key and select the **FL Warranty Deed (Statutory Form)** and the **Non-Foreign Certification by Entity Transferor** | These documents will be associated with the master closing file.

32. Click **OK**. | The documents are saved in the master closing file and the **Closing Document Selection** window is redisplayed.

What you Do	Comments
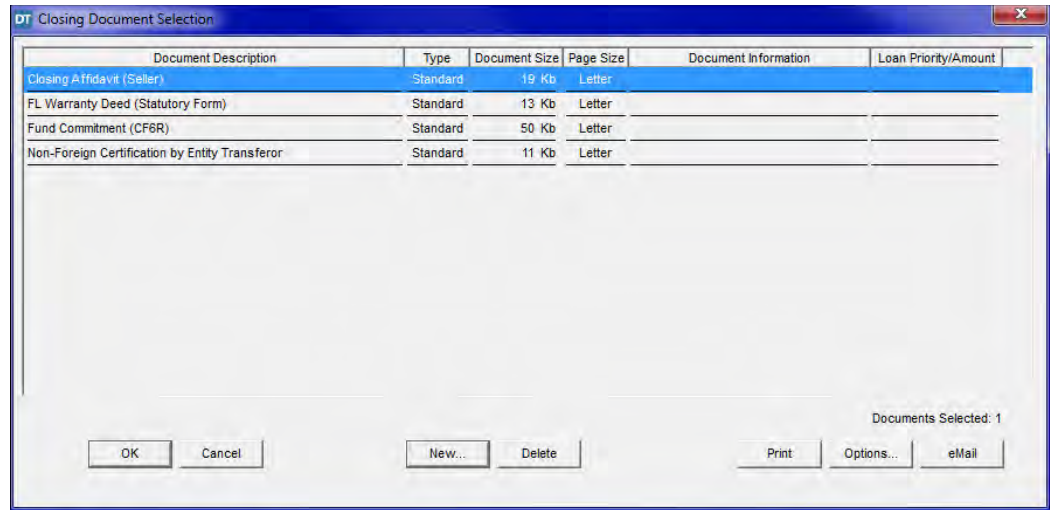
| 33. Click the **Cancel** button.	The **Documents** module is closed.

*NOTE:* Any custom documents need to be opened in the Closing Document selection before copying the master file.

Copying A Master Closing File

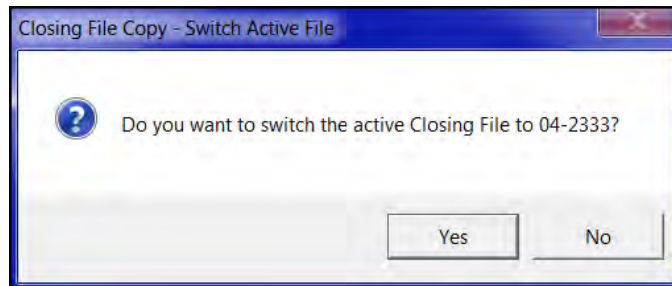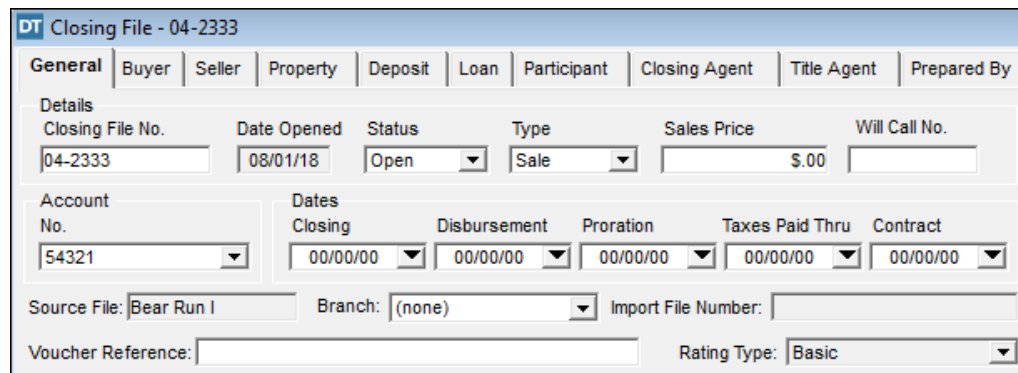| What you Do	Comments
1. Select **Utilities > Closing File Copy** from the menu bar.	The **Closing File Selection** window is displayed. **Closing File Number** defaults to the active closing file.
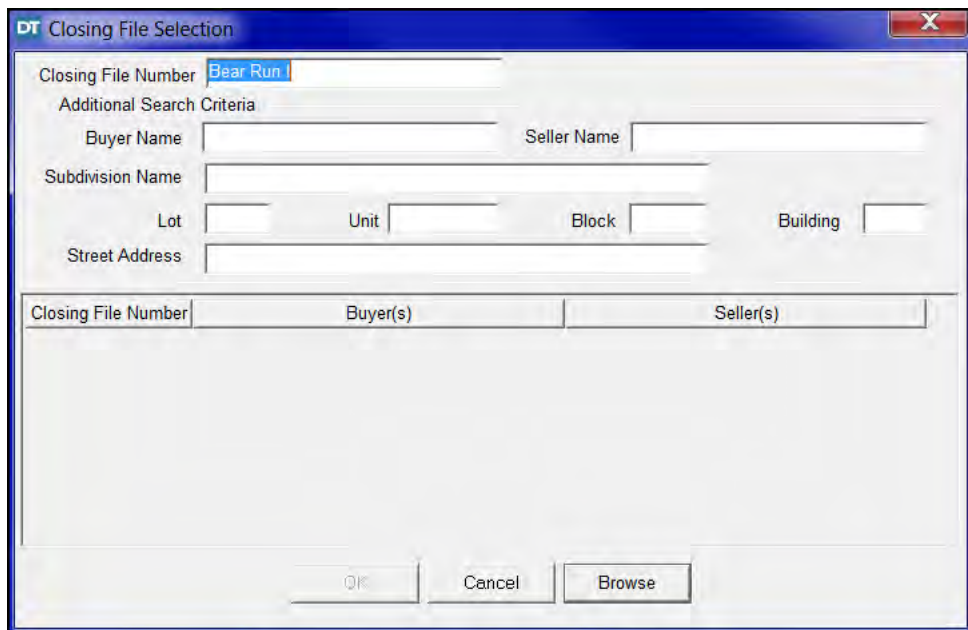
What you Do	Comments
2. Press the **Enter** key.	Pressing **Enter** activates the **Browse** button. Your current file is displayed and highlighted.
3. Press the **Enter** key again.	Pressing **Enter** actives the **OK** button. The **Closing File Copy** window opens. The **Existing File** is the file you are copying from.
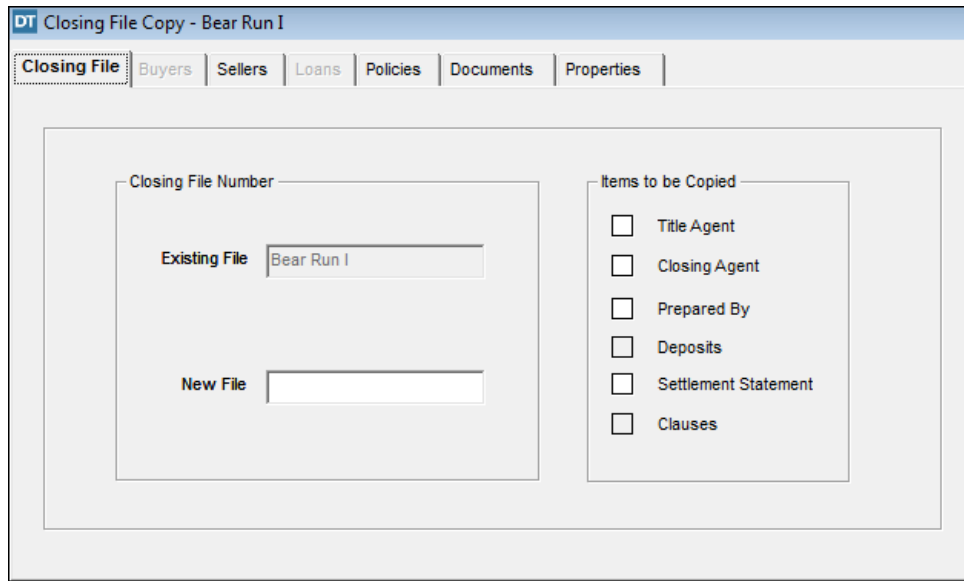
4. Click the **New File** box and type **04-2333**	This is the new file you are creating.
5. [icon] Click the **Select All Tabs** button on the secondary toolbar.	All the information from the existing file is selected across all tabs.
6. [icon] Click the **Copy File** button on the secondary toolbar.	All the information in the existing file is copied and saved under the new file name. The **Closing File Copy** window is closed. A message is displayed asking if you want to switch to closing file **04-2333**.

What you Do	Comments
7. Click **Yes**.	**04-2333** is the active closing file.
8. 📂 Click the **Open Closing File** button on the main toolbar.	The **Closing File** window is displayed for file number **04-2333**. All data from your closing file has been copied to **04-2333.**

9. 🚪 Click the **Close** button on the secondary toolbar.	The **Closing File** module is closed.

Guidelines For Copying Information From Tabs

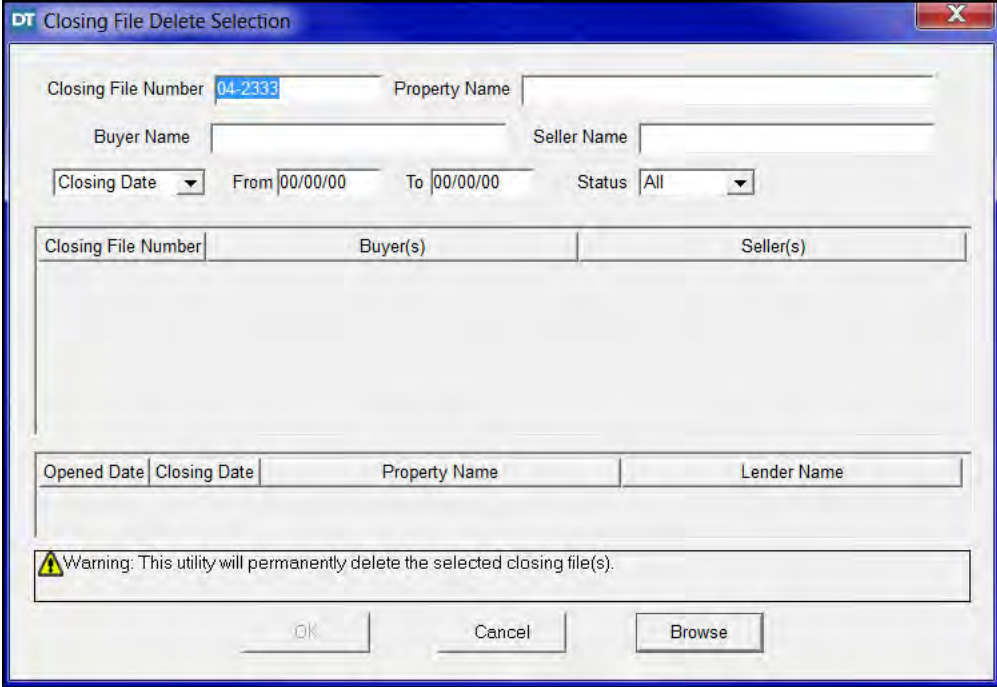| Tab	Comments
Closing File	To copy only selected items, be sure to enter the closing file number for the **New File** on this tab before you initiate the copy function.
Policies	If you select the Mortgagee Policy to copy, be sure you also copy the insured loan on the **Loans** tab.
Documents	If you select Policy documents to copy, be sure you select the policies on the **Policies** tab.
Properties	If you select a property, the information from the **Property** tab in the **Closing File** module will be copied to the new closing file.

Tab	Comments

NOTE: It is important to be consistent in the choices you make when you select items to copy. If you are copying a loan, then copy the mortgagee policy and mortgage documents. If you select commitments, policies, or endorsements on the **Policies** tab, then select them on the **Documents** tab, too. If you copy some items but not other related items in a file, such inconsistencies can carry over into later copies of files, where missing information may cause problems with the file.

Deleting A Closing File

What you Do	Comments
1. Select **Utilities > Closing File Delete** from the menu bar.	The **Closing File Delete Selection** window is displayed. The active file is displayed in the **Closing File Number** box.

2. Press the **Delete** key on your keyboard	This will delete the file number from the field.
3. Click the **Browse** button.	The listing of all the closing files in your DoubleTime database are displayed.

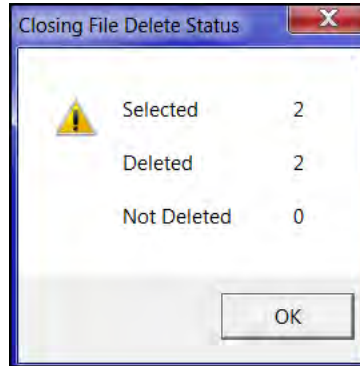| **What you Do**	**Comments**

4. Scroll down and select file **99-0999**.

5. Hold the **Ctrl** key and select file **99-0997**.

   The two files you want to delete are highlighted.

6. Click **OK**.

   The **Warning** window is displayed.

What you Do	Comments
7. Click **Yes**.	The deletion process begins. ***NOTE:*** To stop the deletion process, click the **Stop** button. The deletion process will stop after the file currently being deleted is completed. When completed, the **Closing File Delete Status** dialog box is displayed with the total number of files deleted.

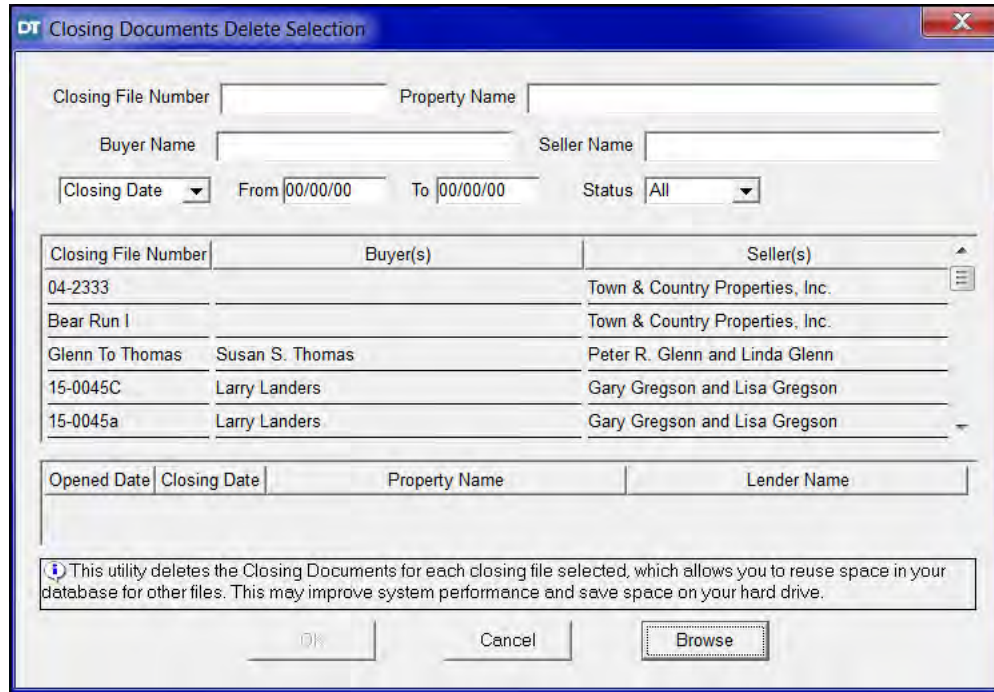| What you Do	Comments
8. Click **OK**.	The **Closing File Delete** window is closed.

Deleting Closing Documents

What you Do	Comments
1. Select **Utilities > Closing Documents Delete** from the menu bar.	The **Closing Documents Delete Selection** window is displayed. The active file is displayed in the **Closing File Number** box.

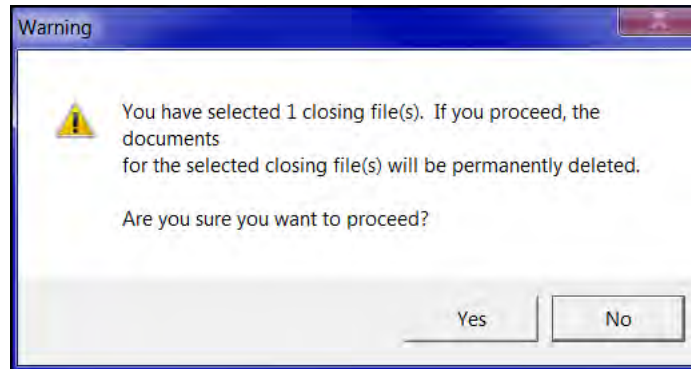| **What you Do**	**Comments**
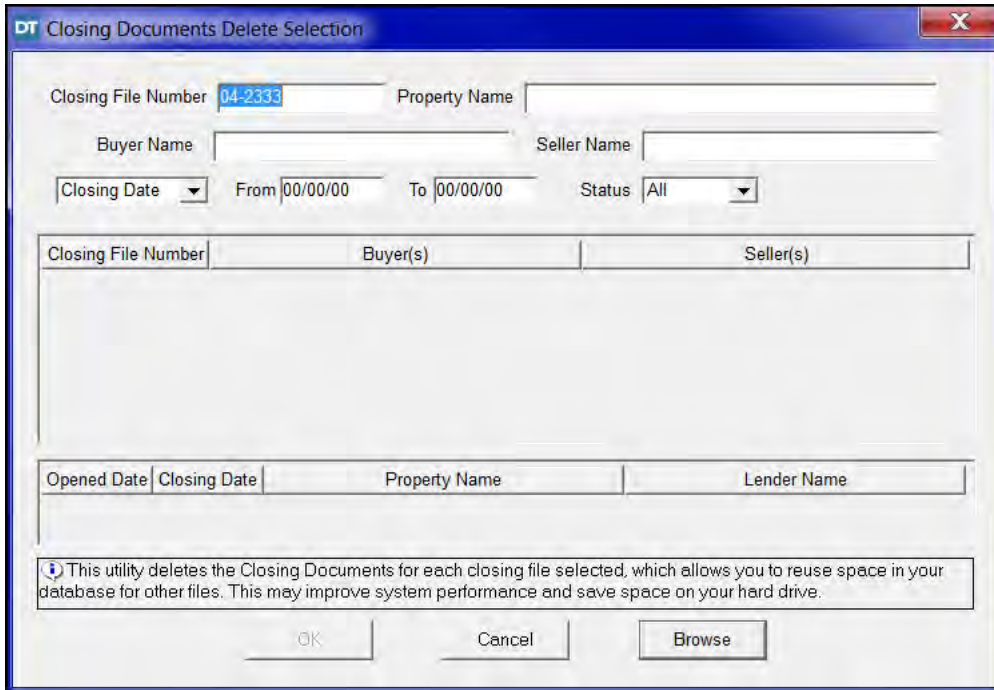
2. Press the **Delete** key on your keyboard.

This will delete the file number from the field.

3. Click the **Browse** button.

The listing of all the closing files in your DoubleTime database are displayed.

What you Do	Comments

4. Click on the first file you created (Example: **John1**)

5. Click **OK**.

The **Warning** window is displayed.

6. Click **Yes**.

The deletion process begins. ***NOTE:*** To stop the deletion process, click the **Stop** button. The deletion process will stop after the file currently being deleted is completed. When completed, the **Closing Documents Delete Status** dialog box is displayed with the total number of files deleted.
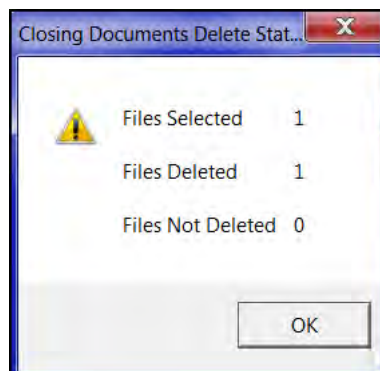
7. Click **OK**.

The **Closing Documents Delete** window is closed.

Tips

1. On any of the **Closing File Copy** tabs, you can select individual items to copy by clicking each check box. Or, you can click the **Select Current Tab** button to copy all the data on the tab. You can copy one or more buyers, sellers, loans, policies, or documents.

2. Use the **Clear Current Tab** button in **Closing File Copy** to deselect all of the check boxes on the open tab.

3. Use the **Select All Tabs** button to select all the check boxes on all the tabs.

4. Use the **Copy File** button to initiate the copy function after making your copy selections.

5. You can create Master Files for different closing scenarios like Cash HUD, Financing CD, Seller Docs Only file.

6. You must open custom documents in order for the copy feature to work.

Frequently Asked Questions

Question	Answer
1. Why should I create backup files?	To both guard against data loss and improve system performance, it is important to create backups for your files.
2. Why would I use the **Database Backup** if my network's backed up every night?	Most network software does not back up the DoubleTime database. Additionally, using this utility can improve DoubleTime performance for all types of systems

Question	**Answer**
3. How do I create backup files?	Using Windows Explorer, create a separate directory for the backup files on a different or separate physical drive (for example, **DTBackup**) with folders for each day of the week (for example, Monday—Friday). In DoubleTime, click **Utilities** and **Database Backup**. Specify the drive and path for the backup files.
4. When should I create backup files?	As a rule, you should back up your files at the end of each day or week. Be careful not to overwrite old backup files in case you discover the need to restore a file from an older backup
5. What if I forget to create backup files?	DoubleTime can remind you to create backups. Go to **Preferences**, click **Office Settings** and then **Backup**. Type the number of days or number of new closing files after which you'd like DoubleTime to prompt you to create a backup.

WORKBOOK
ADDITIONAL FEATURES

Additional Features And Modules

Introduction

The following additional modules and features are covered in this section of the DoubleTime Workbook:

- Advanced Rating
- Settlement Statements For RESPA Transactions
- Import Fund Data File
- eSolutions Electronic Payment
- Serialized Forms module/Create Forms Inventory
- Forms Tracking module
- Run Tutorial
- Checklist module
- Schedule Closing module/Closing Meeting.

Advanced Rating

Concept

Use the **Premium Calculation (Rating)** module to calculate the rates and charged amounts for title insurance policies/endorsements. The amount to be submitted to the underwriter is also calculated. Advanced Rating is composed of the following:

- Mortgage Modification Rate
- Substitution Loan Rate

Objective

The objective of this lesson is to show you how to calculate a Mortgage Modification Rates and/ or Substitution Loan Rates.

Mortgage Modification

Transaction Information

A loan policy is issued on June 15, 2008 insuring a mortgage in the amount of $400,000.00, which matures in 2039. On March 10, 2012, when the unpaid principal balance is $300,000.00, the mortgagor and mortgagee execute a mortgage modification agreement which:

- Shortens the maturity date on the note from 2039 to 2036.
- Amends the release price formula to require a larger principal payment for releases of portions of the secured property.

Creating A New Closing File

You will create a new closing file establishing the parties involved, along with the property and loan information.

What You Do	Comments
1. On the main toolbar, click the **New Closing File** button.	The **General** tab of the **Closing File** window is displayed. The **Status** box defaults to **Open**. You can change this value to **Cancelled** or **Closed**. The **Type** box defaults to **Sale**. You can change this value to **Refinance**. In the Dates section, the **Opened** box defaults to today's date and cannot be changed.

What You Do	Comments

2. In the **Closing File No.** box, type **Mortgage Mod.**

You assign a number to the new file. You can type up to 15 characters, letters, numbers, and some symbols. *NOTE:* The closing file number allows you to search for a file by the number or name you assign.

3. Click the **Type** box and select **Refinance**.

Must be selected in order for the **Rating Type** field to be enabled. When **Refinance** is selected DoubleTime will grey out tabs that are not necessary to a refinance transaction, like the **Seller** tab.

4. Click the **Account No.** box and select **123456-78 Friendly Bankers, Inc.**

This is the closing agent's trust/escrow account. Account numbers are entered in **Preferences/Account Maintenance**. Selecting the trust/escrow account allows you to export the deposits and disbursements to Quicken®, QuickBooks®, Dapix®, and Perfect Practice®. Selecting the trust/escrow account will also allow you to post or post and print your checks through the DoubleTime Escrow Accounting feature.

What You Do	Comments
5. In the **Dates** section, click the **down arrow** to the right of the **Closing** box.	The monthly calendar is displayed with today's date selected. Click the **right arrow** to display the next month. Click the **left arrow** to display the previous month.

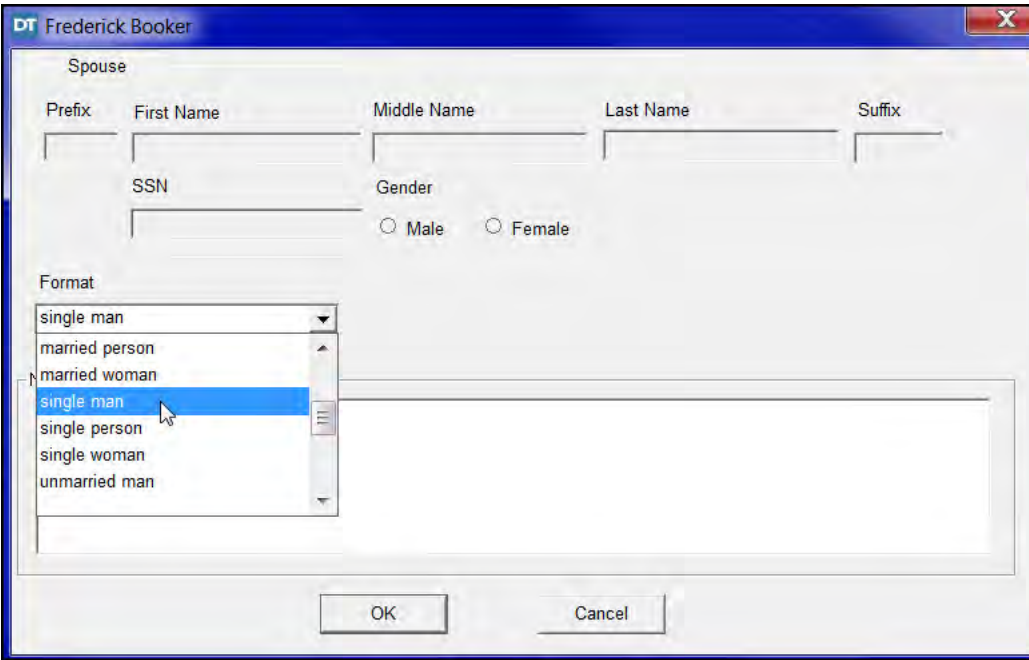|	
6. Click the appropriate **arrow** at the top of the calendar to display **March**.	Transaction closing will take place in March.
7. Click on **day 10** in the calendar.	The selected date is displayed in the **Closing, Disbursement**, and **Proration** boxes. These dates are editable. **Taxes Paid Thru** date defaults to 12/31 of the previous year, except during the month of December, when it defaults to 12/31 of the closing date year.
8. Click the **Rating Type** field and select **Mortgage Modification.**	This will enable the **Mortgage Modification Rating Worksheet** in the **Policy Module and Premium Calculation (Rating) Module**
9. Click the **Borrower** tab.	The **Borrower** tab is displayed. No information is shown at this time.
10. On the secondary toolbar, click the **Insert** button.	The **Select Buyer** window is displayed. The **Contact Type** defaults to **Individual**.
11. In the **Last** box, type **Booker**.	**Frederick Booker** is highlighted in the **Individual Name** list. Names are listed in alphabetical order.
12. Click **OK**	*NOTE:* Names that were previously entered are displayed in the **Individual Name** box.
	NOTE: Gender and Marital status is populated for you.

What You Do	**Comments**
13. [EDIT] On the secondary toolbar, click the **Insert Name Clause** button.	The **Name Clause** window for **Frederick Booker** is displayed. It is necessary to complete the **Name(s) with Status** box for **Frederick Booker** for his name to display on other modules and on documents. *NOTE:* If the **Name(s) with Status** box is not completed, a message will display a reminder to complete this information when a save is initiated.

14. Click the **Format** box, and select **single man**.	The tenancy phrase, **Frederick Booker, a single man** is displayed in the **Name(s) with Status** box. This is an editable field. *NOTE:* This tenancy phrase is used in other modules and on your documents. It can be edited.
15. Click **OK**.	The **Name Clause** window closes and the **Buyer** tab is displayed with the tenancy clause in the **Name(s) with Status** box. This is an editable field.
16. Click the **Property** tab.	The **Property** tab is displayed. No information is shown at this time.

What You Do	**Comments**

17. On the secondary toolbar, click the **Insert** button.

The **Master Property Search Selection** window is displayed. The State and County default to **Florida** and **Orange**. *NOTE:* The county default can be changed in **Preferences > User Settings > General** tab.

18. In the **Required** section, click **Subdivision**.

This selection will reference subdivisions only.

What You Do	Comments
19. Click **Browse**.	This will display all previously entered subdivisions in the **Master Property** module. To display specific subdivisions, click the **Name** box and type the name, or a portion of the name, of the subdivision desired and click **Browse**.
20. Select **Bermuda Bay** and click **OK**.	The **Master Property Search Selection** window is closed and the **Property** tab is redisplayed with previously entered information.
21. Replace the asterisks in the **PIN** box with **00040**.	This will complete the Property Identification Number for the property. This number is assigned to the property by the property appraiser's office.
22. Click the **Address** tab and in the **Street** box type **1234 Anywhere Street** from the drop down list.	
23. Tab to the **Postal Code** field and type **32820**	**City**, **County** and **State** fields will autopopulate when most postal codes are entered.
24. Click the **Details** tab.	The **Details** tab is displayed.
25. In the **Lot** box, type **4**.	Type information on this tab to allow searching for an existing closing file by lot, block, unit, and/or building number in the **Closing File Selection** window next time you need to access this file.
26. Click the **Legal** tab.	The **Legal** tab is displayed with the previously entered legal for **Bermuda Bay Subdivision**.
27. Replace the asterisks in the **Legal Description** box with **4**.	This is the lot number for the property.
28. Click the **Usage** tab.	The **Usage** tab is displayed. *NOTE:* The **Improvement Description** box is used to identify any improvements to the property, such as a building being constructed on vacant land. It is an informational field only.

What You Do	**Comments**

What You Do	**Comments**
29. Click the **Usage** arrow and select **Single Family Dwelling**.	*NOTE:* For Miami-Dade County: Selecting **Single Family Dwelling** in the **Usage** tab eliminates any calculations on the Settlement Statement regarding documentary stamp surtax.

30. Click the **Remarks** tab.	The **Remarks** tab is displayed with previously entered information from the **Master Property** module, such as HOA contact information. This is an editable field. *NOTE:* Use the **Declaration** tab when preparing loan documents to enter the Declaration information for the PUD Rider.
31. Click the **Recording** tab.	The property, **Bermuda Bay,** is recorded in a plat. This information also flows to the **Closing File Worksheet.** This is an editable field.
32. Click the **Loan** tab.	The **Loan** tab is displayed. No information is shown at this time

What You Do	Comments

33. ⊕ On the secondary toolbar, click the **Insert** button.

The **Select Lender** window is displayed. The **Contact Type** defaults to **Corporation**. **Service Provided** defaults to **Lender**.

34. Select **Bank of Florida** and click **OK**.

The **Select Lender** window is closed and the **Loans** tab is redisplayed with **Bank of Florida** added to the closing file.

35. Click the **Status** box and select **Modification**.

This will denote a modification loan.

36. Click the **Priority** box and select **First**.

This will denote a first mortgage.

37. Click the **Type** box and select **Conv. Unins**.

This will denote a conventional uninsured mortgage.

What You Do	**Comments**

38. Click the **Terms** tab.

The **Terms** tab is displayed. The **Interest Method** defaults to 360.

39. Type **14583** in the **Loan No.** box.

This is the loan number given by the lender for this mortgage.

40. Type **8.375** in the **Rate** box.

41. Click the **Title Agent** tab and verify **Richard P. Bruce** as the **Signatory**.

The **Title Agent** tab is displayed. The **Company** defaults to **Richard P. Bruce, Esq**. This identifies the person to sign the documents.

42. Verify **Old Republic National Title Insurance Company/ ATFS** as the **Underwriter**.

To use the Electronic Delivery process with Advanced Rating, the underwriter for both the Mortgage Modification and the Original Loan must be **Old Republic National Title Insurance Company/ATFS**, if it is not, a new rating worksheet must be faxed to the Finance Customer Department with the new underwriter. Fax No.:(407)241-8685

What You Do	**Comments**
43. Click the **Prepared by** tab and verify **Richard P. Bruce** as the **Individual**.	The **Prepared by** tab is displayed. The **Company** defaults to **Richard P. Bruce, Esq**. This identifies the person preparing the documents. The information will appear on recordable documents in the **Prepared by** and **Return to** sections. *NOTE:* If you are not changing the selections previously made in **Preferences/User Settings**, accessing the **Closing Agent**, **Title Agent**, and **Prepared by** tabs is not required.
44. On the secondary toolbar, click the **Close** button. Click **Yes** to save changes.	The **Closing File** module is closed. *NOTE:* A save is initiated each time a move is made to another tab. When closing a module, if a save has not been made, a message is displayed asking to save changes.

Preparing A Mortgage Modification Endorsement

What you Do	**Comments**
1. On the main toolbar, click the **Policy** button.	**Mortgage Modification Worksheet** is displayed.

2. In the **Endorsing Policy Type** field select **Mortgage Policy (MF6)**.

3. Tab to the **Original Effective Date** field and type **061508**.

4. Tab to the **at** field and type **0415p**.

5. Tab to the **Endorsing Policy #** field and type **2004545**.

6. Tab to the **Original Amount Of Insurance** field and type **400000**.

You may also select **Mortgagee Short Form Policy (SF6)**

7. Click option I **Modification Which Changes The Terms, Conditions, Priority, Or Securities Other Than The Ones Permitted Under Rule 690-186.005(13).**

NOTE: You may select options I, II and III together but not option I, II, III, and IV. Option IV can only be selected individually.

8. In the **Unpaid Principal Balance of Loan** type **300000**.

9. Tab to the **New Effective Date** field and type **031112**.

10. Select the **Endorse Mtg** tab.

11. ⊕ On the secondary toolbar, click the **Insert** button.

This will add a drop drown selection menu allowing you to select the required endorsement.

12. In the **Policy Endorsements Type** select **General Endorsement.**

This is a required endorsement when working with a Mortgage Modification. This endorsement must be selected for the calculations to take place.

13. Place the curser in the **Text** field and ▥ Click the **Clause Library** button on the secondary toolbar.

The **Text** field is an editable field.

The **Clause Library** window is displayed with clause titles and text. The **Clause Type** defaults to **Endorsement** and **All Clauses** are automatically displayed.

14. Select the **06 ALTA 11 Mortgage Modification** clause and click **OK.**

When a **Clause Title** is selected, the clause text is displayed in the **Clause Text** box.

15. Replace the asterisks with **March 10, 2012** and **March 11, 2012**.

This information is gathered from our example.

16. On the secondary toolbar, click the **Close** button. Click **Yes** to save changes.

NOTE: A save is initiated each time a move is made to another tab. When closing a module, if a save has not been made, a message is displayed asking to save changes.

Rating A Modification Mortgagee Policy/Endorsement

What you Do	Comments
1. Click the **Premium Calculation (Rating)** button on the main tool bar.	**Rating Information Type** reflects **Mortgage Modification**.

2. Select the **Worksheet** tab. The **Mortgage Modification Rating Worksheet** is displayed.

3. Click the **Print** button on the secondary toolbar. The **Print Options** window opens

4. Click **OK**. The **Mortgage Modification Rating Worksheet** prints.

5. On the secondary toolbar, click the **Close** button. The **Premium Calculation (Rating)** save dialog box is displayed.
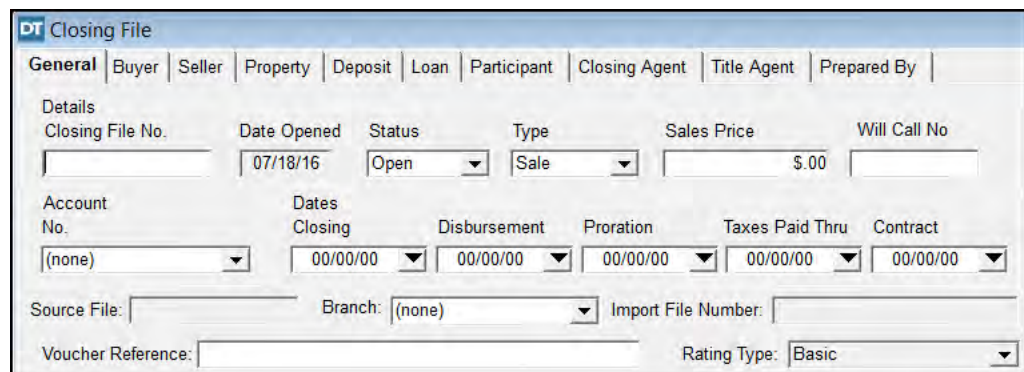
Substitution Loan

Transaction Information

On March 17, 2012, a substitution loan policy is being issued for $1,120,000.00. The original loan has been paid down to $1,084,000.00 and had an effective date of July 15, 2008. (The lender wants an 06 ALTA 9 REM endorsement on the substitution loan policy.)

- Calculate the premium and Old Republic's share for the unpaid principal balance of $1,084,000.00.

Creating A New Closing File

You will create a new closing file establishing the parties involved, along with the property and loan information.

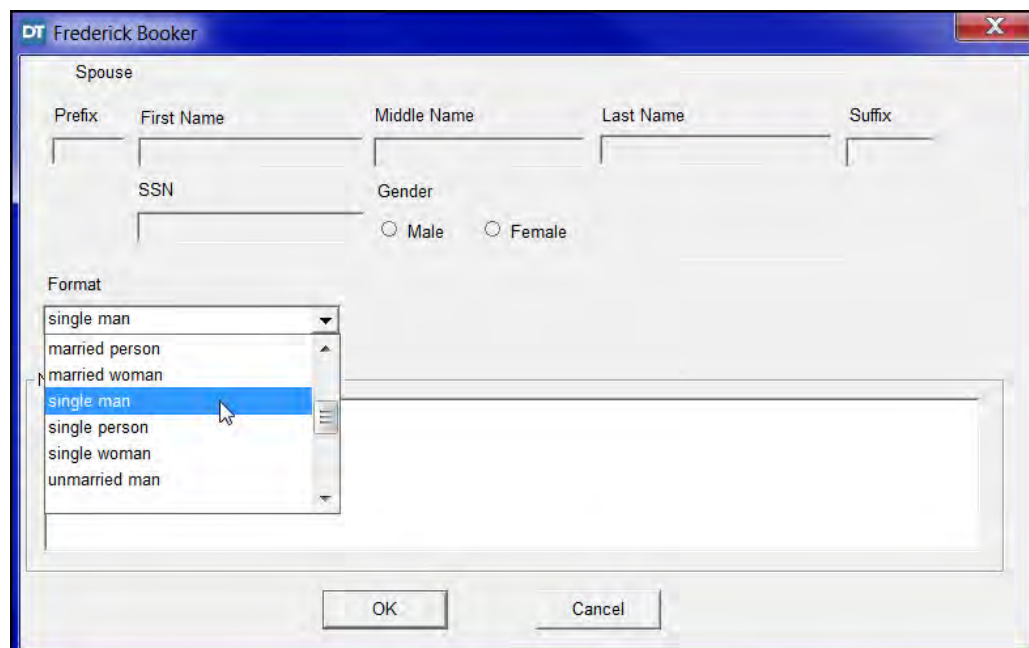| What You Do	Comments
1. On the main toolbar, click the **New Closing File** button.	The **General** tab of the **Closing File** window is displayed. The **Status** box defaults to **Open**. You can change this value to **Closed** and **Cancelled**. The **Type** box defaults to **Sale**. You can change this value to **Refinance**. In the Dates section, the **Opened** box defaults to today's date and cannot be changed.

| 2. In the **Closing File No.** box, type **Sub Loan.** | You assign a number to the new file. You can type up to 15 characters, letters, numbers, and some symbols. *NOTE:* The closing file number allows you to search for a file by the number or name you assign. |

What You Do	Comments
3. Click the **Type** box and select **Refinance**.	Must be selected in order for the **Rating Type** field to be enabled.
4. Click the **Account No.** box and select **123456-78 Friendly Bankers, Inc.**	This is the closing agent's trust/escrow account. Account numbers are entered in **Preferences/Account Maintenance**. Selecting the trust/escrow account allows you to export the deposits and disbursements to Quicken®, QuickBooks®, Dapix®, and Perfect Practice®. Selecting the trust/escrow account will also allow you to post or post and print your checks through the DoubleTime Escrow Accounting feature.
5. In the **Dates** section, click the **down arrow** to the right of the **Closing** box.	The monthly calendar is displayed with today's date selected. Click the **right arrow** to display the next month. Click the **left arrow** to display the previous month.

What You Do	Comments
6. Click the appropriate **arrow** at the top of the calendar to display **March**.	Transaction closing will take place in March.
7. Click on **day 17** in the calendar.	The selected date is displayed in the **Closing, Disbursement**, and **Proration** boxes. These dates are editable. **Taxes Paid Thru** date defaults to 12/31 of the previous year, except during the month of December, when it defaults to 12/31 of the closing date year.
8. Click the **Rating Type** filed and select **Substitution Loan.**	This will enable the **Substitution Loan Rating Worksheet** in the **Premium Calculation (Rating) Module**

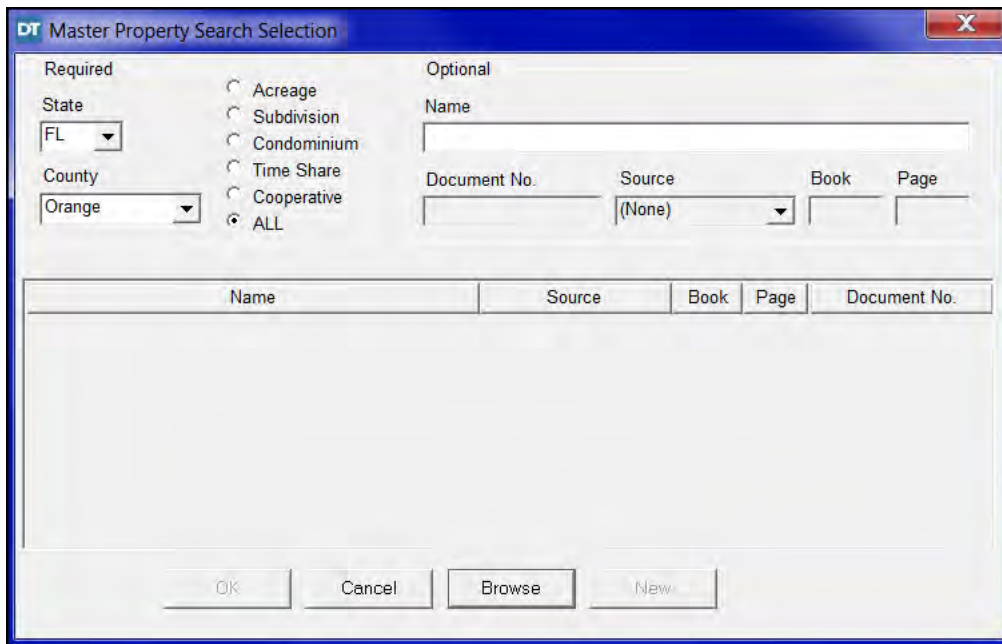| What You Do	Comments
9. Click the **Borrower** tab.	The **Borrower** tab is displayed. No information is shown at this time.
10. On the secondary toolbar, click the **Insert** button.	The **Select Buyer** window is displayed. The **Contact Type** defaults to **Individual**.
11. In the **Last** box, type **Booker**.	**Frederick Booker** is highlighted in the **Individual Name** list. Names are listed in alphabetical order.
12. Click **OK**	*NOTE:* Names that were previously entered are displayed in the **Individual Name** box. *NOTE:* Gender and Marital status is populated for you.
13. On the secondary toolbar, click the **Insert Name Clause** button.	The **Name Clause** window for **Frederick Booker** is displayed. It is necessary to complete the **Name(s) with Status** box for **Frederick Booker** for his name to display on other modules and on documents. *NOTE:* If the **Name(s) with Status** box is not completed, a message will display a reminder to complete this information when a save is initiated.

What You Do	Comments
14. Click the **Format** box, and select **single man**.	The tenancy phrase, **Frederick Booker, a single man** is displayed in the **Name(s) with Status** box. This is an editable field. *NOTE:* This tenancy phrase is used in other modules and on your documents. It can be edited.
15. Click **OK**.	The **Name Clause** window closes and the **Buyer** tab is displayed with the tenancy clause in the **Name(s) with Status** box. This is an editable field.
16. Click the **Property** tab.	The **Property** tab is displayed. No information is shown at this time.

What You Do	Comments

17. [⊕] On the secondary toolbar, click the **Insert** button.

The **Master Property Search Selection** window is displayed. The State and County default to **Florida** and **Orange**. *NOTE:* The county default can be changed in **Preferences > User Settings > General** tab.


18. In the **Required** section, click **Subdivision**.

This selection will reference subdivisions only.

19. Click **Browse**.

This will display all previously entered subdivisions in the **Master Property** module. To display specific subdivisions, click the **Name** box and type the name, or a portion of the name, of the subdivision desired and click **Browse**.

20. Select **Bermuda Bay** and click **OK**.

The **Master Property Search Selection** window is closed and the **Property** tab is redisplayed with previously entered information.

21. Replace the asterisks in the **PIN** box with **00040**.

This will complete the Property Identification Number for the property. This number is assigned to the property by the property appraiser's office.

What You Do	Comments
22. Click the **Address** tab and in the **Street** box type **1234 Anywhere Street** from the drop down list.	
23. Tab to the **Postal Code** field and type **32820**	**City, County** and **State** fields will auto populate when most postal codes are entered.
24. Click the **Details** tab.	The **Details** tab is displayed.
25. In the **Lot** box, type **4**.	Type information on this tab to allow searching for an existing closing file by lot, block, unit, and/or building number in the **Closing File Selection** window next time you need to access this file.
26. Click the **Legal** tab.	The **Legal** tab is displayed with the previously entered legal for **Bermuda Bay Subdivision**.
27. Replace the asterisks in the **Legal Description** box with **4**.	This is the lot number for the property.
28. Click the **Usage** tab.	The **Usage** tab is displayed. *NOTE:* The **Improvement Description** box is used to identify any improvements to the property, such as a building being constructed on vacant land. It is an informational field only.

What You Do	Comments
29. Click the **Usage** arrow and select **Single Family Dwelling**.	*NOTE:* For Miami-Dade County: Selecting **Single Family Dwelling** in the **Usage** tab eliminates any calculations on the Settlement Statement regarding documentary stamp surtax.

What You Do	**Comments**
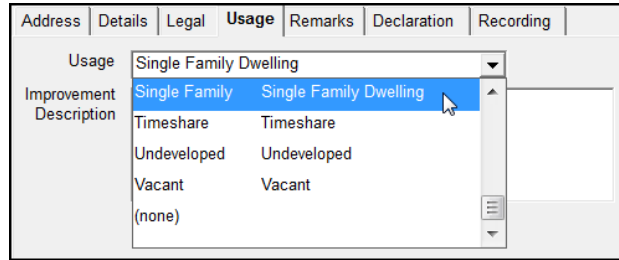
30. Click the **Remarks** tab.

The **Remarks** tab is displayed with previously entered information from the **Master Property** module, such as HOA contact information. This is an editable field.
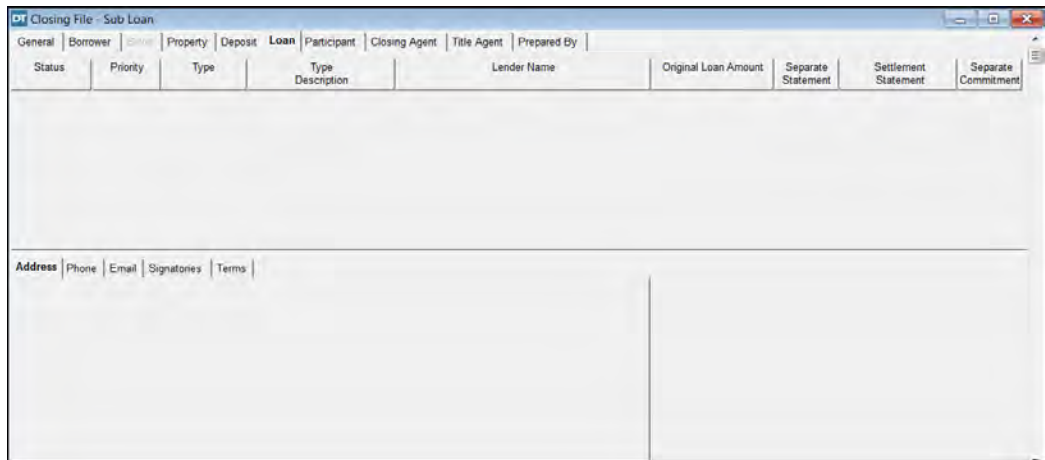
NOTE: Use the **Declaration** tab when preparing loan documents to enter the Declaration information for the PUD Rider.

31. Click the **Recording** tab.

The **Recording** tab is displayed with previously entered information from the **Master Property** module. The property, **Bermuda Bay,** is recorded in a plat. This information also flows to the **Closing File Worksheet.** This is an editable field.
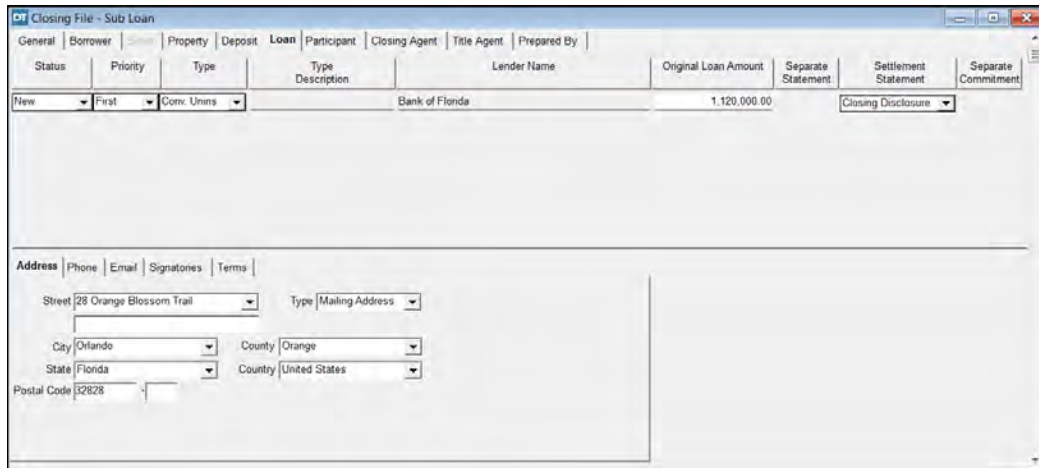
32. Click the **Loan** tab.

The **Loan** tab is displayed. No information is shown at this time

What You Do	**Comments**

33. On the secondary toolbar, click the **Insert** button.

The **Select Lender** window is displayed. The **Contact Type** defaults to **Corporation**. **Service Provided** defaults to **Lender**.

34. Select **Bank of Florida** and click **OK**.

The **Select Lender** window is closed and the **Loans** tab is redisplayed with **Bank of Florida** added to the closing file. *NOTE:* Only one New, Assumption, or Modification, can be added for Substitution Loan files.

35. Click the **Status** box and select **New**.

This will denote a Substitution loan.

36. Click the **Priority** box and select **First**.

This will denote a first mortgage.

37. Click the **Type** box and select **Conv. Unins**.

This will denote a conventional uninsured mortgage.

38. Click the **Original Loan Amount** box and type **1120000**.

This is the principal mortgage amount of the new substitution loan. The comma and decimal point are automatically inserted.

39. Click the **Terms** tab.

The **Terms** tab is displayed. The **Interest Method** defaults to 360.

40. Type **14583** in the **Loan No.** box.

This is the loan number given by the lender for this mortgage.

What You Do	**Comments**
41. Type **8.375** in the **Rate** box.	
42. Click the **Title Agent** tab and verify **Richard P. Bruce** as the **Signatory**.	The **Title Agent** tab is displayed. The **Company** defaults to **Richard P. Bruce, Esq**. This identifies the person to sign the documents.
43. Verify **Old Republic National Title Insurance Company/ ATFS** as the **Underwriter**.	To use the Electronic Delivery process with Advanced Rating, the underwriter for the Substitution Loan must be **Old Republic National Title Insurance Company/ ATFS**, if it is not, a new rating worksheet must be faxed to the Finance Customer Department with the new underwriter. Fax No.: (407)241-8685
44. Click the **Prepared by** tab and verify **Richard P. Bruce** as the **Individual**.	The **Prepared by** tab is displayed. The **Company** defaults to **Richard P. Bruce, Esq**. This identifies the person preparing the documents. The information will appear on recordable documents in the **Prepared by** and **Return to** sections. *NOTE:* If you are not changing the selections previously made in **Preferences/User Settings**, accessing the **Closing Agent**, **Title Agent**, and **Prepared by** tabs is not required.
45. On the secondary toolbar, click the **Close** button and click **Yes** to Save changes.	The **Closing File** module is closed. *NOTE:* A save is initiated each time a move is made to another tab. When closing a module, if a save has not been made, a message is displayed asking to save changes.

Adding A Mortgagee Title Insurance Policy

In this session, you will enable and prepare the Mortgage Policy for your closing file.

What You Do	Comments
1. [C com] Click the **Commitment** button on the main toolbar.	The **Title Insurance Commitment** window is displayed. The **Template** defaults to **FUND Commitment (CF6R)**; **Signatory** to **Richard P. Bruce**, and **Issue Date** to today's date. These are editable fields.
	Depending on the underwriter selected, the **Commitment No.** box may or may not be available. For underwriters such as Old Republic/ATFS, the field will be unavailable because its commitment jackets are not serialized. For underwriters whose commitment jackets are serialized, the **Commitment No.** box will contain a list of unused commitment numbers previously entered in DoubleTime. Scroll down if necessary to select the correct number. Selecting a commitment number associates a paper serialized jacket to this closing file. *NOTE:* Form numbers are entered by selecting **Modules > Serialized Forms > Create Forms Inventory** from the main menu.

What You Do	Comments
2. Type **0301(current year)** in the **Effective Date** box.	This reflects the date through which title was searched and examined. *NOTE:* The time defaults to **11:00 PM**. You must press the **Tab** key to access this field if the time needs to be changed. The issue date is the date the commitment was prepared.
3. Click the **Mortgagee** tab.	The **Mortgagee** tab is displayed. The **Lender** defaults to **Bank of Florida** with a **Priority of 1st** and a **Loan Amount** of **$1,120,000**. This information is carried over from the **Closing File** module.
4. Click the **Policy Required** check box.	A check mark is displayed in the box, indicating that a mortgagee policy is required. The amount of insurance and the lender name are carried over from the **Closing File** module. The **Policy Type** defaults to **Mortgagee Policy (MF6)** and **Template** defaults to **FUND 06 Mortgagee Policy (MF6)**.

What You Do	Comments
5. In the **Name of Insured** box, place the cursor at the end of **Bank of Florida**.	The initial click within this box activates the cursor. A second click after Bank of Florida is necessary to activate its proper location. To include the additional information required by the lender.
6. Click the **Clause Library** button on the secondary toolbar.	The **Clause Library** window is displayed with clause titles and text. The **Clause Type** defaults to **Lender Name** and **All Clauses** are automatically selected. *NOTE:* When a **Clause Title** is selected, the clause text is displayed in the **Clause Text** box
7. With the **Conventional** clause highlighted, click **OK**.	The **Clause Library** window is closed and the **Conventional Clause** is added to the **Bank of Florida**. This information is editable.
8. On the secondary toolbar, click the **Close** button. Click **Yes** to Save changes.	The **Commitment** module is closed. *NOTE:* A save is initiated each time a move is made to another tab. When closing a module, if a save has not been made, a message is displayed asking to save changes.

Adding Endorsements

What you Do	Comments
1. On the main toolbar, click the **Policy** button.	The **Mortgagee** tab is displayed. The **Lender** defaults to **Bank of Florida** with a **Priority of 1st** and a **Loan Amount** of **$1,120,000**. This information is carried over from the **Closing File** module.
2. Select the **Endorse Mtg** tab.	
3. In the **Policy Endorsements Type** field select **06 ALTA 9 REM.**	In our example the lender is requesting an **06 ALTA 9 REM.** *NOTE:* Endorsements may also be selected in the **Commitment Module.**

4. Click the **Issued With Original** check box next to the **06 ALTA 9 REM** endorsement.

When using an endorsement that was previously used in the original policy, make sure to click the **Issued With Original** check box. This will ensure that the correct amount is calculated.


5. On the secondary toolbar, click the **Close** button. Click **Yes** to Save changes.

NOTE: A save is initiated each time a move is made to another tab. When closing a module, if a save has not been made, a message is displayed asking to save changes.

Rating A Substitution Loan Policy/Endorsement

What you Do	Comments
1. On the main toolbar, click the **Premium Calculation (Rating)** button.	A **Premium Calculation (Rating)** message appears alerting you that your file is incomplete. Users need to complete the Original Policy fields on the **Policy** Tab of the **Policy** module.
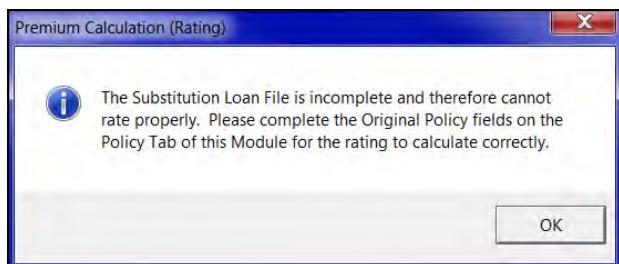
2. Click **OK**.

Rating Information Type reflects **Substitution Loan**. *NOTE:* Policies over $1 Million are typically rated as Non 1-4 Residential. Click **Yes** if you would like DoubleTime to automatically deselect the 1-4 Residential indicator.
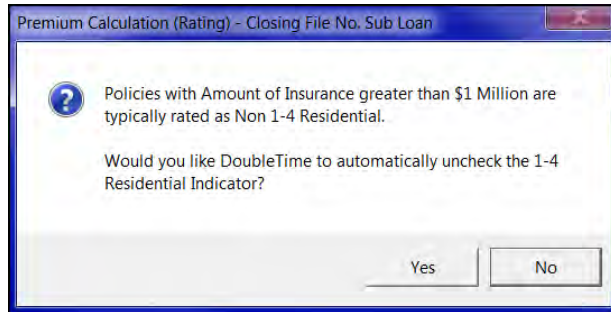
3. Click **No**.

4. Select the **Policies** tab.

The **Policies** tab is displayed.

5. Click the **Policy Number** field and type **8126598.**

You must enter the Original Mortgagee Policy information prior to receiving the calculated Substitution rate.

6. Click the **Effective Date** field and type **071509**.

You must enter the Original Mortgagee Policy information prior to receiving the calculated Substitution rate.

7. Click the **Unpaid Principal Balance** field and type **1084000**.

You must enter the Original Mortgagee Policy information prior to receiving the calculated Substitution rate.

8. Select the **Worksheet** tab. The **Substitution Loan Rating Worksheet** is displayed.

9. Click the **Print** button on the secondary toolbar.

The **Print Options** window opens

10. Click **OK**.

The **Substitution Loan Rating Worksheet** prints.

11. On the secondary toolbar, click the **Close** button.

The **Premium Calculation (Rating)** save dialog box is displayed.

Tips

1. On a new Substitution Loan where a New Policy is $250k or more, and the previous Mortgagee Policy is from a different underwriter, that previous policy must be e-mailed to finance-customer-service@thefund.com or faxed to (407) 241-8685.

2. In the case where the unpaid principal balance is $250k or more, any lender can make a substitution loan with the same borrower on the same property and the special rate shall apply.

3. If the new lenders are different *and* the unpaid principal balance is less than $250k, the original rates shall apply.

🖾 **Settlement Statements Using a GFE HUD**

Concept

The **Settlement Statements** module automates and speeds the preparation of the GFE HUD and other settlement statements including the former two-page HUD-1 which remains available to DoubleTime users. Data entry is minimized because much of the information necessary for completion has already been entered in other modules, such as **Closing File**. The calculations are automatically performed and the repetitive typing of numbers is eliminated. The **Settlement Statements** module is flexible in that information can be entered as you receive it or you can complete the entire Settlement Statement at one time. You can view the tabs, which are in the same sequence as GFE HUD sections, and enter information in any order. In addition to the GFE HUD Settlement Statement, there are a variety of forms that can be printed in the **Settlement Statements** module such as **Borrower's Closing Statement, Seller's Closing Statement, Loan Closing Statement, Proration Worksheet, and Recording Worksheet.** These statements and worksheets can also be emailed.

Objective

The objective of this lesson is to show you how to use the **Settlement Statements** module to complete a GFE HUD Settlement Statement and then how to print the completed statement.

Verifying Amounts Due To And Paid By Seller

What You Do	Comments
1. 🖳 On the main toolbar, click the **Switch Active Closing File** button.	A co-worker started this file. They have added the Buyer, Seller, Lender and Property. We are completing the GFE HUD for them. The **Closing File Selection** window is displayed. This window allows you to switch the active file to a different closing file established within DoubleTime.

What You Do	Comments

2. Type **04-0045** in the **Closing File Number** box.

3. Click **Browse**.

4. Click **OK**.

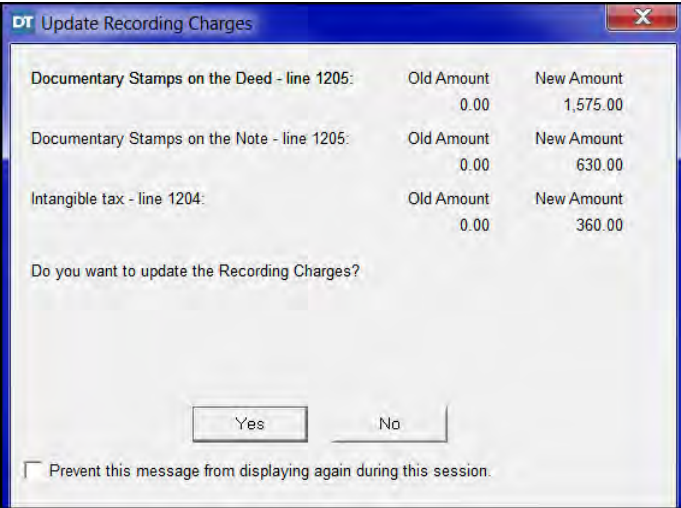| What You Do	Comments
5. Click the **Settlement Statements** button on the main toolbar.	The **Update Recording Charges** dialog box is displayed listing the calculated values for the documentary stamps on the deed and note, and the intangible tax on the mortgage based on the sales price and purchase price. DoubleTime uses the appropriate charges based on the county in which the property is located.

This dialog box is used to update the **Old Amount** with the **New Amount**.

NOTE: DoubleTime defaults to the three page **GFE HUD** if a new loan was entered on the **Loans** tab of the **Closing File** module. To manually toggle between the **GFE HUD**, Closing Disclosure and the former two-page **HUD-1** use the **GFE HUD** check box on the **Loans** tab of the **Closing File** module. The appropriate type of settlement statement should be chosen *before* any information/data is entered in the **Settlement Statements** module. Switching the settlement statement type after entering data in the **Settlement Statements** module will result in that data being lost. However the data that carries over into the **Settlement Statements** module from other modules will *not* be lost.

What You Do	Comments
6. Click **Yes**.	The **Update Recording Charges** dialog box closes and the **Settlement Statements** window displays with the **General** tab open. The module's title bar displays the file name and indicates when a GFE HUD settlement statement was selected in the **Closing File** module. On the **General** tab, you can view the top portion of page 1 of the GFE HUD settlement statement, sections A through I. These sections contain loan information, the names of the parties, and property and settlement information. Use the **Closing File** module to change the displayed information or to change the type of settlement statement. Notice that a Tax ID Number or Social Security Number is not displayed here for the Borrower or Seller. This is the standard format for the GFE-HUD and cannot be changed.
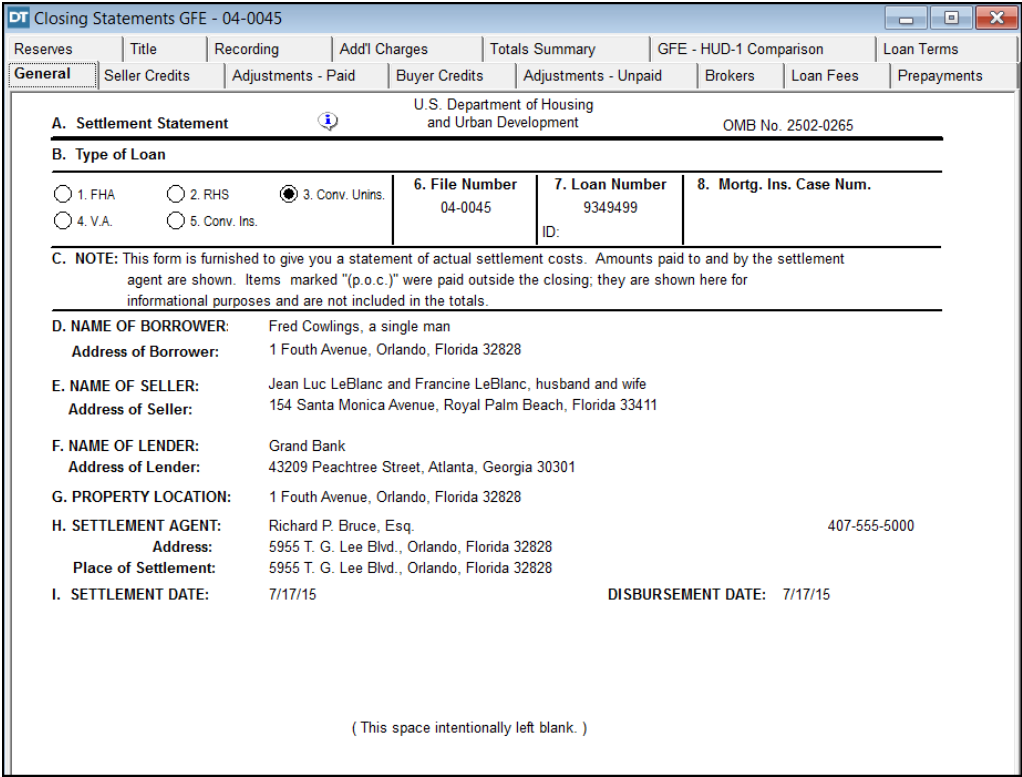
7. Position the cursor over the **Seller Credits** tab.	A brief description of the series purpose is displayed.

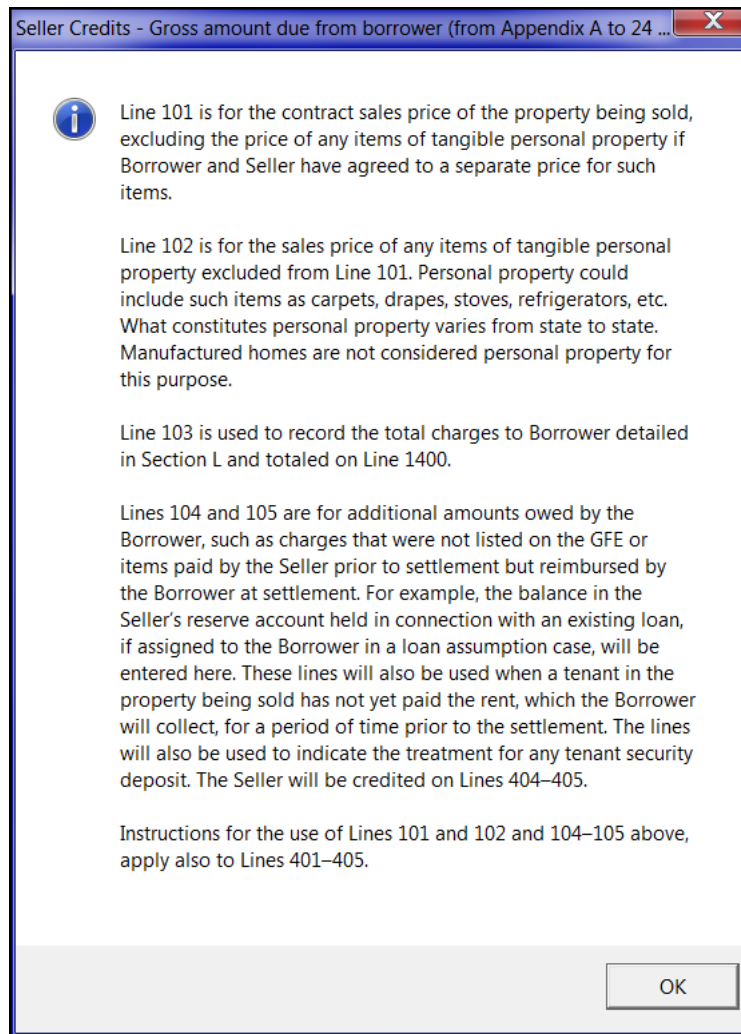| **What You Do**	**Comments**
8. Click the **Seller Credits** tab.	The **Seller Credits** tab, with the **100/400** line series, displays showing the contract sales price (line **101/401**), and the settlement charges to borrower (line **103**). *NOTE:* On each tab of the **Settlement Statement** module, the top half of the window is where you will select the line where you want information to appear. Once a line is selected, a work area is provided for the selected line in the bottom half of the window.

9. Double click the information symbol ℹ.	An information window specific to the current tab opens containing instructions taken from HUD's Final Rule. This option is available on each tab when the GFE HUD format is selected.

What You Do	Comments

Seller Credits - Gross amount due from borrower (from Appendix A to 24 ...

Line 101 is for the contract sales price of the property being sold, excluding the price of any items of tangible personal property if Borrower and Seller have agreed to a separate price for such items.

Line 102 is for the sales price of any items of tangible personal property excluded from Line 101. Personal property could include such items as carpets, drapes, stoves, refrigerators, etc. What constitutes personal property varies from state to state. Manufactured homes are not considered personal property for this purpose.

Line 103 is used to record the total charges to Borrower detailed in Section L and totaled on Line 1400.

Lines 104 and 105 are for additional amounts owed by the Borrower, such as charges that were not listed on the GFE or items paid by the Seller prior to settlement but reimbursed by the Borrower at settlement. For example, the balance in the Seller's reserve account held in connection with an existing loan, if assigned to the Borrower in a loan assumption case, will be entered here. These lines will also be used when a tenant in the property being sold has not yet paid the rent, which the Borrower will collect, for a period of time prior to the settlement. The lines will also be used to indicate the treatment for any tenant security deposit. The Seller will be credited on Lines 404–405.

Instructions for the use of Lines 101 and 102 and 104–105 above, apply also to Lines 401–405.

OK

10. Click **OK** when done.	The information window closes.

Calculating Adjustments For Items Paid By Seller

What You Do	Comments
1. Click the **Adjustments - Paid** tab.	The **Adjustments - Paid** tab, with the **106/ 406** line series, is displayed.

2. Select line **109/409.**	Selecting this line allows you to add a paid adjustment.
3. Click the **Pro-rate** check box in the work area.	Additional fields open for **Line 109/409**. The **Date from** defaults to the closing date. The **Count last day** box is automatically selected, crediting the day of the closing to the seller.
4. Select **Association Maintenance** from the **Description** drop down list.	This is the description of the payment by the seller that was paid in advance. This is an editable field.
5. Type **250** in the **Gross amount** box and press the **Tab** key.	This is the amount paid by the seller for Homeowner Association dues.
6. Select **Quarterly** from the **Period** drop down list.	This will identify the amount as a quarterly payment. *NOTE:* TAB out of the **Gross Amount** box to activate the **Period** box.
7. Type **09/30/(current year)** in the **Date to** box and press the **Tab** key.	Quarterly dues are prorated and displayed on lines **109/409**. *NOTE:* The **Count last day** is automatically selected, crediting the day of the closing to the seller.

Viewing Buyer's Credits & Calculating Seller's Loan Payoff

What You Do	Comments
1. Click the **Buyer Credits** tab.	The **Buyer Credits** tab, with the **200/500** line series, displays showing the buyer's deposit amount (line **201**), and the new loan amount (line **202**). *NOTE:* Additional lines can be inserted in this series from **209b** through **209g** by selecting the **Insert** button on the secondary toolbar.

	NOTE: Click the **Deposit Summary** button to view details of the deposit(s), or you may also double click on line **201** to view this information.
2. Position the cursor over line **504** and double-click.	The **Payoff Calculator** opens. The information entered here is supplied by the payoff lender.

What You Do	**Comments**

3. Type **0701(current year)** in the **From Date** box.

4. Type **0720(current year)** in the **To Date** box.

The payoff calculation includes several days of per diem interest after the closing date to allow for transmittal to and posting of funds by the payoff lender.

5. Type **43.32** in the **Per Diem Amount** box.

DoubleTime automatically calculates the **Total Days**. The **Per Diem** amount is supplied by the lender holding the mortgage.

6. Type **175675.66** in the **Mortgage Balance** box and press the **Tab** key.

The **Mortgage Balance** amount is supplied by the lender holding the mortgage. When you press the TAB key, the **Total Payoff Amount** is calculated.

7. Click **Print**.

The **Print Options** window is displayed with **All** selected and number of copies defaults to 1.

8. Click **OK**.

The Payoff figures are printed and the **Payoff Calculator** is re-displayed.

What You Do	Comments
9. Click **OK**.	The **Settlement Statements - your file name - Payoff Calculator** window closes and the **Borrower Credits** tab is redisplayed with the payoff balance on line **504** totaling **176,542.06**. *NOTE:*(1) The **Description** box is editable so you can show the payoff lender's name. (2) The description for line **507** defaults to *"Deposit is being disbursed as proceeds"* when the Closing Agent has been identified as the party holding the deposit in the **Closing File** module.

Calculating Adjustments For Items Unpaid By Seller

What You Do	Comments
1. Click the **Adjustments - Unpaid** tab.	The **Adjustments - Unpaid** tab, showing line series **210/510**, displays.

2. Select line **211/511**.

    Selecting this line allows you to calculate the unpaid county taxes.

3. Click the **Pro-rate** check box in the work area.

    Additional fields open for **Line 211/511**. The **Date from** defaults to the first day of the current year. The **Date to** defaults to the closing date. The **Period** defaults to **Annually**, and can be changed if needed.

4. Type **3733.30** in the **Gross Amount**.

    This is the amount of the property taxes for the entire year.

5. Type **4** in the **Discount percent** box.

    This is the maximum allowable discount which is determined by the Tax Collector's office according to the month in which it is paid.

6. Press the **Tab** key.

    DoubleTime calculates the prorated taxes. *NOTE:* The default setting for the **Count last day** box is unselected.

Calculating Items Payable In Connection With A Loan

What You Do	Comments
1. Review the GFE issued to Fred Cowlings. (In your office you will use the lenders closing instructions to prepare loan fees)	The workspace for all sections of page two of the GFE HUD includes a **GFE Tolerance** drop down list. Depending upon the tolerances allowed to a line, various selections may be available. Selecting **Charge that is not associated with GFE**, when available, enables dollar amounts to be entered inside the column for certain lines. DoubleTime determines where to place items in the tables on page 3 of the GFE HUD based on the **GFE Tolerance** selected for each item as it is entered on page 2 of the GFE HUD.
2. Click the **Loan Fees** tab.	The **Loan Fees** tab showing the **800** line series displays. *NOTE:* In the **800** series the **GFE Tolerance** for lines **801**, **802** and **803** have been predefined by the Final Rule and cannot be changed.

What You Do	**Comments**

3. Confirm line **801** is selected.

This line is for the lender's origination charge. The descriptions for line **801** through **803** cannot be changed. The description for lines **804** through **813** may be edited.

NOTE: (1) The Veteran's Administration has required that any VA Mortgages have the details of the origination charges noted. It is possible that other lenders may impose similar requirements. To accommodate this requirement, DoubleTime includes an **Itemized Origination Fees and Charges Calculator** accessible by double clicking on Line **801**. The **Tips** section at the end of this chapter includes information about, and instructions on how to enter information into, the **Itemized Origination Fees and Charges Calculator**. (2) The **Itemized Origination Fees and Charges Calculator** window contains a **Print** button. Clicking that button will generate the **801 Origination Statement** (which contains signature lines for the borrower).

What You Do	Comments

4. Type **6000.00** in the **Outside Clmn Amt** box of the work area and press the **Tab** key.

The charge displays on line **801** outside the column and on line **803** inside the column. Line **803** is a roll up line (i.e. the sum of lines **801** and **802**) and the amount is listed inside the column. The net amount may be a positive number as low as zero, or in the case of a "No Cost Loan," it may be a negative number.

5. Select line **802**.

This line is used to record the credit or charge (points) for the specific interest rate chosen.

6. Type **-3000.00** in the **Outside Clmn Amt** box in the work area and press the **Tab** key.

This amount is listed outside the column on line **802** and automatically rolls up into line **803**.

What You Do	**Comments**

7. Select line **803**.

This is the difference between the original origination charge and the credit for the specific interest rate chosen. *NOTE:* The **Payee** for line **803** may be changed to a Mortgage Broker, the Lender, or left blank.

8. [Double Click!] Double click the **Amount withheld** box for the borrower.

The **Your Adjusted Origination Charge** of $3,000.00 is displayed in the **Amount withheld** box. This charge will be withheld from the loan proceeds by the lender. The adjustment will be displayed on the **Balance Sheet**.

What You Do	**Comments**
9. Select line **804**.	Per the Final Rule, lines **804** through **811** are used for lender required settlement services in which the lender restricts selection of the service provider. The amounts on lines **804** through **811** are usually listed inside the column. *NOTE:* (1) The default descriptions for lines **804-807** may be changed on the **Loan Fees** tab. They may also be changed on the **GFE-HUD-1 Comparison** tab, and the new description will then be carried over to the **Loan Fees** tab. (2) DoubleTime allows you to change the **GFE Tolerance** category for lines **804-811**. If **Charge that cannot increase** is selected, the amount is listed outside the column and is rolled up into line **801**. If **Charge that in total cannot increase more than 10%** is selected the amount is listed in the column and may only be charged to the borrower. If **Charge that is not associated with the GFE** is selected the amount is listed in the column and may be charged to the borrower or seller.
10. Click the **Search Contact** button on the secondary toolbar.	The **Search Contact** window opens. The **Contact Type** defaults to **Corporation** and the **Service Provided** to **Appraiser**.
	NOTE: The **Search Contact** button is used to associate a contact with the **Payee** drop down list in the **Settlement Statements** module. A new contact can be added or and existing contact can be chosen.

What You Do	**Comments**

11. Select **Appraisers, Inc.** and click **OK**.

The **Search Contact** window closes and the **Loan Fees** tab is redisplayed. **Appraisers, Inc.** displays as the payee.

12. Type **250** in the **P.O.C. amount** box for the borrower and press the **Tab** key.

This charge was paid outside of closing (P.O.C.) and will be shown on the settlement statement when it is printed. *NOTE:* P.O.C. amounts are also shown in the **Preview** mode.

13. Select line **805**.

14. ▦ On the secondary toolbar, click the **Search Contact** button.

The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Credit Report**.

15. Select **Credit Bureau, Inc.** and click **OK**.

The **Search Contact** window closes and the **Loan Fees** tab is redisplayed. **Credit Bureau, Inc.** displays as the payee.

16. Type **50** in the **P.O.C. amount** box for the borrower and press the **Tab** key.

What You Do	Comments

Calculating Items Required By The Lender To Be Prepaid

What You Do	Comments
1. Click the **Prepayments** tab.	The **Prepayments** tab showing the **900** line series displays.
2. Confirm line **901** is selected.	*NOTE:* For some of the lines in the **900** series the **GFE Tolerance Category** has been predefined by the Final Rule and cannot be changed. The GFE Tolerance level is "**Charge that can change**".

What You Do	**Comments**

3. Type **41.30** in the **Per diem** box and press the **Tab** key.

When the interest rate supplied by the lender was entered on the **Loan** tab of the **Closing File** module, DoubleTime automatically calculated the per diem rate as well as the total interest due from the closing date to the first day of the following month. The total amount of interest is displayed on line **901** inside the column, and the daily interest amount is displayed in the **Per diem** box.

*NOTE:*The amount in the **Per diem** box can be edited if necessary. For example, in our scenario the lender provided an amount different than the amount that DoubleTime calculated, so it must be edited.

The **Payee** defaults to the lender, the **From date** defaults to the closing date, and the **To date** defaults to the first day of the following month. The dates can be changed if needed.

4. Select line **903**.

This line allows you to add homeowner's insurance as required by the lender.

5. Type **1** in the **Years** box.

What You Do	**Comments**
6. ⊞ Click the **Search Contact** button on the secondary toolbar.	The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Insurance Comp**.
7. Select **Home Insurance, Inc.** and click **OK**.	The **Search Contact** window closes. **Home Insurance, Inc.** is now displayed as the Payee.
8. Type **750** in the **P.O.C. amount** box for the borrower and press the **Tab** key.	*NOTE:* The **Policy no** and **Face amt** boxes are not a part of the calculations for the insurance premiums and are not required.
9. Select line **904**.	This line allows you to add flood insurance as required by the lender.
10. Type **1** in the **Years** box.	
11. Select **Home Insurance, Inc.** from the **Payee** drop down list.	**Home Insurance, Inc.** was previously associated with this closing file when we selected it as the payee for the homeowner's insurance. *NOTE:* This illustrates how the **Search Contact** button associates contacts with a closing file, making a contact available for selection in the drop down list.
12. Type **325** in the **P.O.C. amount** box for the borrower and press the **Tab** key.	The payee displays on line **904**, and **POC(B*)** is automatically displayed in the **POC** box to indicate the Borrower paid this fee outside of closing.

What You Do	Comments

Calculating Reserves Deposited With The Lender

What You Do	Comments
1. Click the **Reserves** tab.	The **Reserves** tab showing the **1000** line series displays. ***NOTE:*** (1) The **GFE Tolerance** category for the **1000** series has been predefined by the Final Rule as *"Charge that can change."* You cannot select another tolerance category for any line in this series. (2) Line **1001** is a roll up line (i.e. the sum of lines **1002** through **1009**) and is listed inside the column. This line is not editable. The charges on line **1002** through **1009** are listed outside the column.

What You Do	Comments

2. Select line **1002.**

This opens the work area allowing the homeowner's insurance reserve to be entered.

3. Type **2** in the **No. Months** box and press the **Tab** key.

The **Month Due** defaults to the closing month of July. The amount is calculated based on the yearly figure entered on the **Prepayments** tab, and is charged to the borrower outside the column. *NOTE:* If you select another line or press **Enter** instead of pressing **Tab**, the calculated amount will also display on the appropriate line.

4. Select line **1004**.

This opens the work area allowing the county property tax reserves to be entered.

What You Do	**Comments**
5. Type **3** in the **No. Months** box and press the **Tab** key.	The monthly county tax amount is calculated and displayed in the **Monthly $** box, with the total taxes paid by the borrower displayed outside the column on line **1004**. This amount is displayed if you have entered the gross amount of county taxes for the proration on lines **211/511** or lines **107/407**. If the monthly amount is not displayed, you can enter this information on the **Adjustments - Unpaid** or **Adjustments - Paid** tabs, as applicable, or type it in the work area for line **1004**. *NOTE:* The tax reserve is charged to the borrower. The taxes **Month due** defaults to **November**. This can be changed.
	Click the **Calculator** button on the secondary toolbar to figure the monthly amount when needed.
6. Select line **1005**.	This opens up the work area to enter the flood insurance reserve.
7. Type **2** in the **No. Months** box and press the **Tab** key.	The flood insurance reserve is calculated and charged to the borrower outside the column on line **1005**.
8. Select line **1009**.	
9. Type **-427.11** in the **Outside Clmn Amt** box and press the **Tab** key.	The **Aggregate accounting adjustment** figure is supplied by the lender. The amount is entered as a negative number because it is a credit used to reduce the reserves collected from the borrower.

What You Do	Comments

Adding Title Charges

What You Do	Comments
1. Click the **Title** tab.	The **Title** tab showing the **1100** line series is displayed. The **Payee** defaults to **Richard P. Bruce, Esq.** Line **1101** is a roll up line for borrower charges disclosed on the GFE for **Title services and lender's title insurance**. It must always be greater than or equal to the sum of charges to the borrower shown outside of the columns on lines **1102**, **1104**, and applicable lines **1109-1113**. *NOTE:* In the **1100** series the **GFE Tolerance Category** has not been predefined by the Final Rule and can be changed as a function of whether or not the provider of this service was identified by the lender to the borrower.

What You Do	**Comments**

2. Select line **1102**.

Mr. Bruce is charging a $250 settlement fee to the borrower. This fee will always be entered outside the column. This line should not be used for Attorney's fees for services unconnected with conducting the settlement. *NOTE:* A Settlement Agent may charge a settlement fee on line **1102** to a borrower, a seller or both. Any charge to the seller will be entered inside the seller's column only. Any charge to the borrower will be entered outside the column only. Charges to both the borrower and the seller will be entered individually, outside the column and inside the seller's column respectively.

3. Type **250** in the **Outside Clmn Amt** box and press the **Tab** key.

The settlement fee is listed outside the column on line **1102**, and is rolled into the total on line **1101** in the column.

What You Do	**Comments**
4. Select line **1109**.	The description field defaults to **Abstract or title search**. The Florida Department of Financial Services requires title agents to itemize the abstract or title search fee charged. HUD requires the amount be charged to the borrower, shown outside the column and roll up into line **1101**.
5. Type **150** in the **Outside Clmn Amt** box and press the **Tab** key.	Title Search fees should be shown outside the columns on line **1109** and must roll up into the total entered on line **1101**. This transaction requires the seller to pay for the Title Search. Later in this workbook an adjusting entry will be made on page 1 of the GFE HUD.
6. Click the **Search Contacts** button.	The **Search Contacts** window opens with **Corporation** as the default **Contact Type**.
7. Select **LLC** from the **Contact Type** drop down list.	
8. Select **ATFS, LLC** and click **OK**.	**ATFS, LLC** is listed as the payee for **1109**.

What You Do	Comments

9. Double click line **1101**.

The **1101 Title Services Calculator** opens. The details and dollar amounts previously entered on lines **1102**, **1104**, and **1109** display on the first three lines. Other title charges can be added here, and will roll up into the total shown inside the column on line **1101**.

What You Do	Comments

10. Click **Insert** three times.

Three blank lines display allowing for additional charges to be added.

11. Type **Federal Express** in the first line under **Additional Fee Description** and press the **Tab** key.

12. Type **30** in the first line under **Additional Fee Amt** and press the **Tab** key.

The $30 fee is added to the **Sub-total for Additional Fees** as well as the **Line 1101 amount**.

13. Type **eRecording** in the second line under **Additional Fee Description** and press the **Tab** key.

14. Type **20** in the second line under **Additional Fee Amt** and press the **Tab** key.

The $20 fee is added to the **Sub-total for Additional Fees** as well as the **Line 1101 amount**.

What You Do	Comments
15. Type **Incoming Bank Wire** in the third line under **Additional Fee Description** and press the **Tab** key.	
16. Type **25** in the third line under **Additional Fee Amt** and press the **Tab** key.	The $25 fee is added to the **Sub-total for Additional Fees** as well as the **Line 1101 amount**.

1101 Title Services Calculator	
1102. Settlement or closing fee	$250.00
1104. Lender's title insurance	$197.50
1109. Abstract or title search	$150.00
1110.	$.00
1111.	$.00
1112.	$.00
1113.	$.00
Sub-total for lines 1102, 1104, and the applicable lines 1109 through 1113:	$597.50
Additional Fee Description	**Additional Fee Amt**
Federal Express	$30.00
eRecording	$20.00
Incoming Bank Wire	$25.00
Sub-total for Additional Fees:	$75.00
Line 1101 amount:	$672.50

OK   Cancel   Insert   Delete   Print

What You Do	Comments
17. Click **OK**.	The **1101 Title Services Calculator** window closes and the additional fees are added to the total displayed inside the column on line **1101**.

What You Do	**Comments**

NOTE: (1) HUD requires the borrower to be charged for the title search, documentary stamps on the deed, and owner's title insurance even if the contract between the buyer and seller specifies otherwise. Page one GFE HUD adjustments will be made to conform the buyer/seller provisions of this transaction with HUD's requirements later in the workbook. (2) Since the bank has identified Richard P. Bruce as a service provider for the borrower, the **GFE Tolerance** should be **Charge that in total cannot increase more than 10%**. If the bank had not identified Mr. Bruce as a service provider, the tolerance would be **Charge that can change**. (3) The **1101 Title Services Calculator** window contains a **Print** button. Clicking that button will generate the **1101 Itemization Report** (which contains signature lines for the borrower).

What You Do	Comments
18. Select line **1103.**	Regardless of the **GFE Tolerance** selected, the Final Rule requires the Borrower to be charged for the premium on the Owner's Policy – even in counties in which the Seller customarily pays this charge. The contract for this transaction requires the Seller to pay for the Owner's Title insurance policy, even though the Borrower has been charged according to the GFE. Later in this workbook, we will enter the adjusting entry on page one of the GFE HUD for this charge. ***NOTE:*** (1) If the charge for the Owner's Policy is not included on the GFE, change the **GFE Tolerance** category to *"Charge that is not associated with the GFE"* and the dollar amount will automatically be moved to the Seller's column. (2) DoubleTime itemizes and combines the premiums for endorsements with the premium for the appropriate policy.
19. Select line **1104.**	Regardless of the **GFE Tolerance** selected, the Final Rule requires the borrower to be charged for the premium for the mortgagee policy. This amount is shown outside of the column and rolls up into line **1101**. ***NOTE:*** DoubleTime itemizes and combines the premiums for endorsements with the premium for the appropriate policy.
20. Select line **1105** and then line **1106.**	Lines **1105** and **1106** display the policies amounts and are not editable in the **Settlement Statements** module. ***NOTE:*** A preference in **Office Settings** is available to display **Policy Reissue Discount** on the HUD-1 for all applicable transactions. When this preference is selected, lines **1105** or **1106** (as applicable) will include the language **Policy Reissue Discount** and the difference between the original rate and the reissue rate will be shown.

What You Do	Comments
21. Select line **1107** and then line **1108.**	Lines **1107** and **1108** display the premium split between the agent and the underwriter and are not editable in the **Settlement Statements** module. *NOTE:* The Final Rule requires that the title insurance premium split be shown on RESPA transactions.

What You Do	Comments
22. Select any line between **1110** through **1113.**	Imagine that Mr. and Mrs. Leblanc's lawyer wants Mr. Bruce to include her legal fee as a charge to the seller to be paid at closing from the proceeds. In order to open the seller's column for this charge, it is necessary to first select the GFE Tolerance of **Charge that is not associated with the GFE**.

Calculating Government Recording & Transfer Charges

What You Do	Comments
1. Click the **Recording** tab.	The **Recording** tab showing the **1200** series displays. *NOTE:* (1) Line **1201** is a roll up line for the borrower's recording charges. The amount on line **1201** must be listed inside the column. Line **1201** rolls up charges to the borrower associated with the GFE that are always entered at lines **1202**, plus borrower charges that occasionally get entered outside the column at lines **1205** – **1208** for recording miscellaneous loan documents (e.g. power of attorney). (2) Regardless of the **GFE Tolerance** selected, the Final Rule requires the borrower to be charged for **Government recording charges** that roll up into line **1201** as well as the **Transfer taxes** that roll up into line **1203**. However, the contract for this transaction requires the seller to pay for these charges even though the borrower has been charged according to the GFE. Later in this workbook we will enter the adjusting entry on page one of the GFE HUD for this charge. (3) If the charge for the **Transfer taxes** associated with the Deed are not included on the GFE, even though you cannot change the GFE Tolerance category, you may move the charge from the Borrower's column to the Seller's column as shown below. (4) In the **1200** series the GFE Tolerance has been preassigned by the Final Rule for the borrower charges on line **1201-1205** and cannot be changed. GFE Tolerance selections are available for Lines **1206-1208**. (5) At lines **1202**, **1204** and **1205** DoubleTime will print a subtotal of the borrower charges on each line outside of the columns in compliance with the Final Rule. These are viewable in the **Print Preview** mode.
2. Double click line **1202**.	The **Recording Calculator** window opens.

What You Do	Comments

NOTE: (1) When the borrower is selected as the payor for a recording fee, the amount will automatically roll up into the figure on line **1201**. Any recording charges paid by the seller will be totaled and placed in the seller's column on line **1202**. (2) The **GFE Tolerance** for the borrower recording charges are preset by the Final Rule as **Charge that in total cannot increase more than 10%**.

3. Type **2** in the **# of Pages** box in the **Deed** column, and press the **Tab** key.

The calculations will be automatically made for recording a 2 page deed. The default **Payor** in this series are set by custom and can be changed.

4. Type **24** in the **# of Pages** box in the **1st Mortgage** column, and press the **Tab** key.

The charge for recording a 24 page mortgage is automatically calculated.

5. Type **1** in the **# of Pages** box in the **1st Release** column, and press the **Tab** key.

The charge for recording a 1 page satisfaction of mortgage is automatically calculated. *NOTE:* County specific charges for additional names can be added to the **Add'l Charges** field(s).

What You Do	**Comments**
6. Click **OK**.	The **Recording Calculator window** closes and the calculated amounts are displayed.

What You Do	**Comments**
7. On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window is displayed. The **Contact Type** is **Other** and the **Service Provided** is **Recording Dept.**
8. Select **Orange County Comptroller** and click **OK**.	The **Search Contact** window closes and the **Recording** tab redisplays. **Orange County Comptroller** now displays in the **Payee** box for line **1202** and lines **1204 - 1208**. *NOTE:* This information is not displayed on the settlement statement, but determines the payee on the **Balance Sheet**.
9. Select line **1203**	Line **1203** is a roll up line. The amount on line **1203** must be listed inside the column for the borrower and is the sum of borrower charges on lines **1204** and **1205**.

What You Do	**Comments**
	Values from the Update Recording Charges dialog box are copied to lines **1204** and **1205**. The total of the amounts for the intangible tax, and the documentary stamps on the deed and mortgage are charged to the borrower as the default. The Final Rule requires the borrower to be charged for all transfer taxes associated with recording the deed and the mortgage and assigns the **GFE Tolerance** category of **Charge that cannot increase** to them. If the contract between borrower and seller requires the seller to pay for any of the transfer taxes (i.e. documentary stamps on the deed) an adjusting entry on page one of the GFE HUD for this charge is needed. Later in this workbook we will make such an entry.
10. Select line **1206**.	Additional lines are available for other recording fees to be added.
11. Click the **Description** box and type **Continuous Marriage Affidavit**.	
12. Double click line **1206**.	The **Recording Calculator** window is displayed with **1206** as the active line.
13. Type **2** in the **Number of Pages** box.	The calculation will be automatically made for a 2 page document. The **Payor** can be changed.
14. Select **Seller** from the **Payor** drop down list.	
15. Click **OK**.	The **Recording Calculator** window closes.
16. Select **Charge that is not associated with the GFE** from the **GFE Tolerance** drop down list.	This is a seller expense, there was no estimate on the GFE for this charge. It will not be included on the **GFE-HUD-1 Comparison** tab.

What You Do	**Comments**

Adding Additional Settlement Charges

What You Do	Comments
1. Click the **Add'l Charges** tab.	The **Add'l Charges** tab showing the **1300** line series is displayed. ***NOTE:*** (1) Line **1301** is selected and is a roll up line for required services for which the borrower can shop and which were disclosed on the GFE. The Final Rule requires the settlement agent to organize the settlement charges that will appear in the **1300** series in such a way that those expenses listed on the GFE will be entered above any expenses not listed on the GFE. Those settlement charges appearing on the GFE are required by the Final Rule to be shown with amounts outside of the column. All other settlement charges in the **1300** series are placed inside the column. (2) In the **1300** series, except for the roll up line **1301**, the GFE HUD includes a drop down selection list for **GFE Tolerance**. Depending upon the additional settlement charge, you must select the appropriate **GFE Tolerance** from the drop down list. Selection of the choice **Charge that is not associated with the GFE** is available on all lines in the series (other than the roll up line) and is required to enable amounts to be entered inside the column (including the seller's column). When **Charge that is not associated with the GFE** is selected for any settlement charge, that amount will not appear outside of the column and will not be rolled up by DoubleTime and totaled at line **1301**. It is not possible to place any charges in the seller's column if any other **GFE Tolerance** is selected.
2. Select line **1302**.	

What You Do	**Comments**

3. Type **Survey** in the **Description** box in the work area.

4. [icon] On the secondary toolbar, click the **Search Contact** button.

The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Surveyor**.

5. Select **Property Surveyors, Inc.** and click **OK**.

The **Search Contact** window is closed and the **Add'l Charges** tab is redisplayed. **Property Surveyors, Inc.** is now displayed in the **Payee** box. *NOTE:* The **GFE Tolerance** defaults to **Charge that in total cannot increase more than 10%**, but can be changed. The default setting is appropriate whenever the borrower has used the services of a provider identified by the lender and which was disclosed on the GFE.

What You Do	**Comments**
6. Type **350** in the **Outside Clmn Amt** box and press the **Tab** key.	The **$350** survey fee is displayed outside the column on line **1302** and rolls up into the total listed inside column on line **1301**.
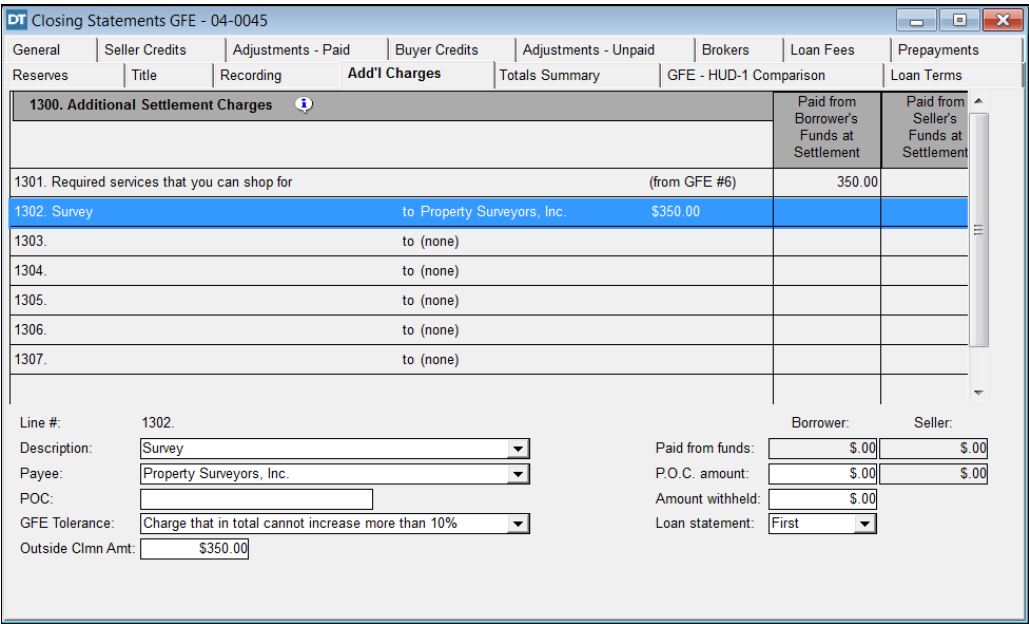
7. Select line **1303**.	Selecting this line allows you to add another additional charge.
8. Type **Pest Inspection** in the **Description** box.	
9. ⌘ On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Pest Inspector**.
10. Select **Pest Inspectors, Inc.** and click **OK**.	The **Search Contact** window is closed and the **Add'l Charges** tab is redisplayed. **Pest Inspectors, Inc.** is now displayed in the **Payee** box. *NOTE:* The **GFE Tolerance** defaults to **Charge that in total cannot increase more than 10%**, but can be changed.
11. Type **75** in the **Outside Clmn Amt** box and press the **Tab** key.	The **$75** pest inspection fee is charged to the borrower and rolls up into line **1301**.

What You Do	Comments

12. Select line **1304**.

13. Type **Roof Inspection** in the **Description** box.

14. ⬚ On the secondary toolbar, click the **Search Contact** button.

The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Misc**.

15. Select **Roof Inspectors, Inc.** and click **OK**.

The **Search Contact** window is closed and the **Add'l Charges** tab is redisplayed. **Roof Inspectors, Inc.** is now displayed in the **Payee** box.

16. Select **Charge that is not associated with the GFE** from the **GFE Tolerance** drop down list.

Once **Charge that is not associated with the GFE** is selected the charge can be entered inside the column for the seller or borrower.

What You Do	Comments
17. Type **125** in the **Paid from funds** box for the borrower and press the **Tab** key.	The **$125** roof inspection fee is charged to the borrower and is displayed inside the column since it is a charge not associated with the GFE. Notice also that the charge does not roll up into the total on line **1301**. *NOTE:* This example also illustrates grouping the additional settlement charges that roll up above the one that does not.
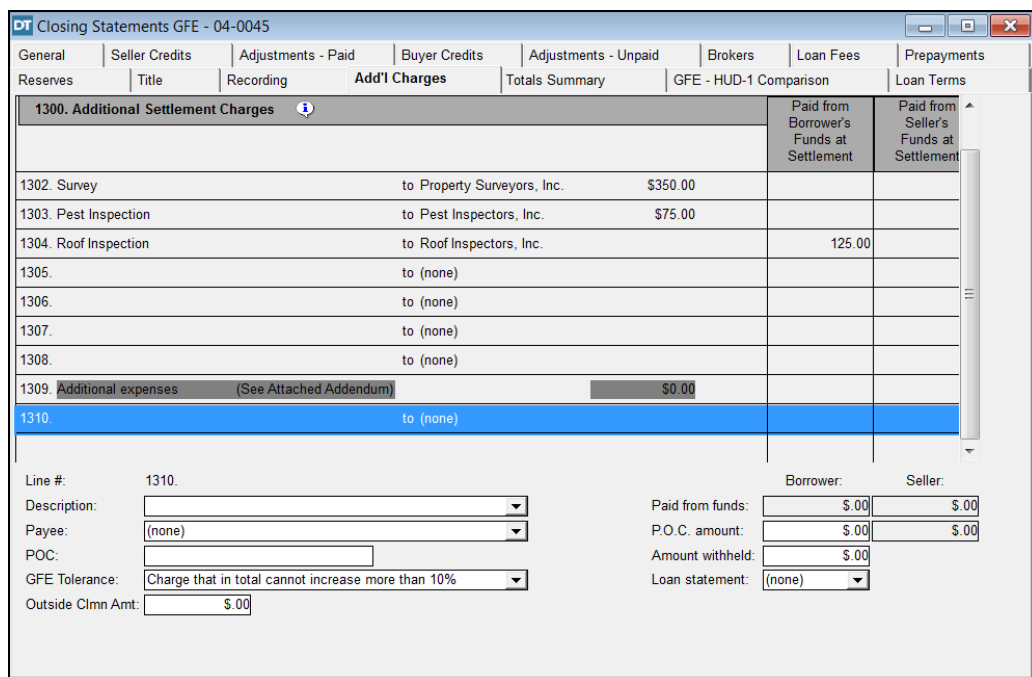
NOTE: There is one more additional settlement charge to be entered that will be paid by the seller. It could have been entered at line **1305** using the procedures illustrated above. However, we will use this additional settlement charge to illustrate the creation of a HUD-1 Settlement Statement Addendum.

Creating A HUD-1 Addendum

What You Do	Comments
1. ⊕ On the secondary toolbar, click the **Insert** button.	Line **1309, Additional Expenses (See Attached Addendum)** and line **1310** are created after line **1308**. *NOTE:* Each time you click the **Insert** button, a new numbered line is generated. You can insert up to 99 additional lines. Line **1309** maintains the total for expenses identified on lines **1310** through **1409**.

2. Select line **1310**.

3. Type **Home Warranty** in the **Description** box.

4. 🖫 On the secondary toolbar, click the **Search Contact** button.	The **Search Contact** window is displayed. The **Contact Type** is **Corporation** and the **Service Provided** is **Misc**.
5. Select **Home Warranty, Inc.** and click **OK**.	The **Search Contact** window is closed and the **Add'l Charges** tab is re-displayed. **Home Warranty, Inc.** is now displayed in the **Payee** box.
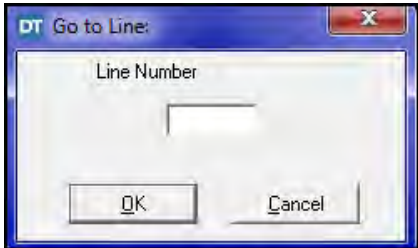
What You Do	**Comments**
6. Select **Charge that is not associated with the GFE** from the **GFE Tolerance** drop down list.	
7. Type **300** in the **Paid from funds** box for the seller and press the **Tab** key.	The $300 home warranty fee is charged to the seller. The Addendum will be generated automatically when the settlement statement is printed. *NOTE:* The display appears to add the additional lines to the page two of the GFE HUD. However, when printed the additional lines will be shown on a separate addendum. The addendum can be viewed in **Print Preview**.
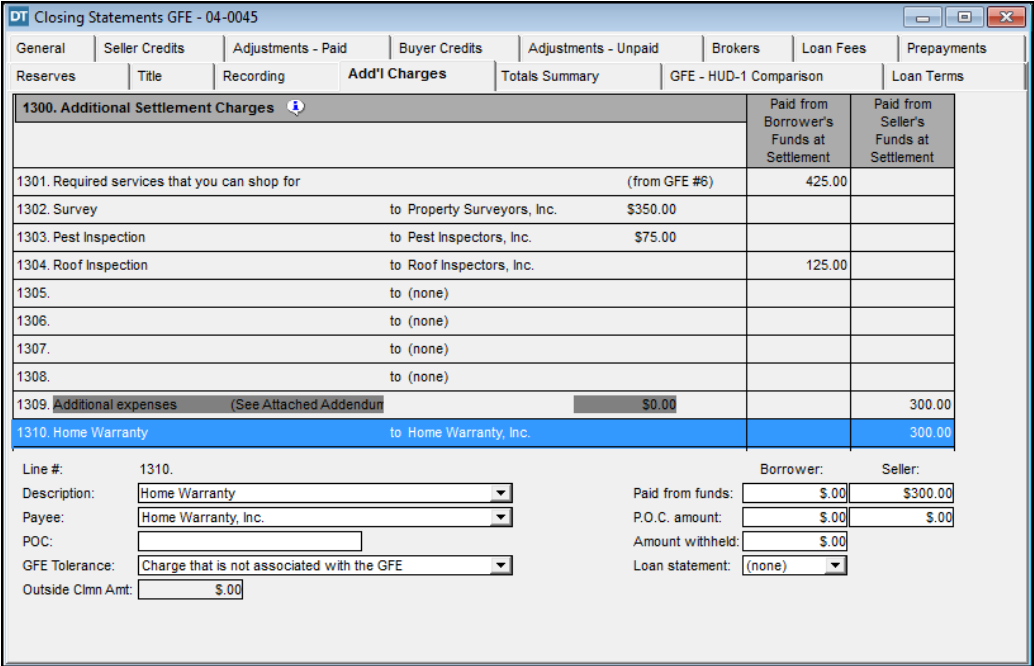
Page 1 Adjustments For Page 2 Borrower Charges

What You Do	Comments
1. Press **Ctrl + G** .	The **Go To Line** window opens.

2. Type **200** in the **Line Number** box and click **OK**.	The **Buyer Credits** tab displays. This demonstrates using the **Go to Line** feature to quickly navigate through the **GFE Settlement Statement** module. *NOTE:* An alternate method to accomplish the same task would be to select **Navigation > Go to Line** from the menu bar.

NOTE: (1) We needed to navigate to page one of the GFE HUD because the seller is contractually paying for a closing item that was on the GFE. The Final Rule requires that all GFE disclosed charges appear on page two of the GFE HUD as a charge to the borrower notwithstanding the contract between the borrower and seller. Therefore a credit from the seller to the borrower to offset such charges should be listed on the first page of the GFE HUD on lines **209b - 209g** and lines **509b - 509g** respectively, as needed. (Common examples will include documentary stamps on the deed, title search expenses and owner's title insurance premiums.) (2) Functionality in this series for the GFE HUD allows the insertion of additional lines (**209b - 209g** and lines **509b - 509g**) to accommodate this Final Rule requirement. These additional lines can be used for seller credits to the buyer or can allow access to the buyer or seller side as individual entries. To access these lines simply highlight the adjacent 200 series line, deselect **copy,** then click over to the adjacent 500 line which will now be enabled for the user to enter additional information and charges. (3) Line **209a** is reserved for proceeds from an additional closing statement, when one is used.

3. Click the **Insert** button on the secondary toolbar.	Line **209b/509b** is added.
4. Type **Seller Credit - Owner's Title Policy** in the **Description** box.	

What You Do	**Comments**
5. In the **Total Amount** box type **1200** and press the **Tab** key.	The premium amount for the **Owner's Title Policy** displays on **209b** and **509b** as a credit to the borrower and charged to the seller respectively.

DT Closing Statements GFE - 04-0045

Reserves	Title	Recording	Add'l Charges	Totals Summary	GFE – HUD-1 Comparison	Loan Terms
General	Seller Credits	Adjustments - Paid	**Buyer Credits**	Adjustments - Unpaid	Brokers	Loan Fees	Prepayments

200. Amounts paid for or in behalf of borrower: ⓘ		500. Reductions in amount due to seller: ⓘ	
201. Deposit or earnest money	10,000.00	501. Excess deposit (see instructions)	
202. Principal amount of new loan(s)	180,000.00	502. Settlement charges to seller (line 1400)	328.50
203. Existing loan(s) taken subject to		503. Existing loan(s) taken subject to	
204. Principal amount of second mortgage		504. Payoff of first mortgage loan	176,542.06
205.		505. Payoff of second mortgage loan	
206.		506.	
207.		507.	
208. Principal amt of mortgage held by seller		508. Principal amt of mortgage held by seller	
209.		509.	
209a.		509a.	
209b. Seller credit - Owner's Title Policy	1,200.00	509b. Seller credit - Owner's Title Policy	1,200.00

Line number: 209b.

Description: Seller credit - Owner's Title Policy ▼   Total Amount: $1,200.00 Copy ☑

6. Click **Insert** on the secondary toolbar.	Line **209c/509c** is added.
7. Type **Seller Credit - Deed Doc Stamps** in the **Description** box.	
8. In the **Total Amount** box type **1575** and press the **Tab** key.	The documentary stamps on the deed are now a credit to the borrower and charged to the seller respectively.

What You Do	**Comments**

9. Click **Insert** on the secondary toolbar.

Line **209d/509d** is added.

10. Type **Seller Credit - Title Search** in the **Description** box.

11. In the **Total Amount** box type **150** and press the **Tab** key.

The title search fee is now a credit to the borrower and charged to the seller respectively.

What You Do	Comments

Completing Page 3 Of The GFE HUD

What You Do	Comments
1. Click the **GFE - HUD-1 Comparison** tab.	Information must be supplied by the lender regarding the completion of page 3 of the GFE HUD, including the figures to be entered into the **Good Faith Estimate** column for comparison to the actual GFE settlement statement charges.

What You Do	**Comments**

NOTE: (1) Per the Final Rule, the third page of the GFE HUD contains 3 GFE HUD comparison charts and a loan terms table. DoubleTime splits page 3 of the GFE HUD into two parts. The three comparison charts appear on the **GFE - HUD-1 Comparison** tab and the loan terms table appears on the **Loan Terms** tab. The display shows all possible page 2 lines as they potentially could have been used, including blank lines. When printed the blank lines will be omitted. This feature allows you to enter a page two line description from the comparison charts. To see how the charts will appear when printed click the **Show Print View** box. (2) Each **Tolerance Category** receives its own comparison chart. The top chart is for the tolerance category of **Charges That Cannot Increase**. The middle chart is for the tolerance category of **Charges That In Total Cannot Increase More Than 10%**. The bottom chart is for the tolerance category **Charges That Can Change**. (3) When you completed page two of the GFE HUD each entry charged to the borrower was associated with one of these tolerance categories if the charge was GFE related. DoubleTime has used that information to populate the charge descriptions and the **HUD-1** column amounts.

What You Do	**Comments**
2. Select the **Show Print View** check box.	The blank lines are removed from view. *NOTE:* There are **Closing Statement Alerts** ⚠ next to some of the lines. This is because no amounts have yet been entered for the **Good Faith Estimate** column. We will look at alerts later in this workbook.

First, complete each line in the **Charges That Cannot Increase** section with the information from the GFE issued to Fred Cowlings. All amounts are entered in the **Good Faith Estimate** column. *NOTE:* The amounts in the **HUD-1** column cannot be edited on this tab. Changes must be made on the corresponding line numbers on page two of the GFE HUD.

3. Type **6000** on the **Our Origination Charge** line and press the **Tab** key.	*NOTE:* The **Closing Statement Alert** disappears once you have entered the amount.

What You Do	**Comments**
4. Type **-3000** on the **Your credit or charge (points)...** line and press the **Tab** key.	The amount on the **Your adjusted origination charges** line is calculated automatically.
5. Type **2600** on the **Transfer taxes** line and press the **Tab** key.	*NOTE:* The **Closing Statement Alert** disappears once you have entered the amount.

Next complete the **Charges That in Total Cannot Increase More Than 10%** section with the lender provided figures for each line. All amounts are entered in the **Good Faith Estimate** column. *NOTE:* (1) Tabbing after entry of each amount will move the cursor from field to field. (2) A **Closing Statement Alert** appears at the line **Increase between GFE and HUD-1 Charges** as you begin entering figures in this section.

6. Type **200** on the **Government recording charges** line.

7. Type **250** on the **Appraisal fee** line.

8. Type **50** on the **Credit report** line.

9. Type **600** on the **Title services and lender's title insurance** line.

10. Type **1200** on the **Owner's title insurance** line.

11. Type **275** on the **Survey** line.

What You Do	Comments
12. Type **50** on the **Pest Inspection** line and press the **Tab** key.	*NOTE:* (1) DoubleTime completes the last two rows of the chart by calculating the total of each column and the **Increase between GFE and HUD-1 Charges** amount and percentage, if any. (2) Because there is no tolerance violation for this chart, the **Closing Statement Alert** is now gone.

Closing Statements GFE - 04-0045

Tabs: General | Seller Credits | Adjustments - Paid | Buyer Credits | Adjustments - Unpaid | Brokers | Loan Fees | Prepayments
Reserves | Title | Recording | Add'l Charges | Totals Summary | GFE - HUD-1 Comparison | Loan Terms

☑ Show Print View

Comparison of Good Faith Estimate (GFE) and HUD-1 Charges

Charges That Cannot Increase	HUD-1 Line Number	Good Faith Estimate	HUD-1
Our origination charge	# 801	$6,000.00	$6,000.00
Your credit or charge (points) for the specific interest rate chosen	# 802	$-3,000.00	$-3,000.00
Your adjusted origination charges	# 803	$3,000.00	$3,000.00
Transfer taxes	# 1203	$2,600.00	$2,565.00

Charges That in Total Cannot Increase More Than 10%	HUD-1 Line Number	Good Faith Estimate	HUD-1
Government recording charges	# 1201	$200.00	$224.00
Appraisal fee	# 804	$250.00	$250.00
Credit report	# 805	$50.00	$50.00
Title services and lender's title insurance	# 1101	$600.00	$672.50
Owner's title insurance	# 1103	$1,200.00	$1,200.00
Survey	# 1302	$275.00	$350.00
Pest Inspection	# 1303	$50.00	$75.00
Total		$2,625.00	$2,821.50
Increase between GFE and HUD-1 Charges		$196.50 or	7.49%

Charges That Can Change	HUD-1 Line Number	Good Faith Estimate	HUD-1
Initial deposit for your escrow account	# 1001	$.00	$685.38
Daily interest charges from	# 901	$.00	$619.50
Homeowner's insurance premium for	# 903	$.00	$750.00
Flood insurance premium for	# 904	$.00	$325.00

Next, complete the **Charges That Can Change** section with the lender. provided figures for each line.

13. Type **2000** on the **Initial deposit for you escrow account** line.

14. Type **413** on the **Daily interest charges from** line.

What You Do	**Comments**
15. Type **1000** on the **Homeowner's insurance premium for** line.	
16. Type **300** on the **Flood insurance premium for** line.	The **GFE - HUD-1 Comparison** tab is completed.

The final section of page 3 of the GFE HUD is for the loan terms. This information is provided by the lender. The content of the **Loan Terms** chart is defined by the Final Rule. Lenders should provide settlement agents with the information needed to complete the **Loan Terms** chart. DoubleTime does *not* allow you to enter information *directly* into two areas of the **Loan Terms** chart: (1) The **Your initial loan amount is** line, and (2) The **Your initial interest rate is** line. The values for these two fields were entered in the **Closing File** module, and may only be edited in that module.

What You Do	Comments
17. Click the **Loan Terms** tab.	*NOTE:* Amounts are already listed in the **Your initial loan amount is** line and the **Your initial interest rate is** line.

NOTE: A **Reverse Mortgage** checkbox has been added to the **Closing File** module > **Loans** tab > **Terms** tab. It is used when the loan is a reverse mortgage. The appropriate compliance items will be reflected on page 3 of the GFE HUD.

18. Type **30** on the **Your loan term is** line.

19. Type **1079.19** on the **Your initial monthly amount...** line.

20. Select the check boxes for **Principal** and **Interest**.

This indicates the initial monthly amount also includes these charges. *NOTE:* There is no mortgage insurance on this loan.

What You Do	**Comments**

Loan Terms ⓘ

Your initial loan amount is	$ 180,000.00
Your loan term is	30.00 years
Your initial interest rate is	8.375 %
Your initial monthly amount owed for principal, interest, and any mortgage insurance is	$ 1,079.19 includes ☑ Principal ☑ Interest ☐ Mortgage Insurance

The next five lines contain questions whose default answer is **No**. For this transaction, there are no changes to be made on these lines.

Can your interest rate rise?	⦿ No ○ Yes , it can rise to a maximum of ____ .00 %. The first change will be on ____ and can change again every ____ after ____ . Every change date, your interest rate can increase or decrease by ____ .00 %. Over the life of the loan, your interest rate is guaranteed to never be lower than ____ .00 % or higher than ____ .00 %.
Even if you make payments on time, can your loan balance rise?	⦿ No ○ Yes , it can rise to a maximum of $ .00 .
Even if you make payments on time, can your monthly amount owed for principal, interest, and mortgage insurance rise?	⦿ No ○ Yes , the first increase can be on ____ and the monthly amount owed can rise to $ .00 . The maximum it can ever rise to is $ .00 .
Does your loan have a prepayment penalty?	⦿ No ○ Yes , your maximum prepayment penalty is $ .00 .
Does your loan have a balloon payment?	⦿ No ○ Yes , you have a balloon payment of $ .00 due in ____ years on 00/00/0000 ▼ .

21. Select **You have an additional monthly escrow payment of** option in the last section of the **Loan Terms** table.

22. Type **400.69** in the first **$** box for the selected option.

23. Type **1479.88** in the second **$** box for the selected option.

24. Select the check boxes for **Property taxes**, **Homeowner's insurance** and **Flood insurance**.

This indicates the payments for these items are included in the total initial monthly amount owed. The **Loan Terms** tab is complete.

Total monthly amount owed including escrow account payments	○ You do not have a monthly escrow payment for items, such as property taxes and homeowner's insurance. You must pay these items directly yourself. ⦿ You have an additional monthly escrow payment of $ 400.69 that results in a total initial monthly amount owed of $ 1,479.88 . This includes principal, interest, any mortgage insurance and any items checked below: ☑ Property taxes ☑ Homeowner's insurance ☑ Flood insurance ☐ ☐ ☐

What You Do	Comments

Viewing Closing Statement Alerts

What You Do	Comments
1. ⚠️ On the secondary toolbar, click the **Closing Statement Alerts** button.	The **Closing Statement Alerts** window opens. DoubleTime provides transaction specific information on line items that may have been inadvertently overlooked or which may be logically inconsistent with other data in this closing file. There is one reminder provided: **No broker commission**.

What You Do	Comments
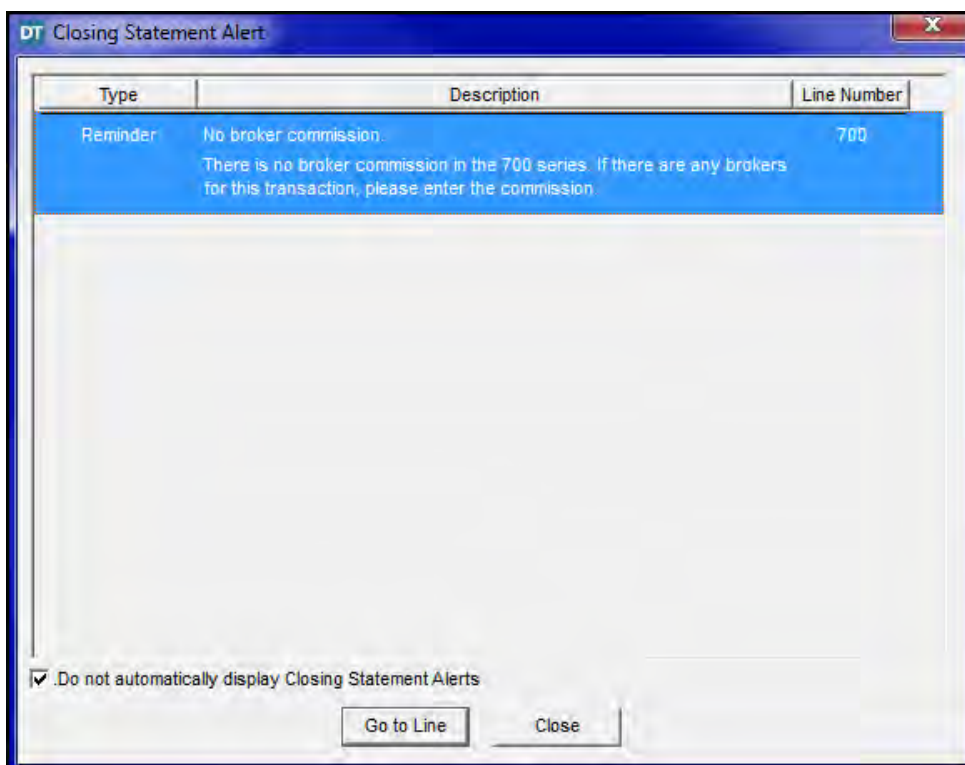
2. Select the **No broker commission** reminder.

3. Click the **Go to Line** button.

   This action displays the tab of the settlement statement where the information giving rise to the selected alert can be edited.

A Closing Statement Alert also displays when a RESPA defined tolerance limit has been exceeded. This alert may be triggered by a violation of any *single item* in the **Charges That Cannot Increase** chart, or the *totals* of the **Charges That in Total Cannot Increase More Than 10%** chart. To address this violation, select the alert and click **Go to Line**. Check that all figures are entered correctly for the specific line item as well as on the **GFE HUD-1 Comparison** tab. After confirming there is no data entry error, contact the lender for information on how the violation will be cured. *NOTE:* Depending on the manner in which the lender decides to cure the tolerance violation, the alert may continue to display when exiting the **Settlement Statement** module.

What You Do	**Comments**
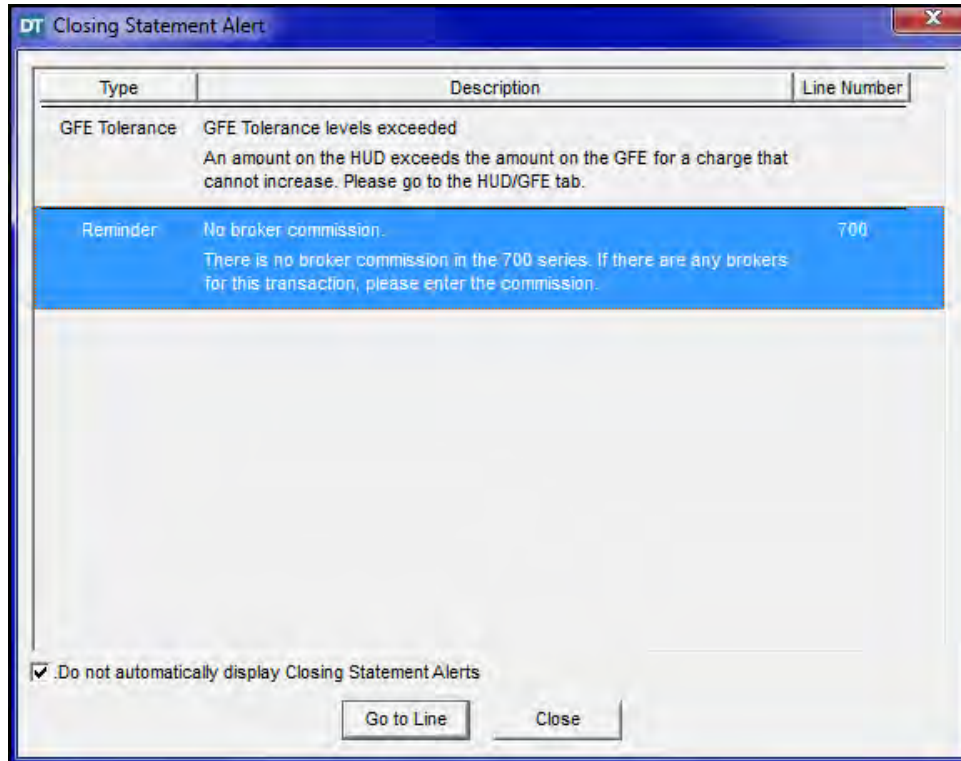
Entering Broker's Commission

What You Do	Comments
	The **Brokers** tab is displayed showing the **700** line series. The purchase price of **$225,000.00** is displayed in the **Basis Amount** box of the work area.

4. Type **6** in the **%** box of the work area and press the **Tab** key.

The commission of **$13,500.00** is displayed on lines **700**, **701**, and in the seller's column on line **703**. *NOTE:* The broker fees can be added to the settlement statement by typing a percentage amount, or by typing the total dollar amount on this tab.

What You Do	**Comments**

NOTE: The Final Rule has changed the way the **700** series is completed on the GFE HUD in important ways. (1) Broker fees no longer appear as percentages of the sales price. (2) The total amount of fees paid to the brokers, both commissions plus processing fees, must be totaled and appear at line **700**. (3) Line **704** is reserved for use in the special case circumstance when a real estate broker is paid some portion of the broker fees by anyone other than the settlement agent (e.g. withholding from the deposit).

To accommodate the special use of line **704**, any incidental broker fees are now combined with the commission payable at lines **701** – **703**. DoubleTime defaults to the seller paying all broker fees including incidental fees. In the event the borrower is responsible for any portion of the broker fees, use line **703** and enter the amount paid by the borrower in the **Paid from funds** box for the Borrower. DoubleTime will subtract that amount from the seller's column. Alternatively, DoubleTime has added lines **705 and 706,** which can be used to reflect incidental fees.

What You Do	**Comments**
5. Select line **701.**	Selecting this line allows you to add the payee information and split the fee if there is more than one broker involved.
6. Type **3** to replace the **6** in the **%** box of the work area.	The commission amount will be split between two brokers. *NOTE:* A dollar amount may also be entered in the **Commission** box, including any additional fees owed to the broker. DoubleTime will calculate the difference and display the typed amount on line **701**, and the remaining amount on line **702**.
7. Select **Realty Company, Inc.** from the **Broker** drop down list.	**Realty Company, Inc.**, the buyer's broker, is listed as the payee on line **701**. *NOTE:* The payee list includes all the contacts previously selected for this closing file.
8. Select line **702.**	The split is calculated and **3%** is displayed in the **Rate** box.

What You Do	Comments

9. ⊞ Click **Search Contact** on the secondary toolbar.

Another broker is to be added. The **Search Contact** window opened with **Corporation** as the **Contact Type** and **Real Estate Brk** as the **Service Provided**.

10. Select **Better Homes, Inc.** and click **OK.**

This is the seller's broker. The **Search Contact** window is closed and the **Role Selection** window opens.

11. Select **Seller's Broker** and click **OK.**

This identifies the payee as the seller's broker. The **Role Selection** window closes, and **Better Homes, Inc.** is listed as the payee on line **702.**

NOTE: If the wrong role is selected for the broker, it can be changed on the **Participants** tab of the **Closing File** module.

What You Do	Comments
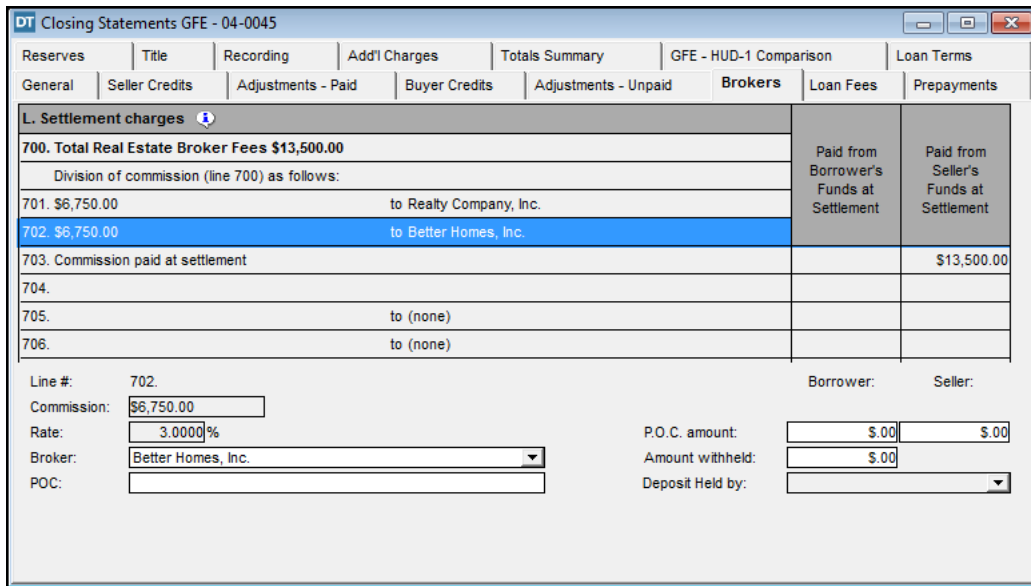
12. Select line **705**.

NOTE: Lines **705 and 706** are additional lines provided by DoubleTime for any other broker charges, such as listing a third broker's co-brokerage fee and identifying the payee and amount.

Viewing Totals Summary & Printing The GFE HUD

What You Do	Comments
1. Click the **Totals Summary** tab.	The **Totals Summary** tab is displayed. In the upper portion of the window is line **1400** from page two of the GFE HUD. In the lower portion of the window are lines **300/600** through **303/603** from page one.

What You Do	**Comments**

2. 🖨 On the secondary toolbar, click the **Print** button.

The **Print Options** window is displayed. The **Print Range** defaults to **All**, **Copies** to **1**, **Print What** to **HUD-1** and **Print** to **Print all pages**. *NOTE:* To print a different statement, worksheet, or report, click the **Print What** drop down box and make your selection.

What You Do	Comments
3. Click **More**.	A variety of Settlement Statements, worksheets, and reports can be printed by clicking the desired check boxes.
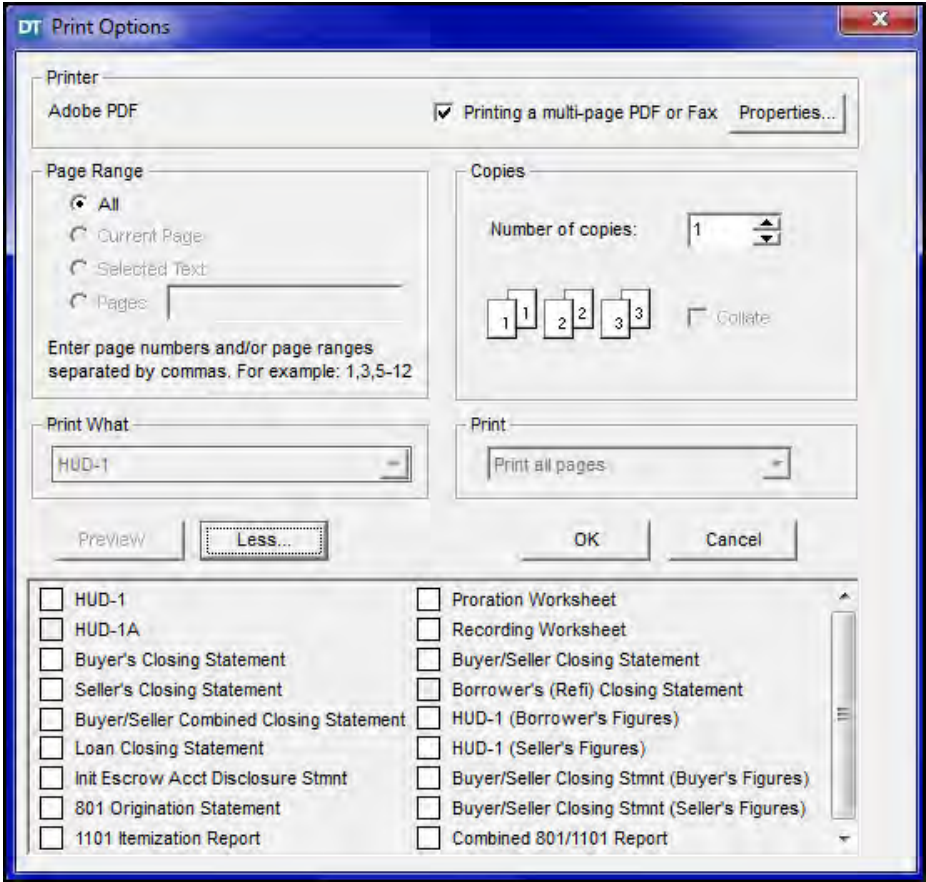
NOTE: It is a good idea to print out an example copy of these reports for use in your office. Not all of them are covered in the training class. These reports may also be accessed from **Reports** on the **Menu Bar**, while you are in the **Settlement Statements** module.

What You Do	Comments
4. Click **Less**.	The **Print Options** window is re-displayed.
5. Click **Preview**.	A Print Preview of the GFE HUD is displayed.

What You Do	**Comments**

6. Use the arrow buttons on the secondary toolbar to view all pages of the GFE HUD.

Note the GFE - HUD comparison on page 3.

What You Do	Comments

DT Closing Statements GFE - 04-0045 - Print Preview

SETTLEMENT CHARGES AND LOAN TERMS

Page 3

Settlement Charges

Charges That Cannot Increase	HUD-1 Line Number	Good Faith Estimate	HUD-1
Our origination charge	# 801	$6,000.00	$6,000.00
Your credit or charge (points) for the specific interest rate chosen	# 802	$-3,000.00	$-3,000.00
Your adjusted origination charges	# 803	$3,000.00	$3,000.00
Transfer taxes	# 1203	$2,600.00	$2,565.00

Charges That in Total Cannot Increase More Than 10%	HUD-1 Line Number	Good Faith Estimate	HUD-1
Government recording charges	# 1201	$200.00	$224.00
Appraisal fee	# 804	$250.00	$250.00
Credit report	# 805	$50.00	$50.00
Title services and lender's title insurance	# 1101	$600.00	$672.50
Owner's title insurance	# 1103	$1,200.00	$1,200.00
Survey	# 1302	$275.00	$350.00
Pest Inspection	# 1303	$50.00	$75.00
Total		$2,625.00	$2,821.50
Increase between GFE and HUD-1 Charges		$196.50 or 7.49%	

Charges That Can Change	HUD-1 Line Number	Good Faith Estimate	HUD-1
Initial deposit for your escrow account	# 1001	$2,000.00	$685.38
Daily interest charges from	# 901	$413.00	$619.50
Homeowner's insurance premium for	# 903	$1,000.00	$750.00
Flood insurance premium for	# 904	$300.00	$325.00

Loan Terms

Your initial loan amount is	$ 180,000.00
Your loan term is	30.0000 years
Your initial interest rate is	8.375 %
Your initial monthly amount owed for principal, interest, and any mortgage insurance is	$ 1,079.19 includes ☑ Principal ☑ Interest ☐ Mortgage Insurance
Can your interest rate rise?	⦿ No ○ Yes , it can rise to a maximum of .00 %. The first change will be on and can change again every after . Every change date, your interest rate can increase or decrease by .00 %. Over the life of the loan, your interest rate is guaranteed to never be lower than .00 % or higher than .00 %.

7. On the secondary toolbar, click the **Print** button again.

The **Print Options** window is re-displayed.

8. Click **OK**.

The **Print Options** window closes and the GFE HUD prints.

Emailing The Closing Statement
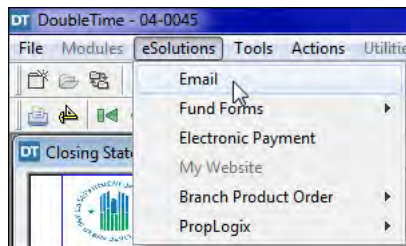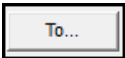
What You Do	Comments
1. When the settlement statement is in **Preview** mode, select **eSolutions > Email** from the main menu.	The **Settlement Statements—Print Preview** window converts the file to an image file. A list of participants in reference to your file is displayed with the opportunity to select their email addresses. *NOTE:* The email addresses are established in the **Contacts** or **Closing File** module.

The **EMail Properties** window opens.
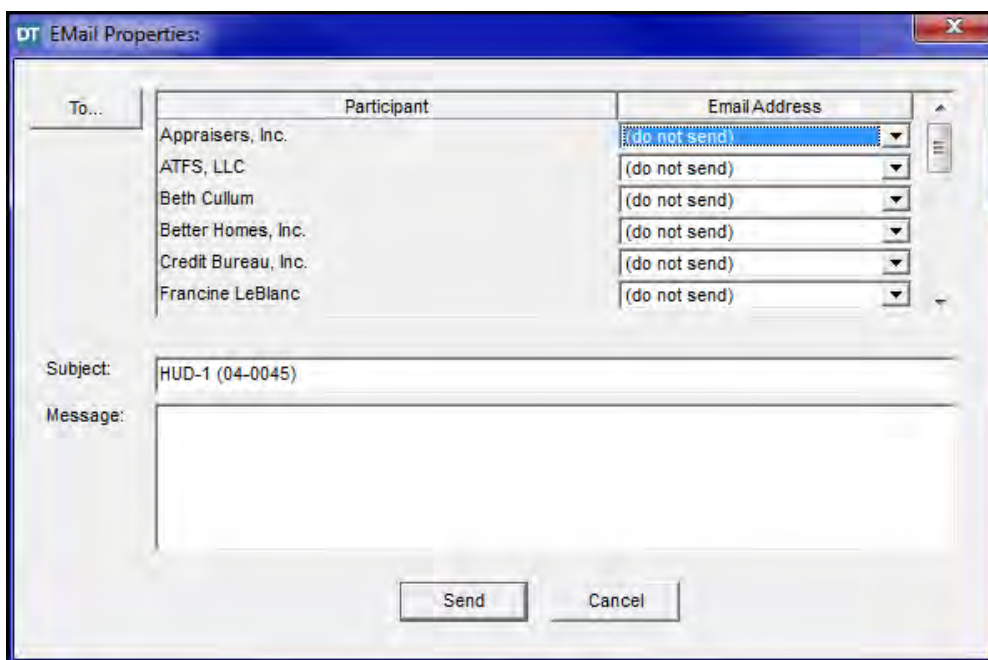
| 2. Click the ▢To... button. | The Address Book opens in MS Outlook. If necessary, scroll to find your instructor's name. |
| 3. Type **(the name of your instructor)** in the **Type Name** box or select the name from the list. | |

What You Do	Comments

4. Select your instructor's name and click **To ->**.

Your instructor's name is displayed in the **To -> ** box.

5. Click **OK**.

The Address Book window closes and the **Email Properties** window is re-displayed. The instructor's name you selected is displayed at the top of the **Participant** list. *NOTE:* You may add a message by typing in the **Message** box.

What You Do	Comments
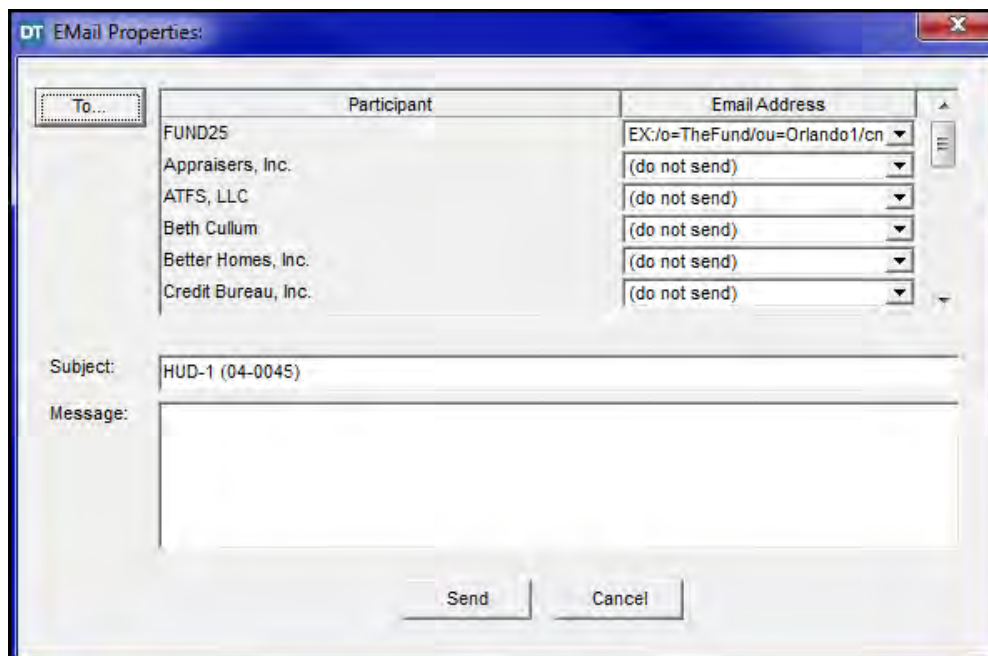
6. Click **Send**.   The email is sent. *NOTE:* A copy of the email is also placed in your Sent file.

7. [icon] Click the **Close** button.   The **Print Preview** is closed.

8. [icon] Click the **Close** button.   The **Settlement Statements** module is closed.

Preparing A 1031 Exchange Closing Statement

What You Do	Comments
1. Within the **Maintenance (Lists)** module, select **Title**, then click **OK**.	
2. Click **Insert** and type **Intermediary** to **Title**. Click **Close**.	

What You Do	**Comments**
3. Copy the completed file by selecting **Utilities > Closing File Copy** on the main menu. Name the file using the same file number, but with the letter "A" added to the end.	The entire file is copied, but only the Settlement Statement will be printed from this file. All other instruments should be printed from the original file. **Example:** 123456A.
4. Within the **Closing File** module, delete either the **Buyer** or **Seller**, depending on who is associated with the 1031 Exchange.	
5. **Insert** the name of the party who will be the Intermediary in either the **Buyer** or **Seller** tab. In the **Name(s) with Status** box, select the name and add the verbiage **Intermediary**.	If the Closing Agent wants to add additional language, such as "Intermediary for LSL Title Company, Inc.," you can add it to the **Title** line in the **Signature Block** and **Notary Block**.
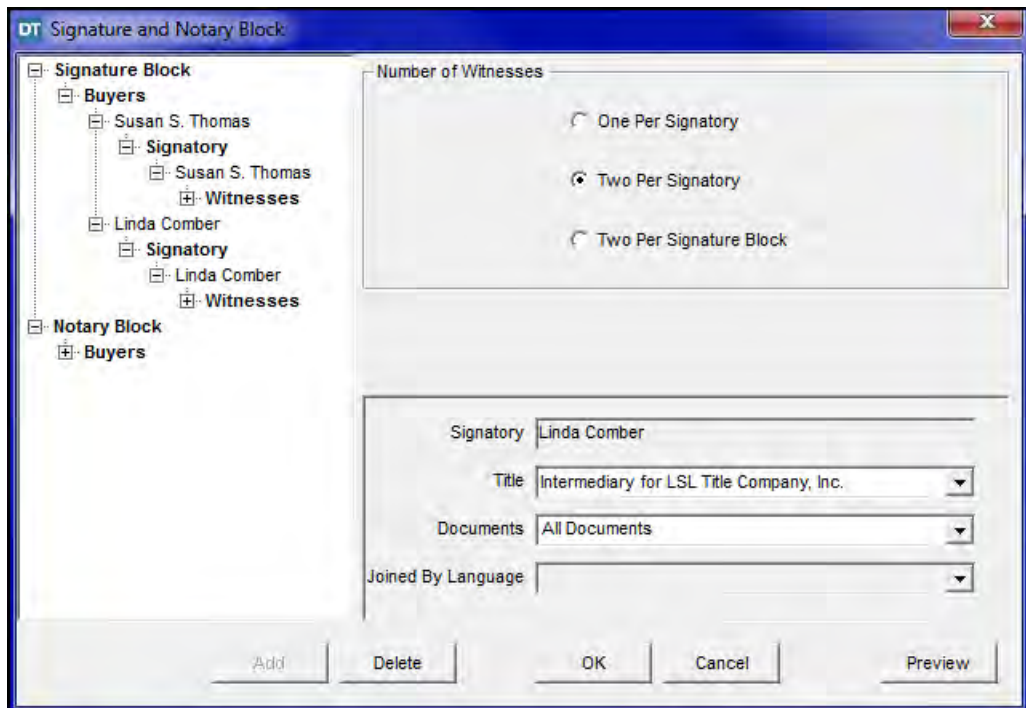
Tips

1. An alternate way to open the **Settlement Statements** module is to select **Modules** from the menu bar and choose **Settlement Statements**.

2. Use the **Double Click!** feature on line **201 - Deposit or earnest money** to open the **Deposit Summary** dialog box. *NOTE:* The **Double Click!** feature can also be used to open the **Payoff Calculator** on line **504**, the **Itemized Origination Fees and Charges Calculator** on line **801**, the **Title Services Calculator** on line **1101** and the **Recording Calculator** on line **1202**.

3. To itemize origination charges for VA Mortgages, double-click line **801** to access the **Itemized Origination Fees and Charges Calculator**, then click the **Insert** button to add a blank line where a description and dollar amount can be typed. A new line should be inserted for each individual charge. The calculator will automatically add up the charges as they are entered, and display a total at the bottom of the **Amount** column. Total charges in the calculator should not exceed the origination charges entered outside the column on line **801**; if they do DoubleTime automatically adds the excess amount to the total origination charges listed on line **801**. *NOTE:* (1) You can display and print a report of the itemized charges by selecting **Reports > Origination Statement** from the **Menu** bar. (2) The **Itemized Origination Fees and Charges Calculator** is not available when you have manually entered detail outside the column in any of lines **804-813**.

4. Use the **Deposit Summary** button, located in the **Settlement Statements** toolbar, to open the **Deposit Summary** dialog box.

5. Another way to access the Payoff Calculator is to select line **504** and click the **Payoff Calculator** button on the **Settlement Statements** secondary toolbar.

6. Use the **Recording Calculator** to calculate recording fees for lines **1202** through **1208** on the **Recording** tab.

7. If you are preparing an **Initial Escrow Account Disclosure Statement**, be sure to enter the monthly payment information on the **Reserves** tab.

8. In the **Print Options** window, use the **Page Range** area to print individual pages of the GFE HUD.

9. ⊞ To display the entire GFE HUD, click the **Print** button on the secondary toolbar and select the **Preview** button.

10. You can display any one report selected in the **Print What** box by clicking the **Preview** button. You can also select a report to view by selecting **Reports** from the main menu.

11. To print multiple reports at one time, click the **More** button on the **Print Options** window and select as many different reports as needed.

12. ▦ Click the **Calculator** button to use the calculator. You can type the number on the keyboard or use the mouse to click the numbers on the displayed calculator.

13. If you are printing a **HUD-1A** for a closing file type of **Refinance**, click **Format** and select **HUD-1A**. Click **Reports** or the **Print** button and select **HUD1-A.**

14. If you are printing a **Buyer's Closing Statement**, **Seller's Closing Statement** and/or **Buyer's/Seller's Combined Closing Statement,** in the print preview mode clicking **Tools** in the menu bar will allow you to select **Page Size** (letter or legal) and **Page Border** (on or off).

15. To obtain a copy of the figures in the **Payoff Calculator**, leave the **Payoff Calculator** window open after the figures have been calculated. Click the **Print** button.

16. ⚠ You can choose to display the **Closing Statement Alerts** at any time by clicking the **Closing Statement Alerts** button to check for any missing items within your closing statement.

17. To fax a GFE HUD from your PC, click the **Print** button on the secondary toolbar, select the **Printing to fax machine** check box, and click the **Properties** button. Select your fax in the **Printer Setup** window and click **OK**. This ensures that all the pages of the GFE HUD are faxed as one "print job", instead of treating each page as a separate fax.

18. To email a GFE HUD from your PC, select **eSolutions** while in **Print Preview**, and click **Email**. In order to perform this function, you must be in preview mode of all Settlement Statements, including the GFE HUD, and you can only use Outlook or Outlook Express to e-mail from the **Settlement Statement** module. A list of participants in reference to your file are displayed with the opportunity to select their e-mail addresses. Email addresses need to be established in either the **Contacts** or **Closing File** module on the **Phone** tab.

19. In the **Settlement Statements** module there is a new option available under the **Format** menu called **GFE Comparison Show Negative Percentage.** This is an option that can be selected on a per file basis when the lender requests page 3 of the HUD to show a negative percentage in the **Increase Between GFE and HUD-1 Charges** column when the total is a negative number.

20. A **Reverse Mortgage** checkbox has been added to the **Closing File** module > **Loans** tab > **Terms** tab. It is used when the loan is a reverse mortgage. The appropriate compliance items will be reflected on page 3 of the GFE HUD.

Frequently Asked Questions

Question	Answer
1. Why aren't the doc. stamps on the deed automatically calculated on the GFE HUD?	You did not insert a property or purchase price on the **Property** tab of the **Closing File** module.
2. Why don't the payoff amount and/or the lender display?	Payoff loans must be added in the **Closing File** module > **Loans** tab. Then the lender will be shown as payee on line 504 in the work area on the GFE HUD and the payee on the **Balance Sheet**. The payoff amount is entered directly in the **Settlement Statements** module. To add the payoff amount, type the amount or double-click the payoff line in the GFE HUD to bring up the payoff calculator. Type the mortgage balance, per diem interest, and other miscellaneous fees associated with the payoff. Click **OK**. The amount will be displayed in the proper box.
3. Why can't I enter data on certain lines (i.e. **506**, **704**)?	Certain lines had to be reserved for particular verbiage or values required on the GFE HUD. For example line **704** is reserved for use in the special circumstance when a real estate broker is paid some portion of the broker fee by anyone other than the settlement agent (e.g. withholding from the deposit).

Question	Answer
4. What if I have a transaction that requires mortgage insurance?	When adding the mortgage on the **Loans** tab of the **Closing File** module, select **Conv Ins** from the **Type** drop-down list. In the **Settlement Statements** module, enter the amount of the mortgage insurance premium on line **902** of the **Prepayments** tab; then enter the number of months to be paid in reserve on line **1003** of the **Reserves** tab.
5. How do I add more lines to the **1300** series?	Click the **Add'l Charges** tab, then click the **Insert** button. An addendum is automatically generated, and the addendum total is maintained on line **1309**.
6. How do I add more lines to the **800** Series of the GFE HUD for lender fees?	Additional lines cannot be added to the **800** series. However, you can change the description on lines **806-811**. If you have additional lender fees, you can enter them in the **1300** series, which permits insertion of additional lines, if needed. Exercise caution when doing so, especially when preparing the GFE HUD comparison charts on page 3.
7. How do I enter a LIP or Construction Loan account?	DoubleTime allows you to enter the LIP (Loan in Progress) or Construction amount on **Line 104** or **105** of the GFE HUD. Type the **Description** in **Line 104** or **105** of the GFE HUD, type the amount of the LIP account in the **Total Amount** box. Double-click **Amount Withheld**.
8. How do I put tax re-proration language on the GFE HUD?	You cannot add tax re-proration language directly to the GFE HUD. However, you can print the **Closing Statement Addendum** document from the **Documents** module. The **Closing Statement Addendum** document includes the tax re-proration language, as well as other information, such as the Disbursement Authorization language.
9. How do I enter an **Aggregate Accounting Adjustment** if it is a negative number?	Type a dash (-), and then type the amount. If the lender is withholding this amount (to add it to their net proceeds check) double click the **Amount withheld** field.

Question	Answer
10. How do I add a payee in the **Settlement Statements** module?	Click the **Search Contact** button on the secondary toolbar to open the **Search Contact** window. Select or add the contact.
11. How do I type a negative number?	Type a dash (-), and then type the amount.
12. How do I show a tolerance violation that has been cured by the lender on the GFE HUD?	Most cures can be shown using lines **205** and **206** on the **Buyer Credits** tab in the **Settlement Statements** module. These lines allow you to enter or select various information in the **Description**, **Payor**, **GFE Tolerance**, and **Total Amount** boxes. When the GFE Tolerance *"Charge that cannot increase"* is selected, the description and dollar amount entered will display on the **GFE-HUD-1 Comparison** tab in the first table titled *Charges that cannot increase*. All information will print on page 3 of the GFE HUD, and the credit for the cure will display on Page 1 of the GFE HUD along with the description entered. When the GFE Tolerance *"Charge that in total cannot increase more than 10%"* is selected, the information displays in the second table titled *Charges that in total cannot increase more than 10%* on the **GFE-HUD-1 Comparison** tab. The dollar amount will be included on the **Total** line and the **Increase between GFE & HUD-1 Charges** line of the table, and all information will print on page 3 of the GFE HUD.

Question	Answer
13. How do I change the holder of the deposit from someone else to our firm prior to closing?	One way to accomplish this is in the **Closing File** module by following these steps: • Click on the **Deposit** tab. • Click on the **Insert** button. • Choose your firm in the drop down field for **Deposit Held By**. • In the **Amount** field enter the dollar amount of monies moved to your firm's trust account. • In the **Received Date** field enter the date on which the funds were transferred to your firm's trust account. • Select the **Amount** field on the line of the former deposit holder. • Change that amount to 0.00 • Save your work and exit the module. *Note*: Sometimes the escrow agent holding the deposit changes between the time the information has been entered in DoubleTime and the date of closing. For example, closing agents are sometimes required to have all deposit monies flow through their escrow account as collected funds as part of the closing process.

GFE/HUD-1 700 Series FAQs

Note: Per the Final Rule, the **700** series itemizes:
• Total of the real estate broker's commission on line **700**
• Split of commission to two or more real estate brokers on lines **701** and **702**
• Amount of brokerage commission disbursed at settlement on line **703**
• Amount the real estate broker retains from the deposit on line **704**
• Any additional charges from the real estate broker (such as an administrative fee) on lines **705** and **706**.

Question	Answer
14. How do I enter Broker's commission for two Brokers when the Buyer's Broker withholds commission and additional fees from the deposit?	To enter figures for this scenario see below.

Question	**Answer**

• The **Closing File** module shows **Deposit Held By** the Buyer's Broker.

• Line **700**: Type the total amount of the commission plus any additional fees in the **Total Real Estate Broker Fees** box in the work area.
• Line **701**: Edit the commission box to show only what the first broker will receive.
• Select the first Broker's name from the drop down list.

• Type the amount being withheld from the deposit in the **Amount Withheld:** box.

• Line **702**: Select the second Broker's name from the drop down list or click **Search Contacts** to select or add a name not shown in the drop down list.
• The commission for line **702** was automatically calculated when the amount on line **701** was edited.

Question	Answer

• *Note*: Information automatically displays on line **704** because according to the Final Rule a real estate agent who is holding the borrower's deposit and withholding commission or fees from that deposit must be identified by name on line **704**.

• Line **703**: Type the processing fee in the **Paid from funds:** box for the borrower. *Note*: The amount of the commission disbursed at settlement (shown on line **703**) is further reduced by the $250 processing fee.

• Line **704**: DoubleTime automatically displays the description *"Amount retained from deposit..."*

• Edit the **POC:** box to indicate the party (borrower or seller) who made payment outside of closing (i.e. **POC (B*) $15,250.00**).

Question	Answer
15. How do I enter Broker's commission for two Brokers when the Closing Agent holds the deposit?	To enter figures for this scenario see below.

• Line **705 and 706**: These lines may be used to separate administrative fees from brokerage commission and to show additional parties sharing in payment of brokerage commissions.

• **Buyer Credit** tab /line **506**: DoubleTime calculates the charge to the seller for the remainder of the commission on line **506** which is withheld from the deposit by the bro-ker.

DT Closing Statements GFE - 700 Series FAQ						
General	Seller Credits	Adjustments - Paid	**Buyer Credits**	Adjustments - Unpaid	Brokers	Loan Fees

200. Amounts paid for or in behalf of borrower: ⓘ			500. Reductions in amount due to seller: ⓘ	
201. Deposit or earnest money	25,000.00		501. Excess deposit (see instructions)	
202. Principal amount of new loan(s)	475,000.00		502. Settlement charges to seller (line 1400)	14,750.00
203. Existing loan(s) taken subject to			503. Existing loan(s) taken subject to	
204. Principal amount of second mortgage			504. Payoff of first mortgage loan	
205.			505. Payoff of second mortgage loan	
206.			506. Broker Comm. held from deposit	15,250.00
207.			507.	
208. Principal amt of mortgage held by seller			508. Principal amt of mortgage held by seller	
209.			509.	
209a.			509a.	

Line number: 201.

Description: Deposit or earnest money ▾   Total Amount: $25,000.00

• To view the additional POC description entered on line **704** as it appears on the GFE HUD, select **Reports > HUD-1** from the menu bar

DT Closing Statements GFE - 700 Series FAQ - Print Preview		
HUD-1	U.S. Department of Housing and Urban Development	Page 2

L. Settlement charges		Paid from Borrower's Funds at Settlement	Paid from Seller's Funds at Settlement
700. Total Real Estate Broker Fees $30.250.00			
Division of commission (line 700) as follows:			
701. $ 15.250.00	to Realty Company. Inc.		
702. $ 15.000.00	to		
703. Commission paid at settlement		250.00	14,750.00
704. Amount retained from deposit held $15.250.00 Realty Company. Inc. . . . 5,250.00			
705.	to		
706.	to		

DT Closing File - 700 Series FAQ								
General	Buyer	Seller	Property	**Deposit**	Loan	Participant	Closing Agent	Title Agent	Prepared By

Deposit Held By	Name	Amount	Received Date
Closing Agent ▾	Richard P. Bruce, Esq.	25,000.00	02/14/15

Question	Answer
	• The **Closing File** module shows **Deposit Held By** the Closing Agent. • Line **700**: Type the total amount of the commission plus any additional fees in the **Total Real Estate Broker Fees** box in the work area.

Question	Answer

• Line **701**: Edit the commission box to show only what the first broker will receive.

• Select the first Broker's name from the drop down list.

• Line **702**: Select the second Broker's name from the drop down list or click **Search Contacts** to select or add a name not shown in the drop down list.

• The commission for line **702** was automatically calculated when the amount on line **701** was edited.

• Line **703**: This line is automatically calculated for this scenario, where the Closing Agent holds the deposit. If administrative/processing charges are to be paid in addition to the brokerage commission, enter them in the appropriate **Paid from funds** box.

• Line **704**: This line is not used when the Closing Agent holds the deposit.

• Line **705 and 706**: These lines may be used to separate administrative fees from brokerage commission and to show additional parties sharing in payment of brokerage commissions.

Question	**Answer**
16. How do I enter Broker's commission for two Brokers when the Closing Agent holds the deposit and one Broker has additional fees?	To enter figures for this scenario see below.

• The **Closing File** module shows **Deposit Held By** the Closing Agent.
• Line **700**: Type the total amount of the commission plus any additional fees in the **Total Real Estate Broker Fees** box in the work area.

• Line **701**: Edit the **Commission:** box to show only what the first broker will receive.
• Line **702**: Select the second Broker's name from the drop down list or click **Search Contacts** to select or add a name not shown in the drop down list.
• The commission for line **702** was automatically calculated when the amount on line **701** was edited.Line
• **703**: Type the additional fee in the **Paid from funds:** box for the borrower.

Question	Answer

• The amount of the commission paid by the seller is reduced by the amount of the additional fee.

• Line **704**: This line is not used when the Closing Agent holds the deposit.
• Line **705 and 706**: These lines may be used to separate administrative fees from brokerage commission and to show additional parties sharing in payment of brokerage commissions.

17. How do I enter Broker's commission for two Brokers when the Buyer's Broker withholds commission from the deposit?	To enter figures for this scenario see below.

• The **Closing File** module shows **Deposit Held By** the Buyer's Broker.

• Line **700**: Type the total amount of the commission (no additional fees) in the **Total Real Estate Broker Fees** box in the work area.
• Line **701**: Edit the **Commission:** box to show only what the first broker will receive.

Question	Answer

• Type the amount being withheld from the deposit in the **Amount withheld:** box.

• Line **702**: Select the second Broker's name from the drop down list or click **Search Contacts** to select or add a name not shown in the drop down list.

• The commission for line **702** was automatically calculated when the amount on line **701** was edited.

• *Note*: Information automatically displays on line **704** because according to the Final Rule a real estate agent who is holding the borrower's deposit and with-holding commission or fees from that deposit must be identified by name on line **704**.

• Line **703**: Only the amount of the commission actually disbursed at settlement is displayed in the column on this line.

• *Note*: An additional charge for the remainder of the commission is automati-cally charged to the Seller on line **506**.

• Line **704**: DoubleTime automatically displays the description *"Amount retained from deposit..."*

Question	Answer

• Edit the **POC:** box in the work area to indicate the party (borrower or seller) who made payment outside of closing (i.e. **POC (B*) $2,500.00**).

• Line **705 and 706**: These lines may be used to separate administrative fees from brokerage commission and to show additional parties sharing in payment of brokerage commissions.

• **Buyers Credit** tab /line **506**: DoubleTime calculates the charge to the seller for the remainder of the commission on line **506** which is withheld from the deposit by the broker.

• To view the additional POC description as it appears on the GFE-HUD, select **Reports > HUD-1** from the menu bar.

Question	Answer

GFE/HUD-1 800 Series FAQs

Per the Final Rule, lines **801** through **803** detail the lender's adjusted origination charges.

• The **GFE Tolerance** for lines **801 - 803** is predetermined by the Final Rule as "*Charge that cannot increase,*" and cannot be changed.

• Line **801** lists the lender's origination charge, except the credit or charge for the specific interest rate chosen (points). The lender's origination charge encompasses all the lender's charges for the transaction including all fees for the administration, processing and underwriting of the loan. This amount is listed outside the column and rolls up into line **803**.

• Line **802** is used to credit or charge (points) for the specific interest rate chosen. It no longer contains the mortgage broker name or direct reference to Yield Spread Premium (YSP). This amount is listed outside the column and rolls up into line **803**.

• Line **803** is a roll up line (the sum of lines **801** and **802**) and is listed inside the column. This amount can be zero or a positive number. In the case of a "no cost" loan, the amount may be a negative number. DoubleTime automatically calculates the sum of lines **801** and **802** and displays the total inside the column at line **803**.

1. How Do I enter a rate based payment in DoubleTime, such as YSP, using the GFE HUD?	To enter figures for this scenario see below.

• Line **801**: Type the origination charge, not including the YSP charge, in the **Outside Clmn Amt:** box of the work area.

• For loans originated by mortgage brokers, the amount on line **801** must also include all charges to be paid by the borrower for the loan origination and include any payments (including YSP) from the lender to the mortgage broker for the loan origination.

• Line **802**: Type the amount of the charge or credit (as a negative number) in the **Outside Clmn Amt:** box of the work area.

Question	**Answer**

• Line **803**: DoubleTime calculates the total and displays it inside the column.

DT Closing Statements GFE - 800 Series FAQ						
General	Seller Credits	Adjustments - Paid	Buyer Credits	Adjustments - Unpaid	Brokers	**Loan Fees**

800. Items Payable in Connection with Loan: ⓘ		Paid from Borrower's Funds at Settlement	Paid from Seller's Funds at Settlement
801. Our origination charge	$6,000.00 (from GFE #1)		
802. Your credit or charge (points) for the specific interest rate chosen	$-3,000.00 (from GFE #2)		
803. Your adjusted origination charges	(from GFE #A)	3,000.00	
804. Appraisal fee to	(from GFE #3)		
805. Credit report to	(from GFE #3)		
806. Tax service to	(from GFE #3)		
807. Flood certification to	(from GFE #3)		
808. to			
809. to			
810. to			
811. to			
812. to			
813. to			

Line #:	803.		Borrower:	Seller:
Description:	Your adjusted origination charges	Paid from funds:	$3,000.00	$.00
Payee:	Bank of Florida	P.O.C. amount:	$.00	$.00
POC:		Amount withheld:	$.00	
GFE Tolerance:	Charge that cannot increase	Loan statement:	First	

2. How do I enter a "No Cost Loan" in DoubleTime using the GFE HUD? — To enter figures for this scenario see below.

• Line **801**: Type the amount of the origination charge in the **Outside Clmn Amt:** box of the work area.
• Line **802**: Type the total amount (as a negative number) of the origination charge plus all of the third party fees.

Question	Answer

• Line **803**: Select line **803** and DoubleTime automatically calculates the sum of lines **801** and **802** and displays it inside the column.

3. What if the lender withholds a portion or all of the origination charge (line **803**)?

To enter figures for this scenario see below.

• Subtract the amount of the YSP from the portion that the lender is withholding from the **Adjusted Origination Charges** on line **803**, typically resulting in a negative number.

• Type that number in the **Amount withheld** box for line **803**

• Select **Reports > Loan Closing Statement** from the menu bar

• You may save or print the report if needed.

• In the **Balance Sheet** module, the disbursement amount for line **803** will be the total amount payable to the mortgage broker.

• Verify the payee for the line **803** disbursement, select the mortgage broker's name if necessary

Question	Answer
4. What if the lender does not withhold the origination charge (**Line 803**)?	To enter figures for this scenario see below. • Type the YSP as a negative number in the **Amount withheld** box for line **803** • Select **Reports > Loan Closing Statement** from the menu bar • You may save or print the report if needed • In the **Balance Sheet** module, split the disbursement amount for line **803** between the lender and the mortgage broker.

Import Fund Data File

Concept

If you order Commitments from a Fund branch, you can also request a **Fund Data File.** With a **Fund Data File**, you can import the data from the product into a new or existing DoubleTime **Closing File.** In addition to the exceptions and requirements, you can import other transaction information directly into DoubleTime data fields, such as Buyer and Seller **Name(s) with Status**, **Lender Name**, and **Legal Description**.

Objective

The objective of this lesson is to show you how to import a **Fund Data File** and establish a new **Closing File** in DoubleTime from the information in the data file.

Importing a Fund Data File

What You Do	Comments
1. Select **File > Import Fund Data File From > File** from the main menu bar.	The **Select Import File** window is displayed.
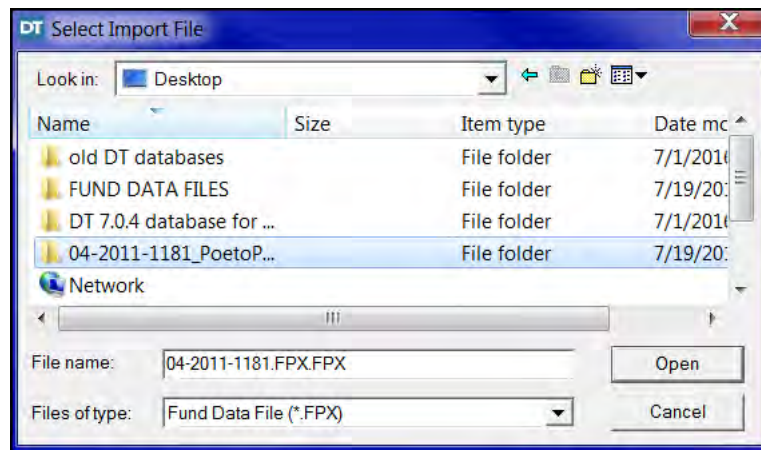
2. Select the Fund branch product you have downloaded from email or Propel.	For example: **04-2011-1181FPX.FPX**

What You Do	**Comments**
3. Click **Open**.	The **Closing File Selection** window is displayed. You can import this information into either a **New Closing File** or **Existing Closing File**. The **New Closing File** and **Sale** are the defaults, and can be changed.
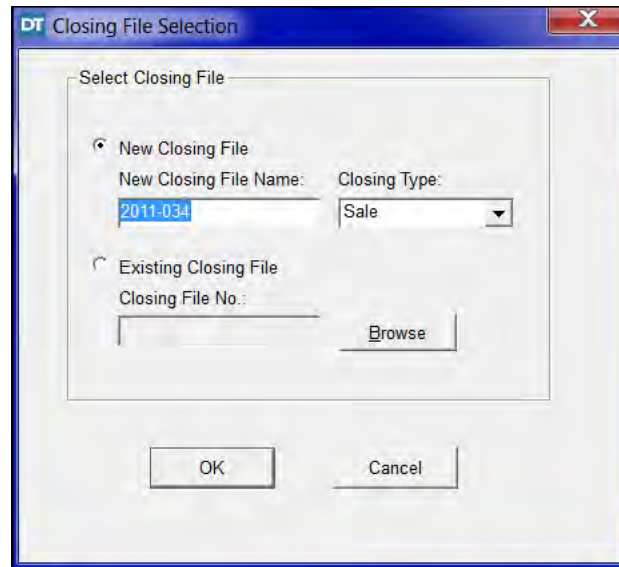
4. In the **New Closing File Name** box, type **PoeToPanasevich**.

What You Do	**Comments**
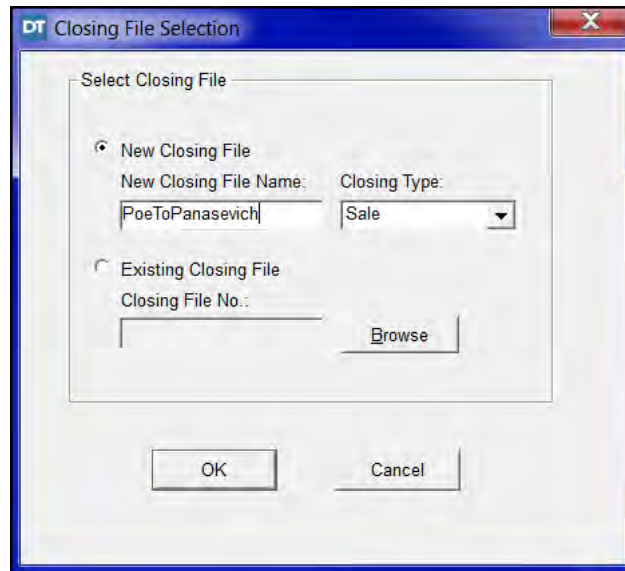
5. Click **OK.** Scroll Down and look at the various data fields that are ready to import.

The **Fund Data File Import** window is displayed.
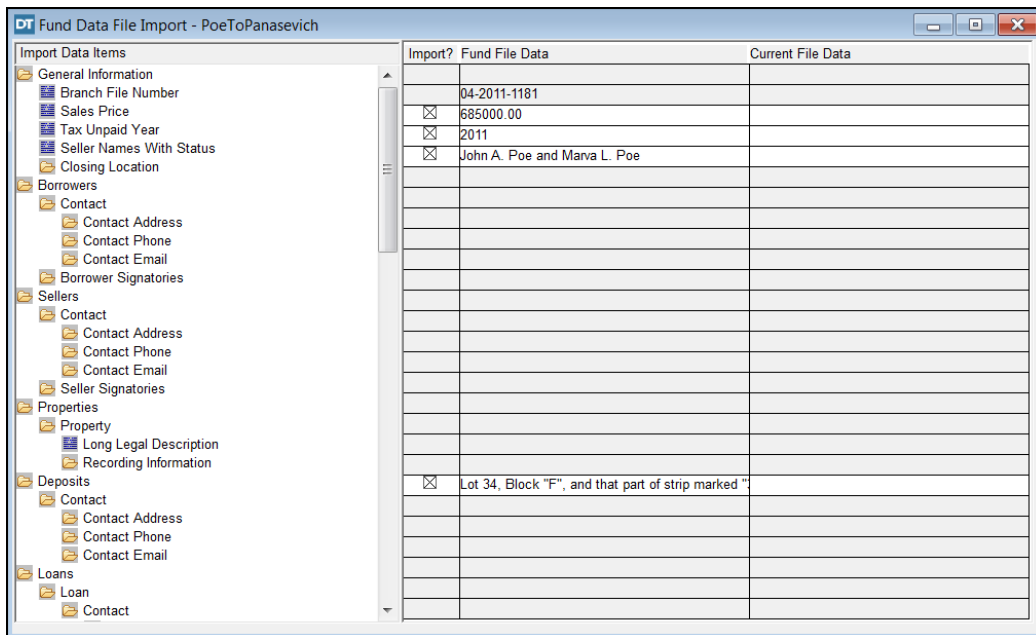
What You Do	**Comments**
6. Select or deselect check boxes in the **Import** column.	This indicates what information will be imported from the file.

Import?	Fund File Data	Current File Data
	04-2011-1181	
☒	685000.00	
☒	2011	
	John A. Poe and Marva L. Poe	

7. On the secondary toolbar, click **Close**.	The **Fund Data File Save** window opens, asking if you want to save the **Fund Data File**.

Fund Data File Save

Save Fund Data File?

Yes   No

8. Click **Yes**.	A message displays stating *"Congratulations on the successful import of the Fund Data File."*

Fund Data File Import

Congratulations on the successful import of the Fund Data File.

OK
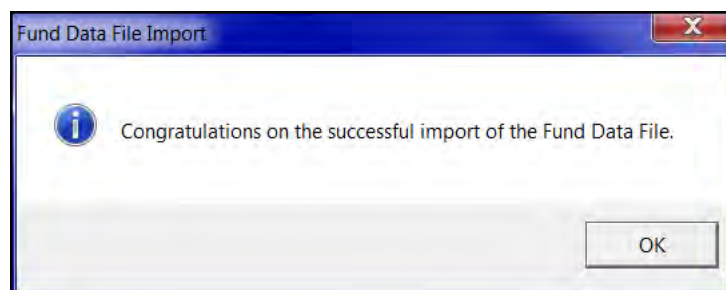
9. Click **OK**.	A message displays stating *"Do you want to switch to the active Closing File to* [new file name].*"*

What You Do	Comments
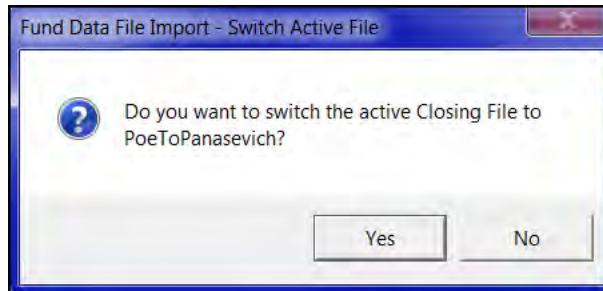
10. Click **Yes**.

The message window closes and the new file becomes the Active File in DoubleTime.

11. On the main toolbar, click **Open Closing File**.

The **Closing File** module opens for the new file. All imported information displays. Each tab can now be completed with any additional information necessary to complete the file. **NOTE:** Use the tabs in this module and go to the **Property > Legal** tab and see that the lengthy legal description has been imported!
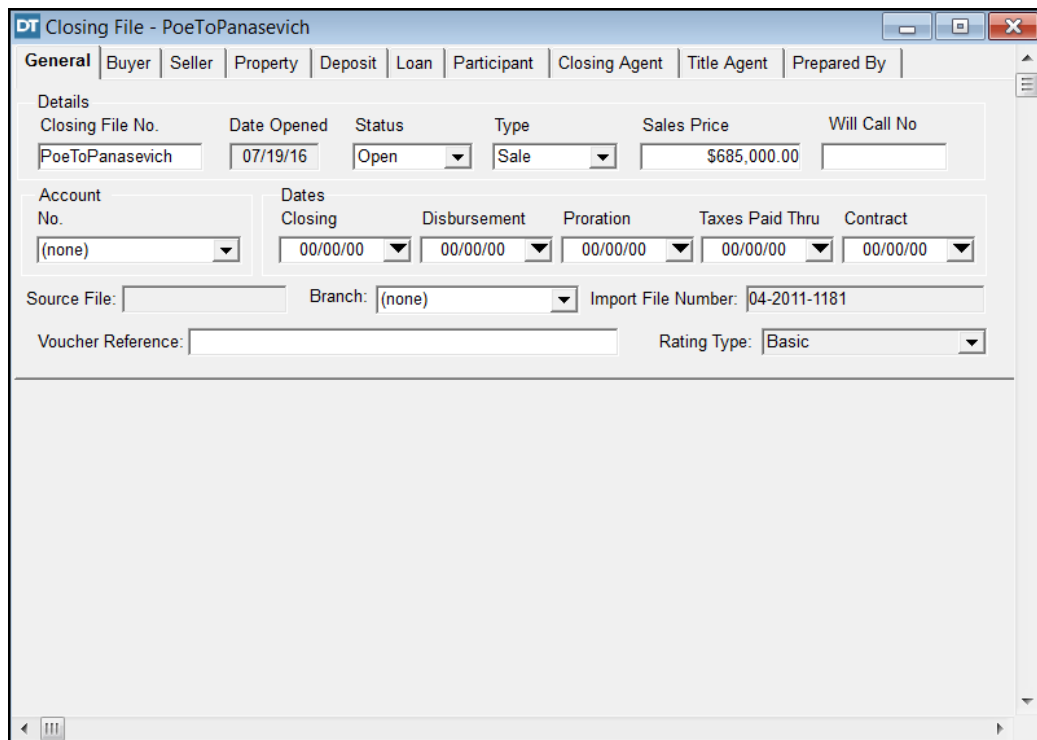
12. On the secondary toolbar, click **Close**.

The **Closing File** module is closed.

Tips

1.   **Filter On** — is activated when importing a file. It displays only boxes that include data from the Import file.

2.   **Filter Off** — displays all boxes on the window, whether or not they contain data.

eSolutions Electronic Payment

Concept

Electronic Payment is available as part of the **Electronic Delivery** wizard within the **Premium Calculation (Rating)** module. There is also a separate **Electronic Payment** feature available on the main toolbar and on the **eSolutions** menu of DoubleTime. The **Electronic Delivery** wizard within the **Premium Calculation (Rating)** module only processes the transmission of the policy premium for an active closing file that was just completed. In the **eSolutions Electronic Payment** option, you can pay for multiple invoices across closing files, as well as for individual files. This is very useful when only some users are authorized to make payments, such as bookkeepers.

Objective

The objective of this lesson is to show you how to make an electronic payment to The Fund for multiple closing files.

Making Electronic Payments For Multiple Files

What You Do	Comments
1. Click the **Electronic Payment** button on the main toolbar.	The **Electronic Payment-Invoice Selection** window is displayed. You can select invoices by **Title Agent, Branch**, **Closing Date** or **Invoice Date** range, and **Closing File Number**. The default is by Invoice Date. *NOTE:* You may also select **eSolutions > Electronic Payment** from the main menu bar to access the multiple electronic payment function.

What You Do	Comments

2. Select **Closing Date** in the **Date Selection Criteria** area.

The **To** date defaults to the current date.

3. Type **0101CY** (CY = current year) in the **To** date box.

NOTE: You can also click down arrow in the **To** date box to use the calendar option, if desired.
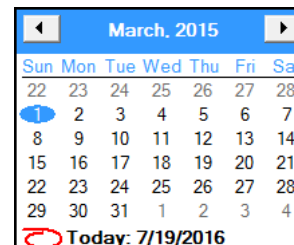
4. Click **OK**.

The **Electronic Payment - Invoice Selection for Payment** window is displayed. All invoices within the specified time frame are displayed.

Check marks are displayed in the **Select** column for the all listed closing files.

5. Click the **Select ALL Invoices for Payment** button.

6. Click the **Submit Selected Invoices for Payment** button.

The **eSolutions Electronic Payment** window is displayed.

What You Do	**Comments**
7. Click **Next**.	The **Login** window displays requiring your FundNet User ID and Password. ***NOTE:*** Your Administrator will authorize which users will have access to the electronic payment function. If you are authorized, you may establish access in DoubleTime for your user ID by selecting **Preferences > User Settings** from the main menu bar**,** and then accessing the **Electronic Delivery tab**.
8. Enter your **User ID** and **Password**.	You may click the **Remember User ID and Password** box, to avoid re-typing it each time.
9. Click **Next**.	The **Electronic Payment** wizard is displayed, connecting to The Fund for electronic payment. If previously selected in the **Closing File** module, the Account No. and Bank number will display. Click the **Get Accounts** button to select a bank account from those that are set up in **Preferences > Account Maintenance**.
10. Enter the **Routing No** for the selected account.	This is a nine-digit number. Routing and Account numbers can be added as defaults under **Preferences > Account Maintenance.**
11. Click **Submit Payment**.	The **Electronic Payment** wizard is displayed. Upon completion, the **Invoice Payment Confirmation** can be printed for your records. You can also print the invoice(s) with the Payment Confirmation Number from Fund Policy Premium Invoices in the **Reports** module.
12. Click **Print**.	The **ePayment Confirmation** window is displayed. Confirm the transfer of the confirmation into Escrow accounting.
13. Click **Finish**.	The **eSolutions Electronic Payment** window is closed and the **Invoice Selection** window is displayed. This window will indicate that all selected invoices meeting the Search criteria have been paid.

What You Do	Comments
14. Click **OK**.	The **Invoice Selection** window is displayed for you to make another selection.
15. Click **Cancel**.	The **Electronic Payment - Invoice Selection** window is closed.

Tips

1. Once electronic payments are made, you will be prompted to bring in the confirmation number(s) when going into the **Escrow Accounting** module.

Serialized Forms Module

Concept

The **Serialized Forms** module contains three components: **Create Forms Inventory**, **Delete Forms Inventory**, and **Forms Tracking**. **Create Forms Inventory** is used to add form numbers supplied by the underwriter to your inventory. This includes all owner and mortgagee policies, and serialized endorsements. The forms are selected and printed in the **Documents** module with information entered in the **Closing File**, **Commitment** and **Policy** modules. Fund serialized form numbers can be assigned electronically using **eSolutions**. For more information, select **Help > Tutorials > DoubleTime** from the main menu bar.

Objective

The objective of this lesson is to add serialized forms for the Owner and Mortgagee policies. You will also learn how to delete forms from the inventory.
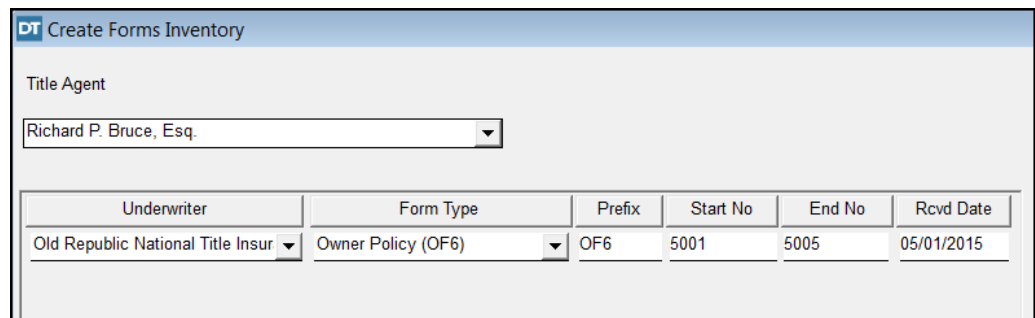
Creating Forms Inventory

What You Do	Comments
1. Select **Modules > Serialized Forms > Create Forms Inventory** from the main menu bar.	The **Create Forms Inventory** window is displayed with **Richard P. Bruce, Esq.** as the **Title Agent**.

What You Do	**Comments**
2. Select **Old Republic National Title Insurance Company/ AFTS** from the **Underwriter** drop down list.	
3. Select **Owner Policy (OF6)** from the **Form Type** drop down list.	
4. Type **OF6** in the **Prefix** column.	**OF6** displays in the **Prefix** column.
5. Type **5001** in the **Start No** box.	This is the beginning number for the owner policies supplied by the underwriter.
6. Type **5005** in the **End No** box.	This is the ending number for the owner policies.

DT Create Forms Inventory

Title Agent

Richard P. Bruce, Esq. ▼

Underwriter	Form Type	Prefix	Start No	End No	Rcvd Date
Old Republic National Title Insur ▼	Owner Policy (OF6) ▼	OF6	5001	5005	05/01/2015

What You Do	**Comments**
7. ⊕ On the secondary toolbar, click the **Insert** button.	A second inventory line is created with **Old Republic National Title Insurance Company/ATFS** as the **Underwriter**.
8. Click the **Form Type** box and select **Mortgagee Policy (MF6)**.	**MF6** is displayed in the **Prefix** box.
9. In the **Start No** box, type **7001**.	
10. TAB to the **End No** box, type **7005**.	

What You Do	Comments

11. On the secondary toolbar, click the **Close** button. | The **Create Forms Inventory** save dialog box is displayed.
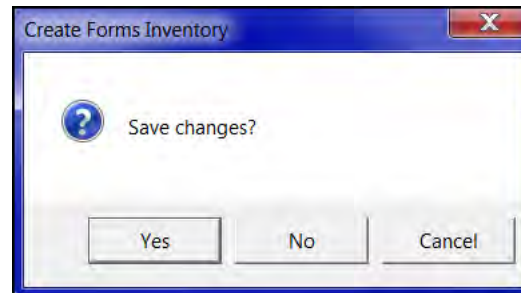
12. Click **Yes**. | The forms are saved in the inventory and the window is closed.

Deleting Forms Inventory

What You Do	Comments
1. Select **Modules > Serialized Forms > Delete Forms Inventory** from the main menu bar.	The **Delete Forms Inventory** window is displayed with **Richard P. Bruce, Esq.** as the **Title Agent.**

What You Do	**Comments**

2. Select **Old Republic National Title Insurance Company/ ATFS** from the **Underwriter Name** drop down list.

3. Select **Mortgagee Policy (MF6)** from the **Form Type** drop down list.

   This selection will allow you to delete mortgagee policy forms from the inventory for **Old Republic National Title Insurance Company/ATFS.**

4. Type **7004** in the **Start No** box.

   This is the beginning number of the forms you want to delete.

5. Type **7005** in the **End No** box.

   This is the ending number of the forms you want to delete.

6. ⎘ Click the **Close** button on the secondary toolbar.

   The **Delete Forms Inventory** window is displayed.

What You Do	Comments
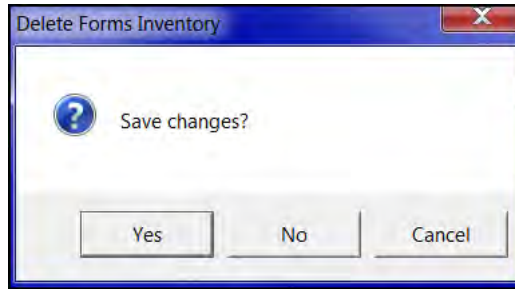
7. Click **Yes**.

The **Warning Deleting Forms** dialog box is displayed.
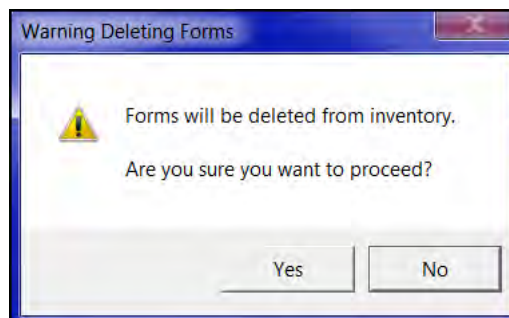
8. Click **Yes**.

The **Final Warning** dialog box is displayed.
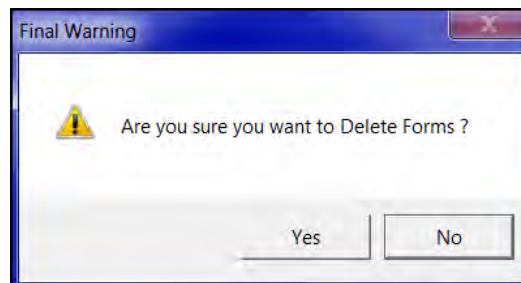
9. Click **Yes**.

The **Delete Forms Statistics** dialog box is displayed showing the total number of forms selected and deleted.
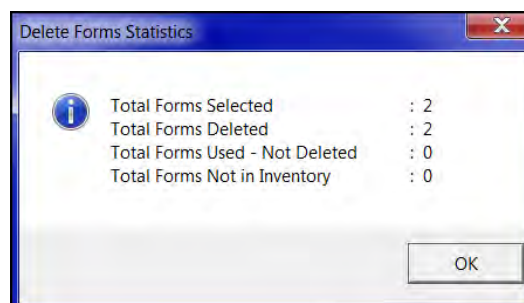
What You Do	Comments
10. Click **OK**.	The forms are deleted and the **Delete Forms Inventory** window is closed.

Tips

1. If the **Underwriter** or **Agent Name** lists do not include the names you need, use the **Contacts** module to add them.

2. When a form is added to the **Forms Inventory**, the initial status is **Received**.

3. When a form is selected in the **Title Insurance** module, the status is changed to **Used**.

4. To review the inventory of all forms for the agent, select **Modules** from the menu bar, select **Serialized Forms**, and then choose **Forms Tracking**. In the **Select Serialized Forms** window, identify the **Underwriter** and **Agent** and select **All** for the **Form Type**.

5. Use the **Form Comments** tab if a **Form Status** is changed to **Transferred** or **Canceled**.

6. To generate a report for a form type, select **Reports** from the menu bar, then choose **Serialized Forms**.

7. You may delete a **Serialized Form** from DoubleTimes **Forms Inventory**, however, this action does not alert ATFS that a jacket has been deleted. Users must also contact The Funds HelpDesk.

Forms Tracking Module

Concept

The **Forms Tracking** module contains the status, comments, and history of each form created in **Create Forms Inventory** and **eSolutions** delivery of serialized forms. The final status of each form can be displayed in a report format, using **Serialized Forms** and/or **Serialized Forms Electronic Delivery** reports in the **Reports** module.

Objective
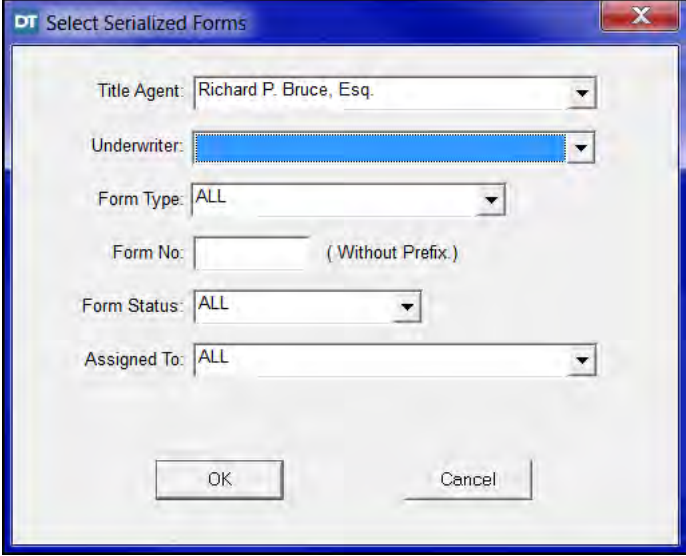
The objective of this lesson is to show you how to change the status of the owner's and mortgagee policies from **Used** to **Sent to Underwriter**.

Assigning A Form To A Closing File & A Form Status

What You Do	Comments
1. On the main toolbar, click the **Forms Tracking** button.	The **Select Serialized Forms** window is displayed.

What You Do	Comments
2. Select **Old Republic National Title Insurance Company/ ATFS** from the **Underwriter** drop down list.	
3. Click **OK**.	The **Forms Tracking** window is displayed. The forms that match the search criteria are displayed in the **Inventory Status** tab.

	Displayed in the lower portion of the window are the **Underwriter**, **Agent**, and **Agent #** associated with the selected form.
4. Scroll to **OF6-5005**, one of the jackets you placed into inventory.	***NOTE:*** The **Closing File Number** column is blank next to OF6-5005.
5. [icon] Click the **Close** button on the secondary toolbar.	
6. [icon] Click the **Switch Active Closing File** Button.	

What You Do	**Comments**

7. The **Closing File Selection** window is displayed.

8. Type **Poe** in the Closing File Number box and then click **Browse.** | The **PoeToPanasevich** file is retrieved, displayed, and highlighted.

9. Click **OK**. | The active **Closing File** switches to **PoeToPanasevich**.

10. Press **CTRL+ALT+P** to open the **Title Insurance > Policy** module. | The **Title Insurance Policy** window for the active **Closing File** displays.

11. Select **Richard P. Bruce** from the **Signatory** drop down list.

12. Select **Old Republic National Title Insurance Company/ ATFS** from the **Underwriter** drop down list.

What You Do	Comments

13. Click on the drop down arrow for the **Policy No.** box.

14. Select **OF6-5001**.

This associates this policy jacket with the closing file.

15. Click the **Close** button on the secondary toolbar.

You are prompted to save changes.

What You Do	**Comments**
16. Click **Yes**.	Your changes are saved.
17. ⊞ On the main toolbar, click the **Forms Tracking** button.	This takes you back to the Forms Tracking module.
18. Select **Old Republic National Title Insurance Company/ ATFS** from the **Underwriter** drop down list.	
19. Click **OK**.	The **Forms Tracking** window is displayed. The forms that match the search criteria are displayed in the **Inventory Status** tab.
20. Scroll down and select **OF6-5001**.	The **Closing File Number** column reflects that this jacket is now associated with the **PoeToPanasevich** file. The **Form Status** box reflects the jacket's current status as **Used**.
21. Select **Sent to Underwriter** from the **Form Status** drop down list.	*NOTE:* If the policy is sent to The Fund electronically, even if it is a paper form, DoubleTime will automatically give the **Form Status** of **Sent to Underwriter**.
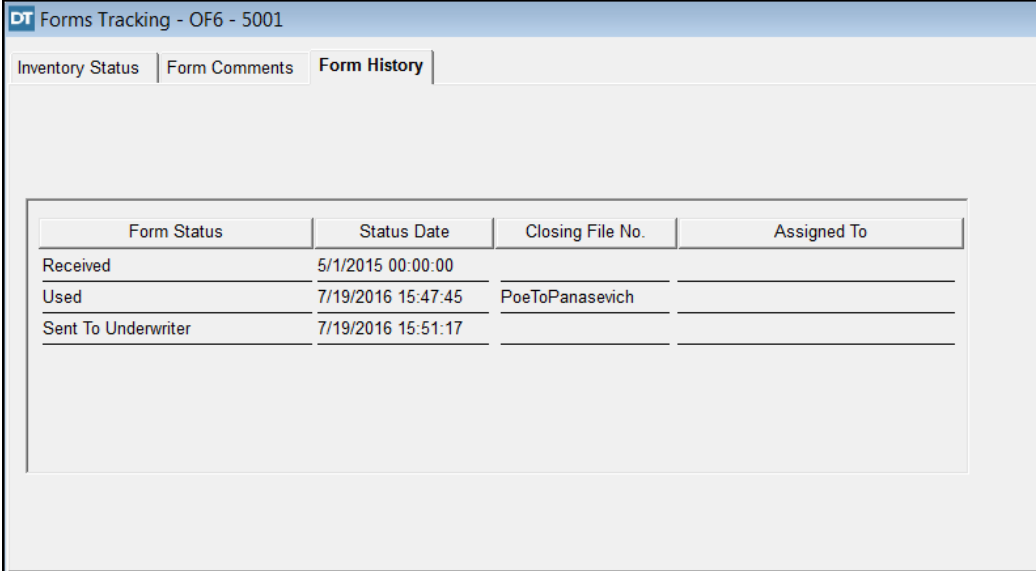
What You Do	Comments

22. 🖫 On the secondary toolbar, click the **Save** button. — The changes are saved.

Viewing A Form History

What You Do	Comments

1. Click the **Form History** tab. — The **Form History** tab is displayed. This is a display-only window showing **Form Status**, **Status Date**, **Closing File No.**, and **Assigned To** for the selected form.

2. 🚪 Click the **Close** button on the secondary toolbar. — The **Forms Tracking** module is closed.

Tips

1. An alternate way to open the **Forms Tracking** module is to select **Modules > Serialized Forms > Forms Tracking** from the menu bar.

2. If the **Underwriter** or **Agent Name** lists do not include the names you need, use the **Contacts** module to add them.

3. When a form is added to the **Forms Inventory**, the initial status is **Received**. When a form is prepared in the **Policy** module, the status is changed to **Used**.

4. To review the inventory of all forms for the agent in the **Select Serialized Forms** window, identify the **Underwriter** and **Agent** and select **All** for the **Form Type**.

5. Use the **Form Comments** tab if a **Form Status** is changed to **Transferred** or **Canceled** and type the information pertinent to the form. You can use the **Spell Check** icon for this tab.

6. To generate a report for a form type, select the **Reports** module on the main toolbar and choose **Serialized Forms**.

7. To return a **Serialized Form** to **Forms Inventory** after associating it to a file, within **Serialized Form/Forms Tracking**, change the status to **Received**. It is then available for another file.

Tutorials

Concept

The built-in **Help** menu within DoubleTime contains access to **Tutorials**. It consists of stand alone self paced eLearning programs. These are accessed by choosing **Help > Tutorials > DoubleTime**.

Objective
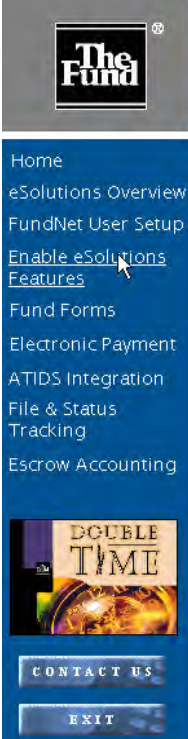
The objective of this lesson is to acquaint you with the built in **Tutorials**.

Run Tutorial
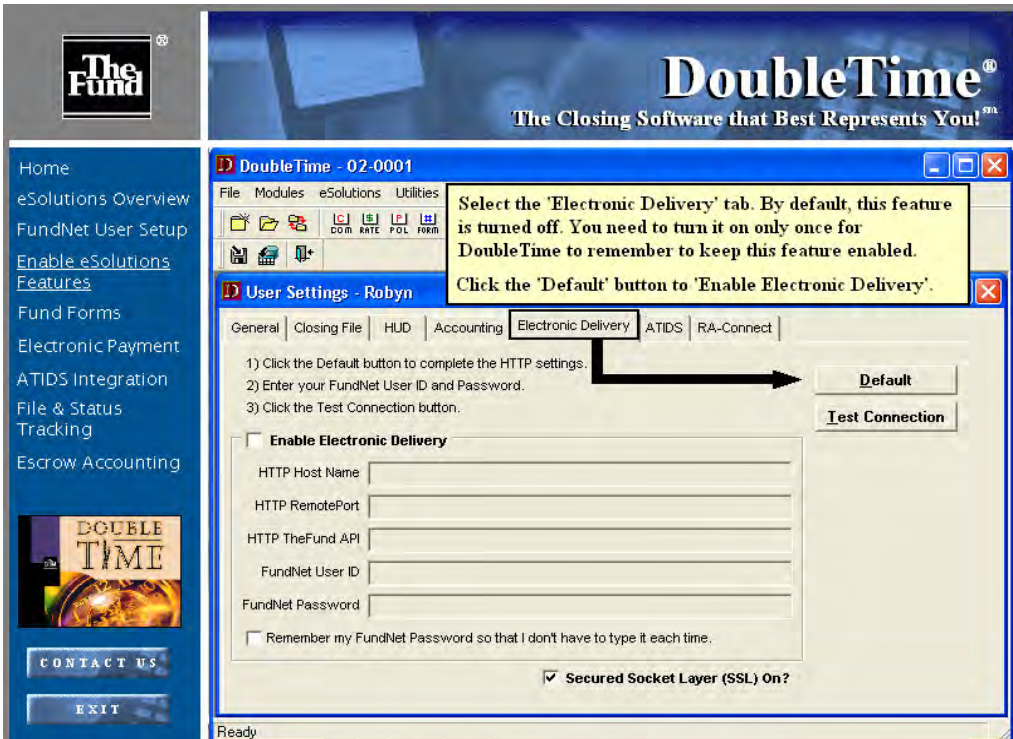
What You Do	Comments
1. Click **Help >Tutorials > DoubleTime** on the menu bar.	The **eSolutions Overview** tutorial will begin. This tutorial demonstrates how to use the eSolutions features for Fund Forms and Electronic Payment.
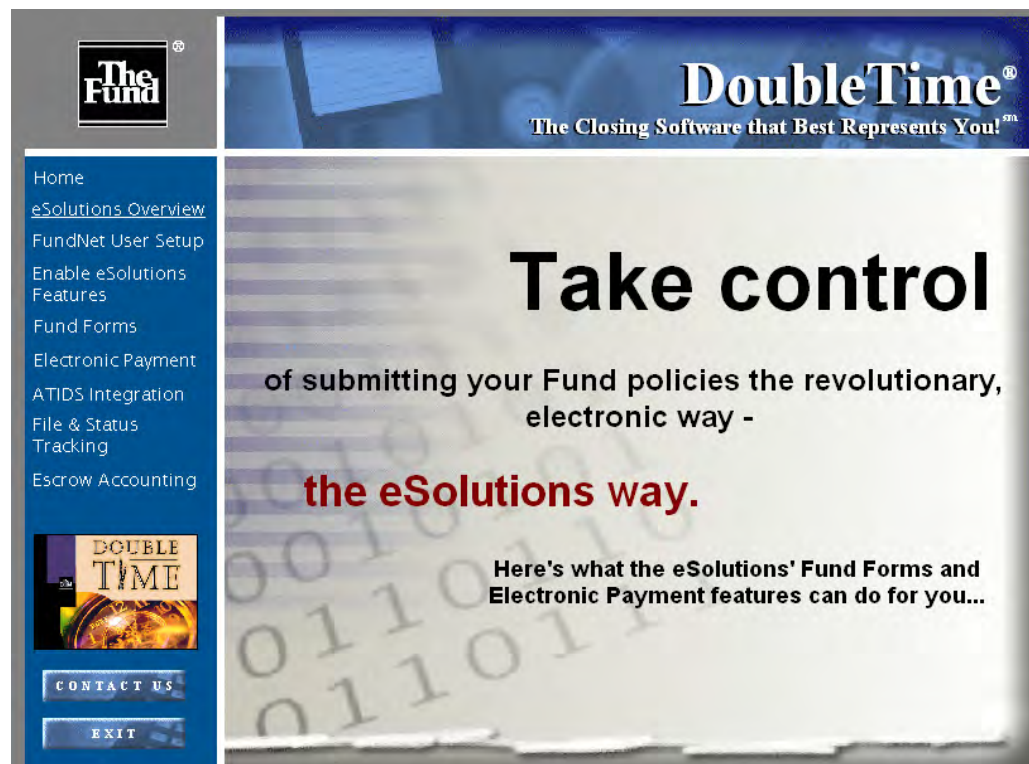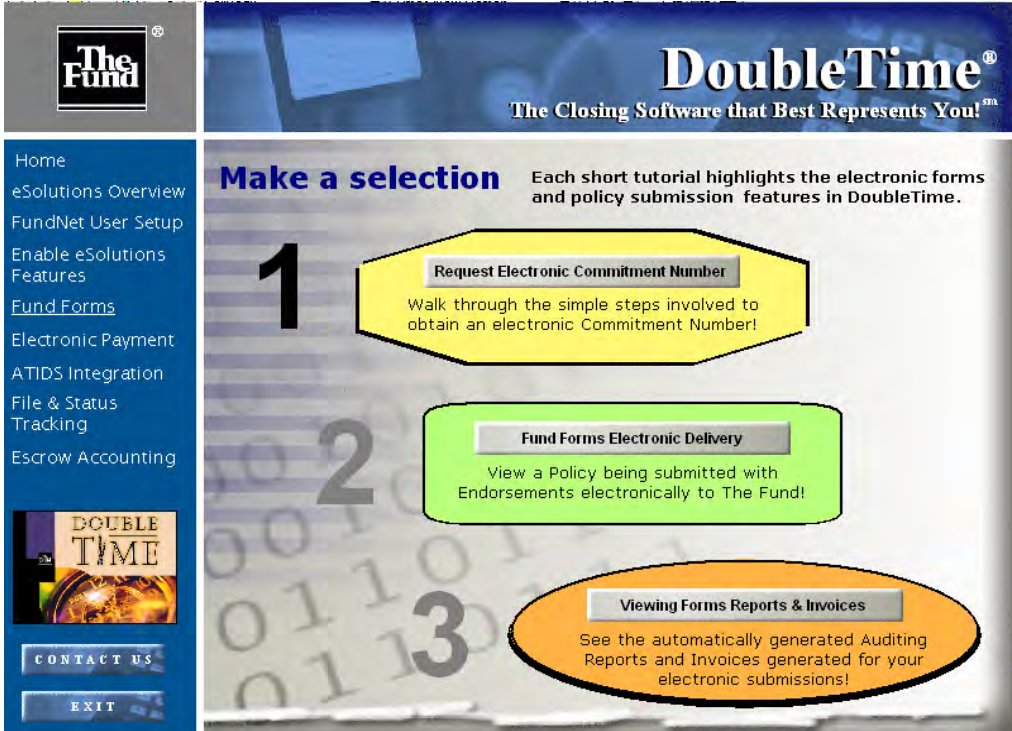
What You Do	Comments
2. Click **Enable eSolutions Features**.	This part of the tutorial begins with instructions on how to set up the Electronic Delivery features and explains the process to obtain a commitment number electronically.

What You Do	Comments

3. Continue to follow the directions in the dialog box on which buttons to click throughout the Tutorial to obtain instruction on requesting commitment and policy forms electronically.

After requesting commitments and policies electronically, the Tutorial will instruct you on how to file your policies and endorsements electronically.

What You Do	Comments

4. Continue to proceed following the directions in the dialog box on which buttons to click throughout the tutorial on electronic policy processing.

A message will display confirming the Electronic Delivery Process has been completed.

What You Do	Comments

5. Upon completion of the Tutorial, click **Exit**.

A window displays stating if there are any additional questions or if you need assistance, please click the **Contact Us** button for our toll free Help Desk number and web site addresses.

6. Click **Exit**.

The Tutorial ends and DoubleTime is displayed.

Checklist Module

Concept

The **Checklist** module is where you create and manage automated "to-do" lists for various types of transaction files and the location where you can associate a particular checklist with a closing file. Checklists display all the actions (tasks) that you want to track. The actions on a stock checklist can be customized for a particular closing file without impacting the stock checklist form. There are different standard checklists available, based on the closing type. In the **Checklist >Template Maintenance** module, user-defined checklists can be added.

Objective

The objective of this lesson is to show you how to create and customize a user-defined checklist template in the **Checklist** module. Then you will select the new template in the **Checklist** module for closing file **PoeToPanasevich**, track actions, and log a problem.

Viewing A Checklist

What You Do	Comments
1. Select **Modules > Checklist > Template Maintenance** from the menu bar.	The **Checklist Template Maintenance** window is displayed. The default template is **DoubleTime Training Seminar Checklist Template**.

DT Checklist Template Maintenance

Template
DoubleTime Training Seminar Checklist Template ▼

Category	Action Description	Alert Days Before	Responsible Party	Publishable
+ 01	RECEIVE CONTRACT/ORDER FOR CLOSING		▼	☑
+ 02	GATHER TITLE INFORMATION		▼	☑
+ 03	GATHER NON TITLE INFORMATION		▼	☑
+ 04	ORDER SERVICES		▼	☑
+ 05	TITLE WORK		▼	☑
+ 06	SCHEDULE CLOSING		▼	☑
+ 07	PREPARE FOR CLOSING		▼	☑
+ 08	PREPARE RECONCILIATION		▼	☑
+ 09	PREPARE DISBURSEMENTS		▼	☑
+ 10	POST CLOSING		▼	☑
11	CLOSE FILE		▼	☑

What You Do	Comments
2. **Select Stock Template For Residential Purchase and Sale – New Loan** from the **Template** drop down list.	The **Stock Template For Residential Purchase and Sale – New Loan** template is displayed.
3. ⬒ Click the **Expand All** button on the secondary toolbar.	All levels for each category display. ***NOTE:*** To expand one specific category, click the plus sign (+) by the category number. To collapse one specific category, click the minus sign (-) by the category number.

What You Do	Comments
4. Select **File > Save As** from the menu bar.	The **Save Checklist Template As...** window opens.
5. Type **Richard Bruce Closing Checklist** in the text box.	The **Richard Bruce Closing Checklist** will be created from the stock template and saved as soon as you click OK.

What You Do	Comments
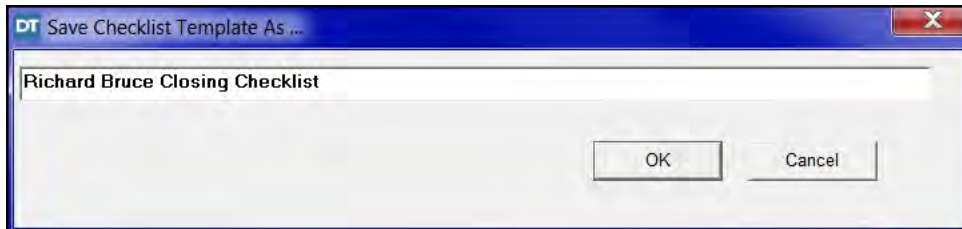
6. Click **OK**.   The template is saved with the new name.
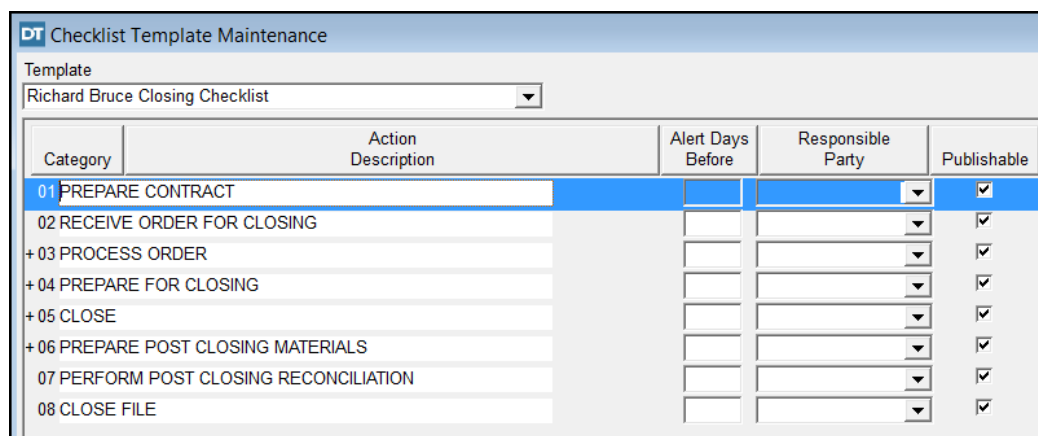
Customizing A Checklist Template
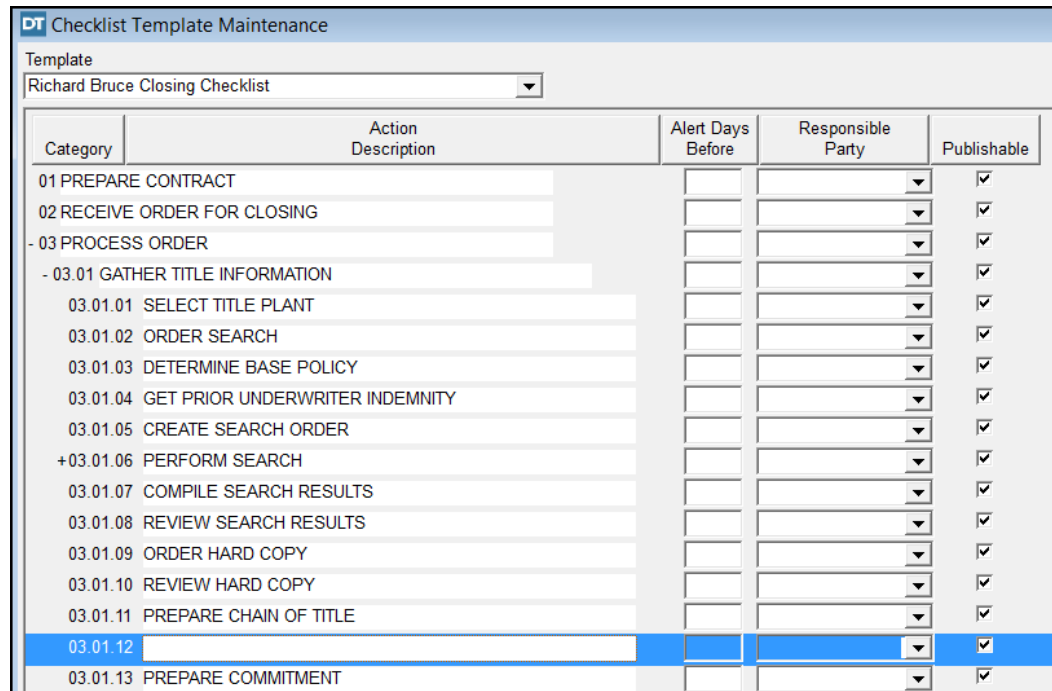
What You Do	Comments
1. Click the plus sign (+) before **Category 03 PROCESS ORDER**.	The levels below **PROCESS ORDER** are displayed.

What You Do	Comments

2. Click the plus sign (+) before **Category 03.01 GATHER TITLE INFORMATION.**

The levels below **GATHER TITLE INFORMATION** display.

What You Do	Comments

3. Select line **03.01.12 PREPARE COMMITMENT**.

4. ⊕ Click the **Insert** button.

A new line is inserted, and **PREPARE COMMITMENT** has been moved down one line.

5. Type **Import FPX File From Branch** in the **Action Description** column.

Mr. Bruce's office orders Commitments from the Fund branch and imports the electronic file into DoubleTime in order to prepare Commitments.

What You Do	Comments

6. Select line **03.01.09 ORDER HARD COPY**.

What You Do	**Comments**
7. On the secondary toolbar, click the **Delete** icon.	The line is deleted. ***NOTE:*** Mr. Bruce's office orders Commitments and other Branch Products from the Fund branch. These orders automatically are sent with hard copies of instruments, so Mr. Bruce does not need to separately order them.
8. Click the **Close** button on the secondary toolbar.	The **Checklist Template Maintenance** dialog box opens.
9. Click **Yes**.	The **Checklist Template Maintenance** window is closed. The **Richard Bruce Closing Checklist** template is available for selection for a closing file.

Selecting A User-Defined Checklist & Tracking Activities

What You Do	**Comments**
1. Click the **Switch Active Closing File** Button.	
2. The **Closing File Selection** window is displayed.	

What You Do	Comments

3. Type **Poe** in the Closing File Number box and then click **Browse.**

The **PoeToPanasevich** file is retrieved, displayed, and highlighted.

4. Click **OK**.

The active **Closing File** switches to **PoeToPanasevich**.

5. Select **Modules > Checklist > Closing File Checklist** from the menu bar.

The **Select Checklist Template** window is displayed.
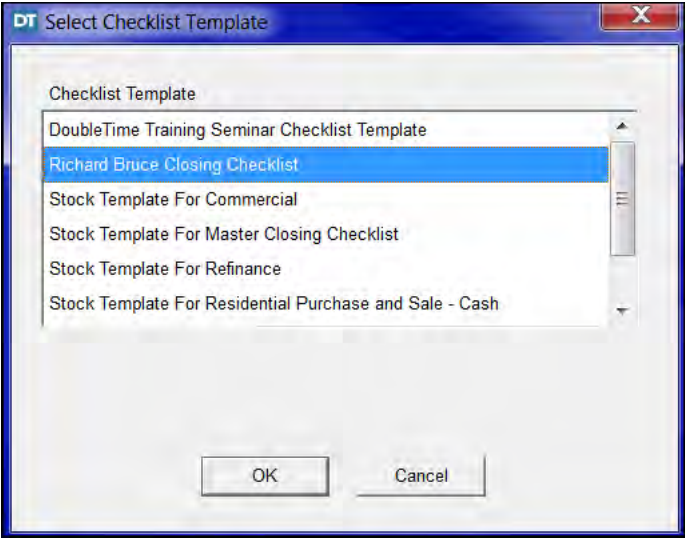
What You Do	Comments

6. Select **Richard Bruce Closing Checklist** from the Checklist Template list.

7. Click **OK**.

The **Closing File Checklist** window is displayed.

8. ⬇ Click the **Expand All** button on the secondary toolbar.

All levels for each category display. Minus signs precede each expanded category number.

9. Scroll down to line **03.01.11 Import FPX File From Branch**.

10. Click the **OK** box, and insert today's date in the Start and End fields.

We performed these steps on this transaction file, earlier in the training session.

NOTE: When you type dates, the slashes (/) are automatically inserted. The start and end dates are optional.

What You Do	Comments

03.01.08 REVIEW SEARCH RESULTS	00/00/00	00/00/00	☐	▼	00/00/00
03.01.09 REVIEW HARD COPY	00/00/00	00/00/00	☐	▼	00/00/00
03.01.10 PREPARE CHAIN OF TITLE	00/00/00	00/00/00	☐	▼	00/00/00
03.01.11 Import FPX File From Branch	03/01/15	03/01/15	☑	▼	00/00/00
03.01.12 PREPARE COMMITMENT	00/00/00	00/00/00	☐	▼	00/00/00

11. Select the user name of the person responsible for completing this action from the **Responsible Party** drop down list.

This person is responsible for importing the file into DoubleTime.

Logging A Problem

What You Do	Comments

1. ✎ Click the **Originate Problem** button on the secondary toolbar.

The **Problem Log Maintenance** window is displayed with the cursor in the **Description** box. **Status** defaults to **In Process** and **Date** defaults to the current date.
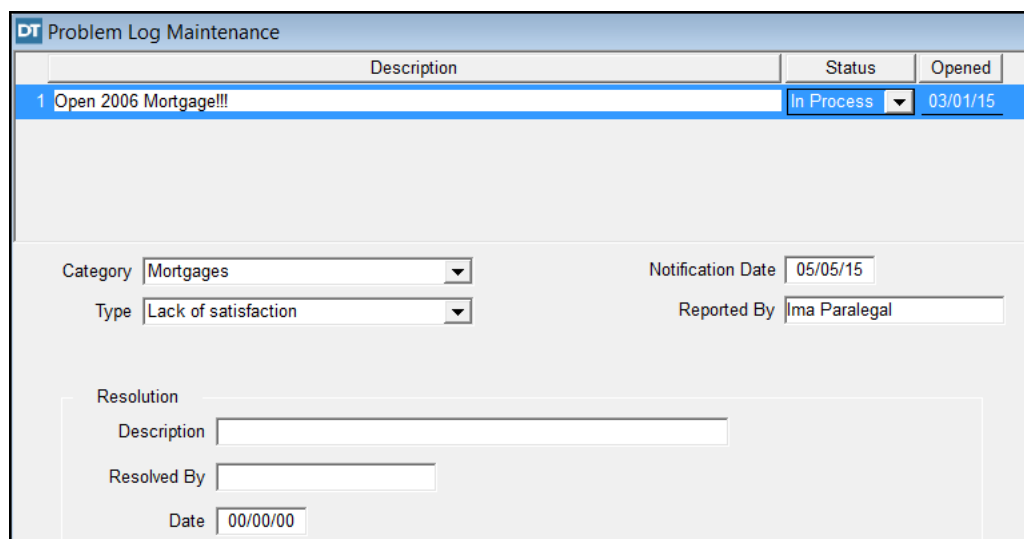
What You Do	**Comments**
2. Type **Open 2006 Mortgage!!!** in the **Description** box.	**NOTE:** The FPX file previously imported reflects not one, but two open mortgages that require satisfaction. This is a problem in the current transaction because Mr. Bruce's office did not know about the open, earlier mortgage.
3. Select **Mortgages** from the **Category** drop down list.	
4. Select **Lack of Satisfaction** from the **Type** drop down list.	
5. Type **0505(current year)** in the **Notification Date** box.	Example: **05/05/14**.
6. Type the name of the person reporting the problem in the **Reported By** box.	The **Reported By** box defaults to the name of the user currently logged in to DoubleTime and can be edited as needed.

What You Do	**Comments**
7. ⬛ Click the **Close** button on the secondary toolbar.	The save changes dialog box is displayed.

What You Do	**Comments**

8. Click **Yes**.

The changes are saved. The **Problem Log Maintenance** window is closed and the **Closing File Checklist** window is redisplayed.

9. Click the **Expand All** button on the secondary toolbar.

The categories are expanded and the **Problem** symbol also displays next to additional lines.

10. Click the **Problem** symbol.

The Problem Log is displayed with the information you entered previously. ***NOTE:*** After the problem is resolved, you can change the **Status** box to Resolved and complete the **Resolution** information.

What You Do	**Comments**

11. ![icon] Click the **Close** button on the secondary toolbar.

The **Problem Log Maintenance** window closes and the **Closing File Checklist** window redisplays.

12. ![icon] Click the **Print** button on the secondary toolbar. Click **OK**.

The checklist prints. **NOTE:** It is a "best practice" to print the checklist when you update actions.

Solving A Problem

What You Do	**Comments**
1. Click the **Problem** symbol for line **03 Process Order.**	The **Problem Log Maintenance** window displays.

What You Do	Comments

2. Select **Resolved** from the **Status** drop down list.

3. Type **Satisfaction obtained from seller** in the **Resolution Description** box.

4. Type the name of the person resolving the problem in the **Resolved By** box.

5. Type **0506(current year)** in the **Notification Date** box.

Example: **05/06/14**.

What You Do	Comments

6. ![icon] Click the **Close** button on the secondary toolbar.

7. Click **Yes**. | The changes are saved. The **Problem Log Maintenance** window is closed and the **Closing File Checklist** window is redisplayed.

8. Notice the Problem Symbol has changed to a ![green check] green check mark indicating that the problem has been resolved.

9. ![icon] Click the **Close** button on the secondary toolbar.

10. Click **Yes**. | The changes are saved. The **Closing File Checklist** window is closed.

Tips

1. Once you select and save a checklist for a closing file, you cannot choose a different checklist template for that closing file. However, you can modify the checklist for that closing file. The changes you make will not affect the master checklist template.

2. ▤ To collapse all categories, click the **Collapse All** icon. To collapse a single category, click the minus (-) sign preceding the category number.

3. ▤ To expand all categories, click the **Expand All** icon. To expand a single category, click the plus (+) sign preceding the category number.

4. ▦ To insert a new level within a category, click the **Insert New Level** icon.

5. ⊗ To delete a user-defined checklist, click the **Delete Template** icon.

6. ▦ An alternate way to open the **Checklist > Template Maintenance** module is to click the **Template Maintenance** icon on the **Checklist** toolbar. The selected checklist template is not associated with a closing file.

7. ▤ On the secondary toolbar, click the **Print** icon to print the checklist. It is a good idea to print the checklist at regular intervals throughout the closing file process.

8. In the **Reports** module you can print a **Checklist - Problem Report, Checklist - Tasks Completed Report** or **Checklist - Tasks Due Report**.

Schedule Closing Module

Concept

The **Schedule Closing** module is used to schedule the closing meeting. The **Schedule Closing** module is composed of three sections.

- **Closing Meeting** tracks the closing date, time, location, and attendees.
- **Location Maintenance** allows you to enter, delete, or modify the closing locations.
- **Closing Schedule Report** generates reports by location, closing agency, and/or closing agent for a specific date or range of dates.

Objective

The objective of this lesson is to show you how to schedule the closing time, select the closing location, and select the attendees. In addition, you will learn how to produce a **Closing Schedule Report**.

Scheduling A Closing

You will schedule the closing time, location, and attendees for your closing file.

What You Do	Comments
1. Click the **Switch Active Closing File** Button.	
2. The **Closing File Selection** window is displayed.	
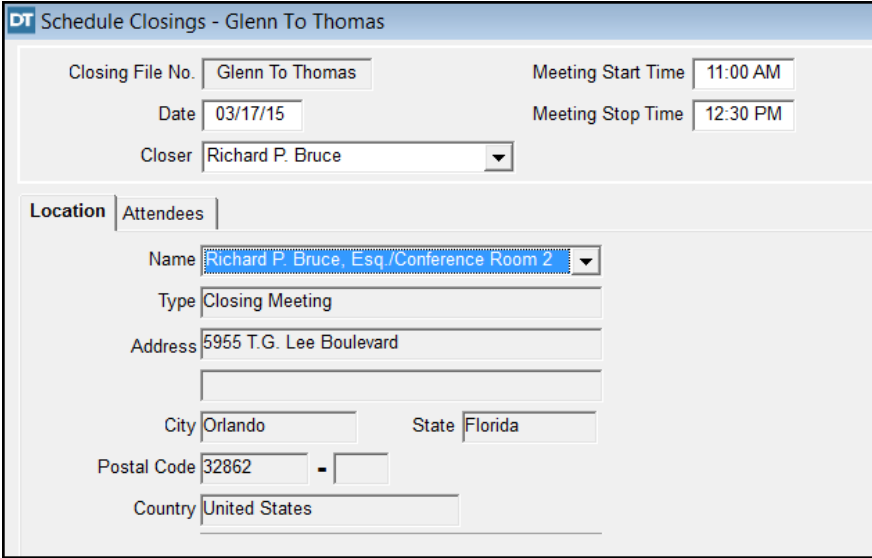
What You Do	**Comments**

3. Type **Glenn** in the **Seller Name** box and then click **Browse.**

The Glenn to Thomas file is retrieved, displayed, and highlighted.

4. Click **OK**.

The active **Closing File** switches to Glenn to Thomas.

5. Select **Modules > Schedule Closing > Closing Meeting** from the menu bar.

The **Schedule Closings** window opens with the **Location** tab displayed. The **Date** and **Closer** information is carried over from the **Closing File** module.
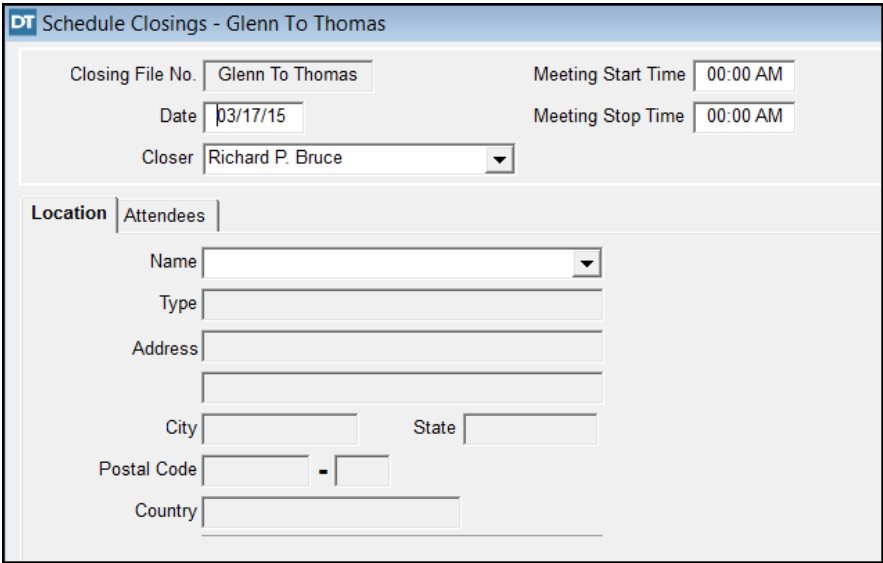
What You Do	Comments
6. Confirm that the **Date** field reflects the appropriate closing date.	If it does not, enter the correct date.
7. Type **1100** in the **Meeting Start Time** box.	This is the time the meeting will begin. The time defaults to AM.
8. Type **1230P** in the **Meeting Stop Time** box.	
9. Select **Richard P. Bruce, Esq./Conference Room 2** from the **Name** drop down list.	The information is copied from the **Location Maintenance** module. Click the **Location Maintenance** button to add, delete, or modify closing locations.

Selecting Attendees

What You Do	Comments
1. Click the **Attendees** tab.	The attendees associated with this closing file and their roles in the closing are displayed. A check mark in the right column indicates that the person is to attend the closing and was established in the **Closing File** and **Settlement Statement** modules.

What You Do	Comments

2. Select the **Attend Closing** check box for

• **Richard P. Bruce Esq., Closing Agent**
• **Realty Company, Inc.**
• **Better Homes, Inc.**
• **Susan S. Thomas**
• **Peter R. Glenn**
• **Linda Glenn**

This indicates that these persons/entities will attend the closing.

What You Do	Comments
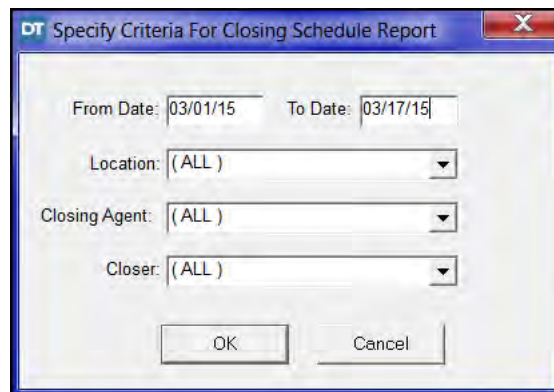
3. On the secondary toolbar, click the **Save** button. — The changes are saved.

Producing A Closing Schedule Report

What You Do	Comments

1. Click the **Closing Schedule Report** button on the secondary toolbar. — The **Specify Criteria For Closing Schedule Report** window is displayed.

2. Type **0101(current year)** in the **From Date** box. — Example: **010111**. This is the date you want the report to start.

3. Type **0331(current year)** in the **To Date** box. — Example: **033111**. This is the date you want the report to end. ***NOTE:*** You can select a report based on location, **Closing Agents**, and/or **Closer**.

What You Do	Comments

4. Click **OK**.

The **Closing Schedule Report** window opens with information for all closings between the specified dates.

 Use the **First Record, Previous Record, Next Record**, and **Last Record** buttons on the secondary toolbar to view each scheduled closing.

5. On the secondary toolbar, click the **Print** icon.

The report is printed.

6. Click the **Close** button on the secondary toolbar.

The **Closing Schedule Report** module is closed and the **Schedule Closing** window is displayed.

7. Click the **Close** button on the secondary toolbar.

The **Closing Schedule Report** module is closed.

Tips

1. An alternate way to open the **Schedule Closing > Location Maintenance** module is to select **Modules** from the menu bar, select **Schedule Closing**, then choose **Location Maintenance**.

2. An alternate way to open the **Schedule Closing > Closing Schedule Report** module is to select **Modules** from the menu bar, select **Schedule Closing**, then choose **Closing Schedule Report**.

3. To add more attendees for the closing, use the **Insert** icon. The added attendees, if not previously entered, will be available for selection in the **Contacts** module for future files.

4. Use the **Preview** icon on the secondary toolbar to view the report as it will be printed.

W O R K B O O K

PRACTICE SESSIONS

Practice Session 1

Try This

As an employee of Richard P. Bruce, Esq., you will use the information extracted from a contract for sale and purchase, along with the information in the New Closing File and Title Insurance Commitment segments, to open a new closing file. This transaction involves the sale of residential property in Orange County, Florida, with the buyers obtaining a new mortgage. There is no payoff. You will also prepare and print the commitment.

Practice Session 1 Contract Information

LABEL	TRANSACTION INFORMATION
Seller:	John R. Davis and Madonna Davis, husband and wife
Seller Address:	1234 Tranquil Terrace, Orlando, FL 32801
Seller Phone:	407-889-4000
Seller SS#:	John: 555-33-8888 Madonna: 555-33-6767
Buyer(s):	Timothy T. Daniels and Jillian Daniels, husband and wife
Buyer Address:	5220 Church Street, Orlando, FL 32801
Buyer Phone:	407-889-1234
Buyer(s) SS/TIN No.:	Timothy:555-22-7777 Jillian:333-77-2222
Legal Description:	Lot 5, Block 10, HAPPY ACRES, SECTION 9, according to the plat thereof, as recorded in Plat Book 33, Page 56, of the Public Records of Orange County, Florida.
Street Address of Property:	1234 Tranquil Terrace, Orlando, FL 32801
Property Appraiser TIN:	11-22-33-4444-00905-10-05
Sellers' Homestead:	Yes
Mortgage(s) to Payoff:	No. F&C.
Personal Property Included:	None
Purchase Price:	$100,000.00
Deposit:	$10,000.00 (paid)
Escrow Agent for Deposit:	Homefinders Realty Company
Financing Contingency:	Yes
Contract Date:	October 18, 20__ (CY-1)
Closing Date:	February 20, 20__ (CY)

LABEL	TRANSACTION INFORMATION
Brokers:	Homes R Us (Listing) Homefinders Realty Co (Cooperating/ Buyers')
Brokerage Commission:	6% split equally

📋 Set Up New Closing File & Enter Information

Use the information taken from the contract for sale and purchase that appears in the preceding table together with the following additional information to set up a new closing file in DoubleTime for this transaction.

DoubleTime Field/Tab	Information You Use
Closing File No.	Your name, PS, and the number 1. *Example*: Mary PS1.
Account No.	Friendly Bankers, Inc., 123456-78
Notary Title **Notary Name** **Expiration Date**	Notary Public, State of Florida Beth Cullum March 27, 2021 *Note*: For Seller & Buyer
Loan	New, conventional insured, first mortgage with First Florida Bank Loan #: 12345 Loan Amount: 96,500.00 Rate: 4.6 GFE HUD is selected by default.
Participant	Referral - Homefinders Realty Company
🖨	Print the Closing File Worksheet when you have finished entering all of the information.

📋 Enter Title Insurance Information

DoubleTime Field/Tab	Information You Use
Commitment Type	Commitment (CF6)
Effective Date	01/15/ (current year)
Owner	Yes, for purchase price

DoubleTime Field/Tab	Information You Use
Mortgagee	Lender's closing instructions state that the following language appear after its name as Named Insured "*its successors and/or assigns as their interests may appear*"
Requirements	⊕ Insert to create line #3
	🔲 Clause Title: **Judgments and Other Non-Consensual Liens: Proof of Non-Identity (2) (GR 4.4)**
	Replace asterisks with: • John R. Davis • OR 7888/3233 of Orange County, Florida
Exceptions	Will display and associate to file from the **Master Property Selection** made in **Closing File**
Commitment	📠 Electronically request the commitment jacket
Endorse Policy	No endorsements to Owner Policy. Lender's closing instructions state that the Mortgage Policy must be issued with the following endorsements: 06 ALTA 8.1 Environmental Protection Lien 06 ALTA 9 REM
🖨️	Print the Commitment Schedules and Jacket.

Practice Session 2

Try This

As an employee of Richard P. Bruce's law firm, you will prepare the Policy Rating Worksheet, the HUD Settlement Statement, and the Balance Sheet for a closing file that has been set up by a coworker. The title insurance commitment for this Orange County property has been issued, and the closing is scheduled for August 3 (current year). This is a Non-RESPA transaction, because a private lender is involved. *Closing file number 04-0008 has already been created.* You may review the **Closing File** module to familiarize yourself with the information.

🔲 Premium Calculation (Rating)

DoubleTime Field/Tab	Information You Use
Policies	Verify the Owner Policy insurance amount is $95,000 Verify the Mortgagee Policy insurance amount is $85,000
Endorsements	Verify the selection of the following: 06 ALTA 5.1 PUD 06 ALTA 8.1 Environmental Protection Lien 06 ALTA 9 REM
Worksheet	Print the Policy Rating Worksheet.

🔲 Settlement Statement

DoubleTime Field/Tab	Information You Use
Adjustments - Paid	Homeowners' Association fee: $125, paid quarterly. Prorate from 08/03/(current year) to 09/30/(current year)
Buyer Credits	Verify $5,000 deposit held by Homefinders Realty Co. **Payoff Calculator** Payoff of seller's first mortgage loan: G E Capital Mortgage Corp From 08/01/(current year) to 08/10/(current year) Per Diem: $22.1233 Mortgage balance: $76,568.85 *Note*: Print payoff calculations

DoubleTime Field/Tab	Information You Use
Adjustments Unpaid	County taxes - Gross amount: $1,124.24 annually Discount: 4% Period: Annually Date from: 01/01(current year) Date to: 08/03(current year)
Brokers	Commission: 7% based on sales price Split: 4% to Homefinders Realty Company (buyer's broker) 3% to Realty Company, Inc. (seller's broker)
Loan Fees	Paid by buyer Appraisal fee: $250 P.O.C. (buyer) to The Appraisal Company Credit report fee: $50 P.O.C. (buyer) to American Credit, Inc.
Prepayments	Interest per diem: $19.7945 From 08/03/ (current year) to 09/01/ (current year) Hazard insurance: $285 (1 year) to Home Insurance, Inc. Flood insurance: $185 (1 year) to Home Insurance, Inc.
Title	Payable to Richard P. Bruce, Esq.: Closing fee: $250 (buyer $100, seller $150) Title search fee: $75 (seller) Review owner policy premium (seller) Review mortgagee policy premium (buyer)
Recording	Payable to Orange County Comptroller: Warranty deed, 2 pages (verify buyer) Mortgage, 15 pages (verify buyer) Release, 1 page (verify seller) Continuous marriage affidavit, 2 pages (seller)
Add'l Charges	Survey: $300 to Angle Surveying Company (buyer) Pest inspection: $75 to Squash Em, Inc. (buyer) Fascia board repairs: $95 to Home Warranty, Inc. (seller)

DoubleTime Field/Tab	Information You Use
	Print the HUD Settlement Statement

Balance Sheet

Did you balance?

Combine all necessary fees.

Print the balance sheet.

Congratulations!

Practice Session 3

Try This

As an employee of Richard P. Bruce, Esq., you are processing a new contract for sale and purchase with one new mortgage involved. This is a RESPA transaction that involves the sale of a residential property in Orange County, Florida, that *will not* be set up as a master property. The lender has provided a GFE, so a GFE HUD must be prepared.

Practice Session 3 Contract Information

LABEL	TRANSACTION INFORMATION
Seller:	Norman Armstrong, and Mary Armstrong, his wife
Seller Address:	777 Park Lane West, Harleysville, Pennsylvania 19438
Seller Phone:	
Seller SS#:	Norman: 222-22-3333 Mary:333-33-4444
Buyer(s):	James E. Jones III, a single man
Buyer Address:	413 Bayshore Drive, Windermere, FL 34786
Buyer Phone:	
Buyer(s) SS/TIN No.:	James: 234-28-3452
Legal Description:	Lot 1, Bayshore Estates, according to the Plat thereof, as recorded in Plat Book 7, Page 138, of the Public Records of Orange County, Florida
Street Address of Property:	413 Bayshore Drive, Windermere, FL 34786
Property Appraiser TIN:	05-23-28-0545-00010
Sellers' Homestead:	No
Mortgage(s) to Payoff:	Yes
Personal Property Included:	Couch and recliner
Purchase Price:	$365,000.00
Deposit:	$25,000.00
Escrow Agent for Deposit:	Homes R Us (is holding $25,000.00)
Financing Contingency:	Yes
Contract Date:	February 14, 20__ (CY)
Closing Date:	March 17, 20__ (CY)

LABEL	TRANSACTION INFORMATION
Brokers:	Orange Realty, Inc (Listing) Homes R Us (Cooperating/Buyer's)
Brokerage Commission:	$21,900 split equally (3% each)

Set Up New Closing File & Enter Information

Use the information taken from the contract for sale and purchase that appears in the preceding table together with the following additional information to set up a new closing file in DoubleTime for this transaction.

DoubleTime Field/Tab	Information You Use
Closing File No.	Your name, PS, and the number 3. Example: Mary PS3.
Account No.	9987-323 Perpetual Federal Bank
Notary Title **Notary Name** **Expiration Date**	**Buyer**: Notary Title: Notary Public, State of Florida Notary Name: Beth Cullum Expiration Date: March 27, 2021 **Seller:** State of: Commonwealth of Pennsylvania Notary Title: Notary Public, State of <u>Pennsylvania</u>
Loan	**1) New,** conventional uninsured, first mortgage $292,000 with Bank of Florida, 28 Orange Blossom Trail, Orlando, FL 32828 Loan No. 512873 Interest Rate: 6% Ensure Interest Method is 360 Term: 30 years *(For information only)* **2) Payoff**, First mortgage with Big Time Bankers Mailing address: 2100 Cheney Hwy, Orlando, FL 32822
	Print the Closing File Worksheet when you have finished entering all of the information.

Enter Title Insurance Information

DoubleTime Field/Tab	Information You Use
Commitment Type	Commitment (CF6)
Effective Date	March 1(current year)
Owner	Yes, for purchase price
Mortgagee	Lender's closing instructions state that the following language appear after its name as Named Insured "*its successors and/or assigns as their interests may appear*"
Endorse Policy	No endorsements to Owner Policy. Lender's closing instructions state that the Mortgage Policy must be issued with the following endorsements: 06 ALTA 8.1 Environmental Protection Lien 06 ALTA 9 REM
Requirements	Replace the asterisks in the Satisfaction Clause with: 08/03/02 233 777 Add Clause: GR-4.2 Judgments and other Nonconsensual Liens: Continuous Marriage Affidavit Replace the asterisks with: Norman Armstrong Mary Armstrong August 3, 2002
Exceptions	E-5.1 Plat: Plat Exception Replace asterisks with info from legal description
Commitment	Electronically request the commitment jacket Print the commitment and Fund Commitment Jacket

Premium Calculation (Rating)

DoubleTime Field/Tab	Information You Use
	Print the Policy Rating Worksheet

Settlement Statement

DoubleTime Field/Tab	Information You Use
Update Recording Charge	Yes
Buyer Credits	Per the Contract, Seller pays: Owner's Policy Premium: $1,900.00 Title Search fee: $125.00 Document Stamps - Deed: $2,555.00
	Payoff Calculator Payoff from 3/1/(current year) to 3/20/(current year) Per diem: $43.51 Mortgage balance: $165,075.00 *Note*: Print payoff calculations
Adjustments Unpaid	County Taxes: $4,175.00 annually, prorate with 4% discount – unpaid by seller
Brokers	Commission: $21,900.00 (6%) Split: $10,950 (3%) to Homes R Us; withhold fees $10,950 (3%) to Orange Realty, Inc.
Loan Fees	GFE related charges and the payees were identified by the lender. Your credit or charge(points) for the specific interest rate chosen: $730.00 (Bank withholding fees) Appraisal Fee: $300 to Appraisers, Inc. (Bank withholding fees)
Prepayments	Per diem interest: $48.6699 (Bank withholding fees) Homeowner's insurance: (1 year) to Everystate Insurance Company, $1100.04 P.O.C.

DoubleTime Field/Tab	Information You Use
Reserves	Homeowner's insurance: 2 months County property taxes: 6 months Aggregate accounting adjustment: $-366.70 (Bank withholding total reserves)
Title	GFE related charges and the payees were identified by the lender. Settlement or closing fee paid by borrower: $250.00 Settlement or closing fee paid by seller: $250.00 Abstract or title search payable to ATFS LLC paid by borrower: $125.00
Recording	Payable to Orange County Comptroller: Deed: 2 pages (borrower) Mortgage: 15 pages (borrower) Release: 1 page (seller) Continuous Marriage Affidavit: 2 pages (seller)
Add'l Charges	GFE related charges: Survey: $250 (borrower) to Florida Survey Co. Pest inspection: $75 (borrower) to Termites R Us
GFE - HUD-1 Comparison	Good Faith Estimate column figures: Use figures on the GFE provided to complete these columns
Loan Terms	Use figures on the GFE provided to complete the Terms Total monthly amount owed including escrow account payments: You have an additional monthly escrow payment of: $439.59 That results in a total initial monthly amount owed of $2,320.95. Includes: Property taxes and Homeowner's insurance
	Print the HUD Settlement Statement & Recording Worksheet

⚖️ Balance Sheet

Ensure your incoming wire fee is $288,384.46.

Combine all necessary charges for respective Payees.

Split sellers proceeds between Norman Armstrong and Mary Armstrong. Norman receives $75,000.00, the balance goes to Mary.

Funds from Buyer were received in the amount of $54,362.98.00.

Ensure excess funds disbursement to buyer in the amount of $1,000.00.

Print Balance Sheet

📇 Conveyance

Title Affidavit: Seller clause: Continuous Marriage Affidavit clause from Clause Library.

Bill of Sale items: couch and recliner.

📑 Documents

Create and Print   Bill of Sale
Closing Affidavit (Seller)
FL Warranty Deed (Statutory Form)
Non-Foreign Certification by Individual
Transferor
Title Affidavit (Seller)

📋 1099-S

Print the 1099-S, copies B & C.

📄 Title Insurance - Use Policy Express Checkout

DoubleTime Field/Tab	Information You Use
Owner	Effective Date: March 17, 20__ (CY) Time: 9:00 am
Record Deed	No recording information required
Owner Except	Add Exception: *Standard exceptions 2, 3, 4, and 5 are hereby deleted* Review Owner Exceptions

DoubleTime Field/Tab	Information You Use
Mortgagee	Confirm Effective Date and Time match Owner's Policy.
Record Mtg	No recording information required **Build Mortgage Description**
Mtg Except	Review Mortgagee Exceptions
Endorse Mtg	Review Mortgagee Endorsements

Premium Calculation (Rating) - Electronic Delivery

Electronically deliver the Owner and Mortgagee Policies and all endorsements. Print the invoice sheet.

Documents

Print: FUND 06 Mortgagee Policy (MF6)
                           FUND 06 Mortgagee Policy (MF6) Jacket
                           FUND 06 Owner's Policy (OF6)
                           FUND 06 Owner's Policy (OF6) Jacket

Practice Session 4

Try This

As an employee of Richard P. Bruce, Esq., it is your good fortune to process a new contract for sale and purchase with no mortgages involved. This all-cash transaction involves the sale of a condominium unit in Orange County, Florida.

Use the **Master Property Module** section of the training workbook to assist you in the preparation of the Master Property record.

🏠 Master Property Module

DoubleTime Field/Tab	Information You Use
Required	Type: Condominium (New)
Name	Sunshine State Condominium
General Information	**Legal Descriptio**n: Add **Condo** clause from the Clause Library Replace asterisks with: Sunshine State 3412 428 Orange **Note:** Leave the asterisks for **Unit No.** and **Building** in place.
Recording	**PIN** 11-22-33-8228-*** Fill in Book and Starting Page No. information
Exceptions	Add these clauses: E-7.2 Condominiums: Recreation Lease E-7.1 Condominiums: Declaration of Condominium Replace asterisks with: Sunshine State Condominium February 20, 1998 3412 428 Orange County, Florida

Practice Session 4 Contract Information

LABEL	TRANSACTION INFORMATION
Seller:	Barbara O. Bates, a single person,
Seller Address:	28 Diamond Avenue, Fort Lauderdale, Florida 33309
Seller Phone:	
Seller SS#:	Barbara: 673-17-8976
Buyer(s):	William J. and Wanda Morton, husband and wife
Buyer Address:	80 Chestnut Lane, Akron, Ohio 44321
Buyer Phone:	
Buyer(s) SS/TIN No.:	
Legal Description:	Unit #15, Building C, Sunshine State Condominium, Orange County, Florida
Street Address of Property:	150 East Street, Unit 15C, Orlando, FL 32828
Property Appraiser TIN:	11-22-33-8228-00015
Sellers' Homestead:	
Mortgage(s) to Payoff:	None. F&C.
Personal Property Included:	
Purchase Price:	$115,000.00
Deposit:	$11,500.00
Escrow Agent for Deposit:	No escrow agent; paid directly to Seller
Financing Contingency:	No
Contract Date:	August 10, 20__(CY)
Closing Date:	October 19, 20__ (CY)
Brokers:	None
Brokerage Commission:	None

Set Up New Closing File & Enter Information

Use the information taken from the contract for sale and purchase that appears in the preceding table together with the following additional information to set up a new

closing file in DoubleTime for this transaction.

DoubleTime Field/Tab	Information You Use
Closing File No.	Your name, PS, and the number 4. Example: Mary PS4.
Account No.	993823433 Great American Bank
Notary Title	**Buyers:** State of: State of Ohio
Notary Name	Notary Title: Notary Public, State of <u>Ohio</u> Deselect **Produced ID** check box
Expiration Date	**Seller:** Notary Title: Notary Public, State of Florida Notary Name: Beth Cullum Expiration Date: March 27, 2021
🖶	Print the Closing File Worksheet when you have finished entering all of the information.

Enter Title Insurance Information

DoubleTime Field/Tab	Information You Use
Commitment Type	Commitment (CF6)
Effective Date	October 15 (current year)
Owner	Yes, for purchase price
Mortgagee	None. All cash transaction
Requirements	Add these clauses: GR-13.1B Condominiums: Estoppel Letter I-13.1 Condominiums: Consent Replace the asterisks with: Sunshine State
Exceptions	Review exceptions
Commitment	Electronically request the commitment jacket
Endorse Policy	No endorsements to Owner Policy.

⬛ Settlement Statement

DoubleTime Field/Tab	Information You Use
Update Recording Charge	Yes
Adjustments - Paid	Maintenance Assessments: $215.60 per month, for one month – paid by seller in advanced (10/19 to 10/31/current year)
Adjustments Unpaid	County Taxes: $1,395.00 annually, prorate with 4% discount – unpaid by seller
Title	Settlement or closing fee: $250 (paid by buyer) Abstract or title search fee: $150 (paid by seller) Title insurance: $650 (paid by seller)
Recording	Deed: $18.50 (paid by buyer, payable to Orange County Comptroller) 2 pages
Add'l Charges	Condominium approval fee: $50 (split between the parties, payable to Sunshine State Condo Association)
🖨	Print Buyer/Seller Closing Statement

⚖ Balance Sheet

Combine fees for: Richard P. Bruce, Esq.

Print: Balance Sheet

📚 Documents

Print: FUND 06 Commitment (CF6)
            FUND 06 Commitment (CF6) Jacket
            FL Warranty Deed
            Closing Affidavit (Seller)

Practice Session 5

Try This

As an employee of Richard P. Bruce, Esq., you will input a new contact, create a user-defined clause, and create a customized document.

Contacts Module

DoubleTime Field/Tab	Information You Use
Contact Type	Corporation
Name	Ciao for Now Bug Control, a Florida Corporation
Address > Type > Mailing	555 Second Street Hialeah, FL 33016
Phone:	Business: 305/825-0000 Business Fax: 305/825-0001
Employees	Luigi Gavinci, President Cate R. Pillar, Employee
Services	Pest Inspector

Clause Library Maintenance Module

DoubleTime Field/Tab	Information You Use
Clause Type	Affidavit (New)
Clause Title	Tax Proration
Clause	The tax prorations are based upon an estimate and are accepted by the parties. It is agreed that the actual taxes, if different, will be adjusted between the parties. Closing Agent is not liable for additional taxes. *Note*: It is a good idea to use **Spell Check** after manually adding any text to a clause.

Preferences > Document Customization

DoubleTime Field/Tab	Information You Use
Master Document Selection	Choose **Title Affidavit (Seller)** and Select All and Delete
Save as New Master	**Custom Document Name**: Arm's Length Affidavit. *Note*: Select All and Delete, in order to arrive at a blank document.
	Open the Arm's Length Affidavit in Microsoft Word, and then Copy and Paste all of the text into the blank DoubleTime document window.
[FIELD LIST] **Insert Field**	**Seller Name(s) w/o status** **Legal Description Closing File** **Seller Name(s) with Status** **Property County** **Underwriter Name** **Underwriter Name** **Seller Signature** **Seller Notary Block**
	Close and Save the new custom document
Documents Module	Relate the **Arm's Length Affidavit** to the closing file for Practice Session 4 and print it. *Note*: If necessary, **Switch Active Closing File**.

Practice Session 6

Try This

As an employee of Richard P. Bruce, Esq., you are to create a master property for Island Breeze Subdivision in Palm Beach County. You will then create a master closing file for CandC-IslBreeze. In turn, you will copy the new closing file using Utilities, Closing File Copy and complete the remaining tasks for this new file.

Master Property Module

DoubleTime Field/Tab	Information You Use
Master Property Search Selection	Type: **Subdivision** **Name**: Island Breeze New
General Information	**Legal Description**: Use **Plat** (from **Clause Library**) Replace appropriate *** with Island Breeze Book 1222 Page 7314 Palm Beach
Recording	**PIN**: 50-43-43-35-04-000-***
Exceptions	Add the following clauses: E-24.1 Municipal/county liens for service charges and waste fees E-12.11 Water/Submerged Land Rights: Streams and creeks Replace asterisks with: Little Lake

New Master Closing File

DoubleTime Field/Tab	Information You Use
Closing File No.	CandC-IslBreeze
Account No.	99876-11 Sunshine Banks

DoubleTime Field/Tab	Information You Use
Seller	C&C Developers, Inc. Signatory: Steven Smith, President 888 Oak Ridge Road, Hialeah, FL 33016 Federal EIN #: 59-3322110 Edit **Name(s) with Status** and select the following: State: Florida Format: for profit
Notary Block Seller	Notary Title: Notary Public, State of Florida Notary Name: Select your name Expiration Date: July 17, 2021
Property	Island Breeze
Loan	Add a loan and select the following: **Status**: Payoff **Priority**: First **Type**: Other **Lender Name**: Bank of Florida
	Save changes and close the file

Utilities > Closing File Copy

DoubleTime Field/Tab	Information You Use
Utilities > Closing File Copy	**Existing File**: CandC-Islbreeze **New File**: Your name, PS, and the number 6. Example: Mary PS6.
	Select all tabs
	Copy the closing file
	Click **Yes** to Save Changes
	Click **Yes** to switch active closing file to your file. Your newly created copy of the CandC-IslBreeze closing file is now active

Practice Session 6 Contract Information

LABEL	TRANSACTION INFORMATION
Seller:	C&C Developers, Inc.
Seller Address:	888 Oak Ridge Road, Hialeah, FL 33016
Seller Phone:	
Seller SS#:	59-3322110
Buyer(s):	Daniel D. Frank and Dawn Frank, husband and wife
Buyer Address:	980 Paradise Palm Place, West Palm Beach, FL 33404
Buyer Phone:	
Buyer(s) SS/TIN No.:	Daniel: 222-22-2222 Dawn: 111-11-1111
Legal Description:	Lot 28, Block 10, Island Breeze Subdivision, Palm Beach County, Florida
Street Address of Property:	980 Paradise Palm Place, West Palm Beach, FL 33404
Property Appraiser TIN:	50-43-43-35-04-000-10-28
Sellers' Homestead:	
Mortgage(s) to Payoff:	Yes. Bank of Florida
Personal Property Included:	
Purchase Price:	$100,000.00
Deposit:	$10,000.00
Escrow Agent for Deposit:	Richard P. Bruce, Esq.
Financing Contingency:	No
Contract Date:	November 11, 20__(CY)
Closing Date:	December 15, 20__ (CY)
Brokers:	None
Brokerage Commission:	None

📂 Finish Closing File & Enter Information

Use the information taken from the contract for sale and purchase that appears in the preceding table together with the following additional information to finish setting up the closing file.

DoubleTime Field/Tab	Information You Use
📂 Click **Open Closing File**	Access your file for this transaction, if it is not already the active closing file. Enter the information about the transaction that appears in the preceding table of contract information.
Notary	**Buyer** Notary Title: Notary Public, State of Florida Notary Name: Select your name Expiration Date: July 17, 2021
🖨️	Print the Closing File Worksheet when you have finished entering all of the information.

Practice Session 7

Try This

As an employee of Richard P. Bruce, Esq., you are processing a new contract for sale and purchase with one new mortgage involved. This is a CFPB transaction that involves the sale of a residential property in Orange County, Florida, that *will not* be set up as a master property. The lender has provided a Closing Disclosure, so a Closing Disclosure Settlement Statement must be prepared.

Practice Session 7 Contract Information

LABEL	TRANSACTION INFORMATION
Seller(s):	Norman Armstrong, and Mary Armstrong, his wife
Seller Address:	777 Park Lane West, Harleysville, Pennsylvania 19438
Seller Phone:	Cell # for Norman: 407-777-5555
Seller(s) SS#:	Norman: 222-22-3333 Mary:333-33-4444
Buyer(s):	James E. Jones III, a single man
Buyer Address:	413 Bayshore Drive, Windermere, FL 34786
Buyer Phone:	Home # for James: 407-888-9999
Legal Description: ****Not a Master Property.** ****This is a subdivision.**	Lot 1, Bayshore Estates, according to the Plat thereof, as recorded in Plat Book 7, Page 138, of the Public Records of Orange County, Florida.
Street Address of Property:	413 Bayshore Drive, Windermere, FL 34786
Property Appraiser PIN:	05-23-28-0545-00010
Personal Property Included:	Couch and recliner
Purchase Price:	$365,000.00
Deposit:	$60,000.00 (held by Buyer's Broker)
Escrow Agent for Deposit:	Realty Company, Inc. (is holding $60,000.00)
Contract Date:	February 14, 20__ (CY)
Closing Date:	March 17, 20__ (CY)
Brokers:	Better Homes, Inc. (Listing) Realty Company, Inc. (Cooperating/Buyer's)
Brokerage Commission:	$21,900 split equally (3% each)

Set Up New Closing File & Enter Information

Use the information taken from the contract for sale and purchase that appears in the preceding table together with the following additional information to set up a new closing file in DoubleTime for this transaction.

DoubleTime Field/Tab	Information You Use
Closing File No.	Your name, PS, and the number 7. Example: Mary PS7.
Account No.	9987-323 Perpetual Federal Bank
Notary Title **Notary Name** **Expiration Date**	**Buyer**: Notary Title: Notary Public, State of Florida Notary Name: Beth Cullum Expiration Date: March 27, 2021 **Seller:** State of: Pennsylvania Notary Title: Notary Public, State of _____
Loan	**1) New Lender,** conventional uninsured, first mortgage of $292,000 with Bank of Florida, 28 Orange Blossom Trail, Orlando, FL 32828 • Loan No. 512873 • Purpose: Purchase existing home, previously occupied • Product: Fixed Rate • Interest Rate: 6% • Payment Interval: Monthly • Number of Payments: 360 • Days/Year: 365 **2) Payoff Lender** is **<u>Big Time Bankers</u>** This is Sellers First mortgage Mailing address: 2100 Cheney Hwy, Orlando, FL 32822 **HINT: Payoff amount is entered on page 3 of the CD.**

DoubleTime Field/Tab	Information You Use
Participants	Bank of Florida (Lender) 　　　Thomas Price (Loan Officer) Realty Company, Inc. (Buyer's Broker) 　　　Rick W. Robertson (Buyer's Agent) Better Homes, Inc. (Seller's Broker) 　　　George Bigfoot (Seller's Agent)
	Print the Closing File Worksheet when you have finished entering all of the information.

Enter Title Insurance Information

DoubleTime Field/Tab	Information You Use
Commitment Type	Commitment (CF6R)
Effective Date	March 1(current year)
Owner	Policy Required: Yes. In the amount of purchase price
Mortgagee	Policy Required: Yes. Lender's closing instructions state that the following language appear after its name as Named Insured "*its successors and/or assigns as their interests may appear*"
Endorse Policy	No endorsements to Owner Policy. Lender's closing instructions state that the Mortgage Policy must be issued with the following endorsements: • 06 ALTA 8.1 Environmental Protection Lien • 06 ALTA 9 REM

DoubleTime Field/Tab	Information You Use

Requirements	Replace the asterisks in the Satisfaction Clause with:
	08/03/02
	233
	777
	
	 Add Clause: GR-4.2 Judgments and other Nonconsensual (Nonvoluntary) Liens: Continuous Marriage Affidavit
	    Replace the asterisks with:
	    Norman Armstrong
	    Mary Armstrong

Exceptions	E-5.1 Plat: Plat Exception Replace asterisks with info from legal description
Commitment	Electronically request the commitment jacket
	Print the commitment and Fund Commitment Jacket

Premium Calculation (Rating)

DoubleTime Field/Tab	Information You Use
	Print the Policy Rating Worksheet

☑ Closing Disclosure Statement

DoubleTime Field/Tab	Information You Use
Page 1	Date Issued: 3/13/(CY)
	Use Appendix 11 - Closing Disclosure For Practice Session 7 to complete Page 1 sections: Loan Terms and Projected Payments.
Pg.2 **Closing Cost Details**	**Update Recording Charge - Yes** **Make Room For Additional Rows For Recording and Transfer Taxes - YES**
	Use Appendix 11 - Closing Disclosure For Practice Session 7 to complete Page 2 sections: Loan Costs and Other Costs.
Pg. 2, Section A	Withhold all fees payable to Bank of Florida for section A.
Pg. 2, Section B	Withhold the POC amount for the Credit Report in section B.
Pg. 2, Section C	Use the Title Premium Allocation button on the secondary toolbar to adjust payment of the Title Insurance premiums per the contract. The Seller is paying for the Owner's policy in this transaction.
Pg. 2, Section E, Lines 01 and 02, Recording Fees	Payable to State of Florida: • Deed: 2 pages (Borrower) • Mortgage: 15 pages (Borrower) • Continuous Marriage Affidavit: 2 pages (Seller)
Pg. 2, Section F	Withhold all fees payable to Bank of Florida for section F.
Pg. 2, Section G	Withhold all fees payable to Bank of Florida for section G.

DoubleTime Field/Tab	Information You Use
Pg. 3, Summaries of Transactions	**Seller's First Loan Payoff.** **Use Payoff Calculator** • Payoff from 3/1/(current year) to 3/20/(current year) • Per diem: $43.51 • Mortgage balance: $165,075.00 *Note*: Print payoff calculations
	Adjustments Unpaid County Taxes: $4,175.00 annually, prorate with 4% discount – unpaid by seller
Pg. 3, Calculating Cash to Close	Use Appendix 11 - Closing Disclosure For Practice Session 7 to complete Page 3, Calculating Cash to Close.
Page 4	Use Appendix 11 - Closing Disclosure For Practice Session 7 to complete Page 4, Additional Information About This Loan. You will need to select **Late Charge Type: Percent of Principal And Interest** for the Late Fee.
Page 5	Use Appendix 11 - Closing Disclosure For Practice Session 7 to complete Page 5, Loan Calculations, Other Disclosures, Contact Information and Confirm Receipt.
	Print the Closing Disclosure Settlement Statement & Recording Worksheet

⚖ Balance Sheet

Ensure your incoming wire fee is $285,655.84.

Combine all necessary charges for respective Payees.

Split sellers proceeds between Norman Armstrong and Mary Armstrong. Norman receives $75,000.00, the balance goes to Mary.

Funds from Buyer were received in the amount of $22,000.00.

Print Balance Sheet.

🏛️Conveyance

Title Affidavit: Seller clause: Continuous Marriage Affidavit clause from Clause Library.

Bill of Sale items: couch and recliner.

📚Documents

Create and Print	Bill of Sale
	CD Addendum B- Customary Recitals
	Closing Affidavit (Seller)
	FL Warranty Deed (Statutory Form)
	Florida Insurance Premium Disclosure
	Non-Foreign Certification by Individual Transferor
	Title Affidavit (Seller)

📋1099-S

Print the 1099-S, copies B & C.

📄Title Insurance - Use Policy Express Checkout

DoubleTime Field/Tab	Information You Use
Owner	Effective Date: March 17, 20__ (CY) Time: 9:00 am
Record Deed	No recording information required
Owner Except	Add Exception: *Standard exceptions 2, 3, 4, and 5 are hereby deleted* Review Owner Exceptions
Mortgagee	Confirm Effective Date and Time match Owner's Policy.
Record Mtg	No recording information required **Build Mortgage Description**
Mtg Except	Review Mortgagee Exceptions
Endorse Mtg	Review Mortgagee Endorsements

![RATE icon] Premium Calculation (Rating) - Electronic Delivery

![FUND icon] Electronically deliver the Owner and Mortgagee Policies and all endorsements. Print the invoice sheet.

![DOCS icon] Documents

Print: FUND 06 Mortgagee Policy (MF6)
        FUND 06 Mortgagee Policy (MF6) Jacket
        FUND 06 Owner's Policy (OF6)
        FUND 06 Owner's Policy (OF6) Jacket

WORKBOOK

SETTING UP

Setting Up

Installing DoubleTime

You will be asked to enter the following information during the installation process:

- User Name
- Entity Type
- Legal Entity Name
- Tax ID Number
- Office Information (including your address, etc.)
- Types of Services
- Employees
- Database Backup Interval
- Closing File Defaults (closer, signatory, underwriter, prepared by)
- Buyer and Seller number of witnesses for documents
- User Settings
- Escrow Accounting
- Serialized Forms

Refer to your copy of the **DoubleTime Installation Guide** for complete instructions.

Creating Defaults And Selection Lists

Follow the procedures below to create your own defaults and selection lists in DoubleTime.

Setting Up	What You Do
Contacts	1. On the main toolbar, click the **Contacts** button.
	2. Select the appropriate **Contact Type** for your office. *Note*: Select **Contact Type** "**All**" to find your office name.
	3. In the **Name** box, type the first few letters of your office name until it is highlighted in blue in the lower half of the **Select Contact** window.
	4. Click **OK**. The **Contact** window displays your office information.

Setting Up	**What You Do**

5. Verify the spelling of your company name and your **Federal EIN** number. Your **Status** is **Active** and that check box should remain selected.

6. Click the **Employees**, **Partners**, or **Associates** tab (tab name depends on Contact type).

7. ⊕Click the **Insert** button to add the names of employees in your office. The **Select** window is displayed. The default **Type** is **Individual**.

8. In the **Name** box, type **Last**, **First**, and **Middle** names. Select **Suffix** if applicable. Type the **Social Security No.** if desired.

9. Click the **New** button. The **Select** window is closed and the individual's name is displayed on the **Employees**, **Partners**, or **Associates** tab (tab name depends on Contact type).

10. Select the appropriate **Title**. If the individual is authorized to sign documents, select the **Sign?** check box.

11. Click the **Services** tab. **Closing Agent** and/or **Title Agent** check boxes will be checked if previously selected. If **Title Agent** is selected, the **Underwriter** box is displayed. *Note*: If another underwriter you need is not listed, enter the underwriter name in the **Contact** module as a **Corporate** contact.

    ⊕Click the **Insert** button to add more underwriters.

12. ▮ Click the **Close** button. The **Save** window is displayed. Click **Yes**.

Setting Up	**What You Do**

13. On the main toolbar, click the **Contacts** button.

14. In the **Name** box, type the **Last** name of the employee who is a notary and click **OK**.

15. Click the **Notary Expiration Date** box and type the notary expiration date for the selected employee. *Note*: Click the **Open** button on the secondary toolbar to select additional names and repeat steps 13 - 16 to add the notary expiration date. If no additional notaries are to be identified, proceed to the next step.

16. Click the **Close** button. The **Save** window is displayed. Click **Yes**.

Note: Below is a list of some of the Underwriter Contacts provided with DoubleTime

American Pioneer Title Insurance Company
Attorneys' Title Insurance Fund, Inc.
Chicago Title Insurance Company
Fidelity National Title Insurance Company of Pennsylvania
Fidelity National Title Insurance Company of Tennessee
First American Title Insurance Company
Lawyers Title Insurance Company
Nations Title Insurance of New York, Inc.
Old Republic National Title Insurance Company/AFTS
Old Republic National Title Insurance Company
Stewart Title Guaranty Company
TICOR Title Insurance Company

Setting Up	What You Do
Preferences	1. On the main toolbar, select **Preferences**. The following choices are available.
	• **Office Settings**
	• **Account Maintenance**
	• **Custom Variable Setup**
	• **Document Customization**
	• **Notary Customization**
	• **Change User Name**
	• **Delete User Name**
	• **User Login**
	• **Change User Password**
	• **Security Administration**
	• **Reset Admin/User Password**
	• **User Settings**
	2. In **Office Settings**, establish the **Office Information** (for example, phone number and Federal EIN number). **Notary**, **Recording**, **Backup**, **My Website,** and **Escrow Accounting** information are also entered.
	3. In **Account Maintenance**, insert or delete trust/escrow accounts used by your office. *Note*: If an account you no longer use is associated with a closing file, click the **Inactive** check box. You will not be able to select the account for future files.
	4. In **Custom Variable Setup**, create variables for use in the **Documents** module.
	5. Use **Document Customization** to customize documents for selection in the **Documents** module.
	6. Use **Notary Customization** to customize notary block information for documents.
	7. In **Change User Name**, type a specific name to define individual **User Settings** in **Preferences**.
	8. In **Delete User Name**, delete a user name that is no longer used in DoubleTime.

Setting Up	What You Do
	9. In **User Login**, log into DoubleTime or certain areas of DoubleTime.
	10. In **Change User Password**, change the password that you use to log into DoubleTime.
	11. In **Security Administration**, set up the rights that a certain user name will have in DoubleTime.
	12. In **Reset User Password**, reset a password that has been misplaced or forgotten.
	13. In **User Settings**, select email format, closing file defaults, buyer and seller number of witnesses, HUD settings, and accounting software.
	14. Click the **Save** button for each selection in Preferences.
	Note: **Preferences** and **Contacts** are used to change the defaults and selection lists for **Closing Agent**, **Title Agent**, **Prepared By**, and **Underwriter** that were previously selected. This information is available when you open new closing files.

Setting Up	What You Do
Serialized Forms	1. On the main toolbar, select **Modules**.
	2. Select **Serialized Forms** and choose **Create Forms Inventory**.
	3. Select the appropriate **Underwriter**, **Agent**, and **Form Type**.
	4. Press the **Tab** key to move to the **Prefix** box. If the Underwriter is **Old Republic Title Insurance Company/ATFS**, a form prefix will automatically be displayed. For other underwriters, type the prefix.
	5. Press the TAB key to move to the **Start No** box and type the first form number.
	6. Press the TAB key to move to the **End No** box and type the last form number.
	7. Click the **Close** button. The **Save** window is displayed. Click **Yes**.

Note: **Serialized forms** can be used in the **Title Insurance Commitment** and **Title Insurance Policy** modules. *Note*: Old Republic National Title Insurance Company/ ATFS commitments are no longer serialized.

Click the Reports button to generate a serialized forms inventory report. N*ote*: Fund policy numbers can be assigned electronically when using the Electronic Delivery process in **Commitment** and **Premium Calculation (Rating)** module. Then the corresponding jackets will be available for printing in the **Documents** module. For more information, please see **Tutorials** within DoubleTime Help.

Setting Up	What You Do
Master Properties	1. On the main toolbar, click the **Master Property** button.
	2. In the **Master Property Search Selection** window, select the type of property, then click **New**.
	3. In the **General Information** tab, type the property information.
	4. Click the **Recording** tab, and type the recording information.
	5. Click the **Exceptions** tab.
	6. Click the **Insert** button.
	7. Press the TAB key to move to the **Description** box and type your own exceptions *or*
	Click the **Clause Library** button to select **Exceptions**.
	8. Click **OK**.
	9. Click the **Close** button. The **Save** window is displayed. Click **Yes**.
	Note: Master properties can be selected in the **Closing File** module on the **Property** tab. Exceptions are copied to the **Title Insurance >Commitment** and **Title Insurance > Policy** modules.
Maintenance (Lists)	1. On the main toolbar, select **Modules**.
	2. Select **Maintenance (Lists)**.
	3. Select **Line Description (Settlement Statement)** and click OK.
	4. Select the Settlement Statement format.

Setting Up	What You Do
	5. To edit a line description, click it and type the new description. To add a new description, click the **Insert** button. In **Line Description**, type the new description. Press the TAB key to move to **Closing Statement Section**. Type the section. 6. Click the **Close** button. The **Save** window is displayed. Click **Yes**. *Note*: The **Maintenance (Lists)** module enables you to add or edit Settlement Statement descriptions for use in any closing file. You can also add to or edit other lists in DoubleTime.

Setting Up	What You Do
User-Defined Clauses	1. On the main toolbar, select **Modules**.
	2. Select **Clause Library Maintenance**.
	3. Select a clause type in the **Clause Type** box and click **New**.
	4. Type the clause title in **Clause Title**. Press the TAB key to move to **Clause**. Type the clause text.
	5. Click the **Close** button. The **Save** window is displayed. Click **Yes**.
	Note: Click the Clause Library button in any closing file to select user defined clauses.
Document Customization	1. On the menu bar, click **Preferences/ Document Customization**.
	2. Select a DoubleTime master document that is similar to the one you want to create.
	3. Type the new master document name and click **OK**.
	4. Make the required changes to the document *or* copy a document from your word processor and paste it into a DoubleTime document. Insert variable fields in your document.
	5. Click the **Close** button. The **Save Changes** window is displayed. Click **Yes**.
	Note: Custom documents can be selected in any closing file.

Setting Up	What You Do
User Defined Checklist Templates	1. On the main toolbar, select **Modules**.
	2. Select **Checklist**, then **Template Maintenance**.
	3. Select a DoubleTime standard template that is similar to the one you want to create.
	4. On the menu bar, select **File**, then **Save As**.
	5. Type the new checklist template name and click **OK**.
	6. Click the **Close** button.
	Note: User-defined checklist templates can be selected in any closing file.

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W O R K B O O K

ATIDS INTEGRATION

ATIDS Integration

Introduction

ATIDS Integration is a support transaction which allows the display of property and name information on the screen. This information is very helpful when trying to determine the parties on a property or name document or to view which legal description a property document is posted to the **ATIDS** system. Once the transaction is performed your legal description will then automatically default for all of your search transactions. A file must be established in DoubleTime to use the ATIDS Integration.

Note: For this lesson we will use file number 04-0045.

Look Up Legal Description

What You Do	Comments
1. In the **Closing File** module's secondary toolbar, click the **ATIDS Integration** button.	The **eSolutions ATIDS Integration** wizard is displayed.
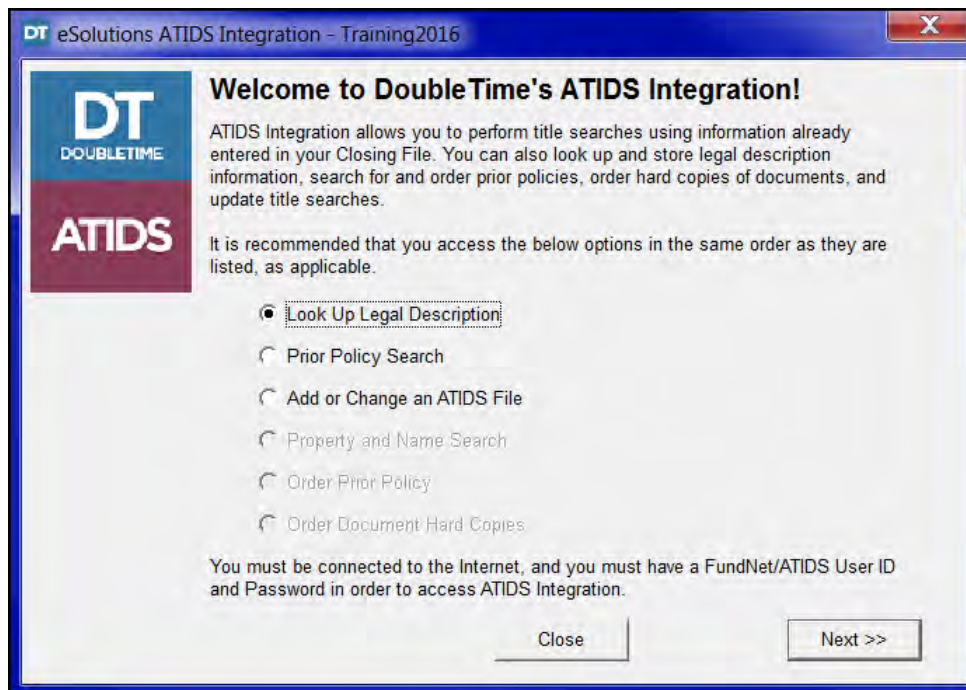
2. Click the **Look Up Legal Description** option.

What You Do	**Comments**
3. Click the **Next** button.	The **FundNet Login** window is displayed.

4. Enter your **User ID** and **Password** and click **Next**.	The **FundNet User ID** and **Password** defaults from selecting the **Remember my Password** option when setting up the **ATIDS** tab in **User Settings**.
	The **ATIDS Initial Request** window is displayed as it connects you to ATIDS.
	The **Look Up Legal Description** window is displayed.
	Note: The county defaults to Palm Beach county. This information is carried over from the **Property** tab in the **Closing File** module.

What You Do	**Comments**

5. In the **Book Number** box, type **11841**.

6. In the **Page Number** box, type **765**.

This is the OR Book and Page number of the deed for Jean Luc Leblanc and Francine Leblanc.

What You Do	**Comments**
7. Click the **Next** button.	The **Look Up Legal Description** window is displayed, showing how this document is posted in **ATIDS**. *Note*: The legal description to be searched is automatically selected.
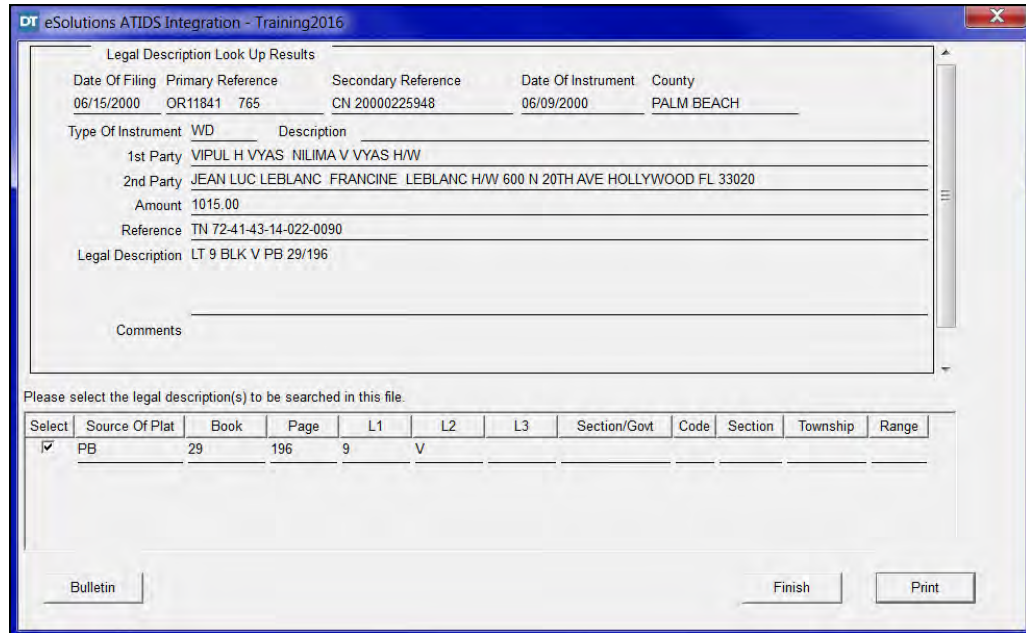
8. Click **Print.**

9. Click **Finish.**	The **Welcome to DoubleTime's ATIDS Integration** window is displayed.

Prior Policy Search

This transaction is used to search for prior Fund title policies in subdivisions and condominiums. Corresponding plat information is displayed along with the number of policies found, if any. Prior Fund policies are indexed from 1948. Prior policies are available only when you open a Title Yes file.

What You Do	Comments
1. Select the **Prior Policy Search** option.	
2. Click **Next**.	The **Fundnet Login** window is displayed.
3. Click **Next**.	The **ATIDS Initial Request** window is displayed as you are connected to ATIDS.
	The **Prior Policy Search** window is then displayed. The legal description to be searched is automatically displayed. The information is carried over from your **Look Up Legal Description Search**.
	Note: If the **Look Up Legal Description Search** transaction was not performed, the **Source of Plat** would default to Plat Book and the **County** to Palm Beach, and you would manually type the legal description. Click **Insert** to search additional legals.

What You Do	**Comments**
	The **Search From Date** defaults to 0**1/01/ 1900** and the **Search Through Date** defaults to today's date.
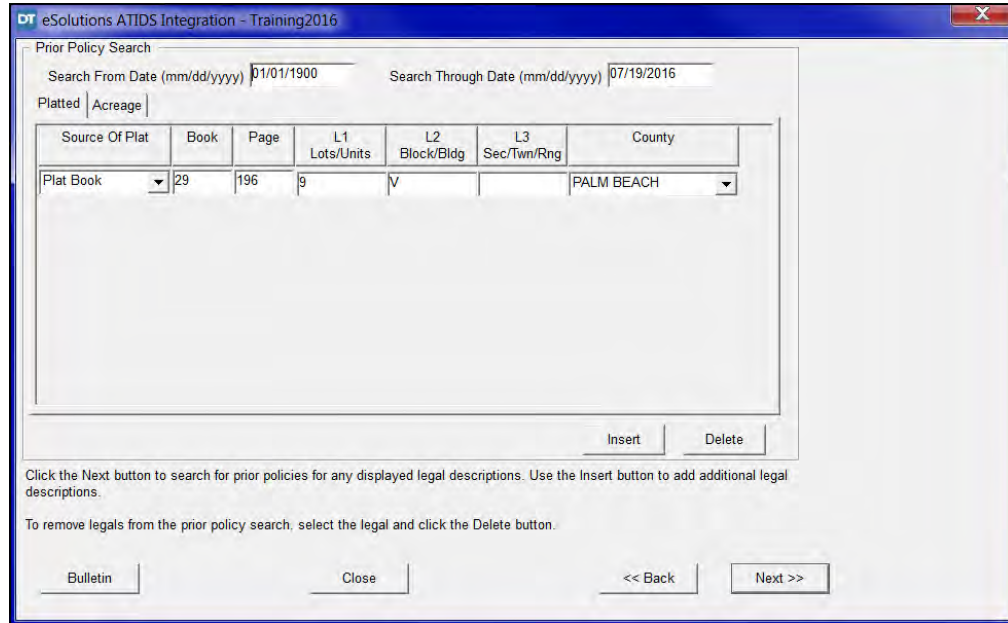
What You Do	**Comments**
4. Click the **Next** button.	The **Prior Policy Search Criteria** window is displayed with detailed policy information. *Note*: A separate option is available to order prior policies once you have performed your property search.
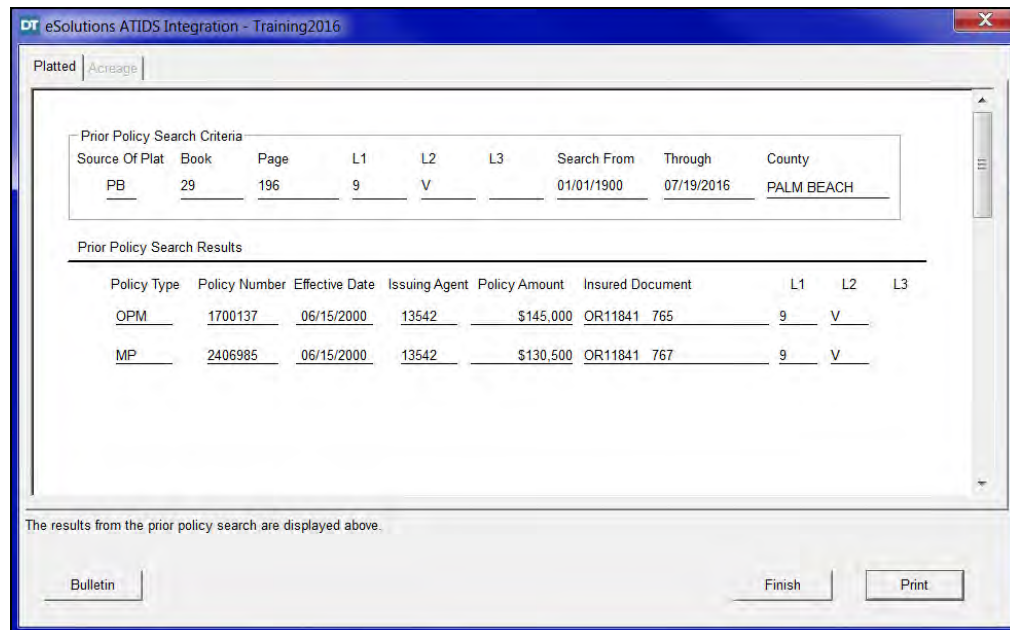
What You Do	Comments
5. Click **Print**.	
6. Click **Finish**.	The **Welcome to DoubleTime's ATIDS Integration** window is displayed.

Add Or Change An ATIDS File

This transaction is used to add an **ATIDS** file. A separate file number must be added for each new closing transaction. The proper bill code must be assigned to the file in this transaction. This transaction also allows the change of certain file related information.

What You Do	Comments
1. Select **Add or Change an ATIDS File**.	
2. Click **Next**.	The **Fundnet Login** window is displayed.
3. Click **Next**.	The **ATIDS Initial Request** window is displayed as it connects you to ATIDS.
	The **Add or Change File** window is then displayed.
	The **Function** box automatically defaults to **Add** when this transaction is initially performed. After the file has been added, the **Function** box will default to **Change**.

What You Do	Comments
4. Click the **Ordered By** box and type your name.	The **Ordered By** box is required and will appear on your account's billing activity.
5. Click the **Description** box and type **Leblanc/Realistat Realty**.	The **Description** box is also required and will appear on your account's billing activity.
	Note: The option, **Do you propose to issue a title insurance endorsement/ policy on Old Republic National Title Insurance Company/ATFS on this transaction?**, defaults to **Yes**. This information is carried over from selecting **FUND** as the underwriter in the **Closing File** module.
	The **Bill Code** defaults to **Title Search**. This code also determines the results of the property search and the cost of the file.
6. Click **Next**.	The ATIDS file is added.

Property and Name

This transaction generates a printout of a document reference information found for the legal description(s) searched. Only documents containing a legal description are obtained from this option. Examples of document types include deeds, mortgages, assignments, and satisfactions of mortgages. This option allows you to search property records for two types of legal descriptions: Platted legal descriptions such as subdivisions and condominiums and acreage legal descriptions (unplatted land).

What You Do	Comments
1. Click the **Property and Name Search** option.	
2. Click **Next**.	The **Fundnet Login** window is displayed.
3. Click **Next**.	The **ATIDS Search Request** window is displayed as it connects you to ATIDS. The **Search and Delivery Options** window is displayed.
	Note: The **Search** option defaults to **Property** and the **Delivery** option defaults to **Send to Document Order Queue** and **Send to ATIDS XE**.

What You Do	Comments
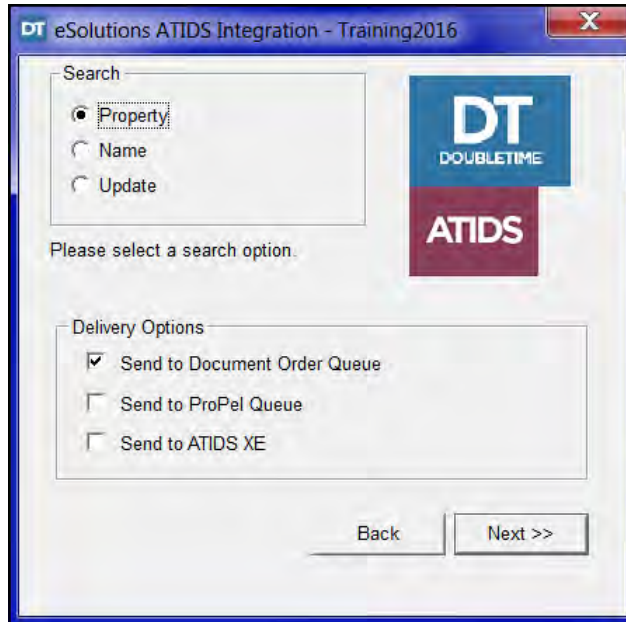
4. Click **Next.**
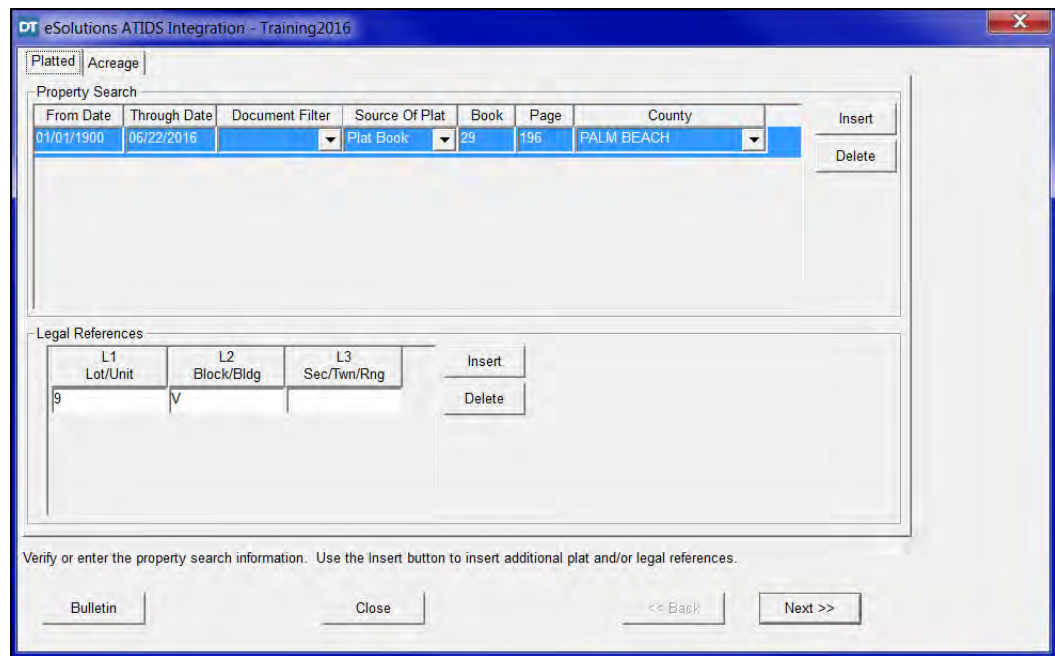
The **Property Search Information** window is displayed. The property search information is automatically displayed. This information is carried over from the **Look Up Legal Description Search**.

Note: If the **Look Up Legal Description Search** transaction is not performed, the **Source of Plat** defaults to **Plat Book** and the **County** defaults to **Palm Beach**. Type the legal description. Click the **Insert** button to search any additional legals.

If you have an unplatted legal description, select the **Acreage** tab.

What You Do	Comments

5. Click the **From Date** box and type **6152000**.

The effective date of the prior policy was retrieved from the **Prior Policy Search**. This policy can be used as your base.

6. Click the **Next** button.

The **Through Date** automatically defaults to the certification date on the ATIDS system. The **Property/Name Search Request** window is displayed as you are connected to ATIDS.

The **Search Results** window is displayed.

What You Do	Comments
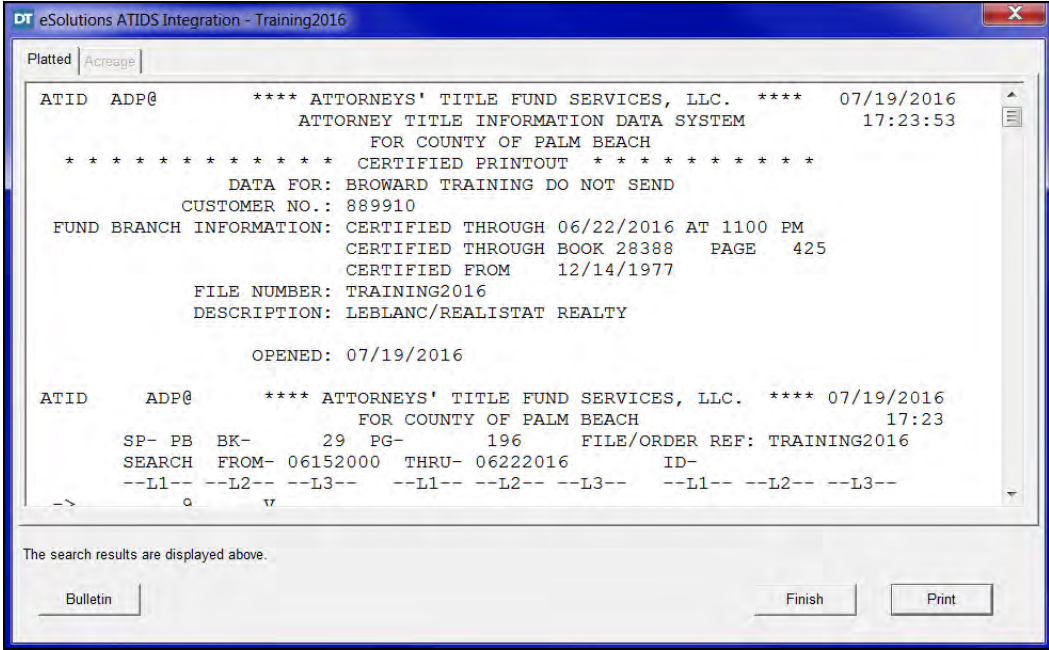
7. Click **Print.**

8. Click **Finish.**

Note: The condensed printout now has a 3/4-inch header to allow room to punch holes for filing. The instruments are no longer split between pages; they are separated by divider lines, which allow for easy reading.

The **eSolutions ATIDS Integration Search** window is displayed.

Name Search
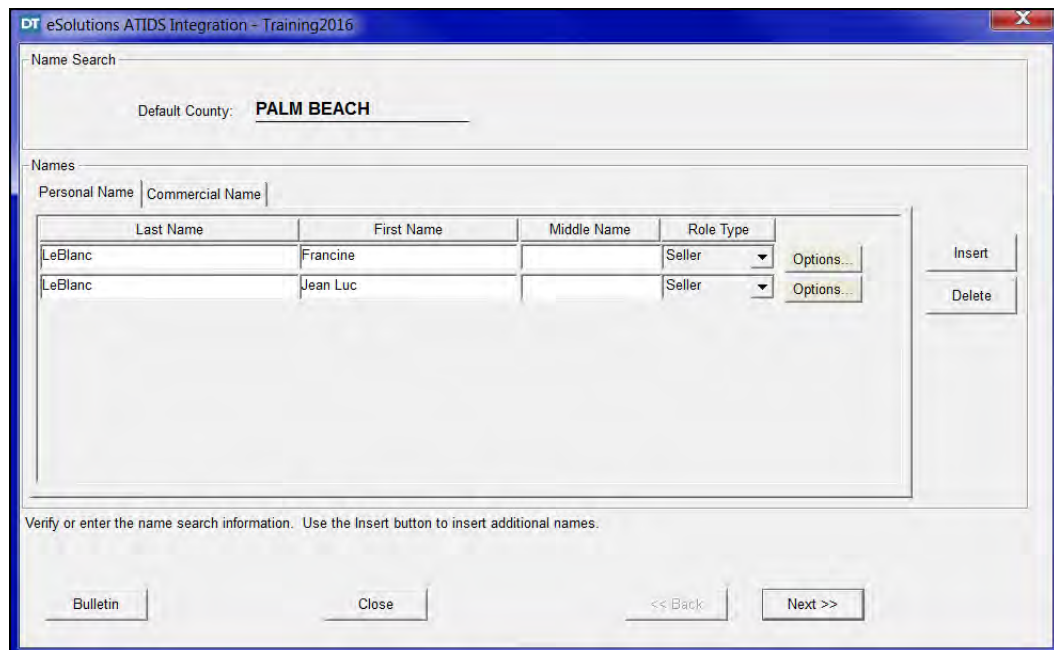
This transaction is used to perform searches on personal names and/or commercial names. Name-related documents do not contain legal descriptions. A name search finds recorded documents such as judgements, divorces, probate, and federal tax liens.

What You Do	Comments
1. From the **eSolutions ATIDS Integration Search** window, click the **Name Search** option.	

What You Do	Comments
2. Click **Next**.	The **Fundnet Login** window is displayed.
3. Click **Next**.	The **Name Search** window is displayed.
	The **County** automatically defaults to **Palm Beach**.
	The buyer and seller names also default on both the **Personal** and **Commercial Name** tabs. This information is carried over from the **Buyers** and **Sellers** tabs of the **Closing File** module.
	Note: Click the **Options** button for more search options.

What You Do	Comments
4. Click the **Commercial Name** tab and then click the **Variations** button.	The **Connecting to ATIDS** window is displayed, asking if you want to proceed.
5. Click **Yes.**	The **Name Search Variation Results** window is displayed. *Note*: Select any name variations you wish to search.
6. Click **OK.**	*Note*: If adding additional names, click the down arrow in the **Role Type** field and select the appropriate role for the entity.

What You Do	Comments
7. Click **Next.**	The **ATIDS Search Request** window is displayed as you are connected to ATIDS. The **Search Results** window is displayed. If you have an unplatted legal description, select the **Acreage** tab. *Note*: Select the **Commercial** tab to view the **Search** results for Realistat Realty.
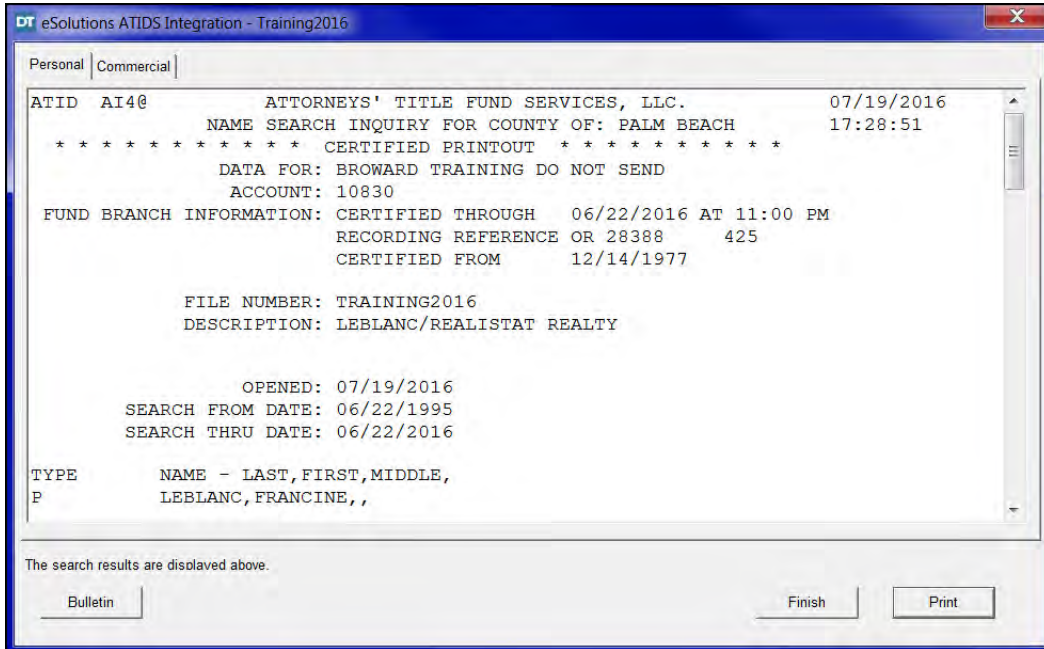
8. Click **Print.**	Both the **Personal** and **Commercial** search results are printed.
9. Click **Finish**.	The **eSolutions ATIDS Integration Search** window is displayed. **Note:** Personal names and commercial names are displayed on separate printouts.
10. Click **Back**.	The **eSolutions ATIDS Integration Welcome** window is displayed.

Order Prior Policy

This transaction is used to order a hard copy of a prior Fund policy when issuing an Old Republic National Title Insurance Company/ATFS policy. A copy of the prior Fund policy is faxed to the member. A TITLE yes file must be opened.

What You Do	Comments
1. Click the **Order Prior Policy** option.	
2. Click **Next**.	The **Order Prior Policy** window is displayed.

3. In the **Phone** box, type **(your phones number)**.	
4. In the **Ordered by** box, type **(your name)**.	
5. In the **Fax Number** box, type **4072401106**.	Prior Fund policies are faxed to the member's office.
6. Click the **Select** box in **Select Prior Policy** next to the **OPM**.	*Note*: Whenever possible, use the Owner's Policy as the base title. If a prior Owner's policy is not available, then use a prior Mortgagee Policy. However, the Search From Date on the property search performed will need to start from the date of the deed into the mortgagor.

What You Do	Comments
7. Click **Next**.	The **ATIDS Order Prior Policies** window is displayed as you are connected to ATIDS. The **Prior Policy Order Confirmation** window is displayed.

8. Click **Print**.	
9. Click **Finish**.	The **Welcome to DoubleTime's ATIDS Integration** window is displayed.

Order Document Hard Copies

This transaction is used to order hard copies of documents that were found as a result of the property or name searches. This transaction also allows you to order documents related to the closing file that were not found in the original searches. The **Order Document Hard Copy** transaction has a variety of delivery methods, such as: branch delivery, fax, mail, electronic delivery, etc.

What You Do	Comments
1. Click the **Order Document Hard Copies** option.	
2. Click **Next**.	The **FundNet Login** window is displayed.

What You Do	Comments
3. Click **Next**.	The **ATIDS Initial Request** window is displayed as you are connected to ATIDS and retrieves your documents.
	The **Document Hard Copy Selection** window is displayed.
	The Order information is carried over from the **Prior Policy Order** request.

| 4. Click the **Select Property Documents button.** | The **Select Property Documents** window is displayed. |

What You Do	Comments
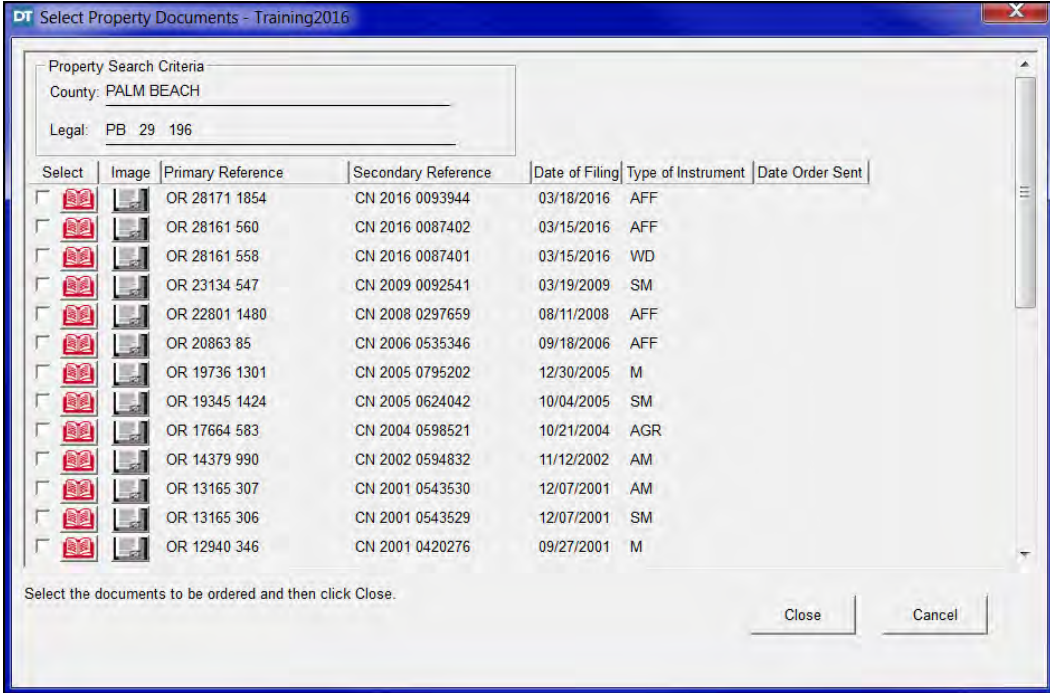
5. Click the **Select** boxes for the desired Property Documents.

6. Click **Close**.

The **Document Hard Copy Selection** window is displayed.

7. Click **Select Name Documents**.

What You Do	**Comments**

8. Click the **Select** boxes for the desired Name Documents.

   Note: Scroll down to view all searched names.

9. Click **Close.**

   The **Document Hard Copy Selection** window is displayed.

10. Click **Additional Search Related Documents**.

    The **Additional Search Related Documents** window is displayed.

What You Do	**Comments**
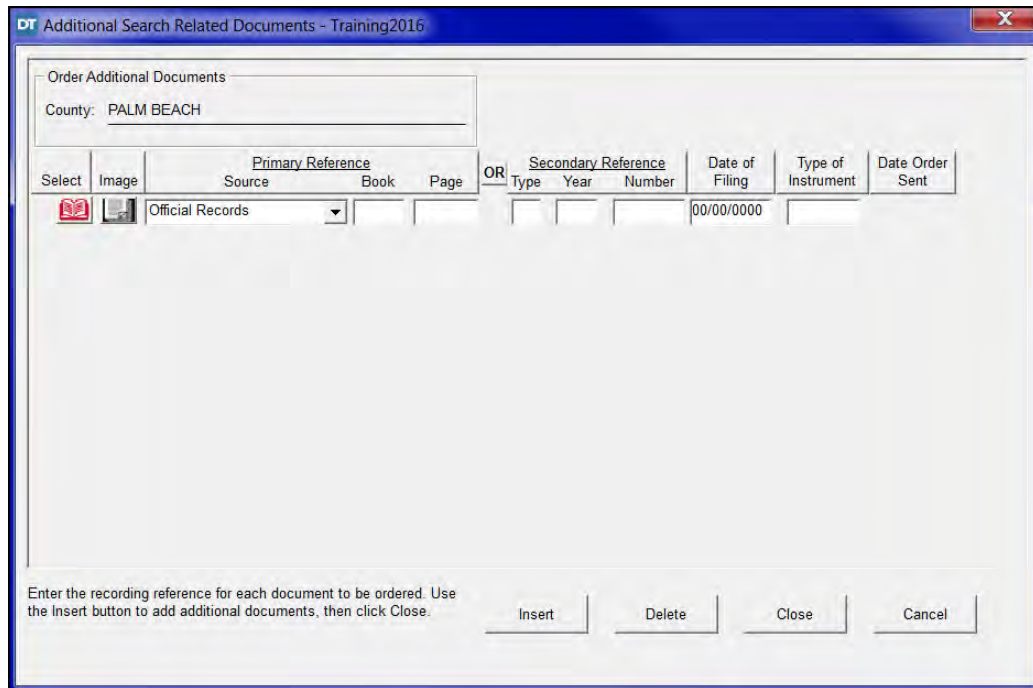
11. Click the **Primary Reference Source** drop down list and select **Plat Book**.

12. Click the **Book** box and type **29**, then press TAB and type **196**.

Click **Insert** for any additional documents needed.

13. Click **Close**.

14. Click **Next**.

The **Hard Copy Request Confirmation** window is displayed.

15. Click **Finish**.

Property / Name Search Update

The **Update** transaction allows you to update your property and name searches from your initial search with a single click. A property and name update search is performed prior to the closing and again prior to issuing the final title policy. This transaction will only show property documents that posted since your last search.

What You Do	Comments
1. From the **Welcome to DoubleTime's ATIDS Integration** window, click **Property and Name Search**.	
2. Click **Next**.	The **FundNet Login** window is displayed.
3. Click **Next**.	The **ATIDS Search Request** window is displayed as you are connected to ATIDS. The **eSolutions ATIDS Integration Search** window is displayed.
4. Select **Update**.	The Order information is carried over from the **Prior Policy Order** request.
5. Click **Next**.	The **Property Name Search Update** window is displayed.
6. Click **Next**.	The **FundNet Login** window is displayed. *Note*: The legals and names from your previous searches automatically default and are selected for you.

What You Do	Comments
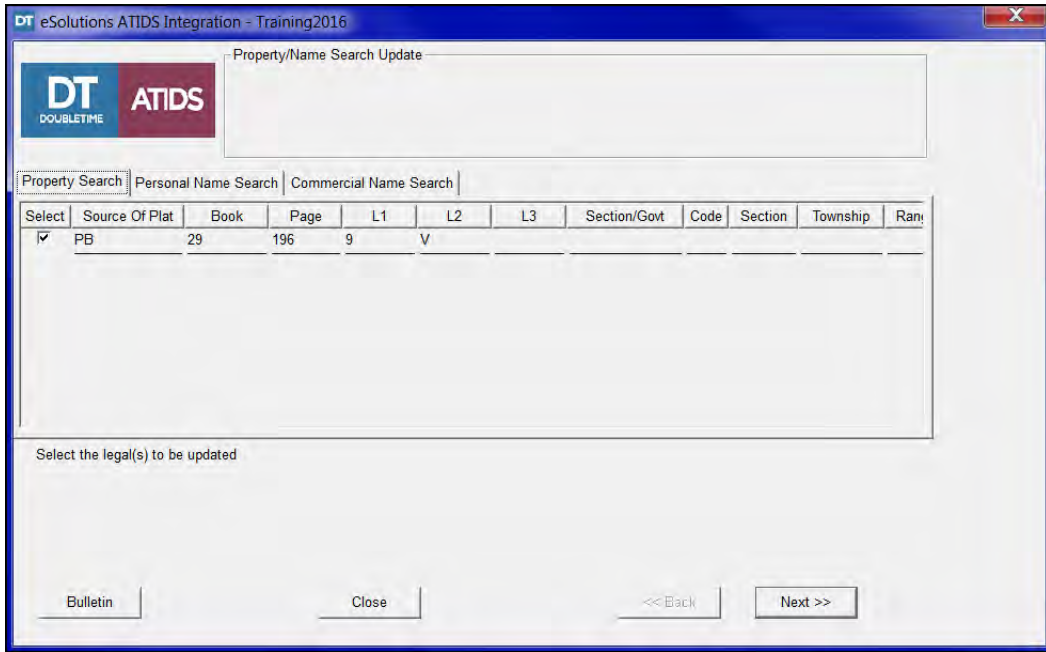
7. Click **Next**.

The **ATIDS Search Request** window is displayed you are connected to ATIDS. The **Property Search Results** window is displayed.
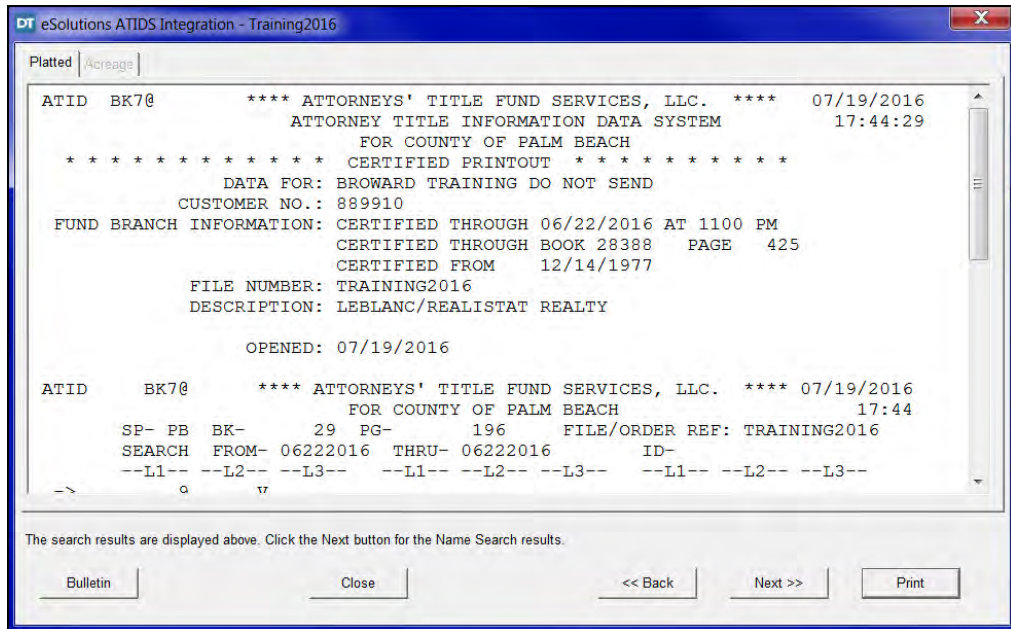
8. Click **Next.**

The **Name Search Results** window is displayed.

What You Do	**Comments**

9. Click **Print.**

10. Click **Finish.**

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W O R K B O O K

APPENDICES

Appendix 1 - Toolbars

Main Toolbar

This toolbar is present at all times when DoubleTime is open.

	Button Name	Function (Notes)
	New Closing File	Opens a blank file allowing a new transaction to be entered. (Not available unless all modules are closed.)
	Open Closing File	Opens an existing closing file.
	Switch Active Closing File	Closes the currently active closing file and opens a new closing file. (Not available unless all modules are closed.)
	Commitment	Opens the **Commitment** module allowing the creation of a title insurance commitment for the new transaction.
	Premium Calculation (Rating)	Opens the **Rating** module allowing the premium for title insurance to be calculated.
	Policy	Opens the **Policy** module allowing the completion of title insurance policies for a completed transaction.
	Forms Tracking	Opens the **Forms Tracking** module allowing the tracking of serialized policy forms from the underwriter.
	Order Branch Product	Opens the **Order Branch Product** module allowing users to order Fund Branch Products within the application.
	View Branch Product Orders	Opens the **View Branch Product Orders** module allowing users to check the status of orders placed through the Branch Products Order wizard in DoubleTime. Fund Data files can be imported from the View Branch Products Order wizard.
	Order PropLogix Product(s)	Opens the **Order PropLogix Product(s)** module allowing users to order **PropLogix** Products within the application.
	View PropLogix Orders	Opens the **View PropLogix Orders** module allowing users to check the status of orders placed through the Order PropLogix Product(s) wizard in DoubleTime.

Button Name	Function (Notes)
Electronic Payment	Opens the **Electronic Payment** module allowing the payment of title insurance premiums to the Fund.
Settlement Statements	Opens the **Settlement Statements** module allowing the settlement statement to be completed.
Balance Sheet	Opens the **Balance Sheet** module which provides a summary of deposits and disbursements. Allows for combining and splitting of disbursements as well as printing of mailing labels. (Payee addresses may also be printed directly on checks to allow for the use of window envelopes.)
Escrow Transaction Management	Opens the **Escrow Transaction Management** module, The Fund's accounting package, allowing for posting, tracking, and managing of all transactions within escrow accounts. Disbursement checks may also be printed directly from this module. (This accounting package is not automatically included with DoubleTime, your office administrator can choose to use this accounting package or another one. DoubleTime data can also be exported to external software.)
1099-S	Opens the **1099-S** module allowing for generating, tracking, electronic filing and year-end maintenance of 1099-S forms.
Notes	Opens the **Notes** module allowing users to create and save file specific notes that can be viewed by other DoubleTime users in the office.
Loans	Opens the **Loans** module allowing for preparation of loan paperwork when required by a transaction or lender. Loan documents can be printed in the **Documents** module.
Conveyance	Opens the **Conveyance** module allowing for adding clauses to deeds, title affidavits, and bills of sale. Grantor and grantee information for deeds may also be modified in this module.
Documents	Opens the **Documents** module allowing for the preparation and printing of documents such as title commitments, title policies, deeds, affidavits, bills of sale, and other closing documents.

	Button Name	Function (Notes)
	Contacts	Opens the **Contacts** module, which is an electronic address book. Contact information may be viewed, modified, or added.
	Master Property	Opens the **Master Property** module allowing for the storing and maintenance of property information such as the legal description, recording information, and exceptions.
	Checklist	Opens the **Checklist Template** module allowing for the use of an electronic "to-do" list for each closing file.
	Reports	Opens the **Reports** module allowing for the preparation of reports using specific data such as Closing File by Closer or Contact List by Service Type.
	Launch Reflection	Opens the Reflection program allowing access to ATIDS.
	Fund Title Notes and Standard Commitment Clauses	Opens electronic copies of Fund Title Notes and the Standard Commitment Clauses manual.
	Exit	Closes the DoubleTime software.

Secondary Toolbar

These buttons are available when the listed module(s) is open.

	Button Name	Module(s)	Function (Notes)
	Accounting Export	**Balance Sheet**	Create a file to be imported into accounting software other than DoubleTime Escrow Accounting.
	Address	**Balance Sheet**	View or edit a payee's address.
	Agent	**1099-S**	View or edit the filing agent information. (Available when viewing a specific 1099-S form.)

	Button Name	Module(s)	Function (Notes)
	Amortization Calculator	**Loans**	Calculate and print amortization schedule.
	ATIDS Integration	**Closing**	Interfaces with ATIDS to perform searches.
	Automatic Renumber	**Policy**	Renumber clauses on a commitment or policy.
	Build Clause	**Policy**	Create owner or mortgagee clauses from the data entered. (Active only on the Owner, Record Mortgage, or Requirements tabs.)
	Calculator	**Premium Calculation**	Accesses the windows calculator.
	Cancel	**Notes**	Allows a user to cancel a note in the Notes module before it has been saved.
	Change Year	**1099-S Year End Maintenance**	View 1099-S forms for a different year. (Accessible only by selecting **Modules > 1099-S > Year End Maintenance** from the main menu.)
	Clause Library	**Closing**	Opens the Clause Library window allowing you to search for and select clauses to be inserted into a document or text field.
	Close	**All**	Closes the current open module.
	Closing Statement Alerts	**Settlement Statements**	Indicates missing information on the settlement statement.
	Closing Protection Letter	**Closing**	Order a Closing Protection Letter electronically from The Fund.
	Collapse All	**Checklist**	Displays only the top level items on the current checklist.

	Button Name	Module(s)	Function (Notes)
C	Combine	**Balance Sheet**	Combines deposit or disbursement amounts.
	Commitment Jacket Request	**Commitment**	Request and receive commitment jacket electronically.
	Copy	**Documents**	Duplicate the selected text and place on the clipboard.
	Copy Commitment Exceptions	**Policy**	Add or replace the existing commitment exceptions in a policy.
	Copy Master Property Exceptions	**Commitment**	Copies exceptions from the Master Property to the commitment. (Only active on the **Exceptions** tab of the **Commitment** Module.)
EFILE	Create File	**1099-S Year End Maintenance**	Combines the 1099-S records into an electronic file that can be sent to the IRS. (Accessible only by selecting **Modules > 1099-S > Year End Maintenance** from the main menu.)
	Create Master Property	**Closing**	Creates a **Master Property** within the **Closing File** module. Exception clauses added in the **Commitment** or **Policy** modules can be exported into a Master Property.
VAR DATA	Custom Variable Data	**Closing; Documents**	Add file specific data to the custom variable.
	Cut	**Documents**	Deletes the selected text and places it on the clipboard.
	Delete	**Documents**	Removes the selected text.
	Deposit Summary	**Settlement Statements**	Displays the deposit information for the open closing file.

	Button Name	Module(s)	Function (Notes)
	Deselect all of the categories	**Notes**	Deselects all of the categories in the Filter Notes window.
	Electronic Delivery	**Premium Calculation**	Submits policies, endorsements, and the rating worksheet electronically to The Fund.
	Escrow Accounting	**Balance Sheet**	Opens the Escrow Accounting module.
	Excess Funds	**Balance Sheet**	Captures excess funds brought in by the borrower and creates a disbursement for the excess funds to the borrower.
	Expand All	**Checklist**	Displays all items on the current checklist.
	Export	**Balance Sheet**	Prepares a file that can be imported into an accounting program.
	First Page/ Record	**Premium Calculation**	View the first page of a multi-page worksheet.
	Generate Mailing Labels	**Balance Sheet**	Generate labels for each payee with a line item disbursement on the open balance sheet. (Use with Avery 5161 labels; 20 per sheet.)
	Insert	**Closing File; Commitment; Policy; Settlement Statements; 1099-S; Loans; Conveyance; Contacts; Master Property; Checklist**	Creates a new blank row in the selected area. (Button may not be active on all tabs of a module.)
	Insert Degree Symbol	**Closing File; Documents**	Insert a degree symbol (°) into a legal description. (Only active when cursor is in a text field.)

	Button Name	Module(s)	Function (Notes)
	Insert Field	**Documents**	Inserts a field into the document displayed at the cursor location.
	Insert Name Clause	**Closing**	Creates a clause identifying a party to the closing.
	Insert New Level	**Checklist**	Adds a line below the selected line and indented one level. Used to select a name clause to be added to the Buyer or Seller's names.
	Last Page/ Record	**Premium Calculation**	View the last page of a multi-page worksheet.
	Next Page/ Record	**Premium Calculation**	View the next page of a multi-page worksheet.
	Notepad	**Settlement Statements**	Opens the Windows Notepad to store file specific notes.
	Open	**Clause Library Maintenance; Contacts; Documents; Loans; Maintenance (Lists); Master Property; Premium Calculation (Rating); Reports; Schedule Closing; Serialized Forms**	Opens a new document, file or list.
	Originate Problem	**Checklist**	Creates a description of a problem with the closing file.
	Paste	**Documents**	Pastes selected text at cursor position.

	Button Name	Module(s)	Function (Notes)
	Payee List	**Balance Sheet**	Add or edit a payee on the balance sheet.
	Payoff Calculator	**Settlement Statements**	Used to assist with calculating payoff amounts.
	Premium Calculation (Rating) Quote	**Premium Calculation**	Used to estimate the premium cost when a transaction file hasn't been opened.
	Previous Page/ Record	**Premium Calculation**	View previous page of a multi-page worksheet.
	Print	**Closing File; Premium Calculation (Rating); Settlement Statements; Balance Sheet; 1099-S; Conveyance; Documents; Reports**	Prints the current document, statement, worksheet, or report.
	Print Preview	**Documents**	Displays a document as it will be printed.
	Recording Calculator	**Settlement Statements**	Assists with calculating recording charges by entering the number pages contained in the instrument to be recorded. (Only active on the **Recording** tab.)
	Refresh	**Documents**	Redisplays the module after information has been added or changed.
	Replace Field with Text	**Documents**	Converts a data field into the text named in the data field label.
	Reply	**Notes**	Allows users to reply to existing notes in the **Notes** module.

	Button Name	Module(s)	Function (Notes)
	Re-retrieve Product From Fund Services	**View Branch Product Orders**	Allows users to re-retrieve branch product orders that have new information.
	Rulers On/Off	**Reports**	Toggle between displaying or removing the rulers along the side/ top of document window.
	Save	**All**	Retains the changed or added data.
	Search Contact	**Settlement Statements; Conveyance**	Opens the **search contact** window allowing the addition or choosing of a contact.
	Select all of the categories	**Notes**	Selects all of the categories in the Filter Notes window.
	Set Document Options	**Documents**	Rename a document or select the paper size.
	Show Payee Address Information	**Balance Sheet**	Displays/Hides the address for a selected payee.
	Signature/ Notary	**Closing; Documents**	Allows modifications to the signature and Notary blocks, such as number of witnesses, and names of witnesses and Notary. (Only available in **Closing** Module after the Buyer and Seller tabs have been completed.)
	Sort	**Reports**	Arrange the report information in either ascending or descending order.
	Spell Check	**All**	Check highlighted text for spelling errors. (Active only when cursor is in a text field.)
	Split	**Balance Sheet**	Divide the amount of a deposit or disbursement between two or more parties.

	Button Name	Module(s)	Function (Notes)
	Template Maintenance	**Checklist**	Opens the **Checklist/Template Maintenance** module.
	Title Premium Allocation	**Settlement Statements**	Opens **Title Insurance Calculator** for the county in which the property is located. Allows a Payor to be changed from the default settings for the county.
	Undo Edits	**Documents**	Reverses the last action performed.
	Undo Combine	**Balance Sheet**	Return the combined deposits or disbursements to individual amounts.
	Undo Split	**Balance Sheet**	Return the split deposit or disbursement amounts to the original amount.
	Update Lender	**Closing**	Changes or adds new information to the lender listed for a particular loan.
	Update Order Status	**Order Branch Product**	Refreshes the Branch Product Order Search window by automatically connecting to The Fund and checks for any Branch Product orders that were waiting for pickup, and delivers them.
	Use Legal	**1099-S Forms**	Toggles the 1099-S field 3 between the property address and property legal description; either may be used on the 1099-S form. (Available only when a specific 1099-S form is displayed in DoubleTime.)
	View Field Names	**Documents**	Reveals the names of any merged fields in the document.
	View Record	**1099-S**	Displays the 1099-S form for the open closing file.
	Zoom	**Reports**	Reduce or enlarge the displayed report.

This Appendix has been deleted.

Appendix 3 - DoubleTime Express Policy Checkout Reference Guide

POLICY MODULE

The **Policy** module allows you to enter information such as serialized numbers, effective date, and time. Any information entered in the **Commitment** module will automatically flow into this module such as owner, lender, dollar amounts, and exceptions.

> *Note:* Users must first be setup in the Fund's website (www.thefund.com) in order to be able to transmit Policies & Endorsements electronically.
>
> *Note:* See *The Fund Concept* article *Shortcut To The Finish Line: Fund Introduces 'Policy - Express Checkout'* by Philip A. Holtsberg in the January 2014 issue for more detail on this efficient process.

STEPS TO ISSUE OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY POLICIES AT CLOSING THROUGH ATTORNEYS' TITLE FUND SERVICES, LLC:

Process	Steps

1. Select the Policy module in DoubleTime.

2. If Issuing an Owner's Policy, select the Owner's tab. Ensure that the displayed information is correct. Make any changes necessary. In the Date of Policy fields enter the date and time as the date and time of the funds disbursement. A date is required; however, a time is not required. If no time is entered the system will put in a default time of 12:00am.   Most people use 9:00am.

3. Select the Record Deed tab. Recording information does not need to be entered.

4. Select the Owner Exceptions tab. Review, add or edit any owner exceptions as needed.

5. Select the Endorse Owner tab. No action is required. If owner endorsements were selected in the Commitment module then selecting this tab will deliver the endorsements to the Document module.

6. If Issuing an Owner's Policy only and you do not electronically transmit your policies you may proceed to step 12 to obtain policy jackets. If your policies are completed and you are ready to electronically transmit your policies to The Fund you may proceed to step 15 to obtain policy jackets.

Process	Steps

7. If issuing a simultaneous Mortgagee Policy, select the Mortgagee tab. Ensure that the displayed information is correct. Make any changes necessary. Proceed to step 9 Record Mtg tab.

8. If issuing a Mortgagee Policy only, select the Mortgagee tab. Ensure that the displayed information is correct. Make any changes necessary. In the Date of Policy fields enter the date and time as the date and time of the funds disbursement. A date is required; however, a time is not required. If no time is entered the system will put in a default time of 12:00am. Most people use 9:00am.

9. Select the Record Mtg tab. Recording information does not need to be entered. Select the Build Mortgage Description button located on the secondary toolbar. Since no recording info has been entered DT automatically types in the language "… dated 1/15/2014 to be recorded in the Public Records of Orange County. Florida, which encumber the land" in the Mortgage Description field.

10. Select the Mtg Except tab. Review, add or edit any mortgagee exceptions as needed.

11. Select the Endorse Mtg tab. No action is required. If mortgagee endorsements were selected in the Commitment module then selecting this tab will deliver the endorsements to the Document module.

12. If you DO NOT electronically transmit your policies use the following steps to obtain policy jackets. While in the Policy module select the Policy Jacket Request button located on the secondary toolbar. A wizard will open that will assist you in electronically requesting policy jackets from The Fund. The jackets will be delivered to your Document module.

13. Select the Close button located on the secondary toolbar. The Policy module will be closed.

14. Select the Document module. All schedules, endorsements and jackets are available to be printed.

15. If your policies are complete and you are ready to electronically transmit your policies to The Fund use the following steps to obtain policy jackets. Select the Premium Calculation (Rating) module.

16. Select the Electronic Delivery button located on the secondary toolbar. A wizard will open that will assist you in electronically requesting policy jackets and delivering your completed policies and worksheet's to/from The Fund. The jackets will be delivered to your Document module.

Process	Steps

17. An invoice will appear and you may use the print button at the bottom of the window to print the invoice. Send your check along with this invoice to The Fund.

18. If you pay your policy premium electronically select the Next button at the bottom of the wizard. Follow the directions in the wizard to complete your electronic payment.

19. To exit the wizard select the Close button located at the bottom of the wizard window.

20. Select the Close button located on the secondary toolbar. The Premium Calculation (Rating) module will be closed.

21. Select the Documents module. All schedules, endorsements and jackets are available to be printed.

22. Be sure to generate the Fund Policy Privacy Notice to be given to the insured with the Owner's Policy.

Appendix 4 - 1099-S Reporting

DoubleTime has the features needed to easily create an end-of-year data file for all of the 1099-S transactions. Once the file has been created, it can be electronically uploaded to the IRS computer system via their FIRE (Filing Information Returns Electronically) system. Submitting electronically eliminates the need to re-type 1099-S forms manually after each closing. This saves a tremendous amount of time when reporting annually to the IRS.

STEPS TO FILE 1099-S RECORDS ELECTRONICALLY WITH THE IRS

1. A **Transmission Control Code (TCC)** must first be obtained from the IRS before you can file electronically. In order to obtain a **TCC**, you must complete the IRS Form 4419 (available from the IRS and its website). The form can be opened in your web browser by linking to: www.irs.gov/pub/irs-fill/f4419.pdf. This form must be completed, signed and mailed or faxed to the IRS. Their fax number is (toll free) 877-477-0572 or 304-579-4105, but DO NOT do both (faxing and mailing). Make sure to include a cover sheet. The IRS will then assign a unique 5-digit **TCC** to identify your Company/Firm as the reporting agent. By faxing in the completed form, it takes less than 30 days to receive your **TCC** number from the IRS. The number will be mailed back to your office in a letter form.

2. After receiving your 5-digit **TCC** from the IRS, it must then be entered into DoubleTime. From the **Menu Bar**, click on **Preferences > Office Settings**. You will see a designated field for the entry of your **TCC** number. This is a onetime setup for all **1099-S** being reported whether transmitting files closed under an Attorney's name or under a Title Company owned by the Attorney.

3. For each closing file in DoubleTime that requires a **1099-S**, you must access the **1099-S** module and make sure to click **YES** when asked to save when exiting the module. Saving is what actually creates the **1099-S** for the file. See page 214 in this workbook for detailed instructions.

4. At this point, the user can transmit the **FILE** to the IRS.
• The **FILE** can be uploaded to the IRS FIRE system via internet at http://fire.ire.gov.
• The **FILE** must be uploaded via the website no later than March 31.

STEPS TO FILE 1099-S RECORDS
ELECTRONICALLY WITH THE IRS

5. Internal Revenue Service contact information is shown below. They can answer all questions regarding electronic filing. They can also explain the steps needed to upload your FILE into their FIRE system.

Internal Revenue Service Enterprise
Computing Center – Martinsburg
Information Reporting Program
230 Murall Drive
Kearneysville, WV 25430
PH: 866-455-7438 Time: 8:30 a.m. to 4:30 p.m. EST

Appendix 5 - GFE For GlennToThomas

Appendix 5 - GFE For Glenn To Thomas

OMB Approval No. 2502-0265

Good Faith Estimate (GFE)

Name of Originator **Grand Bank**	Borrower **Fred Cowlings**
Originator Address **43209 Peachtree Street Atlanta, GA 30301**	Property Address **1 Forth Avenue Orlando, FL 33828**
Originator Phone Number **555-579-9154**	
Originator Email loan **loanofficer@grandbank.com**	Date of GFE **06/25/****

Purpose
This GFE gives you an estimate of your settlement charges and loan terms if you are approved for this loan. For more information, see HUD's *Special Information Booklet* on settlement charges, your *Truth-in-Lending Disclosures,* and other consumer information at www.hud.gov/respa. If you decide you would like to proceed with this loan, contact us.

Shopping for your loan
Only you can shop for the best loan for you. Compare this GFE with other loan offers, so you can find the best loan. Use the shopping chart on page 3 to compare all the offers you receive.

Important dates
1. The interest rate for this GFE is available through **07/22/**** . After this time, the interest rate, some of your loan Origination Charges, and the monthly payment shown below can change until you lock your interest rate.
2. This estimate for all other settlement charges is available through **07/22/****
3. After you lock your interest rate, you must go to settlement within **14** days (your rate lock period) to receive the locked interest rate.
4. You must lock the interest rate at least **14** days before settlement.

Summary of your loan

Your initial loan amount is	$ 180,000.00
Your loan term is	30 years
Your initial interest rate is	8.375 %
Your initial monthly amount owed for principal, interest, and any mortgage insurance is	$ 1079.19 per month
Can your interest rate rise?	☒ No ☐ Yes, it can rise to a maximum of %. The first change will be in
Even if you make payments on time, can your loan balance rise?	☒ No ☐ Yes, it can rise to a maximum of $
Even if you make payments on time, can your monthly amount owed for principal, interest, and any mortgage insurance rise?	☒ No ☐ Yes, the first increase can be in and the monthly amount owed can rise to $. The maximum it can ever rise to is $
Does your loan have a prepayment penalty?	☒ No ☐ Yes, your maximum prepayment penalty is $
Does your loan have a balloon payment?	☒ No ☐ Yes, you have a balloon payment of $ due in years.

Escrow account information
Some lenders require an escrow account to hold funds for paying property taxes or other property-related charges in addition to your monthly amount owed of $ **1079.19** .
Do we require you to have an escrow account for your loan?
☐ No, you do not have an escrow account. You must pay these charges directly when due.
☒ Yes, you have an escrow account. It may or may not cover all of these charges. Ask us.

Summary of your settlement charges

A	Your Adjusted Origination Charges (See page 2.)	$3,000.00
B	Your Charges for All Other Settlement Services (See page 2.)	$8,938.00
A + B	Total Estimated Settlement Charges	$ 11,938.00

Good Faith Estimate (HUD-GFE) 1

Understanding your estimated settlement charges

Your Adjusted Origination Charges

1.	**Our origination charge** This charge is for getting this loan for you.	$6,000.00
2.	**Your credit or charge (points) for the specific interest rate chosen** ☐ The credit or charge for the interest rate of _____ % is included in "Our origination charge." (See item 1 above.) ☐ You receive a credit of $ 3,000.00 for this interest rate of 8.375 %. This credit **reduces** your settlement charges. ☐ You pay a charge of $ _____ for this interest rate of _____ %. This charge (points) **increases** your total settlement charges. The tradeoff table on page 3 shows that you can change your total settlement charges by choosing a different interest rate for this loan.	-$3,000.00

A	Your Adjusted Origination Charges	$ 3,000.00

Your Charges for All Other Settlement Services

Some of these charges can change at settlement. See the top of page 3 for more information.

3.	**Required services that we select** These charges are for services we require to complete your settlement. We will choose the providers of these services.	$300.00

Service	Charge
Appraisal	250
Credit Report	50

4.	**Title services and lender's title insurance** This charge includes the services of a title or settlement agent, for example, and title insurance to protect the lender, if required.	$600.00
5.	**Owner's title insurance** You may purchase an owner's title insurance policy to protect your interest in the property.	$1,200.00
6.	**Required services that you can shop for** These charges are for other services that are required to complete your settlement. We can identify providers of these services or you can shop for them yourself. Our estimates for providing these services are below.	$325.00

Service	Charge
Survey	275
Pest Inspection	50

7.	**Government recording charges** These charges are for state and local fees to record your loan and title documents.	$200.00
8.	**Transfer taxes** These charges are for state and local fees on mortgages and home sales.	$2,600.00
9.	**Initial deposit for your escrow account** This charge is held in an escrow account to pay future recurring charges on your property and includes ☒ all property taxes, ☒ all insurance, and ☐ other _____ .	$2,000.00
10.	**Daily interest charges** This charge is for the daily interest on your loan from the day of your settlement until the first day of the next month or the first day of your normal mortgage payment cycle. This amount is $ 41.30 per day for 10 days (if your settlement is 07/17/**).	$413.00
11.	**Homeowner's insurance** This charge is for the insurance you must buy for the property to protect from a loss, such as fire.	$1,300.00

Policy	Charge
Home Owners Insurance	1000
Flood Insurance	300

B	Your Charges for All Other Settlement Services	$ 8,938.00

A + B	**Total Estimated Settlement Charges**	$ 11,938.00

Good Faith Estimate (HUD-GFE) 2

Appendix 6 - GFE For Practice Session 3

OMB Approval No. 2502-0265

Good Faith Estimate (GFE)

Name of Originator **Bank of Florida**	Borrower **James E. Jones, III**
Originator Address **28 Orange Blossom Trail** **Orlando, FL 32828**	Property Address **413 Bayshore Drive** **Windemere, FL 34786**
Originator Phone Number **800-897-1235**	Date of GFE **02/01/""**
Originator Email **tprice@bof.com**	

Purpose

This GFE gives you an estimate of your settlement charges and loan terms if you are approved for this loan. For more information, see HUD's *Special Information Booklet* on settlement charges, your *Truth-in-Lending Disclosures*, and other consumer information at www.hud.gov/respa. If you decide you would like to proceed with this loan, contact us.

Shopping for your loan

Only you can shop for the best loan for you. Compare this GFE with other loan offers, so you can find the best loan. Use the shopping chart on page 3 to compare all the offers you receive.

Important dates

1. The interest rate for this GFE is available through 03/31/"" . After this time, the interest rate, some of your loan Origination Charges, and the monthly payment shown below can change until you lock your interest rate.

2. This estimate for all other settlement charges is available through 03/31/""

3. After you lock your interest rate, you must go to settlement within 14 days (your rate lock period) to receive the locked interest rate.

4. You must lock the interest rate at least 14 days before settlement.

Summary of your loan

Your initial loan amount is	$ 292,000.00
Your loan term is	30 Yrs. years
Your initial interest rate is	6.0 %
Your initial monthly amount owed for principal, interest, and any mortgage insurance is	$ 1,881.36 per month
Can your interest rate rise?	☒ No ☐ Yes, it can rise to a maximum of %. The first change will be in
Even if you make payments on time, can your loan balance rise?	☒ No ☐ Yes, it can rise to a maximum of $
Even if you make payments on time, can your monthly amount owed for principal, interest, and any mortgage insurance rise?	☒ No ☐ Yes, the first increase can be in and the monthly amount owed can rise to $. The maximum it can ever rise to is $.
Does your loan have a prepayment penalty?	☒ No ☐ Yes, your maximum prepayment penalty is $
Does your loan have a balloon payment?	☒ No ☐ Yes, you have a balloon payment of $ due in years.

Escrow account information

Some lenders require an escrow account to hold funds for paying property taxes or other property-related charges in addition to your monthly amount owed of $ 1,881.36 .
Do we require you to have an escrow account for your loan?
☐ No, you do not have an escrow account. You must pay these charges directly when due.
☒ Yes, you have an escrow account. It may or may not cover all of these charges. Ask us.

Summary of your settlement charges

A	Your Adjusted Origination Charges (See page 2.)	$730.00
B	Your Charges for All Other Settlement Services (See page 2.)	$13,761.42
A + B	**Total Estimated Settlement Charges**	$ 14,491.42

Good Faith Estimate (HUD-GFE) 1

Understanding your estimated settlement charges

Your Adjusted Origination Charges

1. Our origination charge This charge is for getting this loan for you.	$0.00
2. Your credit or charge (points) for the specific interest rate chosen ☐ The credit or charge for the interest rate of [_____] % is included in "Our origination charge." (See item 1 above.) ☐ You receive a credit of $ [_____] for this interest rate of [____] %. This credit reduces your settlement charges. ☒ You pay a charge of $ 730.00 for this interest rate of 6.00 %. This charge (points) increases your total settlement charges. The tradeoff table on page 3 shows that you can change your total settlement charges by choosing a different interest rate for this loan.	$730.00
A Your Adjusted Origination Charges	**$ 730.00**

Some of these charges can change at settlement. See the top of page 3 for more information.

Your Charges for All Other Settlement Services

3. Required services that we select These charges are for services we require to complete your settlement. We will choose the providers of these services. Service — Charge Appraisal — $300.00	$300.00
4. Title services and lender's title insurance This charge includes the services of a title or settlement agent, for example, and title insurance to protect the lender, if required.	$812.50
5. Owner's title insurance You may purchase an owner's title insurance policy to protect your interest in the property.	$1,900.00
6. Required services that you can shop for These charges are for other services that are required to complete your settlement. We can identify providers of these services or you can shop for them yourself. Our estimates for providing these services are below. Service — Charge Survey — $350.00 Pest Inspection — $75.00	$425.00
7. Government recording charges These charges are for state and local fees to record your loan and title documents.	$147.50
8. Transfer taxes These charges are for state and local fees on mortgages and home sales.	$4,161.00
9. Initial deposit for your escrow account This charge is held in an escrow account to pay future recurring charges on your property and includes ☒ all property taxes, ☒ all insurance, and ☐ other [_____].	$3,750.00
10. Daily interest charges This charge is for the daily interest on your loan from the day of your settlement until the first day of the next month or the first day of your normal mortgage payment cycle. This amount is $ 48.67 per day for 26 days (if your settlement is 03/06/**).	$1,265.42
11. Homeowner's insurance This charge is for the insurance you must buy for the property to protect from a loss, such as fire. Policy — Charge Homeowner's Insurance — $1,000.00	$1,000.00
B Your Charges for All Other Settlement Services	**$ 13,761.42**
A + B Total Estimated Settlement Charges	**$ 14,491.42**

Good Faith Estimate (HUD-GFE) 2

Instructions

Understanding which charges can change at settlement

This GFE estimates your settlement charges. At your settlement, you will receive a HUD-1, a form that lists your actual costs. Compare the charges on the HUD-1 with the charges on this GFE. Charges can change if you select your own provider and do not use the companies we identify. (See below for details.)

These charges cannot increase at settlement:	The total of these charges can increase up to 10% at settlement:	These charges can change at settlement:
• Our origination charge • Your credit or charge (points) for the specific interest rate chosen *(after you lock in your interest rate)* • Your adjusted origination charges *(after you lock in your interest rate)* • Transfer taxes	• Required services that we select • Title services and lender's title insurance *(if we select them or you use companies we identify)* • Owner's title insurance *(if you use companies we identify)* • Required services that you can shop for *(if you use companies we identify)* • Government recording charges	• Required services that you can shop for *(if you do not use companies we identify)* • Title services and lender's title insurance *(if you do not use companies we identify)* • Owner's title insurance *(if you do not use companies we identify)* • Initial deposit for your escrow account • Daily interest charges • Homeowner's insurance

Using the tradeoff table

In this GFE, we offered you this loan with a particular interest rate and estimated settlement charges. However:

* If you want to choose this same loan with **lower settlement charges**, then you will have a **higher interest rate**.
* If you want to choose this same loan with a **lower interest rate**, then you will have **higher settlement charges**.

If you would like to choose an available option, you must ask us for a new GFE.

Loan originators have the option to complete this table. Please ask for additional information if the table is not completed.

	The loan in this GFE	The same loan with lower settlement charges	The same loan with a lower interest rate
Your initial loan amount	$292,000.00	$	$
Your initial interest rate [1]	6.00 %	%	%
Your initial monthly amount owed	$ 1,881.36	$	$
Change in the monthly amount owed from this GFE	No change	You will pay $_____ more every month	You will pay $_____ less every month
Change in the amount you will pay at settlement with this interest rate	No change	Your settlement charges will be reduced by $	Your settlement charges will increase by $
How much your total estimated settlement charges will be	$ 14,491.42	$	$

[1]For an adjustable rate loan, the comparisons above are for the initial interest rate before adjustments are made.

Using the shopping chart

Use this chart to compare GFEs from different loan originators. Fill in the information by using a different column for each GFE you receive. By comparing loan offers, you can shop for the best loan.

	This loan	Loan 2	Loan 3	Loan 4
Loan originator name	Bank of Florida			
Initial loan amount	$292,000.00			
Loan term	30 Yrs.			
Initial interest rate	6.00			
Initial monthly amount owed	$1,881.36			
Rate lock period	14 days			
Can interest rate rise?	No			
Can loan balance rise?	No			
Can monthly amount owed rise?	No			
Prepayment penalty?	No			
Balloon payment?	No			
Total Estimated Settlement Charges	$14,491.42			

If your loan is sold in the future

Some lenders may sell your loan after settlement. Any fees lenders receive in the future cannot change the loan you receive or the charges you paid at settlement.

Good Faith Estimate (HUD-GFE)   3

Appendix 7- Florida Data Call Reporting Reference Guide

The Florida Title Insurance Data Call requires all Florida Licensed Title Agents to capture certain information regarding their practices' income and expenses. This effort became effective January 1st, 2014 and will be an annual report to the state for their determination of a fair promulgated rate for title insurance. As agents earn up to 70% of the premium, the agents' activities and financial picture must be understood by regulators to ensure that the rates are fair to consumers and that title agencies earn a rate of return on their capital. Quality information on the financial requirements of title insurance agents is critical to the state's ability to set fair rates.

The Data Call consists of four parts.

1. **The Florida Agent Statistical Plan** - The Florida Agent Statistical Plan contains 98 data elements. It includes sections labeled General Information, Agency Information, Risk Assumption, Income, Expenses, Direct Agency Loss and Loss Avoidance Expenses.

Agents' sources of information for the data elements:

a) As identified in the General Information section, 39 of the data elements are to be drawn from the title agency's tax returns.

b) DoubleTime will generate reports to provide the information for data elements: 30, 31, 32a, 32b, 32c, 36, 37a, 37b, 37c, 37d, 38, 39, 40, 41, 42 and 48.

c) The remaining 49 data elements in the Statistical Plan portion are not routinely captured by closing software. Most are business expenses that are not detailed on tax returns. Some elements are specific business practice questions that must be tracked through the year. For example, line 34 asks agents to identify the number of searches they have acquired that include suggested or draft exceptions, how many do not, how many searches are acquired from a third party vendor and how many are conducted by an employee.

2. **Schedule A** - Schedule A contains six short answer questions primarily seeking information about the underwriters, abstractors and software providers an agent does business with.

3. **Schedule B** - Schedule B seeks to identify the amount of time title agency employees spend on search functions, primary title functions and closing services together with the cost of performing the functions. Schedule B contains fields labeled with Roman numerals and letters. Agents are only required to respond to the 5 fields identified with Roman numerals. The fields identified with letters are meant to be examples of the activities to be captured in the Roman numeral fields.

4. **Schedule C** - Schedule C requires agents to report the premium and number of transactions insured by the type of interest insured (owner, first mortgage, junior mortgage or leasehold), amount of the policy (among 5 amount levels) and rating (reissue mortgagee, reissue owners, substitution, new home discount and simultaneous). DoubleTime will provide reports providing all of this information. Schedule C also seeks information on any losses the agency paid. Agents will need to keep such information separately. **DoubleTime does not track any of the losses paid**

by your agency. This information will need to be tracked separately by your agency.

NOTE: To ensure DoubleTime will produce accurate Data Call reports, the following nine items have been identified that will require your attention:

1. Closing File Status - For every closing that has been successfully completed, change the Closing File Status in the Closing File module under the General Tab to 'Closed'. If the file is no longer valid, set the Closing File Status to 'Cancelled'.

2. Policy Status – If a physical policy jacket was obtained from the Forms Control department and the policy is no longer valid, set the policy Form Status to "Canceled" in the Serialized Forms tracking module.

For detailed instructions refer to the **Forms Tracking Module** in the **Additional Features** section of the **DoubleTime** workbook.

3. Issue Date on Policies - Be sure to enter a Date of Policy and Issue Date for each policy in the Title Insurance Policy module under the Owner and/or Mortgagee tab.

4. Residential 1-4 Indicator - For Residential or Non-Residential, make sure the Residential 1-4 checkbox in the Premium Calculation (Rating) module is set correctly under the General Information tab.

5. Type of Estate - For leasehold policies, make sure the Type of Estate is set to Leasehold in the Title Insurance Commitment module under the General tab.

6. ePayments - If you do not use the DoubleTime Electronic Payment feature, the Premium Remitted value will not be available for reporting and will need to be obtained manually.

7. Rebate Amounts - You must include the text Butler Rebate in the Closing Statement description for DoubleTime to find the Rebate Amounts for the report.

8. Construction Loan Update Endorsements - At or before the closing for a Construction Loan, select the Construction Loan Update Endorsement(s) that will be issued in the Title Insurance module under the Endorse Policy tab and enter the issued date.

9. Duplicate Title Agent Contacts - Verify that duplicate title agent contacts do not exist by going to the Closing File module and checking the Title Agent tab. Having duplicate Title agent contacts may produce incomplete Data Call statistics if some closings are associated with one instance or another. Duplicate title agent contacts can be inactivated in the Contacts module but the files they were previously associated with will need to be changed to show the active title agent contact.
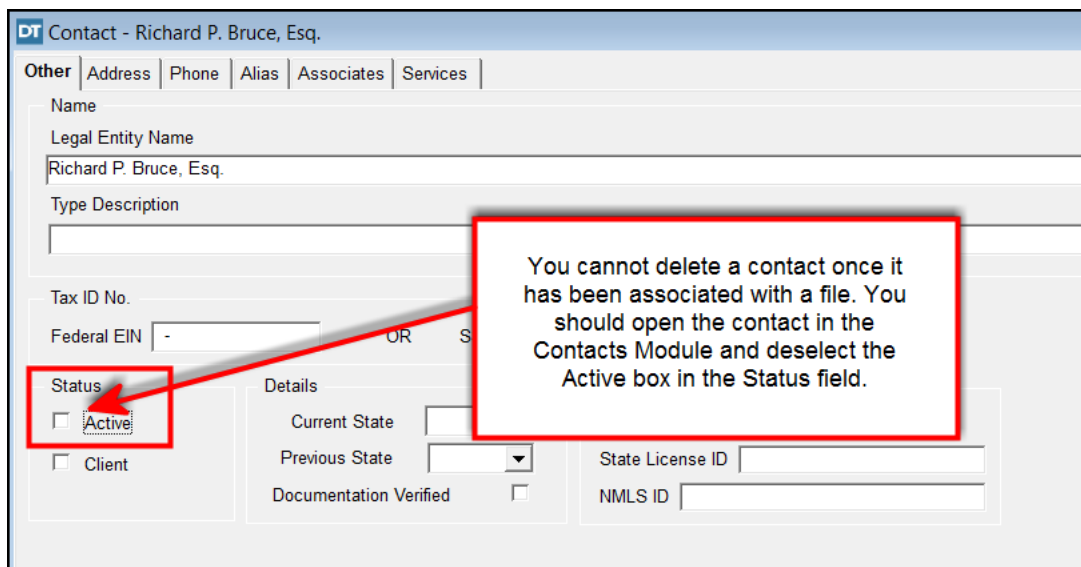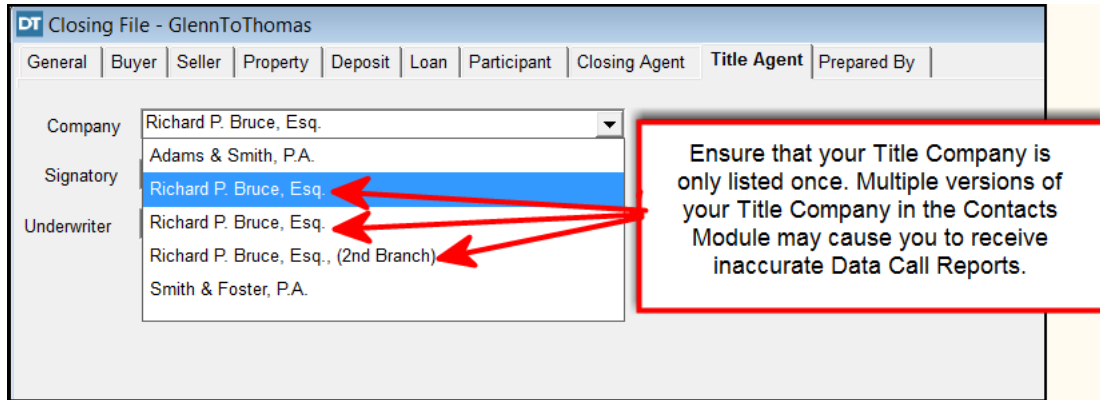
DoubleTime's Data Call module can be accessed by selecting 'Modules' on the top menu bar and then selecting 'Data Call'.

On the 'Data Call Criteria' window, different search criteria can be selected to generate reports. The search criteria includes:

• Title Agent – If multiple title agencies exist in your database, the Data Call reporting will need to be run for each contact.

• Residential or Commercial – Checking the '1-4 Residential' box will provide data on all residential closings. Unchecking the '1-4 Residential' box will provide data on all commercial closings.

• Year – DoubleTime will provide data for the selected year.

• Date Range – DoubleTime will provide data for the given date range.
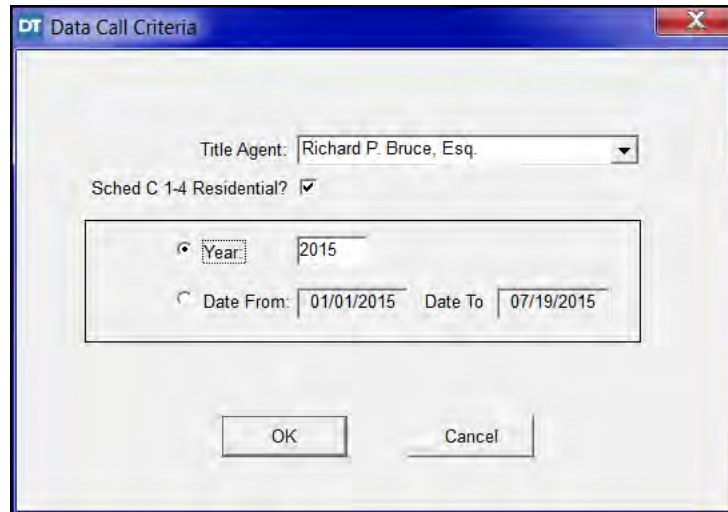
On the 'Data Call' report window, the top portion of the data pertains to Part 1- The Florida Agent Statistical Plan. The bottom portion of the data pertains to Part 4 – Schedule C.

Double clicking on the information bubble next to the 'Risk Assumption/Income Description' will display the instructions for that data element.
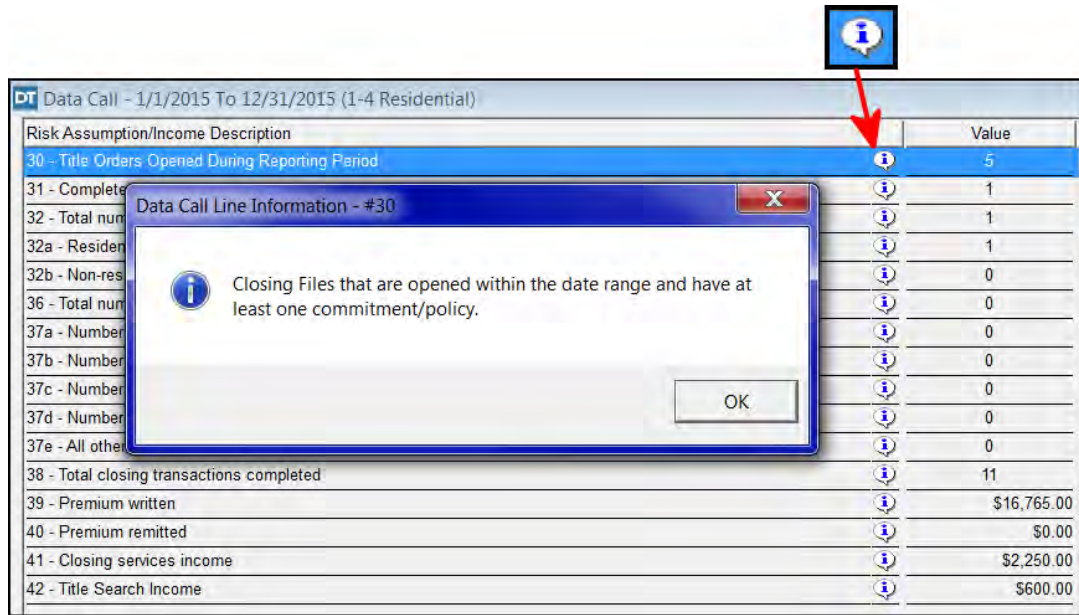
Double clicking on the value next to the 'Risk Assumption/Income Description' will display detail information for that data element. The detail information can be printed as a separate report.

Selecting the Print button or the Print option from the File menu will generate a report printout of all data currently being displayed in the Data Call module.

For more information on the Florida Title Insurance Data Call, please contact The Fund's Risk Management department at 1-800-336-3863. For more information on using the DoubleTime Data Call module, please contact The Fund's Help Desk at 1-800-421-9378.

Appendix 8 -

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Appendix 9 - Title Insurance Rating with CFPB Rules

Owner, Mtg & Endorsements Rated Per Florida Rules

Policy Rating Worksheet

Underwriter: _____ Rating Date: 02/14/18
Agent: _____ Rating Type: Basic
Agent ID No: _____ Agent Closing File No: _____
Invoice #: _____

Form Type	Exposure	Calculated (Promulgated)	Agent Variable (Promulgated)	Underwriter Remittance
Owner Policy Number:	225,000.00	1,200.00	1,200.00	360.00
Simultaneous Mortgagee Policy Number:	180,000.00	25.00	25.00	7.50
Endorsements				
1 06 ALTA 5.1 PUD		25.00	25.00	7.50
1 06 ALTA 8.1 Environmental Protection Lien	$ 197.50	25.00	25.00	7.50
1 06 ALTA 9 REM (MP1)		122.50	122.50	36.75

Total $1,397.50

Mtg & Endorsements Rated Per CFPB Rules

Policy Rating Worksheet

Underwriter: _____ Rating Date: 02/14/18
Agent: _____ Rating Type: Basic
Agent ID No: _____ Agent Closing File No: _____
Invoice #: _____

Form Type	Exposure	Calculated (Promulgated)	Agent Variable (Promulgated)	Underwriter Remittance
Mortgagee Policy Number:	180,000.00	975.00	975.00	292.50
Endorsements				
1 06 ALTA 5.1 PUD		25.00	25.00	7.50
1 06 ALTA 8.1 Environmental Protection Lien		25.00	25.00	7.50
1 06 ALTA 9 REM (MP1)		97.50	97.50	29.25

Total $1,122.50

DoubleTime HUD/ GFE Calculation

	Buyer	Seller
OF6		$1,200.00
MF6 & Endorsements	$197.50	
	$1,397.50	

DoubleTime CD Calculation

	Buyer	Seller
OF6		$275.00
MF6 & Endorsements	$1,122.50	
	$1,397.50	

How To Charge Per Contract

Lender Policy TRID $1,122.50
Lender Policy Florida $197.50
Seller needs to credit Buyer $925.00

On CD page 2, section C you can split the cost of the Mtg & End

	Buyer	Seller
CD page 2, section H OF6		$275.00
CD page 2, section C, MF6 & Endorsements	$197.50	$925.00
	$1,397.50	

OR

On CD page 2, section H you can show the actual cost of the Owner's Policy

	Buyer	Seller
CD page 2, section H OF6		
CD page 2, section C, MF6 & Endorsements	-$925.00	$1,200.00

OR

Show a seller credit to the buyer on CD page 3 for $925

Appendix 10 - Closing Disclosure For GlennToThomas

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your loan estimate.

Closing Information

Date Issued	03/17/2018
Closing Date	03/17/2018
Disbursement Date	03/17/2018
Settlement Agent	Richard P. Bruce, Esq.
File #	Glenn To Thomas
Property	1 Southern Place Orlando, Florida 32828
Sales Price	$225,000.00

Transaction Information

Borrower	Susan S. Thomas 1 Southern Place Orlando, Florida 32828
Seller	Peter R. Glenn and Linda Glenn 4728 Church Street Chicago, Illinois 60643
Lender	Bank of Florida

Loan Information

Loan term	30 Years
Purpose	Purchase
Product	Fixed Rate
Loan Type	[X] Conventional [ ] FHA [ ] VA [ ] _____
Loan ID #	14583
MIC #	

Loan Terms

		Can this amount increase after closing?
Loan Amount	$180,000	NO
Interest Rate	3.5%	NO
Monthly Principal & Interest *See Projected Payments below for your Estimated Total Monthly Payment*	$808.28	NO

		Does the loan have these features?
Prepayment Penalty	YES	• As high as $5,000 if you pay off the loan during the first 2 years
Balloon Payment	NO	

Projected Payments

Payment Calculation	Years 1 - 30
Principal & Interest	$808.28
Mortgage Insurance	+ 0
Estimated Escrow *Amount can increase over time*	+ 400.69
Estimated Total Monthly Payment	**$1,208.97**

Estimated Taxes, Insurance & Assessments *Amount can increase over time* *See page 4 for details*	$484.02 monthly	This estimate includes	In escrow?
		[X] Property Taxes	YES
		[X] Homeowner's Insurance	YES
		[X] Other: Flood Insurance & Additional Costs	SOME
		See Escrow Account on page 4 for details. You must pay for other property costs separately.	

Costs at Closing

Closing Costs	$9,173.26	Includes $4,881.50 in Loan Costs + $4,291.76 in Other Costs - $0 in Lender Credits. See page 2 for details.
Cash to Close	$7,153.50	Includes Closing Costs. *See Calculating Cash to Close on page 3 for details.*

CLOSING DISCLOSURE   DoubleTime®   PAGE 1 OF 5 • LOAN ID # 14583

Closing Cost Details

Loan Costs		Borrower Paid At Closing	Borrower Paid Before Closing	Seller Paid At Closing	Seller Paid Before Closing	Paid by Others
A. Origination Charges		**$3,750.00**				
01 . % of Loan Amount (Points)	to Bank of Florida	$3,000.00				
02 Document Preparation Fee	to Bank of Florida	$250.00				
03 Underwriting Fee	to Bank of Florida	$500.00				
04						
05						
06						
07						
08						
B. Services Borrower Did Not Shop For		**$250.00**				
01 Appraisal Fee	to Appraisers, Inc.		$250.00			
02 Credit Report Fee	to Credit Bureau, Inc.					(L) $50.00
03						
04						
05						
06						
07						
08						
C. Services Borrower Did Shop For		**$881.50**				
01 Pest Inspection Fee	to Pest Inspectors, Inc.	$84.00				
02 Title - Lender's Title Insurance	to Old Republic Nat. Title/Richard P.	$197.50		$925.00		
03 Title - Settlement Closing Fee	to Richard P. Bruce, Esq.	$250.00		$250.00		
04 Title - Survey Fee	to Property Surveyors, Inc.	$350.00				
05 Title - Title Search	to ATFS, LLC			$150.00		
06						
07						
08						
D. TOTAL LOAN COSTS (Borrower-Paid)		**$4,881.50**				
Loan Costs Subtotals (A + B + C)		$4,631.50	$250.00			

Other Costs

		Borrower Paid At Closing	Borrower Paid Before Closing	Seller Paid At Closing	Seller Paid Before Closing	Paid by Others
E. Taxes and Other Government Fees		**$1,214.00**				
01 Recording Fees Deed: $18.50 Mortgage: $205.50		$224.00		$18.50		
02 Deed - Documentary Stamps	to State of Florida			$1,575.00		
03 Mortgage - Documentary Stamps	to State of Florida	$630.00				
04 Mortgage - Intangible Taxes	to State of Florida	$360.00				
F. Prepaids		**$1,334.05**				
01 Homeowner's Insurance Premium (12 mo.)	to Home Insurance, Inc.		$750.00			
02 Mortgage Insurance Premium (mo.)	to Bank of Florida					
03 Prepaid Interest (17.27 per day from 03/17/18 to 04/1/18)		$259.05				
04 Property Taxes (mo.)	to					
05 Flood Insurance Premium (12 mo.)	to Home Insurance, Inc.		$325.00			
G. Initial Escrow Payment at Closing		**$1,618.71**				
01 Homeowner's Insurance $62.50 per month for 2 mo.		$125.00				
02 Mortgage Insurance per month for mo.						
03 Property Taxes $311.11 per month for 6 mo.		$1,866.66				
04 Flood Insurance $27.08 per month for 2 mo.		$54.16				
05						
06						
07						
08 Aggregate Adjustment		($427.11)				
H. Other		**$125.00**				
01 Home Warranty Fee	to Home Warranty, Inc.			$729.50		
02 Real Estate Commission Buyers Broker	to Realty Company, Inc.			$6,750.00		
03 Real Estate Commission Sellers Broker	to Better Homes, Inc.			$6,750.00		
04 Roof Inspection Fee	to Roof Inspectors, Inc.	$125.00				
05 Title - Owner's Title Insurance	to Old Republic Nat. Title/Richard P.			$275.00		
06						
07						
08						
I. TOTAL OTHER COSTS (Borrower-Paid)		**$4,291.76**				
Other Costs Subtotals (E + F + G + H)		$3,216.76	$1,075.00			
J. TOTAL CLOSING COSTS (Borrower-Paid)		**$9,173.26**				
Closing Costs Subtotals (D + I)		$7,848.26	$1,325.00	$17,423.00		$50.00
Lender Credits						

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	$9,767.00	$9,173.26	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	($1,325.00)	($1,325.00)	NO
Closing Costs Financed (Paid from your Loan Amount)	$0	$0.00	NO
Down Payment/Funds from Borrower	$45,000.00	$45,000.00	NO
Deposit	($45,000.00)	($45,000.00)	NO
Funds for Borrower	$0	$0.00	NO
Seller Credits	$0	$0.00	NO
Adjustments and Other Credits	$0	($894.76)	YES • See details in Section K and L
Cash to Close	$8,442.00	$7,153.50	

Summaries of Transactions

Use this table to see a summary of your transaction

BORROWER'S TRANSACTION

K. Due from Borrower at Closing	$232,889.93
01 Sale Price of Property	$225,000.00
02 Sale Price of Any Personal Property Included in Sale	
03 Closing Costs Paid at Closing (J)	$7,848.26
04	
Adjustments	
05	
06	
07	
Adjustments for Items Paid by Seller in Advance	
08 City/Town Taxes to	
09 County Taxes to	
10 Assessments to	
11 Homeowners Association D 03/17/18 to 03/31/18	$41.67
12	
13	
14	
15	

L. Paid Already by or on Behalf of Borrower at Closing	$225,736.43
01 Deposit	$45,000.00
02 Loan Amount	$180,000.00
03 Existing Loan(s) Assumed or Taken Subject to	
04	
05 Seller Credit	
Other Credits	
06	
07	
Adjustments	
08	
09	
10	
11	
Adjustments for Items Unpaid by Seller	
12 City/Town Taxes to	
13 County Taxes 01/01/18 to 03/17/18	$736.43
14 Assessments to	
15	
16	
17	

CALCULATION

Total Due from Borrower at Closing (K)	$232,889.93
Total Paid Already by or on behalf of Borrower at Closing (L)	- $225,736.43
Cash to Close [X] From [ ] To Borrower	$7,153.50

SELLER'S TRANSACTION

M. Due to Seller at Closing	$225,041.67
01 Sale Price of Property	$225,000.00
02 Sale Price of Any Personal Property Included in Sale	
03	
04	
05	
06	
07	
08	
Adjustments for Items Paid by Seller in Advance	
09 City/Town Taxes to	
10 County Taxes to	
11 Assessments to	
12 Homeowners Association D 03/17/18 to 03/31/18	$41.67
13	
14	
15	
16	

N. Due from Seller at Closing	$194,701.49
01 Excess Deposit	
02 Closing Costs Paid at Closing (J)	$17,423.00
03 Existing Loan(s) Assumed or Taken Subject to	
04 Payoff of First Mortgage Loan to First Eastern Bank	$176,542.06
05 Payoff of Second Mortgage Loan to	
06	
07	
08 Seller Credit	
09	
10	
11	
12	
13	
Adjustments for Items Unpaid by Seller	
14 City/Town Taxes to	
15 County Taxes 01/01/18 to 03/17/18	$736.43
16 Assessments to	
17	
18	
19	

CALCULATION

Total Due to Seller at Closing (M)	$225,041.67
Total Due from Seller at Closing (N)	- $194,701.49
Cash to Close [ ] From [X] To Seller	$30,340.18

CLOSING DISCLOSURE DoubleTime® PAGE 3 OF 5 • LOAN ID # 14583

Additional Information About This Loan

Loan Disclosures

Assumption

If you sell or transfer this property to another person, your lender

☐ will allow, under certain conditions, this person to assume this loan on the original terms.

☒ will not allow assumption of this loan on the original terms.

Demand Feature

Your loan

☐ has a demand feature, which permits your lender to require early repayment of the loan. You should review your note for details.

☒ does not have a demand feature.

Late Payment

If your payment is more than 15 days late, your lender will charge a late fee of 5.00% of the monthly principal and interest payment.

Negative Amortization   (Increase in Loan Amount)

Under your loan terms, you

☐ are scheduled to make Monthly payments that do not pay all of the interest due that Monthly. As a result, your loan amount will increase (negatively amortize), and your loan amount will likely

become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.

☐ may have Monthly payments that do not pay all of the interest due that Monthly. If you do, your loan amount will increase (negatively amortize), and, as a result, your loan amount may

become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.

☒ do not have a negative amortization feature.

Partial Payments

Your lender

☐ may accept payments that are less than the full amount due (partial payments) and apply them to your loan.

☐ may hold them in a separate account until you pay the rest of the payment, and then apply the full payment to your loan.

☒ does not accept any partial payments.

If this loan is sold, your new lender may have a different policy.

Security Interest

You are granting a security interest in

1Southern Place
Orlando, Florida 32828

You may lose this property if you do not make your payments or satisfy other obligations for this loan.

Escrow Account

For now, your loan

☒ will have an escrow account (also called an "impound" or "trust" account) to pay the property costs listed below. Without an escrow account, you would pay them directly, possibly in one or two large

payments a year. Your lender may be liable for penalties and interest for failing to make a payment.

Escrow		
Escrowed Property Costs over Year 1	$4,808.28	Estimated total amount over year 1 for your escrowed property costs: *Taxes, Homeowner's Insurance, Flood Insurance*
Non-Escrowed Property Costs over Year 1	$1,000.00	Estimated total amount over year 1 for your non-escrowed property costs: *HOA Dues* You may have other property costs.
Initial Escrow Payment	$1,618.71	A cushion for the escrow account you pay at closing. See Section G on page 2.
Monthly Escrow Payment	$400.69	The amount included in your total Monthly payment.

☐ will not have an escrow account because   ☐ you declined it

☐ your lender does not offer one. You must directly pay your property costs, such as taxes and homeowner's insurance.

Contact your lender to ask if your loan can have an escrow account.

No Escrow		
Estimated Property Costs over Year 1		Estimated total amount over year 1. You must pay these costs directly, possibly in one or *two large payments a year.*
Escrow Waiver Fee		

In the future,

Your property costs may change and, as a result, your escrow payment may change. You may be able to cancel your escrow account, but if you do, you must pay your property costs directly. If you fail to pay your property taxes, your state or local government may (1) impose fines and penalties or (2) place a tax lien on this property. If you fail to pay any of your property costs, your lender may (1) add the amounts to your loan balance, (2) add an escrow account to your loan, or (3) require you to pay for property insurance that the lender buys on your behalf, which likely would cost more and provide fewer benefits than what you could buy on your own.

Loan Calculations

Total of Payments. Total you will have paid after you make all payments of principal, interest, mortgage insurance, and loan costs, as scheduled. — **$290,980.96**

Finance Charge. The dollar amount the loan will cost you. — **$110,980.96**

Amount Financed. The loan amount available after paying your upfront finance charge. — **$170,960.74**

Annual Percentage Rate (APR). Your costs over the loan term expressed as a rate. This is not your interest rate. — **4.174 %**

Total Interest Percentage (TIP). The total amount of interest that you will pay over the loan term as a percentage of your loan amount. — **61.65 %**

Questions? If you have questions about the loan terms or costs on this form, use the contact information below. To get more information or make a complaint, contact the Consumer Financial Protection Bureau at **www.consumerfinance.gov/mortgage-closing**

Other Disclosures

Appraisal
If the property was appraised for your loan, your lender is required to give you a copy at no additional cost at least 3 days before closing. If you have not yet received it, please contact your lender at the information listed below.

Contract Details
See your note and security instrument for information about
- what happens if you fail to make your payments,
- what is a default on the loan,
- situations in which your lender can require early repayment of the loan, and
- the rules for making payments before they are due.

Liability after Foreclosure
If your lender forecloses on this property and the foreclosure does not cover the amount of unpaid balance on this loan,

☐ state law may protect you from liability for the unpaid balance. If you refinance or take on any additional debt on this property, you may lose this protection and have to pay any debt remaining even after foreclosure. You may want to consult a lawyer for more information.

☒ state law does not protect you from liability for the unpaid balance.

Refinance
Refinancing this loan will depend on your future financial situation, the property value, and market conditions. You may not be able to refinance this loan.

Tax Deductions
If you borrow more than this property is worth, the interest on the loan amount above this property's fair market value is not deductible from your federal income taxes. You should consult a tax advisor for more information.

Contact Information

	Lender	Real Estate Broker (B)	Settlement Agent	Real Estate Broker (S)
Name	Bank of Florida	Realty Company, Inc.	Richard P. Bruce, Esq.	Better Homes, Inc.
Address	28 Orange Blossom Trail, Orlando FL 32828	789 Local Lane, Orlando FL 32828	5955 T. G. Lee Blvd., Orlando FL 32828	123 Main Street, Orlando FL 32828
NMLS ID	NL3901			
FL License ID		FL9999	FL9876	FL1456
Contact	Thomas Price	Rick W. Robertson	Richard P. Bruce	George Bigfoot
Contact NMLS ID	NL7654			
Contact FL License ID		FL3232	FL28282	FL7515
Email	thomas@bankofFlorida.com	rick@realtycompanyinc.com	rpbruce@richardpbruce.com	george@betterhomes.com
Phone	(407) 929-2929	(407) 383-8383	(407) 484-8488	(407) 727-2777

Confirm Receipt

By signing, you are only confirming that you have received this form. You do not have to accept this loan because you have signed or received this form.

_____   _____
Borrower   Date

CLOSING DISCLOSURE   DoubleTime®   PAGE 5 OF 5 • LOAN ID # 14583

Appendix 11 - Closing Disclosure For Practice Session 7

Closing Disclosure

This form is a statement of final loan terms and closing costs. Compare this document with your loan estimate.

Closing Information

Date Issued	03/13/2018
Closing Date	03/17/2018
Disbursement Date	03/17/2018
Settlement Agent	Richard P. Bruce, Esq.
File #	Practice 7
Property	413 Bayshore Drive, Windermere, Florida 34786
Sales Price	$365,000.00

Transaction Information

Borrower	James E. Jones, III 413 Bayshore Drive Windermere, Florida 34786
Seller	Norman Armstrong & Mary Armstrong 777 Park Lane West Harleysville, Pennsylvania 19438
Lender	Bank of Florida

Loan Information

Loan term	30 Years
Purpose	Purchase
Product	Fixed Rate
Loan Type	[X] Conventional [ ] FHA [ ] VA [ ] _____
Loan ID #	512873
MIC #	

Loan Terms

		Can this amount increase after closing?
Loan Amount	$292,000	NO
Interest Rate	6%	NO
Monthly Principal & Interest See Projected Payments below for your Estimated Total Monthly Payment	$1,750.69	NO
		Does the loan have these features?
Prepayment Penalty		YES • As high as $5,840 if you pay off the loan during the first 2 years
Balloon Payment		NO

Projected Payments

Payment Calculation	Years 1 - 30
Principal & Interest	$1,750.69
Mortgage Insurance	+ 0
Estimated Escrow Amount can increase over time	+ 439.59
Estimated Total Monthly Payment	**$2,190.28**

Estimated Taxes, Insurance & Assessments Amount can increase over time See page 4 for details	$439.59 monthly	This estimate includes	In escrow?
		[X] Property Taxes	YES
		[X] Homeowner's Insurance	YES
		[ ] Other:	NO
		See Escrow Account on page 4 for details. You must pay for other property costs separately.	

Costs at Closing

Closing Costs	$10,760.16	Includes $4,862.50 in Loan Costs + $5,897.66 in Other Costs - $0 in Lender Credits. See page 2 for details.
Cash to Close	$21,536.60	Includes Closing Costs. See Calculating Cash to Close on page 3 for details.

CLOSING DISCLOSURE   DoubleTime®   PAGE 1 OF 5 • LOAN ID # 512873

Closing Cost Details

Loan Costs		Borrower Paid At Closing	Borrower Paid Before Closing	Seller Paid At Closing	Seller Paid Before Closing	Paid by Others
A. Origination Charges		**$3,720.00**				
01 1. % of Loan Amount (Points)	to Bank of Florida	$2,920.00				
02 Document Preparation Fee	to Bank of Florida	$300.00				
03 Underwriting Fee	to Bank of Florida	$500.00				
04						
05						
06						
07						
B. Services Borrower Did Not Shop For		**$300.00**				
01 Appraisal Fee	to Appraisers, Inc.		$300.00			
02 Credit Report Fee	to Credit Bureau, Inc.					(L) $50.00
03						
04						
05						
06						
07						
08						
C. Services Borrower Did Shop For		**$842.50**				
01 Title - Lender's Title Insurance	to Old Republic Nat. Title/Richard P.	$242.50		$1,471.00		
02 Title - Settlement Closing Fee	to Richard P. Bruce, Esq.	$250.00		$250.00		
03 Title - Survey Fee	to Property Surveyors, Inc.	$350.00				
04 Title - Title Search	to ATFS, LLC			$150.00		
05						
06						
07						
08						
D. TOTAL LOAN COSTS (Borrower-Paid)		**$4,862.50**				
Loan Costs Subtotals (A + B + C)		$4,562.50	$300.00			

Other Costs		Borrower Paid At Closing	Borrower Paid Before Closing	Seller Paid At Closing	Seller Paid Before Closing	Paid by Others
E. Taxes and Other Government Fees		**$1,753.50**				
01 Recording Fees Deed: $18.50 Mortgage: $129.00		$147.50		$18.50		
02 Deed - Documentary Stamps	to State of Florida			$2,555.00		
03 Mortgage - Documentary Stamps	to State of Florida	$1,022.00				
04 Mortgage - Intangible Taxes	to State of Florida	$584.00				
F. Prepaids		**$1,820.00**				
01 Homeowner's Insurance Premium (12 mo.)	to Stormy Weather Insurance, Inc.		$1,100.00			
02 Mortgage Insurance Premium (mo.)	to Bank of Florida					
03 Prepaid Interest (48.00 per day from 03/17/18 to 04/1/18)		$720.00				
04 Property Taxes (mo.)	to					
05						
G. Initial Escrow Payment at Closing		**$1,904.16**				
01 Homeowner's Insurance $91.67 per month for 2 mo.		$183.34				
02 Mortgage Insurance per month for mo.						
03 Property Taxes $347.92 per month for 6 mo.		$2,087.52				
04						
05						
06						
07						
08 Aggregate Adjustment		($366.70)				
H. Other		**$420.00**				
01 Home Warranty Fee	to Home Warranty, Inc.			$300.00		
02 Mold Inspection Fee	to Moldy Inspectors R US			$50.00		
03 Real Estate Commission Buyers Broker	to Realty Company, Inc.			$10,950.00		
04 Real Estate Commission Sellers Broker	to Better Homes, Inc.			$10,950.00		
05 Real Estate Processing Fee	to Better Homes, Inc.			$295.00		
06 Real Estate Processing Fee	to Realty Company, Inc.	$295.00				
07 Roof Inspection Fee	to Roof Inspectors, Inc.	$125.00				
08 Title - Lien Letter	to Lien Search Company			$150.00		
09 Title - Owner's Title Insurance	to Old Republic Nat. Title/Richard P.			$429.00		
I. TOTAL OTHER COSTS (Borrower-Paid)		**$5,897.66**				
Other Costs Subtotals (E + F + G + H)		$4,797.66	$1,100.00			
J. TOTAL CLOSING COSTS (Borrower-Paid)		**$10,760.16**				
Closing Costs Subtotals (D + I)		$9,360.16	$1,400.00	$27,568.50		$50.00
Lender Credits						

CLOSING DISCLOSURE   DoubleTime®   PAGE 2 OF 5 • LOAN ID # 512873

Calculating Cash to Close

Use this table to see what has changed from your Loan Estimate

	Loan Estimate	Final	Did this change?
Total Closing Costs (J)	$10,600.00	$10,760.16	YES • See Total Loan Costs (D) and Total Other Costs (I)
Closing Costs Paid Before Closing	$250.00	($1,400.00)	YES • You paid these Closing Costs before closing
Closing Costs Financed (Paid from your Loan Amount)	$0	$0.00	NO
Down Payment/Funds from Borrower	$73,000.00	$73,000.00	NO
Deposit	($60,000.00)	($60,000.00)	NO
Funds for Borrower	$0	$0.00	NO
Seller Credits	$0	$0.00	NO
Adjustments and Other Credits	$0	($823.56)	YES • See details in Section K and L
Cash to Close	$23,850.00	$21,536.60	

Summaries of Transactions

Use this table to see a summary of your transaction

BORROWER'S TRANSACTION

K. Due from Borrower at Closing	$374,360.16
01 Sale Price of Property	$365,000.00
02 Sale Price of Any Personal Property Included in Sale	
03 Closing Costs Paid at Closing (J)	$9,360.16
04	
Adjustments	
05	
06	
07	
Adjustments for Items Paid by Seller in Advance	
08 City/Town Taxes to	
09 County Taxes to	
10 Assessments to	
11	
12	
13	
14	
15	

L. Paid Already by or on Behalf of Borrower at Closing	$352,823.56
01 Deposit	$60,000.00
02 Loan Amount	$292,000.00
03 Existing Loan(s) Assumed or Taken Subject to	
04	
05 Seller Credit	
Other Credits	
06	
07	
Adjustments	
08	
09	
10	
11	
Adjustments for Items Unpaid by Seller	
12 City/Town Taxes to	
13 County Taxes 01/01/18 to 03/17/18	$823.56
14 Assessments to	
15	
16	
17	

SELLER'S TRANSACTION

M. Due to Seller at Closing	$365,000.00
01 Sale Price of Property	$365,000.00
02 Sale Price of Any Personal Property Included in Sale	
03	
04	
05	
06	
07	
08	
Adjustments for Items Paid by Seller in Advance	
09 City/Town Taxes to	
10 County Taxes to	
11 Assessments to	
12	
13	
14	
15	
16	

N. Due from Seller at Closing	$194,337.26
01 Excess Deposit	
02 Closing Costs Paid at Closing (J)	$27,568.50
03 Existing Loan(s) Assumed or Taken Subject to	
04 Payoff of First Mortgage Loan to Big Time Bankers	$165,945.20
05 Payoff of Second Mortgage Loan to	
06	
07	
08 Seller Credit	
09	
10	
11	
12	
13	
Adjustments for Items Unpaid by Seller	
14 City/Town Taxes to	
15 County Taxes 01/01/18 to 03/17/18	$823.56
16 Assessments to	
17	
18	
19	

CALCULATION

Total Due from Borrower at Closing (K)	$374,360.16
Total Paid Already by or on behalf of Borrower at Closing (L)	- $352,823.56
Cash to Close [X] From [ ] To Borrower	$21,536.60

CALCULATION

Total Due to Seller at Closing (M)	$365,000.00
Total Due from Seller at Closing (N)	- $194,337.26
Cash to Close [ ] From [X] To Seller	$170,662.74

CLOSING DISCLOSURE   DoubleTime®   PAGE 3 OF 5 • LOAN ID # 512873

Additional Information About This Loan

Loan Disclosures

Assumption

If you sell or transfer this property to another person, your lender

☐ will allow, under certain conditions, this person to assume this loan on the original terms.

☒ will not allow assumption of this loan on the original terms.

Demand Feature

Your loan

☐ has a demand feature, which permits your lender to require early repayment of the loan. You should review your note for details.

☒ does not have a demand feature.

Late Payment

If your payment is more than 15 days late, your lender will charge a late fee of 5.00% of the monthly principal and interest payment.

Negative Amortization   (Increase in Loan Amount)

Under your loan terms, you

☐ are scheduled to make Monthly payments that do not pay all of the interest due that Monthly. As a result, your loan amount will increase (negatively amortize), and your loan amount will likely become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.

☐ may have Monthly payments that do not pay all of the interest due that Monthly. If you do, your loan amount will increase (negatively amortize), and, as a result, your loan amount may become larger than your original loan amount. Increases in your loan amount lower the equity you have in this property.

☒ do not have a negative amortization feature.

Partial Payments

Your lender

☐ may accept payments that are less than the full amount due (partial payments) and apply them to your loan.

☐ may hold them in a separate account until you pay the rest of the payment, and then apply the full payment to your loan.

☒ does not accept any partial payments.

If this loan is sold, your new lender may have a different policy.

Security Interest

You are granting a security interest in

413 Bayshore Drive, Windermere, Florida 34786

You may lose this property if you do not make your payments or satisfy other obligations for this loan.

Escrow Account

For now, your loan

☒ will have an escrow account (also called an "impound" or "trust" account) to pay the property costs listed below. Without an escrow account, you would pay them directly, possibly in one or two large payments a year. Your lender may be liable for penalties and interest for failing to make a payment.

Escrow		
Escrowed Property Costs over Year 1	$5,275.08	Estimated total amount over year 1 for your escrowed property costs: *Taxes and Home Insurance*
Non-Escrowed Property Costs over Year 1		Estimated total amount over year 1 for your non-escrowed property costs: You may have other property costs.
Initial Escrow Payment	$1,904.16	A cushion for the escrow account you pay at closing. See Section G on page 2.
Monthly Escrow Payment	$439.59	The amount included in your total Monthly payment.

☐ will not have an escrow account because   ☐ you declined it

☐ your lender does not offer one. You must directly pay your property costs, such as taxes and homeowner's insurance.

Contact your lender to ask if your loan can have an escrow account.

No Escrow		
Estimated Property Costs over Year 1		Estimated total amount over year 1. You must pay these costs directly, possibly in one or *two large payments a year.*
Escrow Waiver Fee		

In the future,

Your property costs may change and, as a result, your escrow payment may change. You may be able to cancel your escrow account, but if you do, you must pay your property costs directly. If you fail to pay your property taxes, your state or local government may (1) impose fines and penalties or (2) place a tax lien on this property. If you fail to pay any of your property costs, your lender may (1) add the amounts to your loan balance, (2) add an escrow account to your loan, or (3) require you to pay for property insurance that the lender buys on your behalf, which likely would cost more and provide fewer benefits than what you could buy on your own.

Loan Calculations

Total of Payments. Total you will have paid after you make all payments of principal, interest, mortgage insurance, and loan costs, as scheduled. — $630,247.51

Finance Charge. The dollar amount the loan will cost you. — $338,247.51

Amount Financed. The loan amount available after paying your upfront finance charge. — $281,450.84

Annual Percentage Rate (APR). Your costs over the loan term expressed as a rate. This is not your interest rate. — 6.211 %

Total Interest Percentage (TIP). The total amount of interest that you will pay over the loan term as a percentage of your loan amount. — 46.33 %

Questions? If you have questions about the loan terms or costs on this form, use the contact information below. To get more information or make a complaint, contact the Consumer Financial Protection Bureau at **www.consumerfinance.gov/mortgage-closing**

Other Disclosures

Contract Details

See your note and security instrument for information about
- what happens if you fail to make your payments,
- what is a default on the loan,
- situations in which your lender can require early repayment of the loan, and
- the rules for making payments before they are due.

Liability after Foreclosure

If your lender forecloses on this property and the foreclosure does not cover the amount of unpaid balance on this loan,

☐ state law may protect you from liability for the unpaid balance. If you refinance or take on any additional debt on this property, you may lose this protection and have to pay any debt remaining even after foreclosure. You may want to consult a lawyer for more information.

☒ state law does not protect you from liability for the unpaid balance.

Refinance

Refinancing this loan will depend on your future financial situation, the property value, and market conditions. You may not be able to refinance this loan.

Tax Deductions

If you borrow more than this property is worth, the interest on the loan amount above this property's fair market value is not deductible from your federal income taxes. You should consult a tax advisor for more information.

Contact Information

	Lender	Real Estate Broker (B)	Settlement Agent	Real Estate Broker (S)
Name	Bank of Florida	Realty Company, Inc.	Richard P. Bruce, Esq.	Better Homes, Inc.
Address	28 Orange Blossom Trail, Orlando FL 32828	789 Local Lane, Orlando FL 32828	5955 T. G. Lee Blvd., Orlando FL 32828	123 Main Street, Orlando FL 32828
NMLS ID	NL3901			
FL License ID		FL9999	FL9876	FL1456
Contact	Thomas Price	Rick W. Robertson	Richard P. Bruce	George Bigfoot
Contact NMLS ID	NL7654			
Contact FL License ID		FL3232	FL28282	FL7515
Email	thomas@bankofFlorida.com	rick@realtycompanyinc.com	rpbruce@richardpbruce.com	george@betterhomes.com
Phone	(407) 929-2929	(407) 383-8383	(407) 484-8488	(407) 727-2777

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_____   _____
Borrower   Date

CLOSING DISCLOSURE   DoubleTime®   PAGE 5 OF 5 • LOAN ID # 512873