

Liberty's PORTAL User Guide

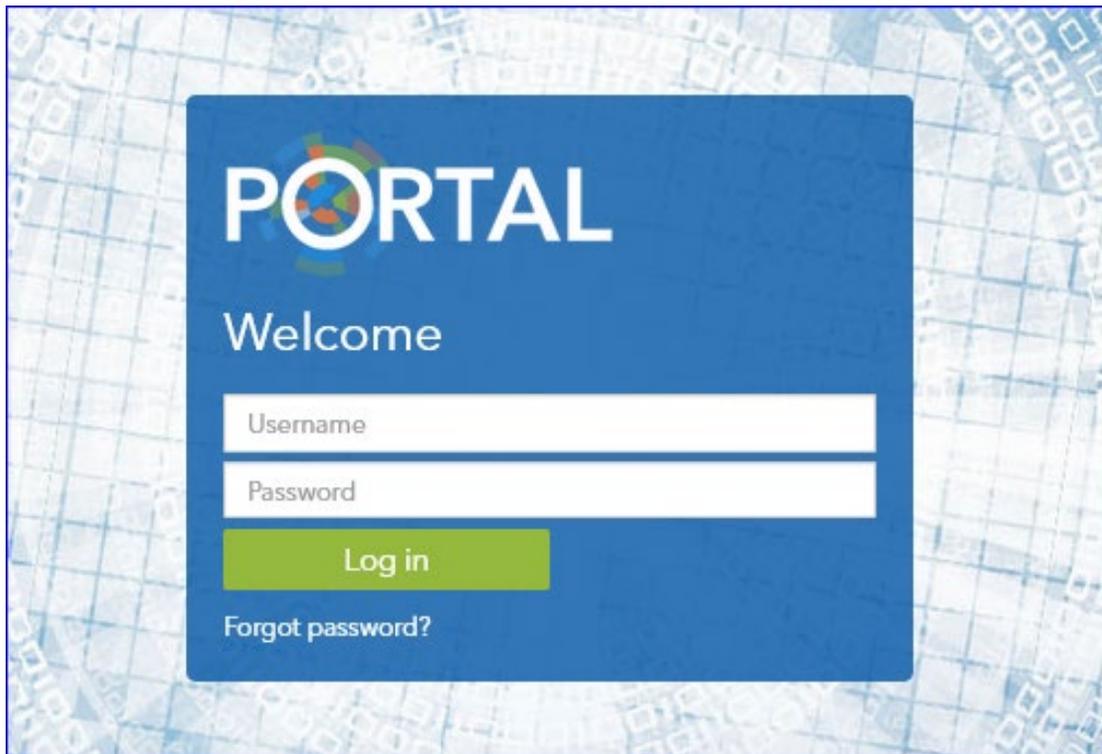


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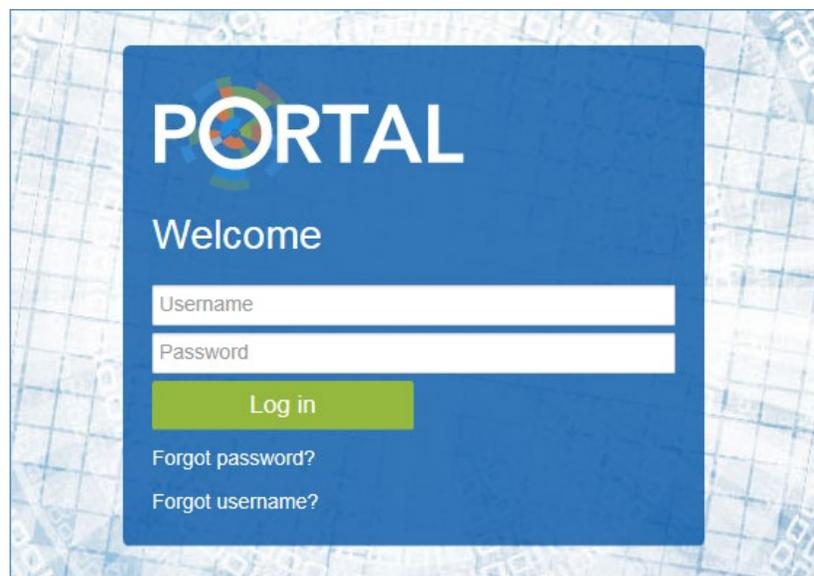
Getting Started

Step

Log On Process and Review of Pipeline Screen

Click the following link to enter credentials to the PORTAL.

<https://reversecalculator.libertyreverse.com>

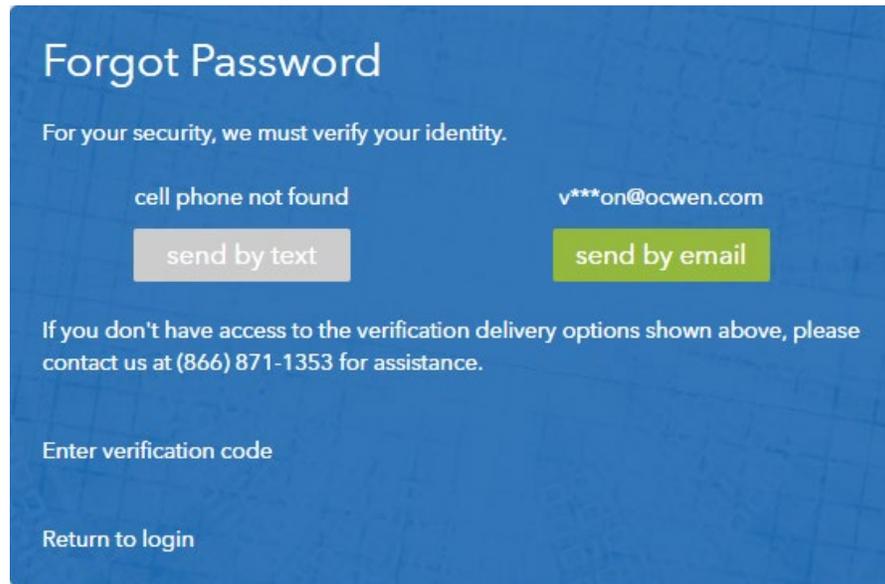


1

To reset your password:

1. Enter your **Username**
2. Click **Forgot password?**

You will be given the option to receive an email or a text with a verification code allowing you to reset your password.



NOTE:

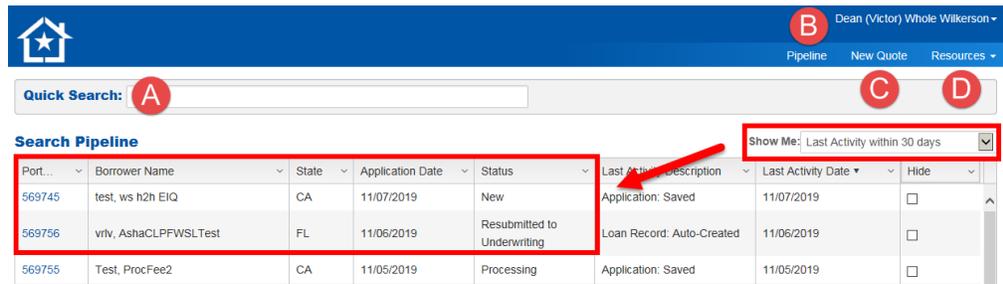
- A user must have a mobile number in their PORTAL Profile in order to receive a verification code via text.
- If you do not remember your User ID, please check with your company's PORTAL Administrator or Lender Support.
- The PORTAL will log users out after 10 minutes of inactivity.

To retrieve your username:

1. Click **Forgot username?**
2. Enter the **email** associated with the user profile.
3. An email will be sent to the email address on file.

Note: An email will not be sent if the email address entered is not associated with a user profile.

Once logged in, you will automatically be directed to your pipeline screen. Your pipeline view is customizable. Simply click and drag any of the columns around to rearrange your view. The system will remember the last view you had the next time you log in.



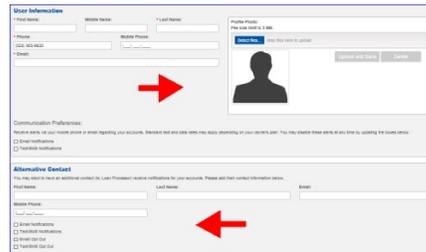
In addition to your pipeline of loans, this screen gives you access to four additional features:

A – Quick Search:

The “Quick Search” feature allows users to search deals in their own pipeline or a pipeline that a user has access to. Search by borrower name, portal ID, or loan number.

2

B – User Profile: Basic profile information may be found here. This allows the user to update his/her contact and communication details.



C – New Quote: Start here when working with a new borrower.

D – Resources: Provides direct links to our guidelines, forms, checklists and our partner website.

- Guides, Forms & Checklists
- Recorded Portal Training
- Liberty Partner Site
- Contact Us
- About Portal

Generate a Quote

Step

Starting a Quote

Click **New Quote**.



Once the next page loads you will see that the application date defaults to today's date. The estimated closing date is 60 days from the application date.

Application Details

* Application Date: Nov-15-2017	* Est Closing Date: Jan-14-2018	* Transaction Type: --Select--
Channel Type: <input checked="" type="radio"/> Wholesale <input type="radio"/> Correspondent		

Date of Birth

* Borrower Date of Birth: MM/DD/YYYY	* Borrower Age:
+ add a co-borrower	

Property

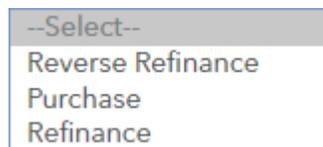
* Property Type: Single Family	* Home Value: \$	* State: --Select--
-----------------------------------	---------------------	------------------------

Lien

Lien # 1: \$	Monthly Payment: \$
+ add a Lien	

1

You will need to start with the transaction type. The dropdown menu includes Reverse Refinance, Purchase, and Refinance.



NOTE: For information pertaining to Reverse Refinance and Purchase, see the appendix at the end of the job aid.

Adding Borrower Information

Complete the remaining fields on this page (fields with the red asterisk are required).

Date of Birth

* Borrower Date of Birth:  * Borrower Age:

[+ add a co-borrower](#)

Property

* Property Type: * Home Value: * State:

Lien

Lien # 1: Monthly Payment:

[+ add a Lien](#)

Best Practice: Enter the borrower's date of birth rather than age. If you enter a borrower's age, the system will default to a birthdate of January 1 of that year which may give the borrower an incorrect HECM age.

2

You may add co-borrower information or lien information by clicking the [+ add a co-borrower](#) add a co-borrower and [+ add a Lien](#) add a lien button.

NOTE: If the borrower does not currently have a mortgage on their home, you may leave the monthly payment box blank.

Click **Next** to move to the product comparison screen.

Loan Details

[Loan Details](#) | [Product Selection](#) | [Product Comparison](#) | [Save Quote](#) | [Summary](#)

[< Pipeline](#) | [Next >](#)

Application Details

* Application Date: * Est Closing Date: * Transaction Type:

Channel Type: Wholesale Correspondent



Selecting Products

The Portal will automatically select the lowest cost and the lowest rate fixed products for you. These will be light blue. You can then add your own selections by clicking on the green + to add the product.

Select Products

1	2	3	4
✕ HECM 2014 Mthly LIBOR-2.125% \$0	✕ HECM 2014 Fixed-5.18% \$0 B	✕ HECM 2014 Annual LIBOR-2.00% \$0	✕ HECM 2014 Mthly LIBOR-2.000% \$0

<p>Monthly</p> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 2px;">+ HECM 2014 Mthly LIBOR-2.000% \$0 <li style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 2px; border: 2px solid red;">+ HECM 2014 Mthly LIBOR-2.125% \$0 <li style="background-color: #0056b3; color: white; padding: 2px;">+ HECM 2014 Mthly LIBOR-2.25% \$0 	<p>Annual</p> <ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 2px;">+ HECM 2014 Annual LIBOR-2.00% \$0 <li style="background-color: #0056b3; color: white; padding: 2px; margin-bottom: 2px;">+ HECM 2014 Annual LIBOR-2.125% \$0 <li style="background-color: #0056b3; color: white; padding: 2px;">+ HECM 2014 Annual LIBOR-2.25% \$0
--	--

Why are certain products defaulting to my Selected Product grid?
 • Product defaults are suggestions only and can be removed by the user and replaced with any product offering.
 • Default products are indicated in the list as light blue.
 • Adjustable Rate Products: LIBOR products which result in an expected rate nearest to the floor, without exceeding it, are set as default products. These products result in achieving the maximum Principal Limit with the lowest amount of closing costs.
 • FIXED Rate Products: FIXED products are set to default the lowest rate and lowest cost options available.

Click the  green plus icon to add loan options.

Loan officers may add their own loan products in the lineup to a maximum of 6 loan options. Loan officer selected products will show in dark blue.

Product Comparison Screen

Once the products have been selected you will be brought to the product comparison screen.

Product Comparison

Loan Details | Product Selection | **Product Comparison** | Save Quote | Summary

< Back | Next >

Product Comparison | GFE

Edit Important Dates: *

Important Note Regarding Principal Limit Calculations
Case Assignment Date is missing, but is needed to ensure accurate calculations based on recent program changes. Please add the case date in the section above, if known. When blank, the calculator will assume an FHA Case Date of "today."

Broker Compensation Method: Lender Paid Borrower Paid

Active Rate Sheet: B

Add Another Product

This option pays Broker only the Loan Origination fee. Consult your Account Manager or Broker Administrator before.

Broker compensation radio button will default to Lender Paid. Due to Regulation Z and the loan officer compensation rule, an originator is only able to earn the loan origination fee or correspondent fee on a fixed rate product. Please reach out to your Account Manager before changing the selection to borrower paid.

4

Best Practice: Before making any changes to the products on the comparison screen, click on the GFE tab and update GFE costs by your region. By entering fees first, it will create accurate figures in the loan products offered to the borrower.



Good Faith Estimate (GFE) Fees Recalculate

* State: Zip Code: County:

Total Closing Costs: \$16,269.60

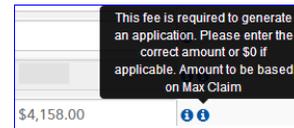
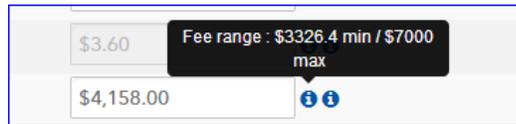
1. Our Origination Charge
This section is part of the 0% tolerance. \$8,195.00

Description	HUD Fee Section	Amount
Consultation Fee	800	\$0.00
Document Preparation	800	\$195.00
Loan Origination Fee	800	\$8,000.00

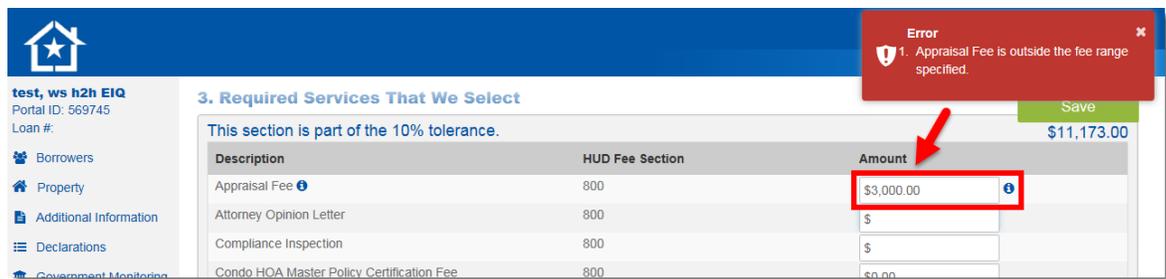
2. Your Credit or Charge (Points) for the Interest Rate Chosen (\$6,000.00)

Description	HUD Fee Section	Amount
Consultation Fee Offset	800	\$0.00
Field Advisor Commission Offset	800	\$0.00
Lender Credit	800	(\$6,000.00)
Lender Credit Adjustment	800	\$0.00

NOTE: Hover icons ⓘ next to fee boxes on the GFE provide explanations of maximum fee charges per item and what the fee pertains to. Fee thresholds are built to comply with HUD guidelines.



Error messages will appear if fees are outside the fee range for the service.



After entering good faith estimate costs, click the **Recalculate** button at the top, then click the **Product Comparison** product comparison tab to edit the loan product selection lineup.

Product Order

You can change the order of the products displayed on the comparison screen. The same product lineup will be shown on the quote. To change the order, type in the number of the column you would like that particular product to be in and press 'tab.'

NOTE: The product listed in the leftmost column will be the one used to generate the data on an application



LOWEST COST Selected	2	3	4th column can move to 1st position
1	2	3	1
\$5,000.00 + \$8,600.10 \$13,600.10	\$5,000.00 + \$14,552.70 \$19,552.70	\$5,000.00 + \$7,918.62 \$12,918.62	\$5,000.00 + \$11,967.36 \$16,967.36
HECM Fixed 2014	HECM Annual Libor 2014	HECM Annual Libor 2014	HECM Mthly Libor 2014
5.180% 0 % 5.180% 1.25%	1.732% 2.375 % 4.107% 1.25%	1.732% 2 % 3.732% 1.25%	1.237% 2 % 3.237% 1.25%

5

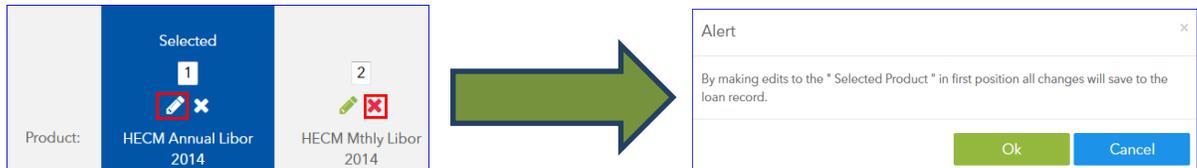
Select **OK** to verify the column movement.

Alert

By Making this product your "selected product" the data associated with this scenario will override the data associated with your "current selected". Any edits you have made will become associated with the loan record.

Edit Product Details

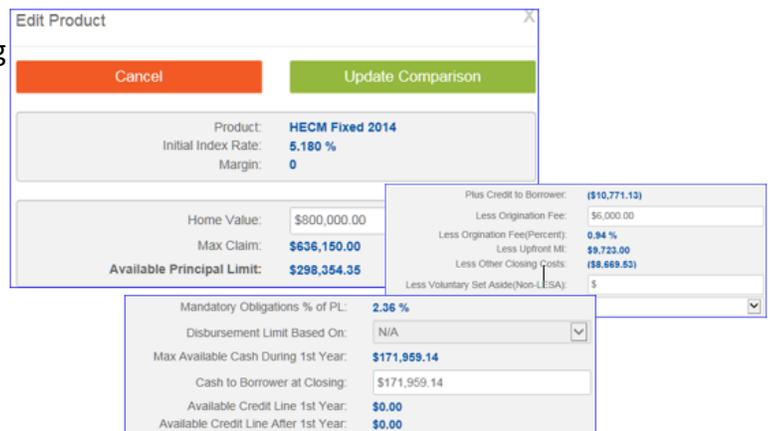
To edit the details and disbursement options for a product click on the pencil icon located just below the product position box. When you click on the pencil an alert box appears. Click ok to move to the edit screen.



By clicking the edit pencil icon, the user may adjust figures and update comparisons based on adjusting the figures below within the edit option. Click “update comparison” after edits are made.

6

- Home Value
- Purchase Price (for HECM for Purchase Option)
- Less Voluntary Set Aside (non-LESA)
- Life Expectancy Set Aside level
- Less Repair Set Aside
- Cash to Borrower at Closing
- Total Credit Line
- Tenure
- Monthly Term Payment
- Term Months



Product:	HECM Fixed 2014
Initial Index Rate:	5.180 %
Margin:	0
Home Value:	\$800,000.00
Max Claim:	\$636,150.00
Available Principal Limit:	\$298,354.35
Plus Credit to Borrower:	(\$10,771.13)
Less Origination Fee:	\$6,000.00
Less Origination Fee(Percent):	0.94 %
Less Upfront MI:	\$9,723.00
Less Other Closing Costs:	(\$8,668.63)
Less Voluntary Set Aside(Non-LESA):	\$
Mandatory Obligations % of PL:	2.36 %
Disbursement Limit Based On:	N/A
Max Available Cash During 1st Year:	\$171,959.14
Cash to Borrower at Closing:	\$171,959.14
Available Credit Line 1st Year:	\$0.00
Available Credit Line After 1st Year:	\$0.00

Once you update your comparison you will be brought back to the product comparison screen. Once you have your product details the way you want them, click the ‘Next’ button on the top-right hand side of the page to save your information and move to the next step.

Saving Your Quote

To save your information and generate the quote you will need to complete the borrower information and the property details. The user is required to fill out the items with a red asterisk before proceeding to the next step. The interviewer (loan originator) information will auto populate.

We need a little bit more information to save your quote.

Loan Information	
Product Name: HECM Annual Libor 2014	Portal ID: _____
Margin: 2.50 %	Liberty Loan #: _____
Home Value: \$340,000.00	Application Date: 09/21/2017
Total Loan Amount: \$35,500.00	Organization: Liberty Retail
Status: _____	Channel: Retail
Transaction type: Refinance	

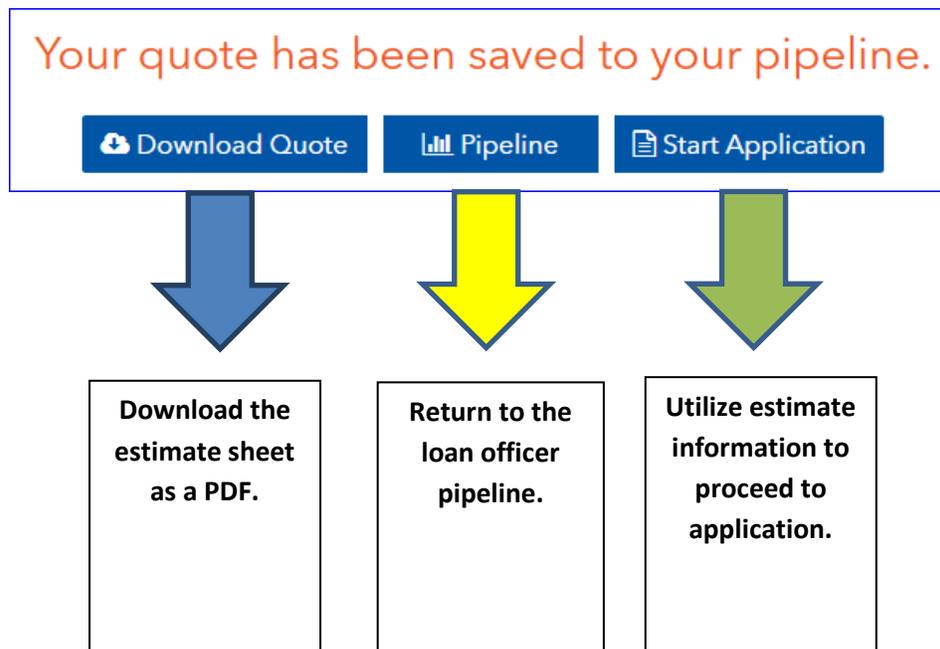
Borrower Information	
* First Name: <input type="text" value="John"/>	Middle Name: <input type="text"/>
* Last Name: <input type="text" value="Smith"/>	
Phone Number: <input type="text" value="() - -"/>	Email: <input type="text"/>

Property	
Address: <input type="text"/>	City: <input type="text"/>
* State: <input type="text" value="Texas"/>	
Zip Code: <input type="text"/>	County: <input type="text" value="-Select-"/>

Interviewer Information	
* Name: <input type="text" value="-Select-"/>	Address 1: _____
* Phone: <input type="text" value="(214) 666-5555"/>	Address 2: _____
	City: _____
	State: _____
	Zip Code: _____

1

Once the summary is complete, loan originator will have the option to generate and send the quote as a PDF, start the application process, or return to the pipeline page.

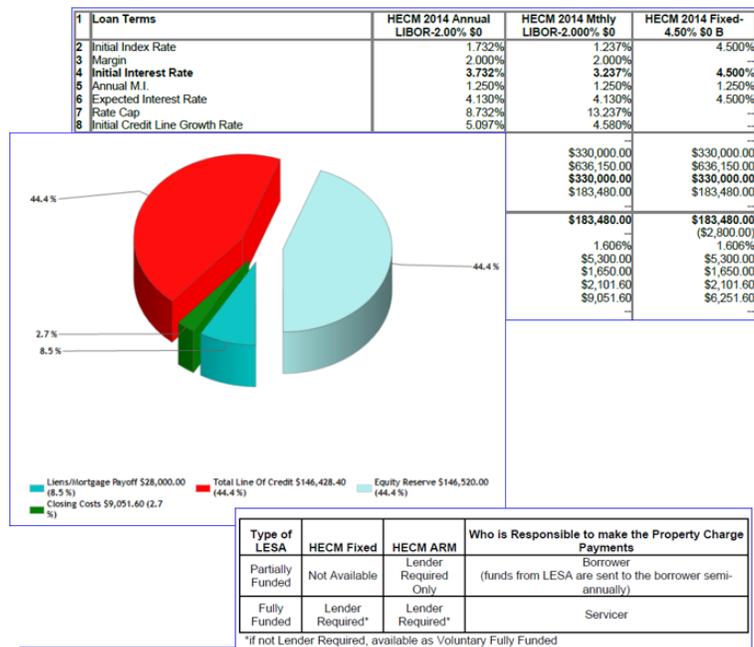


Quote Document

Borrowers will receive their complimentary Reverse Mortgage Quote which contains:

- Reverse Mortgage Summary
- Reverse Mortgage Benefit Comparison
- Understanding Your Benefit Comparison
- Explaining LESA
- Preparing For HUD Counseling
- FAQ's
- Total Annual Cost Rate Disclosure
- Estimated Amortization Schedule
- Worksheet of Estimated Closing Costs
- Federal Truth-In Lending (*If Applicable*)

3



HUD Approved HECM Counseling Agencies

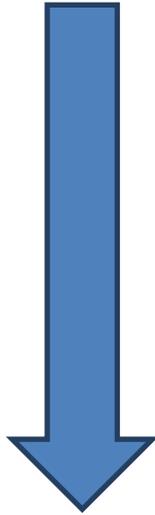
The U.S. Department of Housing and Urban Development (HUD) requires that a counseling session be conducted for all reverse mortgage programs. It must be done by an independent, objective housing counseling agency, approved by the Federal Housing Authority (FHA). There is a fee involved, paid directly to the counseling agency. The session will last about 30-45 minutes and may be done in person or over the phone, whichever you prefer, unless otherwise required by state regulations. The FHA has established this counseling requirement to ensure that all clients have been properly educated about Reverse Mortgage programs.

STATEWIDE HUD APPROVED HOME EQUITY CONVERSION MORTGAGE (HECM) COUNSELORS

The agencies listed below are HUD-approved HECM Counselors that are located in the property state. In the event there are no HECM counseling agencies in the property state, please use the National Agencies below or search HUD's website for an agency in a neighboring state. The webpage address is: https://entp.hud.gov/dapp/html/hecm_agency_look.cfm. If the subject property is located in the states of North Carolina, Rhode Island or Vermont, face-to-face counseling is required in accordance with each state's statutes and regulations.

Agency Name: AFFORDABLE HOMES OF SOUTH TEXAS, INC.
 Agency ID: 80020
 Address: 1420 ERIE AVE, MCALLEN, TX 78501-5220
 Phone: (956) 687-6263
 Website: <http://www.ahstl.org>

Completing an Application

Step	Application Sections
1	<p>Click  start application to enter details in the following fields. Only fields with red asterisks are required to move to the next data page of the application. Complete the steps in the descending order shown below. (You can also view our training video on Generating an Application).</p> <div style="text-align: center;">   </div> <p>NOTE: Make sure to click the  save button after each screen is completed. To navigate back to other parts of the application to make changes, click the items in the column choices on the left side of the screen. Do not use the forward or backward buttons on the internet browser.</p> <div style="text-align: center;">  </div>

Borrower Information

By default, you will start on the borrower information page with borrower, co-borrower, or non-borrowing spouse information.

Borrowers

Borrower

* First Name: Name:

* Last Name: SSN:

* Date Of Birth:

Actual Age: HECM Age:

Phone: Email:

Years at Present Address:

Same as Subject Property

Mailing Address

Address:

City: State: Zip Code:

The Actual Age is based on today's date. The HECM age is based on the borrower's half-birthday and the day the loan is expected to close

If the mailing address is the same as the property address, check the box to have the mailing address auto-populate

If the loan application has a co-borrower or a non-borrowing spouse (age less than 62), information will need to be collected.

Co-Borrower Save

Property Section

The address and property type will auto-populate from the information you entered in the Portal to generate your quote. Confirm that everything is correct on this page.

NOTE: Add the year built and the square footage of the home (an estimate is ok if appraisal has not been completed yet). This information will help with the financial assessment review.

3

Save

Property Address

* Address:

* City: * State: * Zip Code: County:

Property Information

* Property Type: Year Built: PUD

Attachment Type: * Number of Units: Square Footage of Home:

* Estimated Appraised Value: * Residence Type: * Family Size:

Additional Information

The additional information section is where you can enter an additional loan contact (such as a processor). In addition you will also add your FHA case number, FHA case assignment date and counseling certificate number and counseling date once you have that information.

4

Save

Transaction Type:

Purpose of Loan (check all that apply):

<input type="checkbox"/> Additional Income	<input type="checkbox"/> Leisure
<input type="checkbox"/> Home Improvements	<input type="checkbox"/> Medical
<input type="checkbox"/> Payment of Taxes	<input type="checkbox"/> Extinguish Forward Mortgage
<input type="checkbox"/> Payment of Insurance	<input type="checkbox"/> Other <input type="text"/>

Interviewer Information:

Interviewer Name: Interviewer Phone:

Address:
 City, State, Zip:
 Originator NMLS ID:
 Organization NMLS ID:

Loan Contact Information:

First Name: Last Name: Phone:

Email: Additional Email:

Misc. Information:

FHA Case Number: Case Assignment Date: Loan Reference Number:

Counseling Cert Number: Counseling Date:

Declarations Page

Complete the declarations page. The screen shot below shows the various additional information based upon the response of the borrower or co-borrower.

Declarations

Borrower

a. Are there any outstanding judgements against you? Yes No

b. Have you filed for any bankruptcy that has not been resolved? Yes No

c. Are you a party to a lawsuit? Yes No

d. Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond, or loan guarantee? Yes No

If "Yes", please provide details:

Date:

Lender Name:

Lender Address:

FHA / VA Case No.:

Reason:

e. Do you intend to occupy the property as your primary residence? Yes No

f. Are you a co-maker or endorser on a note? Yes No

g. Are you a U.S. citizen? Yes No

h. Are you a permanent resident alien? Yes No

i. Were you required to bring money to closing? Yes No

If "Yes", did you borrow the money?

Yes No

j. Do you intend to use the reverse mortgage to purchase or invest in financial products such as insurance, mutual funds or annuities? Yes No

If "Yes", provide name of financial product and cost to purchase or invest below:

Product Name:

Product Cost: \$

k. Do you have an existing FHA insured loan? Yes No

If "Yes" please provide details:

+ Add FHA Insured Loan

Property Street Status Mortgage Amt Unpaid Balance Delete Edit

Reset

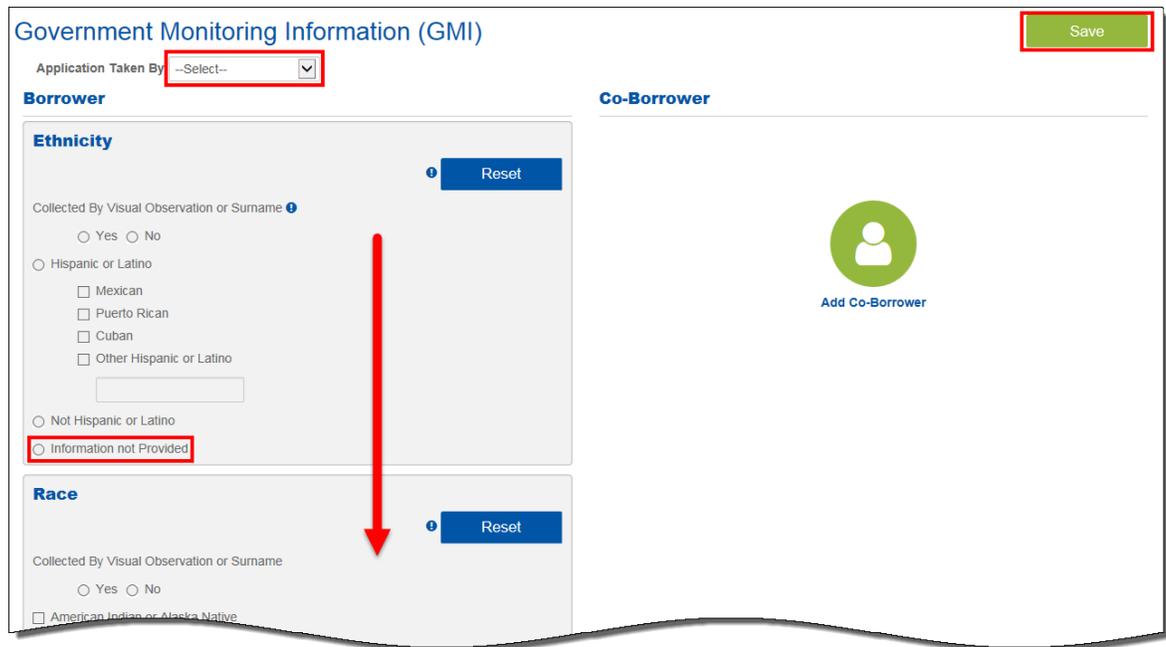
5

Additional FHA cases may need to be added to complete the declarations page. Document appropriately. Do not skip required pop up boxes based on the borrower responses.

Government Monitoring

Complete the Government Monitoring Information. From the options, select the application method taken: telephone, mail, or internet. Enter the details for Ethnicity, Race and Sex for the borrower and the Co-Borrower if applicable. If the borrower(s) choose(s) not to furnish the information, select the **Information not Provided** radio button for each section. When finished click save.

6



Government Monitoring Information (GMI) Save

Application Taken By: --Select--

Borrower

Ethnicity Reset

Collected By Visual Observation or Surname

Yes No

Hispanic or Latino

Mexican

Puerto Rican

Cuban

Other Hispanic or Latino

Not Hispanic or Latino

Information not Provided

Race Reset

Collected By Visual Observation or Surname

Yes No

American Indian or Alaska Native

Co-Borrower

 Add Co-Borrower

Financial Information

The financial information page is designed to capture the information necessary for the 1009 Addendum and the financial assessment review (next section).

Enter each type of income for the borrower and/or co-borrower. Complete held assets, property charges and existing liabilities. Select the + icon to add information in the pop up boxes shown below for each of the above mentioned financial aspects.

Use the borrower SSN to pull a credit report Order Credit Report

Financial Information

Employment

+ Add Employment

Name of Employer	Borrower	From	To

Income

+ Add Income

Income Type	Borrower	Company Name	Monthly Amount
Social Security Income		Bob Lobbs	\$2,000.00
Total Income			\$2,000.00

Assets

+ Add Assets

Asset Type	Borrower	Company Name	Account Number	Cash/Market (Actual) Value
Checking Account		Bob Lobbs		\$200,000.00
Total Assets				\$200,000.00

7

Add Property charge ✕

* Property Charge Type: --Select--

--Select--

Property Taxes

Homeowners/Hazard Insurance

Flood Insurance

HOA/PUD/Condo Fees

Other Assessments

Ground Rents

Wind/Hail Insurance

* Property Address: 1432 Anytown St Anytown TX 75001

Monthly Amount: \$

Close
Save

Add Mortgage/Lien/Liability ✕

* Liability Type: General

* Name of Company: Enter Company Name

Account Number: Enter Account Number

* Monthly Payment: \$

* Unpaid Balance: \$

Financial Assessment

The Financial Assessment screen will be used to determine if a life expectancy set aside (LESA) is required for your borrower.

The top part of the page is for the general details of the assessment. Select the appropriate family size in this section. Family size is defined as the number of individuals living at the property, regardless of their relationship to the borrower. The family size determines the amount of residual income is required.

General Details:	Underwriting Actuals:
Birthdate of Youngest Borrower: <input type="text" value="11/25/1947"/>	Underwriting Not Complete
Age of Youngest Borrower: <input type="text" value="70"/>	<input type="text" value="0"/>
Family Size: <input type="text" value="1"/>	--Select--

The next section is the Residual Income. Most of the items in this section will auto-populate based on information you have added in other pages.

NOTE: Income and expenses, residual income, utility and projected property costs are taken from the previous screens and cannot be changed.

8

Residual Income (RI) Calculator / Ability to Pay:		Save
Monthly Income:		Underwriting Actuals:
Monthly Income	<input type="text" value="\$1,800.00"/>	<input type="text" value="\$"/>
Asset Dissipation Applied as Monthly Income	<input type="text" value="\$36.11"/>	<input type="text" value="\$"/>
Total Monthly Income:	<input type="text" value="\$1,836.11"/>	<input type="text" value="\$"/>
Monthly Expenses:		Underwriting Actuals:
Monthly Obligations	<input type="text" value="\$0.00"/>	<input type="text" value="\$"/>
Monthly Property Taxes	<input type="text" value="\$183.33"/>	<input type="text" value="\$"/>
Monthly Homeowner's Insurance	<input type="text" value="\$29.17"/>	<input type="text" value="\$"/>
Monthly Flood Insurance	<input type="text" value="\$0.00"/>	<input type="text" value="\$"/>
Monthly HOA, PUD and Condo Fees	<input type="text" value="\$0.00"/>	<input type="text" value="\$"/>
Other Monthly Real Estate Debt	<input type="text" value="\$0.00"/>	<input type="text" value="\$"/>
Monthly Maintenance & Utility Expenses	<input type="text" value="\$179.90"/>	<input type="text" value="\$"/>
Total Monthly Expenses:	<input type="text" value="\$392.40"/>	<input type="text" value="\$"/>
Residual Income:		Underwriting Actuals:
Borrower(s) Est Base Residual Income	<input type="text" value="\$1,443.71"/>	<input type="text" value="\$"/>
Standard Residual Income by Region	<input type="text" value="\$589.00"/>	<input type="text" value="\$"/>
Residual Income Result	<input type="text" value="\$854.71"/>	<input type="text" value="\$"/>
Monthly Utilities Calculator:		Underwriting Actuals:
Approx. Square Footage of Home	<input type="text" value="1285"/>	<input type="text" value="\$"/>
Monthly Maintenance & Utility Expenses	<input type="text" value="\$179.90"/>	<input type="text" value="\$"/>
Projected Property Cost Calculator:		Underwriting Actuals:
Monthly Property Taxes, Home Ins. & Flood Ins	<input type="text" value="\$212.50"/>	<input type="text" value="\$"/>
Youngest Borrower's Life Expectancy (months)	<input type="text" value="180"/>	<input type="text" value="\$"/>
Monthly Compounding Rate	<input type="text" value="0.44 %"/>	<input type="text" value="\$"/>
Total Projected Property Charges (LESA)	<input type="text" value="\$31,911.52"/>	<input type="text" value="\$"/>

Financial Assessment (cont.)

Below residual income (i.e. the borrower's ability to repay) is the credit section (the borrower's willingness to repay).

Use the drop down arrows to answer the 5 sections. They will default to 'no' so that a LESA is not necessary.

Additional Considerations / Willingness to Pay:			Underwriting Actuals:
Late Payments in Last 12 Months?			
Credit Card/Revolving Charge Accts ⓘ:	No	No LESA	--Select--
Late Payments in Last 24 Months?			
Mortgage/Installment Payments ⓘ:	No	No LESA	--Select--
Other Assessments (HOA/PUD/Condo):	No	No LESA	--Select--
Property Taxes?:	No	No LESA	--Select-- ⓘ
Does an Extenuating Circumstance Exist? ⓘ:	--Select--		--Select--
<small>Note: Foreclosure, Judgments and/or Bankruptcy can impact a LESA decision. Underwriter will complete a comprehensive review.</small>			
Life Expectancy Set Aside (LESA) Results:			Underwriting Actuals:
LESA Level:	None		
LESA Amount:	\$ 0.00		\$
Update Product Comparison			

8

If you need to change one of the answers you can see below what will happen. The red LESA Flag appears and the LESA amount at the bottom populates. If you would like to push this information to the product comparison screen, click the button on the bottom of the page.

Additional Considerations / Willingness to Pay:			Underwriting Actuals:
Late Payments in Last 12 Months?			
Credit Card/Revolving Charge Accts ⓘ:	No	No LESA	--Select--
Late Payments in Last 24 Months?			
Mortgage/Installment Payments ⓘ:	Yes	LESA Flag	--Select--
Other Assessments (HOA/PUD/Condo):	No	No LESA	--Select--
Property Taxes?:	No	No LESA	--Select-- ⓘ
Does an Extenuating Circumstance Exist? ⓘ:	--Select--		--Select--
<small>Note: Foreclosure, Judgments and/or Bankruptcy can impact a LESA decision. Underwriter will complete a comprehensive review.</small>			
Life Expectancy Set Aside (LESA) Results:			Underwriting Actuals:
LESA Level:	Fully Funded Set Aside		
LESA Amount:	\$ 31,911.52		\$
Update Product Comparison			

Please review our Financial Assessment training to learn more about residual income and the credit portion of financial assessment.

Step

FHA Connection

You will only see the FHA Connection link if your organization is set up as a Third Party Originator (TPO) with Liberty and your role-based access allows you to pull FHA Case Numbers (please see your company's Portal Administrator if you have any questions).

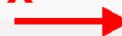
To begin, hover over any of the red **X's** to determine what information is missing. The popup box will tell you which specific items need to be filled out to change it to a green checkmark, which signifies that the information is complete for that section.

A referral date is required (which may be the date that the agencies were referred or the date that not referred was determined). It must be prior to the Case Number Assignment date and not more than 1 year prior to that date. This date is required for all updates. ** Please contact our Lender Support team at 866-871-1353 for additional information.

Submission validation

Validation	Status
Third Party Originator Verification	✓
Organization Tax Identification Number	✓
Loan Data Validation	✗
Counseling Referrals	✗

Hover over the red X



1

NOTE: It may be necessary to go back to previous application fields to fill in required data so that the missing information is populated.

Under Counseling Agency Referral you will select whether you provided a counseling agency list (referred) or not (not referred).

Counseling Agency Referral ▼

Status

Save

Send Referrals

Referral

Referred Not Referred

Referral Date ⓘ

Nov-23-2017 📅

Not Referred

- Borrowers were counseled prior to meeting with Lender
- Borrowers already received personal referral to a counselor
- Borrowers declined referral list
- Borrowers already received list from HUD
- HECM Refinance where Borrower meets counseling waiver eligibility as defined in ML-2009-21

If not referred, the system will request the reasoning. This is required to generate a FHA Case.

Not Referred

- Borrowers were counseled prior to meeting with Lender
- Borrowers already received personal referral to a counselor
- Borrowers declined referral list
- Borrowers already received list from HUD
- HECM Refinance where Borrower meets counseling waiver eligibility as defined in ML-2009-21

If the borrower was referred, the broker will need to add the counseling agencies that were used in the referral.

2

Referred

+ Add Agency

By checking the box, I certify the list of counseling agencies provided to the client contain the agencies

National Agency	Agency
<input checked="" type="checkbox"/>	AFFORDABLE HOMES OF SOUTH TEXAS, INC.
<input checked="" type="checkbox"/>	CLEARPOINT CREDIT COUNSELING SOLUTIONS - SANTA ANTON
<input checked="" type="checkbox"/>	CCCS OF GREATER DALLAS - AMARILLO
<input checked="" type="checkbox"/>	CCCS OF GREATER DALLAS, INC.

Select Agency

Agency Name:

City: State:

City: State:

Add as National Agency

- AFFORDABLE HOMES OF SOUTH TEXAS, INC.
- CLEARPOINT CREDIT COUNSELING SOLUTIONS - SANTA ANTONIO BRANCH
- CCCS OF GREATER DALLAS - AMARILLO
- CCCS OF GREATER DALLAS, INC.
- HOME SWEET HOME COMMUNITY REDEVELOPMENT
- HOUSTON AREA URBAN LEAGUE
- HUD-HCA FORT WORTH WIMBISH

Remove

X
X
X
X

1 2 3 4 5 6 7 ... 15

Save Cancel

Once all of the submission validations are cleared (you will see all green checkmarks), the user will have to select the attestation boxes to assign a case.

Case Order

By clicking below I certify that I have authority from the borrower(s) and the company that I represent to request this case number.

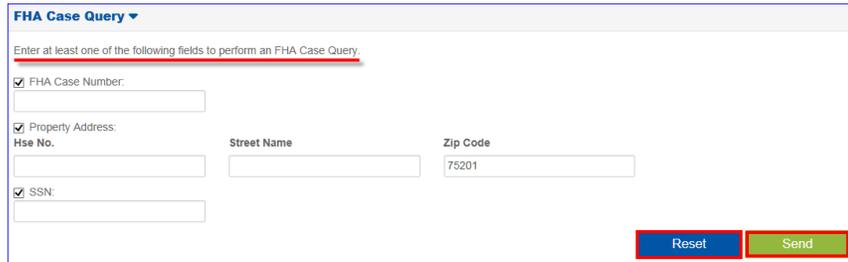
I certify that the lender associated with this case number request has an active loan application for this property address and listed borrower(s).

Request Case Assignment

FHA Case Query

Provides the ability to run a case query to determine if the borrower has cases associated with the borrower's name, property address, case number, or social security number.

3



The screenshot shows a web form titled "FHA Case Query" with a dropdown arrow. Below the title is a red underlined instruction: "Enter at least one of the following fields to perform an FHA Case Query." There are three checked checkboxes: "FHA Case Number:" with an empty text box; "Property Address:" which includes three sub-fields: "Hse No." (empty), "Street Name" (empty), and "Zip Code" (containing "75201"); and "SSN:" with an empty text box. At the bottom right of the form are two buttons: "Reset" (blue) and "Send" (green).

Holds Tracking

Provides error messages if the case cannot be assigned by FHA.

4

CAIVRS

FHA name search ensures the borrower is not found on FHA CAIVERS list.

5



The screenshot shows a web form titled "CAIVRS" with a dropdown arrow. Below the title is the text "Borrower(s):" followed by the name "Jason Gibbs". A red arrow points from the name to the right. At the bottom right of the form is a button labeled "Check CAIVRS".

Based upon the data entered in the application, the loan dashboard will provide the status of the loan.

6

Loan Dashboard		
Borrower / Property Information		
Borrower Name: Bob Lobbs	Co-Borrower Name:	Home Phone: 0
Borrower Email:	Address: 7894 Anyroad Dr.	City: Anytown
State: TX	Zipcode: 75001	
Loan Information		
Loan Status: New	Product: HECM Annual Libor 2014	Organization: Liberty - Direct Lending Branch
Interviewer Name: William Zwirner	Lending Value: \$0.00	Margin: 2.5%
Channel: Retail	FHA Case#:	
Important Dates		
Pre-Approval Date: no date yet	Effective Date of Appraisal: no date yet	
Rate Lock: no date yet	Application Date: Sep 22 2017	
Declined: no date yet	Closing Document Drawn: no date yet	
Application Received: no date yet	Cancelled: no date yet	
Closing Date: no date yet	Received in Underwriting: no date yet	
Application on Hold: no date yet	Est. Funding Date: no date yet	
Date Approved: no date yet	Application Cancelled: no date yet	
Received in Funding: no date yet	Underwriting Revision: no date yet	
Cleared to Close: no date yet	Funds Disbursed: no date yet	
Approval Expiration: no date yet	Received in Closing: no date yet	
Recission Date: no date yet		
Post Funding Information		
Liberty Home Equity Solutions, Inc. 10951 White Rock Road, Suite 200, Rancho Cordova, CA, 95670		Toll Free Number: 1-866-341-0183
		Email Address: postclosing@libertyhomeequity.

Underwriting Conditions

The Underwriting Conditions screen will show you the list of conditions that have been added to the file. You can see the type of condition, when it was issued and the date it was cleared and/or waived.

Underwriting Conditions

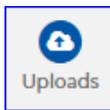
Filter:

Reference #	Description	Type of Condition	Condition Date	Cleared/Waived Date
5433852	Appraisal: (T-2) Appraiser is not currently licensed on FHA's Roster. Provide documentation the appraiser was licensed through FHA at the time of the appraisal or provide a new appraisal with an FHA licensed appraiser. {0}	Property	Oct-17-2017 04:10 PM PDT	Oct-17-2017 04:29 PM PDT
5433859	Purchase: (T-2) H4P -Title company to provide draft of deed which will be recorded to reflect vesting in our borrower's name. {0}	Other	Oct-18-2017 09:13 AM PDT	
5433860	Purchase: (T-2) H4P - Verification of funds to close required: {0}	File	Oct-18-2017 09:13 AM PDT	
5433861	Purchase: (T-1) H4P ME-Notice of State Tax Withholding{0}	Other	Oct-18-2017 09:13 AM PDT	
5433862	H4P - Closer to certify funds to close are adequate and DOES NOT EXCEED the amount verified by underwriting ({0}).	Other	Oct-18-2017 09:13 AM PDT	
5433864	FYI: FA has been determined. No LESA is required. {0}	File	Oct-18-2017 09:14 AM PDT	
5433865	FA: (T-1) FA has been determined. A {0} LESA is required due to {1}. Redisclose within 3 days of the LESA determination date {2}.	File	Oct-18-2017 09:14 AM PDT	
5433866	Disclosure (T-1) UT Commitment Letter must be executed 7 days prior to closing. (Loan cannot close until 7 days after the commitment is executed. {0}	File	Oct-18-2017 09:14 AM PDT	
5433867	FA: (T-2) Provide written explanation for inquiries shown on the credit report for the last 90 days {0}.	File	Oct-18-2017 09:14 AM PDT	
5433868	FA: (T-2) LOE for any derogatory credit on the credit report {0}	File	Oct-18-2017 09:14 AM PDT	

Uploading Documents

Users can utilize the tools at the bottom of the application process screens to add notes and upload documents.

8



Users may upload any document required for HECM origination at any time during the application process. The documents must be in .pdf, .jpg, .png, or.xml format. The maximum size of the upload document library is 100MB.

- Upload conditions
- Upload initial submission

Generating Documents



Liberty generated documents along with the financial requirements are shown here.

Click on the documents to generate the items to be saved for the file. You will see all the documents you generate here. The Portal keeps a running history of documents so you can go back and review what has already been created.

9

Documents

Document Packages

[Quote Package](#)
[Application Package](#)
[Redisclosure Package](#)

Additional Resources

[Counseling Package](#)
[FNMA Export File](#)
[Closing Worksheet](#)

Document History

Last updated on 10/9/2017 10:34:05 AM.

Type	File Name	Product	Requested
pdf	Jones, James - Closing Worksheet	HECM Annual Libor 2014	Oct-09-2017 08:34 AM PDT
pdf	Jones, James - Counseling Package	HECM Annual Libor 2014	Oct-09-2017 08:19 AM PDT

Adding Notes



Notes can be made to document next steps, borrower requests, or missing items.

10

Note History ✕

*** Subject**

Subject

Note

Note

Close
Save

Date	Name	Subject	Note
Oct-17-2017 10:01 AM PDT	BrianRayWS	Test	This is a note associated with the loan, next steps, borrower requests.

⏪ ⏩ 1 ⏪ ⏩
1 - 1 of 1 items

HECM Appendix

Step	Action
HECM to HECM Refinance	<div data-bbox="451 470 1357 926" style="border: 1px solid blue; padding: 5px;"> <p>Application Details</p> <p>* Application Date: Oct-12-2017 * Est Closing Date: Dec-11-2017 * Transaction Type: HECM-To-HECM Refinance</p> <p>Channel Type: <input checked="" type="radio"/> Wholesale <input type="radio"/> Correspondent</p> <hr/> <p>Date of Birth</p> <p>* Borrower Date of Birth: Jan-01-1950 * Borrower Age: 67</p> <p>+ add a co-borrower</p> <hr/> <p>Property</p> <p>* Property Type: Single Family * Home Value: \$200,000.00 * State: Texas</p> <hr/> <p>Lien</p> <p>Lien # 1: \$ Monthly Payment: \$</p> <p>+ add a Lien</p> </div> <p data-bbox="302 968 1182 999">Ensure that lien information is added for HECM to HECM Refinance.</p> <div data-bbox="743 1041 1068 1192" style="border: 1px solid blue; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Lien *</p> <p>Lien # 1: \$</p> <p>+ add a Lien</p> </div> <p data-bbox="302 1241 1446 1272">NOTE: Loan officers should enter lien information irrespective if it is not a required field.</p>

Product Comparison Page

Additional tabs are provided for **HECM to HECM Refinance**. The loan officer must enter the FHA case number data, then click recalculate button.

Product Comparison	GFE	HECM-To-HECM Refinance	What If
--------------------	-----	-------------------------------	---------

Existing FHA Case Number:	122-5458745	
Existing Principal Limit:	\$129,000.00	
Existing HECM Payoff Amount:	\$131,000.00	
Existing Upfront MIP:	\$3,000.00	

Be sure to verify the type of HECM for the existing loan. Certain programs allowed for significantly reduced upfront MIP. The "Existing Upfront MIP" amount must be accurate to calculate MIP. Please contact your Account Manager with any questions.

HECM to HECM Refinance

After entering existing FHA HECM information click the [Recalculate](#) button to adjust figures.

NOTE: An excel benefit analysis tool may be utilized to determine if the loan is eligible for a HECM to HECM refinance and if the counseling is allowed to be waived.



For the **HECM Purchase** option, loan officers are required to add the purchase price field.

Property			
* Property Type:	* Home Value:	* Purchase Price:	* State:
Single Family <input type="checkbox"/>	\$ <input type="text"/>	\$ <input type="text"/>	--Select-- <input type="checkbox"/>