
Data Capture for Mortgage Closing Forms

CU*BASE Mortgage Products

INTRODUCTION

CU*BASE loan forms have always consisted of loan data that is stored on the system. In the beginning, the system focused on Loan Notes and basic forms used after the loan was approved and created as an account in CU*BASE.

CU*BASE has a very complete application system tied to an extensive Household Database that allows credit unions to process the application on CU*BASE prior to the lending decision. This stored information lets us produce several Application Forms, Denial Notices, and Loan Officer Worksheets. The system captures information necessary to process key mortgage forms through the extended mortgage loan process.

CONTENTS

INTRODUCTION	2
SYSTEM FEATURES	2
SPECIAL NOTES	3
GETTING STARTED	4
MORTGAGE CLOSING FORMS	5
SETTLEMENT STATEMENT	6
GOOD FAITH ESTIMATE SCREENS	10
CONSUMER MORTGAGE (WISCONSIN LEAGUE ONLY)	14
MORTGAGE (NON-CONSUMER) (WISCONSIN LEAGUE ONLY)	16
REAL ESTATE MORTGAGE NOTE (NON-CONSUMER) (WISCONSIN LEAGUE ONLY)	17

Revision date: May 12, 2010

For an updated copy of this booklet, check out the Reference Materials page of our website:
http://www.cuanswers.com/client_reference.php
CU*BASE® is a registered trademark of CU*Answers, Inc.

INTRODUCTION

CU*BASE has an expanded database that captures key mortgage information during the loan application process, *prior to the loan being approved*. The screens and database are set up to be as standard and generic as possible, so that the data can be used with many different mortgage forms and layouts.

What does this mean for your credit union? Now you can submit mortgage forms, including **settlement statements, good faith estimates, applications,** and **promissory notes** to CU*Answers for custom programming that will use the data from this new mortgage data capture system.

How many times has your mortgage lender said, “If only I had this information on the system I would not need to sort through that paper file every time the member called?” What can *your* credit union do with this new set of mortgage data?

SYSTEM FEATURES

- ♦ **Data can begin being collected at the start** - Because the data is tied to the Loan Request (Application) Number, not the loan account number, you may begin capturing data for the mortgage forms when the loan application process begins, long before the loan is even approved or the final forms are ready to be printed. With the usual 60 to 90 days of activity between initial loan request and final mortgage closing, the ability to begin data collection immediately will save valuable time and effort and give everyone involved an up-to-date picture of the mortgage as it develops.
- ♦ **Multiple opportunities to print forms** - With the sheer volume of data that appears on most mortgage forms, one minor error used to mean laboriously retyping everything over again. But because the data is captured into a stored database, corrections can be made and forms reprinted again and again right up to the time the loan is approved and the account is created.
- ♦ **Integrated with CU*BASE Underwriting Tools** - The same tools used for all other loan processing will also handle the collection and maintenance of mortgage data. No need to retrain lending personnel on where to go and what to do—the access is a simple keystroke away while working on the member’s loan application. Anyone checking on the progress of the application can see information such as whether or not the appraisal has been completed, what the fee was and who will be paid for the service.
- ♦ **Captured mortgage data will fit multiple credit union-defined form layouts** - Again, your credit union can now submit your mortgage forms for custom programming, and CU*Answers will use the data collected in the mortgage data capture system to fill in your form layout.

SPECIAL NOTES

Remember that because the data is tied to the loan request number, not the loan account itself, you must enter all data and print the final forms before the loan account is actually approved and created in CU*BASE.

Also remember that the actual forms being printed may be custom-programmed for your credit union, and are therefore subject to the normal fees and lead times as other custom loan form programming. A CU*BASE Client Service Representative for more information.

GETTING STARTED

The starting point for collecting mortgage data and printing mortgage forms is the Loan Request Maintenance screen, the central point for working with any aspect of the loan request and application.

As usual, this screen can be accessed by using Action Code “WE” in the Process Member Applications system (MNLOAN #1), or by choosing a pending loan request in the “Work/View Application Status” screens (MNLOAN #8).

Loan Request Maintenance screen



Helpful Hints

- ◆ Select the loan request number and use **F9-Mortgage Forms** to begin creating mortgage closing forms at any time before the loan account is created.
- ◆ The **F9-Mortgage Forms** feature lets you view, change and print data for the various mortgage closing forms, shown starting on the following page.

MORTGAGE CLOSING FORMS

Screen 1

Description	Form Name	Selection
Settlement statement	GSET	
Consumer mortgage	GMT1	
Mortgage (non-consumer)	GMT2	
Real estate mortgage note (non-consumer)	GMT3	

This screen appears after using F9-Mortgage Forms on the Loan Request Maintenance screen. Notice that there are several forms for which data can be entered, depending on the type of mortgage being set up. Remember that while the actual form you print will depend on your credit union's own mortgage forms provider, the screens that are used to fill in the key data for the forms is "generic" for use in many different form layouts.

Select any of the forms and use the **2 - Create/Change** option to enter data:

- Settlement Statement - see Page 6
- Consumer Mortgage - see Page 14
- Mortgage (Non-Consumer) - see Page 16
- Real Estate Mortgage Note (Non-Consumer) - see Page 17

NOTE: The Consumer Mortgage, Mortgage (Non-Consumer), and Real Estate Mortgage Note (Non Consumer) forms are for use with the Wisconsin League only!

If a form has been started and you wish to delete all of the data and start fresh, select the form and use the **4 - Delete** option. One confirmation message will appear.

If all data has been entered and you wish to print the finished form, select the form and use the **6 - Print** option. The form will automatically print with no confirmation message to the custom forms printer configured for your terminal. Depending on your credit union's form and the printer you use, it may be single- or double-sided and/or on legal sized paper.

On all data entry screens, make sure to use Enter to save the changes made to the screen you are currently viewing. Once the next screen appears, you may use F7-Cancel to exit the form at any time. Also, remember that if you use F3-Backup to return to a previous screen, changes made on the current screen will NOT be saved unless Enter was also used first.

SETTLEMENT STATEMENT

Screen 1

The screenshot shows a software window titled "Session 0 CU*BASE GOLD - Settlement Statement". The main heading is "Settlement Statement". Below the heading, it says "Form created Oct 07, 2008". The form contains the following fields:

Borrower name	MARY A MEMBER
Address	4321 ANYSTREET
City / State / ZIP	ANYCITY MI 49000
Property Location (if different)	
Address	
City / State / ZIP	
Loan #	2200
Settlement agent	TRANSAMERICA TITLE CO.
Place of settlement	123 MAIN STREET
Settlement date	Oct 07, 2008 [MMDDYYYY]

On the left side of the form, there is a small image of a hand holding a document. Below the image is a control panel with the following options:

Backup	F3
Delete	F4
Cancel	F7
Continue	Ent

At the bottom left of the window, it says "FR (2510) 10/07/08 10:24:58". At the bottom right, there is a link "Learn About This Feature".

Helpful Hints

- ◆ Because the loan account has not yet been created, the Loan Number in this case is the member's account base only.

Screen2

The screenshot shows a software window titled "Session 0 CU*BASE GOLD - Settlement Statement". The main heading is "Settlement Statement" with a sub-heading "Settlement Charges". Below this, a section titled "800 Items Payable in Connection with Loan" contains a list of items with input fields for amounts and checkboxes for "P.O.C.". A callout box on the left points to the "P.O.C." checkboxes.

Item ID	Description	Amount	P.O.C.
801	Loan origination fee	8.01	
802	Your credit or charge (points)	0.03	
804	Appraisal fee to	804	<input type="checkbox"/>
805	Credit report fee to	805	<input type="checkbox"/>
806	Tax service to	806	<input type="checkbox"/>
807	Flood certification	807	<input type="checkbox"/>
808		808	
809		809	
810		810	
811		811	
812		812	

Control Panel:
 Backup F3
 Cancel F7
 Continue Ent

FR (2519) 4/20/10 16:10:45 Learn About This Feature

Items labeled POC may be prepaid and therefore should not be itemized in closing fees. In these instances, check the POC checkboxes.

Helpful Hints

- ◆ Dollar amounts should be entered with two decimal places (5000 will print as 50.00).

Screen 3

The screenshot shows the same software window as Screen 2, but the main section is titled "1100 Title Charges". It lists various title-related items with input fields for amounts and checkboxes for "P.O.C.". A callout box on the left points to the "P.O.C." checkboxes.

Item ID	Description	Amount	P.O.C.
1101	Title services and lender's title insurance	11.01	<input type="checkbox"/>
1102	Settlement or closing fee	11.02	
1103	Owner's title insurance	11.03	
1104	Lender's title insurance	11.04	
1105	Lender's title policy limit	11.05	
1106	Owner's title policy limit	11.06	
1107	Agent's portion of the title insurance premium	11.07	
1108	Underwriter's portion of the title insurance premium	11.08	
1109		11.09	
1110		11.10	
1111		11.11	

Control Panel:
 Backup F3
 Cancel F7
 Continue Ent

FR (2521) 4/20/10 16:20:39 Learn About This Feature

Helpful Hints

- ◆ Using Enter on this screen will first recalculate any of the items on the bottom half of the screen. Use Enter again to continue to the next screen.


Screen 4

Session 0 CU*BASE GOLD - Settlement Statement

Network Links

Settlement Statement

Settlement Charges



1100 Title Charges

1101	Title services and lender's title insurance	11.01
1102	Settlement or closing fee	11.02
1103	Owner's title insurance	11.03
1104	Lender's title insurance	11.04
1105	Lender's title policy limit	11.05
1106	Owner's title policy limit	11.06
1107	Agent's portion of the title insurance premium	11.07
1108	Underwriter's portion of the title insurance premium	11.08
1109		11.09
1110		11.10
1111		11.11

Backup F3
Cancel F7
Continue Ent

FR (2521) 12/02/09 09:51:05 [Learn About This Feature](#)

Screen 5

Session 0 CU*BASE GOLD - Settlement Statement

Network Links

Settlement Statement

Settlement Charges



1200 Governmental Recording and Transfer Charges

1201	Government recording charges	12.01
1202		Deed 12.02
		Mortgage 0.02
		Releases 0.22
1203	Transfer taxes	12.03
1204	City/county tax/stamps	Deed 12.04
		Mortgage 12.14
1205	State tax/stamps	Deed 12.05
		Mortgage 12.15
1206		12.06
1207		12.07

1300 Additional Settlement Charges

1301	Required services that you can shop for	13.01
1302		13.02
1303		13.03
1304		13.04
1305		13.05

Backup F3
Cancel F7
Continue Ent

FR (2522) 12/02/09 09:53:00 [Learn About This Feature](#)

Screen 6

M. Disbursements to Others		
1501	PAY OUTSTANDING	550.00
1502	PAY OF CREDIT	325.00
1503		0.00
1504		0.00
1505		0.00
1506		0.00
1507		0.00
1508		0.00
1509		0.00
1510		0.00
1511		0.00
1512		0.00
1513		0.00
1514		0.00
1515		0.00

Helpful Hints

- ◆ Depending on your actual form, figures entered here may be totaled with the calculated result to be printed on the appropriate line on the form.

Screen 7

N. Net Settlements		
1600	Loan amount	15,000.00
1601	Plus (+) cash/check from borrower	2,500.00
1602	Minus (-) total settlement charges	692.62
1603	Minus (-) total disbursements to others	226.20
1604	Equals (=) disbursement to borrower	0.00

of copies to print

Last modified by BRENDA B Dec 01, 2009

Helpful Hints

- ◆ Using Enter on this screen will first recalculate the calculated items using figures from previous screens. Use Enter again to save the final changes before exiting the form with F7-Cancel.
- ◆ To print the form now, use **F14-Print**. The form will automatically print with no confirmation message to the custom forms printer configured for

your terminal. Depending on your credit union's form and the printer you use, it may be single- or double-sided and/or on legal sized paper.

- ◆ **NOTE:** On the Settlement Statement there is a comparison of the estimate of the fees that were originally disclosed with the final fees charged to the member. This appears on the upper right corner of the back page of the Settlement Statement. The original fee are listed in the Good Faith Estimate column next the HUD-1A column, which discloses the final fees for the consumer. This way the consumer can see that fees are in line with what was originally disclosed.
- ◆ The **F20-Print GF Estimate** feature can be used to enter data for a custom Good Faith Estimate form. Contact a CU*BASE Client Service Representative for more information about good faith estimate loan forms.

GOOD FAITH ESTIMATE SCREENS

Access the Good Faith Estimate Screens via F20-Print GF Estimate from the final Settlement screen.

Screen 1

Session 0 CU*BASE GOLD - Good Faith Estimate

Good Faith Estimate

Loan account # ZACH

Important Dates

1. The interest rate for this GFE is available through **May 01, 2009** [MMDDYYYY]
2. This estimate for all other settlement charges is available through **May 06, 2009** [MMDDYYYY]
3. After you lock your interest rate, you must go to settlement within **400** days
4. You must lock the interest rate at least **500** days before settlement

Backup F3
Continue Ent

FR (3697) 12/02/09 16:45:33 [Learn About This Feature](#)

Screen 2

Session 0 CU*BASE GOLD - Good Faith Estimate

Network Links

Good Faith Estimate

Loan account # ZACH



Summary of Your Loan

Initial loan amount Loan term years Initial interest rate %

Initial monthly amount Includes Principal Interest Mortgage insurance

Interest rate can rise No Yes Maximum rate % Minimum rate %

The first increase can be in and can change again every after .

Rate can increase or decrease by %.

Loan balance can rise No Yes Maximum

Monthly amount can rise No Yes Rise to in

Prepayment penalty No Yes Maximum

Balloon payment No Yes Maximum

Amount due in years

On

Backup F3

Cancel F7

Continue Ent

FR (3698) 12/02/09 16:48:44 Learn About This Feature

Screen 3

Session 0 CU*BASE GOLD - Good Faith Estimate

Network Links

Good Faith Estimate

Loan account # ZACH



Escrow Account Information

No, you do not have an escrow account. You must pay these charges directly when due.

Yes, you have an escrow account. Monthly escrow payment

This includes Property taxes Homeowner's insurance

Flood insurance

OTHER1

Your adjusted origination charges

1. Our origination charge

2. Your credit or charge (points) for the specific interest rate chosen

The credit or charge for the interest rate of % is included

You receive a credit of for the interest rate of %

You pay a charge of for the interest rate of %

Backup F3

Cancel F7

Continue Ent

FR (3699) 12/02/09 16:49:12 Learn About This Feature

Screen 4

Session 0 CU*BASE GOLD - Good Faith Estimate

Network Links

Good Faith Estimate

Loan account #

Your Adjusted Origination Charges

3. Required services that we select

Service	Charge
Appraisal fee	8.04
Credit report	8.05
Tax service	8.06
Flood certification	8.07
Mortgage insurance premium	9.03
<input type="text" value="808A"/>	8.08
<input type="text" value="809A"/>	8.09
4. Title service and lenders title insurance	11.01
5. Owner's title insurance	11.03

F3
 F7
 Ent

FR (3700) 12/02/09 16:43:48 Learn About This Feature

Screen 5

Session 0 CU*BASE GOLD - Good Faith Estimate

Network Links

Good Faith Estimate

Loan account #

Your Charges for All Other Settlement Services

6. Required services that you can shop for

Service	Charge
<input type="text" value="1302A"/>	13.02
<input type="text" value="1303A"/>	13.03
<input type="text" value="1304A"/>	13.04
<input type="text" value="1305A"/>	13.05
7. Government recording charges	12.01
8. Transfer taxes	12.03
9. Initial deposit for your escrow account	10.01

Includes:

- All property taxes
- All insurance, and
- Other

F3
 F7
 Ent

FR (3701) 12/02/09 16:50:21 Learn About This Feature

Screen 6

Session 0 CU*BASE GOLD - Good Faith Estimate

Network Links

Good Faith Estimate

Loan account # 2 ZACH

Your Charges for All Other Settlement Services

10. Daily interest charges
 This amount is per day for days (if your settlement is).

11. Homeowners insurance

Policy	Charge
A POLICY	2.00
B POLICY	3.00
C POLICY	4.00

Backup F3
 Cancel F7
 Continue Ent

FR (3702) 12/02/09 16:50:48 [Learn About This Feature](#)

Screen 7

Session 0 CU*BASE GOLD - Good Faith Estimate

Network Links

Good Faith Estimate

Loan account # 2 ZACH

Using the Tradeoff Table

	This GFE	Lower Settlement Charges	Lower Interest Rate
Your initial loan amount	15,000.00	150.00	150.00
Your initial interest rate	77.777 %	<input type="text" value="88.888"/> %	<input type="text" value="99.999"/> %
Your initial monthly amount	700.01	<input type="text" value="12,345.67"/>	<input type="text" value="87,654.32"/>
Change in monthly amount	No change	<input type="text" value="12.22"/>	<input type="text" value="33.33"/>
Change in settlement	No change	<input type="text" value="44.44"/>	<input type="text" value="55.55"/>

Backup F3
 Cancel F7
 Print Form Ent

FR (3703) 12/02/09 16:51:16 [Learn About This Feature](#)

CONSUMER MORTGAGE (WISCONSIN LEAGUE ONLY)

Screen 1

Session 0 CU*BASE GOLD - Consumer Mortgage

Consumer Mortgage

Form created Oct 07, 2008
Account base MARY A MEMBER

Borrower name(s) MARY A MEMBER
Real estate located in county of ANYCOUNTY

This is homestead of mortgagor
 Property legal description continued on additional sheet
 This is a construction mortgage

1. Covenant of Title

Institution name MY OWN CREDIT UNION
dated 08/22/08
and TRANSAMERICAN TITLE
Mortgagor will forever warrant, guarantee and defend the title and quiet possession of the property

Backup F3
Delete F4
Continue Ent

FR (2508) 10/07/08 10:43:58 [Learn About This Feature](#)

Helpful Hints

- ◆ The legal description for the property is actually entered as part of the Collateral record, when collateral is added to the loan (as part of creating the loan request).

Screen 2

Session 0 CU*BASE GOLD - Consumer Mortgage

Consumer Mortgage

Account base MARY A MEMBER

2. Mortgage as Security

Date if different than on mortgage October 07, 2008
Signed and sealed this 7th day of October, 2008
Mortgagor MY OWN CREDIT UNION
Mortgagor
Mortgagor
State of Wisconsin, county of

This instrument was acknowledged before me on 0/00/00 [MMDDYY]
by MS LEONA PREZ
MY OWN CREDIT UNION

Backup F3
Cancel F7
Continue Ent

FR (2508) 10/07/08 10:41:44 [Learn About This Feature](#)

Helpful Hints

- ◆ Text such as spaces for dates, etc., will appear exactly as typed on this screen.

Screen 3

The screenshot shows a web application window titled "Session 0 CU*BASE GOLD - Consumer Mortgage". The main heading is "Consumer Mortgage". Below the heading, there is a navigation bar with icons for back, forward, home, search, and help, and a "Network Links" button. The form is titled "Notary Public Information" and includes the following fields:

- Account base: MARY A MEMBER
- Name: MS ABBY SIGNATURE
- For the county: ANYCOUNTY
- My commission: Expires Is DECEMBER 31, 2012
- This instrument was drafted by: 89
- Number of copies to print: 1

On the left side of the form, there is a photo of a woman in a green jacket holding a stack of money. Below the photo is a table of keyboard shortcuts:

Backup	F3
Cancel	F7
Print & Save	F14
Save Only	Ent

At the bottom of the window, there is a status bar with the text "FR (2510) 10/07/08 10:45:43" and a link "Learn About This Feature".

Helpful Hints

- ◆ To print the form now, use **F14-Print**. The form will automatically print with no confirmation message to the custom forms printer configured for your terminal. Depending on your credit union's form and the printer you use, it may be single- or double-sided and/or on legal sized paper.
- ◆ Be sure to use Enter to save the final changes before exiting the form with F7-Cancel.

MORTGAGE (NON-CONSUMER) (WISCONSIN LEAGUE ONLY)

Screen 1

Session 0 CU*BASE GOLD - Mortgage (Non-Consumer)

Mortgage (Non-Consumer)

Form created Oct 07, 2008
Account base
Member name MARY A MEMBER
Borrower name (FML) MARY A MEMBER
Real estate located in county of
This is **NOT** homestead of mortgagor
 Property legal description is continued on additional attached sheet

1. Covenant of Title

2. Mortgage as Security
Date (if other than on mortgage) October 07, 2008
Signed and sealed this 7th day of October, 2008

Backup F3
Delete F4
Continue Ent

FR (2514) 10/07/08 10:47:21 [Learn About This Feature](#)

Helpful Hints

- ◆ The legal description for the property is actually entered as part of the Collateral record, when collateral is added to the loan (as part of creating the loan request).

Screen 2

Session 0 CU*BASE GOLD - Mortgage (Non-Consumer)

Mortgage (Non-Consumer)

Account base MARY A MEMBER
Mortgagor
Mortgagor
Mortgagor
State of Wisconsin, county of
This instrument was acknowledged before me on 0/00/00 [MMDDYY]
by
Notary Public Information
Name of Notary Public
For county in Wisconsin
My commission expires
This instrument was drafted by 09
of copies to print 1

Backup F3
Cancel F7
Print&Save F14
SaveOnly Ent

FR (2515) 10/07/08 10:53:00 [Learn About This Feature](#)

Helpful Hints

- ◆ Text, including the free-form date field, will appear exactly as typed on this screen.
- ◆ To print the form now, use **F14-Print**. The form will automatically print with no confirmation message to the custom forms printer configured for your terminal. Depending on your credit union's form and the printer you use, it may be single- or double-sided and/or on legal sized paper.
- ◆ Be sure to use Enter to save the final changes before exiting the form with F7-Cancel.

REAL ESTATE MORTGAGE NOTE (NON-CONSUMER) (WISCONSIN LEAGUE ONLY)

Screen 1

The screenshot shows a terminal window titled "Session 0 CU*BASE GOLD - Real Estate Mortgage Note (Non-Consumer)". The form is titled "Real Estate Mortgage Note (Non-Consumer)". It includes a navigation bar with arrows and a "Network Links" button. The form content is as follows:

Form created 10/07/2008
Account base MARY A MEMBER
Date Oct 07, 2008 [MMDDYYYY]

The total of payments due hereunder shall be payable...in the following manner:
Select one only
(A) Monthly installments of the same payment amount plus a final payment
(B) Monthly installments of the same payment amount plus a final payment, but payable on demand of the CU after [] (date)
(C) Other, specify []

If any installment of principal and interest is not paid within 45 days after its due date, the CU may assess a delinquency charge of 9.999 percent of the unpaid amount of the installment
An installment paid within 5 days before or after its scheduled due date shall be treated as paid when due

At the bottom left, there is a menu with the following options:
Backup F3
Delete F4
Cancel F7
Continue Ent

At the bottom of the window, there is a status bar with the text "FR (2516) 10/07/08 10:57:05" and a "Learn About This Feature" link.

Helpful Hints

- ◆ The number of days and percentage spaces in the last paragraph are set up to accept both numbers and letters, so you may enter a word (i.e., "TWO" percent) or a number with decimals (i.e., "2.00" percent) and it will appear exactly as typed.

Screen 2

Session 0 CU*BASE GOLD - Real Estate Mortgage Note (Non-Consumer)

Real Estate Mortgage Note (Non-Consumer)

Variable rate loan provision
Enter the number of months here and print the generic loan provision
or enter a loan provision below

Mortgage note secured by r/e mortgage to the CU dated
on property located at

Borrower agrees to pay monthly to CU one-twelfth of the estimated annual taxes, assessments,
and property insurance premiums upon the premises
 In the event a prepayment is made within 5 years of the date of this loan, CU shall receive an
amount equal to 60 days interest

Signed and sealed this day of
of copies to print

Backup	F3
Cancel	F7
Print Form	F14
Save	Ent

FR (2517) 10/07/08 10:58:26 [Learn About This Feature](#)

Helpful Hints

- ◆ Text, including the free-form date field, will appear exactly as typed on this screen.
- ◆ To print the form now, use **F14-Print**. The form will automatically print with no confirmation message to the custom forms printer configured for your terminal. Depending on your credit union's form and the printer you use, it may be single- or double-sided and/or on legal sized paper.
- ◆ Be sure to use Enter to save the final changes before exiting the form with F7-Cancel .