REVERSE VISION: GENERATING A PROPOSAL

This mini-guide will walk you through the screens and data you will want to complete in Reverse Vision before generating a Proposal package. You will need to edit the Borrower, Loan, Comparison and Fees screens before generating the Proposal. You will want to add the borrowers' names and property address.

Steps

1. Click "New" to open a new prospect

Loan 0 ×	Person	Mailing Address	Communication
Loan Borrower	Midde Name:	Salutation:	Bus Phone: A
Property Notes	Last Name:	Address 1:	Mobile Phone: ()
Processing Financial Assessment	Date of Birth: Is Estimate: N	Address2: ZIP: A State A	Fax: ()
Underwriting	SSN: A (s TIN): N	City:	Greeting:
Closing Shipping	Add Relationships Add CoBorrower		
PostClosing	Loan Information	Property Information	Loan Purpose
	Property ZIP: O State: US O	Property Value: 0 0	Purpose: Refinance •
	County:	Property Type: Single Family	Refinance Type:
	City:		Liens:
	Counseling Counseling Wizard: Counseling Wizard		

Sometimes the Loan screen will not automatically appear on its own. If you have entered the pieces of data mentioned above and nothing happens, click back and forth between the Borrower and Property screens in RV, and the Loan screen will then be available for you

Loan a x	Person	Mailing Address	Communication
Loan A Property Denrower A Property Denrower Notes Processing Financial Assessment Underwriting Conditions Conditions	First Name:	Form Name: 0 Sakaton: Address1: 2IP: A Sate A Cty:	Hone Prone:
Shipping PostClosing	Lsan Homation Property ZIP: 92108 State: CA County: SAN DIEGO Oto: SAN DIEGO Coeing Date: 12/15/2018	Property Homation Property Value: 600.000 Property Type: Single Family •	Loan Purpose Refinance Purpose Refinance Refinance Type: Cashout Refinance Liens:
	Counseling Wizerd Counseling Wizerd		

- 2. Enter the following pieces of data:
 - a. Borrower's Name
 - Click "Add co-borrower" if needed to add a coborrower
 - Right Click in a non-text area to add Eligible or Ineligible non-borrowing spouse
 - b. Subject Property Address
 - c. Date of Birth
 - d. Property Zip
 - e. Property Value
 - f. Liens (if applicable)

3. After this data has been entered in RV, a new screen should be available for you called the Loan screen, designated by the pie chart icon.

- 4. The Loan screen is where you will:
 - a. Select the product
 - b. Select the rate/margin
 - c. Allocate the cash request





5. The Comparison screen is like the Forward lending world's anti-steering disclosure. On this screen, the first column represents the loan you just built in the Loan screen. The other five columns are auto-populated and can be deleted by clicking on the red X in the upper right-hand corner of each column. Delete all five, and then add two other products by clicking on the "Add Product" button. Best practice is to show two other products other than the one that you are selling. For example, if you are selling an Annual LIBOR then you will want to add a Monthly LIBOR and a Fixed option, so that you have one of each product on the Comparison.



6. The Fees screen is where you can adjust the origination fee if needed, depending on how you sold the deal. Any credit to off-set origination or cover other fees will be entered in line 200 at the top of the Fee screen. The other fees listed in Reverse Vision are Premier Reverse Closing's average fees based on the size of the home location of the property.

**There is a box you will need to un-check (Auto Recalculate Fees) at the bottom of the fee screen any time you are adjusting any fees or adding any credits. **Once you have completed all the data entry on the Borrower, Loan, Comparison and Fees screens, you can now generate the Proposal.

Loan 🛛 🖓 🗙	HUE	0# Description	LPOC	GFE	POC	Amount	SbB	Payee	Set Default		EFW
Loan	200	0 Credits									
- A Borrower		Lender Credit In 200 Block	6,000.00								
A Property			with Laws								
Sees	00	Orielastics Fayable in Connection	with Loan			000.000		Common Or	. I due		
Comparison	001	Origination Pee (Origination Charge	3. 40,461.30)			0,000.00		Syriergy Or	le centurig.		
Notes	802	Broker Compensation	34,236.90							•	-
Processing	804	Appraisal tee			410.00	0.00				•	
Repairs	805	Credit report			0.00	13.80				•	
Payotts	807	 Flood certification 			0.00	18.00				•	
Processing Inpu	00 808	Document preparation			0.00	200.00				•	
Appraisal Servic	0 812	Tax Payment History			0.00	25.00				•	
Flood Certificate	900) Items Required by Lender to	Be Paid in Adva	nce							
Title Service	902	Mortgage Insurance Premium				12.000.00					
Property Tax											-
- Signatures	110	00 Title Charges			0.00	550.00	_			-	-
Financial Assessment		2 Settlement of closing ree			0.00	00.00				•	
Borrowers' Credi	□ 110	13 Owner's title insurance			0.00	0.00	Ц			•	ш
Credit Accounts	22 110	14 Lender's title insurance			0.00	1,333.00				•	
Income	110	15 Lender's title policy limit				600,000.00					
Asset Dissipatio	110	I6 Owner's title policy limit				0.00					
Expenses	110	9 Document preparation			0.00	0.00				•	
Carb Flow	111	0 Courier			0.00	125.00				•	
Assessment Res	111	1 Notary			0.00	200.00				•	
Underwriting	120	00 Government Recording and	Transfor Charmon								
Conditions	120	2 Recording charges motioage	manarer Griarges			200.00					
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	120	5 State tax/stamps deed				0.00				•	ш
III F	130	00 Additional Settlement Charge	:5								
Perspensibilities II V	130	13 HECM counseling fee			0.00	125.00				•	
RelMgr: AE: Kiveger Daniel, LO: Thompson Brian, PSet: Vmit: CiC: CiCe: Fund: Ship: PCC: PPQC: PPQC: PPQC: Purch:											
	Auto	o Recalculate Fees	40,236.90	0.0	0 410.00	20,789.80		G	FEValidator		6,000.0

7. To generate the Proposal, pull down the Documents drop down menu and select the 2nd option, Proposal.

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File Settings Diagnostic	s Tools E	Ocuments Recen	t Loans Help				
New 📕 Save		History	line Status:	Prospect	-		
		Proposal					
Eloan 4 ×	HL	Application		LPOC	GFE		
🖃 Loan 🧳	2(Processing					
Borrower		ReDisclosure	Block	6,000.00)		
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Comparison	0 802	Broker Compensation	on	34,236.90)		
Processing	804	Appraisal fee					
- Je Repairs	005	Credit report					
	807	Flood certification					
Processing Inpu	00 808	Document preparat	ion				
Appraisal Servic	0 812	Tax Payment Histor	У				
Flood Certificate	900	Items Required	by Lenderto Be	e Paid in Adva	ince		

**If you get an error saying that you need to verify the Loan and Fees, RV just wants you to look at the Fee screen before generating any documents. Click to a different screen and then back to the Fee screen, and then you should not get this error when trying to select Proposal in the Documents drop down menu. 8. The Proposal Documents document set window will pop up with everything already selected for you. You only need to hit the "Create New Document Set" button at the bottom of the window.

Document Composer	×
Proposal Documents	Learn More
Add Documents	
Select All Number	of Copies: 1 🚖
Name	Copies
Proposal	1 🚔
Counseling Access Code Letter	1 🌲
List of HUD Approved Counselors	1 🌲
Additional Counseling Agency South and Northwest	1 🌲
🔽 Total Annual Loan Cost	1 🌲
Amortization Schedule	1 🌲
Compare Reverse Mortgages	1 🌲
Estimate Of Closing Costs Worksheet	1 🌲
Preparing For Your Counseling Session	1 🌲
☑ Use Your Home To Stay At Home	1 🌲
NRMLA Reverse Mortgage Self Evaluation	1 🌲
Reverse Mortgage Worksheet Guide	1 🌲
Important Notice To Reverse Mortgage Loan Applicant	1 🌲
Borrower Certification and Authorization	1 🌲
Submission Checklist	1 🌲
Create New Document Set	
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Document Composer 23 Proposal Documents -Learn More... + Add Documents Number of Copies: 1 🚔 Select All Name Copies Propos ÷. Order Document Information Counse * V Document Information * List of H 1 Additio 1 * 1 Total An * 1 * Amortiza **MPORTANT** 1 * Compar To view, print, or save a single document, right-click the document and use the context menu for this document. J * Estimate * 1 Preparin 1 Don't show this information anymore 1 * Use Yo 1 V NRML Go Back * Order New Document Set 1 * Revers J Important Notice To Reverse Mortgage Loan Applicant * 1 Borrower Certification and Authorization 1 * Submission Checklist 1 * Create New Document Set Close More

9. Click "Order New Document Set."

10. There will be a status icon on most operating systems, letting you know that RV is working on the documents and a notice will pop to your screen once completed.



11. To retrieve your Proposal, go back to the Documents drop down menu and select the first option for "History." Double click on the proposal to open the PDF, or email/save directly from Reverse Vision.

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