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

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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 A Property Votes Processing Financial Assessment Underwriting Conditions Closing	First Name:	Form Name: 0 Sakaton: Address1: 2IP: A Sate A Cty:	Hone Prone: Bd:
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:
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- 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 :	××		HUD#	Description	LPOC	GFE	POC	Amount	SbB	Payee Set Default		EFW
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Borrower Property				Lender Credit In 200 Block	6,000.00							
Soloan			800	Items Payable in Connection wit	h Loan							
- % Fees			801	Origination Fee (Origination Charge: 40				6 000 00		Synergy One Lending,		M
Comparison			802	Broker Compensation	34,236.90			0,000.00		oynorgy one containg.		
- Notes		103	804	Appraisal fee	04,200.00		410.00	0.00				
Processing		10.5	805	Credit report			0.00	13.80				
Payoffs		105	807	Flood certification			0.00	18.00			•	
Processing Inp												
Processing Tasl			808	Document preparation			0.00	200.00			٠	
Appraisal Servi		0	812	Tax Payment History			0.00	25.00			٠	
Flood Certificat	e =		900	Items Required by Lender to Be	Paid in Adva	nce						
Title Service		10%	902	Mortgage Insurance Premium				12,000.00			•	
Signatures			1100	Title Charges								
Financial Assessment		10%	1102	Settlement or closing fee			0.00	550.00				
Data Collection		0	1103	Owner's title insurance			0.00	0.00				
Borrowers' Crea		103		Lender's title insurance			0.00	1.333.00				
- Credit Account	s	-		Lender's title policy limit			0.00	600 000 00				
Asset Dissipatio								0.00				
Expenses	1	-		Owner's title policy limit								-
Property Charg	e	10%		Document preparation			0.00	0.00			٠	
Cash Flow		10%		Courier			0.00	125.00			٠	
Assessment Re	5	10%	1111	Notary			0.00	200.00			٠	
Underwriting			1200	Government Recording and Tra	nsfer Charges							
Conditions		10%	1202	Recording charges mortgage				200.00			•	
GFETracker	•	63	1204	City/County tax/stamps deed	The Descriptio	in that is sh	own in the HU	0.00	r in the	GFE.	•	
Compliance		6	1205	State tax/stamps deed				0.00			•	
Closing	-		1300	Additional Settlement Charges								
e []	۴	0		HECM counseling fee			0.00	125.00				
RelMgr: AE: Krueger Danie UO: Thompson Bri Proc: Vurit: CIC: CIC: CIC: CIC: Fund: Ship: PC: PPC: PPC: PPC: PPGU:												
Purch:			Auto I	Recalculate Fees	40,236.90	0.00	410.00	20,789.80		GFEValidator		6,000

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

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**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.

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Select All	Numb	per of Copies:	: 1
Name			Copies
🔽 Proposal			1
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✓ 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			

Document Composer 23 Proposal Documents -Learn More... + Add Documents Number of Copies: 1 🚔 Select All Name Copies V 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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