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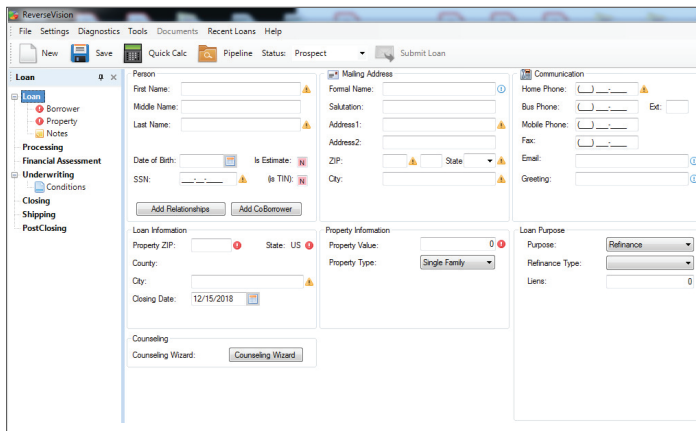
Sometimes the Loan screen will not automatically appear on its own. If you have entered the pieces of data mentioned above and nothing happens, click back and forth between the Borrower and Property screens in RV, and the Loan screen will then be available for you
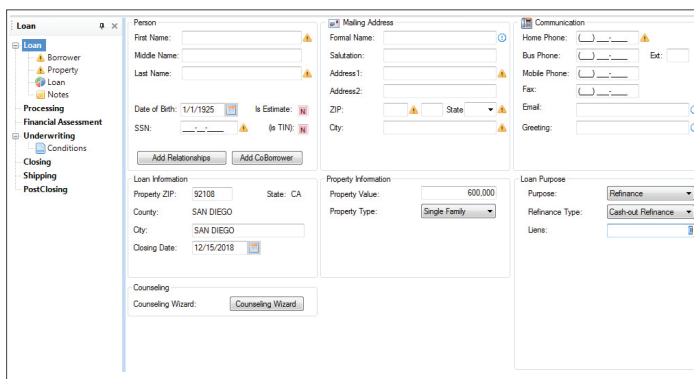

2. Enter the following pieces of data:
   a. Borrower's Name
      • Click "Add co-borrower" if needed to add a co-borrower
      • Right Click in a non-text area to add Eligible or Ineligible non-borrowing spouse
   b. Subject Property Address
   c. Date of Birth
   d. Property Zip
   e. Property Value
   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
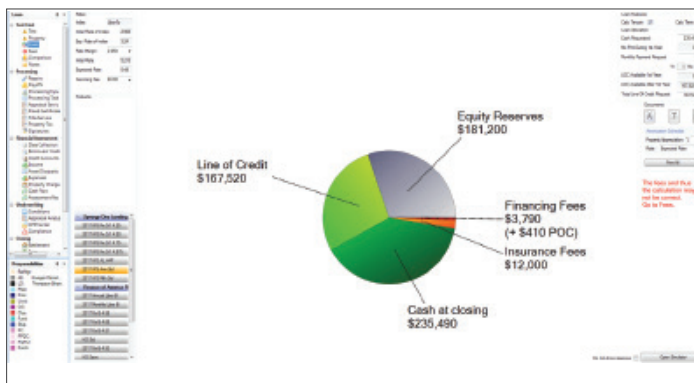
5. The Comparison screen is like the Forward lending world's anti-steering disclosure. On this screen, the first column represents the loan you just built in the Loan screen. The other five columns are auto-populated and can be deleted by clicking on the red X in the upper right-hand corner of each column. 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.*


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

**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.
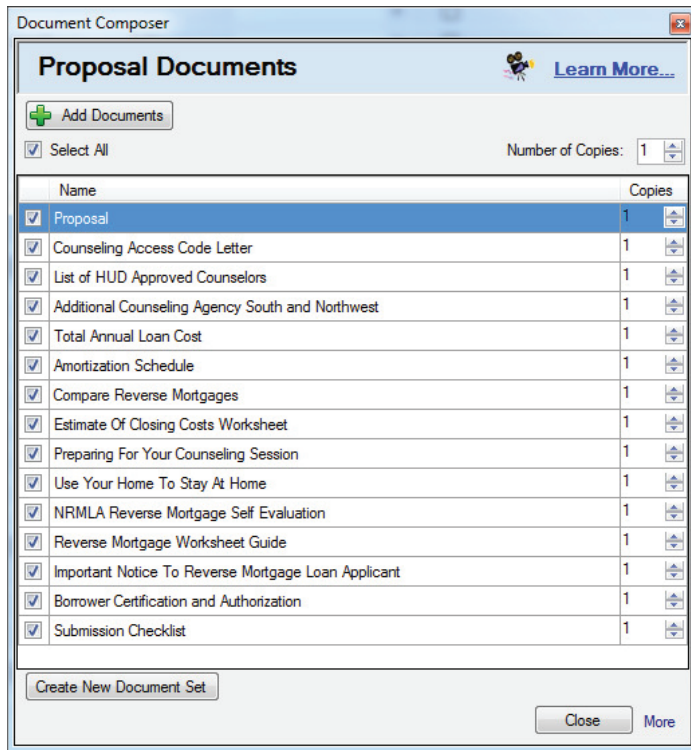
9. Click "Order New Document Set."
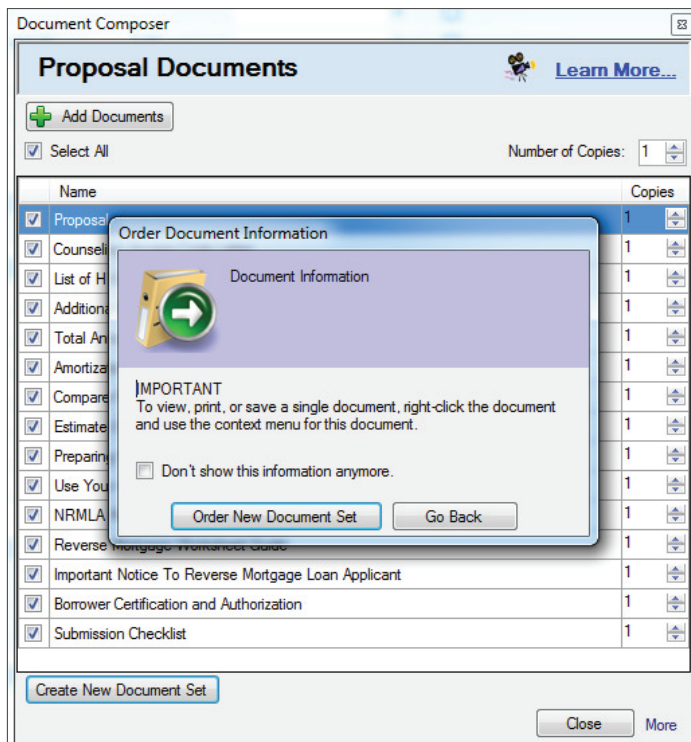
10. There will be a status icon on most operating systems, letting you know that RV is working on the documents and a notice will pop to your screen once completed.
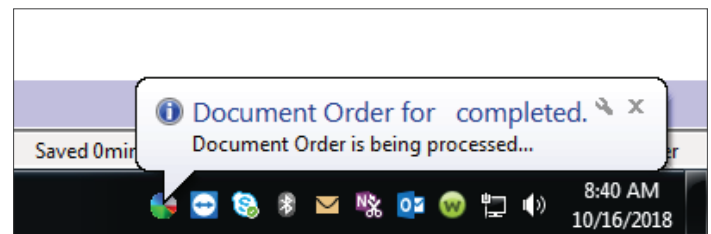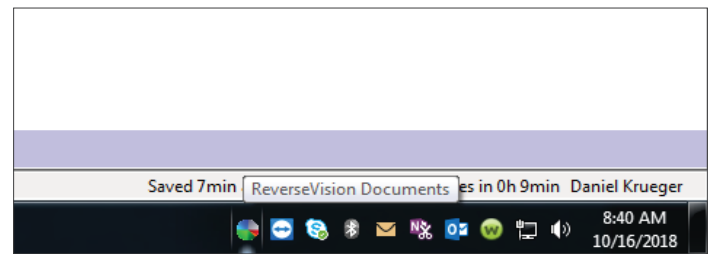
11. To retrieve your Proposal, go back to the Documents drop down menu and select the first option for "History." Double click on the proposal to open the PDF, or email/save directly from Reverse Vision.