

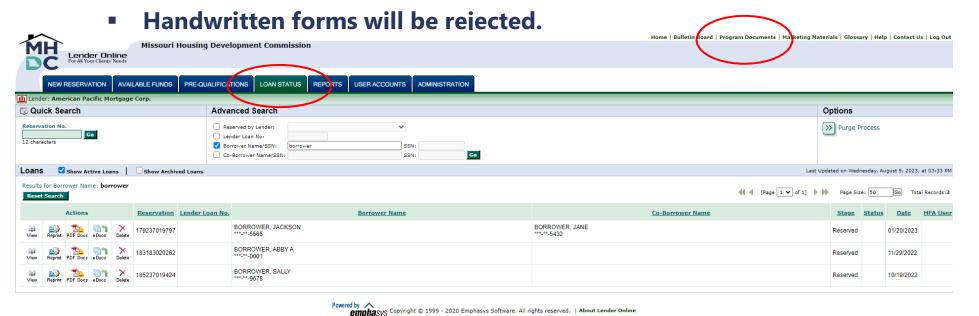
LENDER TRAINING: Accessing Loan Program Documents





PROGRAM DOCUMENTS ON LENDER ONLINE (LOL)

- MHDC documents may be found on LOL and are fillable through Loan Status.
- Select needed documents, and LOL will populate the fields.





AUTO FILLING DOCUMENTS

Click on the borrower's reservation number and "select documents"...

Missouri Housing Development Commission Lender Online For All Your Clients' Needs													
	NEW F	RESERVATION AVAI			LABLE FUNDS PRE-QU		JALIFICATIONS LOAN STATUS		REPORTS	USER ACCOUNTS	ADMINISTRATION		
Lender: American Pacific Mortgage Corp.													
□ Quick Search							Advanced Search						
Reservation No. 12 characters							Reserved by Lender: Lender Loan No: Borrower Name/SSN: Co-Borrower Name/SSN: SSN: Go						
Loans Show Active Loans Show Archived Loans													
Results for Borrower Name: borrower Reset Search													
	Actions Rese					Lender Lo	Loan No. Borrower Name						
III View	Peprint	PDF Docs	eDocs	X Delete	179237019797						BORROWER, JANE ***-5432		
₩ View	E Reprint	PDF Docs	eDocs	X Delete	183183020262			RROWER, ABBY A *-0001					
View	₽ Reprint	PDF Docs	eDocs	X Delete	185237019424		BORROWER, SALLY ***-9678						



Choose the document you wish to be

AUTO FILLING DOCUMENTS

	completed and then click on "Generate Documents" button.
MH Lender Onlin	
For All Your Clients' Ne	eds .
NEW RESERVATION	AVAILABLE FUNDS PRE-QUALIFICATIONS LOAN STATUS REPORTS USER ACCOUNTS ADMINISTRATION
n Lender: American Pacific Mort	tgage Corp.
Loan Status 💲?	Select Documents
To generate a document with the corresponding loan information, select at least one document from the list and then click on the "Generate Documents" button. If you don't wish to continue click on the "Cancel" button. Note: You will need Adobe Acrobat Reader to view and/or print the document(s). The software is free and may be downloaded from www.adobe.com.	Reservation/Loan No: 179237019797 - BORROWER, JACKSON Document Name Form #594 Commitment Letter for FHA CAL Form 555 - Recapture Tax Notification (Non Targeted) 2nd Note and DOT Form #593 - Award Letter for FHA CAL Loans Only Form #515 - Application Affidavit 2023 Government Closing Documents
	Showing 1-6 of 6 Generate Documents Cancel

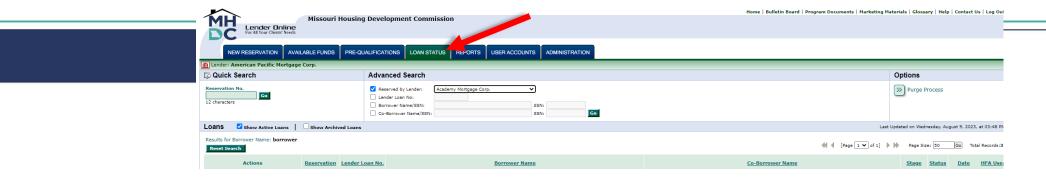


AUTO FILLING DOCUMENTS

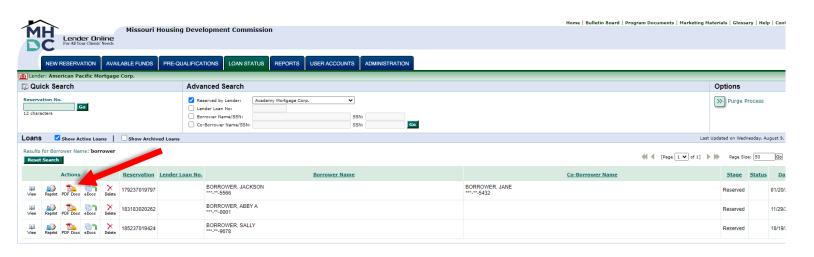
- Remember, this will not complete the entire form. Only the information you entered at the reservation stage will be entered in the appropriate fields.
- You must go through the documents and fill in any blank fields that were not filled in automatically.
- This is also a good time to check to make sure all the data is accurate and make corrections where necessary.



- When having issues getting the 2nd Loan Amount to auto-populate on the 2nd Note and DOT please follow these steps.
- 1. Pull up your file in Loan Status.

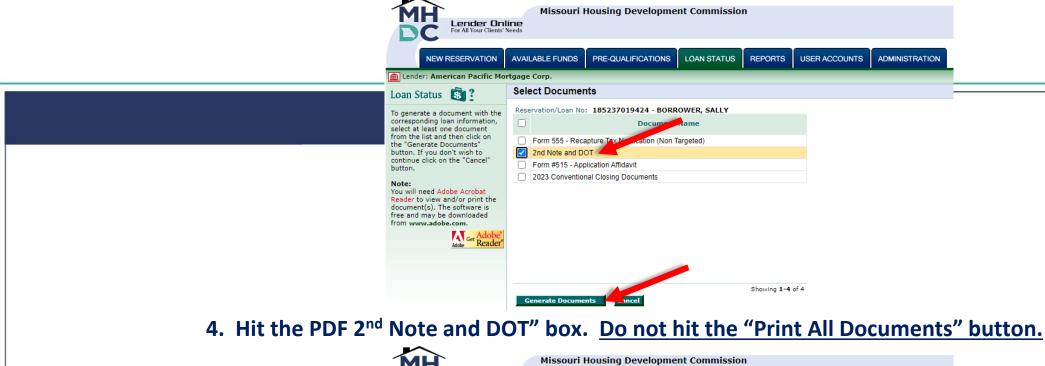


2. Hit the "PDF Docs" Icon for the correct file on the left hand side.





3. Select the box in front of "2nd Note and DOT", then Hit the "Generate Documents" tab at the bottom.







• 5. Once the document uploads, go down to the 6th page (or page 3 of the Second Deed of Trust). Delete the mortgage loan amount at the bottom of this page and re-type the loan amount in again. This will auto-populate all the fields needed on the form.

- 2. Charges; Liens. Borrower shall pay all taxes, assessments, charges, lines, and impositions attributable to the Property which can attain priority over this Security Instrument, leasehold payments or ground rents on the Property, if any.
- 3. Lien Subordinate to First Security Instrument. Lender and Borrower acknowledge that this Security Instrument is subject to a recorded Deed of Trust which is a first mortgage lien on the Property, dated _______, executed by Grantor in favor of

Movement Mortgage, LLC

as Beneficiary, securing a promissory note in the amount of \$\frac{199,820.00}{\text{Note}}\$, (which Deed of Trust and Promissory Note secured thereby are hereinafter collectively called the "First Mortgage"



CONCLUSION

- Lender Online can be found at lenderonline.mhdc.com.
- Documents access through Lender Online will be fillable.
- The system will generate the majority of forms required for closing the type of loan for which you have the reservation.
- Please review each document to ensure it is both accurate and completed with information that was not available to auto-fill Missouri Housing from the reservation data.