

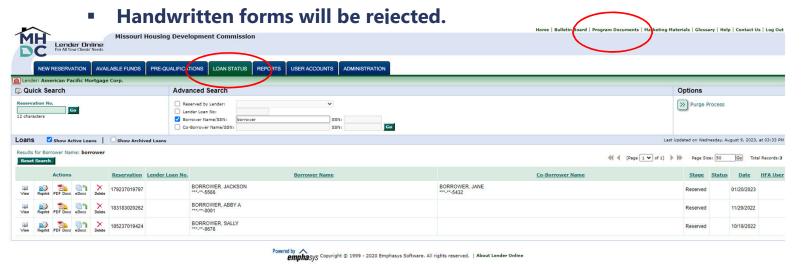
# LENDER TRAINING: Accessing Loan Program Documents





# PROGRAM DOCUMENTS ON LENDER ONLINE (LOL)

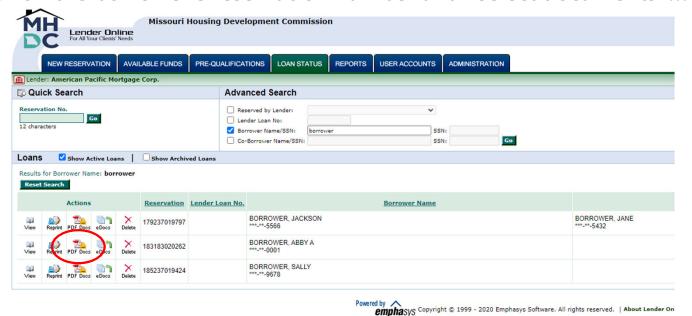
- MHDC documents may be found on LOL and are fillable through Loan Status.
- Select needed documents, and LOL will populate the fields.





# **AUTO FILLING DOCUMENTS**

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





# **AUTO FILLING DOCUMENTS**

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



## **AUTO FILLING DOCUMENTS**

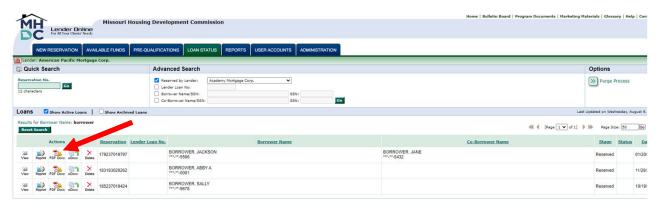
- Remember, this will not complete the entire form. Only the information you entered at the reservation stage will be entered in the appropriate fields.
- You must go through the documents and fill in any blank fields that were not filled in automatically.
- This is also a good time to check to make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



- When having issues getting the 2<sup>nd</sup> 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 "2<sup>nd</sup> Note and DOT", then Hit the "Generate Documents" tab at the bottom.



4. Hit the PDF 2<sup>nd</sup> Note and DOT" box. Do not hit the "Print All Documents" button.





• 5. Once the document uploads, go down to the 6<sup>th</sup> 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, times, 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 \$ 199,820.00, (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 Missing from the reservation data.