

## LOAN SERVICING SOFT - Modifying a loan

This document will guide you through the process of modifying a loan in the LOAN SERVICING SOFT system.

For additional information and/or questions please feel free to contact our support group at support@loanservicingsoft.com or 1-800-993-1839 x2.

### Modifying a loan

To create a loan modification, you need to start by opening a loan and selecting loan modifications in the loan terms tab.

The screenshot displays the 'Loan C-1' window with the 'Loan Terms' tab selected. The left sidebar contains navigation options: Loan Terms, Borrowers, Lenders, Vendors, Collateral, UDF's, Classification, Escrow, Closing Details, Docs & Log, Encumbrance, and Audit Trail. The main area is divided into two columns of fields:

- Left Column:** Loan Number (C-1), Borrower (Andrew L Walters), Loan Type (Term / One Draw Loan), Funded Amount (100,000.00), Principal Balance (100,000.00), Interest Method (Regular Periodic), Interest Rate (12.000% / yr), and options for adjustable interest (0 Months).
- Right Column:** Loan Status (Active), Special Status (-), Signed Date (1/1/2010), Origination Date (1/1/2010), First Payment Date (2/1/2010), Maturity Date (1/1/2015), and various fee and penalty settings.

At the bottom of the window, there are buttons for 'Loan Data', 'Income, Expense & Credit Scores', 'Loan Features', 'Lock Terms', 'OK', and 'Cancel'. A 'Loan Modifications' button is highlighted with a red box in the bottom right corner of the main form area.

## Adding a loan modification

This will bring up a screen where you can add a loan modification. Select Add then choose whether you would like to add a loan term modification or an unpaid amount mod.

Loan C-1

**Loan Terms**
**Loan Terms**

Loan Number:

Borrower:

Loan Type:

Funded Amount:

Loan Status:

Special Status:

Signed Date:

Origination Date:

**Interest Rates:**  
 Daily Rate: 0.033334%  
 Daily Interest: 33.3300000000  
 Periodic Rate: 1.000%

**Loan Modifications & Recasts**

Apply To Loan

	Mod. Amount	Description	Is Applied
<input checked="" type="checkbox"/> Loan Term Modification			
<input checked="" type="checkbox"/> Unpaid Amount Modification			

Payment (I):  \* With Escrow and Fees

Balloon Amount:

Nick Name:

Memo / Notes:

Loan Data
Income, Expense & Credit Scores
Loan Features

On the window that pops up, there are 3 main sections. The upper section, old terms section, and new terms section. The upper section is basic settings, the old terms before modification are on the left, and on the right side are the new terms. New terms is where you will be making adjustments.

The screenshot shows a 'Loan Modification' window with the following fields and sections:

- Top Section:** Modification Date (10/15/2015), Effective Date (10/15/2015), Reference Number, Is Applied, Unpaid Modification, Modification Amount (0.00), and Description.
- Old Terms Section (Left):** First Payment Date (2/1/2010), Funded Amount (100,000.00), Principal Balance (100,000.00), Interest Rate (12.000%), Interest Method (Regular Periodic), Amortized (Interest Only), Term Period (Monthly), Payment Period (Monthly), Term (60), Term Due (60), Maturity Date (1/1/2015), Payment (P+) (1,000.00), Escrow Payment (0.00), Balloon Amount (101,000.00), Days In Year (360 days in year), Unpaid Interest (0.00), Unpaid Impound (0.00), and Unpaid Late Fee (0.00).
- New Terms Section (Right):** Next Due Date (12/1/2011), Terms To Maturity (38), Funded Amount (100,000.00), Principal Balance (100,000.00), Interest Rate (12.000%), Interest Method (Regular Periodic), Amortized (Interest Only), Term Period (Monthly), Payment Period (Monthly), Term (60), Term Due (60), Maturity Date (1/1/2015), Payment (P+) (1,000.00), Escrow Amount (0.00), Balloon Amount (101,000.00), Days In Year (360 days in year), Unpaid Interest (0.00), Unpaid Impound (0.00), and Unpaid Late Fee (0.00). A 'Show New Amortization Schedule' button is located below the Unpaid Interest field.
- Bottom Section:** Notes, Notify Borrower, Notice Send Date (//), Show Loan Fees, OK, and Cancel buttons.

The modification effective date is important because that is the date when the new terms are applied.

Also, the software will reject modifications with effective date before an existing loan payment.

When applying the modification it has to be the last transaction of that loan.

When finished making adjustments click ok to save.

## Applying a loan modification

To apply modification to a loan, select the modification that you added and click the apply to loan button at the top of the loan modifications window.

The screenshot shows the 'Loan C-1' interface with the 'Loan Modifications & Recasts' window open. The 'Apply To Loan' button is highlighted with a red box. Below it, a table of modifications is also highlighted with a red box.

Effective Date	Type	Mod. Amount	Description	Is Applied
10/16/2015	Loan_Recast	0.00		<input type="checkbox"/>

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