

LOAN SERVICING SOFT HMDA Data Entry and LAR Report

This document will guide you through the process of entering your HMDA data and then doing your LAR reporting in LOAN SERVICING SOFT.

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

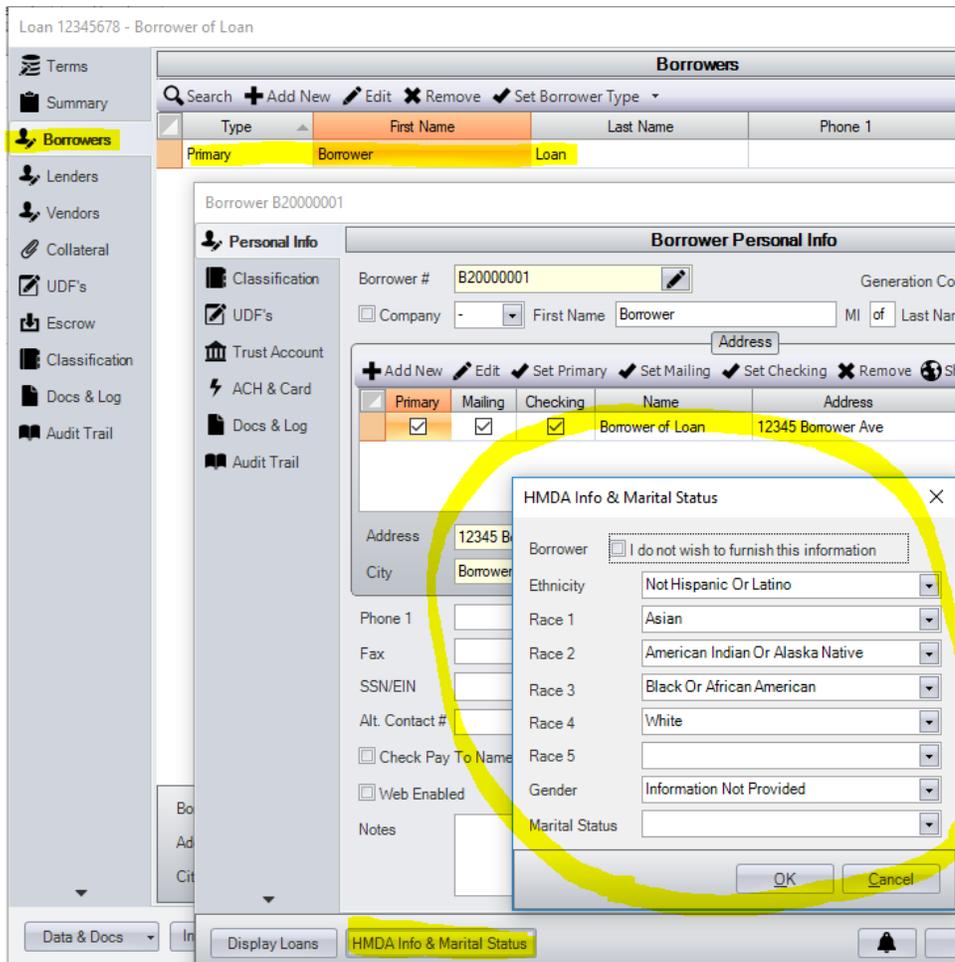
Notice: Starting in January 2018 HMDA data needs to be collected on various borrower real estate applications, including business purpose loans. The LAR report with this data will then need to be submitted to the CFPB by March 1st, and then this process will need to be repeated annually.

There are some exceptions to this new rule and we have put together an additional document covering this subject. Please see our How To Doc library and look for "LOAN SERVICING SOFT HMDA Reporting" for more information. We would also recommend visiting the CFPB's website and consulting an attorney.

Where to enter the HMDA Data

Below are the areas that must be completed in order for the HMDA reporting to be processed completely:

1. Click on the "Borrowers" tab on a loan, then double click on the borrower:



Click on the “HMDA Info & Marital Status” button, and fill in all applicable Ethnicity/Race/Gender fields. Click “OK” and save any changes on the loan.

2. Click on the “Collateral” tab on a loan, and then double click on the collateral tab. Click on the “Property Type” dropdown, and choose the appropriate selection for this loan:

Click "OK" and save the loan.

3. Click on the "Terms" tab on a loan. Then click on the "Other Options" button:

Click on the "CFPB/HMDA" tab and then complete all necessary information:

The screenshot shows a window titled "Other Loan Options" with a close button (X) in the top right corner. On the left is a sidebar with "Other Settings", "Borrower Statement", and "CFPB/HMDA" (highlighted in yellow). The main area is titled "CFPB / HMDA Settings" and contains the following fields:

- CFPB Loan HOEPA Loan
- Received From 3rd Party
- Recording Date: / /
- Purpose Of Loan: Purchase (dropdown) Denial Reason 1: (dropdown)
- Loan Type: (dropdown) Denial Reason 2: (dropdown)
- Owner Occupancy: (dropdown) Denial Reason 3: (dropdown)
- Preapprovals: (dropdown)
- Type Of Action Taken: (dropdown) Date Of Action: / /
- Metropolitan Statistical Area: (text input)
- State Code: (text input) County Code: (text input)
- Census Tract: (text input)
- Type Of Purchaser: (dropdown)

Click "OK" and save changes on the loan.

4. You probably already have the following area filled out as it is part of routine system setup. That said please ensure that the "Servicing Companies" section is filled out accurately following the steps below.

Go to: Control Panel -> Configuration Options -> Servicing Companies

Double click on your Servicing Company:

The screenshot shows a window titled "Servicing Companies" with an "Edit" button. Below is a table with one row highlighted in yellow:

| Company Name | |
|------------------------|-----------|
| YOUR COMPANY NAME HERE | S MANAGER |

Make sure that the highlighted areas below are filled out completely and accurately.

The screenshot shows a software window titled "Servicing Company" with a sub-tab "Servicing Company Info". On the left is a sidebar menu with options: "Company Info" (selected), "Credit Request", "Credit Report", "ACH", "E - Sign", "Pay Gateway", and "UDF's". The main form area contains the following fields:

- Company Name:** YOUR COMPANY NAME HERE (with a checkmark for "Active")
- Phone Number:** (800)-993-1839
- Phone #2:** (empty)
- Account Number:** (empty)
- Tax ID #:** 56988547
- E-Mail:** johnp@loanservicingsoft.com
- Servicing Manager:** S MANAGER
- Fax:** (empty)
- Servicing Account:** Servicing Account - 287960967091
- Impound Account:** Escrow Trust Account - 896541237
- NMLS ID #:** (empty)
- State Lic. #:** (empty)
- Address:** 12345 San Juan Capistrano Lane (with a "Show on Map" button)
- City:** San Juan Capistrano
- County:** Orange
- State:** CA
- ZIP:** 90000
- Country:** United States of America
- Memo:** (empty)
- Web Settings:**
 - Company Website:** www.yourservicingcompany.com
 - Borrower Portal URL:** (empty)
 - Web ID:** YSCM
 - Web Enabled:** (checkbox, unchecked)
 - Lender Portal URL:** (empty)
 - System Code:** (empty)
 - Vendor Portal URL:** (empty)
 - User Portal URL:** (empty)

At the bottom right of the window are "OK" and "Cancel" buttons.

Once done, click "OK."

Submitting the LAR Report

As stated above you should be gathering this information throughout the year as part of your R.E. application process. The LAR report will then need to be submitted to the CFPB every year by March 1st, for the previous year. For further details on loading and generating the LAR report please reach out to our support group for assistance.