



JOB AID: Entering Rental Income in PARC

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 08/31/2026

Community Wholesale Lending
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1. Overview

This job aid is intended to guide the user through efficiently entering rental income into PARC

2. Step-by-Step Instructions

1. Negative Rental Income

- From within your loan file, go to the “Real Estate” tab
- Confirm the property address, usage, status, etc. are completed
- Enter the Rental Income for the property under “Monthly Rental Income”
- Enter the negative rent amount in the “Net Monthly Rental Income” section

Current Borrower Validation

Borrowers: Andy CWL-Test Add Save Validate Download Print

Manage Borrowers Loan & Property Borrower Information Assets & Liabilities Real Estate Declarations Demographic Information Originator Information Lender Loan Information

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Property You Own +

Associated with borrower ☒ Amy CWL-Test

Loan Subject Property ☒ NO ☐ Yes

Property Current Usage Type ☒ Investment ☐ Primary Residence ☐ Second Home

Street

Unit #

City

State

Zip

Country

Property Value(Estimated Value)

Property Value(Valuation)

Status: (Sold, Pending Sale, or Retained) ☐ Pending Sale ☒ Retain ☐ Sold

Intended Occupancy

Project Legal Structure (if applicable)

Monthly Insurance, Taxes, Association Dues, etc.

Monthly Rental Income

Net Monthly Rental Income

Total Amount of all Mortgages and Liens on Property

Figure 1: Real Estate

2. Positive Rental Income

- From within your loan file, go to the “Real Estate” tab
- Confirm the property address, usage, status, etc are completed
- Enter the positive rental income under “Net Monthly Rental Income”
- Add the “Net Monthly Rental Income” to the PITIA and enter the total amount under “Monthly Rental Income”

Current Borrower Validation

Borrowers:

Property You Own

Associated with borrower ☒ Amy CWL-Test

Loan Subject Property ☒ NO ☐ Yes

Property Current Usage Type ☒ Investment ☐ Primary Residence ☐ Second Home

Street

Unit #

City

State

Zip

Country

Property Value(Estimated Value)

Property Value(Valuation)

Status: (Sold, Pending Sale, or Retained) ☐ Pending Sale ☒ Retain ☐ Sold

Intended Occupancy

Project Legal Structure (if applicable)

Monthly Insurance, Taxes, Association Dues, etc.

Monthly Rental Income

Net Monthly Rental Income

Total Amount of all Mortgages and Liens on Property

4. Support

Need help? Contact your Account Executive or parcsupport@cwlelend.com