



JOB AID: Issuing Initial Disclosures

Practical guidance for CWL brokers & partners

Community Wholesale Lending

Version: 1.0 Date: 08/27/2025

Community Wholesale Lending
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JOB AID: Issuing Initial Disclosures

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1. Overview

This job aid provides step-by-step guidance on issuing initial disclosures within the CWL systems

2. Step-by-Step Instructions

1. Review Fees
2. Add Fees (if applicable)
 - add section fees
 - select the appropriate fee from the drop down
 - add the fee amount

OF Edit 1003 Credit / AUS Price & Lock Fees Disclosure Submit

Fee Validation & Disclosure

Review & update third party fees for this loan

Loan Costs

| Fee Name | Cost (\$) |
|-----------------------------------------|------------|
| A. ORIGINATION CHARGES | |
| Originator Compensation (Borrower Paid) | \$6575.00 |
| Investor Fee | Bought Out |
| B. SERVICES YOU CAN'T SHOP FOR | |
| Add Section B Fee + | |
| Credit report | 100.00 |
| Flood certification | 12.00 |
| Appraisal Fee | 750.00 |
| Please Select | 0.00 |
| Add Section C Fee + | |
| Please Select | 645.00 |
| 1st Half Taxes | 1050.00 |
| 203K Consultant Fee | 125.00 |
| 203K origination Fee | 50.00 |
| 2nd Half Taxes | 450.00 |
| 2nd Loan Fee | 250.00 |
| Notary Fees | 23.00 |
| Recording Service Fee | 62.50 |
| Sub Escrow Fee | 65.00 |
| Messenger Fee | 0.00 |
| Wire | 55.00 |
| Wire Fee | |

Other Costs

| Fee Name | Details/Term | Cost (\$) |
|---------------------------------------|-------------------|-----------|
| E. TAXES AND OTHER GOVERNMENT FEES | | |
| Add Section E Fee + | | |
| Mortgage recording fee | | 95.00 |
| County tax stamps | | 0.00 |
| Deed recording fee | | 35.00 |
| F. PREPAIDS | | |
| 1 Year Hazard Insurance | 62.68 for 12 mos. | \$752.16 |
| G. INITIAL ESCROW PAYMENTS AT CLOSING | | |
| Hazard Insurance Reserves | 62.68 for 2 mos. | \$125.36 |
| Property Tax Reserves | 992.69 for 8 mos. | \$3139.92 |
| H. OTHER | | |
| Add Section H Fee + | | |
| Owner's title insurance | | 0.00 |
| ADJUSTMENTS AND OTHER CREDITS | | |
| Title Premium Adjustment | | 0.00 |
| City/Town Tax Adjustment | | 0.00 |
| County Tax Adjustment | | 0.00 |
| General Seller Credit | | 15000.00 |

Figure 1. Adding Fees

3. Adjusting prepaids

-prepaids can be adjusted in sections F and G

Edit 1003

Credit / AUS

Price & Lock

Fees

Disclosure

Submit

Fee Validation & Disclosure

Review & update third party fees for this loan

Loan Costs

| Fee Name | Cost (\$) |
|-----------------------------------------|------------|
| A. ORIGINATION CHARGES | |
| Originator Compensation (Borrower Paid) | \$6575.00 |
| Investor Fee | Bought Out |
| B. SERVICES YOU CAN'T SHOP FOR | |
| Add Section B Fee + | |
| Credit report | 100.00 |
| Flood certification | 12.00 |
| Appraisal Fee | 750.00 |
| C. SERVICES YOU CAN SHOP FOR | |
| Add Section C Fee + | |
| Lender's Title Policy | 645.00 |
| Closing/Escrow fee | 1050.00 |
| Endorsement Fee | 125.00 |
| Courier Fee | 50.00 |
| Document preparation fee | 450.00 |
| Notary fees | 250.00 |
| Recording Service Fee | 23.00 |
| Sub Escrow Fee | 62.50 |
| Messenger Fee | 65.00 |
| Wire | 0.00 |
| Wire Fee | 55.00 |
| Loan Tie in Fee | 250.00 |

Other Costs

| Fee Name | Details/Term | Cost (\$) |
|---------------------------------------|-------------------|-----------|
| E. TAXES AND OTHER GOVERNMENT FEES | | |
| Add Section E Fee + | | |
| Mortgage recording fee | | 95.00 |
| County tax stamps | | 0.00 |
| Deed recording fee | | 35.00 |
| F. PREPAIDS | | |
| 1 Year Hazard Insurance | 62.68 for 12 mos. | \$752.16 |
| G. INITIAL ESCROW PAYMENTS AT CLOSING | | |
| Hazard Insurance Reserves | 62.68 for 2 mos. | \$125.36 |
| Property Tax Reserves | 992.49 for 8 mos. | \$399.92 |
| H. OTHER | | |
| Add Section H Fee + | | |
| Owner's title insurance | | 0.00 |
| ADJUSTMENTS AND OTHER CREDITS | | |
| Title Premium Adjustment | | 0.00 |
| City/Town Tax Adjustment | | 0.00 |
| County Tax Adjustment | | 0.00 |
| General Seller Credit | | 15000.00 |

☐ I agree and understand that initial disclosures will be based on the above terms and fees, and that any restitution or under-disclosure is my responsibility.

Back

Save & Continue

Figure 2. Adjusting prepaids

4. Review Loan Costs

- review loan costs
- confirm you acknowledge the fees
- save and continue

Fee Validation & Disclosure
Review & update third party fees for this loan

Loan Costs

| Fee Name | Cost (\$) |
|-----------------------------------------|------------|
| A. ORIGINATION CHARGES | |
| Originator Compensation (Borrower Paid) | \$6575.00 |
| Investor Fee | Bought Out |
| B. SERVICES YOU CAN'T SHOP FOR | |
| Credit report | 100.00 |
| Flood certification | 12.00 |
| Appraisal Fee | 750.00 |
| C. SERVICES YOU CAN SHOP FOR | |
| Lender's Title Policy | 645.00 |
| Closing/Escrow fee | 1050.00 |
| Endorsement Fee | 125.00 |
| Courier Fee | 50.00 |
| Document preparation fee | 450.00 |
| Notary fees | 250.00 |
| Recording Service Fee | 23.00 |
| Sub Escrow Fee | 62.50 |
| Messenger Fee | 65.00 |
| Wire | 0.00 |
| Wire Fee | 55.00 |
| Loan Tie in Fee | 250.00 |

Other Costs

| Fee Name | Details/Term | Cost (\$) |
|---------------------------------------|-------------------|-----------|
| E. TAXES AND OTHER GOVERNMENT FEES | | |
| Mortgage recording fee | | 95.00 |
| County tax stamps | | 0.00 |
| Deed recording fee | | 35.00 |
| F. PREPAIDS | | |
| 1 Year Hazard Insurance | 62.68 for 12 mos. | \$752.16 |
| G. INITIAL ESCROW PAYMENTS AT CLOSING | | |
| Hazard Insurance Reserves | 62.68 for 2 mos. | \$125.36 |
| Property Tax Reserves | 992.49 for 8 mos. | \$3139.92 |
| H. OTHER | | |
| Owner's title insurance | | 0.00 |
| ADJUSTMENTS AND OTHER CREDITS | | |
| Title Premium Adjustment | | 0.00 |
| City/Town Tax Adjustment | | 0.00 |
| County Tax Adjustment | | 0.00 |
| General Seller Credit | | 15000.00 |

☐ I agree and understand that initial disclosures will be based on the above terms and fees, and that any restitution or under-disclosure is my responsibility.

Back

Save & Continue

Figure 3. Review Loan Costs

5. Continue

Edit 1003

Credit / AUS

Price & Lock

Fees

Disclosure

Submit

Start Disclosure Order

Loan Review

Preview Disclosures

Order Disclosures

Initial Disclosures

Select Continue to continue to loan review to begin your Automated Disclosure Process.

Continue

Figure 4. Continue

6. Loan Review

- the loan review is a compliance process to ensure accurate and completeness of loan fees
- select continue to preview

The screenshot displays a web application interface for loan review. At the top, a progress bar shows steps: Edit 1003, Credit / AUS, Price & Lock, Fees, Disclosure, and Submit. Below this, a tabbed interface has 'Loan Review' selected. The main content area, titled 'Loan Review', features an orange banner stating 'Audit executed successfully but results contain critical remarks. Please review prior to generating documents.' Below the banner, a 'Critical Messages' section is expanded, showing three items: 'This loan FAILS the QM Points and Fees Test by \$5,671.59.', 'There are duplicate NMLS numbers entered. Company and Loan Officer NMLS's are typically different.', and 'Two or more borrowers are sharing an email address, this may cause problems.' Each item has a plus icon to its right. Below the critical messages is an 'Info Messages' section. At the bottom right, a 'Continue to Preview' button with a right arrow is highlighted with a green circle.

Start Disclosure Order **Loan Review** Preview Disclosures Order Disclosures

Loan Review

Audit executed successfully but results contain critical remarks. Please review prior to generating documents.

Critical Messages

- ⚠ This loan FAILS the QM Points and Fees Test by \$5,671.59. +
- ⚠ There are duplicate NMLS numbers entered. Company and Loan Officer NMLS's are typically different. +
- ⚠ Two or more borrowers are sharing an email address, this may cause problems. +

Info Messages

[Continue to Preview >](#)

Figure 5. Loan Review

7. Preview and send disclosures

-Preview Disclosures allows you to review all the disclosures prior to them being emailed to the borrower(s)

-You can also select the option to download the disclosure package and review.

-Order disclosures. By selecting order disclosures, you are emailing the disclosures to the borrower and the Loan Officer.

Preview Documents

Your preview has been successfully generated.
[Click here to download.](#)

Uniform Residential Loan Application

Verify and complete the information on this application. If you are applying for this loan with others, each additional Borrower must provide information as directed by your Lender.

Section 1: Borrower Information. This section asks about your personal information and your income from employment and other sources, such as retirement, that you want considered to qualify for this loan.

Borrower Name: Andy CWL-Test

1a. Personal Information

Name (First, Middle, Last, Suffix)
Andy CWL-Test

Alternate Names – List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix)

Type of Credit
☐ I am applying for individual credit.
☒ I am applying for joint credit. Total Number of Borrowers: 2
Each Borrower intends to apply for joint credit. Your initials: _____

Marital Status
☒ Married
☐ Separated
☐ Unmarried
(Single, Divorced, Widowed, Civil Union, Domestic Partnership, Registered Reciprocal Beneficiary Relationship)

Dependents (not listed by another Borrower)
Number 1
Ages 5

Current Address
Street 4321 Cul de Sac Street # Unit # 13
City San Diego State CA ZIP 92128 Country USA

Social Security Number 999 99 9999
(or Individual Taxpayer Identification Number)

Date of Birth (mm/dd/yyyy)
02 / 28 / 1967

Citizenship
☒ U.S. Citizen
☐ Foreign-Born Resident Alien
☐ Non-Permanent Resident Alien

List Name(s) of Other Borrower(s) Applying for this Loan (First, Middle, Last, Suffix) – Use a separator between names
Amy CWL-Test

Contact Information
Home Phone (855) 1222 - 5555
Cell Phone (855) 1222 - 5555
Work Phone (855) 1249 - 5689 Ext. _____
Email andy.cwlend.com

Order Disclosures >

Figure 6. Issuing Disclosures

TIP: Always review all fees before proceeding

3. Quick Tips / Common Errors to Avoid

✓ Critical messages should always be reviewed, but will not prevent disclosures from being issued

4. Support

Need help? Contact parcsupport@cwlend.com