



# JOB AID: Issuing Initial Disclosures

Practical guidance for CWL brokers & partners

**Community Wholesale Lending**

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Version: 2.0   Date: 10/07/2025

Community Wholesale Lending  
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# JOB AID: Issuing Initial Disclosures

Version: 2.0 Date: 10/07/2025

## 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

The screenshot shows the 'Fees' step highlighted in a navigation bar. Below the navigation bar, the 'Fee Validation & Disclosure' section is visible, which includes two main tables: 'Loan Costs' and 'Other Costs'.

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

| Loan Costs                                                             |           |
|------------------------------------------------------------------------|-----------|
| Fee Name                                                               | Cost (\$) |
| <b>A. ORIGINATION CHARGES</b>                                          |           |
| Originator Compensation (Borrower Paid)                                | \$5000.00 |
| Investor Fee                                                           | \$1395.00 |
| <b>B. SERVICES YOU CAN'T SHOP FOR</b> <span>Add Section B Fee +</span> |           |
| Credit report                                                          | 150.00    |
| Third Party Processing Fee                                             | 995.00    |
| Appraisal Reinspection                                                 | 200.00    |
| Appraisal Fee                                                          | 900.00    |
| <b>C. SERVICES YOU CAN SHOP FOR</b> <span>Add Section C Fee +</span>   |           |
| Lender's Title Policy                                                  | 537.75    |
| Closing/Escrow fee                                                     | 1700.00   |
| Endorsement Fee                                                        | 150.00    |
| Courier Fee                                                            | 150.00    |
| Document preparation fee                                               | 345.00    |
| Notary fees                                                            | 250.00    |
| Recording Service Fee                                                  | 25.00     |
| Sub Escrow Fee                                                         | 350.00    |

| Other Costs                                                                |                    |           |
|----------------------------------------------------------------------------|--------------------|-----------|
| Fee Name                                                                   | Details/Term       | Cost (\$) |
| <b>E. TAXES AND OTHER GOVERNMENT FEES</b> <span>Add Section E Fee +</span> |                    |           |
| Mortgage recording fee                                                     |                    | 100.00    |
| County tax stamps                                                          |                    | 330.00    |
| Deed recording fee                                                         |                    | 25.00     |
| <b>F. PREPAIDS</b>                                                         |                    |           |
| 1 Year Hazard Insurance                                                    | 154.96 for 12 mos. | \$1859.52 |
| <b>G. INITIAL ESCROW PAYMENTS AT CLOSING</b>                               |                    |           |
| Hazard Insurance Reserves                                                  | 154.96 for 2 mos.  | \$309.92  |
| Property Tax Reserves                                                      | 416.66 for 2 mos.  | \$833.32  |
| <b>H. OTHER</b> <span>Add Section H Fee +</span>                           |                    |           |
| Owner's title insurance                                                    |                    | 760.50    |
| <b>ADJUSTMENTS AND OTHER CREDITS</b>                                       |                    |           |
| Title Premium Adjustment                                                   |                    | 0.00      |
| City/Town Tax Adjustment                                                   |                    | 0.00      |
| County Tax Adjustment                                                      |                    | 0.00      |
| General Seller Credit                                                      |                    | 0.00      |

Figure 1. 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                           |            |
| 1st Half Taxes                          | 645.00     |
| 203K Consultant Fee                     | 1050.00    |
| 203K origination Fee                    | 125.00     |
| 2nd Half Taxes                          | 50.00      |
| 2nd Loan 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      |

#### 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                 | 392.69 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 2. 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          |            |
| 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. | \$399.92  |
| 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. Adjusting prepaids

#### 4. 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. PREPAID                            |                   |           |
| 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                 | 292.49 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 4. Review Loan Costs

## 5. Continue

Initial Disclosures

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

Continue >

Figure 5. Continue

## 6. Loan Review

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

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 6. 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.

✓ Edit 1003   ➔ Credit / AUS   ➔ Price & Lock   ➔ Fees   ➔ Disclosure   ➔ Submit

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

**Preview Documents**

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

1 of 95

**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)<br><u>Andy CWL-Test</u>                                                                                                                                                                                                    |                                                                                                                                                                                     | Social Security Number <u>999 - 60 - 3333</u><br>(or Individual Taxpayer Identification Number)                                                                         |
| Alternate Names – List any names by which you are known or any names under which credit was previously received (First, Middle, Last, Suffix)                                                                                                                 |                                                                                                                                                                                     | Date of Birth (mm/dd/yyyy) <u>02 / 28 / 1967</u>                                                                                                                        |
| Type of Credit<br><input type="radio"/> I am applying for individual credit.<br><input checked="" type="radio"/> I am applying for joint credit. Total Number of Borrowers: <u>2</u><br>Each Borrower intends to apply for joint credit. Your initials: _____ |                                                                                                                                                                                     | Citizenship<br><input checked="" type="radio"/> U.S. Citizen<br><input type="radio"/> Foreign-Born Resident Alien<br><input type="radio"/> Non-Permanent Resident Alien |
| Marital Status<br><input checked="" type="radio"/> Married<br><input type="radio"/> Separated<br><input type="radio"/> Unmarried<br>(Single, Divorced, Widowed, Civil Union, Domestic Partnership, Registered Reciprocal Beneficiary Relationship)            | Dependents (not listed by another Borrower)<br>Number <u>1</u><br>Ages <u>5</u>                                                                                                     | List Name(s) of Other Borrower(s) Applying for this Loan<br>(First, Middle, Last, Suffix) – Use a separator between names<br><u>Amy CWL-Test</u>                        |
| Current Address<br>Street <u>4321 Cul de Sac Street #</u><br>City <u>San Diego</u>                                                                                                                                                                            | Contact Information<br>Home Phone <u>(855) 1222 - 5555</u><br>Cell Phone <u>(855) 1222 - 5555</u><br>Work Phone <u>(855) 1249 - 5689</u> Ext. _____<br>Email <u>andy.cwlend.com</u> |                                                                                                                                                                         |
| State <u>CA</u> ZIP <u>92128</u> Country <u>USA</u>                                                                                                                                                                                                           |                                                                                                                                                                                     |                                                                                                                                                                         |

**Order Disclosures** ➔

Figure 7. Issuing Disclosures

## 7. Confirm borrower(s) have signed disclosures

- From within your file, navigate to disclosure report
- Confirm each borrower has signed

View 1003

Loan Summary

UW Package

Liability Report

Assets & Income Report

Disclosure Report

Conditions

Documents

Lock

Requests

Request Appraisal

Summary

| Loan Detail                                                                | Date      |           |           |
|----------------------------------------------------------------------------|-----------|-----------|-----------|
| Application Submitted:                                                     | 9/18/2025 |           |           |
| Intent To Proceed Date:                                                    | 9/25/2025 |           |           |
| Estimated Closing Date:                                                    | 10/9/2025 |           |           |
| List of Written Service Providers Provided:                                | 9/22/2025 |           |           |
| Deadline (from Application Date) to Mail or Deliver Initial Loan Estimate: | 9/23/2025 |           |           |
| Deadline (from Closing Date) to Mail or Deliver Initial Loan Estimate:     | 10/1/2025 |           |           |
| Deadline for Borrower to Receive Revised Loan Estimate:                    | 10/4/2025 |           |           |
| Deadline to Mail Initial Closing Disclosure:                               | 10/2/2025 |           |           |
| Deadline for Borrower to Receive Initial Closing Disclosure:               | 10/6/2025 |           |           |
| Document Dates                                                             | Issued    | Received  | Signed    |
| Initial Loan Estimate:                                                     | 9/22/2025 | 9/25/2025 | 9/25/2025 |
| Last Disclosed Loan Estimate:                                              | 9/22/2025 | 9/25/2025 | 9/25/2025 |
| Initial Closing Disclosure:                                                |           |           |           |
| Preview Closing Disclosure:                                                |           |           |           |
| Last Closing Disclosure Before Consummation:                               |           |           |           |
| Final Closing Disclosure:                                                  |           |           |           |

Figure 8. Disclosure Request

💡 **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
- ✓ Always confirm the borrower has signed disclosures

## 4. Support

Need help? Contact [parcsupport@cwlend.com](mailto:parcsupport@cwlend.com)