

## Reviewing Fees

When fees are added to the loan file, and the loan is clear to close, the fees on the loan's 2015 Itemization form in Encompass will be available on the loan's Fees page in TPO Connect.

- In order for a loan to be clear to close, a date must be populated to the Clear to Close field (field ID 2305) on the Underwriter Summary Page 2 in the loan file in Encompass.

**NOTE:** Access to the Fees section is controlled by the Lender's Encompass administrator.

### To Review Fees:

- 1 On the menu on the left, click the **Fees** link.

### Closing Fees

Accept Fees
Reject Fees

Use the 1003 Loan Application for conventional, FHA, and VA loans.

Closing and Document Details

Closing Fees Review Status	Last Disclosure	UW Clear to Close	Note
Ready for Review	-	10/28/2016	-
	Est. Closing	Documents Ordered	Funded
	-	-	-

Fees

CD Section	HUD Line	Fee Description	Payee	Paid By	Paid To	Amount	POC Broker	PAC Broker
B.01	804.	Appraisal F...		Broker	Lender/Ot...	100		100
B.02	805.	Credit Rep...	EQUIFAX ...	Lender	Lender/Ot...	30		
B.04	806.	Tax Service		Other	Lender/Ot...	50		
B.03	902.	Mortgage L...		Broker	Lender/Ot...	2345.25		2345.25

- 2 To sort the fees, click a column header.
- 3 Click the **Export to Excel** icon to export the current list of fees to an Excel spreadsheet.
- 4 Click the **Print** icon to print the current list of fees.
- 5 Enter any comments, if necessary, and click **Accept Fees** to accept the fees listed or **Reject Fees** to reject the fees listed.