

User's Manual

2008 Consulting Software Version 8.0167

When you first get the 'trail version' be careful to fill in your company name when it asks you to, as we cannot change this item without deleting the program once it is imbedded.



Find the 203k icon on your desktop and double click on it

File No	Borrower	Lender	Property
H204131	David & Katherine Harvath	M & T Mortgage Corp.	645 Laurel Street
H206289	David Dyson	Fifth Third Bank - W. Michigan	2126 Trinity Court
H211147A	Patricia Eddy	Wells Fargo Home Loan (Antio	2833 Lincoln Drive
H211252	Jason Anderson & Nick Reily	Platinum Mortgage Group	348 Garretson Avenue
H305028	Sam Consulting	M.A. Young	2750 Tonapah
H305029	Sam Consulting	M.A. Young	1510 Esmeralda
H305054	Brian Bestick & Bradford Bratton	Wells Fargo Home Loan (Antio	4310 Stone Road
H5551212	Mary Jones	Irwin Mortgage Corp.	123 Any Street
Z2247VanBur	Mike Young et al	1st Commercial Loan	2247 East Van Buren Street
ZH002021	Michelle Williams	Pro American Mortgage	963 37th Street
ZH002172	Vallejo Affordable Housing	First Credential Mortgage	1435 Granada Street
ZH003302	Noadiah Eckman	First Security Loans	748 29th Street
ZH003312F	Alex Nugyen & Danny Wan	CMG Mortgage	350 Foothill Blvd.
ZH004175N	John C. Jordan	CMG Mortgage	1827 & 1829 Berkeley Way
ZH005111	Affordable Renovated California H		513 E. Locust Street
ZH005151	Ralph & Joann Gresham	National Pacific Mortgage	2534 Wagner Heights
ZH005248	Gy A. Green	First Security Loans	351 Chester Street
ZH006121		The Mechanics Bank	164 Silverado Court
ZH006236	John & Monica Mustaller	Viking Mortgage Corp.	3521 Jefferson Street
ZH009161	John Jones	National Pacific Mortgage	301 Palm Avenue
ZH011061	Jonathan Freeman	National Pacific Mortgage	312 E. Los Felis Avenue
ZH103083	Debra Ewing	Portfolio Lending	2517 79th Avenue
ZH105221	Cathy Nelson		448 49th Street
ZH109244	Anna Marie Clark	Frontier Mortgage	3563 72nd Avenue
ZH112213	Jose & Esther Loera	Fifth Third Bank - W. Michigan	1716 Sutter Avenue
ZH201111	Michael Murguia & Michiko Mares	First Security Loans	2553 Roosevelt Avenue
ZH211147	Patricia Eddy	Wells Fargo Home Loan (Antio	2833 Lincoln Lane
ZH711183	Genesis Project		711 34th Street
ZH909132A	Teddy & Jocelyn Reyes	Loan Center of California	2473 Tennessee Street

Of course your screen may not have as many projects as this but the page looks similar. If this is the first time you opened the program you will want to click 'company information' and add your company information. If you have already done that then click 'add new'

M.A. Young & Company 203(k)

Company Info Add New Exit Program

Export Record(s) Delete Refresh Change DataBase

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ZH002021	Michelle Williams	Pro	37th Street
ZH002172	Vallejo Affordable Housing	Firs	5 Granada Street
ZH003302	Noadiah Eckman	Firs	29th Street
ZH003312F	Alex Nugyen & Danny Wan	CM	Foothill Blvd.
ZH004175N	John C. Jordan	CM	7 & 1829 Berkeley Way
ZH005111	Affordable Renovated California H		E. Locust Street
ZH005151	Ralph & Joann Gresham	Nat	Wagner Heights
ZH005248	Gy A. Green	First Security Loans	351 Chester Street
ZH006121		The Mechanics Bank	164 Silverado Court
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203K

Create new file?

Yes No

You are prompted to create a new file... click 'yes'

Information Sheet

Feasibility Analysis | **Maximum Mortgage Worksheet** | Draws | Inspection | Reports Menu | Save | Close Form

File No: _____ Borrower: _____
 Lender: _____ Property: _____

General | **Borrower** | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

File Number: FHA Case Number:

Order Date: Contract Date:

Inspector: New Edit Delete

Purchase Price: Improved Value:

Sell Price: Investment:

Completion Months: Completion Date:

Appt Date: Appt Time:

Appt Weather:

This is your information sheet with all its tabs. Start filling in the blanks. When you get to a blank that you don't have the info on. Leave it blank and go to the next tab.

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: _____ Borrower: _____
Lender: _____ Property: _____

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

File Number: H306251 FHA Case Number: _____
Order Date: 6/25/2003 Contract Date: _____
Inspector: Young, M.A. [v] New Edit Delete
Purchase Price: 99500 Improved Value: 0
Sell Price: 0 Investment: 0
Completion Months: 0 Completion Date: _____
Appt Date: 6/26/2003 Appt Time: 9 am
Appt Weather: Clear & sunny

Now lets move to the next tab 'borrower'

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: _____ Borrower: _____
Lender: _____ Property: _____

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Borrower Name: John and Mary Jones
Current Address: _____
City: _____
State: California
Zip: _____
Phone: 510-555-1212
Alternate Phone: _____
Borrower #2: _____

Fill in what you can and move to the next tab...

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: H306251 | Borrower: John and Mary Jones

Lender: | Property: 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Address: 123 Any Street

City: Any City

State: California

Zip: 94533

County: Contra Costa | Add | Edit | Delete

Number of Units: 1

Year Built/Age: 1950/53

Move to the next tab...

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: H306251 Borrower: John and Mary Jones

Lender: Property: 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Lender: Advent Mortgage [New] [Edit] [Delete]

Loan Agent: Hume, Kathy [New] [Edit] [Delete]

Loan Number: 123456

Loan Amount: 0

Interest Rate:

Title Company: 1st American Title Company [New] [Edit] [Delete]

Escrow Officer: [New] [Edit] [Delete]

Escrow Number:

fill this in as best you can and move to the next tab...

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: H306251 | Borrower: John and Mary Jones

Lender: | Property: 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Contractor 1:	F.P. Construction	New	Edit	Delete	<input type="checkbox"/> Selected
Contractor 2:		New	Edit	Delete	<input type="checkbox"/> Selected
Contractor 3:		New	Edit	Delete	<input type="checkbox"/> Selected

If you know who one of the contractors is then fill in the information and select one. See next slide...

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: H306251 | Borrower: John and Mary Jones

Lender: | Property: 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Contractor 1: F.P. Construction [New] [Edit] [Delete] Selected

Contractor 2: [New] [Edit] [Delete] Selected

Contractor 3: [New] [Edit] [Delete] Selected

Once you choose a contract you must select one to have it carry to the other forms.

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: H306251 | Borrower: John and Mary Jones

Lender: | Property: 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Pest Control Inspection Fee: 100

Home Inspection Fee: 250

Consultation Fee: 600

Feasibility Fee: 100

Number of Draws: 5

Draw Amount: 100

Contingency Percent: 10

Title Update Fee: 50

Split Fee: 0

Enter Mileage (One-Way): 0 Cents Per Mile: 31

Mileage Total Cost: \$ 0

Architectural Fee: 0

Permit Fees: 0

Consultation Invoice

P. O. Number: []

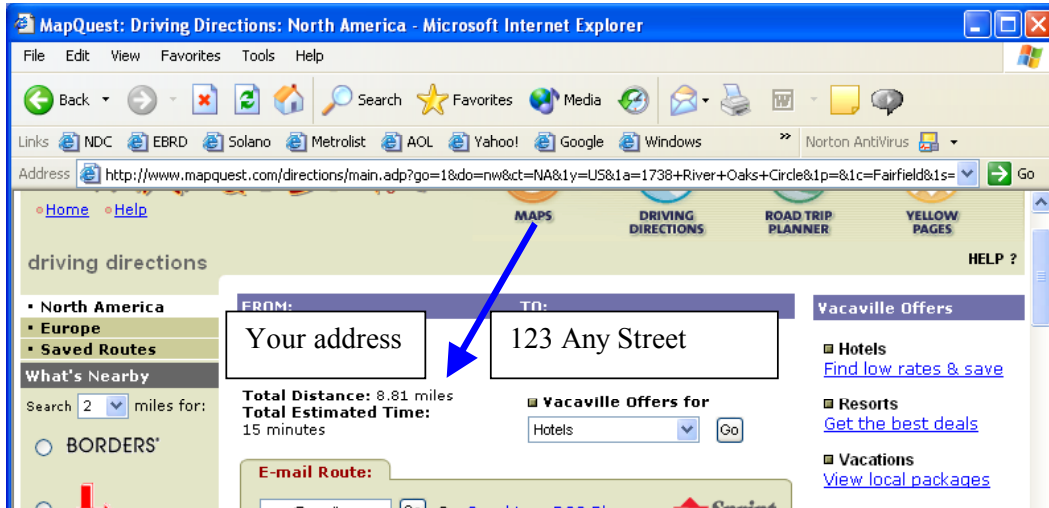
Terms: []

Project: []

Already Paid: 0

[Change Default Values] [Print Invoice]

These are the defaults that are in the program when you get it. You may have to modify them and then ‘change default values’ if your defaults are different. We recommend that you use <http://www.mapquest.com> to find if you have a mileage charge available on your project...



This is a good way to document your file as it takes into account the shortest route to your site... the HUD guideline says we must not charge unless over 30 miles one way. In this case if you plug in the mileage on the report it will not generate a mileage fee. Move to the next tab, then the next and so on. The ‘work write up’ will likely be the last thing you fill in. Go to the ‘configuration tab’

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: H306251 **Borrower:** John and Mary Jones

Lender: **Property:** 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Type of Loan

203(k) ←

Conventional

Format of Bid Items

Labor + Materials Quantity x Units

Contact Software Vender

If this is a 203k project just leave it alone.

If it is a conventional loan product like FannieMae or Freddie Mac then click 'conventional'

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | Inspection | Reports Menu | Save | Close Form

File No: H306251 **Borrower:** John and Mary Jones

Lender: **Property:** 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | Owner Requests | Work Write-Up | Configuration

Type of Loan

203(k)

Conventional Loan Guaranteed by: Freddie Mac

Format of Bid Items

Labor + Materials Quantity x Units

Contact Software Vender

When you choose 'conventional' another box will appear. Freddie Mac is the default which is most common for many lenders such as Wells Fargo Home Mortgage™

Use this link to email us with any questions or comments. You must be connected to the internet to use it



Contact Software Vender

Let's stay with '203k' for now and then we choose the report format.

The screenshot shows a software window titled "Information Sheet" with a blue header bar. Below the header is a menu bar with tabs: "Feasibility Analysis", "Maximum Mortgage Worksheet", "Draws", "Inspection", "Reports Menu", "Save", and "Close Form". The main area contains the following information:

File No: H306251 **Borrower:** John and Mary Jones
Lender: **Property:** 123 Any Street

Below this is another set of tabs: "General", "Borrower", "Subject Property", "Loan & Escrow", "Contractors", "Fees", "Owner Requests", "Work Write-Up", and "Configuration".

The "Loan & Escrow" tab is active, showing two sections:

- Type of Loan:** Radio buttons for "203(k)" (selected) and "Conventional".
- Format of Bid Items:** Radio buttons for "Labor + Materials" (selected) and "Quantity x Units".

A white box with a black border is positioned above the "Type of Loan" section, containing the text "Make your choice". A blue arrow points from this box to the "203(k)" radio button, and a red arrow points from the same box to the "Quantity x Units" radio button.

Below the "Format of Bid Items" section is another white box with a black border containing the text: "The default format is for labor and materials to be listed separately per the HUD Guideline... Yikes! Many of you want to put in the 'unit quantity' and 'cost per unit'. Just choose the one you prefer."

In the bottom right corner of the form area, there is a button labeled "Contact Software Vender".

It is being accepted either way in reality with many east coast consultants preferring the later choice.

File No: H306251

Borrower: John and Mary Jones

Lender:

Property: 123 Any Street

Type of Loan

203(k)

Conventional

Now choose 'reports menu'

Format of Bid Items

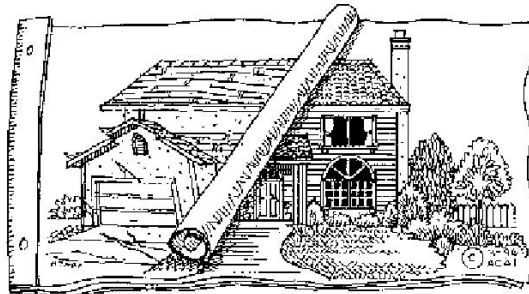
Labor + Materials

Quantity x Units

Contact Software Vender

M.A. Young & Company

P.O. Box 368
Suisun City, CA 94585-0368
707-426-9244 FAX: (707) 598-1695



Date: Thursday, June 26, 2003

ORDER ACKNOWLEDGEMENT

To: Kathy Hume
Advent Mortgage

Thank you for the consultation order. We have set up the appointment for the inspection on Thursday, June 26, 2003. The inspection will be at the following address: 123 Any Street Any City, CA 94533. If we get all of the existing and expected reports at the time of the inspection we should have our report off to contractors to bid within about a week.

If you would like to be at the inspection you are welcome but it is not necessary. This is merely an effort to keep you informed. If you have not done so already we would like to know who is going to be the appraiser and their fax number so we can fax the bid specs when they are ready.

Sincerely,

M.A. Young

Once you get back from the inspection and you are ready to write the report go to 'inspection'

Information Sheet

Feasibility Analysis | Maximum Mortgage Worksheet | Draws | **Inspection** | Reports Menu | Save | Close Form

File No: H306251 **Borrower:** John and Mary Jones
Lender: Advent Mortgage **Property:** 123 Any Street

General | Borrower | Subject Property | Loan & Escrow | Contractors | Fees | **Owner Requests** | Work Write-Up | Configuration

File Number:	<input type="text" value="H306251"/>	FHA Case Number:	<input type="text"/>
Order Date:	<input type="text" value="6/25/2003"/>	Contract Date:	<input type="text"/>
Inspector:	<input type="text" value="Young, M.A."/> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>		
Purchase Price:	<input type="text" value="99500"/>	Improved Value:	<input type="text" value="0"/>
Sell Price:	<input type="text" value="0"/>	Investment:	<input type="text" value="0"/>
Completion Months:	<input type="text" value="0"/>	Completion Date:	<input type="text"/>
Appt Date:	<input type="text" value="6/26/2003"/>	Appt Time:	<input type="text" value="9 am"/>
Appt Weather:	<input type="text" value="Clear & sunny"/>		

203(k) Inspection

Page Scroll

Save Close

1. Masonry 2. Siding 3. Gutters 4. Roof 5. Shutters 6. Exteriors

A concrete perimeter foundation exists and appears adequate.

Insert Add Delete

Zoom Labor Materials Total

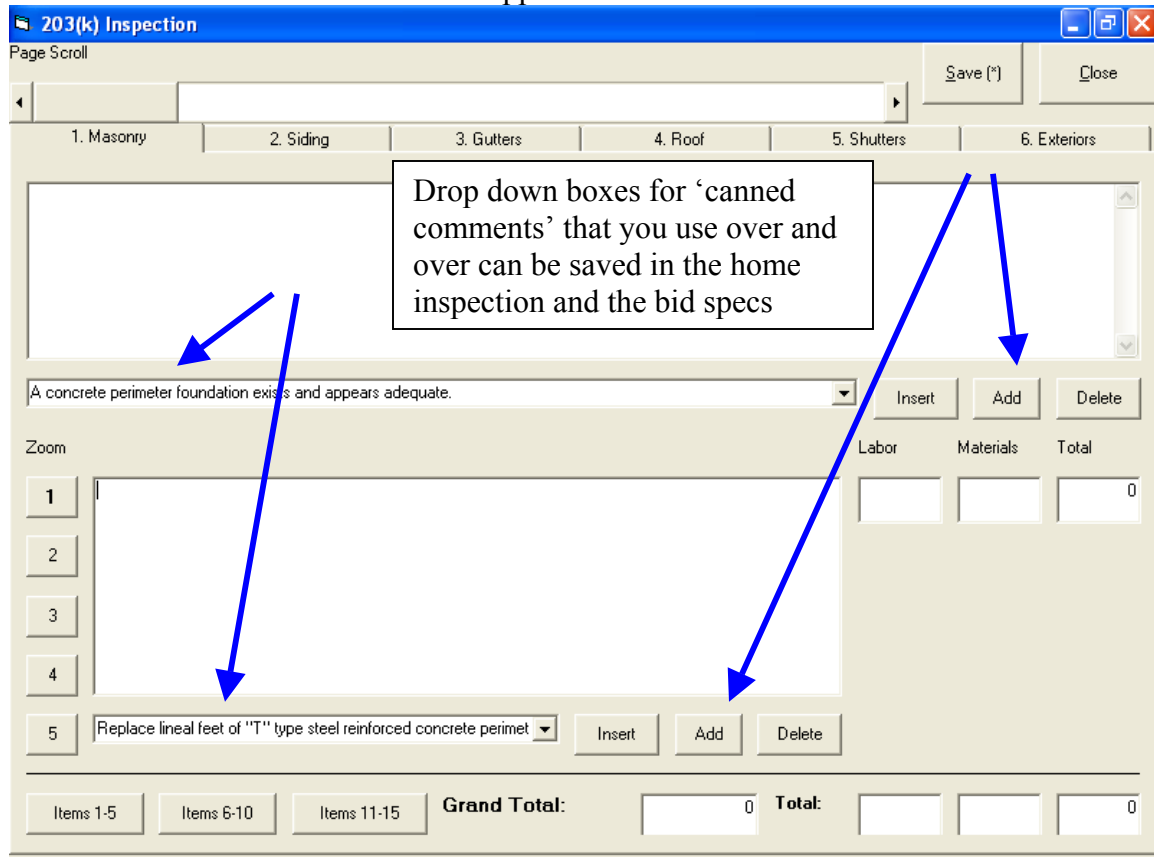
1				
2				
3				
4				
5				

Items 1-5 Items 6-10 Items 11-15 Grand Total: 0 Total: 0

Page scroll bar will take you from items 1-35 quickly

Zoom 1 will enlarge the typing area for your first repair item. You can add up to 15 single line items per category.

Let's choose 'zoom 1' and see what happens...



This was a 'labor and materials' choice... the next slide is for those who chose 'unit pricing and cost per unit' but otherwise looks very similar

Save

Close

1. Masonry

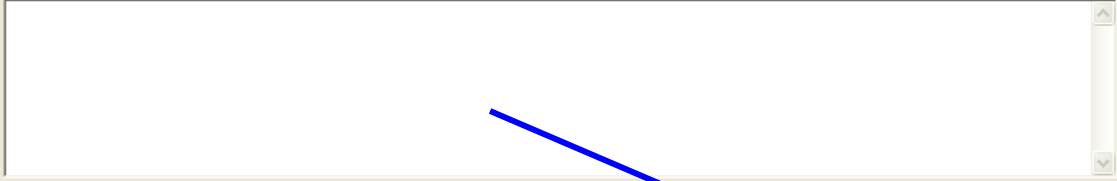
2. Siding

3. Gutters

4. Roof

5. Shutters

6. Exteriors



A concrete perimeter foundation exists and appears adequate.



Insert

Add

Delete

Zoom

Cost/un

Quantity

Total

		Cost/un	Quantity	Total
1				
2				
3				
4				
5				

Items 1-5

Items 6-10

Items 11-15

Grand Total:

0

Total:

0

Write the report...

203(k) Inspection

Page Scroll

1. Masonry
2. Siding
3. Gutters
4. Roof
5. Shutters
6. Exteriors

The subject has a brick foundation with patio piers and some brick piers as center supports at the sub area. There was some settlement observed as indicated by some minor plaster cracks at the interior...it appears that whenever there was some settlement observed additional patio piers and posts were installed to minimize the affect. There is an abandoned masnory vent at the center of the home that serves the kitchen. It has duct tape over the opening at the kitchen but the bricks were removed to just under the roof line when the new roof was installed approximately 1.5 years ago.

A concrete perimeter foundation exists and appears adequate.

Zoom		Labor	Materials	Total
1	Provide/install a new steel reinforced "T" type concrete perimeter foundation. The allowance is for 85 lineal feet of foundation work @ \$165/ lineal foot. See 3A & 3B of the PCR.			
2		6000	7860	13860
3				
4				
5	Replace lineal feet of "T" type steel reinforced concrete perimet <div style="float: right; margin-top: -20px;"> <input type="button" value="Insert"/> <input type="button" value="Add"/> <input type="button" value="Delete"/> </div>			

Items 1-5
Items 6-10
Items 11-15

Grand Total:
16860
Total:

16860

The subject has a brick foundation with patio piers and some brick piers as center supports at the sub area. There was some settlement observed as indicated by some minor plaster cracks at the interior...it appears that whenever there was some settlement observed additional patio piers and posts were installed to minimize the affect. There is an abandoned masonry vent at the center of the home that serves the kitchen. It has duct tape over the opening at the kitchen but the bricks were removed to just under the roof line when the new roof was installed approximately 1.5 years ago.

A concrete perimeter foundation exists and appears adequate. Insert Add Delete

Zoom		Labor	Materials	Total
1	Take the weight of the existing brick foundation and remove the existing brick foundation.	3000	0	3000
2	ete perimeter foundation. The allowance is for 85 lineal feet of foundation work @ \$165/ lineal foot. See 3A &	6000	7860	13860
3	PCR=Pest Control Report	0	0	0
4				
5				

Items 1-5	Items 6-10	Items 11-15	Grand Total:	16860	Total:			16860
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Once you are in the 'reports menu' choose the upper left box for the 'initial inspection report package'.

Reports [Print] [Close]

PRINT SELECTED REPORTS CLOSE FORM

File No: H306251 Borrower: John and Mary Jones
Lender: Property: 123 Any Street

Initial Inspection Report Package 203k Consultant Report
 First Draw Report Package

Information Sheet Work Write Up
 Consultant's Agreement Additional Provisions Draw Request Draw Number: 1
 Borrower's Acceptance of Conditions Recap of Subtotal
 Borrower's Acknowledgement Job Specifications & Bid Request
 Rehabilitation Loan Agreement Invoice Include Prices?
 Homeowner/Contractor Agreement Maximum Mortgage Worksheet
 Self Help Agreement Progress Payment Lien Release
 203(k) Inspection Blank Forms All Final Lien Waiver
 Consultant's Identity-of-Interest Certification Mortgagor's Letter of Completion
 Lender's Appointment Acknowledgement Feasibility Analysis

Wells Fargo™ Permits and/or Certifications Required

This will print all the items with gray check boxes. I have found from experience that taking a copy of all the contracts with you on the initial inspection and going over them with the borrower in detail as part of the consultation will keep you and your lender from answering numerous questions and eliminate most of the problems. This 'report package' will print two copies of your 'consultant agreement' and one copy of each of the other contracts so you can bring one signed consultant agreement back with you and leave the other one with the borrower along with all the contracts to give them time to review them prior to signing them at the lender's office or title company. It also prints out a blank inspection list for you to help you to look at all 35 items per the HUD guideline.