

Calyx Point:
How to Submit an Order to Land Title



Last Updated: February 10, 2009

1. After borrower information has been entered, open the "Request for Title" form from the list on the left and complete the necessary fields:

The screenshot shows a software application window titled "Point - [test020409.BRW]". The window has a menu bar with options: File, Edit, Marketing, Forms, Verifs, Track, Banker, Lenders, Services, Interfaces, Bor/Co-Bor, Utilities, Window, Help. Below the menu bar is a toolbar with various icons. The main interface is divided into several sections:

- Navigation Panel (Left):** Contains a "Loans" section with a dropdown menu showing "Borrower, Betty". Below this is a "Closed Files" list with items like "Self Emp Inc Analysis-B", "Loan Submission", "Patriot Act: Organization Identification", etc. The "Request for Title" form is highlighted in blue. At the bottom of the navigation panel, there is a "Status: Opened (02/04/2009)" and a table with columns "Lien" and "First".
- Main Form Area (Right):** Titled "Borrower, Betty | Borrower Information". It contains:
 - Borrower Information:** Fields for First, Middle, Last, Suffix, SSN, H Phone, B Phone, Cell/Alt, Fax, E-Mail.
 - Co-Borrower Information:** Similar fields for "Copy from Borrower" (Bob).
 - Loan Rep:** A dropdown menu and checkboxes for Conv, FHA, VA, USDA/Rural Housing, Other.
 - Processor:** A dropdown menu.
 - Loan Program:** A dropdown menu and checkboxes for Primary, Secondary, Investment.
 - CC Scenario:** A dropdown menu and checkboxes for Lien Pos, First, Second.
 - Purpose of Loan:** Checkboxes for Purchase, Cash-Out Refi, No Cash-Out Refi, Construction, Construction-Permanent, Other.
 - Financial Fields:** Sales Price, w/ MIP, FF (333), Income, Down pmt (%), Note Rate (%), HE & Oblig, Appr Value, Term/Due (/) mths, Other Pmts, Loan Amt (333), Mth Pmt, Max Loan.
 - Subject Property:** Fields for Present Address, Copy From Subject Property, Addr (3033 E 1st Ave), City (Denver), St (CO), Zip (80206), Cnty (Denver).
- Bottom Section:** Contains buttons for "Contact Info", "Mtg Insurance", "Sub Financing", "Investment", "Credit Scores", and a "Keep open" checkbox. A "Press F1 for Help" button and a "NUM" indicator are also present.

2. Select "E-mail" from the File menu, then select "Forms."

The screenshot shows a software application window titled "Point - [test020409.BRW]". The "File" menu is open, and the "E-Mail" option is selected, which has opened a sub-menu where "Forms..." is highlighted. The main window displays a form titled "Betty | Request for Title Commitment".

I. REQUEST

From: [Name] TitleGuy
 Attn: [Field]
 Title: [Field]
 Date: [Field]
 Borrower's Birth Date: [Field]
 Co-Borrower's Birth Date: [Field]

II. PROPERTY AND MORTGAGE INFORMATION

Loan Purpose: Purchase, Cash-Out Refi, No Cash-Out Refi
 Sales Price: [Field]
 Loan Amount: [Field] 333

Property Address: Street 3033 E 1st Ave., City Denver, St CO, Zip 80206, Cnty Denver
 Owner's Name & Phone: Name Betty Borrower, Phone [Field]

Property Type: Detached, Attached, Condo, PUD, CO-OP

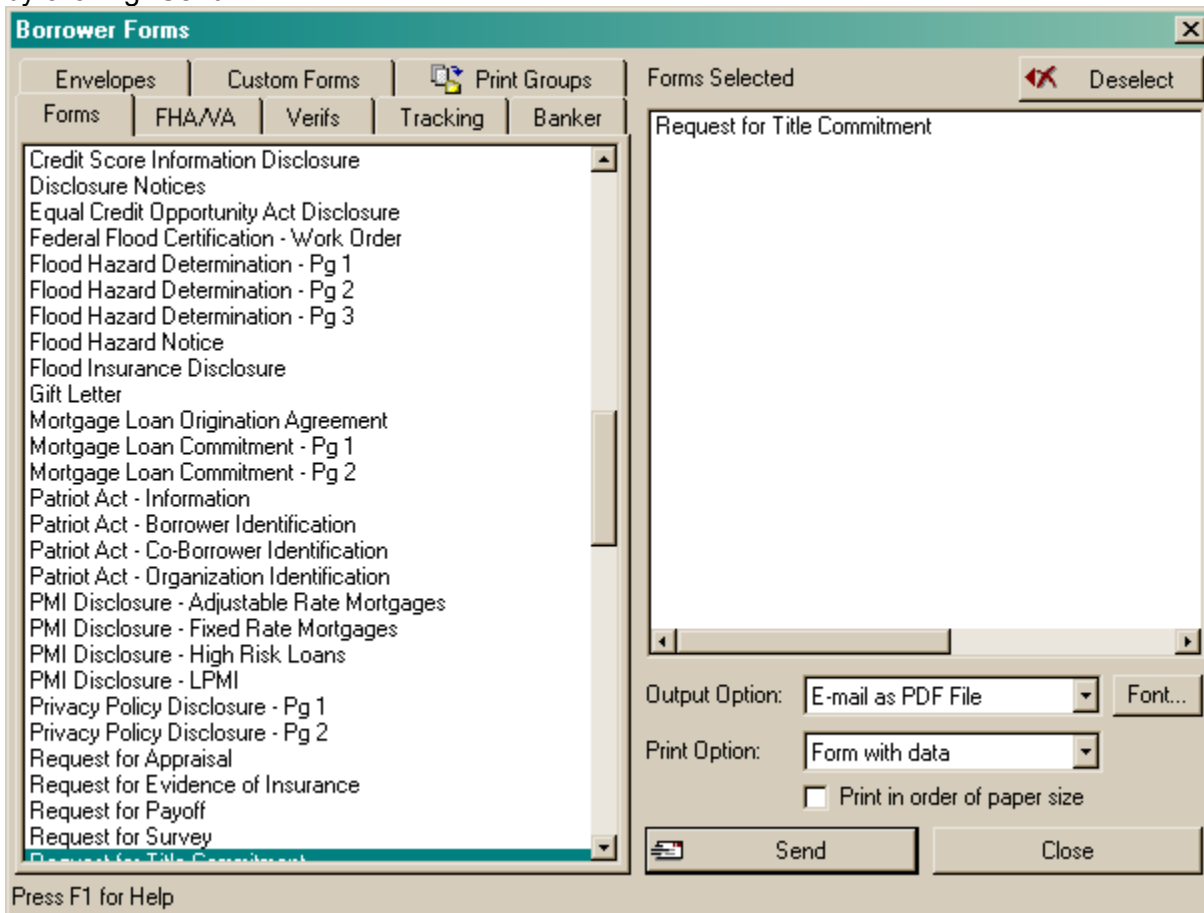
Seller: First [Field], Last [Field], Insured Lender/Mortgagee Name [Field]
 Phone [Field], Fax [Field], Cell/Alt [Field], Email [Field], Addr [Field], C/S/Z [Field], Lender Case Number [Field]

III. REQUEST FOR TITLE COMMITMENT

Attachment: Prior Title Policy, Warranty Deed, Title Ins Requirements, Survey, Contract

At the bottom, there is a section for "E-Mail Point forms" with a "NUM" button.

3. Make sure you have selected the correct “Request for Title Commitment” form, and prepare to email by clicking “Send.”



4. Choose whether or not you'd like to password protect the document, and click “Okay:”



5. Enter your Land Title Closer's email address, enter a subject line indicating it is a new order, and click "Send:"

