

First of all let me thank you personally for joining our team of users. That will mean a lot more to you as you get into building your 203k business. What do we have to offer this year... software of course, and a franchising opportunity? The franchising will be limited to a select few so be the first in your area to carry the torch for us in your marketing area. More information will be available very soon on our web site at www.203konline.com

Installation procedure: Make sure you are hooked up to the internet the entire time you are setting up your system with your new software as it will go out and update anything you have on your system that is out of date that we need to operate the program. As an example you will need the latest version of Adobe Acrobat Reader 9.0. It is free and if you don't have it we need to update that before you go further. If you don't have you can get it at <u>www.adobe.com</u> and clicking on the "Get Adobe Reader" icon on the right side of that page. We utilize this program's features from within our program. It allows you to save a report then as you review it in the Adobe Acrobat reader format you will also be able to adjust anything you that may need to be corrected. It also allows your lender to adjust their MMW prior to printing it on their end.

Now that you have done that you are ready to load the program. We recommend that you close all open programs prior to downloading our software. Once you have downloaded your new version of our 203k 2010 software version you are ready to begin. Double click on the setup.exe and it should start the install wizard.

[Note only if you had a problem loading the software: If for some reason your software didn't load properly or you are having any issues with installing the software before you call please to your start menu, then "control panel", Programs and Features (older computers it may be "Add or Delete Programs") and look for a program called "Microsoft SQL Server Compact 3.5". If it isn't there then send us an email with the subject called "Microsoft SQL Server Compact 3.5" and we'll send you a link where you can get it for free.]

Once the program is loaded it will prompt you to "launch the program". It will then suggest it cannot find a database. Your sample data base is called "203k Sample Database". You can change the name by right clicking on it and going to

"Change Name" and use it as your database if you like. This is where you will find a completed report. I suggest you walk through the sample and see how we wrote it. When you loaded the program the "sample" database was installed in your "Documents folder". You should go to the "documents folder" find the file and double click on it and the program will open.

As an alternate you can go to wherever you want your database to reside (I like mine on my desktop inside the briefcase) then "right click" find "new" and then choose "203k 2010 Database". This will create a new database. You can create as many as you like but we suggest you create one and use it so all your files. Once you have created the database you should double click on it to open it.

If you would like a suggested selection of canned comments please ask... it should be ready by August.

Now you are ready to work with your 203k 2010 program. You are free to use the sample database where it is in your documents folder or move it to wherever you would like to maintain the file. I like mine in the briefcase on my desktop so I can find it easily and back it up to a memory stick each day when I finish my work. I then like to put it on a second "backup" computer like my desktop also in the briefcase. Now I have two backups and I'm always working on the same file.

Server application: You have an office with a server and you want to be able to work from more than one computer at the same time on different files, not a problem. The program won't allow you to open the same file at the same time so you won't loose information. You can open several files at the same time on the same or different computers. If you try to close the file and haven't saved it you will be prompted to save your work.

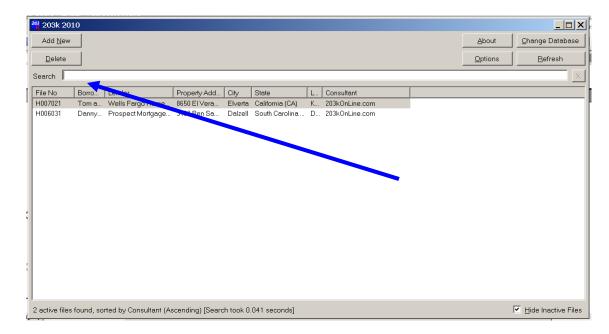
Using the program: The following pages will guide you through setting up a "New" file within the program.



Double click on the icon

Not this one, the one on your desktop... lol

This screen will then appear



Once you start typing anything you remember about your job it will find it. I remember the address numbers but my clients quite often call and ad ask about a client's name... if you start typing the client's name it will pop up... usually within the first three letters or the first few numbers on their address. This is wonderful when you have several hundred projects going like we do.

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	<mark>י 203k 201 </mark>	0									
	Add <u>N</u> ew									<u>A</u> bout	Change Database
	<u>D</u> elete									<u>O</u> ptions	<u>R</u> efresh
	Search 📗						_		- 1		×
1	File No	Borro	Lender	Property Add	City	State	L	Consultant			
1	H007021		Wells Fargo Home			California (CA)	K	203kOnLine.com			
	H006031	Danny	Prospect Mortgage	3430 Ben Sa	Dalzell	South Carolina	D	203kOnLine.com			
1											
4											
	2 active files t	found, so	rted by Consultant (As	scending) [Searc	:h took 0.	041 seconds]					Hide Inactive Files

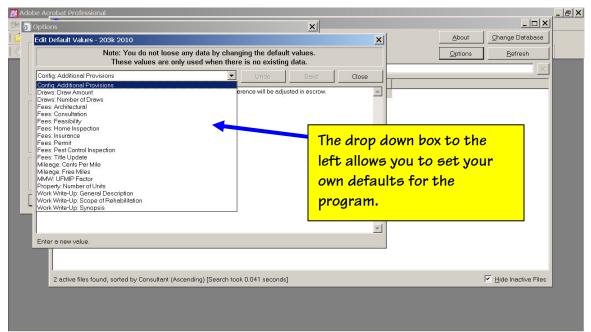
Let's start with the "options" button on the upper right of your screen

Q.	options	\sim	П					
	Default Database]						
	O Specific database: Browse		Ľ					
	Current		0.0					
	Current Database Information	7	0: 0:					
	Database Version 10.0							
	Minimum Application Version 9.5							
	Application Version 10.0.3834.38985							
	Database Size 404.00 KB							
	Printing	7						
	Print user-entered data in UPPERCASE							
	Mark form data read-only							
	Change Default Values Change License Key Close							
_		_						

Choose the options you want for your model. Upper left you can choose if you want to open the last database you used, or specify where you want to look for a database. This is where you can browse to your "documents folder" and find a sample database with a filled out report to review if you like.

There was a time I used upper and lower case letters when I wrote my reports but half of my associates would turn theirs in to us with all upper case and it just wasn't consistent. Consistency is the key in this business as it is in so many others. Therefore, we have given you the option to print it out in all caps if you want to regardless of how it is typed in.

You can also change your default values from this screen or you will be given alternative ways to change your default values from within the report as well.



This is where you can set up your own default values for much of the report

Ready to get started... click on "add new"

<mark>י 203k 20</mark> :	10								
Add <u>N</u> ew								<u>A</u> bout	<u>C</u> hange Database
<u>D</u> elete								<u>O</u> ptions	Refresh
Search									×
File No	Borro	Lender	Property Add	City	State	L	Consultant		
H007021	Tom a	Wells Fargo Home	8650 El Vera	Elverta	California (CA)	K	203kOnLine.com		
H006031	Danny	Prospect Mortgage	3430 Ben Sa	Dalzell	South Carolina	D	203kOnLine.com		

This screen will come up

🙀 Information Shee	et - 203k 2010		
Feasibility <u>A</u> nalysis	Draws Change Orders Inspection Reports		<u>Save</u> <u>Close</u>
File No:		Borrower:	
Lender:		Property:	
General Borrower S	ubject Property* Loan/Escrow MMW* Contractors Fees*	Project Notes 🗍 Work W	/rite-Up* Configuration*
File Number		FHA Case Number	
Order Date	Sunday , July 04, 2010	COE Date	Sunday , July 04, 2010 💌
Purchase Price		Improved Value	
Sell Price		Investment	\$0.00
Completion Months	0 *	Completion Date	7/ 4/2010
Appointment	Sunday , July 04, 2010 11:18 PM	Appt. Weather	
Inspector	(None)	Details Add/Edit	
Company	(None)	Details Add/Edit]
File Status	Active		

🙀 Information Shee	et - 203k 2010		
Feasibility <u>A</u> nalysis	Draws Change Orders Inspection Reports		Save Close
File No:		Borrower:	
Lender:		Property:	
General Borrower S	ubject Property* Loan/Escrow MMW* Contractors Fees*	Project Notes Work W	/rite-Up* Configuration*
File Number		FHA Case Number	
Order Date	🗖 Sunday , July 04,2010 💌	COE Date	Sunday , July 04, 2010 💌
Purchase Price		Improved Value	
Sell Price		Investment	\$0.00
Completion Months	0	Completion Date	7/ 4/2010
Appointment	🗖 Sunday , July 04, 2010 11:18 PM 💌	Appt. Weather	
Inspector	(None)	Details Add/Edit	
Company	(None)	Details Add/Edit	
File Status	 Active 		

Wherever you see an asterisk simply mean this hasn't been saved yet. If you try to close it, you will be asked if you want to save it. It opens with the "General" tab open ready for you to input your file number.

🙀 Information Sheet - 203k 2010								
Feasibility Analysis Draws Change Ord	ders Inspection Reports	Save Close						
File No:	Borrower:							
Lender:	Property:							
General* Borrower Subject Property* Loan/Escrow MMW* Contractors Fees* Project Notes Work Write-Up* Configuration*								
File Number H007041	FHA Case Number							

My file numbers typically contain the date. In this case it is "H" for home inspection, "00" for the year, "07" for the month, and "1" for the number of orders that day.

When you are selecting the inspector you can "add new" inspector or choose one from your existing list.

🗾 203k 2010 Users Manual - Microsoft Word								
Ele Edit View Inser	t Format Tools Ta	ble Window Help Adobe PDF Acrobat Comments				Type a question for	r help 👻 🗙	
i 🗅 💕 🖬 🖪 🙆 i d	3 🖪 💙 🛍 🐰	n 🔁 🟈 i 🤊 🗸 (* 🗸 👷 🔜 🖓 🏭 🚳 10	0% 🔹 💷 <u>R</u> ead	Arial	▼ 12	• B 🔳 🗐	<u>A</u> -	
L · 1					· 🛆 · · · · ·	* * * 7 *	_	
-	🗃 Information Shee	et - 203k 2010				_ _ >	<	
-	Feasibility <u>A</u> nalysis	Draws Change Orders Inspection Reports				Save Close	9	
m	File No:	H007041	Borrower:					
	Lender:		Property:					
-	General Borrower S	ubject Property Loan/Escrow MMW Contractors Fees F	roject Notes Work Wr	ite-Up Configuration				
	File Number	H007041	FHA Case Number					
4	Order Date	🔽 Sunday , July 04, 2010 💌	COE Date	Monday , July	05, 2010	•]	
	Purchase Price		Improved Value				1	
-	Sell Price		Investment	\$2,200.00			1	
	Completion Months	0	Completion Date	7/ 5/2010		v	1	
ம்	Appointment	Monday , July 05, 2010 2:44 PM	Appt. Weather			X	1	
	Inspector	Young, Mike	Details Add/Edit	1				
7	Company	(None) Gerrero, Jose	Details Add/Edit					
Contractions of the second se	File Status	Colden, John Greenwood, Martin Hill, Leland Lovely, Walter Presley, David Reeves, Rick Segars, Carlton Smith, Marcus Sovde, David Youns, Mke		-			* * *	
Page 6 Sec 1								

🚭 Information Sheet - 203k 2010										
Feasibility <u>A</u> nalysis	<u>D</u> raw	Draws Change Orders Inspec				ction	<u>R</u> eports			
Lender:	Lender:									
General* Borrower S	lubject	t Prop	erty*	Loan	/Escr	ow I	MMW *	'∫ Contr	ractors Fees*	1
File Number	H007	041	_		_					
Order Date	•	Sunda	зу,	Ju	ly	04, 2	010			-
Purchase Price	◀		Ju	ly, 20	10		▶			
Sell Price				Wed	Thu	Fri	Sat			
Completion Months	27 4	28 5	29 6	30 7	1 8	2 9	3 10			
Appointment	11 18	12 19	13 20	14 21	15 22	16 23	17 24	:22 PM	•]
Inspector	25	26 2	27 3	28 4	29 5	30 6	31 7		•	-
Company		, Ē	T	oday	: 7/4	/2010) 		-	
File Status	🔽 A	ctive								

This drop down box will cause a calendar to come up and you can choose the date

Work your way through all of the boxes answering the things you know and skipping what you don't know. * Remember that you haven't been to the site or met with the client yet. You will correct the info and get the balance of the info at the time of the inspection.

Continue filling out this page then move on to the next tab... Borrower Again, fill out what you know and don't worry about what you don't know at this point. Move rapidly through the other tabs.

information S	heet - 203k 2010							
Feasibility <u>A</u> nalysis	Draws Change Orders Inspection Reports							
File No: H007041								
Lender:								
General Borrower	Subject Property Loan/Escrow MMW Contractors Fees							
Borrower Name								
Current Address								
City								
State	(None)							
ZIP								
Phone								
Alternate Phone								
Email								

There will be many times that you may only know the Borrower's name and possibly a phone number... that is okay for now.

Subject property data is next

General Borrower	Subject Property Loan/Escrow MMW Contractors Fees
Address	
City	
State	(None)
ZIP	
County	
Number of Units	1
Year Built/Age	

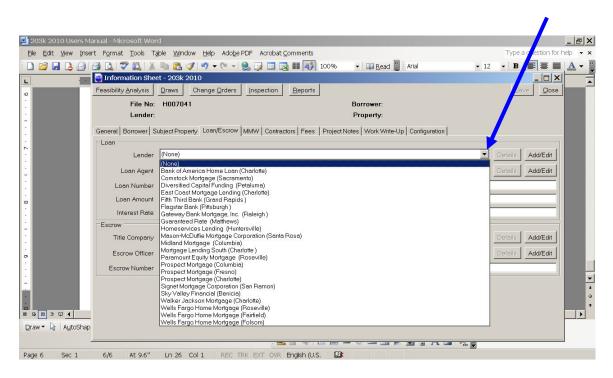
Simple inputting of info into your data forms. This is going to carry over to most of your forms, get it right.

Year built is important due to the new EPA RRP rules.

Next is the Loan/Escrow info

🚭 Information Shee	et - 203k 2010	
Feasibility <u>A</u> nalysis	Draws Change Orders Inspection Reports	<u>S</u> ave <u>C</u> lose
File No: Lender:	H007041 Borrower: Property:	
General Borrower S	ubject Property Loan/Escrow MMW Contractors Fees Project Notes Work Write-Up Configuration	
Loan		
Lender	(None)	Details Add/Edit
Loan Agent	(None)	Details Add/Edit
Loan Number		
Loan Amount		
Interest Rate		
Escrow		
Title Company	(None)	Details Add/Edit
Escrow Officer	(None)	Details Add/Edit
Escrow Number		

Click to open the drop down box



Choose and existing lender in your data base or click on "New" to enter a new lender info – study this data entry sheet a little

Lenders - 203k 2010 [BETA 2]								
<new></new>		Delete	Save	Close				
Company Name								
Address								
City								
State	(None)			•				
ZIP								
Phone								
Fax								
Forms	Generic (Default)			•				

Look at the last line... Forms

When you pull down this drop down you will see you have choices for Wells Fargo, or Bank of America in addition to the generic default forms. This gives you the opportunity to use their specific forms on their projects automatically when you are doing work that is going to them. If you have another lender with their forms provide a sample of the form and we'll input it for you.

Don't worry about the escrow information unless you happen to be getting paid from escrow, then it becomes very important to you.

The next tab is MMW or Maximum Mortgage Worksheet. In this version of our software you are able to provide a MMW for your lender that they can adjust in the Adobe Acrobat PDF format when they get your report.

🙀 13521 Palmeroy (Wi	illiam and Mary Ann Monroe) -	Information Sheet - 203k	2010 [BETA 2]		
Feasibility <u>A</u> nalysis <u>D</u> r	raws Change Orders Ins	pection <u>R</u> eports			Save Close
File No: H	1906296		Borrower: V	Villiam and Mary Ann Monroe	
Lender: M	lercury Mortgage (Monrovia))	Property: 1	3521 Palmeroy	
General Borrower Subje	ect Property Loan/Escrow MMW	Contractors Fees Projec	t Notes Work Write-Up	Configuration	
Owner Type	Purchase Type	Contingency Options			
 Owner Occupant 	Purchase	IO Percent HUD	REO		
O Nonprofit	C Refinance	O 15 Percent 🗌 🗌 Exist	ing Debt		
C Government Agenc	у	O 20 Percent	dominimum		
Discount Points	2		As-Is Value	\$585,000.00	
	2.25		CHUMS Number	S1253	
Borrower Paid Closing Costs + Prepaids			Required Adjustment		
Other Fees			FHA MIP Refund		
Mortgage Payment			_		
Remarks					

Note: all of the contracts and the MMW are lender responsibilities. We take these on as part of our consultation in order to free our clients up to keep making loans. This is what sets you apart from the crowd. This is "consulting" in our opinion.

Note: You can look at any form or all of the forms without printing them in a Adobe Acrobat PDF format for review and YOU can make corrections if you see they are needed before you print it.

Next tab is for your contractors.

👰 13521 Palmer	by (William and Mary Ann Monroe) - Information Sheet - 203k 2010 [BETA 2]	
Feasibility <u>A</u> nalysis	Draws Change Orders Inspection Reports	Save Close
File N	lo: H906296 Borrower: Wil	liam and Mary Ann Monroe
Lend	er: Mercury Mortgage (Monrovia) Property: 13	21 Palmeroy
General Borrower	Subject Property Loan/Escrow MMW Contractors Fees Project Notes Work Write-Up Co	nfiguration
Contractor 1	Better Builders	Details
Contractor 2	(None)	Details
Contractor 3	(None)	
Contractor 4	(None)	
Contractor 5	(None)	Details
	Add/Edit Contractors	
		Use the drop down box to choose a contractor in your database. If the contractor isn't in your database you can click on Add/Edit
		Contractors button

"Fees" tab is next

- 10501 Dahaman //		
	William and Mary Ann Monroe) - Information Sheet - 203k :	2010 [BETA 2]
Feasibility <u>A</u> nalysis	<u>Draws</u> Change <u>Orders</u> Inspection <u>Reports</u>	Save
File No:	H906296	Borrower: William and Mary Ann Monroe
Lender:	Mercury Mortgage (Monrovia)	Property: 13521 Palmeroy
General Borrower Su	ibject Property Loan/Escrow MMW Contractors Fees* Project	Notes Work Write-Up Configuration
Fees		Mileage
Pest Inspection	\$125.00	One-Way Mileage
Home Inspection	\$0.00	
Consultation \$	\$900.00	Free Miles 0
Feasibility \$	\$0.00	
Title Update	\$25.00	Cents Per Mile 55 ÷
Insurance		Mileage Fee \$27.50
Architectural \$	\$2,820.00	Consultation Invoice
Permit \$	\$1,500.00	Invoice # H0906296-0
Draws		Terms COD
		Project Monroe
Number of Draws	5 🕂	Already Paid \$927.50
Draw Inspection Fee	\$200.00	
Originating Lende	er Retains Funds	Print Invoice

Here is where you input all the fees for this project. Lets look at the mileage area to the upper right of the screen

Mileage	
One-Way Mileage	25 🔹
Free Miles	0 🛨
Cents Per Mile	55 🛨
Mileage Fee	\$27.50

This is where you plug in the mileage one way to your subject property. You can also decide if you want to provide any FREE mileage or not. The original HUD guideline suggest we have to give the first 30 miles FREE. If you want to do that then just fill in <30> in that box "FREE MILES" and it will calculate Zero in this instance. In January 2009 with gas prices at all time highs and no increase in our fees from HUD this was relaxed and most of us don't provide any FREE miles today.

"Project Notes" are next.

This has been improved so that you can now add as many project notes as you may want to. I have been copying and pasting emails from parties involved to record any and all correspondence.

"Work Write Up" tab

asibility Analysis Draws Change Orders Inspection Be	eports	<u>Save</u>	
		William and Mary Ann Monroe	
Lender: Mercury Mortgage (Monrovia)	Property:	13521 Palmeroy	
neral Borrower Subject Property Loan/Escrow MMW Contractors	Fees* Project Notes Work Write-Up	Configuration	
General Description			
HIS IS A TWO STORY HOME BUILT IN 2004 WITH A WOOD SIDING EX ND OF IT'S USEFUL LIFE. WATER & NATURAL GAS WERE OFF AT TH GIGHT REAR OF THE SITE. THE MAIN HOUSE HAS FOUR BEDROOMS WO WATER HEATERS. THE HOME HAS TWO ELECTRIC AND TWO O ISPECTION DEPARTMENT. THEY FURTHER INDICATE THAT THE M ITCHEN OUT WITH PERMITS. LAWN AREAS, MATURE TREES AND S EFT SIDE OF THE HOME NEAR THE FRONT OF THE HOME, AND THI Scope of Rehabilitation URING THE COURSE OF CONSTRUCTION ALL NEW KITCHEN CABIN HE KITCHEN DAMAGED DRYWALL WILL BE REMOVED, REFAIRS IN GLUDDING REFRIGERATOR, SPECOK TOP, DISH	HE TIME OF THE INSPECTION. THE H AND FOUR BATHROOMS, A WELL IN SAS METERS AND IS CONSIDERED A ETERS SHALL BE REDUCED TO ONE SHRUBS EXIST AS WELL AS STONE A E FURNACE HAS BEEN REMOVED/ST IETS WITH COUNTERTOPS WILL BE SIDE THE WALL WILL BE COMPLETED	IOME CONSISTS OF A MAIN HOUSE AND A COTTAGE AT 1 SIDE THE WATER HEATER CLOSET THAT ALSO HOUSES SINGLE FAMILY HOME BY THE COUNTY BUILDING SINGLE METER IN ORDER TO GET PERMITS TO BUILD T ND BRICK WALKWAYS, AN AC UNIT EXISTS ALONG THE TOLEN LEAVING THE DUCTWORK IN TACT AS WELL AS INSTALLED, THE EXISTING ISLAND CABINETS WILL REMA), NEW DRYWALL WILL BE INSTALLED, NEW APPLIANCES	HE S
AUCET, AND GABBAGE DISPOSAL REPAIRS TO THE FLOOR TILE W VSTALLED. THE INTERIOR OF HOME WILL BE REPAINTED (MAIN HOI VSTALLED, A NEW HEATING UNIT AND AC CONDENSER UNIT OUTS VEPLACED. A VANITY AT THE HALL BATHROOM WILL BE INSTALLED	USE), THE CARPET IN ALL BEDROOM IDE ON NORTH WALL OF HOUSE WIL	IS AND KIDS LOFT, STAIRS AND MAIN LOFT WILL BE .L. BE INSTALLED. THE BROKEN WINDOW AT THE ENTRY	
Synopsis			
The total cost of construction plus allowable fees comes to {0 ;C}. {1} draws ULL INVOICE PLEASE CREDIT THE CLENT WITH THIS MONEY PAID. IEREIN DON'T MATCH OTHER THAN AT THE END NUMBER AS THE IUD GUIDELINE IN EACH ITEM CATEGORY. THE BORROWERS WILLD SONTRACTOR WERE PRESENT AT THE TIME OF MY INSPECTION.	AS PART OF HER 3.5% DOWN PAYME CONTRACTOR HAD SEPARATED PF	ENT. THE CONTRACTOR'S BID AND THE BID CONTAINED ROFIT/OVERHEAD AND WE HAVE COMBINED IT PER THE	

The code in the "Synopsis" box will automatically input those numbers as follows Write-Up Synopsis

THE TOTAL COST OF CONSTRUCTION PLUS ALLOWABLE FEES COMES TO \$84,065.10. 5 DRAWS HAVE BEEN ESTABLISHED @ \$200.00 INCLUDING MILEAGE. THE LAST PAGE OF THIS REPORT IS A PAID IN FULL INVOICE PLEASE CREDIT THE CLIENT WITH THIS MONEY PAID AS PART OF HER 3.5% DOWN PAYMENT. THE CONTRACTOR'S BID AND THE BID CONTAINED HEREIN DON'T MATCH OTHER THAN AT THE END NUMBER AS THE CONTRACTOR HAD SEPARATED PROFIT/OVERHEAD AND WE HAVE COMBINED IT PER THE HUD GUIDELINE IN EACH ITEM CATEGORY. THE BORROWERS WILLIAM AND MARY ANN MONROE, HER TWO YOUNG CHILDREN, MYSELF, AND THE GENERAL CONTRACTOR WERE PRESENT AT THE TIME OF MY INSPECTION.

When you compare the two boxes above you will see that that code actually pulled in your costs and fees for your synopsis so you don't have to worry if you make corrections to the bid, it will correct itself for you.

Lastly we have the "configuration" tab

🗃 13521 Palmeroy (Wi	illiam and Mary Ann Monroe) - Informa	tion Sheet - 203k 2010 [BETA 2]		
Feasibility <u>A</u> nalysis <u>D</u> r	raws Change Orders Inspection	<u>R</u> eports		Save Close
File No: H	1906296	Borrower:	William and Mary Ann Monroe	
Lender: M	lercury Mortgage (Monrovia)	Property:	13521 Palmeroy	
General Borrower Subje	ect Property Loan/Escrow MMW Contract	tors Fees Project Notes Work Write-Up	Configuration	
Type of Loan				
203(k)				
C Conventional Los	in Guaranteed by			
Streamlined (k)				
⊂Additional Provisions =				
If the amount charged is a	different than the HUD Guideline for charges th	ne difference will be adjusted in escrow.		
Change Default Values	3			

Here we get to choose if this is a 203k which is the default as most will be, or, a conventional program like "Fannie Mae HomeStyle Renovation" or "Fannie Mae HomePath Renovation" or "Freddie Mac"... you can write in anything you want to in the box once you check "conventional".

The next button is most interesting for you as we have been able to recapture much of the Streamlined "k" business with this feature. Once you choose it you can then go back to the contractor tab and choose up to 5 contractors. Before you choose this option your bid specs will look like this

🙀 13521 Palmeroy	(William and Mary Ann N	4onroe) - Inspectior	n - 203k 2010 [BETA 2]							_ 🗆 🗙
Total: \$70,391.00 (\$	300.00 for Gutters _Down	ispouts)	Profit, Overhead, & Tax	1					Save	Close
File No:	H906296			Borrower:	William a	nd Mary A	nn Monro	e		
Lender:	Mercury Mortgage (N	(onrovia)		Property:	13521 Pa	Imeroy				
						-				
1. Masonry 2. Siding	8. Driveways 9. Exterior Paint	15. Exterior Doors 16. Interior Doors	22. Closets 23. Wood Floors	29. Heating 30. Insulation						
3. Gutters & Downspo		17. Partition Wall	24. Finished Floors	31. Cabinetry						
4. Roof	11. Fencing	18. Plaster/Drywall	25. Ceramic Tile	32. Appliance						
5. Shutters	12. Grading	19. Decorating	26. Bathroom	33. Basemen		е				
6. Exteriors 7. Walks	13. Windows 14. Weather-Stripping	20. Wood Trim 21. Stairs	27. Plumbing 28. Electrical	34. Clean-Up 35. Miscellan						
	14. Wedater Salpping	21.00015	zo. Electrical	55. Miscellun	eous					
Inspection Notes										
		etal at the main house a _l	ppear adequate with no adve	erse conditions	s observed a	t the time of t	he inspecti	on. There are	no gutters c	r 🔺
downspouts at the n	ear in-law unit.									
										-
								1	1	_
QuickText						•	Insert ^	Insert ∨	Add)elete
					Le se					
Description					Labor	Materials		Total A		After
	STALL APPROXIMATELY	20 LF OF A CONTINU	IOUS METAL RAIN GUTTE	R AT THE IN.	\$150.00	\$5.00	30	\$300.00 [Add
▶ *								Γ	Add	Add

After you choose Streamlined k you will be able to choose more than one contractor up to five

💽 13521 Palmeroy (William and Mary Ann Monroe) - Information Sheet - 203k 2010 [BETA 2]		<u>_ </u>
Feasibility Analysis Draws Change Orders Inspection Reports	<u>S</u> ave	<u>C</u> lose
File No: H906296 Borrower: William and Mary Ann Monroe		
Lender: Mercury Mortgage (Monrovia) Property: 13521 Palmeroy		
General Borrower Subject Property Loan/Escrow MMW Contractors* Fees Project Notes Work Write-Up Configuration*		
Contractor 1 Better Builders	-	Details
Contractor 2 Jones Construction	-	Details
Contractor 3 (None)	-	Details
Contractor 4 (None)	-	Details
Contractor 5 (None)	•	Details
Add/Edit Contractors		

it would have the option of choosing which contractor will do each item like this

l: \$70,391.00 (\$	300.00 for Gutters _Down	ispouts)	Profit, Overhead, & Tax]					_	Save	C
File No:	H906296			Borrower:	William ar	id Mary A	nn Monro	e			
Lender:	Mercury Mortgage (M	lonrovia)		Property:	13521 Pa	meroy					
Masonry Siding Gutters & Downspou Roof Shutters	8. Driveways 9. Exterior Paint 10. Caulking 11. Fencing 12. Grading	15. Exterior Doors 16. Interior Doors 17. Partition Wall 18. Plaster/Drywall 19. Decorating	22. Closets 23. Wood Floors 24. Finished Floors 25. Ceramic Tile 26. Bathroom	29. Heating 30. Insulation 31. Cabinetry 32. Appliances 33. Basement/ 34. Clean-Up							
deriors	13. Windows 14. Weather-Stripping	20. Wood Trim 21. Stairs	27. Plumbing 28. Electrical	35. Miscellane	ous						
xteriors /alks spection Notes —	14. Weather-Stripping	21. Stairs	28. Electrical	35. Miscellane							
xteriors /alks spection Notes — ne gutters and dow	14. Weather-Stripping nspouts are galvanized me	21. Stairs		35. Miscellane		the time of t	ne inspecti	on. There a	ire no g	jutters or	
xteriors /alks spection Notes — ne gutters and dow	14. Weather-Stripping nspouts are galvanized me	21. Stairs	28. Electrical	35. Miscellane		the time of t	ne inspecti	on. There a	are no g	utters or	
xteriors /alks spection Notes — ne gutters and dow	14. Weather-Stripping nspouts are galvanized me	21. Stairs	28. Electrical	35. Miscellane		the time of t	ne inspecti	on. There a	tre no g	utters or	
xteriors /alks spection Notes ne gutters and dow ownspouts at the re	14. Weather-Stripping nspouts are galvanized me	21. Stairs	28. Electrical	35. Miscellane			1	1	1		
ixteriors Valks spection Notes he gutters and dow ownspouts at the re	14. Weather-Stripping nspouts are galvanized me	21. Stairs	28. Electrical	35. Miscellane		the time of t	ne inspecti	1	1		elet
xteriors /alks spection Notes ne gutters and dow ownspouts at the re	14. Weather-Stripping nspouts are galvanized me	21. Stairs	28. Electrical	35. Miscellane			1	1	/Ac		ele
ixteriors Valks Ispection Notes he gutters and dow ownspouts at the re DuickText	14. Weather-Stripping Inspouts are galvanized me ar in-law unit. Description PROVIDE/INSTALL	21. Stairs	28. Electrical	35. Miscellane	bbserved at	▼. Materials	linsert ^	Insert 1	/ Ac	dd D	

For each category you can choose a different or the same contractor... your choice. When you print out the final report you will get a bid spec for each contractor that just shows their work which will be less confusing for each of them but the draw request will include the entire bid specs for all contractors. It is possible that several contractors may have work in the same category but different line items.

Let's stay on the bid specs... have you ever been inputting a contractor's bid into your specs only to find at the end that the contractor has a line item called "profit" and another called "overhead" and sometimes "taxes". The sales tax is a large part of a materials bid these days. If your contractor does this just go to your bid specs and look at the top for a button called "Profit, Overhead, & Taxes" and click on it

ni 13521 Palmeroy (William and Mary Com N	4onroe) - Inspection	- 203k 2010 [BETA 2]							<u>- 🗆 ×</u>
Total: \$70,391.00 (\$	0.00 for Masonry)		Profit, Overhead, & Tax						Save	Close
File No:	H906296			Borrower:	William and	Mary Ann	Monroe			
Lender:	Mercury Mortgage (N	lonrovia)		Property:	13521 Palm	eroy				
1. Masonry 2. Siding 3. Gutters & Downspor 4. Roof 5. Shutters 6. Exteriors 7. Walks	8. Driveways 9. Exterior Paint uts 10. Caulking 11. Fencing 12. Grading 13. Windows 14. Weather-Stripping	15. Exterior Doors 16. Interior Doors 17. Partition Wall 18. Plaster/Drywall 19. Decorating 20. Wood Trim 21. Stairs	22. Closets 23. Wood Floors 24. Finished Floors 25. Ceramic Tile 26. Bathroom 27. Plumbing 28. Electrical	29. Heating 30. Insulation 31. Cabinetry 32. Appliance 33. Basemen 34. Clean-Up 35. Miscellan	, es it/Crawl Space					
Inspection Notes -										
	dation exists at part of this f observed at the time of the i		rete perimeter foundation ex	ists at the majo	or portion of the h	iome and bo	th appear (adequate ovi	erall with n	-
									1	
QuickText						▼ ir	isert A	Insert ⊻	Add D	elete
Description					Labor	Materials	Quantity	Total AEI	Before	After Add

Here is what it looks like

Profit, Overhead, &	Тах		
Adjustments		Apply to	
Profit 🚺	%	 All Iter 	ms
Overhead 0	%	C Curre	nt Category
Tax 0	%	O Curre	nt Item
Example			
	Labor	Materials	
Initial Value	\$1,000.00	\$1,000.00	
Tax (0%)	\$0.00	\$0.00	
Subtotal	\$1,000.00	\$1,000.00	
POH (0%)	\$0.00	\$0.00	
New Value (Total)	\$1,000.00	\$1,000.00	
	A	pply	Cancel

You have the option to correct the bid item or all of the items on the report by inputting these percentages. Then click on Apply

Profit, Overhe	ead, & Tax			
⊂Adjustments				/ to
Profit	10	%	• A	l Items
Overhead [10	%	0.0	urrent Category
Tax [7.5	%	0 0	urrent Item
Example				
	L	_abor	Materia	ls
Initial V	Value \$1,	,000.00	\$1,000.	00
Tax (7	7.5%)	\$0.00	\$75.	00
Sul	btotal \$1	,000.00	\$1,075.	00
POH (20%) 🖞	200.00	\$215.	00
New Value (Fotal) \$1	,200.00	\$1,290.	00
		A	pply	Cancel

Note below that all of the heading we have an asterisk now

tal: \$88,557.90 (\$373.50 for Gutters _Down:	spouts)	Profit, Overhead, & Tax							Save	c
	-			_]				<i>1</i> .			J
File No:	H906296			Borrower: Will	liam an	d Mary A	nn Monro	е			
Lender:	Mercury Mortgage (M	onrovia)		Property: 135	521 Pal	meroy					
Masonry*	8. Driveways*	15. Exterior Doors*	22. Closets*	29. Heating*							
Siding*	9. Exterior Paint*	16. Interior Doors*	23. Wood Floors*	30. Insulation*							
Gutters & Downspo	outs*10. Caulking*	17. Partition Wall*	24. Finished Floors*	31. Cabinetry*							
Roof*	11. Fencing*	18. Plaster/Drywall*	25. Ceramic Tile*	32. Appliances*							
Shutters*	12. Grading*	Decorating*	26. Bathroom*	33. Basement/Crav	wl Space	*					
Exteriors*	13. Windows*	20. Wood Trim*	27. Plumbing*	34. Clean-Up*							
nspection Notes - The gutters and do	14. Weather-Stripping*	21. Stairs* tal at the main house ap	28. Electrical*	35. Miscellaneous" /erse conditions obse		the time of t	he inspecti	on. There a	ure no i	gutters o	or
Walks* nspection Notes - The gutters and do downspouts at the r <i>QuickText</i>	vnspouts are galvanized me					the time of t	he inspection	on. There a	1	1	Dr
nspection Notes The gutters and do lownspouts at the r DuickText	vnspouts are galvanized me			verse conditions obse	erved at 1	T	Insert A	Insert V	/ A	.dd	Dele
nspection Notes The gutters and dovid lownspouts at the r DuickText Description	vnspouts are galvanized me	tal at the main house ap	opear adequate with no adv	verse conditions obse	erved at 1	▼ Materials	1		1	1	Dele

That * is telling you that nothing is saved yet so you can close and "don't save" or close and "save" your choice. As you will see the tax was only applied to the materials cost and not the labor but the profit and overhead was applied to both. This will save you lots of time when this situation comes up.

There are canned comments for both the inspection sheet at the top portion of this page and the bid specs at the bottom portion of the sheet. If you write your "203k home or compliance inspection" and when you come to an item that needs repair, go ahead and write the specification for it and price it, you will be finished writing the entire report upon completion of writing the home inspection

	gutters and downspouts are galvanized metal at the main house appear adequate with no adverse conditions o mspouts at the rear in-law unit.	ibserved a	t the time of t	he inspec	tion. There a	ire no	gutters or	
The	gutters and downspouts are galvanized metal at the main house appear adequate with no adverse conc	litions obs	erved e	Insert /	Insert V		vdd D	v elete
	Description	Labor	Materials	Quant	V Total	AEI	Before	After
	PROVIDE/INSTALL APPROXIMATELY 20 LF OF A CONTINUOUS METAL RAIN GUTTER AT THE IN	\$150.00	\$5.00	30	\$300.00		Add	Add
•								

Once you choose a canned comment you can then click on the "insert" tab telling it where to insert it...

You add additional comments by typing in the box to the left then click of	n "Add"

Add

tinuous metal qutter, downspouts, straps, brackets, angles, nails, concrete splash blocks, and all else to make fully functional. 🔻 Insert 🗸 Insert V

Once it has been added then it can be "inserted" up or down

We will be having some online training on the use of the software so be sure to sign up... it's FREE with your purchase.

If you want to start building your "canned comments" you merely need to type into the "Quick Text" box

al: \$88,557.9	0 (\$373.50 for Gutters _Down	spouts)	Profit, Overhead, & Tax						Sav	e Clo
File I	lo: H906296			Borrower: W	Villiam ar	d Mary A	nn Monro	e		
Lend	er: Mercury Mortgage (M	lonrovia)		Property: 1	3521 Pal	meroy				
Masonry* Siding* Gutters & Dowr Roof* Shutters*	8. Driveways* 9. Exterior Paint* spouts*10. Caulking* 11. Fencing* 12. Grading*	15. Exterior Doors* 16. Interior Doors* 17. Partition Wall* 18. Plaster/Drywall* 19. Decorating*	22. Closets* 23. Wood Floors* 24. Finished Floors* 25. Ceramic Tile* 26. Bathroom*	29. Heating* 30. Insulation* 31. Cabinetry* 32. Appliances* 33. Basement/C		3*				
	13. Windows* 14. Weather-Stripping* s downspouts are galvanized me rear in-law unit.	20. Wood Trim* 21. Stairs*	27. Plumbing* 28. Electrical*	34. Clean-Up* 35. Miscellaneo		the time of t	he inspectio	on. There a	re no gutters	or 🔺
Walks* Inspection Note The gutters and	14. Weather-Stripping* s downspouts are galvanized me	21. Stairs*	28. Electrical*	35. Miscellaneo		the time of t	he inspection	on. There a	-11	or _
Walks* Inspection Not The gutters and downspouts at t	14. Weather-Stripping* s downspouts are galvanized me e rear in-law unit.	21. Stairs*	28. Electrical*	35. Miscellaneo	bserved at		Insert A	Insert V	-11	Deletr

Once you type a comment there you should click "ADD" in order to save it. Once you have a "canned comment" you can insert it in the inspection notes or in the bid spec section. If you merely click on the first "insert" button as below

1 Sector states are not considered and other states	l (Tom Gruenig) - Ins	pection - 203k 2010								_ 🗆 X
Total: \$101,575.00 (\$0).00 for Miscellaneous)		Profit, Overhead, & Tax						Save	Close
File No: M	4009132			Borrower:	Tom Grue	enig				
Lender: A	All California Mortgag	je, Inc / Garry Bette	ncourt (Rich	Property:	4037 Lan	nbert Road				
1. Masonry 2. Siding 3. Gutters & Downspouts 4. Roof 5. Shutters 6. Exteriors 7. Walks	8. Driveways 9. Exterior Paint 10. Caulking 11. Fencing 12. Grading 13. Windows 14. Weather-Stripping	15. Exterior Doors 16. Interior Doors 17. Partition Wall 18. Plaster/Drywall 19. Decorsting 20. Wood Trim 21. Stairs	22. Closets 23. Wood Floors 24. Finished Floors 25. Ceramic Tile 26. Bathroom 27. Plumbing 28. Electrical	29. Heating 30. Insulation 31. Cabinetry 32. Appliance: 33. Basement 34. Clean-Up* 35. Miscellane	Crawl Space	3*				
Inspection Notes										
						pe the I mment				
Provide chemical trea	tment per the PCR by a	licensed Pest Control	Company to address item	IS		mment	here	Insert V	Add	▲ ▼ Delete
Description						mment	here	Total	AEI Befor	Delete e After
Description			Company to address item ay at the first inspeciton of			mment	here	Total \$0.00 \$0.00		Ţ Delete

Now to insert that comment in the bid spec below you need to highlight the box where you want to print it

👰 4037 Lambert Road (Tom Gruenig) - Inspection - 203k 2010	× <u> </u> _
Total: \$101,575.00 (\$0.00 for Miscellaneous) Profit, Overhea	id, & Tax Save Close
File No: M009132	Borrower: Tom Gruenig
Lender: All California Mortgage, Inc / Garry Bettencourt (Rich	Property: 4037 Lambert Road
I. Masonry 8. Driveways 15. Exterior Doors 22. Closets 2. Siding 9. Exterior Paint 16. Interior Doors 23. Wood Floo 3. Gutters & Downspouts 10. Caulking 17. Partition Wall 24. Finished Fl 4. Roof 11. Fencing 18. Plaster/Drywall 25. Ceramic Ti 5. Shutters 12. Grading 19. Decorating 26. Bathroom 6. Exteriors 13. Windows 20. Wood Trim 27. Plumbing 7. Walks 14. Weather-Stripping 21. Stairs 28. Electrical	oors 31. Cabinetry
Inspection Notes	
	Click here
Provide chemical treatment per the PCR by a licensed Pest Control Company 1 add	ress items Insert Add Delete
Then click on the Insert v button abov to the lower box. If you click on the Insert -	e. That will cause the comment to go
4037 Lambert Road (Tom Gruenig) - Inspection - 203k 2010	
Total: \$101,575.00 (\$0.00 for Miscellaneous) Profit, Overhear File No: M009132 Lender: All California Mortgage, Inc / Garry Bettencourt (Rich)	& Tax Save Close Close Property: 4037 Lambert Road
1. Masonry 8. Driveways 15. Exterior Doors 22. Closets 2. Siding 9. Exterior Paint 16. Interior Doors 23. Wood Floor 3. Gutters & Downspouts 10. Caulking 17. Partition Wall 24. Finished Io 4. Roof 11. Fencing 18. Plaster/Drywall 25. Ceramic Tik 5. Shutters 12. Grading 19. Decorating 26. Bathroot 6. Exteriors 13. Windows 20. Wood Trim 27. Plumbin 7. Walks 14. Weather-Stripping 21. Stairs 28. Electrici	oors 31. Cabinetry
Inspection Notes Provide chemical treatment per the PCR by a licensed Pest Control Company to addr	ess items
 Description Provide all permits required for this project and have on display at the first insplay * 	Labor Materials Quantity Total AEI Before Atter eciton ot avoid delays in ob \$0.00 \$0.00 1 \$0.00 □ Add Add V V V V □ V □ Add Add