

## HUD1.NET USER GUIDE

### **QUICK START:**

- 1.) Create User Account
- 2.) Set HUD1.NET Default Options
- 3.) Create New HUD-1 Settlement Statement
- 4.) Register HUD-1 using your credit card
- 5.) Print Completed HUD-1 using Acrobat Reader

### **CREATE USER ACCOUNT:**

In order to access HUD1.NET you must create a user account. The account screen is divided into two sections; Login Information and Company Information.

The login information section contains the user id and password you will use to access HUD1.NET. It is as follows:

**USER ID:** Create a user login. This can be any combination of letters and numbers.

**PASSWORD:** Create a password. This can be any combination of letters and numbers.

**E-MAIL ADDRESS:** Enter your valid email address.

**CREATE NEW USER ACCOUNT**

ALL INFORMATION IS STRICTLY CONFIDENTIAL.  
IT WILL NOT BE SOLD OR DISTRIBUTED IN ANY FORM.

<u>LOGIN INFORMATION:</u>	<u>COMPANY INFORMATION:</u>
User ID	Name
Password	Address
Retype Password	Address (cont.)
E-Mail Address	City
	State
	Zip
	Phone #
	Fax #
	Contact Person

CREATE USER      CANCEL

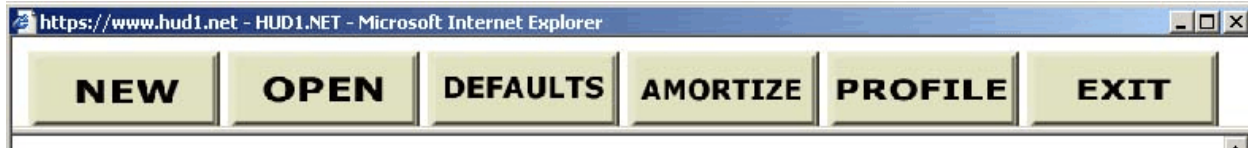
The company information is specific to your company or firm. This information will appear in the top left, section A of the Hud-1 form. Simply enter the information as prompted, including your firm name, address, city, state, zip, phone and fax numbers. You should also enter a contact person in case of any required support.

When you are finished filling in the information screen, press the “Create User” button located at the bottom of the screen.

## USING HUD1.NET

### MAIN MENU

The main menu consists of 6 options. They are as follows:



**NEW** - Create a new HUD-1 document (SEE NEW)

**OPEN** - In order to re-open an existing file you are working on, select the OPEN button. The following screen will appear.

Simply click the client file name you wish to open.



Press the “-“ button to delete the client file. Press EXIT to return to the main menu.

**DEFAULTS** - Set program options and defaults (SEE DEFAULTS)

**AMORTIZE** - Create an amortization schedule

**PROFILE** - Display and edit the company profile. This is the same screen you used to initially create your user account. You may enter and change company information using this screen. The company information will appear on page one, section A of the HUD-1 Settlement Statement form. (See pg X, create user)

**EXIT**- Exit HUD1.NET

## NEW

Select the NEW button to start a new HUD-1 document file. The following screen will appear:

**Please enter the following information:**

CLIENT NAME:

IS THIS A REFINANCE?  Yes  No

TAXES PAID BY: (Lines 1201-1203)

Mortgage Tax  Buyer  Seller  Equally  
Deed Tax  Buyer  Seller  Equally  
Release/Intangible Tax  Buyer  Seller  Equally

CLIENT NAME: Type the name of the person/client you are preparing the HUD-1 document for.

IS THIS A REFINANCE? Select “Yes” if it is a refinance closing. Otherwise select “No.”

TAXES PAID BY: (Lines 1201-1203) \*

\*The tax paid by is an optional section determined by your state and state taxes. Select the person that is responsible for paying the mortgage and deed taxes.

Press CANCEL to return to the main menu. Pressing the CONTINUE button, will bring you to page one of the HUD-1 Settlement Statement.

After pressing CONTINUE, the HUD-1 Settlement Statement screen will appear and is as follows:

Simply enter your information on the lines provided. HUD1.NET will calculate the form as you go.

**Page 1** **Page 2** **Tax Adj.** **FTIL** **Pro Rate** **Save** **Print** **Exit**

**HUD-1 UNIFORM SETTLEMENT STATEMENT** omb no. 2502-0265

A. U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
**SETTLEMENT STATEMENT**  
Company  
Address  
City, CT Zip

B. TYPE OF LOAN  
1.  FHA 2.  FmHA 3.  CONV. UNINS.  
4.  VA 5.  CONV. INS.

6. FILE NUMBER  7. LOAN NUMBER

8. MORTGAGE INSURANCE CASE NUMBER:

C. This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.o.)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.

D. NAME OF BUYER

E. NAME OF SELLER

F. NAME AND ADDRESS OF LENDER

COMPANY NAME:  COMPANY NAME:

PLACE OF SETTLEMENT:

The Settlement Statement menu is as follows:

PAGE 1 - Displays page one

PAGE 2 - Displays page two

TAX ADJ. - Opens the tax adjustments screen. (See tax adj)

F. T. I. L. - Opens the Federal Truth-In-Lending screen. (See FTIL)

PRO RATE - Opens the proration calculator. (See Prorate)

SAVE - Saves the current client file.

PRINT - Prints the current HUD-1 forms to Adobe Acrobat Reader.

LOCK - Register the current document and removes the 'SAMPLE COPY' from the printed HUD-1 Settlement forms. If the document has already been registered, then an unlocked symbol will appear.

EXIT - Close the current document and return to the Main Menu

## TAX ADJUSTMENTS:

Tax adjustments can be calculated either on a yearly basis or a quarterly basis. This will vary according to specific state rules. The option for yearly or quarterly tax adjustments is located in the default section under taxes. (See defaults)

### Yearly Tax Adjustments:

If your taxes are paid once a year, then you should use the yearly tax adjustment screen. Simply enter the tax amount due and the taxes paid (if any). HUD1.NET will automatically calculate the per diem rate, number of days and the taxes due/owed. These yearly tax adjustments are based on the tax due date that is set in the default tax screen. (See defaults) You may also select which line to place the calculated adjustment figure on by setting the “Place Taxes on Line” option located at the bottom of the screen.

**YEARLY TAX ADJUSTMENTS**

Taxes Due:

Taxes Paid:

Settlement Date: 9/1/04      Per Diem:

= Day #       Taxes:

Place Taxes on Line:  106/210    107/211    108/212

### Quarterly Tax Adjustments:

The quarterly tax adjustment screen has two columns broken into quarters. The “Taxes Due” column corresponds to the amount of tax due per quarter. I.e. 1<sup>st</sup> quarter is the amount of tax due for the first, quarter. The “Taxes Paid” column represents the amount of money paid by the seller for each quarter. These two columns are then totaled. HUD1.NET will automatically calculate the per diem rate, number of days and the tax amount that is due/owed. You may also select which line to place the calculated adjustment figure on by setting the “Place Taxes on Line” option located at the bottom of the screen.

**QUARTERLY TAX ADJUSTMENTS**

TAXES DUE:	TAXES PAID:
1st Qtr: <input type="text"/>	1st Qtr: <input type="text"/>
2nd Qtr: <input type="text"/>	2nd Qtr: <input type="text"/>
3rd Qtr: <input type="text"/>	3rd Qtr: <input type="text"/>
4th Qtr: <input type="text"/>	4th Qtr: <input type="text"/>
TOTAL: <input type="text"/>	TOTAL: <input type="text"/>

Settlement Date: 9/1/04      Per Diem:

= Day #       Taxes:

Place Taxes on Line:  106/210    107/211    108/212

## FTIL - Federal Truth-In-Lending

This screen is used to calculate the Federal Truth-in-Lending form. It appears as follows:

The screenshot shows a software interface titled "FEDERAL TRUTH-IN-LENDING". It contains several input fields and sections:

- Loan Amount:** [input field]
- # Payments:** [input field]
- Interest Rate:** [input field]
- Monthly Payment:** [input field]
- APR =** [input field]
- First Payment Date:** [input field]
- Finance Charge:** [input field]
- Total of Payments:** [input field]

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**PREPAID FEES:**

- Points:** [input field] %
- Loan Discount:** [input field]
- Other Fees:** [input field]
- Origination Fee:** [input field]
- Prepaid Interest:** [input field]

**INSURANCE:** [text area]  
The following insurance is required to obtain credit: Property  
You may obtain the insurance from anyone that is acceptable to

**LATE CHARGE:** If more than [input field] days late, you will be charged [input field] %

**PREPAYMENT:** [text area]  
If you pay off the loan early, you will not have to pay a penalty.

**LOAN AMOUNT:** enter the amount of the new loan.

**# Payments:** Enter the number of monthly payments. (eg 360)

**Interest Rate:** Enter the interest rate. (eg 6.25)

**First Payment Date:** Enter the date of the first mortgage payment.

**PREPAID FEES:** Use this section to enter any prepaid fees, including "Points", "Origination Fees", "Loan Discounts", "Prepaid Interest" or any "Other Fees".

The "Monthly Payment," "APR", "Finance Charge" and "Total of Payments" will automatically be calculated.

The INSURANCE, LATE CHARGE, PREPAYMENT and ASSUMPTION sections contain the wording as it will appear on the FTIL form. This wording may be changed on this screen by modifying the appropriate section. The default wording of these sections is set in the FTIL section of the Defaults menu. (see DEFAULTS)

## PRORATE

Selecting the ProRate button will display a pop-up Proration Calculator. Simply enter the “Amount Due” and any “Amount Paid”. You must then enter a starting and ending date in the “From” and “To” fields. Adjust the “# Days Prorated” to equal the number of days in the proration period. eg 60, 90, 365, etc. HUD1.NET will then calculate the per diem rate, number of days and total amount due/received. To copy this amount to the HUD1 form, simply click the “Copy to Clipboard” option. Then place the cursor in line on which you want to place the amount and press CTRL+V. This will paste the amount to the line you have chosen.

Amount Due:

Amount Paid:

From  to

# Days Prorated

Per Diem:  Days:

TOTAL RECEIVES

[COPY TO CLIPBOARD](#)

CTRL+V or Right-Click  
to Paste in HUD

## LOCK / UNLOCK

Registering the document will unlock the copy protection. Once registered, you will be able to print the HUD-1 Settlement Statement forms without the “Sample Copy” watermark overlay.

If you have not purchased credits or your credit balance is zero, then you will be prompted with a “UNLOCK FORM?” screen. If you select to unlock the document, the purchase screen will appear. Simply select the number of credits to purchase. Then enter your credit card number and expiration date. Press the “Process” button when finished. This will purchase your credits and unlock the current HUD file you are working on. If you have credits in your account, then a simple “Register Document” screen will appear. Press the “Register Document” button to unlock the current HUD-1 file.

### Please Choose Method of Payment

- Unlock Form \$ 9.95
- 10 Credits \$ 89.95
- 1 Year Unlimited \$ 149.95

We accept Visa, MasterCard, Discover, American Express

Card Number:

Card Expiration:

Amount:

Process

Cancel

All sales are final. No refunds or exchanges allowed.  
HUD1.NET is not responsible for any errors or miscalculations or damages resulting thereof.

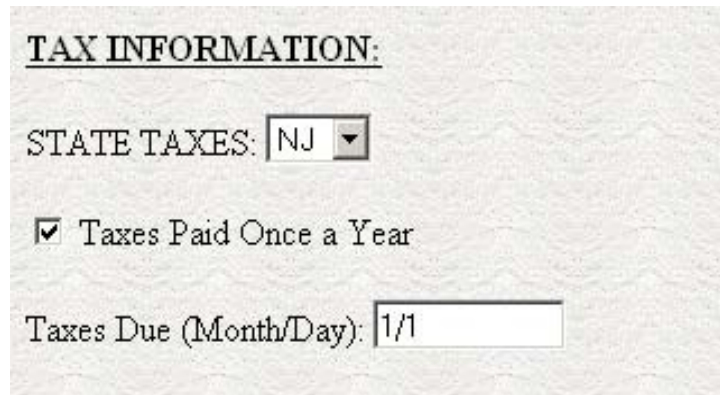
## DEFAULTS

The defaults section is where you can set options that relate to your specific needs. These include tax information, program options and user default settings. You may also set page defaults such as attorneys fees or place of settlement that will appear each time you start a new HUD file. The Defaults menu is as follows:



## TAXES

You must set your state tax information using the Tax Default screen. It appears as follows:

A screenshot of the TAX INFORMATION screen. The title is "TAX INFORMATION:". Below it, there is a dropdown menu for "STATE TAXES" with "NJ" selected. Below that is a checkbox labeled "Taxes Paid Once a Year" which is checked. At the bottom, there is a text input field for "Taxes Due (Month/Day)" with "1/1" entered.

**STATE TAXES:** Use this drop-down box to select your state. This will set the HUD1 to use your specific state mortgage and deed taxes along with your current state tax rate.

**Taxes Paid Once a Year:** If you pay your property taxes once a year then leave this box checked. If you pay your taxes on a quarterly basis, then uncheck this box.

**Taxes Due (Month/Year):** If your taxes are paid once a year, you must specify which day of the year your property taxes are due. You do this by entering the month and day on the "Taxes Due (Month/Day)" field. This date will then be used in the tax calculation as the starting fiscal day of the year.



## OPTIONS

HUD1.NET provides you with specific option on how it functions. This options screen is as follows:

### **Count Current Day in Prorations:**

If checked, the day of settlement will be included in the calculations. i.e. 1/1 to 1/4 is 4 days. If unchecked, the settlement date will not be included. i.e. 1/1 to 1/4 is 3 days.

**Auto Calculate lines 701 & 702:** If checked then line 701 plus line 702 will always equal the commission amount paid on line 700. If unchecked, then lines 701 & 702 may be any figure.

**Auto Carry line 201 to 501:** If checked then the dollar amount on line 201 will automatically carry to line 501. If unchecked then this figure will not automatically carry over.

**Use Borrower/Lender instead of Buyer/Seller:** Check this box to replace the words “buyer” and “seller” with “borrower” and “lender” throughout the form.

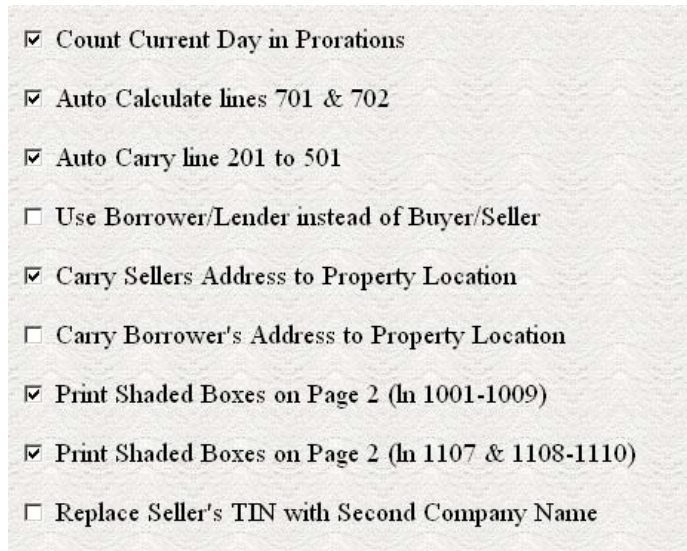
**Carry Seller’s Address to Property Location:** If checked then the address listed in section E, Sellers Address, will automatically be entered in the Property Location, Section G.

**Carry Buyer’s Address to Property Location:** If checked then the address listed in section D, Buyer’s Address, will automatically be entered in the Property Location, Section G.

**Print Shaded Boxes on Page 2:** If checked, then a shaded box will appear over lines 1001-1009 or lines 1007a-1110 on page 2 of the HUD-1 form. If unchecked, then an amount box will appear on these lines.

**Replace Seller’s TIN with Second Company Name:** If you wish to use a company name instead of the Sellers TIN in area E, then check this box. Leave it unchecked to use the standard Seller TIN field.

**Print Company Name in Section A:** If you wish for your company name and address to appear in area A, then check this box. Leave it unchecked and section A will be left blank.



The screenshot shows a list of options with checkboxes:

- Count Current Day in Prorations
- Auto Calculate lines 701 & 702
- Auto Carry line 201 to 501
- Use Borrower/Lender instead of Buyer/Seller
- Carry Sellers Address to Property Location
- Carry Borrower's Address to Property Location
- Print Shaded Boxes on Page 2 (ln 1001-1009)
- Print Shaded Boxes on Page 2 (ln 1107 & 1108-1110)
- Replace Seller's TIN with Second Company Name

## PAGE1, PAGE 2, TRUTH

These three sections allow you to customize the form to your specific needs. Simply enter the information that you wish to appear on the corresponding lines. This information will then appear each time you start a new HUD form. For instance, if you are always the settlement agent, then place your name in the box labeled "Settlement Agent." Then, for each new case you enter, your name will automatically appear as the settlement agent.

## AMORTIZE

HUD1.NET provides an amortization schedule for your convenience.

<b>AMORTIZE</b> <b>EXIT</b>	
<u>AMORTIZATION SCHEDULE</u>	
Loan Amount: <input type="text"/>	Monthly Payment: <input type="text"/>
# Payments: <input type="text"/>	First Payment MM/YY: <input type="text"/>
Interest Rate: <input type="text"/>	Finance Charge: <input type="text"/>
Months Until Balloon: <input type="text"/>	Total of Payments: <input type="text"/>
Comment: <input type="text"/>	

The amortization schedule provides you a two ways of calculating amounts.

- 1.) Fill in the loan amount, number of payments and interest rate. HUD1.NET will calculate the monthly payment, finance charge and total payment amount.
- 2.) Fill in the loan amount, monthly payment and interest rate. HUD1.NET will calculate the number of payments, finance charge and total payment amount.

Months until Balloon: Used for a balloon payment. Enter the number of months until the end of the balloon payment.

Comment: You may place a comment line that will appear on the printout.

Amortize: Press this button to display and print the amortization schedule.

## EXIT

Close and exit HUD1.NET