The Anti-Predatory Lending Database Program:
What Attorneys and Closers Need to Know

Presented by

Arden K. Miner
Senior Manager – Underwriting and Escrow Departments
Staff Attorney
Attorneys' Title Guaranty Fund, Inc.

Marie Duhig
Closer Administrator
Attorneys' Title Guaranty Fund, Inc.

Patty Woods
Closer Liaison Assistant
Attorneys' Title Guaranty Fund, Inc.

What is Predatory Lending?

- Engaging in deception or fraud.
- Manipulating the borrower through aggressive sales tactics.
- Taking unfair advantage of the borrower's lack of understanding about loan terms.

What is Predatory Lending?

- Predatory lending generally occurs in the subprime mortgage market where most borrowers use the collateral in their homes for debt consolidation or other consumer credit purposes.

Who is Affected?

- Elderly
- Minorities
- Individuals with Lower Income and Less Education

The Effects of Predatory Lending

- High Rate of Foreclosure
- Depressed Property Values
- Increased Crime Rate

765 ILCS 77/70, *et seq.*

- On July 1, 2008, the Anti Predatory Lending Database Program went into effect.
  - Covered only Cook County.

765 ILCS 77/70, *et seq.*

- **Effective July 1, 2010:**
  - Expanded to cover Kane, Peoria, and Will counties.

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Purpose of the Program

- **To reduce predatory lending practices by assisting the borrower in understanding the terms and conditions of the loan for which he or she has applied. The Act does not prohibit any type of loan. It is solely the borrower's decision whether to proceed.**

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Program Requirements

- **Program Area**
  - Cook County
  - Kane County
  - Peoria County
  - Will County
- **Property Subject to the Act**
  - 1-4 unit residential.
  - Owner-occupied.

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Program Requirements

- **Exempt Property – Not Subject to the Act**
  - Non-owner occupied (investment) property;
  - Commercial property;
  - 5 or more residential units;
  - Government property.
  - Vacant Land.
  - Mixed Commercial and Residential1-4 units.
  - Secondary Residence.

Program Requirements

- **Exempt Transactions**
  - Application taken before July 1, 2010 (Kane, Peoria, and Will Counties)
  - Application taken by Exempt Entity
  - Reverse Mortgages
  - Home Equity Line of Credit (HELOC) not with New First Mortgage

Program Requirements

- **Recording**
  - In order to record a mortgage in Cook, Will, Kane or Peoria Counties, the mortgage must have either a Certificate of Compliance or a Certificate of Exemption.
- **Exempt Entities**
  - Any entity *not* required to be licensed under the Residential Mortgage License Act;
  - Private lenders (loans to family members);
  - Banks.

Program Requirements

- **Exempt Entities**
  - Entities closing their own loans can register with the database to print their own Certificates of Exemption.
  - If ATG is closing the loan, we must print the Certificate of Exemption.
  - ATG will print private lender Certificates of Exemption upon request.

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Program Requirements

- **Standards for Housing Counseling**
  - Counseling is required if:
    - **A**. In a purchase transaction:
      - *All* Borrowers are first-time homebuyers; ***or***
      - The Borrower(s) are refinancing a primary residence;

      and

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Program Requirements

- **Standards for Housing Counseling**
  - Counseling is required if:
    - **B**. The loan is a mortgage that includes one or more of the following:
      - The loan permits interest-only payments;
      - The loan may result in a negative amortization;
      - The total points and fees payable by the Borrower at or before closing will exceed 5%;
      - The loan includes a prepayment penalty;
      - The loan is an adjustable rate mortgage.

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Program Overview

- A mortgage broker or loan originator takes a loan application and enters required information into the database.

Program Overview

- The database will first determine whether the property is exempt.
- If it is not exempt, the database will then determine if it will be necessary for the borrower(s) to obtain counseling.

Program Overview

- If counseling is not required, the loan may proceed to closing.

Program Overview

- If counseling is required, the borrower(s) will be notified and given a list of all participating counseling agencies.

Program Overview

- The counselor will compare the information entered by the broker/ originator with the borrower's loan documents and other information provided by the borrower and enter recommendations.

Program Overview

- Whatever the counselor's recommendation may be, the borrower will make the decision whether or not to proceed.

Program Overview

- Unless the borrower chooses not to proceed, the loan now moves to closing.

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Program Overview

- The closing agent will have access to the information needed to perform the closing function and will determine if the loan being closed has similar characteristics to the loan entered by the broker/originator and counselor.

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Program Overview

- If there has been no material change as defined in the Act, the closing agent will mark the loan "Ready to Close."
  - The Closing Agent may make non-material changes to correct errors.

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Program Overview

- A Certificate of Compliance will be issued upon closing.

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Program Overview

- In the event that the closing agent discovers material changes in the loan terms such that would meet another standard for counseling or if the interest rate has increased by more than 200 basis points (2.00%), the loan cannot close and re-counseling will be required. The changes must be entered by the broker/originator and the process begins again.

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Underwriting Procedures

- When the order is entered in REsource and Cook, Kane, Peoria, or Will County is selected in the data entry screen as the location of the property, Schedule B, Section I requirements will contain the following exception:

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Underwriting Procedures

- *Note for Information: The land lies within the area designated under the Predatory Lending Database Program (765 ILCS 77/70, et seq.) A Certificate of Mortgage Compliance or a Certificate of Mortgage Exemption must be obtained from the Illinois Department of Financial and Professional Regulation and recorded simultaneously with the mortgage to be insured hereunder. If the certificates are not obtained, the policy or policies to be issued will be subject to the following exception: "Consequences of the failure to obtain and record a Certificate of Compliance or an Exempt Certificate as required pursuant to the Predatory Lending Database Program (765 ILCS 77/70,* et seq.*)."*

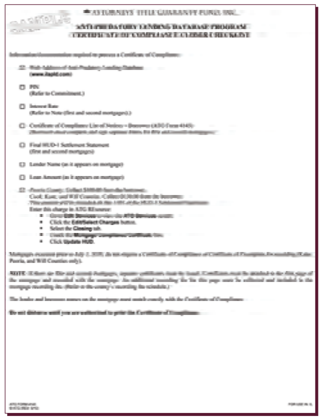
Underwriting Procedures

- **ATG also requires that the note be added to Schedule B, Section II.**
- **Title Services Support and Traditional Title Agency Members can find the language in the standard language library.**
- **Title Services Complete members should check the box on the Commitment Preparation Instructions marked "Predatory Lending Pilot Program."**

Underwriting Requirements

- **ATG REsource contains these checklists and affidavits:**
  - Anti-Predatory Lending Database Program Certificate of Compliance Closer Checklist (ATG Form 4143)
    - Closer Checklist for the Certificate of Exemption
  - Anti-Predatory Lending Database Program Certificate of Exemption Closer Checklist (ATG Form 4144)
    - Closer Checklist for the Certificate of Compliance

Certificate of Compliance Closer Checklist
(ATG Form 4143)



Certificate of Exemption Closer Checklist
(ATG Form 4144)

Underwriting Requirements

- **ATG REsource contains these checklists and affidavits:**
  - Anti-Predatory Lending Database Program Affidavit of Exemption – Borrower (ATG Form 3047)
    - Affidavit of Exemption to be completed by the borrower if the transaction is exempt.
  - Anti-Predatory Lending Database Program Affidavit of Exemption – Lender (ATG Form 3048)
    - To be completed by the lender if the transaction is exempt.

ANTI-PREDATORY LENDING DATABASE PROGRAM
CERTIFICATE OF COMPLIANCE CLOSER CHECKLIST

Information/documentation required to process a Certificate of Compliance:

- ☐ Web Address of Anti-Predatory Lending Database
  (**www.ilapld.com**)

- ☐ PIN
  (Refer to Commitment.)

- ☐ Interest Rate
  (Refer to Note (first and second mortgages).)

- ☐ Certificate of Compliance List of Notices – Borrower (ATG Form 4145)
  (Borrower must complete and sign separate forms for first and second mortgages.)

- ☐ Final HUD-1 Settlement Statement
  (first and second mortgages)

- ☐ Lender Name (as it appears on mortgage)

- ☐ Loan Amount (as it appears on mortgage)

- ☐ *Peoria County:* Collect $100.00 from the borrower.
  Cook, Kane, and Will Counties: Collect $150.00 from the borrower.
  This amount will be included on line 1101 of the HUD-1 Settlement Statement.
  Enter this charge in ATG REsource:
  - Go to **Edit Services** to view the **ATG Services** screen.
  - Click the **Edit/Select Charges** button.
  - Select the **Closing** tab.
  - Check the **Mortgage Compliance Certificat**e box.
  - Click **Update HUD**.

Mortgages executed prior to July 1, 2010, do not require a Certificate of Compliance or Certificate of Exemption for recording (Kane, Peoria, and Will Counties only).

NOTE: If there are first and second mortgages, separate certificates must be issued. Certificates must be attached to the first page of the mortgage and recorded with the mortgage. An additional recording fee for this page must be collected and included in the mortgage recording fee. (Refer to the county's recording fee schedule.)

The lender and borrower names on the mortgage must match exactly with the Certificate of Compliance.

Do not disburse until you are authorized to print the Certificate of Compliance.

ATTORNEYS' TITLE GUARANTY FUND, INC.

ANTI-PREDATORY LENDING DATABASE PROGRAM
CERTIFICATE OF EXEMPTION CLOSER CHECKLIST

Information/documentation required to process a Certificate of Exemption:

- ☐ Web Address of Anti-Predatory Lending Database
  (**www.ilapld.com**)

- ☐ Borrower Number
  (Must be 4 digits; use **0000**.)

- ☐ PIN
  (Refer to Commitment.)

- ☐ Anti-Predatory Lending Database Program Affidavit of Exemption – Borrower (ATG Form 3047); signed by borrower
  (Separate forms required for first and second mortgages.)

- ☐ Lender Name (as it appears on mortgage)

- ☐ Loan Amount (as it appears on mortgage)

- ☐ *Peoria County:* Collect $50.00 from the borrower.
  Cook, Kane, and Will Counties: Collect $75.00 from the borrower.
  This amount will be included on line 1101 of the HUD-1 Settlement Statement.
  Enter this charge in ATG REsource:
  - Go to **Edit Services** to view the **ATG Services** screen.
  - Click the **Edit/Select Charges** button.
  - Select the **Closing** tab.
  - Check the **Mortgage Exempt Certificate** box.
  - Click **Update HUD**.

Mortgages executed prior to July 1, 2010, do not require a Certificate of Compliance or Certificate of Exemption for recording (Kane, Peoria, and Will Counties only).

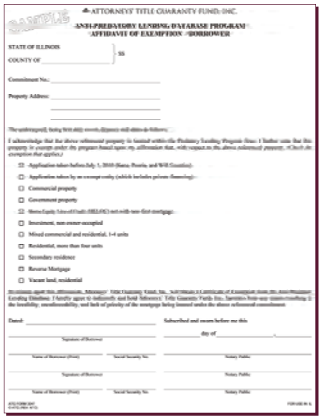
NOTE: If there are first and second mortgages, separate certificates must be issued. Certificates must be attached to the first page of the mortgage and recorded with the mortgage. An additional recording fee for this page must be collected and included in the mortgage recording fee. (Refer to the county's recording fee schedule.)

The Lender and Borrower names on the mortgage must match exactly with the Certificate of Exemption.

Do not disburse until you are authorized to print the Certificate of Exemption.

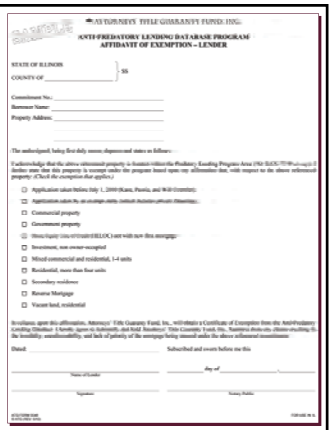
Affidavit of Exemption – Borrower

(ATG Form 3047)



Affidavit of Exemption – Lender

(ATG Form 3048)



Underwriting Requirements

- **ATG REsource contains these checklists and affidavits:**
  - Anti-Predatory Lending Database Program Certificate of Compliance List of Notices – Borrower (ATG Form 4145)
    - To be completed by the borrower in a transaction where a Certificate of Compliance is required.

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ANTI-PREDATORY LENDING DATABASE PROGRAM
AFFIDAVIT OF EXEMPTION – BORROWER

STATE OF ILLINOIS } SS

COUNTY OF ________________________

Commitment No.: ______________________________________

Property Address: ______________________________________

____

____

The undersigned, being first duly sworn, deposes and states as follows:

I acknowledge that the above referenced property is located within the Predatory Lending Program Area. I further state that this property is exempt under the program based upon my affirmation that, with respect to the above referenced property: *(Check the exemption that applies.)*

- ☐ Application taken before July 1, 2010 (Kane, Peoria, and Will Counties).
- ☐ Application taken by an exempt entity (which includes private financing).
- ☐ Commercial property
- ☐ Government property
- ☐ Home Equity Line of Credit (HELOC) not with new first mortgage
- ☐ Investment, non owner-occupied
- ☐ Mixed commercial and residential, 1-4 units
- ☐ Residential, more than four units
- ☐ Secondary residence
- ☐ Reverse Mortgage
- ☐ Vacant land, residential

In reliance upon this affirmation, Attorneys' Title Guaranty Fund, Inc., will obtain a Certificate of Exemption from the Anti-Predatory Lending Database. I hereby agree to indemnify and hold Attorneys' Title Guaranty Fund, Inc., harmless from any claims resulting in the invalidity, unenforceability, and lack of priority of the mortgage being insured under the above referenced commitment.

Dated: ______________________________________

____
Signature of Borrower

______________________ ______________
Name of Borrower (Print) Social Security No.

____
Signature of Borrower

______________________ ______________
Name of Borrower (Print) Social Security No.

Subscribed and sworn before me this

__________ day of ________________, __________

____
Notary Public

____
Notary Public

____
Notary Public

ATTORNEYS' TITLE GUARANTY FUND, INC.

ANTI-PREDATORY LENDING DATABASE PROGRAM
AFFIDAVIT OF EXEMPTION – LENDER

STATE OF ILLINOIS
} SS
COUNTY OF ________________________

Commitment No.: ______________________________________

Borrower Name: ______________________________________

Property Address: ______________________________________

____

____

The undersigned, being first duly sworn, deposes and states as follows:

I acknowledge that the above referenced property is located within the Predatory Lending Program Area (765 ILCS 77/70 *et seq.*). I further state that this property is exempt under the program based upon my affirmation that, with respect to the above referenced property: *(Check the exemption that applies.)*

- ☐ Application taken before July 1, 2010 (Kane, Peoria, and Will Counties).
- ☐ Application taken by an exempt entity (which includes private financing).
- ☐ Commercial property
- ☐ Government property
- ☐ Home Equity Line of Credit (HELOC) not with new first mortgage
- ☐ Investment, non owner-occupied
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- ☐ Residential, more than four units
- ☐ Secondary residence
- ☐ Reverse Mortgage
- ☐ Vacant land, residential

In reliance upon this affirmation, Attorneys' Title Guaranty Fund, Inc., will obtain a Certificate of Exemption from the Anti-Predatory Lending Database. I hereby agree to indemnify and hold Attorneys' Title Guaranty Fund, Inc., harmless from any claims resulting in the invalidity, unenforceability, and lack of priority of the mortgage being insured under the above referenced commitment.

Dated: ______________________________________ Subscribed and sworn before me this

______________________________________ _____________ day of ____________________, _____________

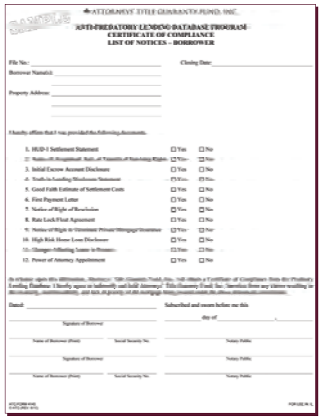
Name of Lender

______________________________________ ______________________________________

Signature Notary Public

Certificate of Compliance List of Notices – Borrower

(ATG Form 4145)



SAMPLE

ATTORNEYS' TITLE GUARANTY FUND, INC.

ANTI-PREDATORY LENDING DATABASE PROGRAM
CERTIFICATE OF COMPLIANCE
LIST OF NOTICES – BORROWER

File No: ______ Closing Date: ______

Borrower Name(s): ______

Property Address: ______

[illegible]

1. HUD-1 Settlement Statement ☐ Yes ☐ No
2. [illegible] ☐ Yes ☐ No
3. Initial Escrow Account Disclosure ☐ Yes ☐ No
4. Truth in Lending Disclosure Statement ☐ Yes ☐ No
5. Good Faith Estimate of Settlement Costs ☐ Yes ☐ No
6. First Payment Letter ☐ Yes ☐ No
7. Notice of Right of Rescission ☐ Yes ☐ No
8. Rate Lock/Float Agreement ☐ Yes ☐ No
9. Notice of Right to Terminate Private Mortgage Insurance ☐ Yes ☐ No
10. High Risk Home Loan Disclosure ☐ Yes ☐ No
11. [illegible] ☐ Yes ☐ No
12. Power of Attorney Appointment ☐ Yes ☐ No

[illegible]

Dated: ______ Subscribed and sworn before me this

______ day of ______, ______

Signature of Borrower

Name of Borrower (Print) Social Security No. Notary Public

Signature of Borrower Notary Public

Name of Borrower (Print) Social Security No. Notary Public

Underwriting Requirements

- When a *lis pendens* for a residential mortgage foreclosure is recorded on property in the program area, a Certificate of Service must be simultaneously recorded that affirms that a copy of the *lis pendens* was filed with the Department of Financial and Professional Regulation. If the Certificate of Service is not recorded, then the *lis pendens* pertaining to the residential mortgage foreclosure in question is not recordable and is of no force and effect.

Underwriting Requirements

- The closer cannot disburse any transaction in the program area without a printed certificate.
- During attorney review, consider additional contract language.
  - What happens if the transaction cannot close?

ATTORNEYS' TITLE GUARANTY FUND, INC.

ANTI-PREDATORY LENDING DATABASE PROGRAM
CERTIFICATE OF COMPLIANCE
LIST OF NOTICES – BORROWER

File No.: ______________________________ Closing Date: ______________________________

Borrower Name(s): ______________________________

____

Property Address: ______________________________

____

____

I hereby affirm that I was provided the following documents.

1. HUD-1 Settlement Statement	☐ Yes	☐ No
2. Notice of Assignment, Sale, or Transfer of Servicing Rights	☐ Yes	☐ No
3. Initial Escrow Account Disclosure	☐ Yes	☐ No
4. Truth-in-Lending Disclosure Statement	☐ Yes	☐ No
5. Good Faith Estimate of Settlement Costs	☐ Yes	☐ No
6. First Payment Letter	☐ Yes	☐ No
7. Notice of Right of Rescission	☐ Yes	☐ No
8. Rate Lock/Float Agreement	☐ Yes	☐ No
9. Notice of Right to Terminate Private Mortgage Insurance	☐ Yes	☐ No
10. High Risk Home Loan Disclosure	☐ Yes	☐ No
11. Changes Affecting Loans in Process	☐ Yes	☐ No
12. Power of Attorney Appointment	☐ Yes	☐ No

In reliance upon this affirmation, Attorneys' Title Guaranty Fund, Inc., will obtain a Certificate of Compliance from the Predatory Lending Database. I hereby agree to indemnify and hold Attorneys' Title Guaranty Fund, Inc., harmless from any claims resulting in the invalidity, unenforceability, and lack of priority of the mortgage being insured under the above referenced commitment.

Dated: ______________________________ Subscribed and sworn before me this

______________________________ ____________ day of ____________________, ____________

Signature of Borrower

______________________________ ______________ ______________________________

Name of Borrower (Print) Social Security No. Notary Public

______________________________ ______________________________

Signature of Borrower Notary Public

______________________________ ______________ ______________________________

Name of Borrower (Print) Social Security No. Notary Public

Anti-Predatory Lending Database Website

- www.ilapld.com

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Database User Groups

- **Only the following three groups will be authorized as users, pursuant to P.A. 95-0691:**
  – Mortgage brokers and loan originators licensed or registered by the Division of Banking
  – Housing Counselors
    - (Must be HUD-certified agencies)
  – Closing Agents

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Database User Groups

- **All users must:**
  – Register;
  – Obtain a User ID and PIN; and
  – Receive training in the use of the database.

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Entities Exempt from the Act

- Any entities not required to be licensed under the Residential Mortgage License Act, such as banks and other depository financial institutions, as well as certain limited private lenders (such as an individual making a loan to a family member), are exempt from the Act.

Entities Exempt from the Act

- Exempt entities are not required to enter information into the database but must, however, obtain a Certificate of Exemption from the Closing Agent to record their mortgages. Loans by these entities may go directly to closing upon approval.

Entities Exempt from the Act

- If an exempt entity, such as a bank, chooses to close its own loans, it must register as a closer.

Entities Not Exempt from the Act

- If banks utilize licensed mortgage brokers, the resulting loan information must be entered into the database and the Act applies.
- The mortgage broker is required to enter an application into the database.
- A Certificate of Compliance is issued at closing by the title company.

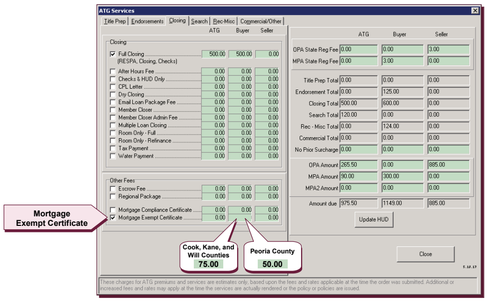
How Can I Verify if an Entity is a Bank or Credit Union?

- Banks and credit unions may be verified through the National Information Center.
  - Go to www.ffiec.gov.
  - Click on **National Info Center (NIC)**.
  - Go to **Institution Search**.
  - Enter **Institution Name**.

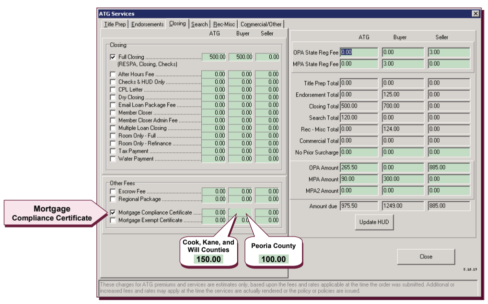
How Can I Verify if an Entity is a Mortgage Licensee?

- Licensees of Illinois Department of Financial and Professional Regulation can be verified through the IDFPR website:
  - Go to www.idfpr.com.
  - In the **Quick Reference** section, select **Lookup a License** on the **Division of Banking** drop down.
  - Click **Mortgage Banking Licensees**.
  - Enter **Business Name/DBA**.

Entering Certificate of Exemption Charges in ATG REsource®



Entering Certificate of Compliance Charges in ATG REsource®



Online Certificate of Exemption

- Closers must have a **Login Name** and **Password** to access the database.

Online Certificate of Exemption

- Click **EXEMPT CERTIFICATE.**

Online Certificate of Exemption

- Complete the required information.
  - Borrower Number
    - Use "0000"
  - PIN
  - Address
  - Execution Date
    - Use Date of Closing.

Online Certificate of Exemption

- Select an **Exemption Reason.**

Online Certificate of Exemption

- Obtain information from the Mortgage:
  - Loan Amount/ Max HELOC
  - Lender
  - Borrower

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Online Certificate of Exemption

- The system allows one Borrower name and PIN to be entered in the database.
- However, if space is available on the Borrower line, a second name can be added.

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Online Certificate of Exemption

- Click the Create Certificate button.

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Online Certificate of Exemption

- **The Certificate of Exemption has been successfully created.**

Online Certificate of Exemption

- **Find the Certificate of Exemption that was created in the database:**
  - Enter **Borrower Number**:
    - "0000"
  - **Borrower Type**
    - Select **Exempt (4 digits)**.
  - Enter **PIN**.
  - Click the **Submit** button.

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Online Certificate of Exemption

- **To obtain the Certificate of Exemption:**
  - Click the **Borrower** name in the light blue box.

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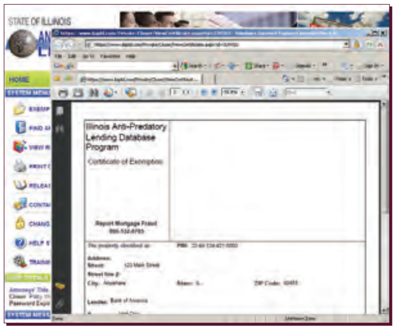
Online Certificate of Exemption

- The Certificate of Exemption will open on your screen.
- Click the **Print** button.
- Attach Certificate to the face of the Mortgage.



Online Certificate of Compliance

- Closers must have a **Logon Name** and **Password** to access the database.

Online Certificate of Compliance

- Click **FIND APPLICATION**.

Online Certificate of Compliance

- The mortgage broker must enter the application in the database.

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Online Certificate of Compliance

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Online Certificate of Compliance

- The closing agent can find the application in the database by entering the **Borrower Number** (Social Security Number) and/or the property PIN.

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Online Certificate of Compliance

- The Loan Application information is displayed for each Borrower.

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Online Certificate of Compliance

- The **PROPERTY INFORMATION** is required.

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Online Certificate of Compliance

- Confirm Borrowers:
  - Borrower information has been entered into the database by the mortgage broker. This is a "view only" section of the database that can be reviewed by the closing agent.

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Online Certificate of Compliance

- **V View only:**
  - Information has been entered in the database by the mortgage broker. It can be viewed by the closing agent.

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Online Certificate of Compliance

- **O Optional:**
  - Information is not required to be entered in the database.

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Online Certificate of Compliance

- **PROPERTY information is required.**
  - If the information that the broker and closer enters in the database does not match exactly, the Certificate of Compliance can still be printed.

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Online Certificate of Compliance

- Enter amount of **Annual Real Estate Taxes.**

Online Certificate of Compliance

- Enter amount of **Special Assessment** (if applicable).

Online Certificate of Compliance

- Select **Property Type** from the dropdown menu.

Online Certificate of Compliance

- Select **Loan Purpose** from the dropdown menu.

Online Certificate of Compliance

- **Additional Properties**
  - Select **Yes**, **No**, or **No Info**.

Online Certificate of Compliance

- Click the **Submit** button.

Online Certificate of Compliance

- **Property Information has been successfully entered into the database.**

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Online Certificate of Compliance

- **LOAN information is required.**

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Online Certificate of Compliance

- **Enter Interest Rate.**
  - The **Loan Data** entered in the database by the Closing agent must match the information entered by the mortgage broker.

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Online Certificate of Compliance

- **Is the loan an interest only loan?**
  - Select **Yes** or **No**.

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- **Does the interest rate adjust within 3 years?**
  - Select **Yes** or **No**.

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- **Does the loan have a prepayment penalty?**
  - Select **Yes** or **No**.

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- **Does the loan carry negative amortization?**
  - Select **Yes** or **No**.

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Online Certificate of Compliance

- **Click the Submit button.**

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Online Certificate of Compliance

- **Loan Data: Not Ready to Close**
  - The Closing Agent entered **Yes** to **Does the interest rate adjust within 3 years?**
  - This answer did not match the information entered in the database by the mortgage broker.

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Online Certificate of Compliance

- **Loan Data**: **Not Ready to Close**
  - This has triggered **Not Ready to Close** status.
  - Revisions to the **Loan Data** must be completed by the mortgage broker and resubmitted to the database.

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Online Certificate of Compliance

- **Loan Data**: **Not Ready to Close**
  - Counseling is required because the mortgage adjusts within three years.
  - Closing must be rescheduled.

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Online Certificate of Compliance

- **Loan Information has been successfully entered into the database.**

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Online Certificate of Compliance

- **List of Notices** is required.

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Online Certificate of Compliance

- Select **Yes** or **No** for the notices that have been provided to the Borrower.

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Online Certificate of Compliance

- Click the **Submit** button.

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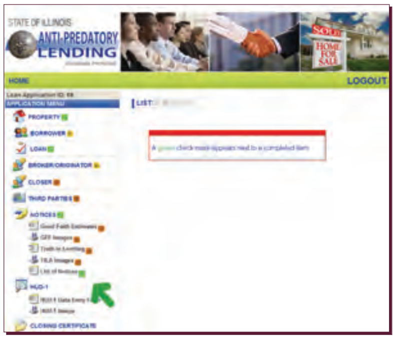
Online Certificate of Compliance

- The List of Notices has been successfully entered into the database.



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Online Certificate of Compliance

- The HUD-1 Data Entry Form is required.

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Online Certificate of Compliance

- Enter the Company Name and Address.

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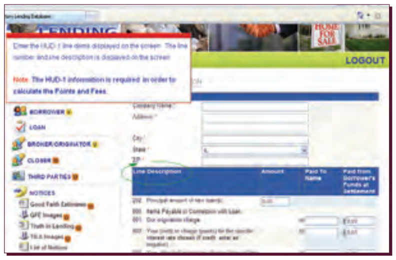
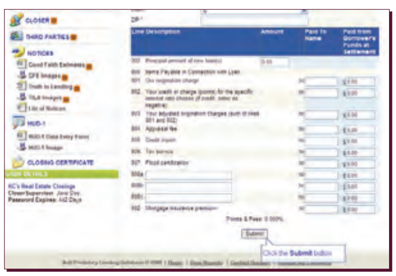
Online Certificate of Compliance

- **Enter HUD-1 Information displayed on this screen.**
  - This information is required to calculate points and fees.



Online Certificate of Compliance

- **Click the Submit button.**



Online Certificate of Compliance

- **Uploading the HUD-1**
  - Select HUD-1 Image.
- **REsource:**
  - Save the HUD-1 to a PDF file on your desktop. Identify the file by the borrower name.

Online Certificate of Compliance

- **Uploading the HUD-1**
  - Select **HUD-1 Image**.
- **REsource:**
  - Click **HUD-1 Settlement Statement**.
  - Click **Print HUD**.
  - Click **Print first 3 pages of HUD only**.

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Online Certificate of Compliance

- **Uploading the HUD-1**
  - Select **HUD-1 Image**.
- **REsource:**
  - Click **File**.
  - Select **Save Current as PDF**.
  - Select **Desktop**.
  - File Name
    - Use Buyer Name.
  - Click the **Open** button.

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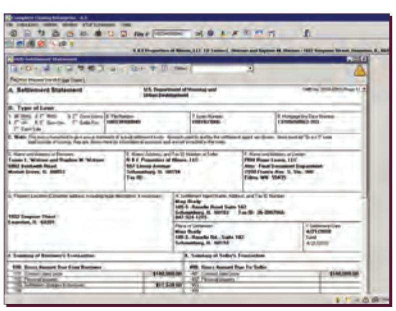
Saving the HUD-1 Settlement Statement to Your Desktop or My Documents

- Click the **HUD-1** button and Select **Print Preview.**



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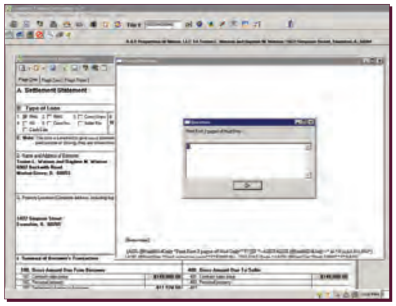
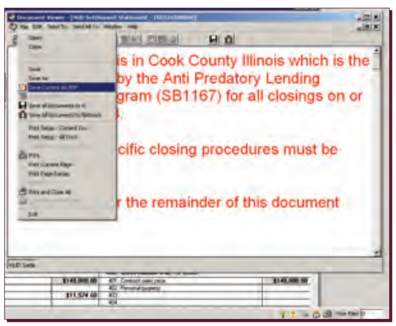
Saving the HUD-1 Settlement Statement to Your Desktop or My Documents

- Select **Y** to print three pages of the HUD-1.



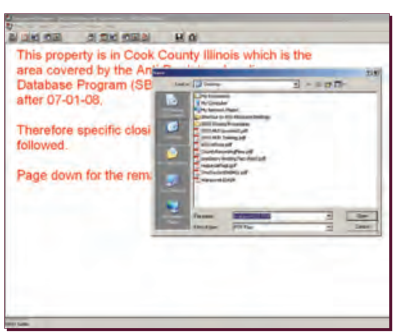
Saving the HUD-1 Settlement Statement to Your Desktop or My Documents

- Select **File > Save Current As PDF.**



Saving the HUD-1 Settlement Statement to Your Desktop or My Documents

- Assign a file name, select desired location (**Desktop** or **My Documents**) and click **Open**.



Online Certificate of Compliance

- **Uploading the HUD-1**
  - Select **HUD-1 Image**.
- **Anti-Predatory Lending Database:**
  - Click **Browse** and select the HUD-1 for this file.
  - Click **Upload**.

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Online Certificate of Compliance

- **Click the Browse button to retrieve the HUD-1 Image from Desktop or My Documents.**
- **Click the Upload button to upload the HUD-1.**

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Online Certificate of Compliance

- **The HUD-1 has been uploaded successfully.**

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Online Certificate of Compliance

- ✅ A green check mark appears next to completed items.

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Online Certificate of Compliance

- **CLOSING CERTIFICATE** information is required.

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Online Certificate of Compliance

- EXAMPLE: Loan Application Completion Status
  - A Compliance Certificate cannot be created until all sections are completed.
  - Incomplete sections are marked **Incomplete**.
  - Completed sections are marked **Complete**.

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Online Certificate of Compliance

- **EXAMPLE:** **Ready to Close**
  - The **Closing Report** advises if the loan is Ready to Close.
  - Click the **Create Closing Certificate** button if the loan is Ready to Close.

Online Certificate of Compliance

- **EXAMPLE:** **Not Ready to Close**
  - This loan is Not Ready to Close. The loan terms have changed from the initial loan terms that were entered by the broker/ originator. The borrower must attend counseling due to the interest rate adjusting within three years.

Online Certificate of Compliance

- **Enter Certificate Data**
  - Click the **Create Certificate** button

Online Certificate of Compliance

- **Check all data very carefully.**
  - Modifications cannot be made to the database once your request has been submitted.

Online Certificate of Compliance

- **Print Certificate of Compliance.**

Online Certificate of Compliance

- **Find the Certificate of Compliance in the database:**
  - Enter the **Borrower Number** and/or **PIN** to retrieve and print the Certificate of Compliance.

Online Certificate of Compliance

- Click the **Submit** button.

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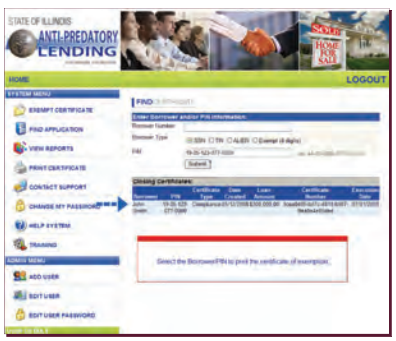
Online Certificate of Compliance

- To print the Certificate of Compliance:
  - Click the **Borrower** name in the light blue box.



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Online Certificate of Compliance

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Questions?

- **Contact ATG with any questions on this extension of the Illinois Anti-Predatory Lending Database.**
  - E-mail: **apl@atgf.com**
    or
  - Phone: **312.752.1984**

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