

# Adding Mortgage Information

**Khafre**  
File and Document Management System

Branch Manager Trainer - Training Branch - Branch Administrator

### Distressed Mortgage System

- Alerts/Reminders
- Notes
- Homeowner Info
- Subject Property
- + Add Mortgage**
- Debts
- Assets
- Expenses
- Branch-Level Tags
- Exhibits List
- File Usage
- Merged Documents List

**Step 1:** Click the "+ Add Mortgage" Left Panel Menu button  
This will create a new Left Panel Menu button for each mortgage up to 8 mortgages

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### Distressed Mortgage System

- Alerts/Reminders
- Notes
- Homeowner Info
- Subject Property
- First Mortgage**
- + Add Mortgage
- Debts
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- Exhibits List
- File Usage
- Doc/Submit Requests
- Merged Documents List

**Step 2:** Click the "System or Branch Lenders" button at the bottom of the "X Mortgage" Screen. This will Display the "Lender List" shown below.

**First Mortgage**

Loan NOD/NOTS Lender

**Current Lender Name:** \_\_\_\_\_

**Loan Account Number:** \_\_\_\_\_

**Original Lender Name:** \_\_\_\_\_

**Original Loan Number:** \_\_\_\_\_

**Original Amount Borrowed:** 0.00

**Date Obtained:** \_\_\_\_\_

**Current Balance:** 0.00

**Arrearage and Penalties Due:** 0.00

**Total Owed:** \_\_\_\_\_

**Current Monthly Payment:** 0.00

**Does This Payment Include Impounds?:**  Yes  No

**Monthly PMI:** 0.00

**Current Interest Rate:** 0.000

**Type of Loan:** Refinance - Conventional

**Type of Mortgage:** Fixed Rate

**Terms of Mortgage:** 30 Years

**Has Interest Only Feature?:**  Yes  No

**Is Option ARM/Neg. Am.?:**  Yes  No

OK System Lenders Branch Lenders Delete