CoreLogic
Property Tax Estimator

2019

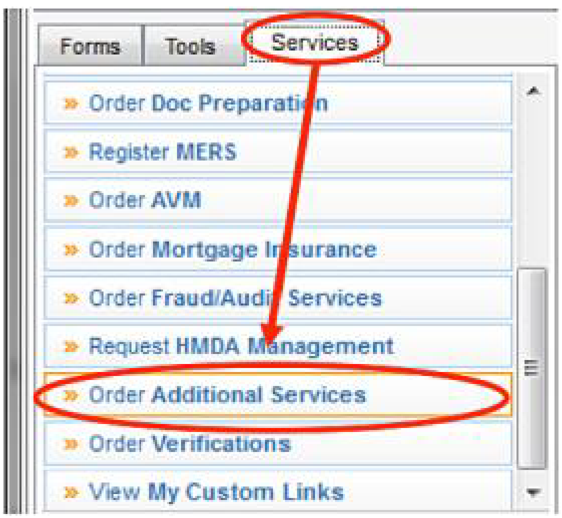
nations lending

Encompass Quick Reference Guide

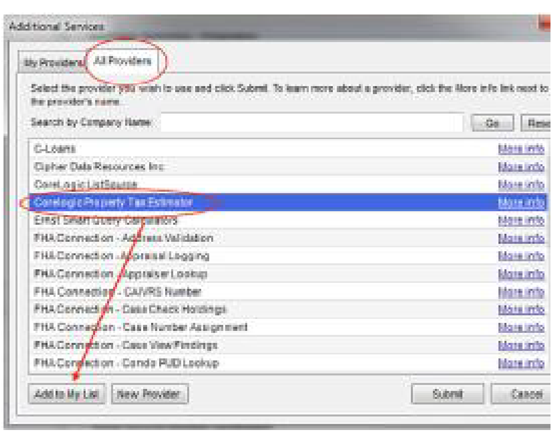
Using the CoreLogic Property Tax Estimator

The CoreLogic Property Tax Estimator (PTE) allows you to electronically submit a request to the largest database in the industry and receive existing actual data, other tax collector specific data, and calculated estimated values for nearly all properties. To submit a PTE request in Encompass, follow these steps:

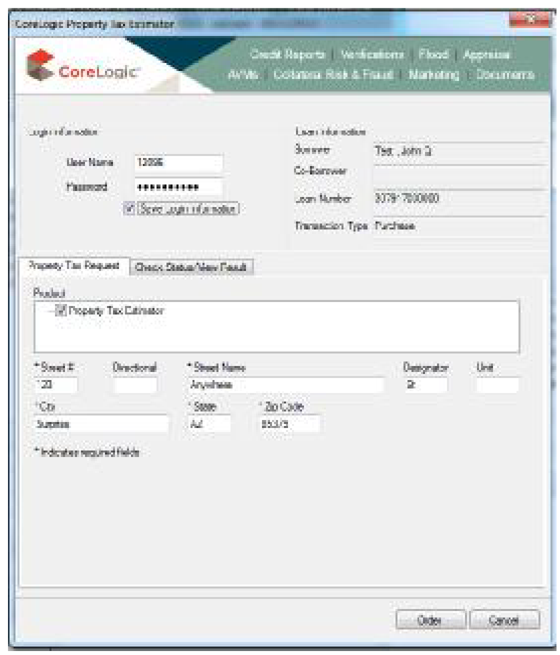
1. From within the loan in Encompass, go to the **Services** tab and click **Order Additional Services**.



2. If *CoreLogic Property Tax Estimator* does not appear under the **My Providers** tab, go to the **All Providers** tab. Highlight *CoreLogic Property Tax Estimator*, click **Add to My List**, then click **Submit**. CoreLogic Property Tax Estimator will now appear in your **My Providers** tab for future requests.

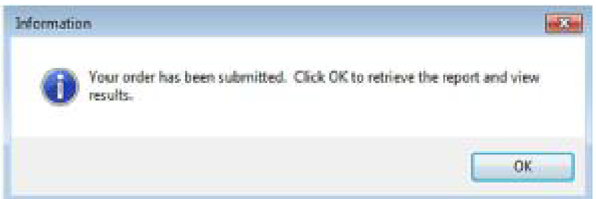


3. From the **My Providers** tab, select *CoreLogic Property Tax Estimator*, then click **Submit**.
4. The first time you access PTE, enter the following credentials, then check the box to Save Login Information for future requests. **These credentials will be used company-wide, so please do not disable the password by exceeding the login attempts.**
   - **User Name = 12096**
   - **Password = 310%17*MT1**

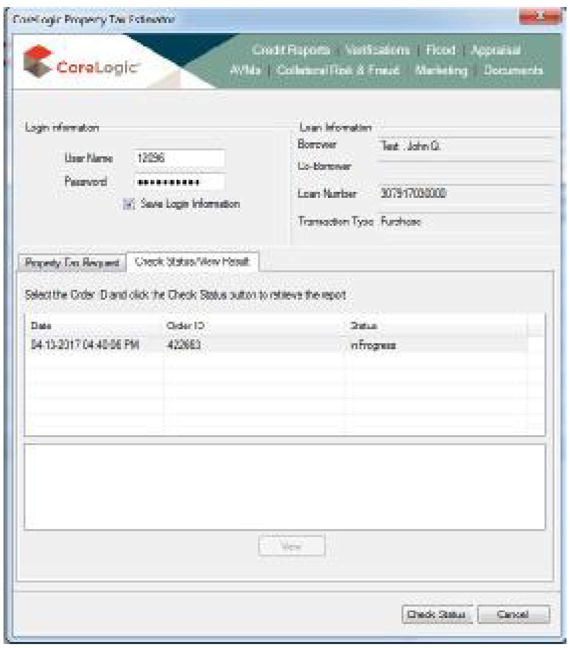


5. As shown above, the borrower information, transaction type, and subject property address is automatically populated from the Encompass file. Once this information is confirmed, click the **Order** button.
6. A progress bar displays alerting you the order is processing. The **Order** button is disabled to prevent duplicate ordering.

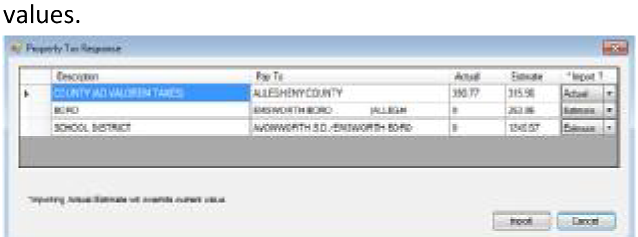
7. Once the order is submitted, a message will be displayed:



8. Clicking **OK** directs you to the **Check Status/View Result** tab. Highlight the pending order and click the **Check Status** button to retrieve the result.

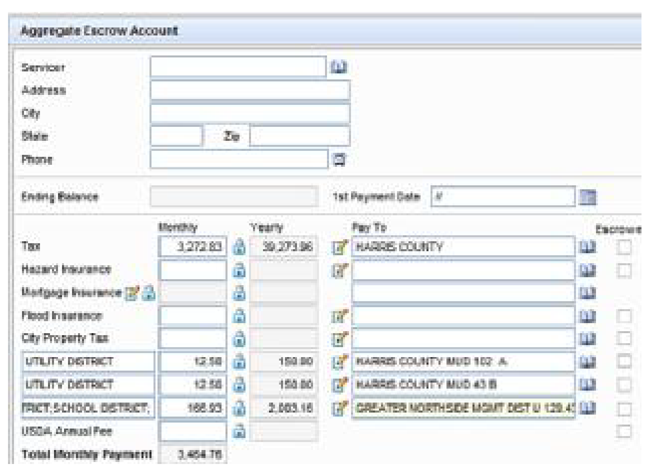


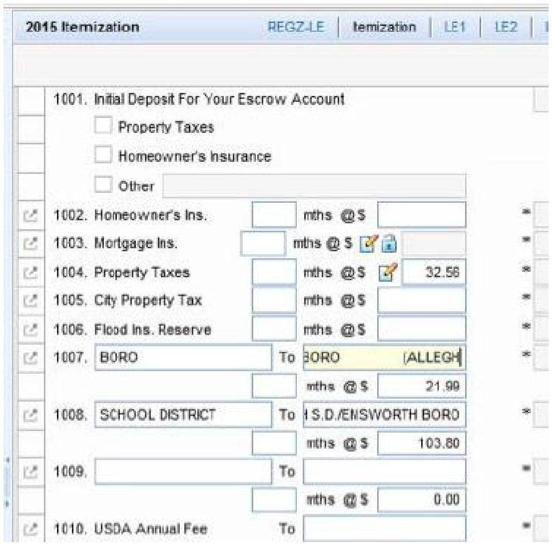
9. When the results are ready, the Property Tax Response window will be presented. This will display the description, pay to designation, and available tax values. From this window, you will have the option to import either Actual or Estimate values.



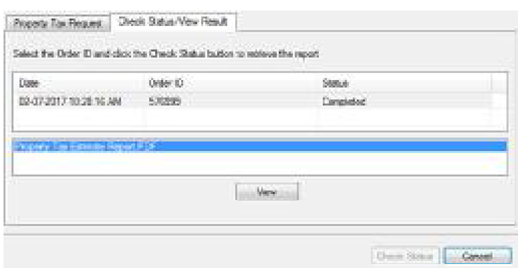
- For Purchase transactions, the Estimate values should be used.
- For Refinance transactions, the Actual values should be used. **Please note**:
    i. Assessed values must be reviewed for properties acquired within the last 1-2 years to ensure the actual tax values are in line with the assessed value.
    ii. The amount owed should be confirmed to ensure it is not reflective of land only or the previous owner.
    iii. Values should also be confirmed for manufactured homes to ensure they are not reflective of land only amounts.

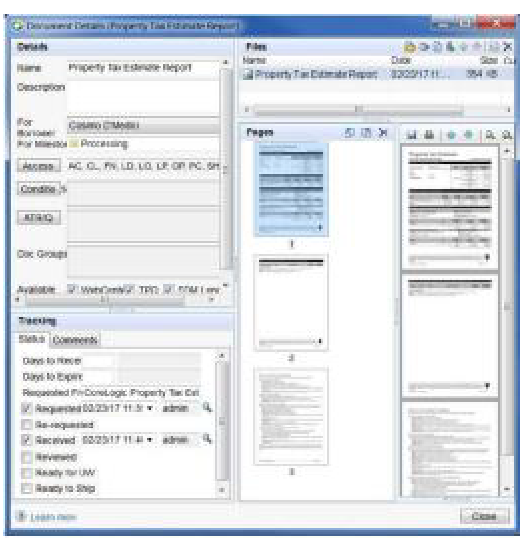
10. Clicking the Import button will import the selected values to the Aggregate Escrow Account Form and the 2015 Itemization lines 1004, 1005, 1007, 1008, and 1009. **Importing tax values will override current values on both forms.** If there are more taxes returned than there are lines available in Encompass, the annual and monthly amounts will be appended in the last available line on the Aggregate Escrow Account Form and line 1009 on the 2015 Itemization.





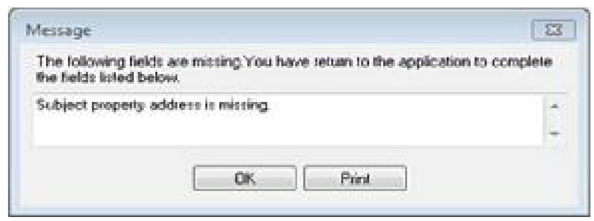
11. Once an order is complete the Status updates to *Completed*. Highlight the returned report and click the **View** button to view the report. The completed report will be displayed in the eFolder.





- If no tax information is available for the property, the status will reflect *Complete – No Hit*.
- If a request is not retrieved within 30 days of the original submission, a status of *Expired* will be reflected. In this case, you must re-order the tax estimate.

12. If any data required to submit a request is missing, a message box displays indicating the required fields.



13. If an error is returned from CoreLogic, the error code and description will display in a pop up window and the Status on the *Check Status/View Result* screen will display "Error". If you encounter this error message, contact the Encompass Team at encompass@nlcloans.com.

Handling Exceptions

1. The CoreLogic estimates may not include borrower-specific exemptions, i.e. disabled veterans, 65 and older, or senior citizen discounts. If one of these scenarios exist, upload supporting documentation to the Property Tax Estimate Report eFolder document for the underwriter to review.
2. Should a CoreLogic estimate need to be overridden, only underwriters will have the ability to do so. To document the override:
   - Go to the Underwriter Worksheet
   - In the Loan Analysis section, check the Override PTE Tax Amount box
   - Enter the PTE Estimated Amount provided by CoreLogic

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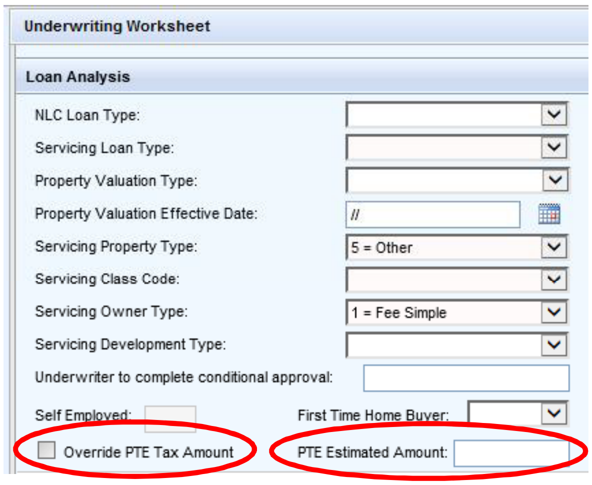
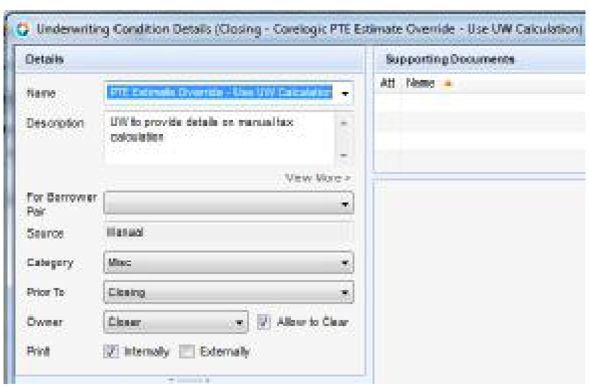
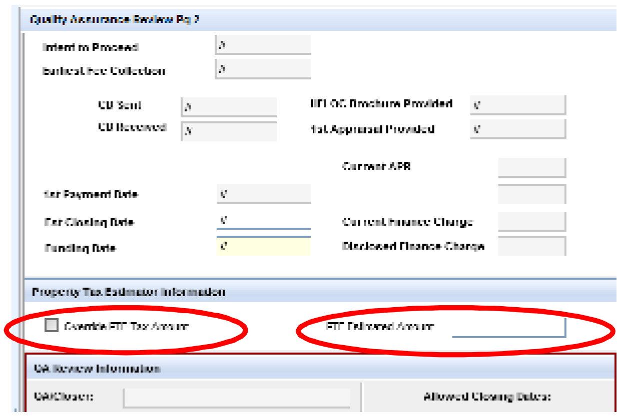


- Add a closing condition, Closing – CoreLogic PTE Estimate Override – Use UW Calculation, so the closer is advised of the override. In the condition description, explain how the calculated amount was derived.



- The Override PTE Tax Amount check box and PTE Estimated Amount field are also available on the Quality Assurance Review Pg 2 form in the Property Tax Estimator Information section for the closer's reference.



3. If any discrepancies are identified in the CoreLogic estimates, contact Christine Palcisco via email at Christine.Palcisco@nlcloans.com and include an explanation of the discrepancy. Christine will work with our CoreLogic account representative on a resolution.

For questions related to the ordering of the PTE through the Encompass Services, please contact the Encompass Team at encompass@nlcloans.com.