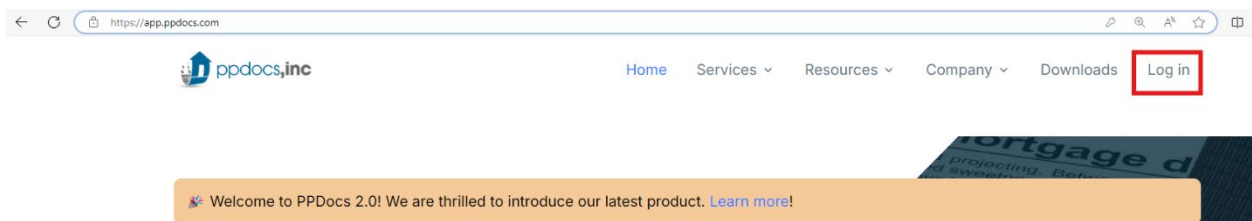




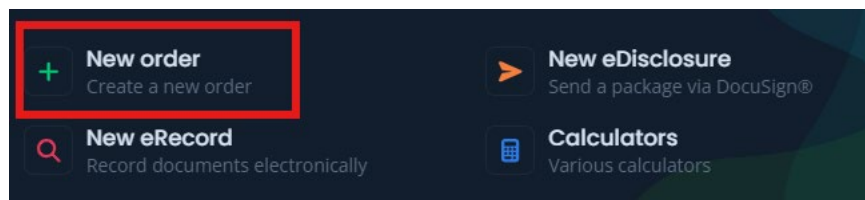
Legal Review

Step-by-Step Guide

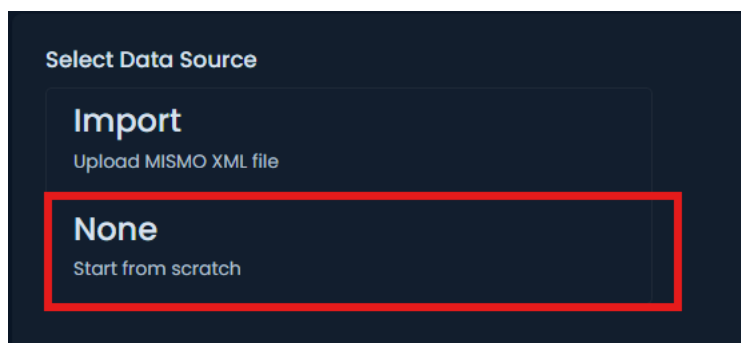
1. Login to PPDocs at app.ppdocs.com. You'll use your current PPDocs.com login credentials. If you do not have PPDocs login credentials, please register here: app.ppdocs.com/Register



2. From the Home page, click "New Order."



3. For the Data Source, pick "None."



4. Key in the borrower's name and lender loan number. Then click "Next."

Starting from Scratch

Borrower

John Doe

Lender Loan Number

1234

Next

5. Select your state from the drop down. For the order form, select "Specialty" and then "Attorney Legal Review."

Select State

TX - Texas

Select Order Form

Closing **Specialty** Application / Pre Closing Post Closing

- Loan Estimate ONLY for TRID**
Loan Estimate, Identified Service Provider List, and addendum (if applicable)
- Special Projects**
A collection of special projects and documents that we have been working on.
- Closing Disclosure ONLY for TRID**
Closing Disclosure and other disclosures required by CFPB and other federal consumer regulations. Lender must provide their own Federal Privacy Notice, appropriate program disclosures, broker disclosures.
- Attorney Legal Review**
Legal review of submitted legal documents to ensure enforceability and/or compliance with applicable state law. Please upload applicable supporting documentation, including any documents that are to be recorded in the real property records and any legal instruments affecting title to real property (deed, deed of trust, note, transfer or release of lien, etc.)
- Disaster Relief Loan Modification**
Disaster Relief Loan Modification

Previous Next

6. Choose the document to review such as Trust, POA, Corporate Resolution, Leasehold, Release of Lien, or any legal instrument affecting title to Texas real property. You will also need to choose a profile and lender setup on this page.

The screenshot shows a dark-themed interface for selecting services. At the top, a red box highlights the 'Select Service' header. Below it is a list of services with their respective fees:

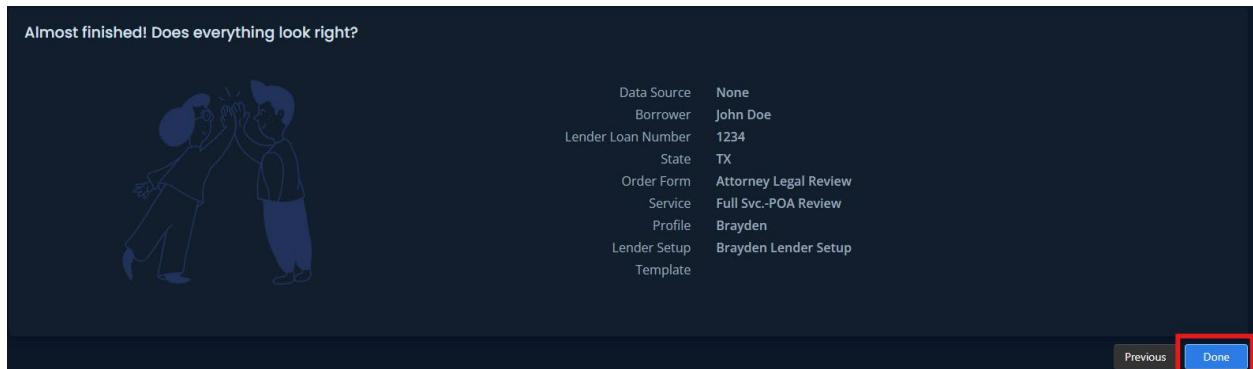
Service	Fee
Full Svc.-Corporate Resolution Review	\$100.00
Full Svc.-Fannie Mae Leasehold Review	\$400.00
Full Svc.-Freddie Mac Leasehold Review	\$400.00
Full Svc.-FHA Leasehold Review	\$400.00
Full Svc.-POA Review	\$100.00
Full Svc.-Legal Documents Quality Control Review	\$175.00
Full Svc.-Legal Documents Quality Control Review with eClose (Hybrid)	\$225.00
Full Svc.-Trust Review	\$100.00

The 'Full Svc.-POA Review' row is highlighted in blue. Below the list, a red box highlights the 'Select Profile' dropdown menu, which is currently set to 'Brayden'. Another red box highlights the 'Select Lender Setup' dropdown menu, which is currently set to 'Brayden Lender Setup'. A third red box highlights the 'Select Template' dropdown menu, which is currently set to 'None'. At the bottom right, a red box highlights the 'Next' button, with a 'Previous' button next to it.

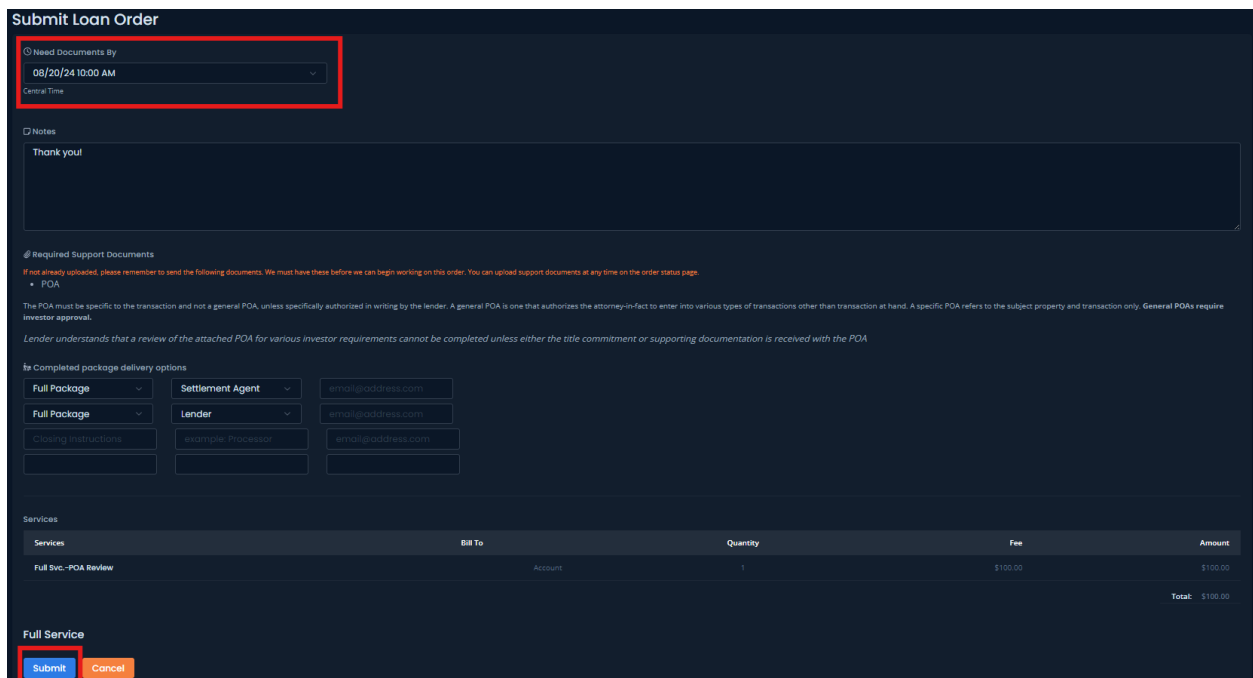
7. Upload support documents such as the title commitment and legal documents to be reviewed. You can either drag-and-drop, or click the link and upload straight from your desktop.

The screenshot shows a dark-themed interface for uploading support documents. At the top, the heading 'Upload Support Documents' is followed by the text: 'We will use these to help you complete the order forms, and review for accuracy (full-service)'. Below this is a large dashed-line box representing the upload area. Inside this box, a red box highlights a button that says 'Drop your file here' with a small icon of a file. Below the button, there is a link that says 'Read more about our supported file formats.' At the bottom right of the interface, a red box highlights the 'Next' button, with a 'Previous' button next to it.

8. Once everything looks right, click “Done.”



9. Pick a time you’re needing docs by, add any notes, add additional emails (if necessary), and then click “Submit.”



Please note – We offer complementary Trust, POA, Leasehold, and Corporate Resolution reviews when you also order the closing package. Upon submission of the order for the closing package, we ask that you communicate the order number associated with the review to the Doc Prep operator. The invoice for that review will be canceled.

Don't hesitate to get with our team on any questions or concerns!

Here is a table to help you navigate your question appropriately:

Type of inquiries	Email Address
Document preparation and status updates on document orders	docprep@ppdocs.com
Questions for Legal Document Quality Control Review orders	review@ppdocs.com
Questions for fulfillment orders	fulfillment@ppdocs.com
Questions about rescission requirements, federal or state predatory lending test questions, guidance for particular scenarios, or other compliance related questions	compliance@ppdocs.com
Technical support, bug reporting	support@ppdocs.com
Legal specific questions	legal@ppdocs.com
Registering, signing up, pricing quotes	cr@ppdocs.com
Billing, invoicing, credit card payments	accounting@ppdocs.com