

Changing purchase loan addresses to mailing addresses

You will need to pay particular attention to this video if you have any loans in your LOS system that are closed purchased loans for borrowers and relate to their primary residences. As we all know, the LOS system is designed to process and assist you in closing financing transactions. If you have a purchase loan that is the borrower's primary residence, your LOS file will still show the borrower's previous address before the loan was closed.

When you sync this LOS borrower file into WorkCenter, the data will be taken directly from the borrower file into WorkCenter. Once you have done that, the borrower's original address prior to closing their loan will still be reflected.

You can globally change these borrower contact records to reflect the property address as the primary mailing address using one of our pre-programmed scripts. We suggest you run this script at least monthly and more often if you have significant number of closed purchase loans that are primary residences and you wish to quickly market to these contacts using WorkCenter.

There is a three-step approach to complete this property address change inside WorkCenter:

Step #1: Create a report for Purchase Loans that have an Occupancy Status of "Primary Residence"

Step #2: Select these loans and attach them to the following script: **"Changing purchase loan addresses to mailing addresses"**

Step #3: Run the script

Keep in mind, once you have created the loan report in Step #1, you can use that same report the next time you run your script eliminating the need to create the report again.

Step #1: For more details on creating and editing reports, see the videos: **"Reports - #2 Editing and modifying existing reports and #3 Creating New Reports"**.

Open the "All Loans" report and filter this report with the following filters:

1. LoanPurpose – Equals – Purchase
2. Occupancy – Equals – Primary Residence
3. Status – Equals – Closed Keep in mind that this filter will require you to entered a closed date in the tracking field inside your Calyx Point software.

Then click on the "Updated" column and sort the report with the most current update date at the top of the report.

Right click inside the report and name this report: "All Purchased Closed Loans – Primary Residences"

Step #2: Highlight all the loans in your database by clicking on one loan, holding down the Ctrl key and pressing on the letter "A". All loans should now be highlighted.

Right click on any highlighted loan and select the drop down arrow next to "Script" and select the following script: **"Change home/mail address to property address"**

Step #3: Final Step: Right click again on a highlighted loan and select “Run this Selected” option.

Give WorkCenter a few moments and it will change the property address in these loans to reflect the current contact’s mailing address for future marketing and communications.

When you run this script again, it will not be necessary to create the new report; just simply open that report and follow the same procedures. You can select all the loans or just the loans that you have currently synced into WorkCenter since the last time you ran this script.