NEW MORTGAGE TOOLBOX
In-put Sheet

A. PRELIMINARY ESTIMATED INCREASED MORTGAGE INTEREST COST (Press {P})

1. Old Mortgage Balance (principle payoff amount) $ _____
2. Old Mortgage Payment (from note) $ _____
3. Old Interest Rate (from note) _____%
4. New Interest Rate (prevailing rate) _____%
5. New Mortgage Points (prevailing points) _____%
6. Old Remaining Term (from note) _____(mos.)

The program will automatically calculate a remaining term.

7. Calculated Remaining Term _____(mos.)

If the old remaining term is less than the calculated term, do not continue. Skip to Paragraph 9 below for further instructions.

8. Print report with the following captions:
   Date
   Job Number
   County
   Route
   Parcel Number
   Displacee's Name
9. Access the Mortgage Calculator by pressing (M)
   a. Calculate the payment for a new mortgage using the following" (Press [P])
      (1) Old Mortgage Balance $ _____
      (2) New Interest Rate (prevailing rate) _____%
      (3) Calculated Remaining Term (from line A.7. above) _____(mos.)
      (4) Calculated Mortgage payment $ _____
   b. Print Screen
   c. Subtract old mortgage payment from calculated payment (use hand calculator) - $ _____
      Increased Mortgage Payment: = $ _____
   d. Access Mortgage Calculator and Calculate Balance (Press [M] then [B])
      (1) Increased Mortgage Payment $ _____
      (2) New Interest Rate (prevailing rate) _____%
      (3) Lesser of Old Remaining Term (from note) or New Term _____(mos.)
      (4) Calculated Balance (interest differential payment) $ _____
   e. Print Screen
   f. Calculate New Points (use hand calculator)

(1)	Old Mortgage Balance		$ _____
(2)	Calculated Balance (interest differential payment)	-	$ _____
			$ _____
(3)	New Mortgage Points (use hand calculator)	x	_____%
(4)	Reimbursable Points on New Loan		$ _____
(4)	Interest Differential (from line d.(4))	+	$ _____
(6)	Estimated Increased Mortgage Cost		$ _____

B. FINAL INCREASED MORTGAGE INTEREST COST (Press [F]

1.	Old Mortgage Balance (principle payoff amount)	$ _____
2.	Old Mortgage Payment (from note)	$ _____
3.	Old Interest Rate (from note)	_____%
4.	Old Remaining Term (from note)	_____(mos.)
5.	Calculated Remaining Term	_____(mos.)

If the old remaining term is less than the calculated term, do not continue. Skip to Paragraph 12 below for further instructions.

6.	New Mortgage Amount	$ _____
7.	New Mortgage Payment	$ _____
8.	Lesser of New Interest Rate or Prevailing Rule	_____%
9.	New Mortgage Term	_____(mos.)
10.	Lesser of New Mortgage Points or Prevailing Points	_____%

11. Print report with the following captions:
    Date
    Job Number
    County
    Route
    Parcel Number
    Displacee's Name
12. Access the Mortgage Calculator by pressing (M)
    a. Calculate the payment for a new mortgage using the following: (Press [P])

(1)	Lesser of Old Mortgage Balance or New Balance	$ _____
(2)	Lesser of New Interest Rate or Prevailing Rate	_____%
(3)	Calculated Remaining Term (from line B.5. above)	_____(mos.)
(4)	Calculated Mortgage payment	$ _____

    b. Print Screen
    c. Subtract old mortgage payment from

calculated payment (use hand calculator) - $ _____

Increased Mortgage Payment: = $ _____

d. Access Mortgage Calculator and Calculate Balance (Press [M] then [B])

(1) Increased Mortgage Payment $ _____

(2) New Interest Rate (prevailing rate) _____%

(3) Lesser of Old Remaining Term (from note) or New Term _____(mos.)

(4) Calculated Balance (interest differential payment) $ _____

e. Print Screen

f. Calculate New Points (use hand calculator)

(1) Old Mortgage Balance $ _____

(2) Calculated Balance (interest differential payment) - $ _____

$ _____

(3) New Mortgage Points (use hand calculator) x _____%

(4) Reimbursable Points on New Loan $ _____

(5) Interest Differential (from line d.(4)) + $ _____

(6) Increased Mortgage Cost $ _____