

Completing the GFE Service Providers List

The **GFE Service Providers List** screen is used to record providers used for services that are required by the lender.

The following buttons, located at the bottom of the workspace, provide additional functionality:

- [GFE 2010](#)
- [GFE](#)

To use the **GFE Service Providers List**:

1. Open a prospect or borrower file.
2. Open the **GFE Service Providers List** screen from the **Forms** menu or the shortcut toolbar.

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Req'd	Brw	Service	Fee Amt	Company	Phone	F
<input type="checkbox"/>	<input type="checkbox"/>	Closing/Escrow	2,200.00			
<input type="checkbox"/>	<input type="checkbox"/>	Doc Prep	50.00			
<input type="checkbox"/>	<input type="checkbox"/>	Notary	85.00			
<input type="checkbox"/>	<input type="checkbox"/>	Attorney				
<input type="checkbox"/>	<input type="checkbox"/>	Title Ins. (Lender's)	250.00			
<input type="checkbox"/>	<input type="checkbox"/>	Electronic Document Delivery	25.00			
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>	Title Ins. (Owner's)				
<input type="checkbox"/>	<input type="checkbox"/>	Pest Inspection	(250.00)			
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

[GFE 2010](#)
[GFE](#)
 Keep open

Tips

- Use the scroll bar to view the columns that are not visible on the screen.
- To temporarily resize a column width, place the cursor on the vertical line to the right of the column heading, click and hold, and drag to the left or right to increase or decrease

*the column width. The column will revert to the original width when you exit the screen.
You cannot resize the State, Zip, and HUD Line fields.*

The *Service* and *Fee Amt* fields correspond to fields for that service on the **Good Faith Estimate** and the **Good Faith Estimate (GFE 2010)**. The *Service* fields are prepopulated by default. The *Fee Amt* field is automatically populated when fees are entered for those services on the **Good Faith Estimate** and **Good Faith Estimate (GFE 2010)** screens. Otherwise, no value is populated.

Note

*Fields with numeric values in parentheses indicate that the service was designated as being paid outside of closing on the **Good Faith Estimate**.*

The fields in the empty rows correspond to the user-defined fields that were completed in the *Title Charges* section on the **Good Faith Estimate (GFE 2010)** and the *Required Services That Borrower Can Shop For* section on the **Good Faith Estimate (GFE 2010)**. The *Service* and *Fee Amt* fields automatically populate if values are entered for those services on the **Good Faith Estimate** and **Good Faith Estimate (GFE 2010)** screens. Otherwise, the fields remain blank.

Attention

*You cannot add or edit the *Service* and *Fee Amt* fields on the **GFE Service Providers List**.
You must complete those fields on the **Good Faith Estimate** screens.*

3. If you select the provider and require that the borrower use them for the service, select the **Req'd** check box.
When this check box is selected, the provider information for this service is printed on the Settlement Services Provider Statement. If this option is not selected, the information for this service is not printed.
4. If the provider for the service is selected by the borrower, select the **Brw** check box.
When the borrower selects the provider, Yes is printed in the Selected by Borrower column on the Settlement Services Provider Statement. If the check box is not selected, No is printed.
5. Enter the company name, telephone, fax, and address for the service provider.
6. Enter the HUD line number for the service on the HUD Line field.
7. Repeat for the remaining services on the list.

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