

Welcome to *Quick Qualifier™*

I hope that you will find this software as useful as I have. I have been a loan officer for 25 years. I developed Quick Qualifier™ with the idea of using it as a marketing tool. I knew that if I could give my Real Estate agents a useful software program, they would be happy to get it. (as long as it was free – easy sale!)

I also knew that if it was easy to learn and functional, they would come to depend on it for their work. At some point, they would need me for something....questions about using the software...another installation when they buy a new computer....or even some loan business!

After years of testing it, I can say that it works. It has helped me become a top producer for Central Pacific Mortgage, one of the largest lenders on the West Coast.

Give it a try. You will still have to do your job as a lender, but if you get enough agents using your software, you will have a great marketing tool working for you!

Thor Skonnord

Installing *Quick Qualifier™*

Insert the disk into your CD drive and the install program auto-launch. To make this work, just give your computer a chance to read the disk. If you click on other things on your screen, it will interrupt the process.

You can also click on **Start, Run** and then open the file **Setup.exe** in your CD drive.

When the install function begins, you can select all the defaults. If you have previous installations of Quick Qualifier, the new 5.2 will install in a different folder. You can run both programs until you are ready to un-install the old program. Un-installing the old program is not required.

Uninstalling *Quick Qualifier™*

To uninstall Quick Qualifier, Windows **Start** menu and select **Settings Control Panel** and **Add/Remove Programs**.

Scroll down, select Quick Qualifier and click on Add/Remove. This will start the Quick Qualifier uninstall wizard.

Setting up Quick Qualifier™

To set up the program, click **Setup** in the lower right corner of the main screen. This will open the setup screen.

Start by opening Lender information and input your phone numbers, email, whatever. You can also load and save your picture or company logo. See next page for more details.

You can save contact info for up to 24 Real Estate agents. When you install the program in a Real Estate office (LO Version only) enter the Real Estate office name and phone number. If the program is installed in a Real Estate agent's personal computer, you should also save their name and contact information. Select Single Agent, and the fields will not appear on the Main Screen.

You can create up to four individual setup configurations. Normally, use only the Primary Setup. If you have a special program that has unique closing costs, you can customize a second, third or fourth.

Start with the loan origination fees, etc, appraisal fees and credit report fee. Next enter fees unique to your company (Doc, Admin, etc.)

Different areas have customs about who pays title insurance and escrow fees. Click on the appropriate split for your area. Closing/escrow fees are automatically left out of VA loan calculations. This creates default when you run the program. Any of this information can be changed when you run the program. You can change and save the defaults for:

- PMI premium renewals
- # of months prepaid interest, taxes and ins.
- Property taxes factors
- Hazard insurance factors
- Conventional loan fee
- Transfer or excise tax factor
- Mortgage tax (not all states have this)

Transfer and mortgage tax ~ Not to be confused with property tax, Transfer tax is any tax based on the sales price and mortgage tax is based on the mortgage. They are entered as \$/1000. These are defaults only and can be changed when you do individual scenarios.

APR's ~ You can designate what fees are part of the Finance Charge and will go into your APR calculation by checking Yes or No to each of the fees in the setup. The APR is calculated on these fees, plus loan fee, discount, prorated interest and mortgage insurance. APR's print on all purchase or refi scenarios and the Finance Flyer.

FHA area loan limits ~ The FHA loan maximum changes in different cities. Put in your local area maximum. This is the base loan, before MIP is added. If you install the program in different areas, change the limit when you install it in the individual computer. If the computer is used in a Real Estate office for overlapping areas, you may even want to have two separate installations. (See installing the software.)

Pictures and logos ~ In the Lender and the Real Estate sections, add a picture or a logo by clicking on the green bar. Then find the location of the picture file in your computer and save it. A picture file for a person must be in portrait orientation. If it is not, it has to be cropped to a 3 wide by 4 high shape. Any size is ok. A logo can be in any shape and can be reshaped with the + % - buttons.

The file must be left in the computer. It is a good idea to have a folder where you save these files, along with picture files for Open House flyers. Go to the Help program in QQ (Hit F1 or use Help in the menu) for an extra explanation about loading and saving picture files.

How To Make Money With Quick Qualifier™

Quick Qualifier™ can be used as a direct marketing tool or as a promotional tool with Real Estate Agents. As a direct marketing tool you can make finance flyers and leave them at Open Houses or send them to FSBO's. You can print sample first time home buyer scenarios and send them to prior clients to share with their friends or kids.

To use Quick Qualifier as a marketing tool with Real Estate Agents, all you have to do is get it into their computers. Once they become accustomed to using it, they will not want to be without it.

You can use the program to create a relationship with new agents. When you meet a new agent, ask them if they use a computer for their business and if they would like to have free software to calculate loan information for their clients. Being able to give them a valuable tool that they can use in their business is a great way to get started. You can spend time with them by setting up the program in their computer and by teaching them how to use it. You can show the how it can make flyers and print seller net sheets.

Schedule a presentation with a Real Estate office. First explain the program to the office manager or demo it on your lap top. When you do your presentation to the agents, try to have the software installed in the office computer before you get there. Show them how easy it is for them to get payment and closing cost information. Some of the agents will be immediately interested in the program. Eventually, all the agents in the office will be using the program.

Another way to get business is to meet with Real Estate agents and show them how to use the program as a “front end” database. They all want to start a farm and they rarely do. If you show them how easy it is to use the Quick Qualifier database by entering their buyers names, address, etc., then they have officially started their farm. Later, you can show them how to import the saved clients into Microsoft Access or Word to send out mail merge letters or to print mailing labels. You will be their friend.

Use it for your own business. When you meet with the clients, you can show them programs on the screen while they analyze their options. They love seeing the happy faces come up next to their ratios! When you print their program selections, include their names *and* their Real Estate agent’s name and phone number. After you give them the print-outs, deliver or fax a copy to the agent.

A great way to advertise is to call agents and offer to make Finance Flyers for Open Houses. Or, read the Real Estate section in the Sunday paper and check out the open houses. Make a couple dozen on nice paper. Show up at the Open House with flyers. These are not new ideas, but they work! What makes them work for you is the ease with which you can make the flyers.

Using Loan Programs

Click **Conventional**, **FHA** or **VA** from the main screen. Enter Sales Price and Interest Rate. Then, hit Enter for basic loan information.

At this point, you can also fine-tune your scenario. Put in seller or lender credits or change the loan term. Add a Bond payment or Home Owner dues. To fine tune closing costs, click **Closing Costs**. In the closing costs screen, you can change the number of days of pro-rated interest, taxes or insurance information. You can also change any of the non-recurring closing costs. For conventional loans, you can select an option for no tax or insurance impounds. When you are done, click on Close.

Conventional

For conventional down payments, you can enter 5 or 10 for 5% or 10% or 10000 for \$10,000. You can eliminate impounds in the closing cost screen.

Refinance– click on **Refinance** to change to a refinance. You will be prompted for the existing debts against the property, the current taxes and insurance. (this cannot be pre-calculated). When you close this screen, you can enter the amount of the property value that you want to borrow (90 for 90% of value), or you can enter the dollar amount of the new loan that you want.

ARM – click on **ARM**. You will be prompted for the rates on the second and third (or more) and the cap rate, index and margin. (required for APR). From here, you can calculate and print the ARM info.

Change the program name on your print outs – Click **Change Program Name** to change the program heading when you print. As in “30 due in 5”...whatever.

PMI – Click **Change PMI** to change the mortgage insurance. When you do this, the change is only for the particular scenario that you are running. If you click again, it will eliminate the change. The program automatically puts in the monthly amounts that are in the setup defaults. It also defaults to a zero cost initial premium. You can add one if you want.

Seller or lender credits – Click **Credit** to enter a seller or lender credit. This can be entered as a percent of the loan amount (3 for 3%) or a dollar amount (3000 for \$3000). It does not really matter to the buyer if the credit is from the seller or the lender, but the amount of the credit does. If your credit exceeds total closing costs or the FNMA guidelines, you will get a warning.

Piggy Backs – Click **Second** to add a second to your scenario, purchase or refi. You will be prompted for the rate and term change. Then enter the amount of the second, again as a percent of the loan or a dollar amount. (10 for 10% or 10000 for \$10,000). If you are going to do an 80, 10 & 10....start with 10% down and then add the 10% second. If you are going to do a PERS (95 & 5), start with 0 down and then add the 5% second. The program will change the amount of the first mortgage after you add the second, so that the down payment and the two mortgages total the sales price.

You can also make Piggy Back loan programs in the Finance Flyer.

FHA

Quick Qualifier is the easiest, fastest way to get FHA payment and cash requirement information. The program has been updated to correctly provide the 1999 FHA guidelines for simplified down payments and liberal seller/lender credits. You can reduce the cash investment to the Buyer to 3%.

Contrary to popular misconception, the new FHA formulas DO NOT require a 3% down payment! FHA's new guidelines start with a tiered formula for High and Low closing costs states. QQ detects what the correct formula for your state and initially calculates the maximum loan based on the sales price. (97.65% 50K to 125K low cc; 97.75% over 50 K high cc, etc.) Do not let an underwriter or a wholesaler tell you that it is a 3% minimum down because they are wrong. If you pass this on to a borrower, you are giving them misinformation.

The credit is automatically applied first to the recurring closing costs and then to the allowable non-recurring closings costs. If the Buyers investment is less than 3% for down payment and allowable closing costs, the base loan will be reduced automatically to correct this. Be sure to enter the HUD area limit in the setup screen to establish the maximum base loan for your area.

HUD Sale – Click **HUD Sale** and you will be prompted for the special down payment offered by HUD on the sale of one of their properties. It is often \$500, but you can put in whatever it is, or you can put in 3 for 3%....whatever. You also have new rules for credits. If you put in a seller or lender credit, it will not adjust the loan amount as long as you have HUD sale checked.

Down Payment Assistance – Down Payment Assistance for an FHA buyer is different from a Credit. The amount entered is treated as a Gift or Grant. It can be for down payment, rather than closing costs. It can be use with a seller or lender credit. Silent seconds work the same way. Click on Down Pmt Assistance and enter the amount as a percent or dollar amount. Example: The **Nehemiah Foundation** popularized the concept. Their Grant is 3% of the Sales Price. It coincides with FHA's minimum 3% investment on the part of the Buyer. They can get in with no cash. Enter a 3 and hit enter. 3% of the sales price will show as a Grant and reduce the Buyer's required investment by that amount.

Multiple units – Click Change Name and enter a 2, 3 or 4 for the corresponding number of units. You will get a dialog box where you can enter the area limit for a duplex, etc. This is rather obscure, but so are FHA loans on multiple units. It does work!

VA

As in FHA, just type in the Sales Price and Interest Rate, hit Enter and you are done. You can make the same adjustments as with other programs. The differences with VA is that there is no ARM and you can have a seller credit for all closing costs with no loan adjustment. You can click the type of service and prior use of VA loans to get an accurate funding fee.

You can also input a down payment by clicking on Larger Down – the program defaults to 0 down, unless Sales Price tries to make the loan with the funding fee financed exceed the VA statutory limit of \$203,000. This happens at about 199K, depending on the funding fee)

Qualifying Buyers

The Buyer Database can be used to instantly see buyer qualifications or you can save buyers for future contact purposes. Enter income and monthly payment information. If you click on **Close** you will return to the loan screen and see the qualifying ratios. For VA, you must enter marital status, # of dependents and check if self-employed. Quick Qualifier calculates Federal & State withholding, Social Security, maintenance, utilities along with monthly debts and the new house payment, to determine the Veteran's ratio and residual income. With a ratio over 41%, it adds 20% to the required residual, according to VA's guidelines. This is the only way to deal with VA's complicated approach to Buyer qualifications.

Client Database

After you have completed a transaction, you should enter the Buyer's address and notes about the personal things that you want to remember. When you have saved several Buyers, you can use this saved data with a full database (like Microsoft Access) for farming purposes. You can use the data to print mailing labels or create mail merge letters.

Backing up your Database – Save your clients to a disk on a regular basis. You can do this by copying the file **QQData.mdb** to a disk. This is a Microsoft Access Database file and is compatible with nearly all database programs. This file is normally in the folder **Program Files\QuickQualifier**, unless you picked a different application folder

when you installed the software. If you ever lose your computer, or if your hard drive crashes, you can always recover your saved client data from these disks. You should also use this procedure if you get an update of Quick Qualifier, because a new installation will overwrite the existing database. The file will also be saved automatically in a Backup folder when you reinstall the program.

Amortization

Click **30 vs 15** on one of the purchase screens to show a buyer how to save thousands of dollars. In the amortization screen, you can compare a 30 year and 15 year loan. Or, you can pick an amount (like \$100) and add it to the payment on a 30 year loan and see what it does to the loan. Or finally, you can compare a 30 year loan to any number of years that you pick and see what the payments have to be.

The next time you look at a Refi, try this: Figure out the difference between the old payment and the new payment. Add the amount to the new 30 year loan. It will show the number of years to pay off the new loan and the total savings. People sometimes think that they are starting over for 30 years when they refinance and this can bother them. You can show them how to save thousands of dollars and pay their loan off faster by keeping their same payment. Your clients will be impressed.

Buy downs

You can add a 1-1 or 2-1 Buy down to Conv, FHA or VA purchase. Start by entering the start rate for the loan, with sales price, etc. After calculating the normal loan details, click on “Arm/Buy down” and you will see a dialog screen which will prompt you for Buy down details. This screen will also allow you to print the cost and payment schedule of the Buy down for your customer. If you check “Pay for the Buy down with rebate pricing” the Total Cash requirements for the buyer will not show any cost. There will also be no change in the APR.

If the seller is paying for the buy down in the form a Credit, you should not check the Rebate option. Instead, show the buyer the cost of the buy down and enter the amount that the seller is paying, including other closing costs, as a credit.

Discount points

Discount points are treated differently on FHA/VA and Conventional. On conventional loans, any addition in the default lender loan fee (see Conv Loan Fee in setup) is automatically shown as a discount. This change is accomplished at run time by clicking on “Change Loan Fee” on the conventional screen.

Discounts on FHA/VA loans are treated differently because of their nature. A one-point loan fee, because it is limited by statute, is the automatic default based on tradition. If the buyer is paying discount points, click on “Discount Points” and enter the number of points paid. If the seller or lender is paying discount points, leave them out of the loan scenario. If the seller is paying a dollar amount to cover points and closing costs, enter the amount that is for closing costs only.

If you want to represent to the buyer that the seller is paying points in addition to the closing cost credit, find some other way to tell them. The reason for this treatment is to allow the software to correctly calculate the FHA loan amount without confusing the issue with credits for discount points which do not apply to the new simplified formulas. (See FHA for more details.)

Shopping Guide

Has anybody asked you how much they could buy for \$1200/mo.? Or what they could qualify for with a certain income. This is a difficult question because the answer depends on several things, like their down payment or their monthly debts.

The Shopping Guide lets you see this information instantly. When the screen first opens, decide if you want to use a “Target Payment” or borrower's income and debts to determine what each program will buy. The click on the option button below either the payment or the income and debts and the max sales price for each of ten loan programs will appear. The ratio that most limits the sales price will appear in red. Click on the sales price or cash requirements to see a breakdown on your screen. Also, the details will show up when you print.

Seller Net Sheet

You need to know how the Seller Net Sheet works so you can show your Real Estate agents how to use it. Start by typing in a sales price. Then hit Enter and proceed through the fields. An experienced agent can later jump ahead to applicable fields.

A very popular feature of Quick Qualifier is the built-in seller charges associated with buyer financing. It uses your fees paid by seller on FHA/VA. It calculates and adds the escrow/closing fee for a VA. If there are standard splits of title and escrow fees, these are also added.

This is a useful tool for your agents. They can make accurate professional presentations of seller net sheets. They can save their work, so when they get an offer on the property

or do a price reduction, they can change the sales price and have a new net sheet all ready to print. Some agents like to keep their listings in a lap top to take with them for presentations to sellers when they discuss offers or price reductions. They can show them the changes in Net to Seller instantly on the screen.

Flyers

Quick Qualifier makes Finance Flyers and Property Fliers. Click on Open House Flyers and select Yes to start a new flyer. A Tutor will take you through the process of creating a flyer. You can turn the Tutor off or start it again by clicking on Help in the menu bar and selecting the Tutor.

Importing pictures. To add a picture of a property, simply click on the flyer display and a Windows File Dialog box will load. Then, find the picture file that you want to add to the flyer. You do have to know where the file is stored in your computer. You can also load a picture from a disk, but the disk has to be there when you print or when you use a flyer again as a saved flyer. Quick Qualifier does not save the actual picture file in the program. Instead, it saves the path and file name. Saving the picture file would duplicate huge picture files. Logos and your picture should be loaded in the setup screen. You can also load and save a picture of a Real Estate agent there, or, you can load a picture of a Real Estate agent in the flyer screen.

If you are trying to print pictures that are on different disks, it is best to copy them to the hard drive. For more info in this, try Help in QQ.

Finance Flyers. Add finance options to your flyer by clicking on the option bar titled *Click for Finance Options* (below the property address in the flyer screen). This will bring up a tab display where you enter interest rates, down payments, terms etc. There are five tabs. Flyers with three finance options (see the flyer display on the right side of the screen) use only the first three tabs. Flyer 6 uses four and Flyer 7 uses five. You can change programs by clicking on Conv, FHA or VA. You can also add second mortgages by clicking on 2nd. (Conv only) To show 103% or 107% loan programs, enter a “-3” or “-7” for the down payment.

The interest rates, index and margin values on the left column in the finance options screen represent the last rates used. You can dump them into your flyer by clicking *Apply*. The rates will automatically be saved for your next flyer. The flyer that you make will save the rates that you used in the flyer vs. the saved rates in the flyer option screen. If you pull up a saved flyer to re-print, make sure that it has current interest rates. Go back to the finance option screen and enter today's rates.

Property Flyers. To add property features, click on the *Property Features* bar (below the property address). In the feature screen, always start by inputting the Sq. Ft. of living space. Change number of bedrooms and baths by clicking on + *or* -. Also, you can edit any of the features with the text cursor. Just click on the feature or amenity and type in

your own text. Then after you have your features reading as you like, dump them into the flyer by clicking next to the feature. The trickiest part is changing features after you have dumped them into the flyer. Still, it is not too hard if you pay attention to the green bar in the flyer preview display. It shows you where the next feature will go. You can move the green bar back or ahead with *Skip Back* or *Skip Ahead* at the top of the feature option screen. If you want to change a feature, get the green bar where you want it and then reselect them amenity or feature that you want to insert. If you want to get rid of one, insert a blank there and it will disappear.

Tips & Tricks

Interest only -

You can change any conventional loan to interest only by entering a small i where you normally enter the term (as in 30 or 15).

Piggy backs -

Simply add a second mortgage (click on 2nd) in the options. Example: For an 30, 10 & 10, make the down payment 10% and add a 10% second. For an 80,20 % 0, start with 0 down. The MI will go away when you ad the second.

Emailing -

You need to convert the printed output to a pdf (portable document file). Adobe Distiller can do this. Select the Distiller instead of the default printer. Then attach the pdf file to your email. If you don't have the Distiller, you can buy it as part of Adobe Acrobat 5.0. A less expensive alternative is www.pdf995.com, a site where you can get a pdf converter for free.

Saving Open House flyers to disk -

Same as emailing, but copy the pdf file to a disk instead.

Printing tables—

Go to the Tools in the menu after creating a loan scenario. You can print a table of sales prices, with payments and cash requirements.

Trouble Shooting

Pictures are wrong shape -

If a picture appears too wide or thin, it is because the picture is in the incorrect orientation. In QQ, pictures of people automatically sized to portrait orientation (3 wide X 4 high) and property pics auto-size to landscape shape (4 wide X 3 high). If a picture of a person was taken with a camera held in its normal position, it will be landscape and has to be “cropped” to portrait dimensions (any size).

You can do this with any of the popular photo software packages. The professionals use Adobe Photoshop. Or go to <http://www.irfanview.com/> and download an excellent freeware product that will crop digital images.

Printer does not print -

Quick Qualifier sends raw print data to the Windows default printer. If you are printing on a network, it is possible that the print data can get left in the print que, depending on how the network is set up to spool print data. This is most likely to occur when printing a flyer with pictures (large files). If this happens, refer the issue to your network engineer.

When printing on a station printer (no network) and print data get stuck in the print que, then try closing other programs to free up memory to finish the print job. A windows computer will continue to try and print until it is shut down.

Illegal function

This is a windows error message and it has nothing directly to do with Quick Qualifier. It is Microsoft’s way of saying that something did not work right in your operating system. You could be running any program when it happens. It can be the result of several programs running simultaneously. Quite often, programs load into your computers resident memory without you knowing about it. It is recommended that you look in your Start Menu and load only programs that you want running all the time. This will free up computer resources and reduce the likely hood of illegal function calls!

The program has been thoroughly tested and the known bugs are squashed. If you do find something that cannot be explained, call customer support at (925) 753-1152 or email thor@mortgagesoftware.com

System Requirements

- PC with Pentium processor (or better)
- Microsoft Windows 95 (or newer) operating system. Quick Qualifier works with all Windows systems, including Win ME and XP.
- 16 MB of memory (recommended)
- 8 MB of available hard disk space
- Printer with 1 MB memory
- Mouse highly recommended
- QQ supports network installation. It is recommended to install on each station computer. Running from the server means that each user is sharing the database.

Quick Qualifier does not work on a Mac or on the internet. When we get it working on a Palm Pilot, we will let you know.

*Quick Qualifier*TM Software Plain Language License Agreement.

Except for the Office version, you may install *Quick Qualifier*TM in computers owned by licensed Real Estate agents.

YOU MAY NOT give copies of the disk and give them to Real Estate agents. If you simply hand something to a person, it has little impact. If you go to their office or home and spend time installing the program and teaching them how to use it, they will perceive this as something of value. Also, if other agents learn about the software and want it for their own use, they will have to come to you for it. If there are copies floating around, you will get left out of the loop.

YOU MAY NEVER GIVE INSTALLATIONS OR COPIES OF THE DISKS TO OTHER LENDERS or LOAN ORIGINATORS! Other lenders are your competition. Do not give them your software. Make them buy their own just as you did. If people see someone using copyrighted software with your name on it, they will not respect either of you.

Office version: The Office version of Quick Qualifier Software is the only version that can be used by more than one loan officer. It is licensed to the office or branch that purchased it and may not be copied or installed in other branches or offices of the same company. It is also not to be installed in Real Estate offices or Real Estate agents personal computers.

Disclaimer: *Quick Qualifier Software*TM makes no representation with respect to the accuracy and completeness of any information generated by the software. The software should not be used or relied upon for compliance or creation of good faith estimates.