

2018 McCracken Conference



WRITE TRACK AND THE WEB PORTAL



WriteTrack and the Web Portal



- Document generation feature which utilizes Microsoft Word and STRATEGY data
- Customer defined templates to create letters, notices and billing statements

Correspondence



- WriteTrack
 - Now tied to the Portal
 - ✦ Letters can be manually created with the ability to be a PDF or Doc
 - ✦ Letters can be generated by E-mail
 - ✦ Letters can be generated as a result of a report
 - ✦ Letters can be created from a task
 - ✦ Letters can be created from a rule

Types of General Letters



- Welcome Letters
- Goodbye Letters
- Request of Financial Statements
- Maturity Letters
- Request for Inspections
- Reserve Maturity

Microsoft Template and WriteTrack Documents



- Each WriteTrack Document has predefined fields
- General Letters have 90 fields available with 29 additional fields for each letter
- Additional fields can be created from a report/view in the portal
- Loan Level fields
- Doc or Docx extension

Microsoft Template and WriteTrack Documents



- General Letters can include user information
- General Letters can be E-mailed
- General Letters can be a PDF

Letters Generated from the Portal



- Customized Letters can be created
- Using 'General Letter'
 - PINFO TABLE D1
 - ✦ General Letters is used for creating letters from Process, Reports or Rules Maintenance
 - ✦ Document Types are stored in the WriteTrack Module

General Letter / Document Type

System Information Maintenance

Code ID: D1 DOCUMENT TYPE
Code Size: 2 **Strategy Maintained Code**

Code	Full Description	Short Description
90	PAYOFF QUOTE (CUSTOM)	PAYQUOTE
J3	Reserve letter request	RESERVE LE
03	TAX DEFICIT BILL	TX DF BILL
TX	TAXES	TAXES
UC	UCC	UCC
G3	Welcome Letter	WELCOME LE

Code: C1

Short Description:

Full Description:

Sort Description:

General Letters

Document Information

Document Type: # Days to Save Reprint Info:

Document Desc.: Save Merged PC Doc.:

Document Name: Language:

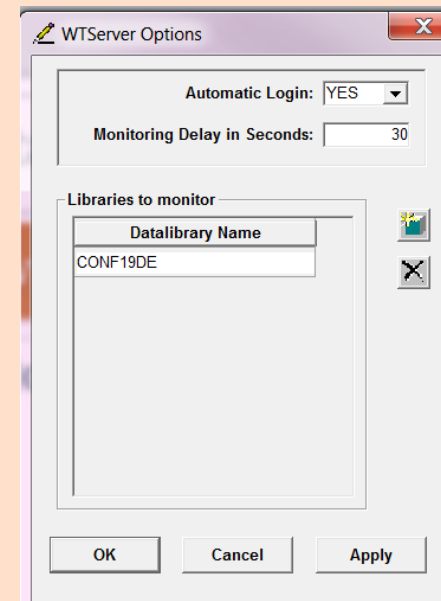
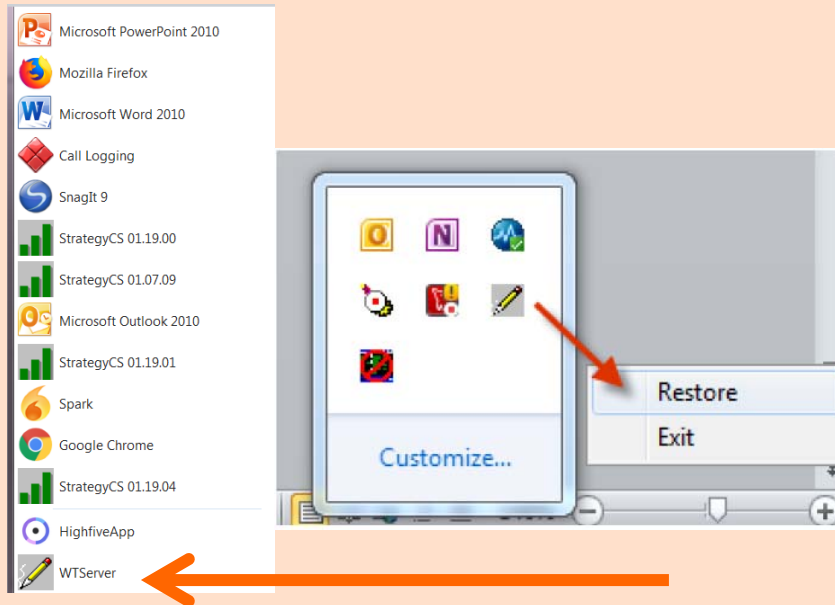
Reprint Doc. Name:

Document Format:

Install WTSERVER on one PC in the network

WT SERVER

Set WTSERVER to login automatically



WriteTrack



STRATEGY CS

File Edit Tools Additional Window Help

WriteTrack

Generate Documents Select/Print Documents History Setup

Document Information System Control File WriteTrack Printer Profile

Select Doc. Type

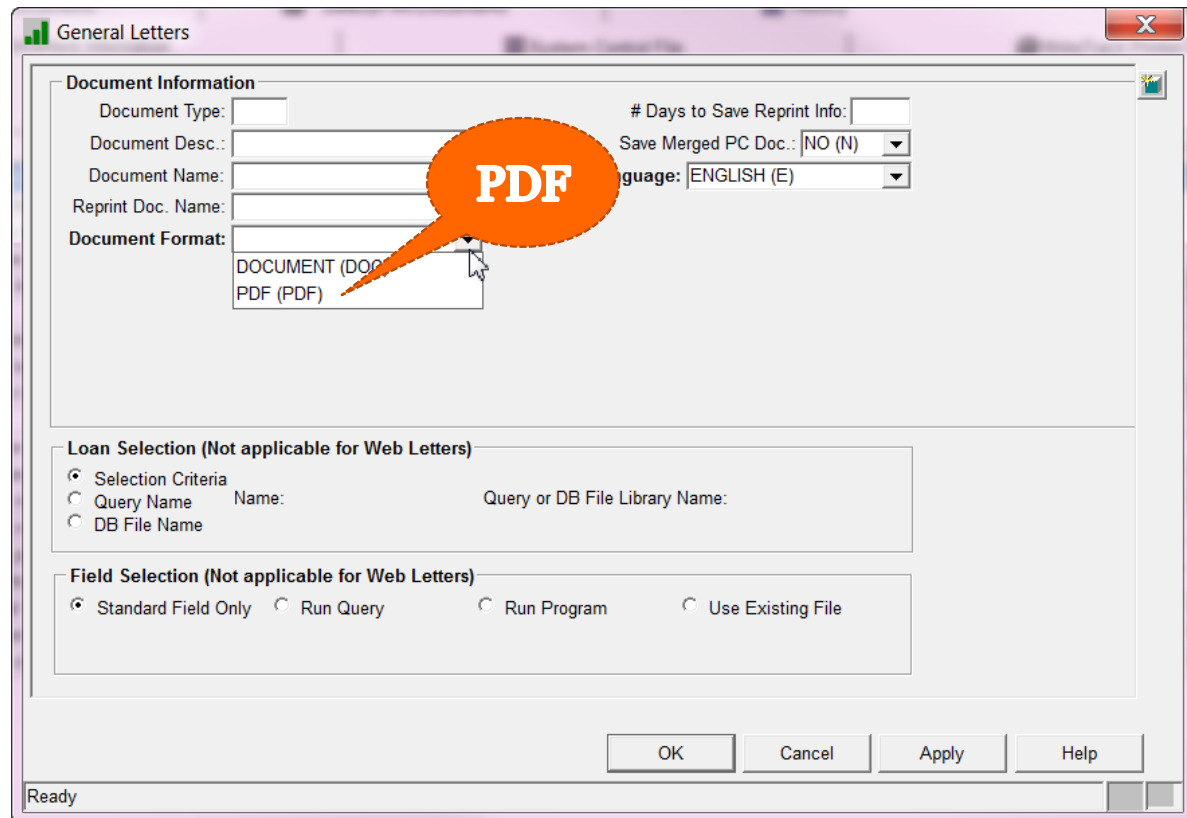
☒ General Letters ☐ Document Tracking ☐ Other ☐ Formatted Documents

Doc Type	Description	Document Name	Notice Type	Notice Opt Type	Language	Reprint Doc Name	# Days to Save Rep File	Save Merg
G1	CURRENT BALANCE	currentbal.doc			ENGLISH	currentbal.doc		NO
L1	general loss	generalloss.doc			ENGLISH	generalloss.doc	15	NO
T1	w9taxpayer id letter	w9taxpayerid.doc			ENGLISH	w9taxpayerid.doc	15	NO
G2	Welcome Letter	welcome.doc			ENGLISH	welcome.doc		NO
J3	Reserve letter request	RR_itr.doc			ENGLISH		15	YES
J4	owner	owner.doc			ENGLISH			NO
J5	reserve letter	RR_itr.doc			ENGLISH			NO
J6	investor test	intest.doc			ENGLISH			NO
W1	web mat letter	webmatletter.docx			ENGLISH		10	NO
4J		classtest.docx			ENGLISH			NO
G3	Welcome Letter	welcomltr.doc			ENGLISH	welcomltr.doc		NO
L5	Late Charge Due	latechargedue.docx			ENGLISH	latechargedue.docx	15	NO
A1	maturity letter from WEB	webmatletter.docx			ENGLISH	webmatletter.docx	15	NO
A2	maturity report letter	maturityreportletter.docx			ENGLISH	maturityreportletter.docx		NO
P1	pending payoff task maintenanc	pendingpyoff.docx			ENGLISH	pendingpyoff.docx		NO
C1	class letter	classletter.docx			ENGLISH	classletter.docx.doc		NO
F1	Financial Statement Request	finstmtreq.docx			ENGLISH	finstmtreq.docx	15	YES
D1	Delinquent Notice Letter	delinquentltr.docx			ENGLISH	delinquentltr.docx	15	YES
W9	webinar class letter	webinarletter.docx			ENGLISH	webinarletter.docx	10	NO
C7	Maturity Letter comm	communitybankletter.docx			ENGLISH	communitybankletter.docx	15	NO

General Letter Setup or Bills

Ability to have a printed document

Ability to have a PDF



The screenshot shows the 'General Letters' dialog box. The 'Document Information' section contains the following fields:

- Document Type:
- Document Desc.:
- Document Name:
- Reprint Doc. Name:
- Document Format:
- # Days to Save Reprint Info:
- Save Merged PC Doc.:
- Language:

An orange callout bubble with the word 'PDF' inside points to the 'PDF (PDF)' option in the 'Document Format' dropdown.

The 'Loan Selection (Not applicable for Web Letters)' section contains:

- ☒ Selection Criteria
- ☐ Query Name Name: Query or DB File Library Name:
- ☐ DB File Name

The 'Field Selection (Not applicable for Web Letters)' section contains:

- ☒ Standard Field Only
- ☐ Run Query
- ☐ Run Program
- ☐ Use Existing File

At the bottom right are buttons for OK, Cancel, Apply, and Help. The status bar at the bottom left says 'Ready'.

General Letter PDF with E-mail

General Letters

Document Information

Document Type: C7 # Days to Save Reprint Info: 15
Document Desc.: Maturity Letter comm Save Merged PC Doc.: NO (N)
Document Name: communityban letter.docx Language: ENGLISH (E)
Reprint Doc. Name: communityban letter.docx
Document Format: PDF (PDF)
PDF Directory: Y:\
E-Mail Subject: Request for Balance
E-Mail Body Text: Y:\emailrequesttext.rtf
Include Note type:
Include User Info:

Loan Selection (Not applicable for Web Letters)

☒ Selection Criteria
☐ Query Name Name: Query or DB File Library Name:
☐ DB File Name

Field Selection (Not applicable for Web Letters)

☒ Standard Field Only ☐ Run Query ☐ Run Program ☐ Use Existing File

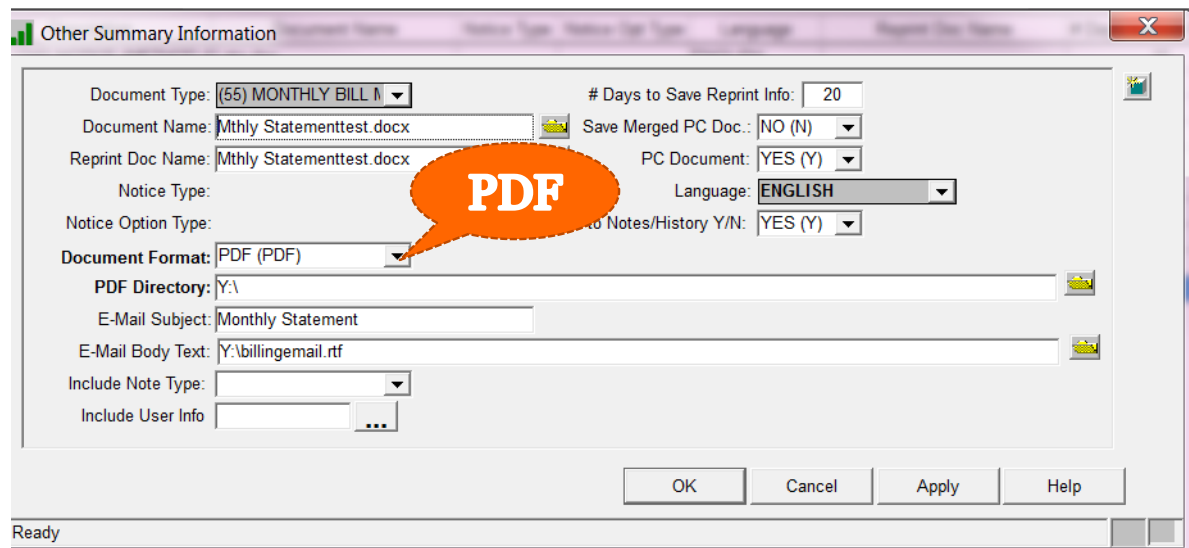
OK Cancel Apply Help

Ready

Billing Statements

Ability to have a printed document

Ability to have a PDF



The screenshot shows a software dialog box titled "Other Summary Information". It contains several fields for configuring document output:

- Document Type:** (55) MONTHLY BILL N
- # Days to Save Reprint Info:** 20
- Document Name:** Mthly Statementtest.docx
- Reprint Doc Name:** Mthly Statementtest.docx
- Notice Type:** (empty)
- Notice Option Type:** (empty)
- Document Format:** PDF (PDF) - This field is highlighted by an orange speech bubble with the word "PDF" inside.
- PDF Directory:** Y:\
- E-Mail Subject:** Monthly Statement
- E-Mail Body Text:** Y:\billingemail.rtf
- Include Note Type:** (empty)
- Include User Info:** (empty)
- Save Merged PC Doc.:** NO (N)
- PC Document:** YES (Y)
- Language:** ENGLISH
- Auto Notes/History Y/N:** YES (Y)

At the bottom of the dialog are buttons for "OK", "Cancel", "Apply", and "Help". The status bar at the very bottom indicates "Ready".

E-MAIL




- Cover Letters or an E-mail can be included
- Template for cover letter or e-mail body
- RTF document

File name: formatteddoccoverletter2.rtf

Save as type: Rich Text Format (*.rtf)

Save E-mail Text as RTF for Cover Letters & E-Mail Body Text



 emailrequesttext.rtf

10/2/2018 9:44 AM Rich Text Format

|

The attached letter outlines information requested.

Thank You.

Community Bank



October 2, 2018

«cmadd1»

«cmadd2»

«cmadd3»

«cmadd4»

Re: «cmloan»

Request

Dear Borrower:

Per your recent request, the current principal balance on your loan is «cmcbal». The maturity date is «cmmat1». Please note, this is not the balance to pay off the loan. Please contact us with any questions.

Customer Service
Community Bank
(800) 123-4567



October 2, 2018

SAMUEL KARDON
C/O WAYLAND COMPANY
P.O. BOX 2008
MISHAWAKA, IN 46546

Re: 000109810
Request

Dear Borrower:

Per your recent request, the current principal balance on your loan is 1,592,368.11 . The maturity date is November 01, 2005 . Please note, this is not the balance to pay off the loan. Please contact us with any questions.

Customer Service
Community Bank
(800) 123-4567

Select & Print Documents & PDF Window



The screenshot shows the WriteTrack PDF window. At the top, there are input fields for PDF Name, Client Name, Address, E-Mailed Y/N (set to YES (Y)), Document Type, and Creation Date (from 00/00/0000 to 00/00/0000). Below these is a table with columns: Select to Email, PDF Name, Document type, Client Name, and Client Address. The first row is selected. To the right of the table are buttons for Select All, Deselect All, and a close button (X). Below the table is a scroll bar. At the bottom of the window, there are fields for PDF Name, Date Sent, Date Created, Client Name, Address, Client E-Mail, and Email Subject. Below these is a text area for E-Mail Body Text. At the very bottom are buttons for OK, Cancel, Apply, and Help. The status bar at the bottom left says 'Ready'.

Select to Email	PDF Name	Document type	Client Name	Client Address
<input checked="" type="checkbox"/>	000109810_000000289_C7_10022018.pdf	MATURITY L (C7)	SAMUEL KARDON	325 HUNTINGTON STREET, SUITE 200 LOGAN, UT 8432100
<input type="checkbox"/>	200000001_000000003_C1_10222017.pdf		Opal Management Company	375 Maple Street Cleveland, OH 44115
<input type="checkbox"/>	210000001_000000004_A1_10102017.pdf	MATURITY L (A1)	Susan Spelling	1090 Boylston Street Boston, MA 02116
<input type="checkbox"/>	210000001_000000004_A2_10012018.pdf	MATURITY R (A2)	Susan Spelling	1090 Boylston Street Boston, MA 02116

PDF Name: 000109810_000000289_C7_10022018.pdf Date Sent: 10/02/2018 Date Created: 10/02/2018
Client Name: SAMUEL KARDON Address: 325 HUNTINGTON STREET, SUITE 200 LOGAN, UT 8432100
Client E-Mail: Joan.Sittard@mccrackenfs.com Email Subject: Request for Balance


E-Mail Body Text
The attached letter outlines information requested.
Thank You.
Community Bank

OK Cancel Apply Help

Ready

PDF Window

PDF

PDF Name: E-Mailed Y/N: YES (Y) 

Client Name: Document Type:

Address: Creation Date from: 00/00/0000 to 00/00/0000

Select to Email	PDF Name	Document type	Client Name	Client Address
<input checked="" type="checkbox"/>	000109810_000000289_C7_10022018.pdf	MATURITY L (C7)	SAMUEL KARDON	325 HUNTINGTON STREET, SUITE 200 LOGAN, UT 8432100
<input type="checkbox"/>	200000001_000000003_C1_10222017.pdf	Opal Management Company	375 Maple Street Cleveland, OH 44115	
<input type="checkbox"/>	210000001_000000004_A1_10102017.pdf	MATURITY L (A1)	Susan Spelling	1090 Boylston Street Boston, MA 02116
<input type="checkbox"/>	210000001_000000004_A2_10012018.pdf	MATURITY R (A2)	Susan Spelling	1090 Boylston Street Boston, MA 02116

Select All Deselect All

PDF Name: 000109810_000000289_C7_10022018.pdf Date Sent: 10/02/2018 Date Created: 10/02/2018

Client Name: SAMUEL KARDON Address: 325 HUNTINGTON STREET, SUITE 200 LOGAN, UT 8432100

Client E-Mail: Joan.Sittard@mccrackenfs.com Email Subject: Request for Balance

E-Mail Body Text

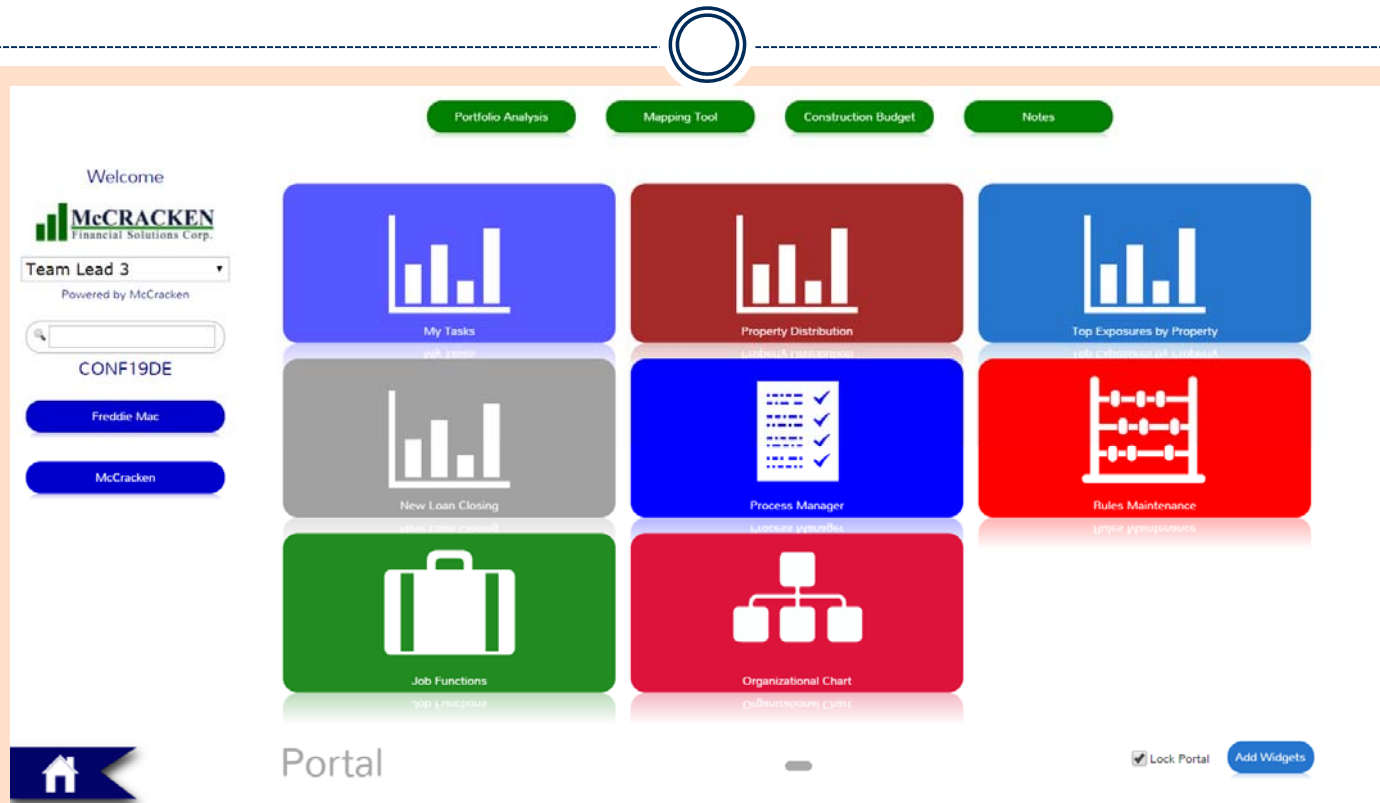
The attached letter outlines information requested.
Thank You.
Community Bank

Text from RTF document is displayed here

OK Cancel Apply Help

Ready

Generating a Letter from the Portal



Creating a Letter from a Report


Portfolio Analysis

Mapping Tool

Construction Budget

Notes

Welcome Joan Sittard




Team Lead 3

Powered by McCracken


CONF19DE

Freddie Mac


McCracken



Pending Maturity



Reports

Portal

☒ Lock Portal

Add Widgets

Create Report



Reports

Select View

prop
Investor Trial Balance w/Inspection detail
Maturity List By Month
Names
New Loans/Payoff Report
Non Performing Trial Balance
On Demand Remittance
Operations and Maintenance
Process job Functions and roles
Production
Rate Cap/Hedge Report
Rent Roll
Rent Roll - UNIT MIX
Tax Control
Trial Balance - only include first property
pending maturities letter
webmatletter
Next 2 Year Maturity Report
Trial Balance

Saved Reports

kjf ucc tracking
pending maturities letter
reportrv
webmatletter
Demo - On Demand Remit
Demo - Process
Demo- Deferred
Demo- Contact
Demo-Escrow
Demo-Inv Trial one prop
Demo-Maturity
Demo-New/Payoffs
Demo-Non Perform Trial
DEMO-INV TRIAL
Inspection
JC Process
JC Process
KMM#1
Maturity Report
Maturity Report (Reporting Session)

Trial Balance - only include first property - pending maturities letter

Trial Balance - only include first property VMASTR0 and VPROPCOL0 will join by loan (CML#/POLN) VMASTR0 and VARM0 will join by loan(CML#/ABLN) VMASTR0 and VAAMISC0 will join by loan (CML#/MSLN)

Select fields to be included. Hover over rows for information on calculations and PINFO values.

Show Overrides

Include	Sequence	Description	System Name	From Date	To Date
<input type="checkbox"/>	1	LOAN NUMBER	CML#		
<input checked="" type="checkbox"/>	2	LOAN NUMBER	CML#		
<input type="checkbox"/>	3	LOAN NUMBER	CML#		
<input type="checkbox"/>		NAME FILE	PNAME ▶		
<input type="checkbox"/>		CUSTOMER MASTER FILE	PMASSTR ▶		
<input type="checkbox"/>		PROPERTY FILE	PPROP ▶		
<input type="checkbox"/>		COLLATERAL FILE	PCCOLLCRE ▶		
<input type="checkbox"/>		ADJUSTABLE LOAN INFORMATION	PARM ▶		
<input type="checkbox"/>		ASSET ADMIN - MISCELLANEOUS INFO	PAAMISC ▶		
<input type="checkbox"/>		ASSET ADMIN - MISCELLANEOUS INFO	PAAMSC ▶		
<input type="checkbox"/>		ASSET ADMIN - MISCELLANEOUS INFO	PAAMISC3 ▶		

Delete Report

Save Report As...

Run Report

Number of Fields: 4

Generating a WriteTrack Letter from the Report

Reports

Maturity List By Month - Maturity Report

XLS PDF Create New Process/Task WriteTrack

LOAN NUMBER	MATURITY DATE	PRINCIPAL BALANCE
107329	2028-10-01	50,652,152.55
109534	2029-04-01	
109546	2029-05-01	
109581	2029-07-01	
109729	2005-07-01	
109780	2005-10-01	
109801	2025-11-01	
109810	2005-11-01	
109820	2021-01-01	
109834	2006-01-01	
109844	2011-01-01	
109864	2006-02-01	
109878	2011-04-01	
109886	2016-04-01	
109903	2006-05-01	
109933	2011-06-01	
109937	2011-07-01	
109958	2011-08-01	
109961	2015-09-01	
109966	2011-10-01	
109975	2006-09-01	
109993	2006-07-01	
110005	2016-11-01	
110026	2016-12-01	
110027	2011-12-01	
110094	2012-01-01	
110097	2017-01-01	
110141	2008-03-01	0,950,102.77
110158	2007-07-01	5,092,836.57
200000002	2026-07-01	32,467,106.55
110180	2007-08-01	2,187,935.44
110181	2012-08-01	936,337.16

WriteTrack

A new general letter will be generated for each of the loans selected.
The fields on the document will be filled in using the order of the fields on this report.

Document Type: MATURITY R (A2)

Language Indicator: ENGLISH (E)

Printer: \\wsus3\KONICA MINOLTA (mailroom)

Apply

WriteTrack

The general letter(s) have been successfully generated.

Ok

Generating a Letter from a Task

The dashboard features a top navigation bar with four green buttons: **Portfolio Analysis**, **Mapping Tool**, **Construction Budget**, and **Notes**. Below this, a central grid of nine widgets is displayed:

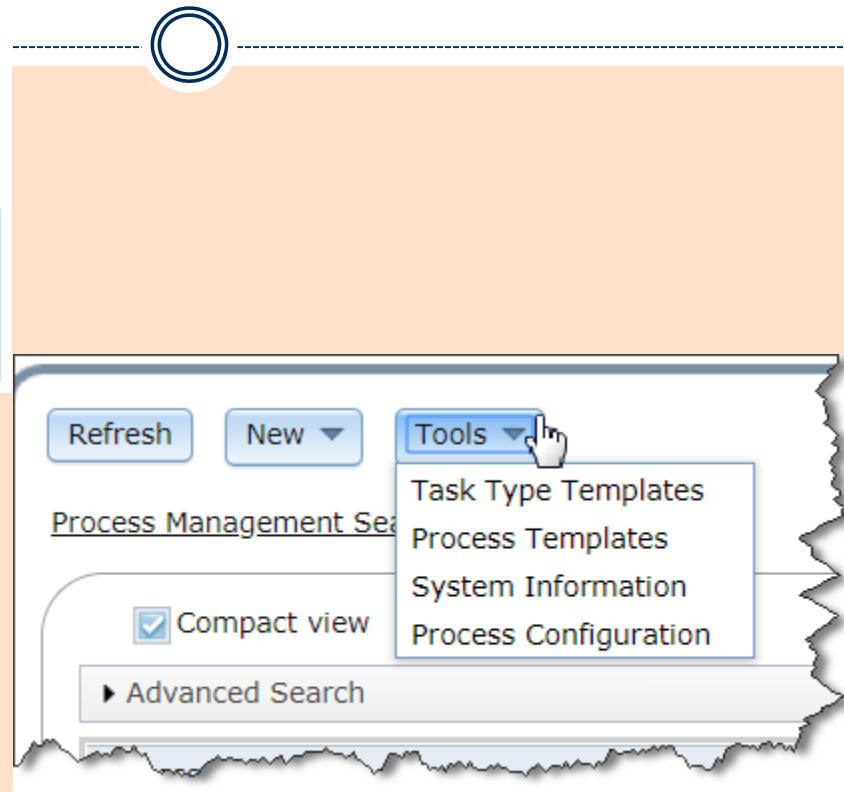
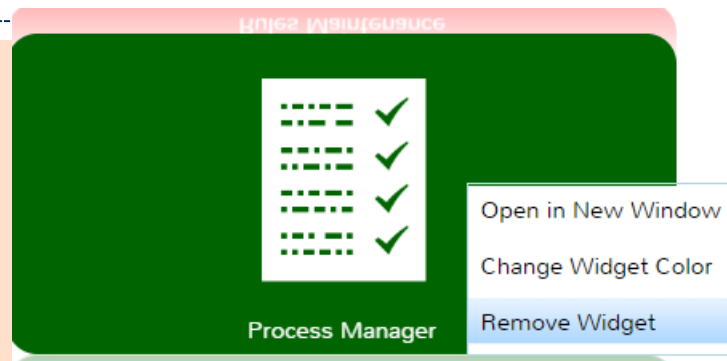
- My Tasks** (Blue widget with a bar chart icon)
- Property Distribution** (Red widget with a bar chart icon)
- Top Exposures by Property** (Blue widget with a bar chart icon)
- New Loan Closing** (Grey widget with a bar chart icon)
- Process Manager** (Blue widget with a checklist icon)
- Rules Maintenance** (Red widget with a ladder icon)
- Job Functions** (Green widget with a briefcase icon)
- Organizational Chart** (Red widget with a hierarchy icon)

On the left side, a sidebar contains the following elements:

- Welcome** text
- McCracken Financial Solutions Corp.** logo
- Team Lead 3** dropdown menu
- Powered by McCracken** text
- CONF19DE** text
- Freddie Mac** button
- McCracken** button

At the bottom left, there is a **Home** icon and the word **Portal**. At the bottom right, there are **Lock Portal** and **Add Widgets** buttons.

Creating a Letter from a Task



Create a Letter from a Task



Process Management Search > Task Type Template Search > Task Type Template Maintenance

Maintain Task Type Template ID: MATURITY

Task Type:	MATURITY PENDING		
Category:	<input type="text"/>		
Sub-Category 1:	<input type="text"/>		
Sub-Category 2:	<input type="text"/>		
Sub-Category 3:	<input type="text"/>		
Default Job Function Assignment:	<input type="text"/>		
Default Role Assignment:	<input type="text"/>		
Task Frequency:	ONE-TIME	<input type="text"/> / <input type="text"/>	Month/Day
	<input type="text"/>	# Days	
	<input type="text"/>	Recurring Interval	(Ex. every 2 years)
Automatically Start Task:	<input type="checkbox"/>		
Task Start Date Indicator:	0-USER ENTERS DATE		
Task Due Date Indicator:	0-USER ENTERS DATE		
#Days Needed To Complete Task:	<input type="text"/>		
Severity Level:	<input type="text"/>		
Task Reason Code Table:	<input type="text"/>	<input type="checkbox"/>	Task Reason Code Required
User Defined Task Status:	<input type="text"/>		
Integrated module name and Task ID:	<input type="text"/>		
Stored Procedure Name/ID:	Generate WriteTrack Letter, Loan Link Required	<input type="radio"/> On Start	<input type="radio"/> On Complete <input checked="" type="radio"/> On Demand
Document Type:	maturity letter from WEB		
Language Indicator:	ENGLISH		
Printer:	<input type="text"/>		
Associated Report:	<input type="text"/>		

Adding a New Task



StrategyWS Portal

Not secure | 172.29.20.146:9090/MWS_DASH/Main-en_US.html#Search%20Results

My Tasks Detail

Cancel Create New

Status	Notes	Process Name	Task Description	Start	Due	Related To	Assigned To	Days Left	Borrower	P
			MATURITY PENDING	10/02/2018		LOAN 109810	Joan Sittard, Team Lead 3		SAMUEL KARDON	H
			MATURITY PENDING	10/02/2018	10/02/2018	LOAN 110026	Joan Sittard, Team Lead 3	0	SAMUEL KARDON	
			MATURITY PENDING	10/02/2018		LOAN 110026	Joan Sittard, Team Lead 3	0	SAMUEL KARDON	

Create New

Process/Task:

Process/Task Name:

Description:

Start Date:

Related To:

Assigned To:

Role:

Apply

3 of 3 Records

Document is Related to....



Account Search

Select

Account Number: 000110026

Select

Search for Account

Related To

x

- ☒ Account Info
- ☐ Property
- ☐ MCA Info

Associated Name (I



LOAN

Name A

110026



I

Monthl

Additional Loan ID:

Investor Loan #:

Ok



Loan Number	Associated Name	Tax ID	Monthly Payment	Current Principal Balance	Primary Bo	Role	

Task Maintenance - Google Chrome

Not secure | 172.29.20.146:9090/MWS_PM/ProcessMain-en_US.html?user={"Key": "144441229", "Usr": "JOAN19D", "DtaSrc": "CONF19DE"}?dashboardKeys={"uriJobFunction": "TEAM%20LE003", "uriDashboardSessionID": "1214", "uriLoan": "", "uri..."

OKApplyCancelTools

Task Maintenance

Process Management Search > Task Maintenance

Maintain Task Type: MATURITY

Status: OPEN

Task Type Description: MATURITY PENDING

Linked To:

LOAN110026

Assigned To: Joan Sittard, Team Lead 3

Role Assignment:

Task Frequency: ONE-TIME

Days

Recurring Interval (Ex. every 2 years)

Recurring Stop Date

Severity Level:

Task Start Date: 10/02/2018

#Days Needed To Complete Task

Use #Days to calculate Due Date

Task Due Date:

User Defined Task Status:

Integrated module name and Task ID:

Stored Procedure Name/ID: Generate WriteTrack Letter, Loan Link Required

On StartOn CompleteOn DemandStatus: Not run

Subsidiary Process:

Sequential Task:

Task Order:

Include Task When Recurring Process:

Actions

Start

Complete

Waived

Inactive

Notes

Stored Procedure > Run Now!

Task Maintenance

Process Management Search > Task Maintenance

Maintain Task Type: MATURITY


Actions ▾



Status: OPEN

Task Type Description: MATURITY PENDING

Linked To:

 LOAN 110026  

Assigned To: Joan Sittard, Team Lead 3

Role Assignment:

Task Frequency: ONE-TIME Month/Day

Days

Recurring Interval (Ex. every 2 years)

Recurring Stop Date

Severity Level:

Task Start Date: 10/02/2018

#Days Needed To Complete Task ☐ Use #Days to calculate Due Date

Task Due Date:

User Defined Task Status:

Integrated module name and Task ID:

Stored Procedure Name/ID: Generate WriteTrack Letter, Loan Link Required

Subsidiary Process:

☐ On Start ☐ On Complete ☒ On Demand

Status: Ran

Letter Generated from a Task



8 Suburban Park Drive, Unit #2, Billerica, MA 01821-3903
978.439.9000: Main Number 978.439.9068: Fax Number
www.mccrackenfs.com



October 3, 2018

SAMUEL KARDON
CAMPUS PROPERTY MANAGEMENT
ATTN: ROSEANN CAMP
6598 MUINROE STREET, SUITE 200
LOGAN, UT 84321

RE: 000110026
Investor Name: ABC Investment ABC Investment
Loan Maturity Notification

Dear SAMUEL KARDON :

Our records indicate that your loan with the original balance of 3,700,000.00 will mature on December 01, 2016 .

On or before December 01, 2016 the entire remaining principal balance plus accrued interest will be due. A payoff statement will be generated after we receive your next scheduled loan payment on February 01, 2013 . If you choose to pay off your loan prior to your maturity date, please contact us, so we can provide you with updated pay off information.

If ABC Investment does not receive the full payment by wire on or before the maturity date, the loan will become delinquent and the Lender shall be entitled to any or all of its available remedies under the loan agreements, including any default or late charges.

If you have any questions, please feel free to contact us.

GRELLA SUE

Billing Statement PDF via E-mail



LOAN INFORMATION			
LOAN NUMBER	210000001	CURRENT PRINCIPAL BALANCE	40,767,300.72
INVESTOR NUMBER	00600	DEFERRED INTEREST BALANCE	
LOAN NAME	Susan Spelling		
PAYMENT DUE DATE	4/01/2014	TAX ESCROW BALANCE	322,650.26
DATE BILL ISSUED	3/04/2014	INSURANCE ESCROW BALANCE	185,602.63
		RESERVES BALANCE	122,505.03

CURRENT PAYMENT INFORMATION			
DAYS IN BILLING CYCLE	30	CURRENT PRINCIPAL DUE	14,776.48
CURRENT INDEX	0.00000000000000%	CURRENT PAY INTEREST DUE	275,417.09
CURRENT CONTRACT RATE	8.10700000000000%	CURRENT TAX ESCROW DUE	1,000.00
CURRENT PAY RATE	8.10700000000000%	CURRENT INSURANCE ESCROW DUE	1,428.27
CURRENT MONTH INTEREST	275,417.09	CURRENT RESERVE DUE	1,725.00
CURRENT DEFERRED INTEREST		CURRENT MISC. FEE AMOUNT DUE	
		LATE CHARGE DUE	
		TOTAL CURRENT DUE	341,553.32

LATE CHARGE FEE	
WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY APPLICABLE GRACE PERIOD PER THE LOAN DOCUMENTS	
PAST DUE PRINCIPAL	
PAST DUE INTEREST	
PAST DUE TAX ESCROW	
PAST DUE INSURANCE ESCROW	
PAST DUE RESERVE	
PAST DUE MISC. FEE AMOUNT	
TOTAL PAST DUE	47,206.48
TOTAL AMOUNT DUE	341,553.32

SPECIAL MESSAGES OR INSTRUCTIONS

MERCANTILE WHARF
C/O BRIGHTON GARDENS LLC
ATTN: MAUREEN DALEY
3652 BUCKINGHAM BOULEVARD
COSTA MESA, CA 92626

WIRING INSTRUCTIONS
MFS Bank
111
444555444

INFORMATION ON THE BILL IS CURRENT AS OF
3/04/2014



210000001_000000247_55_10032018.pdf

10/3/2018 9:55 AM

Adobe A

PDF

PDF Name: E-Mailed Y/N:

Client Name: Document Type: MB471DC (55)

Address: Creation Date from: 00/00/0000 to: 00/00/0000

Select to Email	PDF Name	Document type	Client Name
<input type="checkbox"/>	158341809_000000796_55_03022018.pdf	MB471DC (55)	
<input type="checkbox"/>	158341819_000000796_55_02092018.pdf	MB471DC (55)	
<input type="checkbox"/>	158341819_000000796_55_02122018.pdf	MB471DC (55)	
<input type="checkbox"/>	158341819_000000796_55_02162018.pdf	MB471DC (55)	
<input type="checkbox"/>	158341819_000000796_55_02272018.pdf	MB471DC (55)	
<input type="checkbox"/>	158341819_000000796_55_03012018.pdf	MB471DC (55)	
<input checked="" type="checkbox"/>	210000001_000000247_55_10032018.pdf	MB471DC (55)	MERCANTILE WHARF 34 ANDOVER STREET
<input type="checkbox"/>	000000000_000000796_55_02092018.pdf	MB471DC (55)	

PDF Name: 210000001_000000247_55_10032018.pdf Date Sent: 00/00/0000 Date Created: 10/03/2018

Client Name: MERCANTILE WHARF Address: 34 ANDOVER STREET COLUMBUS, OH 432150000

Client E-Mail: Email Subject: Monthly Statement

E-Mail Body Text

Enclosed please find your current billing statement. Our customer service department is available from 8:00 am est to 9:00 pm est Monday through Friday.

Letter from a Report



000610523
PMRR HEALTH PROPERTIES IV, LLC

PMRR HEALTH PROPERTIES IV, LLC
C/O ALL AMERICA MGMNT CORPORATION
BOSTON MA
100 BOYLSTON STREET
02106-1000

Dear TYE BOE :

As you know, the scheduled maturity date of the above referenced loan is 1999-01-29 . On or before this date, the unpaid principal balance of 1,002,762.93 , all accrued and unpaid interest, and all other sums due and payable under the Note and security instrument must be refinanced or paid in full. Failure to do so constitutes a default under the loan documents and entitles the Lender to pursue any default remedies provided in the loan documents.

Please notify this office, in writing no later than 1 month prior to the maturity date of how you intend to meet your obligation.

Rules Maintenance



Portfolio Analysis

Mapping Tool

Construction Budget

Notes

Welcome Joan Sittard



Team Lead 3

Powered by McCracken

CONF19DE

Freddie Mac

McCracken



My Tasks



Property Distribution



Top Exposures by Property



New Loan Closing



Process Manager



Rules Maintenance



Job Functions



Organizational Chart



Process Manager



Portal



☒ Lock Portal

Add Widgets

Rule Set Maintenance

New Alert Buttons Run Selected Rule Set

MFS Master Rule Set 38 Rule Sets found

Show Inactive Rule Sets

Sel	Select rules to copy	Type
<input type="checkbox"/>	BI Correct Loss Payee Clause	INSURANCE
<input type="checkbox"/>	Boiler/Machinery Cov Required	INSURANCE
<input type="checkbox"/>	Boiler/Machinery Max Ded Amt	INSURANCE
<input type="checkbox"/>	Boiler/Machinery Min Cov Amt	INSURANCE
<input type="checkbox"/>	Borrower/Guarantor Bankruptcy	LOAN
<input type="checkbox"/>	Building Coinsur% w/Agreed Amt	INSURANCE
<input type="checkbox"/>	Building Max Deductible Amount	INSURANCE
<input type="checkbox"/>	Building Min Coinsurance %	INSURANCE
<input type="checkbox"/>	Building Min Coverage Limit	INSURANCE
<input type="checkbox"/>	Building Minimum Form Type	INSURANCE
<input type="checkbox"/>	Building Property Coverage Req	INSURANCE
<input type="checkbox"/>	Building Valuation Method	INSURANCE
<input type="checkbox"/>	Business Inc/LOR # Months Req	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Actual Loss	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Extended POI	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Extra Exp Req	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Min Cvg Limit	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Monthly % Lim	INSURANCE
<input type="checkbox"/>	Business Income/Loss Rents Req	INSURANCE
<input type="checkbox"/>	Cancellation Notice Provision	INSURANCE
<input type="checkbox"/>	Capital Improvement Due	COLLATERAL
<input type="checkbox"/>	Capital Improvement Past Due	COLLATERAL
<input type="checkbox"/>	Carrier A.M. Best Rating	INSURANCE
<input type="checkbox"/>	Carrier A.M. Best Rating Size	INSURANCE
<input type="checkbox"/>	Carrier Fitch Rating	INSURANCE
<input type="checkbox"/>	Carrier Moodys Rating	INSURANCE
<input type="checkbox"/>	Carrier S&P Rating	INSURANCE
<input type="checkbox"/>	Casualty or Condemnation	LOAN
<input type="checkbox"/>	Collateral Address Correct	INSURANCE

Joan Conference 6 Rule Sets found for Job Function: Asset Manager 4

Show Inactive Rule Sets Show Inactive Rules

Save Assignment Delete

Rule Name	Type	Rule Description	Value	Rule Actions	Status	Alert Button	Severity
Loan in Workout	LOAN	maturity date to take the designated actions. Logic: retrieve loan maturity date		Display Alert	Active	DOC [5]	Severe
		In workout. Variable value: none required. Logic: retrieve loan legal record. If In Workout flag PLEGAL.LGINW is 'Y', take designated					
							Medium
							Medium
							Medium
							Medium
							Medium
							Medium
Loan to Value Ratio	LOAN	before loan anticipated repayment date to take the designated actions. Logic: retrieve	0.8000	Display Alert	Active	DOC [5]	Severe
		Loan to value ratio. Variable value: specify the maximum acceptable ratio/rate. Higher calculated ratios trigger designated actions. Logic:					
Major Tenant Lease in Default	LEASE	Major tenant lease in default, terminated or not renewing, NRA > XX %. Variable value: % NRA threshold, default is 30%. Logic: select PLEASEA lease records for most recent	30.0000	Display Alert	Active	DOC [5]	Medium
MIP Disbursement Due	LOAN	MIP Ins Next Remit Date due. Variable value: specify the number of days before the MIP	30	Display Alert	Active	DOC [5]	Medium

Rule Action Maintenance

Action	Values	Frequency	Remove
Display Alert		Always	

Action: Display Alert

Frequency: Display Alert

Create Task

Start Process

Send Email

Print WriteTrack Ltr

Email WriteTrack Ltr

Add to Watchlist

Cancel New OK Apply Cancel

Selecting the Action



The screenshot shows the 'Rule Action Maintenance' dialog box. At the top, there is a table with the following data:

Action	Values	Frequency	Remove
Display Alert		Always	

Below the table, there is a section for selecting a new action and frequency. The 'Action:' dropdown menu is open, showing the following options:

- Display Alert
- Create Task
- Start Process
- Send Email
- Print WriteTrack Ltr
- Email WriteTrack Ltr** (highlighted)
- Add to Watchlist

At the bottom of the dialog, there are buttons for 'Cancel New', 'OK', 'Apply', and 'Cancel'.

Email WriteTrack Letter

Rule Action Maintenance

Action	Values	Frequency	Remove
Display Alert		Always	
Email WriteTrack Ltr	SUBJECT: pending maturity, TO: joan.sittard@mccrackenfs.com, DOCUMENT: maturity letter from WEB, LANGUAGE: ENGLISH PRINTER: PDF	Once	

Action:Email WriteTrack Ltr

To:

joan.sittard@mccrackenfs.com

BORROWER [BORR]

CC:

CO-BORROWER [COBO]

BCC:

Subject:pending maturity
Message:See pending maturity notification

Fallback Address:kim.cooper@mccrackenfs.com

Include Alert Text:☒

Document Type:maturity letter from WEB

Language Indicator:ENGLISH

Printer:PDF

Associated Report:

Frequency:☒ Once ☐ Always

Add

Add Email Address

JOB FUNCTION

India Analysts 2
India Analysts 3
India Analysts 4
India Analysts 5
Investor 1
Investor 2
Investor 3
Manager 4
Portfolio Manager 6
Portfolio Manager 7
Portfolio Manager 8
Portfolio Manager 9
Private Investor User1
Prod Support Admins 1
Prod Support Admins 10
Prod Support Admins 11
Prod Support Admins 12
Prod Support Admins 13
Prod Support Admins 14

Cancel Edit

OK

Apply

Cancel

MFS Master Rule Set
38 Rule Sets found
Show Inactive Rule Sets

Sel	Select rules to copy	Type
<input type="checkbox"/>	BI Correct Loss Payee Clause	INSURANCE
<input type="checkbox"/>	Boiler/Machinery Cov Required	INSURANCE
<input type="checkbox"/>	Boiler/Machinery Max Ded Amt	INSURANCE
<input type="checkbox"/>	Boiler/Machinery Min Cov Amt	INSURANCE
<input type="checkbox"/>	Borrower/Guarantor Bankruptcy	LOAN
<input type="checkbox"/>	Building Coinsu	
<input type="checkbox"/>	Building Max D	
<input type="checkbox"/>	Building Min Co	
<input type="checkbox"/>	Building Min Co	
<input type="checkbox"/>	Building Minimu	
<input type="checkbox"/>	Building Proper	
<input type="checkbox"/>	Building Valuati	
<input type="checkbox"/>	Business Inc/LC	
<input type="checkbox"/>	Business Inc/LOR Actual Loss	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Extended POI	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Extra Exp Req	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Min Cvg Limit	INSURANCE
<input type="checkbox"/>	Business Inc/LOR Monthly % Lim	INSURANCE
<input type="checkbox"/>	Business Income/Loss Rents Req	INSURANCE
<input type="checkbox"/>	Cancellation Notice Provision	INSURANCE
<input type="checkbox"/>	Capital Improvement Due	COLLATERAL
<input type="checkbox"/>	Capital Improvement Past Due	COLLATERAL
<input type="checkbox"/>	Carrier A.M. Best Rating	INSURANCE
<input type="checkbox"/>	Carrier A.M. Best Rating Size	INSURANCE
<input type="checkbox"/>	Carrier Fitch Rating	INSURANCE
<input type="checkbox"/>	Carrier Moodys Rating	INSURANCE
<input type="checkbox"/>	Carrier S&P Rating	INSURANCE
<input type="checkbox"/>	Casualty or Condemnation	LOAN
<input type="checkbox"/>	Collateral Address Correct	INSURANCE

Joan Conference
6 Rule Sets found for Job Function: Asset Manager 4
Save Assignment Delete
Show Inactive Rule Sets Show Inactive Rules

Rule Name	Type	Rule Description	Value	Rule Actions	Status	Alert Button	Severity
Lien Previously Undisclosed	LOAN	Discovery of previously undisclosed, subordinate lien including mezzanine debt. Variable value: none. Logic: select loan PCLLEN records where SATISFIED is N and		Display Alert	Active	DOC [5]	Medium
Loan at Special Servicer	LOAN	Loan is at special servicer. Variable value: none. Logic: select loan records where special servicing		Display Alert	Active	DOC [5]	Medium
Loan Maturity Pending	LOAN	Loan maturity pending. Variable value: specify the number of days before loan maturity to take the designated actions. Logic: retrieve Loan Maturity Date	90	Display Alert Email WriteTrack Ltr	Active	DOC [5]	Medium
Loan Internal Maturity Pending	LOAN	number is less than or equal to the rule detail numeric variable value PRURULED.RDVALUEN. CREFC watchlist reason 5A.	90	Display Alert	Active	DOC [5]	Medium
Loan Maturity Pending	LOAN	Date PSYSCPER.SZPTDT. Compare that number to the rule detail numeric variable value PRURULED.RDVALUEN. CREFC watchlist reason 5A.	90	Display Alert Email WriteTrack Ltr	Active	DOC [5]	Medium
Loan Modifications with B Note	LOAN	Loan modifications where a B note was created. Variable value: none. Logic: select loans where B note created PMASTR.CMBNTECRT is Y. Take designated actions. CREFC watchlist reason 7B.		Display Alert	Active	DOC [5]	Medium
Loan Payoff Pending	LOAN	Loan payoff is pending. Variable value: none required. Logic: If payoff quoted PSYSCSRV.S6PHC is equal to payoff hold code PMASTR.CMHC1 or PMASTR.CMHC2 or		Display Alert	Active	DOC [5]	Medium
Loan Repayment Date Pending	LOAN	Loan anticipated repayment date pending. Variable value: specify the number of months before loan anticipated repayment date to take the designated actions. Logic: retrieve	24	Display Alert	Active	DOC [5]	Medium

Susan Spelling
Billing Department
1090 Boylston Street
Boston, MA 02

Rule Action Maintenance

Action	Values	Frequency	Remove
Display Alert		Always	
Email WriteTrack Ltr	SUBJECT: Pending Maturity, TO: BORROWER [BORR], DOCUMENT: maturity letter from WEB, LANGUAGE: ENGLISH PRINTER: PDF	Once	

Dear :

New

OKApplyCancel

As you know, the unpaid principal balance of 40,767,300.72 , all accrued and unpaid interest, and all other sums due and payable under the Note and security instrument must be refinanced or paid in full. Failure to do so constitutes a default under the loan documents and entitles the Lender to pursue any default remedies provided in the loan documents.

Please notify this office, in writing no later than 1 month prior to the maturity date of how you intend to meet your obligation.

Sincerely,

WHAT'S NEXT.....



FUTURE RELEASE



Aggregated Letters

Rule Set Maintenance

Welcome, JCARON
Rule Set Maintenance

New Alert Buttons Run Selected Rule Set **Maintain Letters**

MFS Master Rule Set 24 Rule Sets found

☐ Show Inactive Rule Sets

SEL	Select rules to copy	Type
<input type="checkbox"/>	P&I Payments Delinquent	LOAN
<input type="checkbox"/>	DSCR	LOAN
<input type="checkbox"/>	Property Deferred Maintenance	COLLATERAL
<input type="checkbox"/>	Escrow Balance 1 or 2 Negative	LOAN
<input type="checkbox"/>	Property Occupancy Factor	COLLATERAL
<input type="checkbox"/>	Property Rating	COLLATERAL
<input type="checkbox"/>	UCC Re-filing Due	UCC
<input type="checkbox"/>	Taxes Delinquent	TAX
<input type="checkbox"/>	Insurance Policy Renewal Past Due (Non-Monitoring)	INSURANCE
<input type="checkbox"/>	Loan in Workout	LOAN
<input type="checkbox"/>	Tenant/Parent in Bankruptcy	LEASE
<input type="checkbox"/>	Property Hazard Risk	ENVIRONME
<input type="checkbox"/>	Financial Statement Past Due	FINANCIAL
<input type="checkbox"/>	Lease Expiring	LEASE
<input type="checkbox"/>	Insurance Remit Past Due (Non-monitoring)	INSURANCE
<input type="checkbox"/>	Loan Maturity Pending	LOAN
<input type="checkbox"/>	Loan to Value Ratio	LOAN
<input type="checkbox"/>	Insurance Policy Forced Placed	INSURANCE
<input type="checkbox"/>	Task Due	TASK
<input type="checkbox"/>	Process Due	PROCESS



System Wide Insurance Comp. 4 Rule Sets found for Job Function: Insurance Analyst

☐ Show Inactive Rule Sets

☒ Show Inactive Rules

☐ Show All Rule Sets

Save

Assignment

Delete

Rule Name	Type	Rule Description	Value	Rule Actions	Status	Alert Button	Severity
Named Insured Includes Borrowing Entity	INSURANCE	Insurance - Named Insured Includes the Borrowing Entity. Variable Value: none. Logic: For any active Policy associated with the loan(s), if the field 'Named Insured		Display Alert	Active	DOC [5]	Medium
Policy Paid Receipt	INSURANCE	Insurance - Paid Receipt Received. Variable Value: none. Logic: For any active Policy, if the field Paid Receipt PIAUDPOLIUPRECEIPT is not 'Y', take designated action.		Display Alert	Active	DOC [5]	Medium
Cancellation Notice Provision	INSURANCE	Insurance - Minimum # of Days required for Cancellation notice for reasons other than non-payment. Variable Value: Specify minimum # of days notice required. Logic: For any active	30	Display Alert	Active	DOC [5]	Medium
Carrier A.M. Best Rating	INSURANCE	Insurance - Carrier must meet Minimum AM Best Rating Requirement. Variable Value: specify minimum AM Best rating required. Logic: For any active Policy, where the field	04	Display Alert	Active	DOC [5]	Medium
Carrier A.M. Best Rating Size	INSURANCE	Insurance - Carrier must meet Minimum AM Best Financial Size Requirement. Variable Value: specify minimum AM Best Financial Size required. Logic: For any active Policy,	06	Display Alert	Active	DOC [5]	Medium
Flood Coverage Required	INSURANCE	Insurance - Determine whether flood coverage is required and provided. Variable Value: none. Logic: For any building where flood insurance is required		Display Alert	Active	DOC [5]	Medium
Flood Building Minimum Coverage Limit	INSURANCE	Insurance - Flood coverage amount is sufficient. Variable Value: none. Logic: For all buildings on a loan that require flood coverage (PCBLGDCOVR.P2COVAGE), total		Display Alert	Active	DOC [5]	Medium
Flood Correct Mortgagee Clause	INSURANCE	Insurance - Determine whether Mortgagee Clause is correct. Variable Value: none. Logic: For any active Policy with active Flood coverage (PIPOLCOVER.IPVICV### = 4) on a		Display Alert	Active	DOC [5]	Medium
Property Coverage on Building Required	INSURANCE	Insurance - Determine whether Property insurance is provided. Variable Value: none. Logic: If none of the active Policies associated with the building(s) on the loan have Property		Display Alert	Active	DOC [5]	Medium

PDWR

SD: 10/10/2018

CONF19DE

19D

10/10/2018 09:50:34

Aggregated Letters

Aggregate Letter Maintenance

Letter Name:

Aggregation Level:

Insurance Agent ▼

To:

Add

CC:

Add

BCC:

Add

Subject:

Message:

Fallback Address:

Include Alert Text:

☐

Document Type:

▼

Language Indicator:

▼

Printer:

PDF ▼

Associated Report:

▼

Cancel New

OK

Apply

Cancel

Aggregated Letters



Rule Action Maintenance

Action	Values	Frequency	Remove
Display Alert		Always	
Start Process	COLLECT FINANCIAL STATEMENTS AND OTHER DOCS	Once	

Action: Display Alert

Frequency: Display Alert

Cancel New

OK Apply Cancel

Append To Compliance Letter

What Else is Needed



- Discussion from Audience