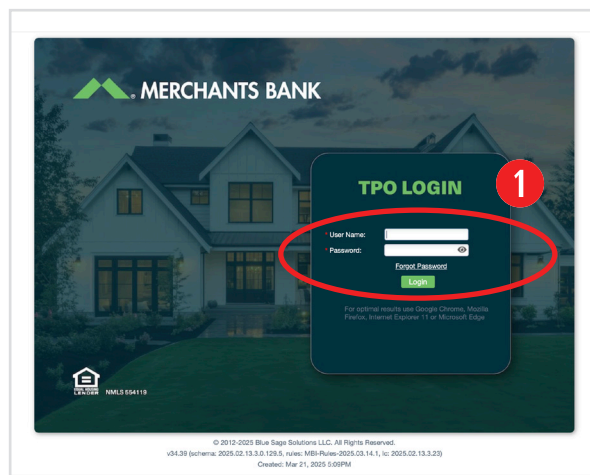


**JOB AID:**

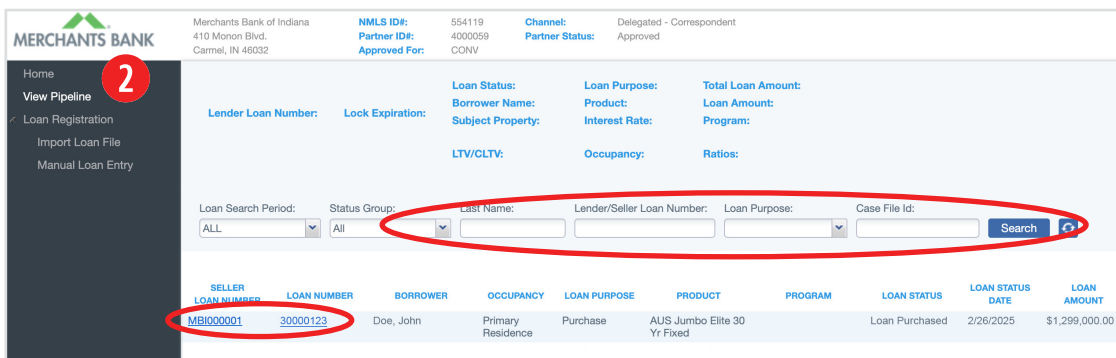
# VIEW AND SAVE PURCHASE ADVICE

The Portal Purchase Advice screen is only accessible by users with one of the following roles: Seller Admin, Seller Lock Desk, Seller Purchase Advice Only. If your profile does not currently have the required access, please contact your company admin to add one of these roles before proceeding through the instructions.

1. Navigate to the TPO Portal login page, <https://tportal.bankmerchants.com>, and enter your username and password.



2. To access a purchase advice for a loan in your pipeline, select **View Pipeline** and search for the specific loan. Then select the **Loan Number** link to open the loan.

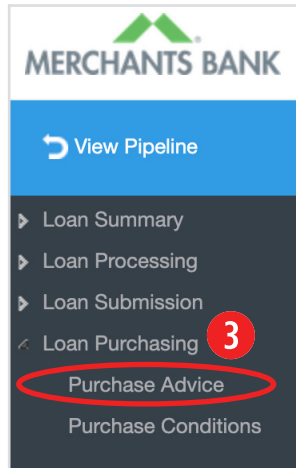


SELLER LOAN NUMBER	LOAN NUMBER	BORROWER	OCCUPANCY	LOAN PURPOSE	PRODUCT	PROGRAM	LOAN STATUS	LOAN STATUS DATE	LOAN AMOUNT
<a href="#">MBI000001</a>	<a href="#">30000123</a>	Doe, John	Primary Residence	Purchase	AUS Jumbo Elite 30 Yr Fixed		Loan Purchased	2/26/2025	\$1,299,000.00



3. On the left menu navigation, click on **Loan Purchasing** and then select **Purchase Advice**.

**NOTE:** The Purchase Advice screen is not visible until the loan reaches a Loan Purchased status.



4. The purchase advice record will be available under the Current Purchase Advice section.

Merchants Bank of Indiana  
410 Monon Blvd.  
Carmel, IN 46032

NMLS ID#: 554119  
Partner ID#: 4000059  
Approved For: CONV

Channel: Delegated - Correspondent  
Partner Status: Approved

Loan Status: Loan Purchased  
Borrower Name: Doe, John  
Subject Property: 123 Main Street  
Anytown, IN 12345  
LTV/CLTV: 72.17% / 72.17%

Loan Purpose: Purchase  
Product: AUS Jumbo Elite 30 Yr Fixed  
Interest Rate: 6.000%  
Occupancy: Primary Residence

Total Loan Amount: \$1,299,000.00  
Loan Amount: \$1,299,000.00  
Program:  
Ratios: 15.83% / 21.3%

Lender Loan Number: 30000123  
Lock Expiration: Expired

**Current Purchase Advice**

DATE / TIME	FORM	PRINT
3/22/2025 10:58 AM	Purchase Advice	

**Archived Purchase Advice**

DATE / TIME	FORM	PRINT
No documents exist in this folder		

# VIEW AND SAVE PURCHASE ADVICE



- To open the **Purchase Advice pdf**, click on the **paper clip icon** next to the record. This will open a new page with the Purchase Advice form.

**MERCHANTS BANK**  
Merchants Bank of Indiana  
410 Monon Blvd.  
Carmel, IN 46032

NMLS ID#: 554119  
Partner ID#: 4000059  
Approved For: CONV

Channel: Delegated - Correspondent  
Partner Status: Approved

**View Pipeline**

- Loan Summary
- Loan Processing
- Loan Submission
- Loan Purchasing
- Purchase Advice
- Purchase Conditions

**Lender Loan Number:** 30000123  
**Lock Expiration:** Expired

**Loan Status:** Loan Purchased  
**Borrower Name:** Doe, John  
**Subject Property:** 123 Main Street  
Anytown, IN 12345  
**LTV/CLTV:** 72.17% / 72.17%

**Loan Purpose:** Purchase  
**Product:** AUS Jumbo Elite 30 Yr Fixed  
**Interest Rate:** 6.000%  
**Occupancy:** Primary Residence

**Total Loan Amount:** \$1,299,000.00  
**Loan Amount:** \$1,299,000.00  
**Ratios:** 15.83% / 21.3

**Purchase Advice**

**Current Purchase Advice**

Purchase Price: 99.663%  
Additional Adjustments: 0.000%

**DATE / TIME** **FORM** **PRINT**

3/22/2025 10:58 AM Purchase Advice

**Archived Purchase Advice**

**DATE / TIME** **FORM** **PRINT**

No documents exist in this folder

- To save the form, click the **menu button** in the top left corner, then select the **Download** option. The file will be saved to your Downloads folder.

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**PURCHASE ADVICE**

**MERCHANTS BANK**

**Seller ID:** 4000059  
**Seller Name:** Merchants Bank of Indiana  
**Account Executive:** Jane Roe  
**Purchase Advice Date:** 03/22/2025

**Loan Details**

<b>Seller Loan #:</b> MB00000024	<b>Original Loan Amount:</b> \$1,299,000.00
<b>Merchants Loan #:</b> 30000123	<b>Note Rate:</b> 6.000%
<b>Service Loan #:</b>	<b>Note Date:</b> 02/26/2025
<b>Borrower Name:</b> John Doe	<b>First Payment Date:</b> 04/01/2025
<b>Property Street Address:</b> 123 Main Street	<b>Product:</b> AUS Jumbo Elite 30 Yr Fixed
<b>Property City, State, Zip:</b> Anytown, IN 12345	

**Transaction Summary**

<b>Purchase Date:</b> 02/26/2025	
<b>First Due to Merchants:</b> 04/01/2025	
<b>Purchased UPB:</b> \$1,299,000.00	
<b>Premium/Discount:</b> -\$4,377.63	
<b>Total Fees:</b> \$0.00	
<b>Escrow Balance:</b> \$0.00	
<b>Buydown Balance:</b> \$0.00	
<b>Interest Due:</b> -\$649.50	
<b>Escrow for Repair:</b> \$0.00	
<b>Itemized Adjustments:</b> \$0.00	
<b>Total Wire Amount:</b> \$1,293,972.87	

**Wire Details**

<b>Bank Name:</b> Merchants Bank of Indiana	
<b>ABA #:</b> 123456789	
<b>Account #:</b> 01234567890	
<b>Account Name:</b> Loan Clearing	
<b>Reference:</b> John Doe*30000123*	
<b>Fed Reference #:</b>	
<b>Wire Date:</b>	
<b>Total Wire Amount:</b> \$1,293,972.87	

**Purchased UPB Details**

<b>Original Loan Amount:</b> \$1,299,000.00	
<b>Payment Amortization:</b> \$7,788.16	
<b>Principal Reduction at Closing:</b> \$0.00	
<b>Curtailment with Payment:</b> \$0.00	
<b>Purchased UPB:</b> \$1,299,000.00	

**Purchase Price Details**

<b>Description:</b>	<b>Price %</b>	<b>Price \$</b>
<b>Base Price:</b> 99.788		-\$2,753.38
<b>Total LLPAs:</b> -0.125		-\$1,623.75
<b>Extension Fees:</b> 0		\$0.00
<b>Suspense Fees:</b> 0		\$0.00
<b>Net Purchase Price:</b> 99.663		-\$4,377.63

**Fee Details**

<b>Tax Service Fee:</b> \$85.00	
<b>Flood Cert Fee:</b> \$10.00	
<b>Funding Fee:</b> \$600.00	
<b>Underwriting Fee:</b> \$0.00	
<b>Other Fee:</b> \$0.00	
<b>Total Fees:</b> \$0.00	

**Escrow Account Details**

<b>Loan Has Escrows:</b> Yes	
<b>Initial Escrow Account:</b>	
<b>Payments Made to Seller:</b>	
<b>Disbursements from Seller:</b>	
<b>Other Escrow Adjustments:</b>	
<b>Total Escrow Balance:</b>	

**Buydown Account Details**

<b>Initial Buydown Amount:</b> \$0.00	
<b>Adjustments:</b>	
<b>Total Buydown Amount:</b>	

**Interest Details**

<b>Days Interest:</b> -3	
<b>Per Diem:</b> \$216.50	
<b>Total Interest Due:</b> -\$649.50	

**Actions to be Taken by Seller**

- Review purchase advice for accuracy. Any disputes, discrepancies, or post-purchase adjustment requests should be sent to [lockdesk@bankmerchants.com](mailto:lockdesk@bankmerchants.com).
- Ensure Goodbye Letter is sent to borrower no later than 15 days prior to servicing transfer date.
- Ensure MERS TOS/TOB to Merchants Bank is completed within two calendar days of purchase date.