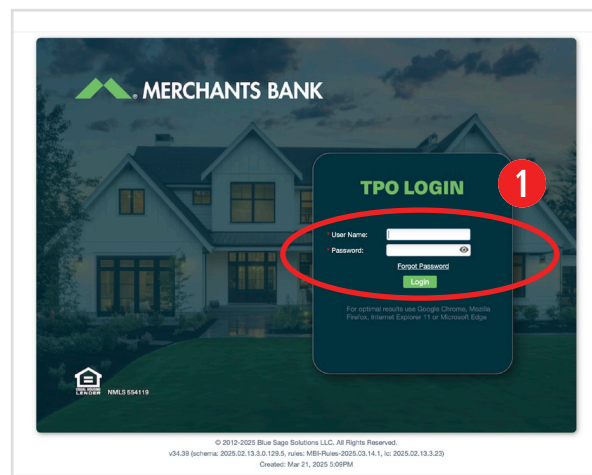


## JOB AID:

# 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://tpoportal.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.



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

Home  
**View Pipeline**  
 Loan Registration  
 Import Loan File  
 Manual Loan Entry

**Lender Loan Number:**    **Lock Expiration:**    **Loan Status:**    **Loan Purpose:**    **Total Loan Amount:**  
**Borrower Name:**    **Product:**    **Loan Amount:**  
**Subject Property:**    **Interest Rate:**    **Program:**  
**LTV/CLTV:**    **Occupancy:**    **Ratios:**

**Loan Search Period:** ALL    **Status Group:** All    **Last Name:**    **Lender/Seller Loan Number:**    **Loan Purpose:**    **Case File Id:**    **Search**

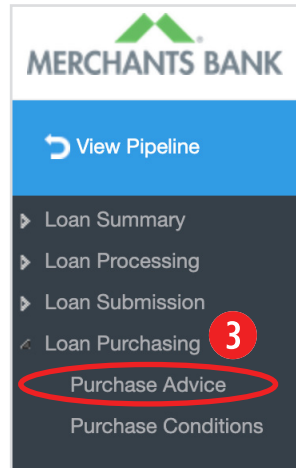
| SELLER<br>LOAN NUMBER | LOAN NUMBER     | BORROWER  | OCCUPANCY            | LOAN PURPOSE | PRODUCT                        | PROGRAM | LOAN STATUS    | LOAN STATUS<br>DATE | LOAN<br>AMOUNT |
|-----------------------|-----------------|-----------|----------------------|--------------|--------------------------------|---------|----------------|------------------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

# VIEW AND SAVE PURCHASE ADVICE



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**

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

**Purchase Advice**

**Current Purchase Advice** 4

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

# 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  
**Program:**  
**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.

**6**

**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                      |                   | Original Loan Amount:        |                             |
|-----------------------------------|-------------------|------------------------------|-----------------------------|
| <b>Seller Loan #:</b>             | MBI00000024       | <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            |                | Wire Details              |                           |
|--------------------------------|----------------|---------------------------|---------------------------|
| <b>Purchase Date:</b>          | 02/26/2025     | <b>Bank Name:</b>         | Merchants Bank of Indiana |
| <b>First Due to Merchants:</b> | 04/01/2025     | <b>ABA #:</b>             | 123456789                 |
| <b>Purchased UPB:</b>          | \$1,299,000.00 | <b>Account #:</b>         | 01234567890               |
| <b>Premium/Discount:</b>       | -\$4,377.63    | <b>Account Name:</b>      | Loan Clearing             |
| <b>Total Fees:</b>             | \$0.00         | <b>Reference:</b>         | John Doe*30000123*        |
| <b>Escrow Balance:</b>         | \$0.00         | <b>Fed Reference #:</b>   |                           |
| <b>Buydown Balance:</b>        | \$0.00         |                           |                           |
| <b>Interest Due:</b>           | -\$649.50      | <b>Wire Date:</b>         |                           |
| <b>Escrow for Repair:</b>      | \$0.00         | <b>Total Wire Amount:</b> | \$1,293,972.87            |
| <b>Itemized Adjustments:</b>   | \$0.00         |                           |                           |
| <b>Total Wire Amount:</b>      | \$1,293,972.87 |                           |                           |

| Purchased UPB Details                  |                | Purchase Price Details     |                                |
|----------------------------------------|----------------|----------------------------|--------------------------------|
| <b>Original Loan Amount:</b>           | \$1,299,000.00 | <b>Description:</b>        | <b>Price %</b> <b>Price \$</b> |
| <b>Payment Amortization:</b>           | \$7,788.16     | <b>Base Price:</b>         | 99.788 -\$2,753.88             |
| <b>Principal Reduction at Closing:</b> | \$0.00         | <b>Total LLAPs:</b>        | -0.125 -\$1,623.75             |
| <b>Curtailment with Payment:</b>       | \$0.00         | <b>Extension Fees:</b>     | 0 \$0.00                       |
| <b>Purchased UPB:</b>                  | \$1,299,000.00 | <b>Suspense Fees:</b>      | 0 \$0.00                       |
|                                        |                | <b>Net Purchase Price:</b> | 99.663 -\$4,377.63             |

| Fee Details              |          | Escrow Account Details            |     |
|--------------------------|----------|-----------------------------------|-----|
| <b>Tax Service Fee:</b>  | \$85.00  | <b>Loan Has Escrow:</b>           | Yes |
| <b>Flood Cert Fee:</b>   | \$10.00  | <b>Initial Escrow Account:</b>    |     |
| <b>Funding Fee:</b>      | \$600.00 | <b>Payments Made to Seller:</b>   |     |
| <b>Underwriting Fee:</b> | \$0.00   | <b>Disbursements from Seller:</b> |     |
| <b>Other Fee:</b>        | \$0.00   | <b>Other Escrow Adjustments:</b>  |     |
| <b>Total Fees:</b>       | \$0.00   | <b>Total Escrow Balance:</b>      |     |

| Buydown Account Details        |        | Interest Details           |           |
|--------------------------------|--------|----------------------------|-----------|
| <b>Initial Buydown Amount:</b> | \$0.00 | <b>Days Interest:</b>      | -3        |
| <b>Adjustments:</b>            |        | <b>Per Diem:</b>           | \$216.50  |
| <b>Total Buydown Amount:</b>   |        | <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 MERIS TOS/TOB to Merchants Bank is completed within two calendar days of purchase date.