

Users-Manual for Realtor

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by
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Brief Summary:

Realtor is a Mortgage Calculator specifically for Realtors and Mortgage Professionals. It will calculate all Loan Variables including Balloon Payments and Variable Interest calculations. After calculating the payments you can also calculate the PITI (principal, interest, taxes, and insurance) which is the total periodic payments on the mortgage. You can also calculate a proposed Monthly Budget by entering you monthly expenses and your monthly income. Then use the Qualifying Calculator to see if you would qualify for the Mortgage based on your current Budget. The Summary screen shows the APR or effective interest as well as generates 3 different Amortization Schedules. The Comparison Screen allows you to compare two loan scenarios to see the difference. And finally the database allows you to store as many scenarios as your memory will allow!

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Chapter 1 - Purchasing / Registering



Palm-Basics

Above is a diagram showing where the different buttons are and what they are called. The diagram's main purpose is as a guide for the next section on how to Register the program you purchased.

Registering Program

Sending the Fee

For up-to-date instructions on how to pay the \$10 fee visit me at
<http://www.witkowski-design.com> .

Registration-Screen

A screenshot of a registration screen. At the top is a purple header bar with the text "Register Now!". Below this, the text reads: "To purchase this title please purchase it at my web-site: www.Witkowski-Design.com". This is followed by "FEE \$10" and "Your data is NOT lost!". Then it says "Send Reference# when Registering." and displays "Reference # : EDMUNDWI". Below that is a label "Reg-Key : " followed by a dotted line and an upward-pointing arrow icon. At the bottom left is a button labeled "(exit)" and at the bottom right is a button labeled "(Register)".

Register Now!

To purchase this title please
purchase it at my web-site:
www.Witkowski-Design.com

FEE \$10

Your data is NOT lost!

Send Reference# when Registering.

Reference # : EDMUNDWI

Reg-Key : ↑

(exit) (Register)

A Reg-Key will unlock the 15-day limitation and allow the program to run indefinitely. In order for me to Generate your unique Reg-Key I need you to send me your REFERENCE# and which Palm-Model (PalmIII, PalmV, etc.) you use. The REFERENCE# is found on the Registration-Screen.

There are two ways to get to the Registration-Screen:

- 1) Allow the program to expire and the only screen it goes to is the Registration-Screen.
- 2) Hit the REGISTER button on the Introduction Screen. The REFERENCE# should be 8 Capital Letters and/or Numbers. In some instances it will say "No Ref#" which is a valid REFERENCE#.

Reg-Key

The Reg-Key must be entered in the Text-Field to the right of "Registration Code:" The Reg-Key is case sensitive and MUST be entered exactly as I give it to you. After entering the Reg-Key into the Text-Field press the REGISTER button. If you entered it incorrectly it will display INVALID. If you entered it correctly it will return to the application and refuse you further access to the Registration-Screen.

Upgrading Older Versions

Upgrading versions to applications you already purchased are FREE as long as the Reg-Key given when you purchased is still valid. Contact the programmer for further assistance. There are two ways to upgrade a newer version:

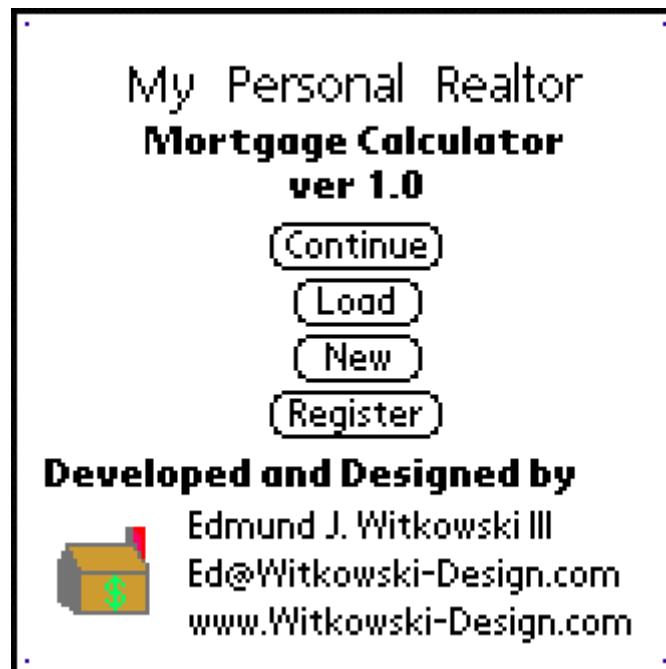
Delete Old One

To delete ANY Palm application you must go to the Palm System Menu (see diagram) and choose DELETE. Then a list will appear showing all currently HotSynced programs. Choose the application name you want to DELETE (in this case LOANUTIL) and delete it. You are now ready to HotSync the new version into your Palm.

Overwrite Old One

As the Programmer/Developer, I often just HOTSynchronize the newer version of a program into my palm over top of the older version. This usually works, however, I have encountered times when it still sees the older version no matter how many times I HotSync the newer version over top of the older version. In this case, you must DELETE the older version BEFORE HotSyncing the newer version (see section-a above.)

Chapter 2 – Introduction Screen



Description

The Introduction Screen contains the Title and the version # so you know if you have the latest version. At the bottom it contains the developer's name (who you will contact if you have any questions) and e-mail address ed@witkowski-design.com

Continue Button

The **Continue** button will take you to the Main Screen where you can choose between the different Calculators. Hitting this button will continue with the data you were using the last time you used the program.

Load Button

The **Load** button will take you to the DataBase Screen where you can load a previously saved Loan Scenario.

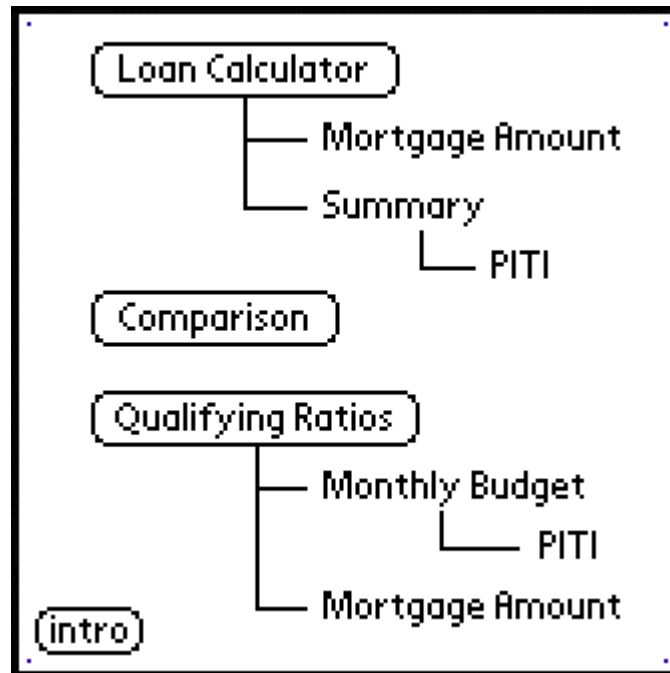
New Button

The **New** button will start a completely new scenario and clear out any numbers that you had entered. It is a good idea to **SAVE** your data if you don't want to lose it.

Register Button

The **Register** button takes you to the Registration Screen where you enter your unique Reg-Key to unlock the 15-day limitation (for more information see Chapter 1 Section-ii for directions on Registering.)

Chapter 3 – Main Screen



Brief Summary

The Main Screen shows a diagram of how to reach the other screens. There are 3 main buttons: Loan Calculator, Comparison, and Qualifying Ratios. In the bottom left is the "intro" button that will take you back to the Introduction Screen.

Calculator Descriptions

Features and Abilities

- Calculate based on Monthly or BiWeekly payments.
- Calculate Advanced Payments and Arrears.
- Calculate Past, Present, and Future Values.
- Calculate any Loan Variable.
- Calculate Interest Only Payments.
- Calculate Balloon Payments.
- Calculate Fixed or Variable Interest Mortgages like ARM's.
- Calculate PITI
- Calculate a Monthly Budget to see Residual Income
- Calculate Mortgage Amount based on Points and Closing Costs.
- Compare Two Loan Scenarios
- Save Scenarios in a Database.
- Export Amortization Schedules and other information to MemoPad.
- Print Amortization Schedules and other information on your PC Printer.

Chapter 4 – Tools

Copy and Paste Buttons

The Copy and Paste Buttons at the bottom of most of the screens allows you to easily move numbers around from field to field and screen to screen. To COPY a value first Highlight the number in the Field and press the Copy Button. Then on any screen you want, you can Paste that value into any field you want or even over-write a value by first Highlighting it and Pasting over it.



Regular Calculator

Hitting the Calculator Icon in the bottom right will pop-up a calculator on your screen that looks something like:

A screenshot of a financial calculator interface. The background interface includes fields for 'Summary', '2000-10-11', '1 Payment', 'Monthly', 'Term 360', 'Months', and a 'calc' button. A pop-up calculator is centered over the interface. The pop-up calculator has a display showing '96.00' and a numeric keypad with buttons for digits 0-9, '+', '-', 'x', '/', '=', and a 'C' button. At the bottom of the pop-up are 'Done', 'Copy', and 'Paste' buttons. The background interface also has 'Done', 'Copy', and 'Paste' buttons at the bottom.



Inflation Calculator

Hitting the Calculator Icon in the bottom right will pop-up the Inflation calculator on your screen that looks something like:

Summary 2000-10-11 E B

1 Payment = Monthly

Inflation Calculator

Past Value 55,526.45

Present 100,000.00

Future Value 180,094.35

Inflation 4.0 % # Years 15.0

Done copy paste Calculate

The Inflation Calculator will calculate Past and Future Values of a House Price or your Salary or any monetary value. First enter the Present value in the Present Field. Then enter the Inflation Rate that will act on the Present Value. Then enter how many years (Relative to the Present) you want to project into the past and into the future and hit Calculate!

Printing to your PC Printer

The Summary Screen has an AMORT button and a PRINT button. Both will generate and create a MemoPad entry in your Palm. If you HotSync your Palm in its cradle with your PC, and you have the conduit set to either Synchronize the MemoPad between Palm and PC or Palm overwrites PC, then your MemoPad entries will download to your PC during the HotSync.

Now you can open up your PalmDesktop Software (on your PC not your Palm) that you use to HotSync with, and view the MemoPad entries. You can either print it directly to your PC Printer from here or export the MemoPad entry to MS-Word or MS-Excel or whatever you want to edit and view with.

Chapter 5 – Loan Calculator

The screenshot shows a loan calculator interface with the following elements:

- Summary** button and a date field set to **2000-10-11**.
- E** and **B** mode buttons.
- 1 Payment** dropdown menu set to **Monthly**.
- Term** field set to **30** with a **Years** dropdown and a **calc** button.
- Mortgage** field set to **125,000** with a **calc** button.
- Payments** field set to **1,096.97** with a **calc** button.
- Rate** field set to **10.000%** with a **Fixed** dropdown and a **calc** button.
- Balloon** field set to **0** with a **calc** button.
- Bottom row: **Done**, **copy**, **paste** buttons, and two calculator icons (one with a yellow top, one with a red top).

Overview

This screen is the main Loan Calculator Screen. You can calculate almost any type of Mortgage with the Flexible User Interface. In addition, there are some TOOLS at the bottom of the screen to make your task easier. There is a Copy and a Paste button for you to easily move numbers from 1 field to the next or from 1 screen to the next. There are two calculators at your disposal in the bottom right: a regular calculator and an inflation calculator.

Calculating Loan Variables

Just enter you Mortgage numbers in their corresponding fields and hit the CALC button next to the quantity you want calculated.

Balloon Payments

The Balloon payment is the FINAL Payment in the Term. If you leave a ZERO in the field, the balloon payment will be ignored. If you hit the CALC button next to the Balloon Field and notice it is the same value as the Payments, again that is because the balloon is the final payment.

If you want to calculate what your Payments should be to achieve a specific balloon payment, enter the Mortgage Amount and the Balloon Amount and hit the CALC button next to Payments.

If you want to calculate what your Balloon is, say after 3 years, enter the Mortgage as if it were a 30-year Mortgage leaving the Balloon Amount as ZERO. Calculate what the

Payments will be. Then enter 3-year in the TERM and hit the Balloon CALC button and it will calculate your Balloon payment at the end of 3-years.

Interest Only Payments

To calculate Interest Only Payments, enter the Mortgage amount in the Mortgage Field and the Balloon Field (because if you haven't been paying any of the Principal then that would be the final payment amount as well) and hit the Payments CALC button.

Advanced Payments and Arrears

There is an "E" and a "B" button in the upper right corner. If your payments follow the compounding of the interest then hit the "E" button. If your payments precede the compounding of the interest hit the "B" button.

Payment Frequency

Most Mortgages are Monthly payments. But if you want to pay twice a month or BiWeekly there are two choices in the drop-down list box to choose from:

- BiWeeklyA - is an Accelerated Biweekly Payment Schedule
- BiWeeklyNA - is a Non-Accelerated Biweekly Payment Schedule.

Date of First Payment

At this time the only thing the Date of First Payment is used for is the Amortization Schedule so you can see the date of each payment and its corresponding payment #, and also for the Variable Interest so you can enter the Interest Rates for their corresponding year.

Mortgage Button

For quick and fast Loan Calculations you won't need to hit the Mortgage Button. Just enter the Principal Balance of the Loan you want to calculate and go from there. But if you want to know how much you will be borrowing based on a Purchase Price, Points, Closing Costs, Down-Payments, and other Fees, hit the Mortgage Button to go to the Mortgage Screen. The amount from that screen will carry back into this field and show the true amount you need to borrow to buy that special house.

Fixed and Variable Interest

Calculating unknown loan variables is only done in the Fixed Interest Mode. However, you can enter an ARM or Variable Interest Mortgage by selecting variable in the drop-down list box next to the Interest Rate Field. You must manually enter the Annual Interest Rates for each year by hitting the CALC button next to the Interest Rate Field and with Variable selected in the drop-down list box. You should get a screen that look like:



The screenshot shows a screen titled "Set Variable Interest". It contains a table with the following data:

	#	Year	Interest
↑ ↓	1	2000	10.000 %

Below the table, there are two buttons: "Done" and "Same".

The Year is shown in the box as well as its corresponding Interest Rate. The only year that will have a value is the first year; all others are zero. The Same button sets all the Interest Rates the Same which makes it easy if all you want to change are the first 3 years and you don't want to enter the other year's Interest Rate 27 times. Just Enter the value and scroll up or down or hit DONE. The value you enter is automatically read, so it isn't necessary for you to hit ENTER every time you enter a value.

Summary Button

The Summary Screen not only Summarizes the current Mortgage and shows the Effective Interest (or APR) but this is where you will SAVE your scenarios and generate the Amortization Schedules. Please Note, when calculating Variable Interest Mortgages, it may take a few seconds for the Summary Screen to come up as the numbers are being calculated!

Chapter 6 – Summary

The screenshot shows a window titled "Summary" with a purple header. Inside, there is a button labeled "Amort." followed by a dropdown menu showing "Payment-Balance". Below this is a dotted line for a title, currently set to "Test Case1". The screen displays the following information: "Total Paid 394,909", "Effective Interest 10.000%", "Mortgage 125,000", "Interest 269,909", and a button labeled "PITI" followed by the value "1,096.97". At the bottom, it shows "Term 360", "Rate 10.000%", and "Fixed". There are three buttons at the very bottom: "Done", "Print", and "Save".

Summary			
(Amort.)	▼ Payment-Balance		
Test Case1			
Total Paid 394,909			
Effective Interest 10.000%			
Mortgage 125,000			
Interest 269,909			
(PITI) 1,096.97			
Term 360	Rate 10.000%	Fixed	
(Done)	(Print)	(Save)	

Overview

The Summary Screen show a brief Summary of the current Mortgage (for a more detailed Summary hit the PRINT button at the bottom to generate a MemoPad Entry.)

Changing the Title

You can change the Loan Scenario title on this screen by entering the title you want (up to 29 characters) along the dotted line at the top. It will automatically be read so there is no need to hit ENTER when you are done.

PITI

(Principal, Interest, Taxes, and Insurances)

Hitting the PITI button allows you to adjust how much you will actually be paying out each month, which doesn't directly affect the Loan Variables. This value is more important to the Qualifying Calculator.

Saving Loan Scenarios

Hit the SAVE button in the bottom right when you want to save the current Loan Scenario. A little window will pop-up at which point you will enter a Scenario title and hit the Save Button. If the current Scenario was Loaded, then it will ask if the current Save will Overwrites the Loaded Scenario or if you want to create a whole new Saved Record. All successful saves will say they were successful.

Print Button

This Button creates a more detailed Summary in your MemoPad. The reason it creates a MemoPad Entry is so you can later print it to your PC Printer. See the "Tools" Chapter on how to print.

Amort Button

Please note that generating Amortization Schedules can take anywhere from a few seconds up to several minutes depending on the # of payments in the current Loan Scenario and whether it is Fixed Interest (quicker) or Variable Interest (slower).

The Amort Button works in conjunction with the drop-down list box to its right. It creates an Amortization Table in your MemoPad. The reason it creates a MemoPad Entry is so you can later print it to your PC Printer. See the "Tools" Chapter on how to print.

There are 3 types of Amortization Schedules you can create:

Payment-Balance

This creates a Payment and Balance Amortization Schedule with the following format:

Date Interest Payment CurrentBalance

Pmt. Principal-Interest

This creates an Individual Payment Breakdown Amortization Schedule with the following format:

Date Interest Principal Interest


Paid Bal.-Int.-Total

This creates an Total Paid So Far Amortization Schedule with the following format:

Date Interest Total Principal Total Interest Total Paid

Chapter 7 – Mortgage

Mortgage		
House Price		125,000
<input type="button" value="Closing"/>	6.0 %	7,500
<input type="button" value="Points"/>	2.000	2,500
<input type="button" value="Down Pmt"/>	15.0 %	20,250
Other Fees		7,000
<input type="button" value="Mortgage"/>		121,750
<input type="button" value="Done"/>	<input type="button" value="copy"/>	<input type="button" value="paste"/>



Overview

The Mortgage Screen shows an itemized breakdown of the Amount of money you need to borrow. It isn't simply the price of the house you need to borrow when getting a mortgage!

House Price

This is the value of the house, home, condo, TownHome or whatever it is your are purchasing.

Closing

Better known as the Closing Costs. You can enter a dollar amount directly, or you can enter a Percentage and hit the Closing Button to calculate the dollar amount. The Percentage is based on the House Price.

Points

You enter the points and hit the Points Button to calculate the dollar Amount.

DownPmt

You can enter a dollar amount directly, or you can enter a Percentage and hit the DownPmt Button to calculate the dollar amount. The Percentage is based on the Total of the House Price + Closing Costs + Points.



Other Fees

Of course I can enter every possible expense that everyone will encounter so this field allows for anything I've missed.

Mortgage Button

Hit this button to calculate the new Mortgage amount you need to borrow. The amount will automatically carry back into the Loan Calculator Screen for you.

Chapter 8 – Monthly Budget

Monthly Budget	
<input type="button" value="PITI"/>	1,068
Phone	75
Auto	450
Alim.	200
<input type="button" value="Expenses"/>	2,803
Gross Income	4,133
Net Income	3,100
<input type="button" value="Residual Income"/>	297
<input type="button" value="Done"/>	<input type="button" value="Copy"/>
<input type="button" value="Paste"/>	
	

Overview

This screen is most vital to the Qualifying Ratios Screen. This screen wants to know your Total Monthly Expenses and Total Monthly Income so it can calculate your net or your Residual Income.

PITI Button

Takes you to the Monthly PITI Screen so you can itemize your Total Monthly Payment.

Expense Items

These are your Monthly Expenses, like your Utilities (gas and electric), Telephone, Food, Auto (total of Fuel, payments, insurance, and maintenance), Credit Cards, Child Support and Alimony, and Other (for anything I've left out.)

Expenses button

Hit this button to get a Sum Total of all your Monthly Expenses.

Gross Income

Is your Gross Monthly Income.



Net Income

Is your Net Monthly Income after you deduct Income Taxes.

Residual Income Button

Hit this button to see how much money you have left over at the end of the month after paying all of your bills. This is sometimes referred to as the Net.

Chapter 9 – Monthly PITI

Monthly PITI	
Loan Payments	1,096.97
Property Tax	450.00
HomeOwner Ins.	25.00
PMI	20.00
Assoc. Fee	125.00
Misc.	100.00
(Total Payment)	1,816.97
<input type="button" value="Done"/> <input type="button" value="Copy"/> <input type="button" value="Paste"/>  	

Overview

PITI stands for Principal, Interest, Taxes, and Insurances. When dealing with a Mortgage, after calculating your payments with the Loan Calculator you don't stop there. There are other expenses that have to be paid. This screen itemizes all of the Mortgage related expenses to give you a grand total of your Monthly or Periodic Payment Amount.

Items

Loan Payments are the payments based on the Loan calculations. Property Tax and Home Owners Insurance are obvious. PMI is a Mortgage Insurance that some banks make you get. Association Fees are usually related to Townhomes. And finally Miscellaneous is to account for anything I've left out.

Total Payment Button

Hit this button to get a grand total for your Total Monthly Payout.

Chapter 10 – Comparison

	Current	Loaded
Term	360	360
Pmts.	Monthly	Monthly
Mortgage	121,750	121,750
Equiv. %	7.202 %	10.242 %
Total	291,602	384,641
Difference		-93,039
<input type="button" value="Done"/>		

Overview

The Comparison Screen compares your Current Loan Scenario to one that you had previously Saved in your Database and Loaded to compare with.

Starting the Comparison

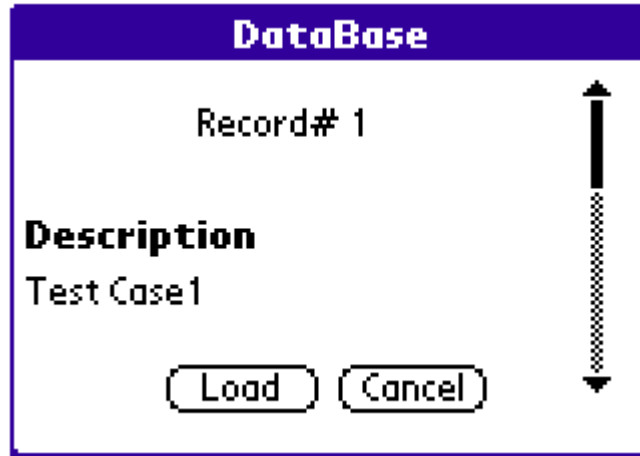
When you hit the Comparison button the first box to pop-up is an instructions box explaining that you have to Load a Scenario or you can Cancel:

Compare

Compare the Current Loan
against a previously saved
loan in the DataBase.

Loading a Loan Scenario

When you hit the Load Button the DataBase Load Screen comes up. Just choose a Record to Load or Cancel to exit.



Chapter 11 – Qualifying Ratios

Qualifying Ratios
Income 25.9 %
Debt 67.8 %
L T V 100.0 %

▼ Income ratio

= PITI / Income

PITI 1,068

Income 4,133

Income Ratio 25.9 %

Overview

The Qualifying Ratios Screen allows you to get an idea of whether or not you would qualify for a mortgage based on your income, expenses, and ratio values.

Current Ratios

The top of the Screen shows what your current Income Ratio, Debt Ratio, and Loan-To-Value Ratio is based on your current data that you have entered. Next to each is a button that will take you to the appropriate screens where you can edit that information.

Calculating Ratios

At the bottom is a Qualifying Ratio Calculator. There are 3 types: Income, Debt, and Loan-To-Value and you set which calculator you will use with the drop-down list box in the middle of the screen.

After selecting which Ratio Calculator you will use, you can enter known values into the appropriate fields and hit the CALC button next to the quantity you want calculated.