
LIGHTNING DOCS

(First) Modification User Guide



Before You Begin!

When creating a loan Modification in Lightning Docs, the system requires information from the original loan transaction in order to create an accurate Modification. Please note that the drafting process *will differ slightly* based on the answer to the below question.

“Was the original loan transaction drafted using Lightning Docs?”

1. If “**yes**” and the original transaction was drafted using Lightning Docs, [click here](#) for next steps or see instructions on the **next page**.
2. If “**no**” and the original transaction was drafted outside of Lightning Docs, [click here](#) for next steps or see instructions on **page 4**.

Original Transaction Drafted in Lightning Docs

GETTING STARTED

- 1) Select the applicable file for which a Modification will be created and navigate to the **SELECT APP** button at the bottom left-hand corner of the page. From there, choose the option for **Modification**.

The screenshot displays the Lightning Docs interface for a loan titled "444 Cactus Court (Mr. Lender LLC) (Sample LLC) (CA) (TEST)". The interface includes fields for Borrower(s), Lender(s), Property(ies), Loan Amount, and Interest Rate. A table lists the loan's history, including the last modified date and status. A dropdown menu is open, showing options like "New York Building Loan", "Modification", "Basic Extension", "Tenant Documents", "Legacy Corrective Addendum", and "Entity Review". The "Modification" option is highlighted. A red arrow points to the "SELECT APP" button at the bottom left.

LAST MODIFIED	STATUS	ACTION
Jan 26, 2026 11:16 AM	Completed	Review or Update
		Download All

- 2) Since the original loan was drafted in Lightning Docs, be sure that **"No"** is selected as the answer to the question, *"Was this loan originated outside of Lightning Docs?"*.

ORIGINAL TRANSACTION INFORMATION

- 1) Before drafting the Modification, the user will be asked to review the information from the **original** loan transaction.

The screenshot shows a question: "Was this loan originated outside of Lightning Docs?". There are two radio buttons: "Yes" and "No". The "No" button is selected, indicated by a blue dot and a red arrow. Below the question, the text "Original Transaction Information" is displayed.

IMPORTANT

Users should make changes to this information **only** if information in the **signed loan documents** conflicts with the information displayed in these fields. The final information **must match the original signed loan documents.**

Original Transaction Information

Before entering information about the modification, you must first give some details of the original loan transaction. You need only do this once. For future modifications you can skip this section (assuming no relevant details have changed) and go directly to the [Modifications](#) section below.

Parties to the Transaction

Borrower Information

→ Sample LLC, a Delaware limited liability company ✓

Include a Guaranty? ?

☐ Yes ☒ No

Lender Information

→ Mr. Lender LLC, a California limited liability company ✓

Is a Broker used on this transaction?

☐ Yes ☒ No

Collateral

Property Information

→ 444 Cactus Court, Irvine, California 92618 ✓

- 2) After reviewing the original loan information, the user has the option to hide these questions while proceeding through the Modification portion of the interview.

future modifications you can skip this section (assuming no relevant details have changed)

→ ☒ You are currently hiding the information about the original loan. If you wish to show it, simply uncheck the checkbox to the left.

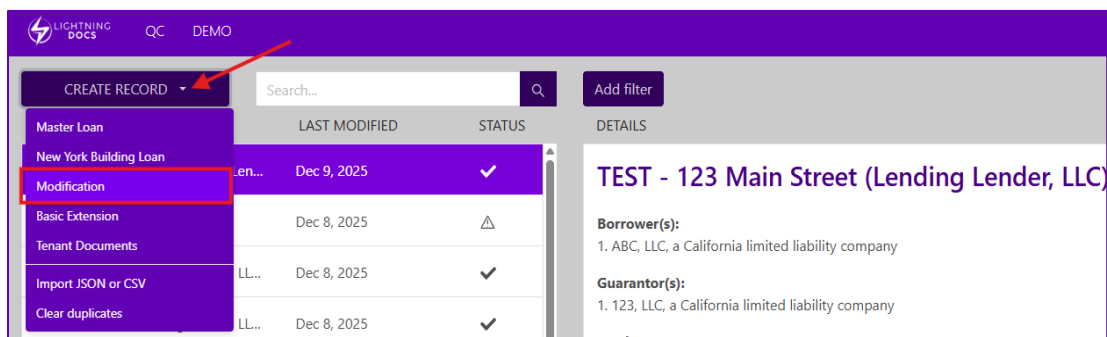
Modification

- 3) Next, move to the [Modification](#) portion of the interview. [Click here](#) or head to **page 7** for next steps!

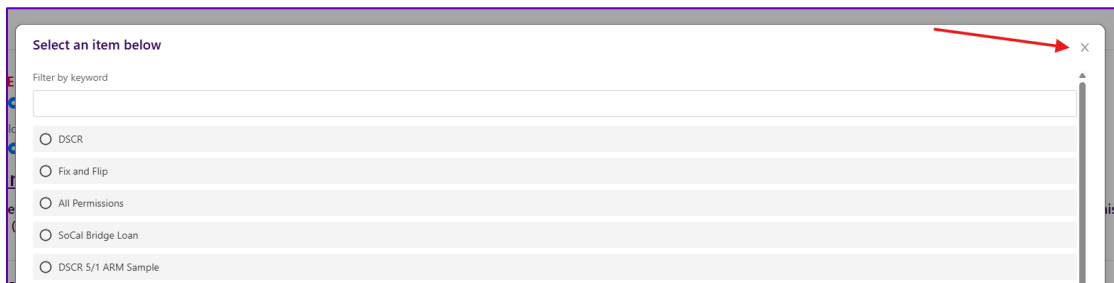
Original Transaction Drafted Outside of Lightning Docs

GETTING STARTED

- 1) Hover over the **CREATE RECORD** button in the upper left-hand corner of the home screen.
- 2) From the dropdown menu, select “Modification” (See screenshot below). This will take the user immediately into a blank interview for the Modification application.

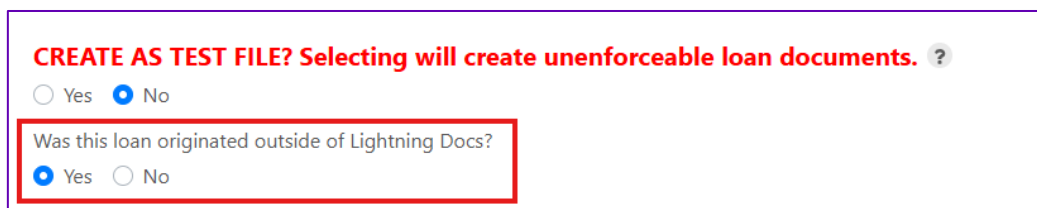


- 3) A popup window will appear, prompting the user to select a Scenario the same as when creating a Loan Document set. Bypass this by clicking the **X** in the upper righthand corner.



ORIGINAL TRANSACTION INFORMATION

- 1) The first question in the interview states “**Was this loan originated outside of Lightning Docs?**”. Selecting “Yes” will change some of the fields and information requested under the Collateral section of the interview.



CREATE AS TEST FILE? Selecting will create unenforceable loan documents. ?

☐ Yes ☒ No

Was this loan originated outside of Lightning Docs?

☒ Yes ☐ No

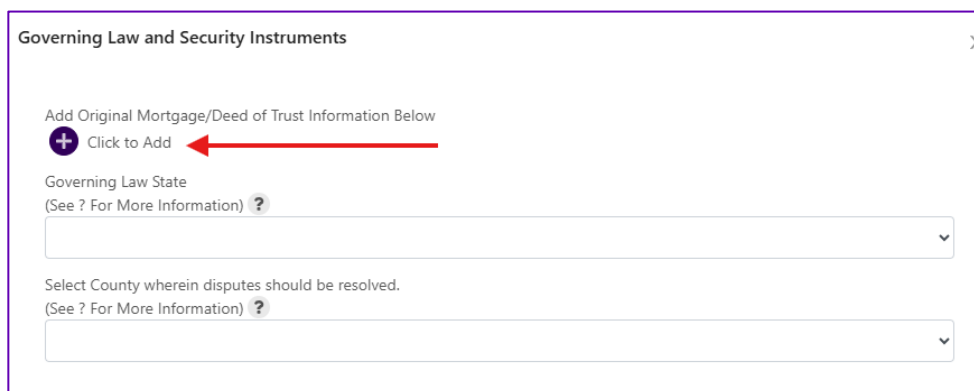
- 2) Proceed with completing the relevant sections under each of the headings below with information from the **original loan transaction**.

- **Parties to the Transaction**
- **Collateral**
- **Loan Terms and Features**

IMPORTANT

It is **crucial** to complete the loan information in these categories accurately to ensure it matches the **signed loan documents**. The **signed loan documents** determine the final terms, so it is important that these details are correct to ensure the Modification is generated correctly.

- 3) On the **Collateral > Governing Law and Security Instruments** page, the user will be prompted to add specific information about the **Original Security Instrument**. Click the **purple plus sign** to add this information. If there were multiple security instruments on the original transaction, multiple security instruments will need to be added.



Governing Law and Security Instruments

Add Original Mortgage/Deed of Trust Information Below

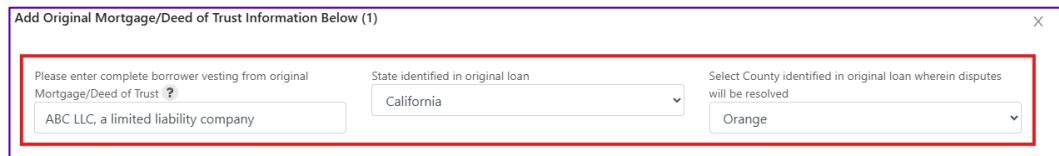
 Click to Add

Governing Law State
(See ? For More Information) ?

Select County wherein disputes should be resolved.
(See ? For More Information) ?

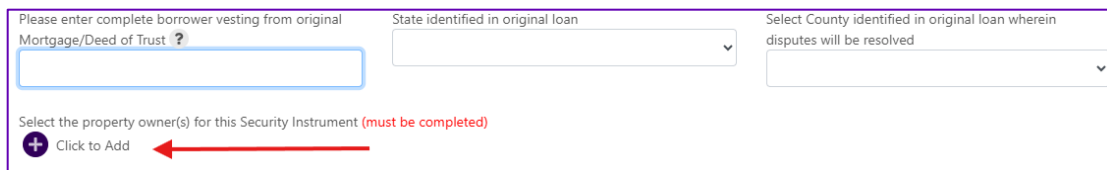
4) A new window will open where the user will need to complete the following fields:

- **Borrower Vesting:** This should match the vesting on the original Mortgage/Deed of Trust

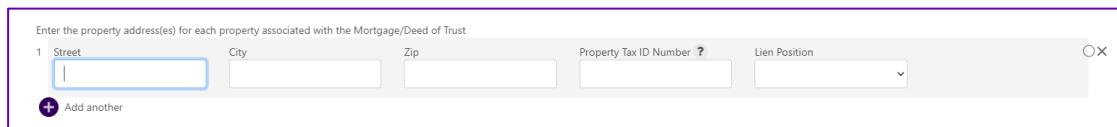


- **State**
- **County**
- **Property Owner:** If **both** of the below conditions are true, the user will **not** need to select a property owner.
 - There is only one borrower.**AND**
 - There are no non-borrowers listed on the transaction.

Alternatively, if neither of these conditions are true, the user must select “Click to Add” to choose the property owner and vesting (if applicable). This will typically match the vesting previously entered.



5) Lastly, add the **Property Address(s)** associated with the appropriate Mortgage/Deed of Trust.



6) Now, it is time to move to the Modification portion of the interview. [Click here](#) or head to **page 7** for next steps!

Modifications to the Loan

- 1) Select the “Click to Add” tab under the “Modification Agreements” section to create the Modification. A new window will appear.

Modification

Each *Modification Agreement* item you create below (by pressing “+” Click to Add”) will represent a time the loan is modified by agreement between the lender and borrower. Each such agreement can modify multiple aspects of the loan (e.g., increasing the total amount due, changing the interest rate, and extending the maturity date). When you press “Create Docs” (below, right), Lightning Docs will produce a Modification Agreement (and associated documents) for the *last* item on this list. But the list should include *all* previous modifications done to this loan, even if they were done outside of Lightning Docs. (For examples of how this works, click (?) to the right of *Modification Agreements*)

Modification Agreements
+ Click to Add

- 2) Lightning Docs will first require the user to enter the **recording information** from the original security instrument. Select “Click to Add”.

Modification Agreements (1)

Recording Information for original security instrument(s)

+ Click to Add

Enter the **Instrument Number** and **Recording Date** in the appropriate fields as shown below. If there is more than one security instrument recorded, select “Add another”.

Modification Agreements (1)

Recording Information for original security instrument(s)

1 456 Property Street in Santa Cruz, Arizona

Instrument Number

Recording Date

mm/dd/yyyy

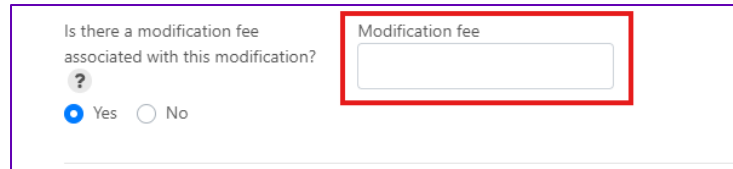
+ Add another

- 3) Next, enter the **Date of the Modification Agreement**. This is the expected date on which the Modification Agreement will be signed by the borrower.

Date of Modification Agreement ?

mm/dd/yyyy

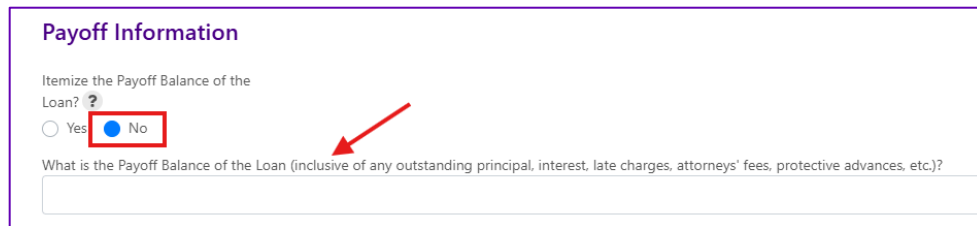
- 4) **Modification Fee:** Select “Yes” if the lender wishes to charge a fee to the borrower for obtaining the Modification agreement. Enter the fee in the appropriate field.



The screenshot shows a form section titled "Modification Fee". It contains a question: "Is there a modification fee associated with this modification?" with a help icon (?) and two radio buttons: "Yes" (selected) and "No". To the right of the question is a text input field labeled "Modification fee". A red box highlights the "Modification fee" input field.

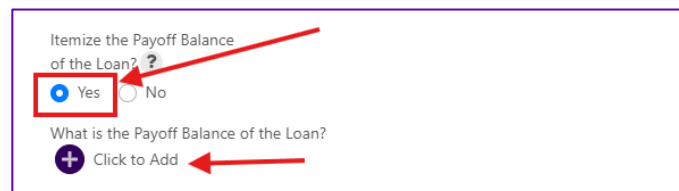
- 5) **Payoff Information:** The system will provide **two** options for entering the Payoff Balance. The best method to determine this amount is to request a payoff demand from the loan servicer.

- a. **A single amount:** Set the answer to “*Itemize the Payoff Balance of the Loan?*” as “No”. A single amount inclusive of any outstanding principal, interest, late charges, attorneys' fees, protective advances should be entered in the box provided as shown below.



The screenshot shows a form section titled "Payoff Information". It contains a question: "Itemize the Payoff Balance of the Loan?" with a help icon (?) and two radio buttons: "Yes" and "No" (selected). Below the question is a text input field labeled "What is the Payoff Balance of the Loan (inclusive of any outstanding principal, interest, late charges, attorneys' fees, protective advances, etc.)?". A red arrow points to the "No" radio button.

- b. **Itemized Payoff Balance:** If the user would like to enter in a broken-down description of any outstanding principal, interest, late charges, attorneys' fees, protective advances, select ‘Yes’ to “*Itemize the Payoff Balance of the loan?*” Then “Click to Add” to enter each relevant item.



The screenshot shows a form section titled "Payoff Information". It contains a question: "Itemize the Payoff Balance of the Loan?" with a help icon (?) and two radio buttons: "Yes" (selected) and "No". Below the question is a text input field labeled "What is the Payoff Balance of the Loan?". Below the input field is a button labeled "+ Click to Add". A red arrow points to the "Yes" radio button, and another red arrow points to the "+ Click to Add" button.

Choose a description from the dropdown menu for each fee and add the fee amount in the box provided.

What is the Payoff Balance of the Loan?	
1	Dropdown Outstanding Unpaid Principal Amount 300,000.00
2	Dropdown Accrued Unpaid Interest Amount 18,000.00

Total Payoff Balance of the Loan: \$318,000.00

Dropdown

Outstanding Unpaid Principal

Accrued Unpaid Interest

Late Charges

Foreclosure Fees

IMPORTANT

The system will calculate the total payoff balance based on the itemized amounts entered. Ensure that number is correct or adjust accordingly.

2	Dropdown Accrued Unpaid Interest Amount 18,000.00
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Total Payoff Balance of the Loan: \$318,000.00

Effective Date of the Payoff Balance: Lastly, enter the date the payoff balance is valid through.

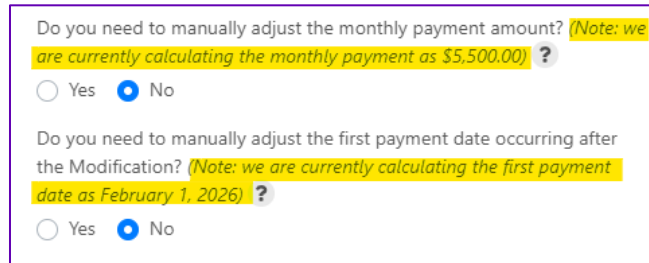
What is the effective date of the Payoff Balance? ?

mm/dd/yyyy

6) Terms to be Modified: Enter the terms that are changing from the original loan. The system will allow the user to make the following modifications:

- **Modify the Maturity Date**
- **Modify the Interest Rate**
- **Increasing Principal Balance**
- **Reducing Principal Balance**

7) Manual adjustments: The *monthly payment amount* and *first payment date* will be automatically determined. If this information does not align with the original loan documents, these features allow the user to make the necessary changes.



Do you need to manually adjust the monthly payment amount? (Note: we are currently calculating the monthly payment as \$5,500.00) ?

☐ Yes ☒ No

Do you need to manually adjust the first payment date occurring after the Modification? (Note: we are currently calculating the first payment date as February 1, 2026) ?

☐ Yes ☒ No

- a. Manually adjust monthly payment amount:** The system will currently calculate the monthly payment under the following assumptions:
- the monthly payments are interest only (rather than fully or partially amortized),
 - calculated on entire principal loan balance,
 - calculated on a 30/360 basis

If the above conditions are **not** true, the monthly payment may differ from what Lightning Docs has calculated. If so, use this feature accordingly.

- b. Manually adjust first payment date:** The system will default the first payment date to be one month from the first day of the month following the Modification Agreement date. If this is **not** true for the Modification, use this feature to display the correct date the first payment will be collected.

8) Customizations to this Modification: The user will answer the following questions based on additional features to be added as part of the Modification. Screenshot below.

- Include ACH form:** If payments will be collected through an ACH for this Modification, select “Yes”. An ACH form will populate and ACH specific language will drop into the agreement. **Please note:** If the original file included an ACH, the ACH information will not automatically carry over to the Modification.

- **Include Lenders Closing**

Instructions: If “yes” is selected, the system will prompt the user to add information from the Title policy, Date Down report and include a lender closing contact.

- **Include separate Escrow/Closing Agent information.** (Visible **only** if including Lender’s Closing Instructions.)

- **Add MERS language:** Select “Yes” if the original loan has been registered with MERS and the associated language should remain on the Modification.

- **Add a Conditional Right to Extension.** Reminder: this is not an automatic right to extension and will ultimately be up to the lender’s discretion.

- **Reserve(s):** These fields will only appear if reserves were included on the Original Loan Transaction. If part of the reserve has been exhausted, enter the remaining amounts.

Customizations to this Modification

Are you requiring collection of monthly payments via ACH after the Modification Agreement?

☐ Yes ☒ No

Include Lender’s Closing Instructions with this Modification?

☒ Yes ☐ No

Include separate Escrow/Closing Agent Information?

☐ Yes ☒ No

Would you like to add MERS language to this modification?

☐ Yes ☒ No

Add a Conditional Right to Extension?

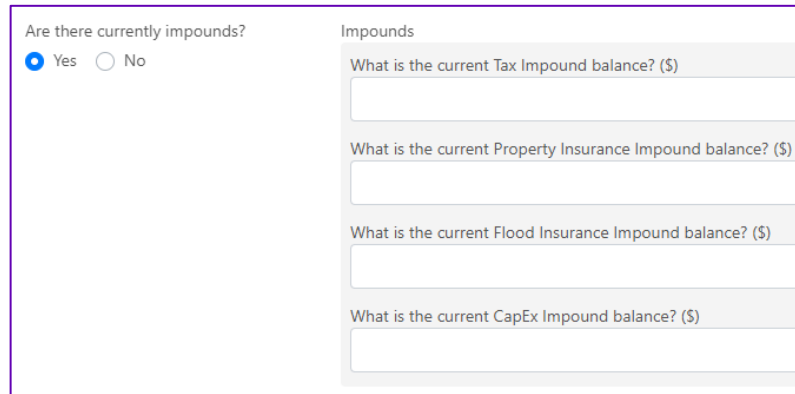
☐ Yes ☒ No

Reserves

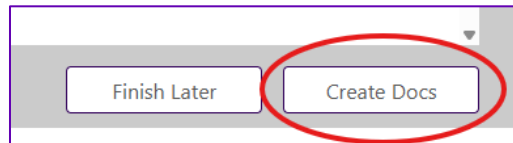
What is the current Debt Service Reserve balance? (\$)	Previously was \$50,000.00

TIP: The system will notify the user of the last reserve amounts based off what was previously entered in Lightning Docs.

- **Are there currently any impounds?** If “Yes”, Lightning Docs will prompt the user to enter the **current** impound balances for the following: taxes, property insurance, flood insurance and CapEx. Complete the fields for the applicable accounts.



- 9) Once the information in the interview has been completed and reviewed, download the documents by selecting the **Create Docs** button in the lower righthand corner.



- 10) The user will be redirected to the Lightning Docs home screen. Select **Download** or click on “First Modification.docx” to download the documents as highlighted below.

Interest Rate: 12%			
APP	LAST MODIFIED	STATUS	ACTION
Modification	Oct 30, 2025 4:23 PM	Ok	<button>Review or Update</button>
First Modification.docx			  <button>Download</button>

If further assistance is needed, please reach out to support@lightningdocs.ai and we are happy to help!