
LIGHTNING DOCS

Subsequent Modification User Guide



Before You Begin!

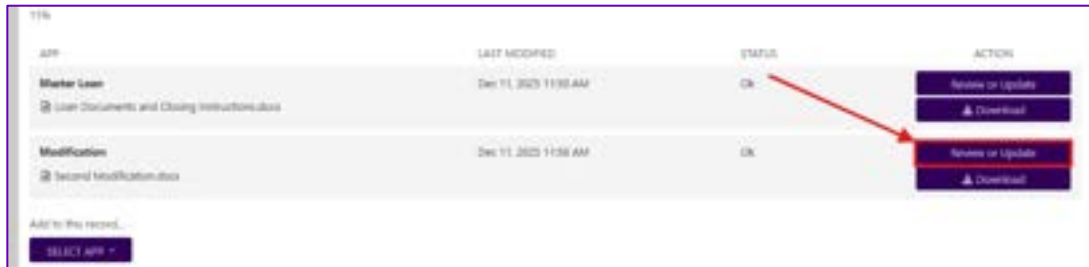
When creating a subsequent modification, the system requires information from the original transaction and each previous modification in order to create a new modification. The system will use information from the previous modification(s) to ensure the new modification agreement reflects accurate terms. Please note, the answer to the below question will determine the appropriate next steps of the drafting process.

“Were the original loan transaction and previous modification(s) drafted in Lightning Docs?”

- a. If **“yes”**, please [click here](#) for further instructions on how to complete the subsequent Modification or head to **page 2**.
- b. If **“no”**, a new Modification record will need to be created from scratch. [Click here](#) for next steps or head to **page 4**.

Prior Transactions Drafted in Lightning Docs

If the original loan **and** prior Modifications were drafted in Lightning Docs, locate the file and click the **Review or Update** button to the right of the Modification application to open.



APP	LAST MODIFIED	STATUS	ACTION
Master Loan Loan Documents and Closing Instructions.docx	Dec 11, 2023 11:58 AM	OK	Review or Update Download
Modification Second Modification.docx	Dec 11, 2023 11:58 AM	OK	Review or Update Download

Add to this record...
[SELECT APP](#)

ORIGINAL LOAN INFORMATION

- 1) Identify if the original loan was drafted outside of Lightning Docs.

Was this loan originated outside of Lightning Docs?

☐ Yes ☒ No

Leave “**No**” selected here. The Original Transaction Information section will contain the original loan details from the **MasterLoan** application. Review this information for accuracy and make any changes if necessary. Please note any changes made in *this* section **must match the original signed loan documents, NOT the previous Modification.**

Parties to the Transaction

Borrower Information
[\(click to edit\)](#)

Include a Guaranty? [?](#)
☐ Yes ☒ No

Lender Information
[\(click to edit\)](#)

Is a Broker used on this transaction?
☐ Yes ☒ No

Collateral

Property Information
[\(click to edit\)](#)

Loan Terms and Features

Standard Loan Terms
[\(click to edit\)](#)

Special Loan Features
[\(click to edit\)](#)

- 2) Once the original loan details have been reviewed or edited, click on the checkbox to hide these questions if desired.

Loan Terms and Features

Standard Loan Terms
➔ [\(click to edit\)](#)

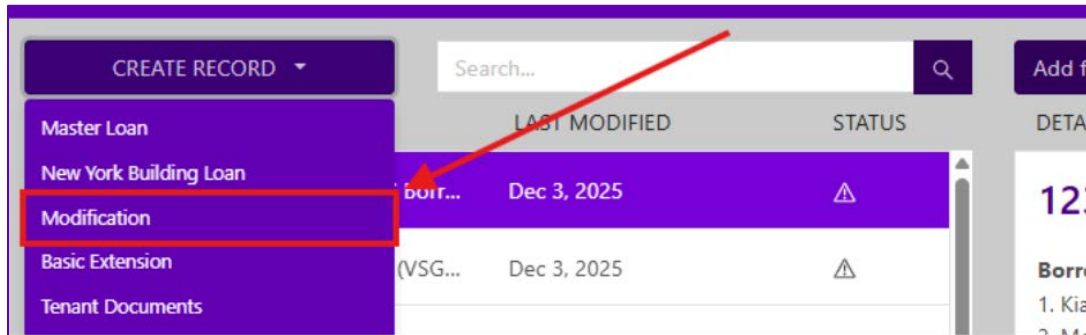
Special Loan Features
➔ [\(click to edit\)](#)

☐ Now that you have given us information regarding the original loan, you can choose to hide those questions by checking the checkbox to the left.

- 3) If satisfied with the original loan details, [click here](#) or see **page 10** for steps on how to complete the subsequent Modification section.

Prior Transactions Not Drafted in Lightning Docs

From the home screen, navigate to the **Create Record** button in the upper left-hand corner and select **Modification**. This will open a blank modification interview.



ORIGINAL LOAN INFORMATION

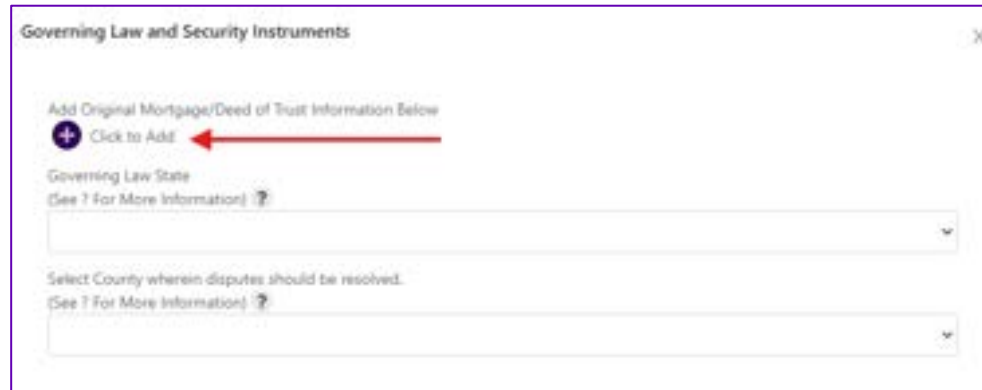
- 1) Identify if the original loan was drafted outside of Lightning Docs. Select **“Yes”**.

Was this loan originated outside of Lightning Docs?

☒ Yes ☐ No

- 2) Begin by completing the relevant information of the **original loan** (Parties to the Transaction, Collateral, and Loan Terms and Features).
 - **Borrower Information**
 - **Lender Information**
 - **Governing Law and Security Instruments**
 - **Standard Loan Terms**
 - **Special Loan Features**

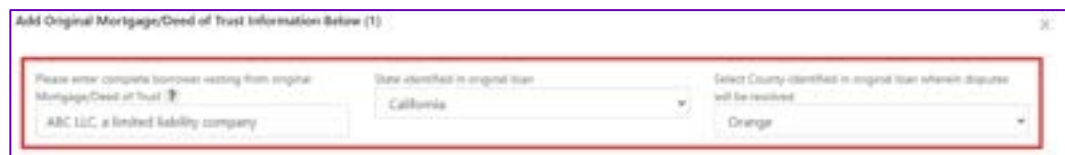
- 3) On the **Collateral > Governing Law and Security Instruments** page, the user will be prompted to add specific information about the **Original Security Instrument**.



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.

- 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 other non-borrowers listed on the transaction.

Alternatively, if either of these conditions are **not** 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.

Please enter complete borrower vesting from original Mortgage/Deed of Trust

State identified in original loan

Select County identified in original loan wherein disputes will be resolved

Select the property owner(s) for this Security Instrument (must be completed)

[Click to Add](#)

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

Enter the property address(es) for each property associated with the Mortgage/Deed of Trust

1 Street City Zip Property Tax ID Number Loan Position

[Add another](#)

- 6) After completing the original loan details, click the checkbox to hide the interview questions if desired.

Loan Terms and Features

Standard Loan Terms

[\(click to edit\)](#)

Special Loan Features

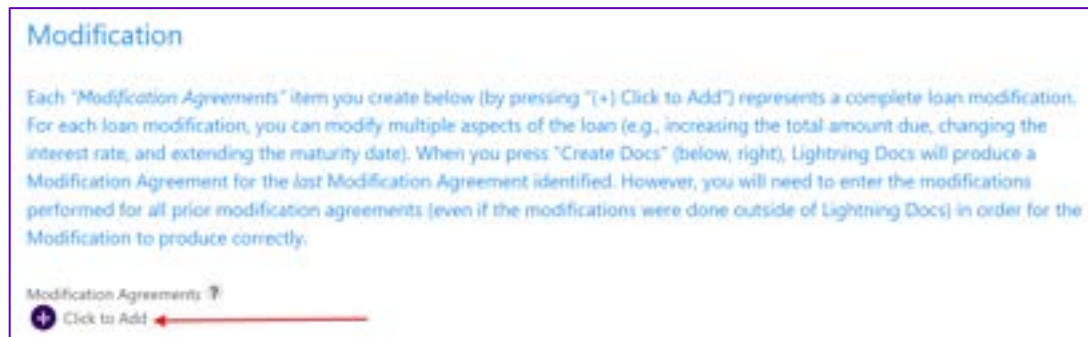
[\(click to edit\)](#)

☐ Now that you have given us information regarding the original loan, you can choose to hide those questions by checking the checkbox to the left.

PREVIOUS LOAN MODIFICATIONS

The system requires **ALL** previously recorded loan Modifications to be entered before creating the current modification.

- 1) Navigate to the **Modification Agreements** section of the interview. Click on the **purple plus sign** to add **each prior** loan Modification.



- 2) A new window will open where the user will be prompted to enter the details of the **FIRST** Modification.

A screenshot of a form titled "Modification Agreements (1)". The form is divided into several sections. The first section is "Recording Information for original security instrument(s)" with a "Click to Add" button. Below this is a "Date of Modification Agreement" field with a calendar icon, showing "01/01/2001". The next section is "Is there a modification fee associated with this modification?" with radio buttons for "Yes" and "No", where "No" is selected. The "Payoff Information" section follows, with a "Denote the Payoff Balance of the Loan?" field and radio buttons for "Yes" and "No", where "No" is selected. Below this is a large text area for "What is the Payoff Balance of the Loan (inclusive of any outstanding principal, interest, late charges, attorney fees, protective services, etc.)?". At the bottom, there is a field for "What is the effective date of the Payoff Balance?". A purple "OK" button is in the bottom right corner.

- 3) **IMPORTANT NOTE:** The process for entering any **prior** Modifications into the system is almost exactly the same as creating a **new** (current) Modification but with the following **two exceptions**:

- a. **Payoff Information:** The payoff information section does **not** need to be completed for any **prior** modifications. This is only relevant for the new Modification. Feel free to skip this section.

The screenshot shows the "Payoff Information" section of a form. It includes a question "Itemize the Payoff Balance of the Loan?" with radio buttons for "Yes" and "No" (where "No" is selected). Below this is a text input field for "What is the Payoff Balance of the Loan (inclusive of any outstanding principal, interest, late charges, attorneys' fees, protective advances, etc.)?". At the bottom is another text input field for "What is the effective date of the Payoff Balance?" with a date picker icon.

- b. **Customizations to this Modification:** The information in this section is only relevant for the new Modification. Feel free to skip this section for all **prior** Modifications.

The screenshot shows the "Customizations to this Modification" section. It contains several questions with radio button options: "Are you requiring collection of monthly payments via ACH after the Modification Agreement?" (No selected), "Include Lender's Closing Instructions with this Modification?" (No selected), "Would you like to add MERS language to this modification?" (No selected), and "Add a Conditional Right to Extension?" (No selected). Below these is a "Reserves" section with a text input field for "What is the current Debt Service Reserve balance? (\$)" and a note "Previously was \$25,000.00". At the bottom is a question "Are there currently impounds?" with radio buttons for "Yes" and "No" (where "No" is selected).

4) **Only** the below named sections will need to be completed for **prior** Modifications.

- a. **Recording Information**
- b. **Date of Modification Agreement**
- c. **Is there a modification fee?**

d. Terms to be modified

(For detailed instructions on completing these fields, refer to [pages 10-11 & 13-14](#) of this guide.)

- 5) Repeat these steps when entering **each** previous Modification. Once you have entered all previous modifications to the loan, you will then proceed with creating the **current** Modification. Please [click here](#) to see instructions on how to enter the current modification.

Completing the Current (New) Modification

- 1) Navigate to the **Modification Agreements** section of the interview and click on the **purple plus sign** to add the new Modification.

The screenshot shows a section titled "Modification" with a help icon. Below the title is a paragraph explaining that each "Modification Agreements" item represents a complete loan modification and that users can modify multiple aspects of the loan. It also states that pressing "Create Docs" will produce a Modification Agreement for the *last* Modification Agreement identified, and that users need to enter modifications for all prior agreements. Below this text is a list of "Modification Agreements" with two items: "1. First modification agreement (2025-11-24), modifying: maturity date, interest rate, and advancing additional funds" and "2. Second modification agreement (2025-11-25), modifying: advancing additional funds and reducing principal balance". Each item has a right arrow icon and a close icon. At the bottom of the list is a "+ Add another" button, which is highlighted with a red arrow.

IMPORTANT

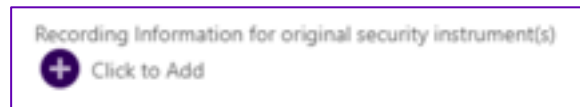
If the original loan was drafted in Lightning Docs but prior modification(s) were done outside of Lightning Docs, the details of the outside modification must be entered **before** creating the current modification.

[Click here](#) or see **page 6** for more details.

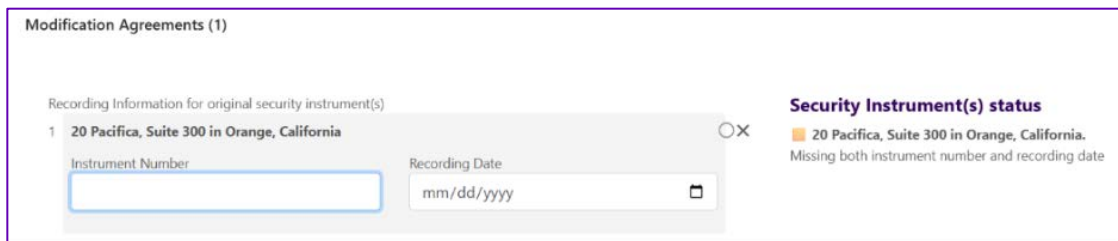
- 2) A new window will open where the user will be prompted to enter the details of the current (new) Modification.

The screenshot shows a window titled "Modification Agreements (1)". It has a close button in the top right corner. The window is divided into two main sections. The top section is titled "Recording Information for original security instrument(s)" and contains a "+ Click to Add" button, a "Date of Modification Agreement" field with a calendar icon, and a question "Is there a modification fee associated with this modification?" with "Yes" and "No" radio buttons. The bottom section is titled "Payoff Information" and contains a question "Remain the Payoff Balance of the Loan?" with "Yes" and "No" radio buttons, and a text field "What is the Payoff Balance of the Loan (Include of any outstanding principal, interest, late charges, attorney's fees, protective advances, etc.)?". An "OK" button is located at the bottom right of the window.

- 3) Lightning Docs will require the user to enter the **recording information** from the original security instrument. Click the **purple plus sign** to add.



- 4) Enter the **instrument number** and **recording date** for the original security instrument.



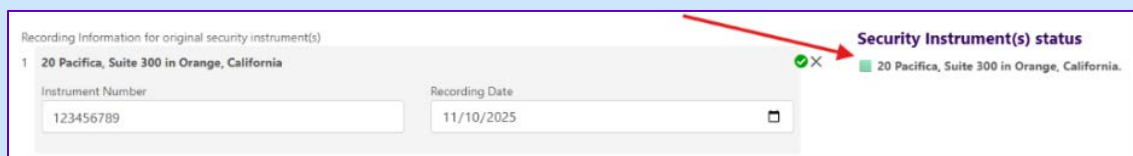
HELPFUL TIP

Stoplight-style indicators display the completion status of each required area.

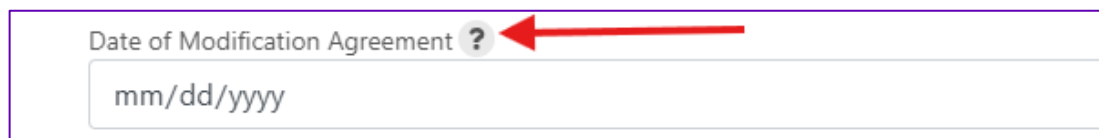
Red: indicates action is required. Select the **Click to Add** button to include.

Yellow: indicates *some* information is missing and prompts the user to provide.

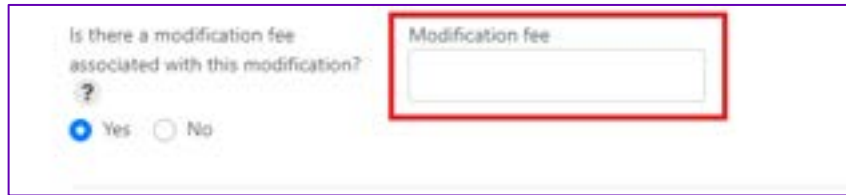
Green: indicates all required information has been completed.



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



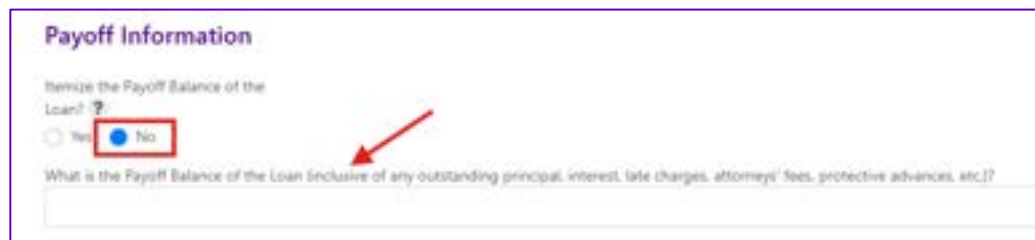
- 6) **Modification Fee:** Select “Yes” if the lender wishes to charge a fee to the borrower for obtaining the Modification agreement. Enter the fee in the appropriate field.



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

- 7) **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.



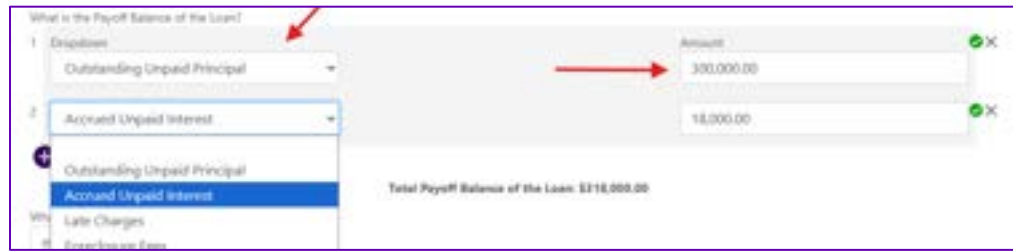
The screenshot shows a form section titled "Payoff Information". It contains the question "Itemize the Payoff Balance of the Loan?" with a question mark icon. Below the question are two radio buttons: "Yes" and "No" (selected). A red rectangular box highlights the "No" radio button. Below the radio buttons 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.?", which is highlighted with a red rectangular box. A red arrow points from the "No" radio button to the text input field.

- 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.

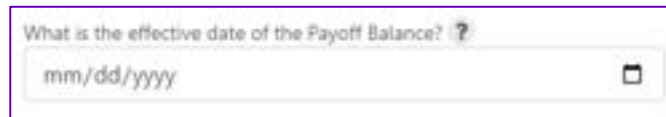


The screenshot shows a form section titled "Payoff Information". It contains the question "Itemize the Payoff Balance of the Loan?" with a question mark icon. Below the question are two radio buttons: "Yes" (selected) and "No". A red rectangular box highlights the "Yes" radio button. Below the radio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



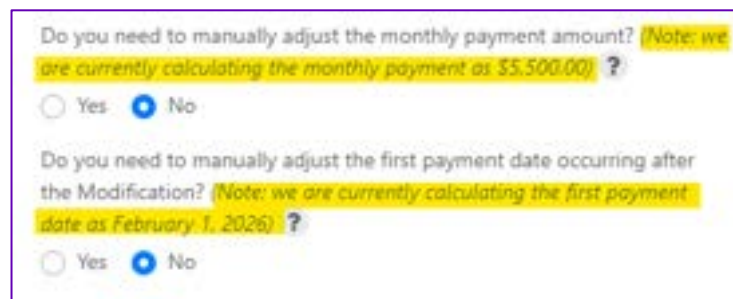
Effective Date of the Payoff Balance: Enter the date the payoff balance is valid through.



8) **Terms to be Modified:** Enter the terms that are changing from the previous modification. 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**

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



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

10) 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 with the Modification and ACH specific language will drop into the agreement. **Please note:** If the original file or previous modification included an ACH, the ACH information will not automatically carry over to the Modification.
- **Include Lender’s 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.
Please note: If it was indicated in a previous modification to include MERS, the system will recognize this and will instead ask whether to keep MERS in the new Modification.

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

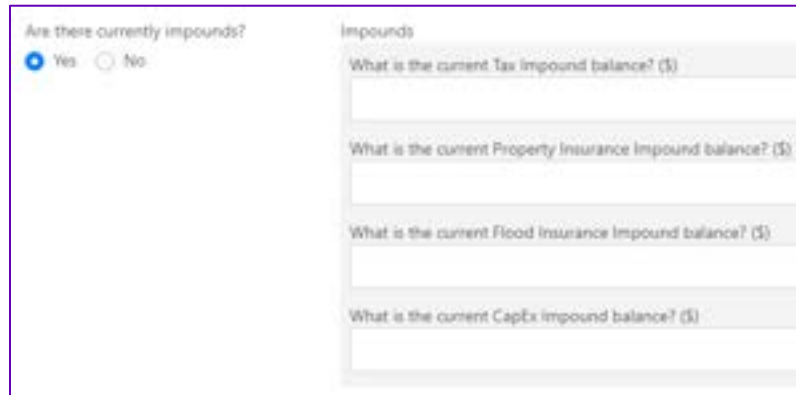
Reserves

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

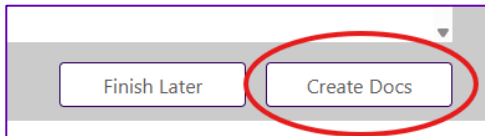
- **Add a Conditional Right to Extension:** Reminder: this will not be an automatic right to extension and will ultimately be up to the lender's discretion.
- **Reserve(s):** These fields will only appear if reserves were included on the Original Loan Transaction. If part of the reserve has been exhausted, enter the remaining amounts.

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

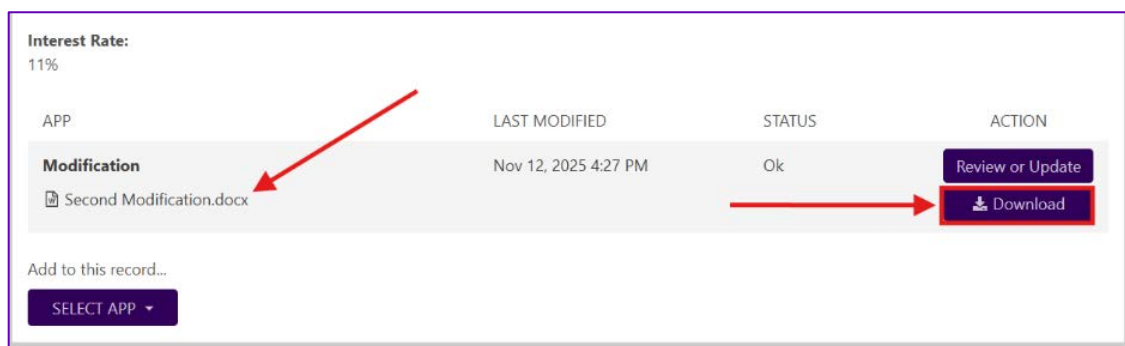
- **Are there currently any impounds:** If “Yes”, Lightning Docs will prompt the user to enter the **current** impound balances for the following: taxes, property insurance, flood insurance and CapEx. Complete the fields for the applicable accounts.



- 11) 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.



- 12) The user will be redirected to the Lightning Docs home screen. Download the **Modification** using one of the options highlighted below.



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