

Closing Document Request Form

Broker Information			
LO Name:		LO Email:	
Processor Name:		Processor Email:	
Borrower Information		Co-Borrower Information	
First Name:		First Name:	
Last Name:		Last Name:	
Loan Information			
Loan No.	Interest Rate:	Rate Lock Exp.:	Loan Amount:
Loan Program:		Product:	Purchase Price: Appraised Value:
Vesting Information (LIST ALL INDIVIDUALS WHO WILL HOLD TITLE AS THEIR NAMES SHOULD APPEAR)			
Name:		Vesting:	
Name:			
Name:		Entity Vesting (if applicable):	
Name:			
Non-Purchasing Spouse (if applicable):		Attorney Opinion Letter Exists? (if closing in a Trust)	
Broker Fee Details & Impounds/Escrows			
Lender Paid (Comp. Amt.):	\$	3 rd Party Processing Fee: \$	
Borrower Paid (Orig. Amt.):	\$	Lender Fee Buyout Exists?	
Discount Fee: %	\$	Other: \$	
Appraisal Fee: \$	1004D/Re-inspection: \$	Other Description:	
2 nd Appraisal Fee: \$	Credit Report Fee: \$	Escrow/Impound:	
Seller Credit:	Lender Credit:	RE Agent Credit:	
Important Contacts & Dates			
Escrow		Real Estate Broker (Buyer)	
Company:		Company:	
Escrow/Settlement Agent:		Agent Name:	
Email:		Email:	Phone:
Phone:	Lic. #:	Agent Lic. #:	Co. Lic. #:
Email for Docs (if different):			
Title Company/Settlement Agent		Real Estate Broker (Seller)	
Company:		Company:	
Title Officer:		Agent Name:	
Email:		Email:	Phone:
Phone:	Lic. #:	Agent Lic. No:	Co. Lic. #:
Expected Closing Date/Time:		Notes to Closer:	
Checklist (Required)			
Complete Vesting (i.e. Vesting Amendment or Warranty Deed)			
Hazard Insurance & Invoice showing paid/due, if not on policy – binders are not accepted			
Flood Insurance*(if applicable) & Invoice showing paid/due, if not on policy – binders are not accepted			
Contact License Information for All Parties			
Estimated Settlement Statement or Prelim CD *Must already include lender fees and COE date expected)			
All 3 rd party invoices including credit, appraisal, 3 rd party processing			

****RE-DRAW FEE OF \$150 WILL BE APPLIED FOR ANY CHANGES AFTER DOCS HAVE BEEN ISSUED**
All HPML loans require impounds; Properties in a Flood Zone are ineligible for impound waivers

Acknowledgement:

Name

Signature

Date