

Loan Number: _____

Account Executive: _____ Account Manager: _____

Property Address: _____

CONTACT INFORMATION			
Broker Name		Processor Name	
Processor Phone Number		Processor Email	
SETTLEMENT AGENT INFORMATION / SIGNING DETAILS			
Settlement Agent Name		Settlement Agent Phone Number	
Title Company		Title Company Phone Number	
Email Address for Docs			
Loan Closing In Trust? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>**All Trust Docs must be approved prior to documents being drawn**</small>		POA? <input type="checkbox"/> Yes <input type="checkbox"/> No POA Name _____ <small>**All POA's must be approved prior to documents being drawn**</small>	
Doc Signing Date		Doc Signing Time	
Vesting			
LOAN INFORMATION			
Borrower Name		Borrower Email	
Co-Borrower Name		Co-Borrower Email	
Non-Borrowing Spouse Name		Non-Borrowing Spouse Email	
First Payment Date			
Interest Credit? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>**Must fund within 7 calendar days into the month**</small>		Occupancy Type	
Loan Amount		Purpose of Loan	
Loan Program		Loan Type	
Lock Expiration Date		Impounds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mortgage Insurance: <input type="checkbox"/> Borrower Paid <input type="checkbox"/> Lender Paid		UFMIP / USDA Guaranty Fee / VA Funding Fee: <input type="checkbox"/> Cash <input type="checkbox"/> Financed	
Borrower Premium Rate Credit: _____ %		Borrower Discount Points: _____ %	
FEES			
Third Party Fee <small>**Invoice Required**</small>	POC		Total Due at Closing
Appraisal Fee \$			\$
Credit Report \$			\$
3rd Party Processing Fee \$			\$
Other Fee \$			\$
Appraisal Fee \$			
Borrower Paid Compensation		Lender Paid Compensation	
(+) Broker Origination \$		Lender Paid Broker Compensation \$	
(+) 3rd Party Processing Fee \$		(+) 3rd Party Processing Fee \$	
(+) Reimbursement for Appraisal \$		(+) Reimbursement for Appraisal \$	
(+) Reimbursement for Credit Report \$		(+) Reimbursement for Credit Report \$	
TOTAL \$ CHECK TO BROKER: \$		TOTAL \$ CHECK TO BROKER: \$	

