



Final CD and Closing Docs Request Form

Submitting Broker Information		
Broker Company:		
Broker Contact Name:	Broker Contact Phone Number:	
Processor Name:	Processor Email:	
LO Name:	LO Email:	
Applicant Information		Co-Applicant Information
First Name:		First Name:
Last Name:		Last Name:
Loan Information		
Vesting (List all individuals that will be on title)		
Name:	Social Security #:	
Email:		
Name:	Social Security #:	
Email:		
Final Vesting to Read as:		
Other		
Requested Closing Date:	First Payment Date:	
Doc Order Information		
Broker Fees		Impounds
Lender Paid (Comp. Amt): \$		Impounds?
Borrower Paid (Origin. Amt): \$		Yes No
Discount Fee: % \$		HOI Premium: \$
Appraisal Fee: \$	Credit Report: \$	HOI Due Date:
Paid by Broker?	Paid by Broker?	HOI Paid:
Paid by Borrower?	Paid by Borrower?	Taxes are Paid:
Reimburse?	Reimburse?	Annually
Processing Fee:	Underwriting Fee:	Semi-Annually
Financial Inspection Fee (if applicable): \$		Quarterly
Other: \$		Next Installment Due Date:

Important Contacts	
Title Company / Settlement Agent	Escrow
Company:	Company:
Address:	Address:
NMLS ID:	NMLS ID:
License #:	License #:
Contact:	Contact:
Contact NMLS ID:	Contact NMLS ID:
Contact License ID:	Contact License ID:
Email:	Email:
Phone Number:	Phone Number:
Real Estate Broker (Buyer)	Real Estate Broker (Seller)
Company:	Company:
Address:	Address:
NMLS ID:	NMLS ID:
License #:	License #:
Contact:	Contact:
Contact NMLS ID:	Contact NMLS ID:
Contact License ID:	Contact License ID:
Email:	Email:
Phone Number:	Phone Number:
Checklist (Required)	
Complete Vesting	
Hazard Insurance	
3 rd Party Invoices	
Contact License Information for All Parties	
Title's Preliminary Fee Sheet	

Acknowledgement:

Name

Signature

Date