



Part 1 Docs Request Form

Dear Loan Officer:

In order to make sure loan docs information is correct, please finally confirm the following loan information before request for loan docs. Please perform your obligation on the subject file to confirm the loan information below.

Note: This form is used for interior only to confirm.

Borrower Name: _____ File number: _____

Subject Address: _____ Lender (Processor will complete) _____

CONFIRMATION	Comments	If change, please note here
Loan Amount		
Note Rate		
Term		
Rate Expired Date		
Rebate		
1st Payment Date		
Point		
Fee		
Final Vesting (If no, please provide the Escrow amended)		
Taxes Impound		
Insurance Impound		
Close In Trust		
POA		
Property Type		
HOA Name (If Condo/PUD)		

Note: If you want to change, Some item changed may require to be issued updated CD to borrower for signature.

Dear Loan officer, please be noted that following account statement(s) was (were) approved. Please prepare and make sure the funds wired to Escrow will come out from the following account to avoid sourcing new account statement

Bank Name		Bank account number
Donor Name	Relationship	Gift Funds Amount

Escrow Email: _____

Agent Email: _____

Agent Signature and Date(Signature only used for confirmation): _____

Agent Print Name: _____

Important Notice: If not confirmed, once loan docs drawn show wrong information, I won't be obligated and responsible for this.



Part 2 Docs Request Form

Processor Obligation (Processor will complete below)

Initial LE Date		
Locked LE Date		
CD(s) Date		
1 St Day to Sign Loan Docs		

(If ARM)

Index Type		Margin		Index		Floor Rate	
Index Source							

Document Request:

Locked Confirmation	
Estimate Closing Statement	
Insurance Policy	
Master Insurance	
Cost Estimator	
Vesting Amendment/Grant Deed	
Appraisal Invoice and Report with full pages	Note: PIW
Prelim Report	
**Flood Certification	
**ARM Rate Sheet(Index Sheet)	
**MI Cert	
HOA document with HOA name	
Trust Document with Full Trust Name	

Compliance Package

Pre-Closed CD	
Proof of Delivery for CD	
Locked LE	
Proof of Delivery for Locked LE	
Initial LE	
SPL	
Proof of Delivery for Appraisal	Note :PIW
COC for Rate Lock	
COC for other	