

Address	Company ID	Add Vendor	Status	Affiliation
108th St Ste 108		Edit Delete		
Illege Parkway, #202		Edit Delete		

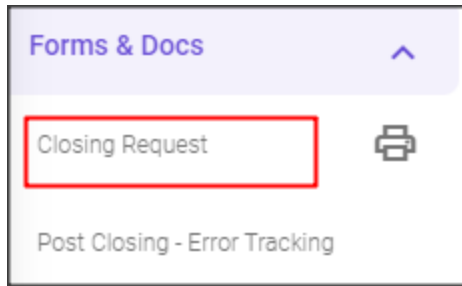
ADP Number	<input type="text"/>
Account Number	<input type="text"/>
For Further Credit To	<input type="text"/>
Account Number	<input type="text"/>
* Indicates required.	<input type="checkbox"/> Add to Escrow Companies
	Submit Cancel

Note: If Title company and Escrow company are the same, click on **Add to Escrow Companies** checkbox at the bottom of template.

Submitting the Closing Request

Prior to completing the Closing Request Screen, you have the option to input your Title/Escrow company into our VENDOR INFO database. This will eliminate the need to input on future Closing Request submissions. This is optional. Below are instructions on how to do this.

- Click on Forms and Docs from the left navigation menu. Select **Vendor Info**.
- Type the name of the company you wish to add to see if it already exists in our database.
- If the name/address of your Title/Escrow Company appears, then you do not need to add. Close this window and proceed to the Closing Request Screen under Forms and Docs.
- If the name does not appear, click on the pencil to add the company name.
- Click **ADD VENDOR** and complete the template.
- **Required fields:**
 - Name
 - Address, City, State, Zip
 - Phone
 - Email
 - Wire Instructions
- Click **SUBMIT** at the bottom right of the screen when complete.



To complete closing request

Click on Closing Request under Forms and Docs from the left navigation menu.

Complete Closing Information

Dry Closing States

- Closing Type = Docs and Funds
- Signing Date = Date you want docs in Escrow
- Requested Closing Date and Time – Date you want docs sent to Escrow
- Requested Settlement Date – Date you intend to fund the loan
- First Payment Date = completion of this field indicates whether an interest credit is being requested (only available through the 7th calendar day of the month)
- Email = email address to send closing package

Complete Title/Settlement Agent Information

If you are utilizing the database (see previous page), type the name of the company and it will appear in a list. Select the correct location and enter.

Wet Closing States

- Closing Type = Docs and Funds
- Signing Date = Date loan is to close
- Requested Closing Date and Time – Date loan is to close
- Requested Settlement Date – Date loan is to fund
- First Payment Date = completion of this field indicates whether an interest credit is being requested (only available through the 7th calendar day of the month)
- Email = email address to send closing package

If you need to input manually, click on the button next to **Enter New** and complete the template. Follow the above instructions for the **WIRE BANK INFORMATION/ESCROW** sections, as needed.

HAZARD INSURANCE INFORMATION

Use List Enter New

Insurance Company [Hide Dropdown List](#)

Address City State / Zip County

Contact Person Phone Fax Company ID

Email Address Insured For (\$)

FLOOD INSURANCE INFORMATION

Use List Enter New

Insurance Company [Hide Dropdown List](#)

Address City State / Zip County

Contact Person Phone Fax Company ID

Email Address Insured For (\$)

HAZARD AND FLOOD INSURANCE sections should be completed as stated above.

Closing Request

CLOSING SETTLEMENT STATEMENT

Due from Borrower at Closing			
Fee Name	From Date	To Date	Amount
Sales Price of Property			\$647,000.00
Closing Costs paid at Closing (J)			\$19,811.62
City/Town Taxes	12/13/2024	12/31/2024	\$1.09
County Taxes	12/13/2024	12/31/2024	\$41.43

Paid Already by or on Behalf of Borrower at Closing			
Fee Name	From Date	To Date	Amount
Deposit			\$25,000.00
Loan Amount			\$516,000.00

Calculation	
Fee Name	Amount
Total Due from Borrower at Closing	\$669,139.37
Total Paid Already by or on Behalf of Borrower at Closing	\$541,000.00
Cash to Close From/To Borrower	\$128,139.37

Due to Seller at Closing			
Fee Name	From Date	To Date	Amount
Sales Price of Property			\$647,000.00
City/Town Taxes	12/13/2024	12/31/2024	\$1.09
County Taxes	12/13/2024	12/31/2024	\$41.43

Due from Seller at Closing			
Fee Name	From Date	To Date	Amount
Closing Costs Paid at Closing			\$38,820.00

Calculation	
Fee Name	Amount
Total Due to Seller at Closing	\$649,827.75
Total Due from Seller at Closing	\$38,820.00
Cash to Close From/To Seller	\$611,007.75

Closing Settlement Statement Section:

- Due from Borrower at Closing
- Paid Already by or on Behalf of Borrower at Closing
- Calculation
- Due to Seller at Closing
- Due from Seller at Closing
- Calculation

Each section will populate from the LE and then from the CD once completed.

All fields will be view only.

Origination Charges					
Fee Name	Paid By	Paid To	POC	Amount	
Discount Points	Borrower	Lender	<input type="checkbox"/>	\$181.96	
Mortgage Broker Compensation	Lender	Broker	<input type="checkbox"/>	\$9,985.79	
Wire Fee	Borrower	Lender	<input type="checkbox"/>	\$10.00	

Services Borrower Cannot Shop For					
Fee Name	Paid By	Paid To	POC	Amount	
Appraisal Fee	Borrower	Other	<input type="checkbox"/>	\$675.00	
Credit Report	Borrower	Other	<input type="checkbox"/>	\$163.50	
FHA Mortgage Insurance Premium	Borrower	Hud	<input type="checkbox"/>	\$7,633.15	
Flood Determination Fee	Borrower	Other	<input type="checkbox"/>	\$9.50	
Tax Service Fee	Borrower	Other	<input type="checkbox"/>	\$80.00	
Third Party Processing Fee	Borrower	Other	<input type="checkbox"/>	\$999.00	

Services Borrower Can Shop For					
Fee Name	Paid By	Paid To	POC	Amount	
Title - Lenders Title Policy	Borrower	Title	<input type="checkbox"/>	\$2,294.50	
Title - Settlement or Closing Fee	Borrower	Title	<input type="checkbox"/>	\$600.00	
Title - Recording Fee	Borrower	Title	<input type="checkbox"/>	\$20.00	
Title - Lender Closing Fee	Borrower	Title	<input type="checkbox"/>	\$275.00	
Survey Fee	Borrower	Other	<input type="checkbox"/>	\$650.00	
Title - Endorsement- Environmental Protection Lien	Borrower	Title	<input type="checkbox"/>	\$75.00	
Title - Endorsement- Planned Unit Development	Borrower	Title	<input type="checkbox"/>	\$75.00	
Title - Endorsement- Restrictions, Encroachment	Borrower	Title	<input type="checkbox"/>	\$266.00	

Prepays					
Fee Name	Paid By	Paid To	POC	Amount	
Homeowners Insurance Premium	Borrower	Hazard	<input type="checkbox"/>	\$2,100.00	
Prepaid Interest	Borrower	Lender	<input type="checkbox"/>	\$670.28	

Initial Escrow Payment at Closing					
Fee Name	Paid By	Paid To	POC	Amount	
Homeowners Insurance	Borrower	Lender	<input type="checkbox"/>	\$525.00	
Property Taxes - County	Borrower	Lender	<input type="checkbox"/>	\$1,274.44	

Credits					
Fee Name				Amount	
Premium Pricing			<input type="checkbox"/>	\$0.00	
Lender Credit			<input type="checkbox"/>	\$0.00	
Cures			<input type="checkbox"/>	\$0.00	

Closing Settlement Statement Section:

- Origination Charges
- Services Borrower Cannot Shop For
- Services Borrower Can Shop For
- Prepays
- Initial Escrow Payment at Closing
- Credits

Each section will populate from the LE and then from the CD once completed.

All fields will be view only.

REQUESTER INFORMATION

<p>Requested By <input type="text"/></p> <p>Requester Phone <input type="text"/></p>	<p>Requested Date <input type="text"/></p> <p>Requester Email <input type="text"/></p>
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Special Instructions:

Requester Information Section

Complete the template

- Type any information that you would like to communicate to the Closer in the **Special Instructions** box.
- Click **SUBMIT (Important information below)**

Do NOT click SUBMIT until you have received an email notification that Loan Status has been updated to **U/W Final Approval/Ready for Docs.**

Once you have submitted your Closing Request, you will receive an email from the Closing Scheduler confirming the closing/funding dates that you have requested.