



CLOSING DISCLOSURE REQUEST CHECKLIST

Borrower _____ Date _____

Acct Manager _____ Loan # _____

- 1. Appraisal and any review appraisals have been cleared.
- 2. Any Prior to Funding (PTF) appraisal inspections required (1004D, etc.) have had corresponding fee disclosed.
- 3. Loans that require a 2nd signature and/or investor approval have been cleared.
- 4. Estimated* consummation date (Date on Loan Documents) is no longer than 15 days out.
- 5. Hazard Insurance quote/binder is in the file.
- 6. Final fees list from the settlement agent/title is in the file and fees match or are lower than the last Loan Estimate (LE) issued.
- 7. Loan has been locked and the LE Change of Circumstance (COC) has been issued.
- 8. At least one day has lapsed from the last LE.
- 9. MI Cert has been completed (if applicable).
- 10. Minimum time remaining on the lock is within the required timeframe:
 - Purchase – Dry State: 7 Days
 - Purchase – Wet State: 5 Days
 - Refinance – Dry/Wet State: 10 Days

* These times apply only if we have eConsent and the borrower signs the initial CD within 24 hours. Increase these times based on the estimated consummation date.



CLOSING DISCLOSURE REQUEST INFORMATION SHEET

BORROWER(S) _____ LP LOAN # _____

SUBJECT _____

PROPERTY _____

Please supply the information for service providers for the above captioned transaction. Please complete all fields.

ESCROW/CLOSING AGENT

Company Name _____ Company License _____

Company Address _____

Agent Name _____ Agent License _____

Agent Email _____ Escrow/Reference # _____

Agent Phone _____

TITLE COMPANY

Company Name _____ Company License _____

Company Address _____

Agent Name _____ Agent License _____

Agent Email _____ Title/Reference # _____

Agent Phone _____

PROPERTY LISTING AGENT

Company Name _____ Company License _____

Company Address _____

Agent Name _____ Agent License _____

Agent Email _____ Agent Phone _____

SELLER'S REAL ESTATE AGENT SAME AS PROPERTY LISTING AGENT

Company Name _____ Company License _____

Company Address _____

Agent Name _____ Agent License _____

Agent Email _____ Agent Phone _____

BUYER'S REAL ESTATE AGENT

Company Name _____ Company License _____

Company Address _____

Agent Name _____ Agent License _____

Agent Email _____ Agent Phone _____