

Submitting Broker Information		
Broker Company:		
Broker Contact Name:	Broker Contact Phone #:	
Processor Name	Processor Email:	
LO Name:	LO Email:	
Borrower Information		Co-Borrower Information
First Name:	First Name:	
Last Name:	Last Name:	
Vesting Information (List all individuals who 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
LPC Amount:		Impounds?
BPC Amount:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Appraisal Fee:	Credit Report:	HOI Premium:
Paid by Broker?	Paid by Broker?	HOI Due Date:
Paid by Borrower?	Paid by Borrower?	HOI Paid:
Reimburse?	Reimburse?	Next Installment Due Date:
Processing Fee:	Underwriting Fee:	
Financial Inspection Fee (if applicable):		
Other:		
Other:		
Other:		
Other:		
Any Additional Information: _____		

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 #:	Phone #:
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 #:	Phone #:
Checklist	
Complete Vesting	
Hazard Insurance	
3rd Party Invoices	
Contact License Information for All Parties	
Fully Current HUD-1 Settlement Statement	

Acknowledgement:

Name

Signature

Date