

Loan ID:

Borrower Name:

All Loan Processors are required to complete this form prior to requesting documents from Closing Department. All of the applicable disclosures named below should be grouped together with this form attached to the top of the pile for the closer to review prior to issuing closing documents.

1. Closing and Funding Dates:

Is this a mail away: Yes No

Request	Date
Closing Document Delivery Date (to title company)	
Anticipated Closing Date	
Anticipated Funding Date	

2. *Apply an Interest Credit

Yes No

*Interest Credits are limited up to the 5th business day of the month—no exceptions.

3. *Escrows Waived?

Yes No

*If Escrows are being waived, and Escrow Waiver Fee MUST be charged to borrower. You may issue a credit to the borrower for the fee but the fee MUST BE CHARGED on the Closing Disclosure.

4. Title and Escrow Closing Information:

Company Name	Contact Person	Email	Phone

5. Fee Information

- o All of the following fees are considered Pre-Paid Finance (PFC) Charges and affect the borrowers Annual Percentage Rate (APR).
- o All fees must be on Fee Worksheet and must have been properly disclosed to borrower in order to be charged
- o If a fee appears below, and it has not been selected as a PFC in the Fee Worksheet, the Branch will not be authorized to charge the fee to the borrower.

Charge to Borrower	Amount
Loan Origination Fee	
Loan Discount Fee	
Lock Extension Fee (if applicable)	
Escrow Waiver Fee (if applicable)	
Underwriting Fee	
Processing Fee	
Administration Fee	
Total Origination Fee (add all of the above together to confirm correct)	
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*	
*	
*Appraisal Fee Due At Closing? <input type="radio"/> Yes <input type="radio"/> No	
* **Credit Report Fee Due At Closing? <input type="radio"/> Yes <input type="radio"/> No	
* **Survey Due at Closing? <input type="radio"/> Yes <input type="radio"/> No	

*Not a PFC and should not be included in the APR

**All Appraisal, Credit Report, and Survey fees due at closing must be confirmed with an invoice from vendor before closing docs