

# INITIAL CD/LOAN DOCS REQUEST

Request Date	Loan Number
Property Address	
Lock Expiration Date <sup>(1)</sup>	Est. Signing Date

<sup>(1)</sup> **Must request the lock extension or relock 6 days (refi) and 3 days (purchase) before Signing Date**

**Company Name**

Contact Name

Contact email

**Settlement Agent**

Contact Name

Email for Loan Docs

**TITLE AND VESTING**

Borrower Name

Title Only Person Name

Trust <sup>(2)</sup>

Vesting to Read

POA Name <sup>(2)</sup>

<sup>(2)</sup> **Must request the COC and upload POA & TRUST documents for UW approval prior to docs**

Impound Type

**FEE CHANGES ASSOCIATED WITH CHANGED CIRCUMSTANCE**

FEE DESCRIPTION (Section A)	CURRENT	NEW	PAY TO
<b>Origination Fee</b>			
<b>Application Fee</b>			
<b>Administration Fee</b>			
<b>Processing Fee</b>			

**Lender Credit**

FEE DESCRIPTION (Section B)	CURRENT	NEW	PAY TO <sup>(3)</sup>
<b>Appraisal Fee</b>			
<b>Credit Report Fee</b>			
<b>Condo/PUD HOA Cert</b>			
<b>3<sup>rd</sup> Party Processing Fee</b>			

<sup>(3)</sup> **If "PAY TO" is other than POC, the invoice is required.**