



Doc Request Form

Doc Request Cut Off Time 4:00pm PST

For questions and conditions, please contact your Account Executive

Submitting Broker

Broker Company Name _____	Processor Name _____
Broker Company License # _____	Processor Email _____
Broker Phone # _____	Loan Officer Name _____
Broker Fax # _____	Loan Officer Email _____
Loan # <input style="width:150px;" type="text"/>	Lock Expiration Date <input style="width:150px;" type="text"/>
	Date of Doc Request <input style="width:150px;" type="text"/>

Property Address

Address _____ City _____ State _____ ZIP _____

Applicant Information

Full Name _____
 Full Name _____

Title Only Non-Applicant Information

Full Name _____
 Full Name _____

Vesting (List all individuals who will be on title)		Loan Type	Rate Type		Property Type	Loan Values	
Exactly as on title	New vesting	Jumbo	Fixed	ARM	SFR	Loan Amt:	\$ _____
		Conforming	30 Yr	10/1	PUD	Interest Rate:	_____ %
		Conforming HB	20 Yr	7/1	Condo	Borrower Rebate <small>(paid to borrower if applicable)</small>	_____ %
		FHA	15 Yr	5/1	2 Unit	Borrower Discount <small>(paid to borrower if applicable)</small>	_____ %
		W2	10 Yr	3/1	3 Unit	Impounds	
		Stated Income	Interest Only		4 Unit	Yes	No
		Expanded	Yes	No		First Payment Date: _____	

Doc Order Information

Lender & Third Party Fees	Power Of Attorney	Escrow
Combined Lender Fee \$ _____	Yes _____ No _____	Escrow Officer _____
Appraisal Fee \$ _____ <small>paid by borrower paid by broker, seeking reimbursement paid by broker, not seeking reimbursement</small>	Borrower/Non-Borrower _____ Attorney in fact _____	Phone Number _____
Credit Report Fee <small>provide matching invoice</small> \$ _____	_____	Email Address _____
Broker Compensation—Choose one Type		Escrow Number _____
Lender Paid Comp (total compensation) \$ _____	Private Mortgage Insurance	Other Information _____
or Borrower Paid Compensation	Does the loan have PMI? Yes _____ No _____	*Docs may only be emailed to title or escrow*
Origination _____% \$ _____		Docs out email address _____
Processing \$ _____	Insurance Requirements	
Other <small>Specify</small> _____ \$ _____	Coverage must equal cost new per appraisal or include guaranteed replacement cost endorsement	
Other <small>Specify</small> _____ \$ _____	Sufficient policy period: Purchase- full year or Refi- 3 months from first payment date	
Broker Credit for _____ \$ _____	Evidence that policy is paid through required period or policy must be paid through closing	
Broker Credit for _____ \$ _____	If policy is impounded, it must be paid in full through the end of the policy period	
Broker Credit for _____ \$ _____	Condo: HO-6 coverage at 20% appraised value or evidence that HO-6 is provided by master policy	
	Condo: Current master policy with fidelity and liability coverage	

Checklist (required)	Broker Acknowledgement
Completed Vesting 3 rd party invoices	Loan Officer Name _____ Loan Officer Signature _____ Today's Date _____
Estimated HUD-1 CPL	
Current Hazard Insurance Pricing matches lock confirmation	
Current Flood Ins. (if applicable) PoAs (if applicable; must be approved by management)	
MDIA waiting periods expired PMI Cert (if applicable)	