



CD/DOC Order Request Form

Loan Number:
Request Date:

Projected Signing Date:
Lock Expiration Date:

Borrower Information			
Borrower Name:		Co-Borrower Name:	
Borrower Name:		Co-Borrower Name:	
Non-Borrower or Title Only Spouse Name:			
Non-Borrower or Title Only Spouse Email:			
Vesting:			
POA (approval required prior to docs) ☐ Yes ☐ No *POA and signed LOE from borrower required			
Loan Information		Required items for CD	
Loan Program: Term in months: Appraised Value: Total Loan Amount: Sales Price: Property Type: PUD/Condo Name: Interest Rate: Impounds:		☐ Appraisal Invoice(s) ☐ Credit Report Invoice ☐ HOA Cert Fee Invoice ☐ EOI Handling Fee Invoice ☐ Processing Fee Invoice (required on LPC and must be 3 rd party) ☐ Any other Applicable invoices – VOE, Termite, Inspection ☐ Appraisal ☐ Payoff Demand – must be good through closing ☐ Escrow Settlement Fee Sheet – must match current loan amount ☐ HOI – must show paid in full or balance due ☐ Tax Cert ☐ Vesting ☐ Loan Locked	
Loan Fees			
Broker Compensation:		Compensation Amount: \$	
Processing Fee: \$		Admin Fee (BPC Only): \$	
Lender Credit: \$	Points: \$	Seller Credit: \$	
Appraisal Fee: \$	POC: \$	Paid to Broker: \$	
1004D Fee: \$	POC: \$	Paid to Broker: \$	
Credit Report Fee: \$	POC: \$	Paid to Broker: \$	
HOA Cert Fee: \$	POC: \$	Paid to Broker: \$	
EOI Handling Fee: \$	POC: \$	Paid to Broker: \$	
Mortgage Insurance (if applicable):			
Escrow Company Information		Title Company Information	
Escrow Company:		Title Company:	
Escrow CO License:		Title Company License:	
Escrow Officer:		Title Officer:	
Escrow Officer License:		Title Officer License:	
Email Address:		Email Address:	
License #:		License #:	
Phone #:		Phone #:	
Address:		Address:	
City:	State:	City:	State:
	Zip:		Zip:
Listing Agent Information		Buyer Agent Information	
Brokerage Company Name:		Brokerage Company Name:	
Address:		Address:	
License #:		License #:	
Agent Name:		Agent Name:	
License #:		License #:	
Agent Ph #:		Agent Ph #:	
Agent Email Address:		Agent Email Address:	