# 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:<br>Term in months:<br>Appraised Value:<br>Total Loan Amount:<br>Sales Price:<br>Property Type:<br>PUD/Condo Name:<br>Interest Rate:<br>Impounds: Select One | ☐ Appraisal Invoice(s)<br>☐ Credit Report Invoice<br>☐ HOA Cert Fee Invoice<br>☐ EOI Handling Fee Invoice<br>☐ Processing Fee Invoice (required on LPC and must be 3rd party)<br>☐ Any other Applicable invoices – VOE, Termite, Inspection<br>☐ Appraisal<br>☐ Payoff Demand – must be good through closing<br>☐ Escrow Settlement Fee Sheet – must match current loan amount<br>☐ HOI – must show paid in full or balance due<br>☐ Tax Cert<br>☐ Vesting<br>☐ Loan Locked |

| Loan Fees | | |
|---|---|---|
| Broker Compensation: Select One | 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): Select One | | |

| Escrow Company Information | Title Company Information |
|---|---|
| Escrow Company:<br>Escrow Officer:<br>Email Address:<br>License #:<br>Phone #:<br>Address:<br>City: State: Zip: | Title Company:<br>Title Officer:<br>Email Address:<br>License #:<br>Phone #:<br>Address:<br>City: State: Zip: |

| Listing Agent Information | Buyer Agent Information |
|---|---|
| Brokerage Company Name:<br>Address:<br>License #:<br>Agent Name:<br>License #:<br>Agent Ph #:<br>Agent Email Address: | Brokerage Company Name:<br>Address:<br>License #:<br>Agent Name:<br>License #:<br>Agent Ph #:<br>Agent Email Address: |