



## BROKERS CHOICE MORTGAGE CLOSING DISCLOSURE REQUEST CHECKLIST

Borrower \_\_\_\_\_ Date \_\_\_\_\_  
Acct Manager \_\_\_\_\_ Loan # \_\_\_\_\_

- ☐ 1. Appraisal and any review appraisals have been cleared.
- ☐ 2. Any Prior to Funding (PTF) appraisal inspections required (1004D, etc.) have had corresponding fee disclosed.
- ☐ 3. Loans that require a 2nd signature and/or investor approval have been cleared.
- ☐ 4. Estimated\* consummation date (Date on Loan Documents) is no longer than 15 days out.
- ☐ 5. Hazard Insurance quote/binder is in the file.
- ☐ 6. Final fees list from the settlement agent/title is in the file and fees match or are lower than the last Loan Estimate (LE) issued.
- ☐ 7. Loan has been locked and the LE Change of Circumstance (COC) has been issued.
- ☐ 8. At least one day has lapsed from the last LE.
- ☐ 9. MI Cert has been completed (if applicable).
- ☐ 10. Minimum time remaining on the lock is within the required timeframe:
  - Purchase – Dry State: 7 Days
  - Purchase – Wet State: 5 Days
  - Refinance – Dry/Wet State: 10 Days

\* These times apply only if we have eConsent and the borrower signs the initial CD within 24 hours. Increase these times based on the estimated consummation date.



## BROKERS CHOICE MORTGAGE CLOSING DISCLOSURE REQUEST INFORMATION SHEET

BORROWER(S) \_\_\_\_\_ BCM LOAN # \_\_\_\_\_

SUBJECT \_\_\_\_\_

PROPERTY \_\_\_\_\_

Please supply the information for service providers for the above captioned transaction. Please complete all fields.

### ESCROW/CLOSING AGENT

Company Name \_\_\_\_\_ Company License \_\_\_\_\_

Company Address \_\_\_\_\_

Agent Name \_\_\_\_\_ Agent License \_\_\_\_\_

Agent Email \_\_\_\_\_ Escrow/Reference # \_\_\_\_\_

Agent Phone \_\_\_\_\_

### TITLE COMPANY

Company Name \_\_\_\_\_ Company License \_\_\_\_\_

Company Address \_\_\_\_\_

Agent Name \_\_\_\_\_ Agent License \_\_\_\_\_

Agent Email \_\_\_\_\_ Title/Reference # \_\_\_\_\_

Agent Phone \_\_\_\_\_

### PROPERTY LISTING AGENT

Company Name \_\_\_\_\_ Company License \_\_\_\_\_

Company Address \_\_\_\_\_

Agent Name \_\_\_\_\_ Agent License \_\_\_\_\_

Agent Email \_\_\_\_\_ Agent Phone \_\_\_\_\_

### SELLER'S REAL ESTATE AGENT ☐ SAME AS PROPERTY LISTING AGENT

Company Name \_\_\_\_\_ Company License \_\_\_\_\_

Company Address \_\_\_\_\_

Agent Name \_\_\_\_\_ Agent License \_\_\_\_\_

Agent Email \_\_\_\_\_ Agent Phone \_\_\_\_\_

### BUYER'S REAL ESTATE AGENT

Company Name \_\_\_\_\_ Company License \_\_\_\_\_

Company Address \_\_\_\_\_

Agent Name \_\_\_\_\_ Agent License \_\_\_\_\_

Agent Email \_\_\_\_\_ Agent Phone \_\_\_\_\_