

Loan Number _____ Doc Request Date _____ Anticipated Sign Date _____
Lock Expiration _____ First Payment Date _____

ESCROW/CLOSING AGENT

Company Name _____ Officer/Agent _____
Email/Doc Email _____ Phone _____

BORROWER INFORMATION *(as it is to appear on the loan documents)*

Borrower Name _____ Co-Borrower Name _____
Non-Borrowing Spouse (if applicable) _____ Co-Borrower on Title Only ☐ Yes ☐ No
Vesting _____

POA (approval required PTD) Yes No *(If yes, attach copy of POA; allow 24 hours for review.)*

Trust (approval required PTD) Yes No *(If yes, attach copy of Trust allow 24 hours for review.)*

LOAN INFORMATION

All loan terms on approval are reviewed and approved.

Impounds: Yes No *(Impounds are required on all Government and NanQ loans.)*

*(Flood insurance must be escrowed if the property is in a flood zone. *Even if escrows are waived.)*

ORIGINATION FEES *Fees must match the GFE/LE. Please obtain updated Title and Escrow Fees*

BROKER/LENDER FEE							FEE PERCENT	FEE AMOUNT
Broker Compensation Fee				Borrower Paid	Lender Paid			
Broker Credit Report Fee								
Broker Processing Fee (Must be 3 rd party with invoice or must be borrower-paid transaction with total charges less than selected max lender comp and/or QM max fees.)								
Broker Misc. Fee _____								
BCM Wholesale Underwriting Fee (If fee bought out, enter zero -0-.)								
Discount Points								
Credit to Borrower								
Appraisal Fee	POC	Yes	No	Reimburse Broker	Yes	No		
1004 D Fee	POC	Yes	No	Reimburse Broker	Yes	No		
VOE Fee								
ARR Fee								

(Appraisal Invoice must show Broker Paid.)

CHECKLIST

- Appraisal and any review appraisals have been cleared. Applies to refinances only.
- Any Prior to Funding (PTF) appraisal inspections required (1004D, etc.) have had corresponding fee disclosed.
- Hazard Insurance (& Flood Insurance if applicable): Quote/Binder is in the file.
- Property Tax information is in the file.
- 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. If revising current deed, closing with a POA etc., confirm title prelim CD reflects any additional costs.
- Loan has been locked and the LE Change of Circumstance (COC) has been issued.
- Minimum time remaining on the lock is good through funding.

Please ensure all required agent information is included in your Pre-CD and Sale Agreement.
Use the form below to provide any missing details.
Important: CDs will not be disclosed without this information.

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	_____