



Doc Prep Request Form

Email or Fax Form To:

Phone: 309-664-9100 **FILE MUST BE CTC!!**
 Fax: 800-856-4814
 Email: msiclosing@msiloans.biz

Broker/Correspondent: _____ MSI Loan #: _____
 Contact: _____ Phone: _____
 Email: _____ Fax: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Closing Documents to be in the name of: MSI _____ Broker/Corr. _____
 MSI to Fund Loan: Yes _____ No: _____
 Closing Date: _____ Time: _____ Interest Credit Yes _____ No _____
 (Must disburse by 5th of the month)

The Following Documents are required for Closing Docs:

- Insured Closing Protection Letter*
- Wire Instructions
- Title Commitment
- Final 1003
- Homeowners Insurance
- Flood Cert

* N/A if on MSI's Closing Protection Letter File List

▶▶ Failure to complete this form will delay the closing.

Borrower Information:

Borrower: _____ Co-Borrower _____
 Date of Birth: _____ Date of Birth: _____

Property Information:

Address: _____
 City: _____ State: _____ Zip: _____
 County: _____ Deed of Trust State Trustee: _____

Loan Information: Type (circle): Fixed ARM FHA VA Conv. Balloon Other _____
Purpose (circle): Purchase Refi. **Occupancy (circle):** Primary Second Home Investment
Loan Amount: _____ **Locked Rate:** _____
 ***Do not send requests if loan is not locked

Escrow Information:

Taxes: _____ (Y/N) 1st install due date: _____ 2nd install due date: _____
 Hazard Insurance: _____ (Y/N) Policy Premium: \$ _____ Renewal date: _____
 Flood Insurance: _____ (Y/N) Policy Premium: \$ _____ Renewal date: _____

Closing Information: ▶▶▶ Closing Package will be delivered to Closing Agent

Closing Site: _____
 E-mail: _____
 Address: _____
 City: _____ State: _____ Zip: _____ County of Closing: _____
 Phone: _____ Fax Number: _____

Fees Charged to Borrower at/or Before Closing

Identify fees paid before closing as "POC" Fees will show on Final HUD Statement prepared by Closing Agent
****Admin Fee for FHA/VA/USDA products are \$675.00.**

Origination: _____ Payable to: _____
 Discount: _____ Payable to: _____
 Appraisal: _____ Payable to: _____
 Credit Report: _____ Payable to: _____
 ** Admin Fee: \$575 Payable to: MSI
 Flood: _____ Payable to: _____
 SRP: _____ Payable to: _____
 Other: _____ Payable to: _____
 Description: _____

Escrow Waiver: _____ Payable to: _____
 Overnight: _____ Payable to: _____
 Processing: _____ Payable to: _____
 Application: _____ Payable to: _____
 Closing: _____ Payable to: Title Co.
 Courier: _____ Payable to: Title Co.
 Other: _____ Payable to: Title Co.
 Description: _____