



Doc Prep Request Form—Oakbrook Branch

Email or Fax Form to Your Account Manager

Phone: 630-396-3553

FILE MUST BE CTC!!

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)

Borrower Information:

Borrower: _____ Co-Borrower _____

Date of Birth: _____ Date of Birth: _____

Property Information:

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Deed of Trust State Trustee: _____

The Following Documents are required for Closing Docs:

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

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

▶▶ THE CLOSING TIME AND DATE MUST BE CONFIRMED BY PHONE ONLY.
▶▶ Failure to confirm closing or complete this form will delay the closing.

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: _____