



Mortgage Services III, LLC
A Subsidiary of First State Bank Member FDIC

Doc Prep Request Form
 Email of Fax Completed Form

FILE MUST BE CTC!!
 Phone: 309-664-9100
 Fax: 866-726-6331
 Email: msiclosing@msiloans.biz

Seller Information:

Broker/Correspondent: _____ MSI Loan #: _____
 Contact: _____ Phone: _____
 Email: _____ Fax: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Closing Date: _____ Time: _____

Docs Only: Yes No
 Interest Credit: (Conventional Only) Yes No

FAILURE TO FULLY COMPLETE THIS FORM WILL DELAY THE CLOSING.

The Following Documents are required for Closing Docs:

- ✓ Insured Closing Protection Letter
- ✓ Wire Instructions
- ✓ Title Commitment
- ✓ Preliminary Settlement Statement
- ✓ Final 1003
- ✓ Homeowners Insurance
- ✓ Flood Cert

Borrower Information: *(Must disburse by 5th of the month)*

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 all that apply): Fixed ARM FHA VA USDA Conv. 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: Yes No 1st install due date: _____ 2nd install due date: _____
 Hazard Insurance: Yes No Policy Premium: \$ _____ Renewal date: _____
 Flood Insurance: Yes No Policy Premium: \$ _____ Renewal date: _____

Closing Information: ➔Closing Package will be delivered to closing agent.

Closing Site: _____ Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____ County of Closing: _____
 Phone: _____ Fax: _____

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: _____	Escrow Waiver: _____	Payable To: _____
Discount: _____	Payable To: _____	Overnight: _____	Payable To: _____
Appraisal: _____	Payable To: _____	Processing: _____	Payable To: _____
Credit Report: _____	Payable To: _____	Application: _____	Payable To: _____
**Admin Fee \$575 _____	Payable To: <u>MSI</u> _____	Closing: _____	Payable To: <u>Title Co.</u> _____
Flood: _____	Payable To: _____	Courier: _____	Payable To: <u>Title Co.</u> _____
SRP: _____	Payable To: _____	Other: _____	Payable To: <u>Title Co.</u> _____
Other: _____	Payable To: _____	Description: _____	
Description: _____			



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