



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

Disclosure Request Form

IMPORTANT: Requests received by MSI after 3:00 pm Central Time will be completed on the next business day.

Email all Disclosure Request Forms and required documentation to: disclosures@msiloans.biz.
Contact Phone: 309.664.9100

Request Initial Disclosure

- ✓ GFE/TIL not issued – Request **must be submitted to MSI within 2 business days of acceptance of the initial 1003.**
- ✓ If GFE/TIL is not issued, and the Seller is not permitted by state law to issue a GFE/TIL; MSI is not able to issue an initial GFE/TIL after the 3-day RESPA period has passed. PLEASE NOTE the timing requirements above.

Seller Information Section

Broker/Correspondent: _____ MSI Loan #: _____
 Contact: _____ Phone: _____
 Email: _____ Fax: _____

The Following Documents are required to complete **Initial Disclosure Request:**

- ✓ All Information Sections fully completed.
- ✓ LO Signed & Dated Initial 1003
- ✓ Fee Section must be fully completed
- ✓ Copy of Seller's Provider List

Borrower Information Section

Borrower: _____ Co-Borrower: _____
 Borrower Email: _____ Co-Borrower Email: _____

Loan Information Section

Type (Check all that apply): Fixed ARM FHA VA USDA Conv Other: _____
 Purpose (Check): Purchase Refi Occupancy (Check): Primary Second Home Investment
 Loan Amount: \$ _____ Locked Rate: _____

Borrower Paid Compensation (BP) Lender Paid Compensation (LP)

Fee Section

LO Compensation (Minus MSI Administration Fee)	_____	Borrower Points (GFE 2)	_____	\$	_____
Admin Fee (Refer to MSI Fee Sheet.)	_____				
Appraisal Fee	_____	Flood Cert	_____		
Credit Report	_____	MIP/ VAFF/ USDA	_____		
Title Services/Lender's Title Insurance	_____				
Owner's Title	_____				
Government Recording Charges	_____				
Transfer Taxes	_____				
Initial Impound Set Up	_____				
Homeowner's Insurance	_____				

For Purchase Transactions Seller must provide **documentation of exact Transfer Tax amount.**

Request Re-Disclosure of Truth-in-Lending (TIL)

- ✓ Original Initial Disclosures prepared by Seller, **request re-disclosure by MSI.**
- ✓ **Note: If the Seller is not permitted to initially disclose (GFE/TIL) to the borrower, this section (request) does not apply.**

Request Re-Disclosure of Good Faith (GFE)

- ✓ **Must provide a Change of Circumstance Form**

The Following Documents are required to complete a **Re-Disclosure:**

- ✓ Seller Information Section Completed
- ✓ Borrower Information Section Completed
- ✓ Loan Information Section Completed
- ✓ LO Signed & Dated Initial 1003
- ✓ "Original" Initial GFE
- ✓ "Original" Initial TIL
- ✓ Change in Circumstance Form required for Re-Disclosure of GFE

