



**Seller Information:**

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

► The closing time and date must be confirmed by phone only.

► Failure to confirm closing or complete this form will delay the closing.

**Borrower Information:**

**(Must disburse by 5<sup>th</sup> 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 1<sup>st</sup> install due date: \_\_\_\_\_ 2<sup>nd</sup> 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: \_\_\_\_\_



Loan Information:	
Borrower Name: _____	MSI Loan #: _____

**Fee Section**

GFE 1	
Origination Point: _____	
YSP: _____	
Admin Fee: <span style="background-color: yellow;">(FHA/USDA/VA fee is \$675.00)</span>	\$ 575.00
Processing Fee: _____	
Escrow Waiver: _____	
Overnight Fee: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
<b>Total Origination Charges GFE 1 ***</b>	
*** (Add all charges from GFE Section-1 for total) ***	
GFE 2	
YSP: _____	
Lender/Banker Credit: _____	
Discount Point: _____	
<b>Total Credit/Charge Points GFE 2 ***</b>	
*** (Add all charges from GFE Section-2 for total) ***	
GFE 3	
Appraisal: _____	Flood Cert: \$11.00
Credit Report: _____	MIP/VAFF/USDA: _____
GFE 4	
Closing/Settlement Fee: _____	
Title Insurance: _____	
Wire Fee: _____	
Courier Fee: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
<b>Total Title Services Charges GFE 4 ***</b>	
*** (Add all charges from GFE Section-4 for total) ***	