



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

**Doc Prep Request Form**  
**Once Clear to Close**

Email ([msiclosing@msiloans.biz](mailto:msiclosing@msiloans.biz) or Fax (866.726.6331)  
 Completed Form no later than 48 business hours prior to closing.

**FILE MUST BE CTC!!**  
 Phone: 309-664-9100  
**Inquiries Only:**  
[msiclosing@msiloans.biz](mailto:msiclosing@msiloans.biz)

**Seller Information:**

Broker/Correspondent: \_\_\_\_\_ MSI Loan #: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Closing Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 All Wholesale loans must close in the name of MSI. Interest Credit: *(Conventional Only)*  Yes  No

**FAILURE TO FULLY COMPLETE THIS FORM AND SUBMIT DOCUMENTS WILL DELAY THE CLOSING.**

The Following Documents are required for Closing Docs:

- ✓ Insured Closing Protection Letter
- ✓ Wire Instructions
- ✓ Title Commitment
- ✓ Preliminary Settlement Statement OR Itemization of Fees.
- ✓ Final 1003
- ✓ Homeowners Insurance
- ✓ **All applicable invoices**

**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 (Check all that apply):  Fixed  ARM  FHA  VA  USDA  Conv.  Other: \_\_\_\_\_  
 Purpose (Check):  Purchase  Refi Occupancy:  Primary  Second Home  Investment  
 Loan Amount: \$ \_\_\_\_\_ Locked Rate: \_\_\_\_\_ **Do not send requests if loan is not locked.**

**Impound 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 #: _____ |

Borrower Paid Compensation (BP)

Lender Paid Compensation (LP)

**Fee Section**

| GFE 1  |                      |
|--|----------------------|
| LO Compensation: _____   |                      |
| Admin Fee: <span style="background-color: yellow;">(Refer to MSI Fee Sheet in effect at time of lock.)</span> _____    |                      |
| <b>Total Origination Charges GFE 1 ***</b><br><b>***(Add all charges from GFE Section-1 for total)***</b>              | _____                |
| GFE 2  |                      |
| LO Compensation: _____   |                      |
| Borrower Points: _____   |                      |
| Discount Points (below par pricing): _____   |                      |
| <b>Total Credit/Charge Points GFE 2 ***</b><br><b>***(Add all charges from GFE Section-2 for total)***</b>             | _____                |
| GFE 3  |                      |
| Appraisal: _____   | Flood Cert: _____    |
| 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><br><b>***(Add all charges from GFE Section-4 for total)***</b>           | _____                |
| <span style="background-color: yellow;">Additional Credit for 200 Series of HUD 1</span><br>Lender/Banker Credit _____ |                      |