

# LOAN CLOSING NOTICE

TITLE COMPANY: [[Title Co.:47]] PHONE #: [[Title Co. Phone]]  
CLOSER/SEC: [[Title Co. Contact]] FAX #: [[Title Co. Fax]]  
BORROWER: <Contact> (<Salutation> <Last Name> <Salutation 2>)  
PAPERS NEEDED: \_\_\_\_\_  
CLOSING DATE: <Close Date> TIME: <Close Time>  
DATE OF FUNDING: [[Close Date]] (+3 if primary res. refinance) INVESTOR: <Investor>  
SALES PRICE: [[Purch/ Market]] LOAN AMOUNT: [[1st Lien \$]]  
NOTE INTEREST RATE: <Rate> W/MI/MIP/FF: \_\_\_\_\_  
LOCK EXPIRATION: <Delivery> TERM: \_\_\_\_\_  
TYPE: <Program>

<u>FEES TO BE COLLECTED AT CLOSING:</u>	<u>BUYER</u>	<u>SELLER</u>
1. ORIGATION FEE: _____ %	_____	_____
2. DISCOUNT POINTS: _____ %	_____	_____
3. UNDERWRITING FEE	_____	_____
4. PROCESSING FEE	_____	_____
5. ATTORNEY FEES	_____	_____
6. APPLICATION FEE _____ POC	_____	_____
7. MISC. FEE _____ POC	_____	_____
8. FLOOD CERT	_____	_____
9. TAX SERVICE FEE	_____	_____
10. FINAL INSPECTION	_____	_____

ESCROW: <Escrow Pref>

OCCUPANCY: <Occ Type>

**ARE THE FOLLOWING FORMS IN THE FILE:**

- \_\_\_ TITLE COMMITMENT (Received <Title Received>)
- \_\_\_ TAX CERTS
  - \_\_\_-IMPROVED
  - \_\_\_-UNIMPROVED
- \_\_\_ SURVEY (Received <Survey Received>)
- \_\_\_ POWER OF ATTORNEY (<POA>)
- \_\_\_ LOAN APPROVAL (<Loan Status>)
  - \_\_\_-EARLY RELEASE FORM SIGNED BY LOAN OFFICER
- \_\_\_ HAZARD (Received <Hazard Ins Received>)
  - \_\_\_-FLOOD (Received <Flood Ins Required>)
- \_\_\_ TERMITE
- \_\_\_ TITLE COM/ SURVEY CHECKLIST
- \_\_\_ FLOOD CERTIFICATION (Flood Cert Received <Flood Cert Received>)

**A POWER OF ATTORNEY:** [[POA]] **MAIL OUT** <Mailout>  
IF NEEDED, FOR WHOM: \_\_\_\_\_

**NPS:** \_\_\_\_\_

**WHAT MONTH DO YOU WANT PAPERS DATED?** \_\_\_\_\_ **SHORT PAY:** Y \_\_\_N \_\_\_

**2<sup>ND</sup> LIEN INFO:** AMOUNT OF LIEN: [[2nd Lien \$]]  
LIENHOLDER NAME: <Investor 2nd>  
TRUSTEE NAME: \_\_\_\_\_

**CORRESPONDENT LOAN:** X YES \_\_\_\_\_ NO NAME: \_\_\_\_\_

**PREMIUM PRICING:** \_\_\_\_\_ YES \_\_\_\_\_ NO AMOUNT: \_\_\_\_\_

**BUYDOWN INFO:** PROGRAM: \_\_\_\_\_ COST: \_\_\_\_\_ WHO PAYS: \_\_\_\_\_

**ARM INFORMATION:** TYPE: <Program 1> NAME OF INDEX: <ARM Index> CUR INDEX: <Index Amt>

MARGIN: <ARM Margin> CAPS: <ARM Caps>  
EVERY: \_\_\_\_\_ MONTHS/ \_\_\_\_\_ LIFE

**PROCESSOR: JANE JAMES**

**LOAN OFFICER: [[LO]]**

**TITLE CO. ADDRESS:** [[Title Co. Address]]