

# Submitting the Closing Request

Loan Pipeline 9366120013 - Mi

9366120013 - Mi

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Forms & Docs

Vendor Info

Application Criteria

Application Date: 8/12/2

Name

Prior to completing the Closing Request Screen, you have the option to input your Title/Escrow company into our VENDOR INFO database. This will eliminate the need to input to the closing request screen on future closing request submissions. This is optional. Below are instructions on how to do this.

- First, use the search option to locate the **Vendor Info** screen
- Then select that option
- Type the name of the company you wish to add to see if it already exists in our database.
- If the name/address of your Title/Escrow Company appears, then you do not need to add. Simply close this window and proceed to the Closing Request screen.
- If the name does not appear, then click on the pencil to add company name
- Click **ADD VENDOR** and complete the template

#### Required Fields

- Name
- Address, City, State, Zip
- Phone
- Email
- Wire Instructions

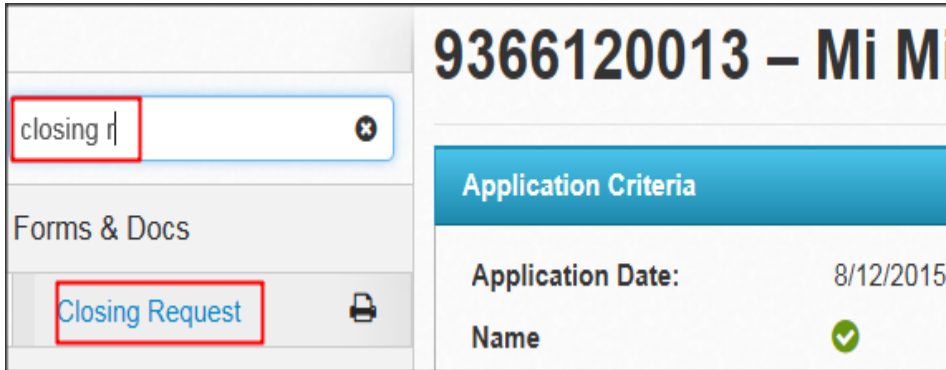
Click **SUBMIT** when complete

NOTE: If Title company and Escrow company are the same then click on checkbox at bottom of template "Add to Escrow Companies"

Title Company/Settlement Agent Hide Dropdown

Vendor List (Title Companies)						
Name	Address	Company ID	Add Vendor	Status	Affiliate	SSP
1ST CONSTITUTION BANK (ROSS MORTGAGE CO)	285 DAVIDSON AVENUE, STE 305		Edit   Delete	✓	✗	✗
A Clear Title Company	9101 College Parkway, #202		Edit   Delete	✓	✗	✗
A+ Premier Title	605 E Robinson St Ste 650		Edit   Delete	✓	✗	✗

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Closing Request

Application Criteria

Application Date: 8/12/2015

Name

## To complete closing request

- Use the search option to locate the **CLOSING REQUEST** screen and select that option

## Complete **CLOSING INFORMATION** **Dry Closing States**

- Closing Type = Docs and Funds
- Signing Date = Date that you want docs in Escrow
- Requested Closing Date and Time = Date that you want docs sent to Escrow
- Requested Settlement Date = Date that you intend to fund the loan
- First Payment Date = completion of this field indicates whether an interest credit is being requested (only available through the 7<sup>th</sup> calendar day of the month)
- Email = email address to send closing package

## **Wet Closing States**

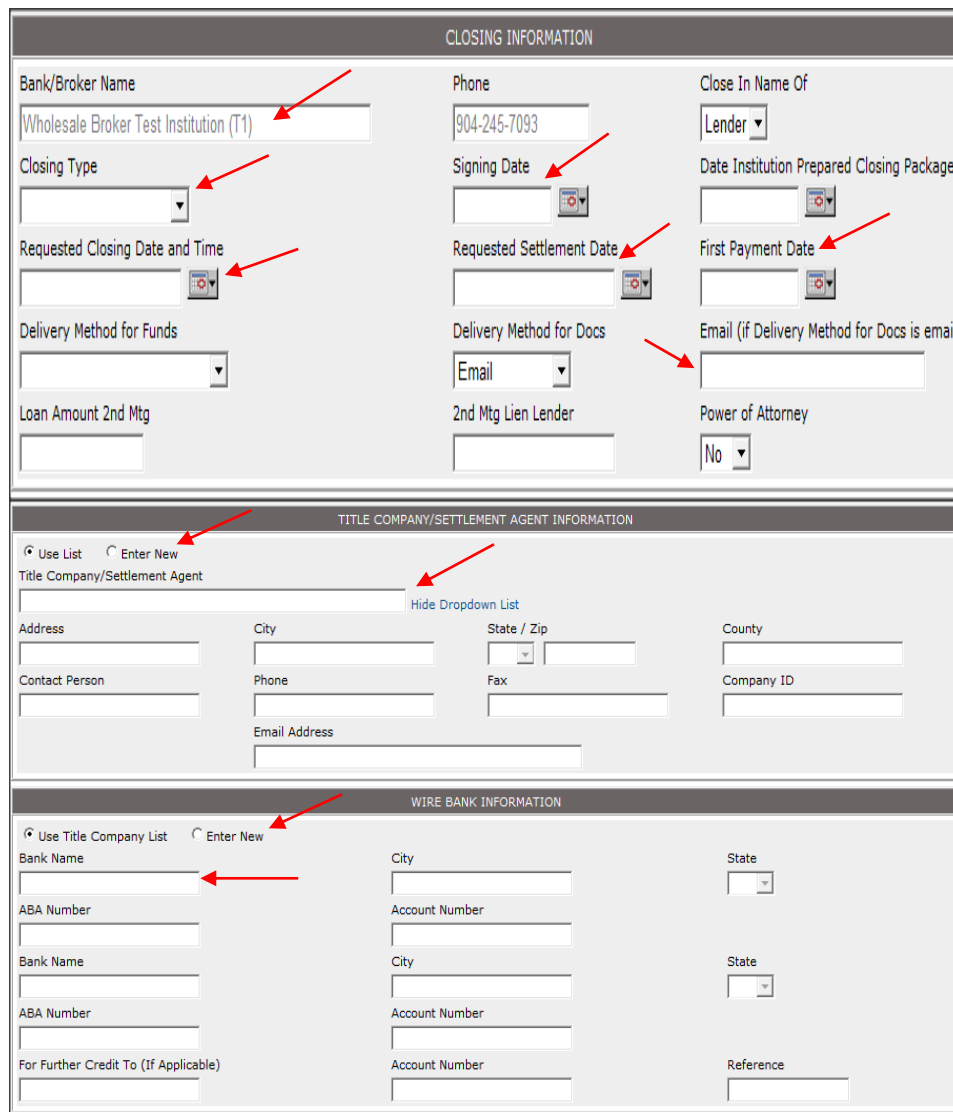
- Closing Type = Docs and Funds
- Signing Date = Date loan is to close
- Requested Closing Date and Time = Date loan is to close
- Requested Settlement Date = Date loan is to fund
- First Payment Date = completion of this field indicates whether an interest credit is being requested (only available through the 7<sup>th</sup> calendar day of the month)
- Email = email address to send closing package

## Complete **TITLE/SETTLEMENT AGENT INFORMATION**

If you are utilizing the database (see previous page), then type the name of the company and it will appear in a list. Select the correct location and enter.

If you need to input manually, then click on radio button “**ENTER NEW**” and complete the template. Follow the above instructions for the **WIRE BANK INFORMATION**

Follow the instructions above to complete the **Escrow/Wire Bank Information** as needed



**CLOSING INFORMATION**

Bank/Broker Name: Wholesale Broker Test Institution (T1)

Phone: 904-245-7093

Close In Name Of: Lender

Closing Type: [Dropdown]

Signing Date: [Date Picker]

Date Institution Prepared Closing Package: [Date Picker]

Requested Closing Date and Time: [Date Picker]

Requested Settlement Date: [Date Picker]

First Payment Date: [Date Picker]

Delivery Method for Funds: [Dropdown]

Delivery Method for Docs: Email

Email (if Delivery Method for Docs is email): [Text Field]

Loan Amount 2nd Mtg: [Text Field]

2nd Mtg Lien Lender: [Text Field]

Power of Attorney: No

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**TITLE COMPANY/SETTLEMENT AGENT INFORMATION**

Use List  Enter New

Title Company/Settlement Agent: [Text Field]

Address: [Text Field] City: [Text Field] State / Zip: [Text Field] County: [Text Field]

Contact Person: [Text Field] Phone: [Text Field] Fax: [Text Field] Company ID: [Text Field]

Email Address: [Text Field]

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**WIRE BANK INFORMATION**

Use Title Company List  Enter New

Bank Name: [Text Field] City: [Text Field] State: [Text Field]

ABA Number: [Text Field] Account Number: [Text Field]

Bank Name: [Text Field] City: [Text Field] State: [Text Field]

ABA Number: [Text Field] Account Number: [Text Field]

For Further Credit To (If Applicable): [Text Field] Account Number: [Text Field] Reference: [Text Field]

# Submitting the Closing Request

HAZARD INSURANCE INFORMATION

Use List    Enter New

Insurance Company  Hide Dropdown List

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Address</small>	<small>City</small>	<small>State / Zip</small>	<small>County</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Contact Person</small>	<small>Phone</small>	<small>Fax</small>	<small>Company ID</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Email Address</small>	<small>Insured For (\$)</small>		
<input type="text"/>	<input type="text"/>		

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FLOOD INSURANCE INFORMATION

Use List    Enter New

Insurance Company  Hide Dropdown List

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Address</small>	<small>City</small>	<small>State / Zip</small>	<small>County</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Contact Person</small>	<small>Phone</small>	<small>Fax</small>	<small>Company ID</small>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Email Address</small>	<small>Insured For (\$)</small>		
<input type="text"/>	<input type="text"/>		

**HAZARD AND FLOOD INSURANCE** sections should be completed as stated above.

CLOSING SETTLEMENT STATEMENT				
<b>Due from Borrower at Closing</b>				
Fee Name	Annual Amount	From Date	To Date	Amount
Sales Price of Property				\$197,500.00
Closing Costs paid at Closing (J)				\$13,193.49
<b>Paid Already by or on Behalf of Borrower at Closing</b>				
Fee Name	Annual Amount	From Date	To Date	Amount
Deposit				\$1,000.00
Loan Amount				\$190,587.00
<b>Calculation</b>				
Fee Name	Amount			
Total Due from Borrower at Closing	\$210,693.49			
Total Paid Already by or on Behalf of Borrower at Closing	\$191,587.00			
Cash to Close From/To Borrower	\$19,106.49			
<b>Due to Seller at Closing</b>				
Fee Name	Annual Amount	From Date	To Date	Amount
Sales Price of Property				\$197,500.00
<b>Calculation</b>				
Fee Name	Amount			
Total Due to Seller at Closing	\$197,500.00			
Total Due from Seller at Closing	\$0.00			
Cash to Close From/To Seller	\$197,500.00			

- Closing Settlement Statement Section:**
- Due from Borrower at Closing**
  - Paid Already by or on Behalf of Borrower at Closing**
  - Calculation**
  - Due to Seller at Closing**
  - Calculation**

Each section will populate from the LE and then once the CD is completed from the CD.

All fields will be view only.

# Submitting the Closing Request

Origination Charges				
Fee Name	Paid By	Paid To	POC	Amount
Discount Points	Borrower	Lender	<input type="checkbox"/>	\$42.36
Loan Officer Compensation	Lender	Broker	<input type="checkbox"/>	\$4,017.20
Wire Fee	Borrower	Lender	<input type="checkbox"/>	\$10.00

Services Borrower Cannot Shop For				
Fee Name	Paid By	Paid To	POC	Amount
Appraisal Fee	Borrower	Other	<input type="checkbox"/>	\$440.00
Credit Report	Borrower	Other	<input type="checkbox"/>	\$25.00
Flood Determination Fee	Borrower	Other	<input type="checkbox"/>	\$16.00

Services Borrower Can Shop For				
Fee Name	Paid By	Paid To	POC	Amount
Lender's Title Policy	Borrower	Title	<input type="checkbox"/>	\$100.00
Settlement Fee	Borrower	Title	<input type="checkbox"/>	\$350.00
Title Search	Borrower	Title	<input type="checkbox"/>	\$125.00
Title Policy Binder	Borrower	Other	<input type="checkbox"/>	\$100.00
CPL	Borrower	Other	<input type="checkbox"/>	\$40.00
Wire/Courier Fee	Borrower	Other	<input type="checkbox"/>	\$75.00
Survey	Borrower	Other	<input type="checkbox"/>	\$160.00
Title - Endorsements	Borrower	Other	<input type="checkbox"/>	\$175.00

Prepays				
Fee Name	Paid By	Paid To	POC	Amount
FHA Mortgage Insurance Premium	Borrower	Hud	<input type="checkbox"/>	\$2,469.97
Homeowners Insurance Premium	Borrower	Hazard	<input type="checkbox"/>	\$900.00
Prepaid Interest	Borrower	Lender	<input type="checkbox"/>	\$191.81
Property Taxes	Borrower	Other	<input type="checkbox"/>	\$2,496.00

Initial Escrow Payment at Closing				
Fee Name	Paid By	Paid To	POC	Amount
Homeowners Insurance	Borrower	Lender	<input type="checkbox"/>	\$150.00
Property Taxes - City/Town	Borrower	Lender	<input type="checkbox"/>	\$208.00

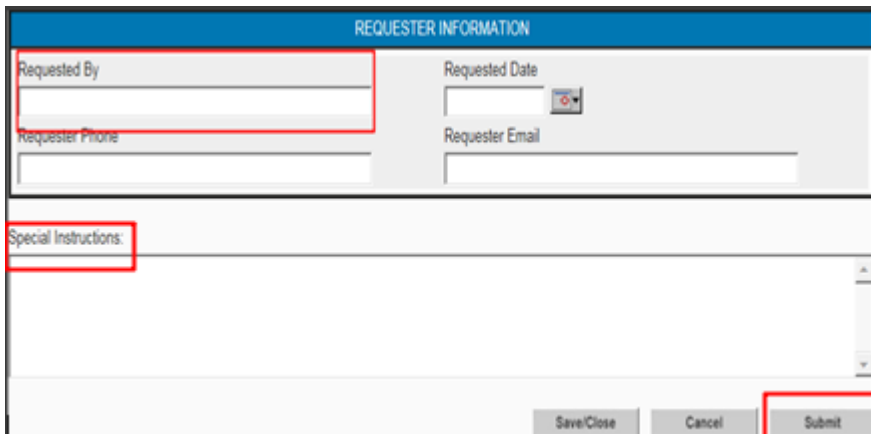
**Closing Settlement Statement Section continued:**

- **Origination Charges**
- **Services Borrower Cannot Shop For**
- **Services Borrower Can Shop For**
- **Prepays**
- **Initial Escrow Payment at Closing**

Each section will populate from the LE and then once the CD is completed from the CD.

All fields will be view only.

## Submitting the Closing Request



Proceed to bottom of the screen and complete the **REQUESTER INFORMATION** section

Complete the template

- Type any information that you would like to communicate to the closer in the **SPECIAL INSTRUCTIONS** box
- Click **SUBMIT**

Do not click SUBMIT until you have received an email notification that Loan Status has been updated to **U/W Final Approval/Ready for Docs.**

Once you have submitted your closing request, you will receive an email from the Closing Scheduler confirming the closing/funding dates that you have requested.