

Loan: \_\_\_\_\_ Borrower: \_\_\_\_\_

File Due Date: \_\_\_\_\_

**Instructions:**

- ✓ Place all documents in the order shown below
- ✓ **Scan** all documents into one PDF
- ✓ Go to Mortgagebot --> Imaging and select **Upload Document**
- ✓ Find your PDF file and select **C\_Closed Loan Package** from the Doc Type Folder
- ✓ Be sure to hit "**Submit**" and then close this window
- ✓ Go to Imaging and select Imageflow to see your documents\*
- ✓ Upload additional docs to **C\_Suspense Documents** from the Doc Type folder **ONLY** if you have suspense conditions\*



<input type="checkbox"/> 1. Correspondent Conventional Stacking Sheet
<input type="checkbox"/> 2. Bailee Letter/Wire Instructions (if applicable)
<input type="checkbox"/> 3. MIN Registration Summary
<input type="checkbox"/> 4. Copy of Original Note/Addendums endorsed to (overnight original signed / endorsed Note to FLCB)
<input type="checkbox"/> 5. Deed of Trust/Mortgage with all applicable Riders and attached Legal Description; must carry notary stamp or seal (certified copy required)
<input type="checkbox"/> 6. Warranty Deed/Quit Claim Deed (notarized) (if applicable)
<input type="checkbox"/> 7. First Payment Letter and Payment Coupons
<input type="checkbox"/> 8. Name Affidavit, notarized for each borrower
<input type="checkbox"/> 9. Initial Closing Disclosure along with Change of Circumstance (if applicable)
<input type="checkbox"/> 10. Final Closing Disclosure along with Change of Circumstance (if applicable)
<input type="checkbox"/> 11. Final Settlement Statement (Escrow State properties)
<input type="checkbox"/> 12. Final CD issued AFTER disbursement (Escrow State properties – DDP ONLY)
<input type="checkbox"/> 13. Initial Escrow Account Statement/Escrow Waiver
<input type="checkbox"/> 14. Notice of Right to Cancel (for each individual with a security interest in the property)
<input type="checkbox"/> 15. Final Loan Application 1003 with Demographic Information Addendums for each borrower (FLCB approved and signed and dated by all parties)
<input type="checkbox"/> 16. Compliance Agreement (notarized)
<input type="checkbox"/> 17. Occupancy Affidavit (notarized)
<input type="checkbox"/> 18. Address Certification
<input type="checkbox"/> 19. 4506c
<input type="checkbox"/> 20. Customer Identification Verification / Patriot Act
<input type="checkbox"/> 21. Notice of Assignment, Sale or Transfer of Servicing Rights/Good-bye Letter
<input type="checkbox"/> 22. Tax Information Sheet / Property Tax Certificate
<input type="checkbox"/> 23. Verbal Verification of Employment (VVOE) dated no later than 10 days prior to closing
<input type="checkbox"/> 24. W-9 Form for each borrower
<input type="checkbox"/> 25. Borrower Appraisal Acknowledgement
<input type="checkbox"/> 26. Hazard Insurance Endorsement Letter
<input type="checkbox"/> 27. Specific Power of Attorney with Legal or Property Address; must carry notary stamp or seal. Original must be sent for recording (if applicable)
<input type="checkbox"/> 28. Payoff Demand Statement (showing account current--figure must agree with payoff amount(s) on final Closing Disclosure) (if applicable)
<input type="checkbox"/> 29. Seller CD (signed by sellers) (Purchase transactions)
<input type="checkbox"/> 30. Prior To Funding Conditions (PTF's) as listed on UW approval
<input type="checkbox"/> 31. UCD's for CD signed at closing and any correlating corrected CD's (not required for Jumbo loans or Gov loans)
<input type="checkbox"/> 32. Certificate of Compliance (Illinois properties: Cook, Kane, Peoria and Will county)
<input type="checkbox"/> 33. Maryland Licensee Affidavit (Maryland properties)
<input type="checkbox"/> 34. Letter to Hazard Insurance Company requesting change of loss payee
<input type="checkbox"/> 35. State Specific disclosures signed at Closing
<input type="checkbox"/> 36. Discount Point/Fee Disclosure (if applicable)
<input type="checkbox"/> 37. Other miscellaneous disclosures required by state or federal regulations
<input type="checkbox"/> 38. Arm Disclosure (if applicable)
<input type="checkbox"/> 39. Survey or Plat Map (if applicable)
<input type="checkbox"/> 40. Lender Certification for SFH Guaranteed Loan (USDA ONLY)

**Upload Additional Documentation as required; the above list is informational and not considered to be an all-inclusive list.  
Upload documents to clear Suspense to **C\_Suspense Documents** folder type.**