

Client will select the **CD Information** option located under **Forms & Docs**. This screen is to be completed to meet the conditions of the loan for preparing the early CD.

**CD Information****Complete the steps below:**

1. **Date (REQUIRED)** – Please note: failure to complete this field will result in delays in processing.
2. **Estimate Closing Date** – Enter the estimated signing date.
3. **CD Delivery Method** – select the method of delivery via dropdown.
4. **Spousal/Homestead State and/or Vested Interest** – provide the non-borrowing spouse information, if any, individual with a vested title interest in the property (rescindable transactions) or if the property is in a spousal/homestead state. Can list multiple people’s information in this box.
5. **Special Instructions to CD Preparer** – please convey any message to our CD Preparer

## CD Information

**New Instance**

Date (REQUIRED) MM/DD/YYYY

1.

Estimated Closing Date (MM/DD/YYYY)

2.

CD Delivery Method

3. FLCBank to send E-Sign

Spousal/Homestead State and/or Vested Interested: Please provide Non-Borrowing Spouse information( Name, SSN, Birthdate, Phone Number, Mailing Address, Email Address)

4.

Special Instructions To CD Preparer

5.

**NOTE:** You will only be asked to provide the contact information for the following if this is not already included on the Preliminary CD from Title.

- a. **Real Estate Company (Buyer)** - The company information of the Buyer's Real Estate Broker. Enter the company's name, full address, and the company's State License ID.
- b. **Real Estate Agent (Buyer)** - Enter the Buyer Real estate broker's First and Last name, the broker's State License ID, email address and phone number.
- c. **Real Estate Company (Seller)** - The company information of the Seller's Real Estate Broker. Enter the company's name, full address, and the company's State License ID.
- d. **Real Estate Agent (Seller)** - Enter the Seller Real estate Broker's First and Last name, the broker's State License ID, email address and phone number.
- e. **Settlement Agent Company (all transactions)** - The company information of the Settlement Agent/Closing Company. Enter the company's name, full address, and the company's State License ID.
- f. **Settlement Agent (all transactions)** - Enter the Settlement Agent's First and Last name, the broker's State License ID, email address and phone number.
- g. **Seller(s) information (purchases only)** - Enter all Seller's First and Last name as well as their full addresses.

Once the screen is completed with the information requested, please select **Save/Close**.

*****The below information is required if it has NOT already been provided on the Preliminary CD from Title*****	*****The below information is required if it has NOT already been provided on the Preliminary CD from Title*****
Real Estate Company (Buyer) PURCHASE Only (Company name, Address, St License ID)	a.
Real Estate Agent (Buyer) PURCHASE Only (Contact Name, ST license ID, Email, Phone)	b.
Real Estate Company (Seller) PURCHASE Only (Company name, Address, St License ID)	c.
Real Estate Agent (Seller) PURCHASE Only (Contact Name, ST license ID, Email, Phone)	d.
Settlement Agent Company (ALL TRANSACTIONS) (Company Name, Address, ST License ID)	e.
Settlement Agent Name (ALL TRANSACTIONS) (Contact Name, ST License ID, Email, Phone)	f.
Seller(s) Information (PURCHASE only) Name, Address	g.
	Save/Close Cancel