


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 Submitted (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 for the early CD disclosure only. Other requests should be noted on the Closing Request screen.

Date Submitted (Required) (MM/DD/YYYY)	1.	<input type="text"/>
Estimated Closing Date (MM/DD/YYYY)	2.	<input type="text"/>
CD Delivery Method	3.	FLC Bank to send E-Sign 
Spousal/Homestead State and/or Vested Interested: Non-Borrowing Spouse information - Provide Name, SSN, Birthdate, Phone Number, Mailing Address, Email Address	4.	<div style="border: 1px solid gray; height: 80px;"></div>
Special Instructions To CD Preparer	5.	<div style="border: 1px solid gray; height: 80px;"></div>

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. **ALL TRANSACTIONS: Settlement Agent-** The company information of the Settlement Agent/Closing Company. Enter the company’s name, full address, and the company’s State License ID.
- b. **ALL TRANSACTIONS: Settlement Agent Name** - Enter the Settlement Agent’s First and Last name, the broker’s State License ID, email address and phone number.
- c. **PURCHASE only: BUYER Real Estate Company** - The company information of the Buyer’s Real Estate Broker. Enter the company’s name, full address, and the company’s State License ID.
- d. **PURCHASE only: BUYER Real Estate Agent-** Enter the Buyer Real estate broker’s First and Last name, the broker’s State License ID, email address and phone number.
- e. **PURCHASE only: SELLER Real Estate Company** - The company information of the Seller’s Real Estate Broker. Enter the company’s name, full address, and the company’s State License ID.
- f. **PURCHASE only: SELLER Real Estate Agent** - Enter the Seller Real estate Broker’s First and Last name, the broker’s State License ID, email address and phone number.
- g. **Purchase Only: Seller information** – Enter all Seller’s First and Last name as well as full addresses.

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

****Preliminary CD for Title - If not already provided, complete the required information below****

ALL TRANSACTIONS: Settlement Agent - Company Name, Address, ST License ID	<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>
ALL TRANSACTIONS: Settlement Agent Name - Contact Name, ST License ID, Email, Phone	<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>
PURCHASE Only: BUYER Real Estate Company – Company Name, Address, ST License ID	<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>
PURCHASE Only: BUYER Real Estate Agent -Contact Name, ST license ID, Email, Phone	<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>
PURCHASE Only: SELLER Real Estate Company – Company Name, Address, ST License ID	<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>
PURCHASE Only: SELLER Real Estate Agent -Contact Name, ST license ID, Email, Phone	<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>
PURCHASE Only: SELLER Information – Name, Address	<div style="border: 1px solid gray; height: 40px; margin-bottom: 5px;"></div>

Save/Close Cancel