



3660 Wilshire Blvd. Suite 1008, Los Angeles, CA 90010
Toll-Free Number 800-309-0028 Fax 213-603-3030

Doc Request Form

Upload 1) **Doc Request Form**, along with 2) **Updated Master Settlement Statement**

ACCOUNT INFO				
Requester Name:		Account Executive:		
Date:				
LOAN INFO				
Loan #:				
Borrower Name(s):				
Vesting:				
Title Only Occupant:	<input type="checkbox"/> Yes, specify:		Power of Attorney:	<input type="checkbox"/> Yes
Impound:	<input type="checkbox"/> Waive Hazard and Taxes (No Impound)		<input type="checkbox"/> No Escrows Waived (Impound Both Tax and Insurance)	
	<input type="checkbox"/> Waive Hazard Only (Impound Tax Only)			
Loan Type:	<input type="checkbox"/> Conventional	<input type="checkbox"/> FHA	<input type="checkbox"/> VA	<input type="checkbox"/> Jumbo
(If Portfolio)	<input type="checkbox"/> Portfolio	Program Name:		
	Doc Type:		Credit Grade:	
ESCROW INFO				
Escrow #:		Escrow Officer:		
Escrow Company:		Phone #:		
Email:				
REAL ESTATE INFO				
Real Estate Broker (Buyer):		BRE Lic. #:		
Real Estate Agent (Buyer):		BRE Lic. #:		
Agent Email:		Phone Number:		
Real Estate Broker (Seller):		BRE Lic. #:		
Real Estate Agent (Seller):		BRE Lic. #:		
Agent Email:		Phone Number:		
FEES				
Compensation Plan:	<input type="checkbox"/> Borrower Paid	<input type="checkbox"/> Lender Paid		
Underwriting Fee:		\$ _____	Underwriting Fee Information	
Loan Origination Fee:	_____ %	\$ _____	Conventional	\$ 1,098
Processing Fee:		\$ _____	Jumbo	\$ 1,098
Admin Fee:		\$ _____	FHA & VA	\$ 1,198
Discount Point (to Lender):	_____ %	\$ _____	Elite	\$ 1,298
Lender Credit (to Borrower):	_____ %	-\$ _____	Non-QM	\$ 1,598
Other Fee 1:		\$ _____	Third Party Items	POC
Other Fee 2:		\$ _____	Credit Report (Invoice Req'd):	\$ _____ <input type="checkbox"/>
			Appraisal (Invoice Req'd):	\$ _____ <input type="checkbox"/>
			Desk Review (Invoice Req'd):	\$ _____ <input type="checkbox"/>
			Other:	\$ _____ <input type="checkbox"/>
Fees Total:		\$ _____	Third Party Items Total:	\$ _____

1. A redraw fee will be assessed for any changes made to the closing documents after the closing documents have been prepared.
2. I have reviewed the accuracy of the information above and confirm that all fees are correct and final.

