

CCI DOC ORDER FORM CCI Phone #: 303-716-0521/Fax:720-407-4505/Email: cci@comcast.net

INVESTOR: _____
 LOAN #: _____
 CIRCLE ONE: **CONV / FHA / VA / 2ND**
 INVESTOR PROGRAM CODE: _____
 CLOSING DATE & TIME: _____
 DISBURSEMENT DATE: _____
 FIRST PYMT DUE DATE: _____
 BASE LOAN AMOUNT: _____
 TOTAL LOAN AMT: _____
 INTEREST RATE: _____
 YSP: _____
 APPRAISED VALUE: \$ _____ #of units: _____
 SALES PRICE: \$ _____ Cx Date: _____
 EARNEST MONEY:\$ _____
 SELLER CONCESSIONS \$ _____
 LENDER PAYING \$ _____
 CREDIT CARD PAYOFFS—MUST BE LISTED ON 1003
 ESCROW WAIVER
 FHA OR VA CASE # & ADP: _____
 UPFRONT MIP/VA FF %: _____
 MONTHLY PMI/MIP RATE: _____
 TAX RETURN IN FILE FOR YEARS: _____
 RIDERS TO DEED OF TRUST
 CONDO MANUFACTURED
 PUD 1-4 FAMILY
 INVESTMENT 2nd HOME
 POWER OF ATTORNEY / QUIT CLAIM DEED

- PURCHASE OWNER OCC
 PURCHASE MONEY 2ND 2ND HOME (no ROR)
 REFI CASH-OUT INVESTMENT (no ROR)
 SECOND INTEREST ONLY—TERM _____
 HELOC

ARM INFO

- TYPE: (circle one) 6MO / 1YR / 2YR / 3YR / 5YR / 7YR / 10YR
- TYPE : (circle one) LIBOR or TREASURY or _____
- INDEX%: _____ %
- MARGIN%: _____ %
- FLOOR%: _____ %
- CAPS: ___/___/___ (1st / Annual / Life)
- # OF PYMTS BEFORE 1ST CHANGE DATE: _____
- ASSUMABLE after fixed period? YES or NO (circle one)
- CONVERSION RATE OR FEE (if any): _____
- INTEREST ONLY? YES or NO...I/O FOR HOW LONG? _____ MONTHS
- PREPAYMENT: ___ MONTHS...PPP AMOUNT: _____

BALLOON INFO

- 3YR / 5YR / 7YR / 10YR / 15YR circle one
- CONVERSION RATE OR FEE (if any): _____
- INTEREST ONLY? YES or NO...
- I/O FOR HOW LONG? _____ MONTHS
- PREPAYMENT: ___ MONTHS...

Email address for docs:

After all fees and payoffs, borrowers bottom line should be:

\$ _____

to / from (circle one) borrower

HUD INFO <input checked="" type="checkbox"/> AFFECTS APR/TIL	<u>Pay to Whom</u> This is who you want it shown paid to on HUD	<u>Amount Paid Prior to Closing</u> "P.O.C."	<u>Total Amount Due At Closing</u>	
<input checked="" type="checkbox"/> GFE#1/HUD801 = TOTAL ORIGATION FEE	BROKER	TOTAL ORIG GOES HERE →	_____ % = _____	
	<u>ORIG FEE INCLUDES THE FOLLOWING FEES:</u>	HAVE TITLE CO. MAKE CHECK PAYABLE TO: (only shown on Disbursement Instructions - not shown on HUD)	HAVE TITLE CO. PAY THIS AMOUNT TO SERVICE PROVIDER: (only shown on Disbursement Instructions-not shown on HUD)	
	ADMIN/UW FEES	FLAGSTAR=\$775 SUNTRUST=\$525 (Govt)/\$295CONV/\$425Jumbo USB=\$435 (DU or LP) / \$485 (Trad UW)		
	AUTOMATED U/W			
	DOC PREP	CLOSING CONCEPTS, INC.		
	EXPRESS MAIL			
	LENDER INSPECTION FEE			
	ORIGATION			
	PROCESSING			
	VERIFICATION OF EMPLOY			
	VERIFICATION OF W2/TAX			
	MISC: _____			
MISC: _____				
<input checked="" type="checkbox"/> GFE#2/HUD802=YSP/SRP	PAID TO BROKER	BY INVESTOR	_____ % = _____	
<input checked="" type="checkbox"/> GFE A/HUD803 = Adjusted Orig.Charges = Line 801 minus Line 802	This line will show ZERO if this a no-cost loan			
GFE#3/HUD804 = APPRAISAL FEE				
GFE#3/HUD805 = CREDIT REPORT				
GFE#3/HUD806 = TAX SERVICE	FLAGSTAR = \$69.00POC			
<input checked="" type="checkbox"/> GFE#3/HUD807 = FLOOD CERT				

*****PROVIDE PRELIM HUD FROM TITLE SHOWING THEIR FEE BREAKDOWN*****

L.O. Company Name: _____
 L.O. Name: _____ Phone: _____ Cell: _____ / Fax: _____
 Processor Name: _____ Phone: _____ Cell: _____ / Fax: _____
 L.O. Email: _____ / Processor Email: _____

Misc. Info to Complete Figures

Only complete & send this page if any of the following items apply...

DOWN PAYMENT ASSISTANCE PROGRAM INFO

BUYERS FUND / NEHEMIAH / NEIGHBORHOOD GOLD
OR OTHER _____ (CIRCLE ONE)

AMOUNT OF ASSISTANCE PAID BY SELLER:	\$
PROGRAM FEE PAID BY SELLER:	\$
CLOSING COSTS PAID BY SELLER:	\$
TOTAL FEES PAID BY SELLER:	\$

VA ENERGY EFFICIENT MORTGAGE CREDIT

EXACT AMOUNT OF ESCROW \$ _____

TO BE USED FOR THE FOLLOWING ITEMS:

VA NEAREST LIVING RELATIVE

NAME: _____

MAILING ADDRESS: _____

PHONE #: _____

POWER OF ATTORNEY

_____ IS SIGNING FOR
AS ATTORNEY IN FACT

_____ IS SIGNING FOR
AS ATTORNEY IN FACT

QUIT CLAIMING

BORROWERS WILL BE IN TITLE AS FOLLOWS AS WE ARE HAVING A
QUIT CLAIM SIGNED AT/BEFORE CLOSING...

Info to Send to CCI

No need to send this page - this is just your "cheat sheet"

- CCI Doc Order Form
- Please make sure all sections are completed.
- Most recent GOOD FAITH ESTIMATE disclosed to borrower
- Lock Confirmation - MUST HAVE TO PREPARE FIGURES & ORDER FUNDS
 - Check Lock Expiration Date—Does it disburse after lock expiration??
 - If not, please send lock extension paperwork.
 - Are appraised value and LTV correct?
 - Is YSP correct?
 - Please do not send change requests; only send complete lock forms with all info on one page.
- Signed ARM Disclosure (if applicable) - MUST HAVE TO ORDER FUNDS
- PLEASE EMAIL WITH LOAN # AS PASSWORD TO CCI@COMCAST.NET...
Final Loan App (1003) with correct rate, term, names, address to be signed at closing
AND Credit Score Disclosure to be signed at closing
- PMI Certificate (Conventional loans over 80% LTV, if applicable) - MUST HAVE TO PREPARE FIGURES & ORDER FUNDS
- Title Commitment - PLEASE EMAIL THIS WHEN YOU CAN
 - Closer name AND address
 - Closer phone, fax & email address for docs
 - Schedule A
 - Legal Description
 - Schedule B
- Preliminary HUD from title closer showing all their fees
- Title Company Closing Protection Letter—names must be spelled exactly as they are on title and loan docs and loan # must be correct.
- Title Company Wiring Instructions - MUST HAVE TO ORDER FUNDS
- Current Tax Certificate; only send the page with the tax amount on it—not all 3 pages
- Flood Certificate—Flood Insurance Dec Page & bill (if applicable)-MUST HAVE TO PREPARE FIGS & ORDER FUNDS
- Hazard Insurance Declaration Page and Bill - MUST HAVE TO PREPARE FIGURES & ORDER FUNDS
 - Company Name
 - Agents Name
 - Address to Mail Payments
 - Annual Premium
- USBank Requires ALL of the following documents to order funds:
 - Page 3 of funds request and VA Form if VA Loan
 - Third Party Fee Disclosure signed and dated by borrowers and loan officer
 - Mortgage Compensation Disclosure signed by Borrowers and Loan Officers
 - Compensation Disclosure and Tangible Net Benefit Forms signed by borrowers
 - FBI Occupancy Cert signed by Borrower
 - EARLY GFE and TIL Disclosure
 - All CORRECTIVE GFE & TIL Disclosures that were required to be sent to borrowers.
 - Initial loan application (signed by borrowers and loan officer)
 - Fee Certification
 - Verbal VOE within 10 days of closing
 - Credit report invoices ONLY IF credit report fee is over \$75
 - Payoffs—only page with payoff #'s and daily interest –pls don't send cover pages
 - AKA'S from credit report, paystubs, tax returns (either write on doc order or send aka's from credit report)
- Power of Attorney or Quit Claim Deed—signed and notarized (if applicable)
- In order to save paper and time—please do **NOT** send this cheat sheet, Initial Fees Worksheet, Loan Orig Compensation Form, Lock-In Disclosure, Affidavit & Indemnity Agmt or Privacy Stmt from title, or Approvals with underwriting conditions still outstanding.
- Final Loan Approval—ONLY ACTUAL APPROVAL AND TRANSMITTAL SUMMARY (**You can send all other info without this, but please fax ASAP.**)
- Email entire appraisal to Roni at cci@comcast.net –do not fax it.

PLEASE SEND EVERYTHING AS YOU GET IT TO:
EMAIL: CCI@COMCAST.NET or FAX: 720-407-4505

US BANK FUNDING REQUEST PAGE 3

USBank Loan #: _____

Borrower Last Name: _____

BORROWER

CO-BORROWER

Credit Score _____

Credit Score _____

DOB _____ Sex _____

DOB _____ Sex _____

Race _____

Race _____

SS # _____

SS # _____

Marital Status _____

Marital Status _____

Phone # _____

Phone # _____

Work # _____

Work # _____

Married to each other? _____

First Time Homebuyer? _____

Underwritten by USBank? _____

If not, who is U/W? _____

PROPERTY INFORMATION

County _____

Year Built _____

of Bedrooms _____

of Units _____

Appraised Value _____

Condo/PUD Name _____

Type of Property? Circle one: **SFR** **1-4 FAMILY** **PUD** **CONDO**

If rental what is the RENT for each? _____

INCOME INFORMATION (from u/w approval, not submission)

Total Gross Combine Income _____

Total House Payment _____

Total of all Monthly Payments _____

