

Mortgage+Care

The fields in this document are filled in by Mortgage+Care Loan Origination Software.
Please contact us at (800)481-2708 or www.mortcare.com for a list of mergeable documents.

PROCEDURE FOR LOAN DOCUMENTS & CLOSING

Borrower: _____ Loan # _____
Property Address: (A) _____ (B) _____
Documents: as Agent Investors Place of Signing: _____
Escrow Company and phone: _____
Type Policy: CLTA ALTA Endorsements: 0, 116
Property A Prelim: Order No.: _____ Dated: _____ Items subject to: _____
Property B Prelim: Order No.: _____ Dated: _____ Items subject to: _____
Amt \$ _____, Rate _____%, I/O , Amort , P/Amort , Term _____ Mo, Balloon Due _____ Mo, Points _____%,
Date of signing: _____, Date Funded: _____, Date Docs: _____, Date to Close: _____
1st Pmt Date: _____, Balloon Date: _____, Prepay Penalty Waived after Date: _____,
Servicing: Broker, Investor, Other Servicing: _____% Lender: % of Late _____% of Prepay _____

BORROWER DOCUMENTS:

Need	Filed	Recording	Need	Filed	
<input type="checkbox"/>	<input type="checkbox"/>	Borrower Mortgage Disclosure	<input type="checkbox"/>	<input type="checkbox"/>	Certification & Authorization
<input type="checkbox"/>	<input type="checkbox"/>	Loan Escrow Inst & Hazard Ins	<input type="checkbox"/>	<input type="checkbox"/>	End of Agency & Arbitration
<input type="checkbox"/>	<input type="checkbox"/>	Borrower Inst to Broker	<input type="checkbox"/>	<input type="checkbox"/>	Payment Advice Letter
<input type="checkbox"/>	<input type="checkbox"/>	Note ()I/O ()Amort ()P/Amo	<input type="checkbox"/>	<input type="checkbox"/>	Conditional Loan Letter
<input type="checkbox"/>	<input type="checkbox"/>	Deed of Trust (# Pages: _____) \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Receipt of Appraisal
<input type="checkbox"/>	<input type="checkbox"/>	Exhibit A (# Pages: _____)	<input type="checkbox"/>	<input type="checkbox"/>	Affidavit of Non-Military
<input type="checkbox"/>	<input type="checkbox"/>	Security Rider: (1 Page)	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Req for Notice: 1,2,3 (x \$7) \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Verification of SSN/Taxpayer #
<input type="checkbox"/>	<input type="checkbox"/>	Req for Delinq: 1,2,3 (x \$7) \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	Signature Verification
<input type="checkbox"/>	<input type="checkbox"/>	Actual Notice & Release: 1,2,3	<input type="checkbox"/>	<input type="checkbox"/>	Financial Status
<input type="checkbox"/>	<input type="checkbox"/>	Federal Disclosure (Reg Z)	<input type="checkbox"/>	<input type="checkbox"/>	Indemnity Agreement-Environ.
<input type="checkbox"/>	<input type="checkbox"/>	Itemization of Amt Financed	<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Wastes Notice
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Right to Cancel	<input type="checkbox"/>	<input type="checkbox"/>	Interest on Loan Funds
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Non-Rescission	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Possible Fees Earned
<input type="checkbox"/>	<input type="checkbox"/>	Notice of Balloon Due	<input type="checkbox"/>	<input type="checkbox"/>	Oral Disclosure
<input type="checkbox"/>	<input type="checkbox"/>	Agreement (to procure loan)	<input type="checkbox"/>	<input type="checkbox"/>	Good Faith Estimate
<input type="checkbox"/>	<input type="checkbox"/>	Action and Counter Offer	<input type="checkbox"/>	<input type="checkbox"/>	ECOA
<input type="checkbox"/>	<input type="checkbox"/>	Fire Ins Authorization/Request	<input type="checkbox"/>	<input type="checkbox"/>	_____

LENDER: Name: _____, Number: _____, Amount Invested:\$ _____
Name: _____, Number: _____, Amount Invested:\$ _____
Name: _____, Number: _____, Amount Invested:\$ _____
Name: _____, Number: _____, Amount Invested:\$ _____

Need	Filed	Need	Filed		
<input type="checkbox"/>	<input type="checkbox"/>	Lender/Purchaser Disclosure	<input type="checkbox"/>	<input type="checkbox"/>	Note ()Endorsed ()Approved
<input type="checkbox"/>	<input type="checkbox"/>	Loan Service Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Deed of Trust ()Approved
<input type="checkbox"/>	<input type="checkbox"/>	Lender Instruction to Broker	<input type="checkbox"/>	<input type="checkbox"/>	Req for Notice ()Approved
<input type="checkbox"/>	<input type="checkbox"/>	Loan Escrow Instructions	<input type="checkbox"/>	<input type="checkbox"/>	Req for Delinq ()Approved
<input type="checkbox"/>	<input type="checkbox"/>	Cashiers Check to Title Letter	<input type="checkbox"/>	<input type="checkbox"/>	Actual Notice ()Approved
<input type="checkbox"/>	<input type="checkbox"/>	Lender Receipt of Documents	<input type="checkbox"/>	<input type="checkbox"/>	Agreement ()Approved
<input type="checkbox"/>	<input type="checkbox"/>	Conditional Letter for Loan	<input type="checkbox"/>	<input type="checkbox"/>	Multi-Lender Addendum (Costs)
<input type="checkbox"/>	<input type="checkbox"/>	Hazardous Wastes Notice	<input type="checkbox"/>	<input type="checkbox"/>	Multi-Lender Agreement (NOD)

AFTER CLOSE OF ESCROW OR LOAN DISBURSEMENT

Date Item Send to Lender - (Always use a letter and keep a copy in file)
_____ COE-1 Letter: Certified copy of Note, and copies of: Closing Statement(s), Check, Ins Request/Evidence
_____ COE-2 Letter: Certified copies of recorded items, Title Policy, Ins Policy, Actual Notice/Authorization
_____ Prepaid interest check DATES: _____
_____ REC'D ORIGINAL NOTE. Date placed in safe deposit box: _____ Initial here: _____
_____ REC'D ORIGINAL TD. Date placed in safe deposit box: _____ Initial here: _____
_____ REC'D _____ Date placed in safe deposit box: _____ Initial here: _____
_____ Fire Insurance () Evidence () Binder () Policy () Endorsement
_____ Copies of Actual Notice and recorded Request(s) sent to Senior Note Holder, (2nd) _____
_____ Close of Escrow Statement _____ Title Policy _____ Endorsement to Title Policy
_____ Other: _____
_____ Other: _____

REFERRAL FEE OF \$ _____, PAID BY: _____, DATE PAID: _____ CK. # _____

FILE CLOSED AND COMPLETED BY: _____ Date: _____

1. _____ Welcome Letter mailed to Borrower
2. _____ Coupon completed and mailed
3. _____ LOGS: ___ Loan, ___ Monthly, ___ Balloon, ___ Insurance, ___ Coupon, ___ Senior Lender
4. _____ Computer: ___ Recording Info, ___ Change Status

Reviewed & Approved By: _____