



## DOC ORDER FORM

Please ensure that you have contacted the borrower to verify the closing date, vesting, NBS information (if applicable), etc. Incorrect information will delay the closing!

### BROKER INFORMATION

Name: \_\_\_\_\_ Account Executive: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

FAX: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### BORROWER INFORMATION:

Borrower 1: \_\_\_\_\_

Borrower 2: \_\_\_\_\_

NOTE: VESTING WILL READ AS BORROWER CURRENTLY HOLDS TITLE  
WILL A GRANT DEED BE REQUIRED FOR ANY REASON? YES NO  
IF "YES", EXPLAIN HERE AND PROVIDE UPDATED VESTING HERE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THERE A NON BORROWING SPOUSE OR OWNER? YES NO  
IF "YES", PROVIDE NAME, SSN, PHONE NUMBER (MUST BE UNIQUE FROM BORROWER  
AND ABLE TO RECEIVE TEXT NOTIFICATION) AND E-MAIL ADDRESS HERE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IS THE LOAN CLOSING IN A TRUST? YES NO

ESTIMATED CLOSING DATE: \_\_\_\_\_

FIRST PAYMENT DATE: \_\_\_\_\_

IF HELOC, PLEASE CONFIRM INITIAL DRAW AMOUNT: \_\_\_\_\_

ANY SPECIAL NOTES FOR DOCS/CLOSING (all invoices required for reimbursement (credit  
and/or appraisal), out of town dates, split signing, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_