



Closing Docs Request Form

Contact Name: _____ Today's Date: _____
 Prepared By: _____ Contact Name for Closing Docs: _____
 Phone Number: _____ Phone Number: _____
 Email Address: _____ Email Address: _____
 Loan Number: _____ Date Docs Required in Title: _____

Borrower 1 Name: _____		
Borrower 2 Name: _____		
Title Only Individual? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide: Name: _____ Email: _____ Date of Birth: _____ Last 4 digits of SSN: _____ Is address same as that of borrower(s)? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, provide address below: Address / City / State / Zip: _____		Impounds/Escrows? Yes <input type="checkbox"/> No <input type="checkbox"/> POA? Yes <input type="checkbox"/> No <input type="checkbox"/> Signing in a Trust? Yes <input type="checkbox"/> No <input type="checkbox"/>
Loan Amount: _____	Rate: _____	1 st Payment Date: _____

Final Broker Fees	
Origination \$	
Processing \$ <i>(Third party processing fees must be invoiced)</i>	
Credit Report \$	Collect at Close?
Appraisal \$	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>

VESTING (For Purchase only; Must be completed)
VESTING (For Refinance only; Complete only if being changed from vesting on prelim/title commitment)
Mortgagee Clause: Nexera Holding LLC, ISAOA/ATIMA 2200 Powell Street Suite 340 Emeryville CA 94608 Loan Number: _____
Is there anything else we should know before preparing closing docs?