

DOC ORDER FORM

GENERAL LOAN INFORMATION

Today's Date:		Form Completed By:	
Borrower Name:	Loan Number:	Transaction Type:	
Loan Amount:	Interest Rate:	Escrows?	
Vesting:			
Estimated Closing Date:		Estimated Funding Date:	

CLOSING AGENT INFORMATION

Company Name:		Company State License No:	
Closing Contact Name:		Phone Number:	
Email Address for Documents:			
POA?	Trust?	New Deed at Close?	
Non-Borrowing Spouse Name:		Non-Borrowing Spouse Phone:	
Non-Borrowing Spouse Email:			

REAL ESTATE AGENT INFORMATION

BUYER'S AGENT

Real Estate Broker:		License ID:
Address:		Phone Number:
Contact:		Contact License ID:
Contact Phone Number:		Contact Email:

SELLER'S AGENT

Real Estate Broker:		License ID:
Address:		Phone Number:
Contact:		Contact License ID:
Contact Phone Number:		Contact Email:

CLOSING FEE DETAILS

FEE NAME	AMOUNT	PAYEE
Broker Compensation:		
Broker Processing Fee:		
YSP to Broker as percentage (Business Purpose loans only):		
Third-Party Processing Fee (please provide invoice):		
Appraisal:		
Credit Report: Reimburse? Select One		
Entity Review Fee: Reimburse? Select One		
Other #1:		
Other #2:		
TOTAL DUE TO BROKER:		



GENERAL INFORMATION CHECKLIST (ALL TRANSACTIONS)

- ☐ Completed Doc Order Form *(includes all Broker Fees)*
- ☐ Conditional Loan Approval received
- ☐ Loan is locked through estimated closing date *(Lock LE issued)*
- ☐ Appraisal Invoice uploaded
- ☐ Flood Certification issued
- ☐ Flood Insurance *(if in a flood zone)*
- ☐ Fees balanced
- ☐ Hazard Insurance: HOI Declaration page or Policy Quote
- ☐ Current Closing Fee Sheet from Settlement Agent *(loan terms must match current lock)*

PURCHASE TRANSACTIONS ONLY

- ☐ Tax Certification or equivalent for subject property

LOAN NOTES**MORTGAGEE CLAUSE**

GenWay Home Mortgage Inc., ISAOA/ATIMA
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