

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?		
Entity Review Fee: Reimburse?		
Other #1:		
Other #2:		
TOTAL DUE TO BROKER:		



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GENERAL INFORMATION CHECKLIST (ALL TRANSACTIONS)

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

PURCHASE TRANSACTIONS ONLY

Tax Certification or equivalent for subject property
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LOAN NOTES

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MORTGAGEE CLAUSE

GenWay Home Mortgage Inc., ISAOA/ATIMA 2801 Network Blvd, Suite 600 Frisco, TX 75034

