

SIMPLY MORTGAGE DOC ORDER FORM

Today's Date _____	Loan Processor _____	Loan # _____
Loan Officer _____	Email _____	Phone _____

Borrower and Vesting Information

Borrower-How name will appear on docs _____	Borrower-How name will appear on docs _____
Borrower-How name will appear on docs _____	Borrower-How name will appear on docs _____
Vesting-must match vesting amendment in the file.	
POA (Circle One): Yes ___ / No ___	
Title Only Borrower: _____	

Settlement Agent/Escrow Information

Company _____	Escrow Number _____
Contact _____	Email (where to send docs) _____
Estimated Closing Date: _____	Phone _____
First Payment Date: _____	

Loan/Lock Details-must match lock confirmation in LQB

Loan Amount: \$ _____	Appraised Value: \$ _____
Loan Term: \$ _____	Purchase Price: \$ _____
Rate: \$ _____	Lock Expires: _____ <small>(must be at least 7 business days from note date)</small>
Lender Credit: \$ _____	Discount Points: \$ _____
Loan Type (Check One): Conventional ___ / FHA ___ / Non-Conf ___ / Other _____	
Loan Purpose (Check One): Purchase ___ / Refi ___ / Streamline ___	
Loan Product (Check One): Fixed Rate ___ / ARM ___	
Occupancy (Check One): Primary ___ / Investment ___ / Second Home ___	
Impounds (Check One): Yes ___ / No ___	

Simply Mortgage Fees

Other Fees Charged

Loan Origination Fee: \$ _____	Appraisal Fee: \$ _____ (AMC)
Doc Fee: \$ _____	1004D: \$ _____ (AMC)
Underwriting Fee: \$ _____	Credit: \$ _____ (Credit Provider)
Processing Fee: \$ _____	Other: \$ _____

Reimbursement to Loan Officer

* Invoice must be attached. In order for reimbursement, all fees must be disclosed on initial CD. *

Loan Officer to be reimbursed for appraisal: \$ _____	HOA: \$ _____
Loan Officer to be reimbursed for 1004D: \$ _____	Credit Report: \$ _____
	Other: \$ _____

I can confirm that all the information and fees are correct.

Loan Officer Signature _____	Date _____
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