Lender: Mortgage Access Corp aka Weichert

**Only loan policy Format: File Number W517308, Loan Number 3095059, Loan Policy**

**singnature closing services cc to .... carolyn@signatureclosingservices.com**

The Email Format should be: Loan number, File No. and Borrower Last Name for - double policies

1. Loan No. 4575279805/W515557/Saint-Jean

2. Single Owner Policy: File No. xxxxxxxx and Borrower Last NAME

3. Weichert Long Form: need to send regular format and also to WFS:

1. Long from Loan No. 4575279805/W515557/Saint-Jean

2. Only send to: [WFSTitles@weichertfinancial.com](mailto:WFSTitles@weichertfinancial.com) AND CC: Cristina Friel <[CFriel@WeichertTitle.com](mailto:CFriel@WeichertTitle.com)>

THE subject should be Single policy : File No. W515839/3092213/Policy

3. While emailing polices we need to check the "CC" EMAIL ID in Softpro Attorney BUY Below need scroll done and check.

W515753              No need to send email to [Keith@Arcomanolaw.net](mailto:Keith@Arcomanolaw.net), since **Attorney(BA)** is not available in Order contacts

W516055              Need to add [rene@mykl-law.com](mailto:rene@mykl-law.com) in CC Field

W516094              Need to add [kay@kapadialaw.com](mailto:kay@kapadialaw.com) in CC Field

W514173              Not issued **Attorney Cover Letter.** Please advise why the ACL not issued for this order.

W515753              No need to send email to [Keith@Arcomanolaw.net](mailto:Keith@Arcomanolaw.net), since **Attorney(BA)** is not available in Order contacts. In this case, do we need send any email?- No Need to send any email in Such Scenarios

W514173              Not issued **Attorney Cover Letter.** Please advise why the ACL not issued for this order. Found the name as Matt instead of Matthew in excel, mistakenly issued this.- Okay

In which case do we need to email WFG titles.- When we have Weichert Financial Services as a Lender and we have Long Form Loan Policy- Need to email "WFS TITLE"

W515985              Loan Policy Sent to WFS TITLE, even though we have different LENDER

W515753              No Need to send email as we don't have buyer's attorney in Order contacts. Send only the policies to Manju.

W516094              Add [kay@kapadialaw.com](mailto:kay@kapadialaw.com) in CC field

W516016              C4 comment "Mentioned on Visionet Atclose" c1 comment :they can process as Loan Number unlocked they can add the Loan number and complete the file as per requirement"

D51375                 Sent order status as COMPLETED but at EOD the status sent as "Typing Clarification”. Please advise.

W512816              Lender name considered wrong (Typo), Policies have been completed but left status as blank.

W515795              Need to add the Shortform Loan Policy **date/time completed** and **Completed by** the client name. Policies have been completed but left status as blank.

W515105              While sending email to Buyers Attorney in Subject Line no need to add Loan Number, only when sending to WFS that time Loan Number is required.

W515983              Policies have been completed but left status as blank.