

COMPLETE THE CHECK LIST BELOW AND SUBMIT WITH YOUR LOAN FILE FOR PURCHASE
This form and stacking order is a job aid that will assist with the review of your closing documents.

Correspondent Company:		CSC Loan #:	
Delivery Contact Name:		Delivery Contact Email:	
Correspondent UW Contact Name:		Underwriting Contact Email:	
Suspense Contact Name:		Suspense Contact Email:	
Correspondent Loan #:		CSC Lock #:	

Compliance / Initial Disclosures
The documents below are required for all transactions.

Form	Notes
<input type="checkbox"/> Initial Application (1003)	Complete with all MLO signatures
<input type="checkbox"/> Loan Estimate (LE)	
<input type="checkbox"/> Loan Estimate (LE) Conformation of receipt	To be authorized and signed by borrower
<input type="checkbox"/> Re-disclose Loan Estimate (LE)	If applicable
<input type="checkbox"/> Re-disclosure of Loan Estimate (LE) with Change of Circumstance (COC/CIC) documentation in date order	Stamp or write "FINAL" on latest LE used for CD comparison. Loan Estimate (LE) is required for loans with an application date of 10.3.15 and after
<input type="checkbox"/> Mortgage Broker Compensation Disclosure	If applicable
<input type="checkbox"/> Interest Rate Lock Agreement 30 – 45 – 60 mandatory	
<input type="checkbox"/> Borrower Authorization	Signed and Dated
<input type="checkbox"/> Privacy Disclosure	Pursuant to the Gramm-Leach-Bliley Act
<input type="checkbox"/> Housing Counseling Disclosure	<ul style="list-style-type: none">Required for All Loan TypesInclude list of agencies
<input type="checkbox"/> Miscellaneous State and Product Related Disclosures	Including "CHARM" Booklet for ARM Loans
<input type="checkbox"/> Regulatory Data Certification	

Closing Documents
Use the checklist below to ensure the appropriate documentation is included in all closed loan packages submitted to Citadel Servicing Corporation.

Form	Notes
<input type="checkbox"/> Original Note to include Addenda Bailee Letter/ Collateral package.	Note should be endorsed to Citadel Servicing Corporation. Send Original to: Purchaser to Advise
<input type="checkbox"/> Certified True Copy of Note/Bailee Letter	
<input type="checkbox"/> Wiring Instructions for Warehouse Lender	
<input type="checkbox"/> Power of Attorney	If applicable, must be an executed certified copy
<input type="checkbox"/> Original loan documents	Deliver a complete package to Citadel Servicing Corporation, 15707 Rockfield Blvd., Suite 320, Irvine, CA 92618.
<input type="checkbox"/> Pay History for Subject Loan	Required if any payments due, or if disbursement/curtailments made to include copy of check
<input type="checkbox"/> Original certified true copy of Mortgage/Deed of Trust	Provide all required riders/addenda; if applicable
<input type="checkbox"/> Title Commitment	
<input type="checkbox"/> Closing Protection Letter (CPL)	Must be good within 30 days of funding.
<input type="checkbox"/> Original Certified True Copy of all Closing Disclosures (CD) or any re-disclosures to include the Change in Circumstance	Provide any addenda; if applicable and proof of delivery to the borrower
<input type="checkbox"/> Evidence of refund of settlement charges, RESPA or Section 32 violations.	If applicable, must coincide with all disclosures and re-disclosures. Provide proof of cure and a compliance report.
<input type="checkbox"/> Confirmation/registration of MERS #	CSC's MERS ORG ID 1007419
<input type="checkbox"/> Certified copy of any/ all escrow amendments (if Applicable)	Signed by all parties
<input type="checkbox"/> 1 st Payment Letter	
<input type="checkbox"/> TI escrow account and initial deposits	As of the date of funding
<input type="checkbox"/> Tax Service	Must be life of loan (\$100 charge if CSC to obtain)
<input type="checkbox"/> Hazard Insurance Policy (or binder with proof of premium payment)	Must have effective dates



<input type="checkbox"/>	Flood Zone Determination/Third Party Flood Certification/proof paid in full	
<input type="checkbox"/>	Flood Insurance Policy (or application with proof of premium payment)	If applicable
<input type="checkbox"/>	Copy of Loss Payee Change Letter to Insurer(s) Naming Citadel Servicing Corporation, its Successors and/or Assigns	
<input type="checkbox"/>	Tax Information Sheet	
<input type="checkbox"/>	Provide disbursement ledger from the closing agent/Final Statement	
<input type="checkbox"/>	Provide good bye letters with applicable waiting periods	
<input type="checkbox"/>	Final Application (1003) Signed and Dated	
<input type="checkbox"/>	Proof of funds for the closing and any premiums due	
<input type="checkbox"/>	Additional forms and/or documentations required by the u/w to be provided with the loan document package	

I certify that all required documents mentioned above are included now or have been received and documented by CSC previously.

Name / Position

Signature

Date