

CD / INITIAL DOC PREP CHECKLIST

(Revised 11/23//20)

LOAN #: _____

FILE NAME: _____

	SECURE INSIGHT REGISTRATION, CSC FUNDING LOG OR MAJOR TITLE CO <i>Name of Closing Agent funds are being wired to:_____</i> VETTING EXPIRATION DATE: _____ <i>*notify broker if update is required</i> *Vetting does not need to be cleared/approved PRIOR TO REQUESTING A CD
	REVIEW DV - CSC LAST Revised LE ISSUED DISCLOSURE DATE: _____ *Do terms disclosed MATCH Loan Approval and UW WS in DV? *Escrow HOLD BACK Disclosed?
	TM TO CONFIRM NO OPEN RE-DISCLOSURE TASKS **A CD CANNOT BE REQUESTED THE SAME DAY A REVISED LE IS ISSUED QC must approve any CIC on CD requests PRIOR to the TM submitting for a CD *Convo log must be documented by the QC reviewer; QC to set CIC CD task and remove Re-Disc Task
	#4103 LAST Revised LE CONFIRMED DATE: _____ *PRIMARY BORR REQUIRED **TM MUST OBTAIN ACKNOWLEDGMENT OF LAST LE BEFORE REQUESTING A CD
	VESTING <i>*compare vesting cond #4502 to doc order, CPL, WIRE, Evidence of Insurance</i>
	HAZARD INSURANCE NOO = MINIMUM 6 MONTHS RENT LOSS (Gross Rental Inc x 6 months) <i>*HO3 = Min coverage equal to Loan Amount or Total Est Cost New on appraisal</i> <i>*HO6 = Min coverage equal to 20% of Sales Price (Purchase) or Appraised Value (Refi)</i> <i>*Max deductible not greater than 1% of DWELLING face value; Max \$3000</i> <i>*EFFECTIVE DATE – New Purchase must be within 10 days of funding</i> **USE INSURANCE CHECKLIST TO VALIDATE THAT EOI MEETS ALL CSC REQUIREMENTS
	FLOOD INSURANCE *applications must be paid in full (POC) to be in effect <i>*Coverage requirements same as HOI; MAX Flood Coverage \$250,000</i> <i>*Borrower is listed as insured / Flood Insurance if for subject property</i> <i>*EFFECTIVE DATE – New Purchase must be within 10 days of funding</i>
	VALUE and appraisal conditions that affect value have been cleared by UW Credit/Income <i>*subj to re-qual cond have been cleared by UW</i>
	SETTLEMENT AGENT FEE CONFIRMATION FORM and ESTIMATED CD/SETTLEMENT STMT <i>*Loan Amount and Sales Price should match Loan Approval; Funds to close should not exceed verified assets</i> **TM TO UPLOAD BOTH ITEMS COMBINED TOGETHER IN DV
	ESTIMATED CD/SETTLEMENT STMT must be SELLER/BUYER COMBINED for Purchases
	BROKER COMPLETED DOC ORDER FORM <i>*Compare FEES to most recent CSC Disclosures (cannot be increased); VALIDATE ALL BROKER FEES/COMP</i> (PAID BY SECTION MUST BE COMPLETED IN FULL)
	APPRAISAL INVOICE (1 st , 2 nd Appraisal, 442) – *TM MUST REVIEW/VALIDATE TO DOC ORDER
	CREDIT REPORT INVOICE *BROKER MUST CORRECT DOC ORDER IF AMT LISTED CANNOT BE CHARGED <i>*CSC will allow a broker to charge/collect fees incurred NO EARLIER than 60 days from CSC submission</i>
	CONTRACT PROCESSOR <i>(Review SECTION B on LE to confirm fee was disclosed)</i> <i>*Fee must have been previously disclosed on TRID loan;</i> <i>*NMLS must confirm processor is authorized to represent name listed on NMLS print out</i>
	CLOSING PROTECTION LETTER (CPL) *Valid for 30 days* <i>*CSC Loss Payee and loan # reflected on CPL *Borrower’s names match vesting / Subject Property Address</i> <i>*Closing agent’s Company/Address on WIRE INSTRUCTIONS are listed on CPL</i> *TM TO COMPLETE VETTING REVIEW CHECKLIST
	TM CD-DOC PREP Screen must be completed in FULL in Byte Pro

LAST LE ISSUED: _____

****CANNOT ORDER CD THE SAME DATE LE WAS ISSUED OR CONFIRMED****

INITIAL DOC PREP ORD DATE:_____ CD ISSUED DATE:_____ CD CONFIRMED:_____

LENDERS OUT:_____ CD BAL REC’V DATE:_____ DOCS OUT:_____

ENTITY/TRUST Yes No Date Legal Approved: _____ Email in DV []

POA Yes No Date Legal Approved: _____ Email in DV []

VOE Needed Yes No Signed LO Final 1003 in DV/Byte Field Updated?

APPROVAL W/ RATE LOCK EXPIRATION DATE ISSUED TO BROKER

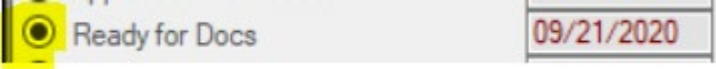
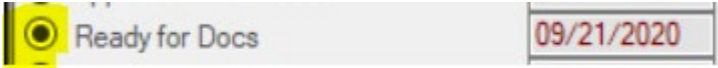
READY FOR DOCS CHECKLIST

(Revised 11/23/20)

LOAN #: _____

FILE NAME: _____

***All items on PAGE 1 must be completed. TM to complete this page PRIOR to moving file to a Ready For Docs Status**

	TM CD-DOC PREP Screen completed in FULL in Byte Pro *Review DOC ORDER date/fees to ensure no changes since CD was issued
	Closing Department MUST process any pending CIC TASK BEFORE TM can move file to a Ready for Docs Status *review TASKS to determine if any Re-Disclosure OR CIC CD tasks are pending
	ALL Underwriting PTD conditions have been signed off *TM to review PTF conditions to ensure UW did not MOVE any cond PTF for WET fundings
	ALL TM PRIOR TO CD/LOCK/DOC PREP conditions have been signed off
	FINAL 1003 box MARKED by UW reflected on TM Screen
	PATRIOT ACT DISCLOSURE IN DV (completed by CSC underwriter) *REQUIRED FOR ALL FILES
	MINIMUM OF 8 DAYS REMAINING ON EXPIRATION DATES – COND #4105 **INCLUDING CREDITOR PAYOFFS – COND #4201**
	EFFECTIVE DATE of insurance meets CSC requirements (see page 1) *binders not accepted by CSC
	CPL has a minimum of 8 DAYS REMAINING – if not ORDER an UPDATE
	REVIEW ALL CREDITOR PAYOFFS/DEMANDS LISTED ON UW WS <ul style="list-style-type: none">• DRY – request SPECIFIC updates from broker PTF• WET – OBTAIN BEFORE moving to closing department
	Complete INITIAL DOC PREP TASK date if not already completed Complete INITIAL CD REQUEST DATE to trigger for RATE LOCK/CD (TRID)
	Move file to READY FOR DOCS on the Status Screen *DIAL BUTTON and date should display 
TM MUST REVIEW BYTE PRO/DV ECOA VALUATION DATES	
	Appraisal sent to borrower Date: _____ EMAIL or MAILED *VALUATION RECEIPT completed in Byte Pro YES [] NO [] *CONFIRMATION NOT REQUIRED IF USING MAIL BOX RULE
	ECO WAIVER DATE SIGNED: _____ *Appraisal TIMING WAIVER DATE completed in Byte Pro YES [] NO []
	BPO RECEIPT CONFIRMED Date: _____ *BPO DELIVERY CONFIRMATION UPLOADED TO DV *VALUATION RECEIPT completed in Byte Pro YES [] NO [] *CONFIRMATION NOT REQUIRED IF USING MAIL BOX RULE
	APPRAISAL ANALYSIS RECEIPT CONFIRMED Date: _____ *CONFIRMATION UPLOADED TO DV *CONFIRMATION NOT REQUIRED IF USING MAIL BOX RULE
	FILE CANNOT BE MOVED TO READY FOR DOCS STATUS UNTIL MAIL BOX RULE HAS EXPIRED, BORROWER HAS CONFIRMED RECEIPT OF THE VALUATION OR USE OF ECOA WAIVER HAS BEEN CONFIRMED.
NON-TRID LOANS ONLY	
	INITIAL DOC PREP Completed [] YES – Input Date Request for FINAL DOC PREP [] NO – Input Date Request for INITIAL DOC PREP AND FINAL DOC PREP
	Move file to READY FOR DOCS on the Status Screen *DIAL BUTTON and date should display 
	TM to advance the READY FOR DOCS status date in Byte Pro if the file moved to closing after 12pm PDT (WET) or 3pm PDT (DRY) cut off time

NOTE: IF CSC disclosures were issued on a NON-TRID loan at any time QC Review/Approval is required to update Byte Pro to close NON-TRID.