

How to Order CPLs and Wire Instructions

02/04/19

- Open file in DV and Byte, Confirm CPL and Wire Instructions have not been ordered
- Check DV to see if there is already a CPL and WI uploaded to the file
- If there is a CPL and/or WI, check if loan specific information was included
- CPL should include : Loan #, Borrower's Name(s), Property Address and Assignee CITADEL SERVICING CORPORATION ISAOA/ATIMA, 15707 ROCKFIELD BOULEVARD, SUITE 320 IRVINE, CA 92618-2830
- Wiring Instructions should include: Loan #, Borrower's Name(s), Property Address and Order #

"Addressee": Citadel Servicing Corporation
its successors and/or assigns
15707 Rockfield Blvd. Suite 320
Irvine, CA 92618-2830

"Date": 1/15/2019

"Issuing Agent" or "Approved Attorney," as the case may require:

AW Title LLC
1064 Greenwood Boulevard, Suite 124
Lake Mary, FL 32746

"Real Estate Transaction":



Seller:
Ashton Orlando Residential, LLC

Buyer/Borrower Name:
Roberto Cini Gerios

Property Street Address or Land Description
9318 BRADLEIGH DRIVE
WINTER GARDEN, FL 34787

Re: Closing Protection Letter

Closing Date: 2/15/2019
Loan #: TBD
File #: FL-ORL-19-0025

PAYABLE TO: First American Title Insurance Company
BANK: First American Trust, FSB
ACCOUNT NO.: 
ROUTING NUMBER: 
BANK ADDRESS: 5 First American Way, Santa Ana, CA 92707 (Do not use to mail checks.
This address is for Wire Transfers only)

PLEASE REFERENCE THE FOLLOWING:
PROPERTY: 9318 Bradleigh Drive, Winter Garden, FL 34787
FILE NUMBER: 2238-2577748

Ex: CPL (Right) is missing: ISAOA/ATIMA under Assignee,
and Loan Number
Wiring Instructions (Top) are missing: Loan Number,
Borrower's Name, Order #

- Once you determine what needs to be requested, create a new email and select your CPL/WI request Signature
- Fill out all the loan specific information in the body of the email
- TO will be the Closing Agent, CC the Transaction Manager for the File
- Email Subject should be Order # / Property Address / Loan # / Last Name

Send	From ▾	Madisons@citadelservicing.com
	To...	awdclosings@firstam.com
	Cc...	Stephanie Ponce <StephanieP@CitadelServicing.com>;
	Bcc...	
Subject		FL-ORL-19-0025 / 9318 Bradleigh Dr / 7019909 / Gerios

Hello April,

Can you help me with a few items that we need updated asap? Please see below.

- The Wiring Instructions to Include Loan # **7019909**, the Borrower's Name (**Roberto Cini Gerios**), Order # (**FL-ORL-19-0025**), and Property Address (**9318 Bradleigh Dr, Winter Garden, FL 34787**)
- Closing Protection Letter with our Loan #**7019909**, Borrower's Name (**Roberto Cini Gerios**), Property Address (**9318 Bradleigh Dr, Winter Garden, FL 34787**), and Assignee: **CITADEL SERVICING CORPORATION ISAOA/ATIMA, 15707 ROCKFIELD BOULEVARD, SUITE 320 IRVINE, CA 92618-2830**

Thank You,

- You should be able to find the email address for the Closing Agent to send it to on the Submission Sheet, if it is not there you can check the Prelim, or Estimated HUD if provided. If you are still unable to locate it, you can call the Title Company and ask them to provide you with an email address. **See Examples Below:**

Closing Agent information found on Submission Sheet -

CLOSING AGENT INFORMATION

Company Name: First American Title Agent Name: April Alexander
 E-mail Address: awclosings@firstam.com Phone #: 407614-6266 Title/Escrow Order #: _____

Closing Agent information found on Prelim -

For closing assistance please contact:

WFG National Title Company of Washington, LLC
 2102 N Pearl Street, Suite 105
 Tacoma, WA 98406

Escrow Officer: Carol Robson
LPO No.: 3032
Escrow Assistant: Krista Bechtold
E-Mail: crobson@wfgtitle.com

Escrow No. 18-235604

For title assistance on this order please contact:

WFG National Title Company of Washington, LLC
 2102 N Pearl Street, Suite 105
 Tacoma, WA 98406

Title Officer: Randy Hudson - WA Title Team 1
Phone No.: (253) 445-2147
Email: watitleteam1@wfgtitle.com

License No.: 713049

Closing Agent information found on Estimated HUD -

Contact Information

	Lender	Real Estate Broker(B)	Settlement Agent
Name	Citadel Servicing Corporation ISAOA/ATIMA	Gillen & Associates	Equity Land Title, LLC
Address		915 Bonita DR Winter Park, FL 32789	525 Okeechobee Blvd, Suite 900 West Palm Beach, FL 33401
NMLSID			FLE118822
FL License ID			Terri Duran
Contact		Jean Gillen	
Contact NMLS ID			W129828
Contact			
FL License ID			
Email			Terri.Duran@equitylandtitle.com

- Once you have entered all information for the email, you are okay to send
- Go into Byte, Under the Transaction Manager Screen and enter today's date for CPL and Wire Instructions Request Date boxes

19	•	Rate Sheet Date:	01/22/2019	ATM PROCESSING	
Doc Order Date Requested	<input type="text"/>	•	Doc Order Date Received	<input type="text"/>	•
Closing Agents Form Requested	<input type="text"/>	•	Closing Agents Form Received	<input type="text"/>	•
Updated Prelim Ord	<input type="text"/>	•	Updated Prelim Ord Received	<input type="text"/>	•
CPL Requested Date	<input type="text"/>	•	CPL Issue Date	<input type="text"/>	•
Wire Instructions Requested	<input type="text"/>	•	Wire Instructions Received Date	<input type="text"/>	•
Initial Vetting Task	<input type="text"/>	•			

- Notate "Ordered CPL and Wire Instructions" in Conversation Log
- Clear Task.

- When you receive the CPL and WI back, open the PDFs and check that all requested information was added to the documents. Also confirm there are no Xs listed on the Account # on the WI

CITADEL SERVICING CORPORATION ISAO/ATIMA
15707 ROCKFIELD BOULEVARD, SUITE 320
IRVINE, CA 92618-2830

ATTENTION:

Re: Closing Protection Letter

	Agent's File # 10047862
	Loan # 7019644 Loan \$ 552500.00
Issuing Agent	Approved Attorney (if applicable)
Pacific Coast Title, Orange 1111 E. Katella Ave #120 Orange, CA 92867	
Property Address	Approved Settlement Office (if applicable)
20100 West Grant Line Road Mountain House, CA 95391-8842	Pacific Coast Title Company 1111 East Katella Avenue Suite 120 Orange, CA 92867

Buyer/Borrower: Roberto A Cuellar

Issuing Agent for North American Title Insurance Company

TITLE OFFICER: Jim Jean
TITLE OFFICER EMAIL: jjean@pct.com

TITLE OFFICER PHONE: (714)516-6795
TITLE OFFICER FAX: (714)516-6682

TO: Advanced Escrow Corporation
28281 Crown Valley Parkway, Suite 150
Laguna Niguel, Ca, CA 92677

ATTN: TITLE TEAM
YOUR REF: 18538-FM
ORDER NO.: 10047862-OCT-JJ

PROPERTY ADDRESS: 20100 WEST GRANT LINE ROAD, MOUNTAIN HOUSE, CA 95391-8842

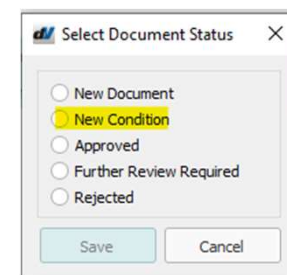
WIRE INSTRUCTIONS

When funds are wired to Pacific Coast Title Company, please use the instructions below:

Bank Name & Address	Wire Routing Information
City National Bank 555 South Flower Street, 21 st Floor Los Angeles, CA 90071	ABA (Routing) Number: [REDACTED] Account Number: [REDACTED] Account Name: Pacific Coast Title Company Credit: Pacific Coast Title Company - OCT Reference:

Loan # 7019644, the Borrower's Name (Roberto A. Cuellar), Order # (10047862), and Property Address (20100 W. Grant Line Rd, Mountain House, CA 95391)

- If documents provided look good, upload to DV. Save as Closing Protection Letter and Wiring Instructions, Tab over and put "Cond #4500" for both. Then hit CTRL+Shift+S and save as "New Condition", click Send.



- Go to Funding Log, under Approved Closing Agents and Search for the company listed on the **WIRING INSTRUCTIONS**

Major Title Company-

- Conversation Log – Talked To: Vetting Comment: Major Title Company (Company Name)
- Go to TM Screen, Enter in the CPL Issue Date (Date found on top of CPL) and the Wire Instructions Received Date
- Scroll Down to the bottom of the TM Screen and click N/A for Vetting Expiration Date
- Clear your “Preliminary Vetting Review Completed” task

2	Major Title Companies - 01/31/19
3	Attorney's Title Insurance
4	Chicago Title Insurance Company
5	Commonwealth Land Title Company
6	DHI Title
7	Fidelity National Title Company
8	First American Title Insurance Company
9	Investors Title Company
10	LandAmerican Title Company
11	Lawyers Title Company
12	North American Title Insurance Company
13	Old Republic Title Company
14	Orange Coast Title Company - First Centennial Title Company of Nevada
15	Republic Title of Texas, Inc.
16	ServiceLink - executed Contract with CSC 2017 November
17	Stewart Title Company
18	Ticor Title Insurance Company
19	Title Resources Guaranty Company (TRG)
20	Westcor Land Title Company
21	WFG National Title Insurance Company

ATM PROCESSING		
<input type="checkbox"/>	Doc Order Date Received	<input type="text"/>
<input type="checkbox"/>	Closing Agents Form Received	<input type="text"/>
<input type="checkbox"/>	Updated Prelim Ord Received	<input type="text"/>
<input type="checkbox"/>	CPL Issue Date	<input type="text"/>
<input type="checkbox"/>	Wire Instructions Received Date	<input type="text"/>
<input type="checkbox"/>		

Vetting Expiration Date	<input type="text"/>	<input type="checkbox"/> N/A
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Title Company is Listed on Funding Log

- Confirm the address listed on the WI is listed on the Funding Log
- If it is then go to Conversation Log, Talked To: Vetting Comment: Title Company Approved (Company Name)
- Go to TM Screen, Enter in the CPL Issue Date (Date found on top of CPL) and the Wire Instructions Received Date
- Scroll Down to the bottom of the TM Screen and Enter in the Vetting Expiration Date listed on the Funding Log
- Clear your "Preliminary Vetting Review Completed" task

NAME	Expiration
Austin Title Company	11/15/2018
Austin Title Company	11/15/2018
Austin Title Company	11/15/2018

ATM PROCESSING

☐ • [Doc Order Date Received](#)

☐ • [Closing Agents Form Received](#)

☐ • [Updated Prelim Ord Received](#)

☐ • [CPL Issue Date](#)

☐ • [Wire Instructions Received Date](#)

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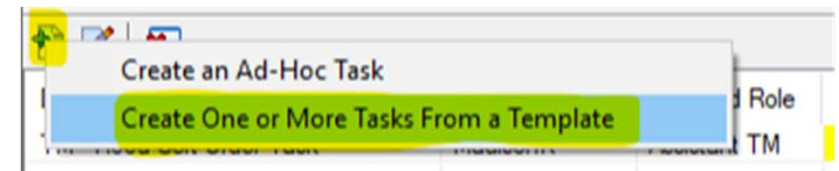
[Vetting Expiration Date](#)

☐ N/A

Title Company is Listed on Funding Log but branch address is not

- If the address listed on the WI is not on the Funding Log then go to Conversation Log, Talked To: Vetting Comment: Branch Location Not Approved (Company Name, Address)
- Go to TM Screen, Enter in the CPL Issue Date (Date found on top of CPL) and the Wire Instructions Received Date
- Mark today's date for Initial Vetting Task box
- Go to Tasks, Add a task (Piece of paper with green +), Create One or More Tasks From a Template, check TM- Vetting Review Task and click OK
- Clear your "Preliminary Vetting Review Completed" task

Doc Order Date Requested	<input type="text"/>	Doc Order Date Received	<input type="text"/>
Closing Agents Form Requested	<input type="text"/>	Closing Agents Form Received	<input type="text"/>
Updated Prelim Ord	<input type="text"/>	Updated Prelim Ord Received	<input type="text"/>
CPL Requested Date	01/18/2019	CPL Issue Date	<input type="text"/>
Wire Instructions Requested	01/18/2019	Wire Instructions Received Date	<input type="text"/>
Initial Vetting Task	<input type="text"/>		



Create an Ad-Hoc Task

Create One or More Tasks From a Template

Role: TM

Select Task Template

Description
<input type="checkbox"/> Doc Drawer - CIC CD Sent to Borrower
<input type="checkbox"/> TM - Appraisal Task
<input type="checkbox"/> TM - Adverse Action Required
<input type="checkbox"/> TM - BPO / Second Valuation SEND task
<input checked="" type="checkbox"/> TM - Vetting Review Task

Title Company Not Listed on Funding Log

- If the Company is not on the Funding Log then go to Conversation Log, Talked To: Vetting Comment: Title Company Not Approved (Company Name,)
- Go to TM Screen, Enter in the CPL Issue Date (Date found on top of CPL) and the Wire Instructions Received Date
- Mark today's date for Initial Vetting Task box
- Go to Tasks, Add a task (Piece of paper with green +), Create One or More Tasks From a Template, check TM- Vetting Review Task and click OK
- Clear your "Preliminary Vetting Review Completed" task

Doc Order Date Requested	<input type="text"/>	Doc Order Date Received	<input type="text"/>
Closing Agents Form Requested	<input type="text"/>	Closing Agents Form Received	<input type="text"/>
Updated Prelim Ord	<input type="text"/>	Updated Prelim Ord Received	<input type="text"/>
CPL Requested Date	01/18/2019	CPL Issue Date	<input type="text"/>
Wire Instructions Requested	01/18/2019	Wire Instructions Received Date	<input type="text"/>
Initial Vetting Task	<input type="text"/>		

Create an Ad-Hoc Task

Create One or More Tasks From a Template

Role

TM

Select Task Template

Description
<input type="checkbox"/> Doc Drawer - CIC CD Sent to Borrower
<input type="checkbox"/> TM - Appraisal Task
<input type="checkbox"/> TM - Adverse Action Required
<input type="checkbox"/> TM - BPO / Second Valuation SEND task
<input checked="" type="checkbox"/> TM - Vetting Review Task