**RESIDENTIAL CONSTRUCTION LOAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FILE #:** | **{{RECTRANSACTIONID}}** | | | **CLOSING:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **BORROWER:** | **{{BYR1REL}}** | | |  | |
| **PROPERTY:** | **{{PROPSTRE}}** | | |  | |
| **LENDER:** | **{{LENLEGAL}}** | | | **{{lencont}}**  **{{LENPH}}**  **{{loANPRCR}}**  **{{LPROPH}}** | |
| **ORDERED** | | **RECEIVED** |  | |  |
|  | |  | Title Search | | $ |
|  | |  | Payoff | | $ |

**NEED:**

□ Payoff:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ EIN/TIN: (**Add info to inside flap**)

□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepare Closing Docs:**

□ Commitment

□ HUD -- ***CHECK RECORDING & CertifID FEES***

□ Owner’s Affidavit

□ MS Mechanic’s Lien Affidavit

□ GAP

□ BBE Closing Affidavit/POA

□ Release(s)/Partial Release(s)

□ Auth Dep EFT (Borrower)

□ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post Closing:**

□ Disburse & Ship to Lender

□ Record DOT & WD (if applicable)

□ Prepare Lender Policy

□ Mail original lender policy to lender with DOT (copy to Borrower)

□ Submit final policy to AgentTrax - 360