**RESIDENTIAL REFI**

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

**NEED:**

□ Borrower(s) SSN: (**Add info to inside flap**)

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

**Prepare Closing Docs:**

□ Commitment

□ CD/HUD (use HUD only if bank loan) -- ***CHECK RECORDING & CertifID FEES***

□ Owner’s Affidavit (for existing structure)

□ MS Mechanic’s Lien Affidavit

□ GAP

□ BBE Closing Affidavit/POA

□ Release/Partial Release

□ Auth Dep EFT (Borrower)

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

**Post Closing:**

□ Disburse & Ship to Lender

□ Record DOT

□ Prepare Lender Policy

□ FedEx/HD original Policy to lender with DOT (copy to Borrower)

□ Submit final policy to AgentTrax through 360