**ORDER SUMMARY - REFI**

|  |  |  |  |
| --- | --- | --- | --- |
| Order Number: | {{RECTRANSACTIONID}} | Settlement Date: | {{SETTDATE}} |
| Date Order Received: | {{ORDDATE}} | Select: | □ LOAN POLICY  (CAN RE-ISSUE RATE BE APPLIED?) |
| Received By: | {{RECVBY}ucase}} |  |  |
| Loan Amount: | ${{loanamt}} | CTIC Order #: | {{Rectitleproductuniqueid}} |

|  |  |  |  |
| --- | --- | --- | --- |
| Property Address: | {{PROPSTRE}}, {{PROPCITY}}, {{STATELET}} {{PROPZIP}} | Brief Legal: | {{BLEGAL1}} {{BLEGAL2}} {{BLEGAL3}} |
| Property County: | {{COUNTY}} | Parcel: | {{PARCELID}} |
| Property Type:  (Policy Jacket) | {{POLCDESC}}  {{LPVER}} |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Borrower: | {{BYRCOMMA}} | Borrower’s Attorney: | {{BYRATNAM}} |
| Address: | {{BYR1ADR1}}, {{BYR1ADR2}} | Firm Name: | {{BYRATFIR}} |
| Phone: | {{BYR1CELL1}} | Address: | {{BYRATAD1}}, {{BYRATAD2}} |
| Email: | {{BYR1EMAIL}} | Closer: | {{RECVBY}ucase}} |
| EIN/TIN: | {{BYR1SSN1}} |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Lender: | {{LENLEGAL}} | Loan  Processor: | {{LOANPRCR}} |
| Lender Contact: | {{LENCONT}} | Phone: | {{LPROPH}} |
| Address: | {{LENADR1}}, {{LENADR2}} | Email: | {{LPROEMAIL}} |
| Phone: | {{LENPH}} |  |  |
| Email: | {{LENEMAIL}} |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CHECKLIST TRACK ITEMS** | | | | |
| Status | Description | Order/Request Date | Due Date | Notes, etc. |
|  | Title Search |  |  |  |
|  | Order Payoff |  |  |  |
|  | **HLA** ($2M threshold) | **HLA Approval is required BEFORE Commitment submitted to lender/client** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **CERTIFID CHARGES** | | | |
| Description | Collect Wire Instructions From: | Send Wire Instructions To: | Total Charge(s) |
| CertifID Fee ($10/wire) |  |  |  |
| CertifID Fee ($10/wire) |  |  |  |
| **DELIVERY CHARGES** | | | | |
| Description | Delivery To: | | Total Charge(s) | |
| Delivery Method ($40/delivery) |  | |  | |
| Delivery Method ($40/delivery) |  | |  | |

**NOTES:** {{NOTES}}