

# Closing Request Form

**Borrower(s) Name(s):** \_\_\_\_\_  
 \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
 \_\_\_\_\_

**CLOSING DATE:** \_\_\_\_\_

**CLOSING TIME:** \_\_\_\_\_

**BROKER CONTACT:** \_\_\_\_\_

**AMB LOAN #** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PH#** \_\_\_\_\_

**TITLE COMPANY/CLOSING ATTORNEY INFORMATION**

**TITLE COMPANY/CLOSING ATTORNEY:** \_\_\_\_\_

**TITLE ADDRESS:** \_\_\_\_\_

**TITLE PHONE:** \_\_\_\_\_ **TITLE FAX:** \_\_\_\_\_

**TITLE EMAIL:** \_\_\_\_\_

**FILE ID:** \_\_\_\_\_

**LICENSE ID FOR TITLE COMPANY:** \_\_\_\_\_

**TITLE CONTACT NAME & LICENSE ID:** \_\_\_\_\_

**WILL A POA BE USED AT CLOSING?**  NO  YES - MUST BE APPROVED PRIOR TO FINAL APPROVAL

**CREDITS**

**EARNEST MONEY** \_\_\_\_\_ **GIFT FUNDS** \_\_\_\_\_

**SELLER CREDIT** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

**CHARGES:**

**LENDER PAID**

**BORROWER PAID**

**CORRESPONDENT**

**BROKER COMP** \$ \_\_\_\_\_ **ORIGINATION FEE** \$ \_\_\_\_\_ **ORIGINATION FEE** \$ \_\_\_\_\_

**ADMIN FEE** \$ \_\_\_\_\_ **ADMIN FEE** \$ \_\_\_\_\_ **ADMIN FEE** \$ \_\_\_\_\_

\$ \_\_\_\_\_ **PROCESSING FEE** \$ \_\_\_\_\_ **PROCESSING FEE** \$ \_\_\_\_\_

\$ \_\_\_\_\_ **OTHER:** \$ \_\_\_\_\_ **OTHER:** \$ \_\_\_\_\_

**CREDIT/CHARGE FOR RATE** \$ \_\_\_\_\_ **CREDIT/CHARGE FOR RATE** \$ \_\_\_\_\_ **CREDIT/CHARGE FOR RATE** \$ \_\_\_\_\_

**ARE YOU USING ANY AFFILIATES ON THIS TRANSACTION?**  NO

**IF YES, Affiliate Name:** \_\_\_\_\_

**THIRD PARTY FEES**

**AMT**

**PAY TO:**

**SELECT IF APPLICABLE:**

**APPRAISAL** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**APPRAISAL - 2ND APPRAISAL/REVIEW** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**APPRAISAL - FINAL INSPECTION** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**3RD PARTY PROCESSING FEE** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**CREDIT REPORT** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**TERMITE INSPECTION** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**VERIFICATION OF EMPLOYMENT** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**OTHER:** \$ \_\_\_\_\_ \_\_\_\_\_ **POC BY:** BORROWER **BROKER** **BROKER REIMB ATC**

**FLOOD CERT:** \$ \_\_\_\_\_ **AMB FBO CORELOGIC**

**REFINANCE - NON BORROWING SPOUSE**

**NAME:** \_\_\_\_\_

**LAST 4 OF SSN** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**YR of Birth** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PURCHASE**

**Is Property For Sale By Owner (FSBO)?**  Yes  No

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**Listing Company:** \_\_\_\_\_

\*\*\*\*\*

**Selling Company:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Listing Company License #:** \_\_\_\_\_

**Selling Company License #:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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**Listing Agent:** \_\_\_\_\_

**Selling Agent:** \_\_\_\_\_

**Agent's Work Address:** \_\_\_\_\_

**Agent's Work Address:** \_\_\_\_\_

**Agent License #:** \_\_\_\_\_

**Agent License #:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Agent Email Address:** \_\_\_\_\_

**Agent Email Address:** \_\_\_\_\_