



Doc Order Request

Borrower Name/Loan #	
FHA Case # or Conventional	
Loan Officer Name	
Loan Officer Contact info (work & cell #)	

Title/Escrow information:

Title Company Name & Phone Number	
Title Company Contact Name	
Escrow Company Name & Phone Number	
Escrow Company Contact & Email address	
Email docs to (Must be Escrow or Title)	
Vesting to read as follows:	

Terms/Fee confirmation:

Loan Program (Purch.,C/O Refi, R/T Refi, Streamline)	
Interest Rate	
Total Loan Amount	
Orig. Fee	
Discount Fee	
Processing Fee	
Admin Fee Impounds Yes/No	
<i>NDM Underwriting Fee</i>	\$699
<i>NDM Funding Fee</i>	\$299
Misc Fee	
Misc Fee	
Impounds	Yes / No
Appraisal Fee - POC Y/N (must have invoice/fee sheet)	
Credit Report Fee – (If yes, must have invoice along with fee sheet) include in box 1 of GFE	
Fee cures – if applicable due to fee not being disclosed on the GFE, must be approved by Mgmt	
Fee waivers– if applicable, must be approved by Mgmt. Attach supporting documentation of approval.	

Broker Information:

Name:	
Email Address:	
Phone Number:	
Signature & Date:	