

SPECIFIC CLOSING INSTRUCTIONS

These Specific Closing Instructions are to be read in conjunction with the General Closing Instructions, which are incorporated by reference and may be found at www.mbaa.org/gci.htm. If any provisions in these Specific Closing Instructions conflict with the provisions in the General Closing Instructions, the Specific Closing Instructions shall control.

Date: _____ Time: _____

SETTLEMENT AGENT CONTACT INFORMATION

Contact Name:	File No:
	Phone:
Company Name:	Fax:
Mailing Address:	Email:

TITLE INSURER CONTACT INFORMATION

Contact Name:	File/Order No:
	Phone:
Company Name:	Fax:
Mailing Address:	Email:

LENDER CONTACT INFORMATION

Instructions: If settlement is not completed within ___ hours after receipt of funds, Settlement Agent must notify the Lender's Contact Person immediately and return Lender's funds and Closing Documents to Lender immediately unless otherwise indicated.

Contact Name:	Phone:
Company Name:	Fax:
Mailing Address:	Email:

Mailing Address for Title Policy: _____

Mailing Address for Signed Documents:	Email of Documents Permitted: [Y/N]
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WHISTLE BLOWER CONTACT INFORMATION (See Section B.9 of the General Closing Instructions):

Contact Name:	Phone:
Email:	Fax:

Wire Instructions: If Loan does **NOT Disburse**, return Loan Proceeds to: _____

Wire Instructions: After Closing, send any **excess Loan Proceeds** to: _____

MORTGAGE BROKER CONTACT INFORMATION

Contact Name:	Phone:
Mortgage Broker Name:	Fax:
Mailing Address:	Email:

BORROWER INFORMATION (see addendum for additional borrowers, if applicable)

Borrower Name: Phone:
Borrower Entity Type (Individual, Partnership, etc.): Fax:
Borrower Type (Individual, Co-Signer, Title Only, Officer):
Mailing Address: Email:
Power of Attorney Information:

Borrower Name: Phone:
Borrower Entity Type (Individual, Partnership, etc.): Fax:
Borrower Type (Individual, Co-Signer, Title Only, Officer):
Mailing Address: Email:
Power of Attorney Information:

Vesting to Read:

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PRIMARY SELLER INFORMATION

Seller Name: Phone Number:
 Mailing Address: Fax Number:
 Email:

PROPERTY INFORMATION

Property Address: Property County:
 Property Type: Sales Price: Down Payment:
 Appraised Value: LTV:

CLOSING DOCUMENT INFORMATION

Closing Document Expiration Date: Interest Rate Expiration Date:
 Other Document Specific Information:

LOAN INFORMATION

Loan Purpose: Closing Date: Number of Pages to be recorded:
 FHA/VA Number: Per Diem Interest: Assignment:
 Loan Number: MERS Number: Loan Amount:
 Loan Type: Anticipated Disbursement Date: Funding/Settlement Date:
 APR: Initial Payment Amount: Term/Amortization:
 First Payment Date: Last Payment Date: Maturity Date:
 Index: Margin: Interest Change Date:
 Lifetime Rate Cap: Lifetime Rate Floor: Periodic Rate Cap:

REQUIRED DOCUMENTATION

Instructions: The following documents are necessary to complete the above-referenced loan transaction. Within 2 business days after closing, Settlement Agent must return to Lender the following documents, other than those to be presented for recording. [Settlement Agent must [use the enclosed envelope or label provided, and] send package to Lender by: [Regular Mail/Overnight/Expedite Delivery (If Lender is to pay for overnight delivery bill to [Carrier] [Account Number]]]. Settlement Agent must submit for recording all original Mortgage/Deed of Trust, Riders and/or Assignments, upon receiving signatures, receiving funds and when all conditions of the real estate transaction and/or loan transaction are met.

Deed of Trust Legal Exhibit A Hazard Insurance Requirements 4506	Borrower's Certification Initial Escrow Acct. Disc. Statement Notice of Right to Cancel	Credit Agreement Fair Lending Notice Patriot Act
<i>Sample List of Documents</i>	<i>This list should be populated based on the loan package. Additional information may appear such as an annotation of who signs which document and references to the General Closing Instructions may be added, ex. Instructions for Notice of Right to Cancel.</i>	<i>Overflow to appear on Attachment</i>

TITLE INSURANCE

Instructions: Settlement Agent shall not disburse Lender's funds until the Title Insurer has been provided with a copy of these Specific Closing Instructions and has agreed to comply with the following conditions:

1) Lien Priority: [1st/2nd], subject to the following exceptions:

2) Endorsements:

3) Insured Lender::

Approved Secondary Financing::

4) Type of Policy:

5) Title Policy Coverage Amount:

6) Survey Required: [Yes/No]

7) Other Conditions:

HAZARD INSURANCE

Loss payee/mortgagee clause to read:

Flood:

Deductible:

Hazard:

Deductible:

Other:

Deductible:

CONDITIONS TO BE SATISFIED PRIOR TO DISBURSEMENT OF LOAN PROCEEDS

Funding Number:

Additional Funding Instructions:

[Empty box for additional funding instructions]

Attachments: The following documents are attached:

Attachment to Specific Closing Instructions

Construction Addendum

Government Loan Addendum

Texas Loan Addendum

Reverse Mortgage

FUNDING INSTRUCTIONS

Wire Information:

Wire Amount: \$

ITEMS WITHHELD FROM OR ADDED TO WIRE:

