



CLOSING DISCLOSURE REQUEST FORM

Date: _____

Broker Information

Company Name: _____
Loan Officer: _____ Phone: _____
Loan Officer E-Mail Address: _____

Borrower Information

Borrower Name: _____ Loan Number: _____
Borrower E-mail Address: _____

Required Items

Yes	No	If the answer to any of the below questions is NO, the loan is not ready for a Closing Disclosures
		IS YOUR LOAN LOCKED AND COC / REVISED LE ISSUED?
		Conditional Approval has been issued and expiration date is good through the lock date?
		Fully completed draft CD from title company to include ALL applicable fees/ pro-rations / transfer tax / tax certs to the transaction? (Draft CD MUST show correct closing date)
		Loan payoffs are in and good through the estimated closing date / purchase Close of Escrow date?
		Home Owners Insurance is confirmed from a valid source, with proof of payment or amount due?
		Flood insurance (if required) from a valid source
		MI Cert (if required) from a valid source
		Appraisal payment form complete

Impounds	Yes	No
Taxes		
Hazard Insurance		
Flood Insurance <i>(Leave Blank if N/A)</i>		

FEES				
Fee	Amount	Paid By		
Credit Report Fee	\$	POC	Lender	Broker
Processing Fee	\$	POC	Broker	Other
	\$	POC	Broker	Other
	\$	POC	Broker	Other
	\$	POC	Broker	Other

Title Company Information

Title Company: _____ Closing Date: _____ Time: _____
Contact: _____ Phone: _____ Fax: _____
Email Address: _____

Once this form is completed, e-mail it to DisclosureDesk@geofunding.com

- Closings must be scheduled at a minimum of 48 hours from Clear to Close
- To be able to send a CD out, request must be received by noon the day before the CD can go out.
- 3 day CD review period after borrower acknowledgment is received, per TRID guidelines still applies. So calculate this time into when the CD is acknowledged and scheduling of the actual closing.

Your Name: _____ Your Signature: _____