



Congratulations! Your file is ready to close and we need a few items to expedite the closing process and issue the Closing Disclosure (CD).

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#1: Closing Document Order Form (attached page 2)

#2: Copy of any invoices that will need to be paid at closing (i.e. Survey, Credit, Processing)

Please email these items directly to: [pmarrujo@oaktreefunding.com](mailto:pmarrujo@oaktreefunding.com)

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Once we have these items we will place them into your file and request the CD

Thank you for your business!

**NOTE: This does not constitute a Clear to Close.**





**PLEASE TYPE INTO THIS FORM**

OFC Loan #:

### CONTACT INFORMATION

	BROKER INFO	BUYERS AGENT	SELLERS AGENT	Escrow/Settlement AGENT
Company:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Licences #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NMLS ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/St/Zip:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Lic # (If App):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email @:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
List all names that will hold Title:	<input type="text"/>			
Preferred Vesting Method for this Loan:	<input type="text"/>			

**CLOSING DOCUMENT EMAIL ADDRESS =>**

### FEE INFORMATION

<b>BROKER LOAN COMPENSATION METHOD (BOX MUST BE CHECKED)</b>	<input type="checkbox"/>	<b>BORROWER PAID (BPC)</b>	<input type="checkbox"/>	<b>LENDER PAID (LPC)</b>	<input type="checkbox"/>
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Fee Description	Amount	Other Fees	Amount	Fee Rules
Broker Origination Fee _____% OR Total	<input type="text"/>	Credit Report Fee	<input type="text"/>	Origination Fee Only Allowed on Borrower Paid
Lender Paid Comp _____%	<input type="text"/>	Appraisal Fee - DUE	<input type="text"/>	Vendor fees paid at invoice face value
Lender Credit to borrower ____%	<input type="text"/>	Appraisal Fee - POC	<input type="text"/>	
Discount Fee paid to OFC ____%	<input type="text"/>	MISC - FEE	<input type="text"/>	
Processing Fee- Paid to Broker	<input type="text"/>		<input type="text"/>	
Processing Fee- Paid to 3rd Party	<input type="text"/>		<input type="text"/>	
Broker Fee Total \$	<input type="text"/>		<input type="text"/>	

<input type="text"/>	<input type="text"/>	NOTES:	<input type="text"/>
THIS FORM IS AUTHORIZED BY (FULL NAME)	<input type="text"/>	DATE	<input type="text"/>

### ADDITIONAL ITEMS NEEDED

- All 3rd Party Invoices to be collected at closing (i.e. Credit/Survey/Processing if 3rd Party)
- Updated Escrow/Title Fee Sheet showing correct loan amount and all fees

Once we have received this form and additional items we will place your file in line for the Closing Disclosure (CD) to be prepared.

**Thank you for your Business!**