



Mortgage Services III, LLC
A Subsidiary of First State Bank Member FDIC

Doc Prep Request Form
Once Clear to Close

Email (msiclosing@msiloans.biz) or Fax (866.726.6331)
 Completed Form no later than 48 business hours prior to closing.

FILE MUST BE CTC!!
 Phone: 309-664-9100
Inquiries Only:
msiclosing@msiloans.biz

Seller Information:

Broker/Correspondent: _____ MSI Loan #: _____
 Contact: _____ Phone: _____
 Email: _____ Fax: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Closing Date: _____ Time: _____

FAILURE TO FULLY COMPLETE THIS FORM AND SUBMIT DOCUMENTS WILL DELAY THE CLOSING.

The Following Documents are required for Closing Docs:

- ✓ Insured Closing Protection Letter
- ✓ Wire Instructions
- ✓ Title Commitment
- ✓ Preliminary Settlement Statement OR Itemization of Fees.
- ✓ Final 1003
- ✓ Homeowners Insurance
- ✓ All applicable invoices

FHA AUTHORIZED AGENTS ONLY

Close loan in
 Name of Seller
 MSI's Name

Interest Credit: (Conventional Only) Yes No

Borrower Information: *(Must disburse by 5th of the month)*

Borrower: _____ Co-Borrower: _____
 Date of Birth: _____ Date of Birth: _____

Property Information:

Address: _____
 City: _____ State: _____ Zip: _____
 County: _____ Deed of Trust State Trustee: _____

Loan Information:

Type (Check all that apply): Fixed ARM FHA VA USDA Conv. Other: _____
 Purpose (Check): Purchase Refi Occupancy: Primary Second Home Investment
 Loan Amount: \$ _____ Locked Rate: _____ **Do not send requests if loan is not locked.**

Impound Information:

Taxes: Yes No 1st install due date: _____ 2nd install due date: _____
 Hazard Insurance: Yes No Policy Premium: \$ _____ Renewal date: _____
 Flood Insurance: Yes No Policy Premium: \$ _____ Renewal date: _____

Closing Information: ➔Closing Package will be delivered to closing agent.

Closing Site: _____ Email: _____
 Address: _____
 City: _____ State: _____ Zip: _____ County of Closing: _____
 Phone: _____ Fax: _____



Loan Information:	
Borrower Name: _____	MSI Loan #: _____

Borrower Paid Compensation (BP)

Lender Paid Compensation (LP)

Fee Section

GFE 1	
LO Compensation: _____	
Admin Fee: (Refer to MSI Fee Sheet in effect at time of lock.) _____	
Total Origination Charges GFE 1 *** ***(Add all charges from GFE Section-1 for total)***	
GFE 2	
LO Compensation: _____	
Borrower Points: _____	
Discount Points (below par pricing): _____	
Total Credit/Charge Points GFE 2 *** ***(Add all charges from GFE Section-2 for total)***	
GFE 3	
Appraisal: _____	Flood Cert: _____
Credit Report: _____	MIP/AFF/USDA: _____
GFE 4	
Closing/Settlement Fee: _____	
Title Insurance: _____	
Wire Fee: _____	
Courier Fee: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Misc Fee Name: _____ Amount: _____	
Total Title Services Charges GFE 4 *** ***(Add all charges from GFE Section-4 for total)***	
Additional Credit for 200 Series of HUD 1 Lender/Banker Credit _____	