



# Closing Summary Fee Sheet and Doc Request Form

Email to:  
[demand@moneyhouseus.com](mailto:demand@moneyhouseus.com)

**THIS DOCUMENT MUST BE COMPLETED BY EACH PARTY IN ENTIRETY AND REQUIRED INVOICES AND OTHER FEE RELATED DOCUMENTS MUST BE ATTACHED BEFORE CLOSING DOCUMENTS WILL BE DRAWN:**

## BORROWER & SIGNING INFORMATION

Loan Number		Borrower(s)	
Need Docs By		Loan Officer	
Sends Docs to		Processor Name	
Signing Date		Closer Name	
Signing Time		Signing Location	

## LOAN DETAILS

Product Type	<input type="checkbox"/> Fixed <input type="checkbox"/> Monthly Libor <input type="checkbox"/> Annual Libor		
Initial Interest Rate Margin		Pricing Exception	<input type="checkbox"/> YES <input type="checkbox"/> NO
Lock Certificate Date		Lock Verified	<input type="checkbox"/> YES <input type="checkbox"/> NO
HECM TO HECM Refi	<input type="checkbox"/> YES <input type="checkbox"/> NO	Prior Max Claim	\$
Max Claim Amount		Repair Set Aside	\$
Trust	<input type="checkbox"/> YES <input type="checkbox"/> NO	Power of Attorney	<input type="checkbox"/> YES <input type="checkbox"/> NO
PARTIAL LESA	<input type="checkbox"/> YES <input type="checkbox"/> NO	Amount:	\$ _____
FULL LESA	<input type="checkbox"/> YES <input type="checkbox"/> NO	Amount:	\$ _____
PAYOFF 1 - ATTACH	Payable To	Amount:	\$ _____
PAYOFF 2 - ATTACH	Payable To	Amount:	\$ _____
PAYOFF 3 - ATTACH	Payable To	Amount:	\$ _____

## PAYMENT PLAN INFORMATION

Term:	_____ Yrs	_____ Mos.	\$ _____	Begins:	_____
Modified Term:	_____ Yrs	_____ Mos.	\$ _____	Begins:	_____
Tenure:	\$ _____	monthly payment for life	Begins:	_____	
Available Funds:	\$ _____				
Less Tenure Payment:	\$ _____				
Less Term Payment:	\$ _____				
Less Repair Set Aside	\$ _____				
Less Loan Advance:	\$ _____				
Less Lump Sum:	\$ _____				
Less LESA:	\$ _____				

Less Partial LESA:     \$ \_\_\_\_\_

**ACTUAL CLOSING COSTS – MUST HAVE INVOICE ATTACHED TO THIS DOCUMENT**

Fee Description	Amount	POC	Payee Name/Vendor Name
+ Origination Fee/ – Lender Credit			
Lender Credit			
Lender Paid Comp			
Appraisal Fee (Attach Invoice - WS)			
Credit Report			
Repair Admin Fee			
Flood Cert Fee			
FHA MIP			HUD
Hazard Insurance (3 Mos. Min)			
Flood Insurance			
Doc Prep Fee	\$125.00 (\$225 in TX)		
Counseling Cert Fee			
Inspection Fee			
Other:			
Other:			
Other:			
Other:			
TOTAL			

**AUTHORIZATION REQUIRED:**

Partner Company		Branch
Requested By		Date
Requestor Email		Title
Requestor Phone		

**REQUIRED ATTACHMENTS TO THIS DOCUMENT:**

ALL PAYOFFS		ALL APPRAISAL INVOICES	
ALL INSPECTIONS		CREDIT REPORT CHARGES	
ALL PROPERTY REPORT FEES		ALL BORROWER REPORT FEES	
LEGAL FEES		BORROWER AUTHORIZED SERVICES	

**Document Request Worksheet – Page 2 of 2**  
**\*\*\*\*SETTLEMENT COMPANY TO COMPLETE\*\*\*\***

<b>Settlement Co</b>	
<b>Contact</b>	
<b>Phone No</b>	
<b>Email</b>	

<b>Broker/Correspondent</b>	
<b>Contact</b>	
<b>Phone No</b>	
<b>Email</b>	

**REGARDING**

<b>Borrower Last Name</b>		<b>Signing Date</b>		<b>Time</b>
<b>Escrow No</b>		<b>Maximum Claim Amount</b>	\$	
		<b>Required Coverage Amount</b>	\$	
<b>Marital Status</b>		<b>Vesting</b>		
<b>Non- Borrowing Spouse Required to sign</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Funding Number Required</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SETTLEMENT FEES	Fee Name	Payable To	Amount
	Settlement Fee		\$
	Notary Fee		\$
	Attorney Fee		\$
	Doc Prep Fee		\$
	Courier Fee		\$
	Other:		\$
	Other:		\$

TITLE FEES	<b>Title Policy Charges:</b> <div> Agent     \$  UW        \$  Lender Required Coverage     \$ </div>		\$
	Abstract		\$
	Title Examination		\$
	Title Insurance Binder		\$
	Endorsements:		\$
	Endorsements:		\$
	Endorsements:		\$
	Recording Fees (2 Mortgages/DOTs)		\$
	Reconveyance/Satisfaction/Release of Lien		\$

**Payable To**

	Miscellaneous Recording Fee 1		\$
	Miscellaneous Recording Fee 2		\$
	State Tax/Stamps (2 <sup>nd</sup> Deed Exempt)		\$
	Survey (need prior to scheduling)		\$
	Survey Endorsement		\$
	Notary Fee:		\$
	Attorney Fee:		\$
	Document Fee:		\$
	Other:		\$
	Other:		\$
	<b>TOTAL SETTLEMENT AND TITLE FEES</b>		<b>\$</b>

**PROPERTY TAXES** (\*\*delinquent and current taxes **DUE WITHIN 30 DAYS OF FUNDING** must be paid\*\*)

Payable To	TAX YEAR	Amount
		\$
		\$

**FLOOD AND HAZARD INSURANCE PREMIUMS** (\*\*policy expiration must be greater than 60 days from closing date\*\*)

Payable To	DESCRIPTION	Amount
		\$
		\$

**OTHER: LIENS, JUDGMENTS, ASSESSMENTS, HOA FEES**

Payable To	DESCRIPTION	Amount
		\$
		\$

**PAYOFFS** (\*\*Please pad your payoffs amounts by a **MINIMUM OF 10 DAYS BEYOND SIGNING DATE**\*\*)

Creditor	Good Through	Amount
		\$
		\$
		\$
<b>TOTAL PAY OFFS</b>		<b>\$</b>

**BORROWER FEES QUOTES ARE FINAL.**

**FEES MAY NOT BE ADJUSTED.**

**IF FEES ARE ADJUSTED FOR ANY REASON THE LOAN WILL NOT FUND AND NEW CLOSING DOCUMENTSD WILL NEED TO BE PREPARED.ANY REDRAW OR OTHER FEES INCURREC BY THE BORROWER AD THE RESULT OF THE TITLE AGENT/ESCROW AGENT CHANGES TO THE FINAL HUD-1 AND ADDENDUM SHALL BE THE RESPONSIBILITY OF THE TITLE COMPANY/ESCROW AGENT.**

**Prepared \_\_\_\_\_By: \_\_\_\_\_**

**Date \_\_\_\_\_:**