



# Closing Summary Fee Sheet and Doc Request Form

Email to:  
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**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"/> <input type="checkbox"/> NO	Amount:	\$_____
FULL LESA	<input type="checkbox"/> <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**

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

**AUTHORIZATION REQUIRED:**

<b>Partner Company</b>		<b>Branch</b>
<b>Requested By</b>		<b>Date</b>
<b>Requestor Email</b>		<b>Title</b>
<b>Requestor Phone</b>		

**REQUIRED ATTACHMENTS TO THIS DOCUMENT:**

<b>ALL PAYOFFS</b>		<b>ALL APPRAISAL INVOICES</b>	
<b>ALL INSPECTIONS</b>		<b>CREDIT REPORT CHARGES</b>	
<b>ALL PROPERTY REPORT FEES</b>		<b>ALL BORROWER REPORT FEES</b>	
<b>LEGAL FEES</b>		<b>BORROWER AUTHORIZED SERVICES</b>	

**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>		\$
	<b>Abstract</b>		\$
	<b>Title Examination</b>		\$
	<b>Title Insurance Binder</b>		\$
	<b>Endorsements:</b>		\$
	<b>Endorsements:</b>		\$
	<b>Endorsements:</b>		\$
	<b>Recording Fees (2 Mortgages/DOTs)</b>		\$
	<b>Reconveyance/Satisfaction/Release of Lien</b>		\$

	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 \_\_\_\_\_: