



**CD Request / Closing Request Form (\*All Files Must be E-Closings unless otherwise specified)**

**Click n' Close, Inc. Mortgage Closing Disclosure**

As part of our on-going effort to simplify and streamline the Closing Disclosure process, Click n' Close (CNC) has created the attached Closing Disclosure ("CD") Request form to be used in connection with the scheduling of closings.

**Note:** While CNC does not require a loan to be cleared for closing before requesting the CD, it is imperative that each of the items named on the CD Checklist have been provided, as these are the items which "lock down" rate, term, and value. Incomplete CD Requests will not trigger the release of a compliant or timely CD, so please take a minute to ensure that the requisite data fields in the attached CD Request form have been completed.

**Items that need to be in the file for the ICD**

- Confirm your "Max" cash to close on your loan transmittal is correct- please place that dollar amount here:

\$ \_\_\_\_\_

- Last Name and Loan Number \_\_\_\_\_
- Underwriter Approved (Not Suspended)
- Property Taxes
- Homeowners Insurance
- Title, CPL, Wire
- Final Title Fees (preferably Title Closing Disclosure)
- Need 3rd party invoices [please mark items POC on those
- All the invoices needed at time of the ICD to go out
- Realtors Info (Name & License #)

\_\_\_\_\_  
(Name & License #)

\_\_\_\_\_

- Signed CNC Intent to Proceed
- Verify MI or MIP payment coverage.
- Loan Locked – must have sufficient time remaining (recommended 10 days on Purchase and 15 days on Refinance)
- Final Loan Amount: \_\_\_\_\_
- Final Interest Rate: \_\_\_\_\_
- All consumers on title, even if not on the loan – Owner Occupied Refinances (Please include full names, SSN's, and email addresses for all):

\_\_\_\_\_  
\_\_\_\_\_

Please add additional email addresses to receive a copy of the CD:

\_\_\_\_\_  
\_\_\_\_\_



**Initial Closing Disclosure / Closing Request**

**Items Needed for Closing Request**

- Borrower Name and Loan Number \_\_\_\_\_
- Closing and Signing Date \_\_\_\_\_
- Funding Date \_\_\_\_\_
- Closing time of day \_\_\_\_\_
- Is the Non-Borrowing spouse on title?      Yes      or      No      or      N/A
- E closing                      Yes
- Escrows                      Yes      or      No
- Interest Credit              Yes      or      No
- 1<sup>st</sup> payment Date \_\_\_\_\_
- Additional Instructions

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Closing Information**

<b>Title Company</b> _____	Phone _____
Address _____	Fax _____
_____	
Email _____	Contact _____

**Fees**

	<b>Final</b>	<b>POC</b>	<b>Paid To</b>
Lender Fee	_____	_____	_____
Tax Service Fee	_____	_____	_____
Flood Cert	_____	_____	_____
Appraisal	_____	_____	_____
Credit	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Other	_____	_____	_____
Seller Credits	_____	**is it on the contract and the appraisal	
Lender Credit	_____		

Taxes & Hazard ins. \_\_\_\_\_