File No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Docs Rcvd:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note Date/1st Signing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated COE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Borrower:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lender:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tasked to FNFI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payoff Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOT Page Count:\_\_\_\_\_\_\_\_\_\_\_ Riders Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Add legal: Yes / No

Vesting of DOT/Vesting on Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ QCD Needed: Yes / No

Title Review: Subject to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Out:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signing Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w/ \_\_\_\_\_\_\_\_\_**MOBILE**\_\_\_\_\_\_\_Text sent\_\_\_\_

\_\_\_\_\_ Send Docs Received Smart Phrase

\_\_\_\_\_ Review Team Notes and check vesting to current title

\_\_\_\_\_ Perfect Lender Contact, add funder & address to return loan package (order sup & updated NRC if loan amount is not correct)

\_\_\_\_\_ Add Insurance contact

\_\_\_\_\_ Add and perfect consumer debt contacts / \_\_\_\_ Consumer Debt Escrow Instructions

\_\_\_\_\_ Check that payoffs are current or you are pending an update if outdated

\_\_\_\_\_ Send statement to lender and broker contacts for review

\_\_\_\_\_ Add notary fee contact and pay from escrow fee

\_\_\_\_\_ Balance bottom line with lender

\_\_\_\_\_ Smart Phrase: Borrower Scheduled

\_\_\_\_\_ NRC/RVT: confirm final loan amount and escrow fees are included

\_\_\_\_\_ Signed loan package to lender, task for ESC Funding for anticipated close date

\_\_\_\_\_ Signed copies emailed to borrower

\_\_\_\_\_ Confirm Wire Instructions

\_\_\_\_\_ Recording uploaded in SimpliFile, Synrgo or sent UPS if other title company

DAY CLOSING: Funding Conditions Received \_\_\_\_\_ Funding Conditions Sent \_\_\_\_\_

Balanced \_\_\_\_\_ $$$\_\_\_\_\_\_\_\_ B$\_\_\_\_\_\_\_\_\_\_ FUNDING AUTHORIZATION\_\_\_\_\_\_

Released \_\_\_\_ W / RECORDING **Spot Check File Audit:**

\_\_\_\_\_ Smart Phrase: Released to record \_\_\_\_ Recording Fees \_\_\_\_ RVT (Rate Validation tool)

\_\_\_\_\_ POST WIRES / TASK WIRES \_\_\_\_ \_\_\_\_ Payoff Stamped \_\_\_\_ Ledger has $0 balance

\_\_\_\_\_ UPLOAD FINAL STATEMENT \_\_\_\_ Holdback language \_\_\_\_Final SS uploaded & sent

\_\_\_\_\_ TASKED DISBURSEMENT \_\_\_\_ HELOC updated

\_\_\_\_\_Smart Phrase: Closed and Recorded \_\_\_\_ HELOC Closure letter sent

Notes/Items Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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