Closing Request Form

__Upload this form to the file in Mortgagebot under Closing Request Form. Please remember to FINAL to let us know the file is ready for closing to be scheduled. This form should not be uploaded until the file is CTC and the signed Initial CD is uploaded to the file.__

Loan will close as: ☐ Broker/Wholesale   ☐ Correspondent   ☐ Retail

Borrower: **Loan Number:**

Closing Date: **Closing Time:**

Mail Away Closing? ☐ Yes ☐ No (allow for extra days for delivery and funding; no rushes will be allowed on mail away closings)

Escrow Repair Holdback? ☐ Yes ☐ No   **POA for Borrower or Co-Borrower?** ☐ Yes ☐ No

HOI Effective Date: _____ (must be the same date as closing date or prior to closing date, but within the same month)

Lock Expiration Date: _____ (must equal or exceed closing date – Correspondent customers allow time for loan delivery!)

Important details the closer will need:

Closings can be scheduled for the 3rd business day after the day it is clear to close. Please see our closing calendar at www.fsbtpo.com under Turn Times

Please contact your Sales Manager or Account Manager for any questions or concerns