



Flanagan State Bank Delegated Closing Package Checklist

Borrowers' Last Name: _____ Loan Number: _____
Delegated Correspondent Company: _____
Delegated Correspondent Contact Person: _____

Flanagan State Bank will accept the closing package delivered as an image by upload to the coordinating borrowers file in Mortgagebot. FSB does not require any particular stacking order but we do ask that all documents are submitted facing the same way. Documents should be legible and arranged in a manner which allows for the loan to be reviewed in an organized manner.

The file should contain all documents that were presented to the borrower for signing. And the list below contains several that should be included outside of the closing package.

- Final Closing Disclosure – fully executed
- Closing Instructions
- Copy of all disclosures used to close loan
- Post-Consummation Closing Disclosure – if applicable
- Final Title Commitment
- Tax Information Sheet – fully completed
- Amortization Schedule – Conv MI Loans only
- POA for borrower(s) – if used
- Survey – if applicable

Original documents should be sent to:

Flanagan State Bank
333 Chicago Road, PO Box 302
Paw Paw, IL 61353
Att: Correspondent Department

Original Documents to be sent:

- Bailee Letter
- Mortgage Note
- Allonge

The Correspondent will be notified of any issues which may impact Flanagan State Bank's ability to sell the mortgage loan. The Correspondent will be expected to help resolve the issue within 24 – 48 hours of notification.