



## Closing Request Form

*Upload this form to the file in Mortgagebot under 'Closing Request Form'. Please remember to click FINAL to let us know the file is ready for the 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.*

Requested Closing Date: \_\_\_\_\_ Requested Closing Time: \_\_\_\_\_

Mail Away Closing? Yes                  No

(If yes, 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

Title Company contact name: \_\_\_\_\_

Title contact e-mail for closing instructions: \_\_\_\_\_

*Closings can be scheduled for the next business day after the day it is clear to close if scheduled before 11:00am. Please see our closing calendar at [www.fsbtpo.com](http://www.fsbtpo.com).*

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