

P&P Services, Inc.  
4400 Alpha Road  
Dallas, TX 75244  
(866) 322-4723

**FLAGSTAR BANK BROKER  
FULFILLMENT SERVICE ORDER FORM  
BROKER-INPUT**

*To use this level of service, the document data must be completely entered in Flagstar's WBCD system prior to placing this order.*

**Fax order to (972) 233-3321 or e-mail to supportdocs@loan-docs.com**

TO MAINTAIN FAIR AND CONSISTENT TURN TIMES FOR ALL CLIENTS, ORDERS WILL BE PROCESSED IN THE ORDER OF RECEIPT.

**ONLY COMPLETE ORDERS CAN BE PROCESSED.** INCOMPLETE OR INCORRECT INFORMATION WILL DELAY THE DOCUMENTS AND FUNDING.

**NOTE: THE WIRE CANNOT BE SENT THE SAME DAY THE DOC ORDER IS RECEIVED.**

**BROKER & CLOSING INFORMATION**

<b>Broker</b>	<b>Primary Contact</b>	<b>Signing Date</b>
<b>Client ID</b> <u>w0018</u>	<b>Phone</b>	<b>Signing Time</b>
<b>Loan #</b>	<b>Email</b>	<b>Funding Date</b>
<b>Investor</b> <u>Flagstar Bank</u>	<b>Alternate Contact</b>	<b>Date Funds Needed</b>
<b>Borrower</b>	<b>Email</b>	<b>First Payment Date</b>
<b>Property Address</b>		

**SETTLEMENT AGENT INFORMATION**

*(Settlement agent must be approved by Flagstar)*

<b>Company Name</b>	<b>Phone</b>	
<b>Address</b>	<b>City</b>	<b>Zip</b>
<b>Contact</b>	<b>Title Email</b>	
<b>Dispatch Method*</b> Email    Courier / Overnight	<b>Email for Docs</b>	

*\*Additional fee is charged for docs sent by courier or overnight carrier*

**SUPPORT DOCUMENTS**

Completed Order Form	Hazard Insurance Dec Page	Title Commitment	MIN Registration Confirmation
Final Loan Approval	Flood Certificate	Insured Closing Letter	PMI Certificate
Rate Lock Confirmation	Flood Insurance Policy	Wiring Instructions	FHA 92900 or VA 1802
Final 1003	Last Disclosed TIL	Tax Certificate	Purchase Sales Contract
Full Appraisal	Last Disclosed GFE	Survey <i>(Texas only)</i>	12 Day Letter <i>(TX Home Equity only)</i>
Verbal VOE	Service Provider List		
Other items required per Loan Approval, Investor, or Underwriter			

**Additional Closing Instructions to be added to documents:**

**Funding/Wire Requests:**

**Other:**

I, \_\_\_\_\_ (print name), confirm this Order Form is correct and complete. I understand this order form will be used with applicable support documents to close, fund and sell a residential mortgage loan on the secondary market. I also realize incorrect or omitted information will have consequences, such as: delayed documents, delayed HUD approval, delayed wire request, delayed funding authorization, and delayed purchase by secondary market investor. These delays may result in monetary loss.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Print form and sign here prior to submitting order for documents*