



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

CORRESPONDENT LENDER FULFILLMENT SERVICE ORDER FORM

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

Turn-time for Prelim Docs is 48 hours. HUD-1 Approval prior to signing is an additional 24 hours after HUD-1 is received & prelim docs are released.
 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.

CORRESPONDENT & CLOSING INFORMATION

Correspondent	Primary Contact	Borrower
Client ID	Phone	Signing Date
Loan #	Email	Signing Time
Investor	Alternate Contact	Funding Date
Warehouse Bank	Email	Funds Needed Date

SETTLEMENT AGENT INFORMATION

Company Name	Phone
Address	City State Zip
Contact	Contact Email
Dispatch Method* Email Courier / Overnight*	Email for Docs

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

LOAN INFORMATION

(Check all that apply)

PRODUCT	Conventional	FHA	VA	
PURPOSE	Purchase	Refinance	Cash-Out	Contract-for-Deed Construct-to-Perm
OCCUPANCY	Primary	Investment	2 nd Home	
UNDERWRITER	Investor	Delegated		

SUPPORT DOCUMENTS

Mark items below as applicable. Include each applicable document with your doc order.

Completed Order Form	Hazard Insurance Dec Page	Title Commitment	MIN Registration Confirmation
Final Loan Approval	Flood Certificate	Insured Closing Letter	FHA 92900 or VA 1802
Rate Lock Confirmation	Flood Insurance Policy	Wiring Instructions	FHA Amendatory Clause
Final 1003	PMI Certificate	Tax Certificate	FHA 92900LT
Full Appraisal	NMLS Proof of Registration (Lender)	Survey <i>(Texas only)</i>	Purchase Sales Contract
Last Disclosed TIL	NMLS Proof of Registration (LO)	Prelim HUD-1 <i>(list of title fees)</i>	Power of Attorney
Last Disclosed GFE	1008 Transmittal Summary	Verbal VOE	12-Day Letter <i>TX Home Equity only</i>
Service Provider List	DU Findings	Driver's License	
USPS Address Verification	Credit Report (with OFAC Search)	Payoff Quote/Statement	

LOAN SPECIFICS

BASE Loan Amount	Interest Rate	Application Date
TOTAL Loan Amount	Term	First Payment Date
Appraised Value	Amortization	Last Disclosed APR
Purchase Price		Last Disclosed TIL Date

MERS/MIN* (must be 18 digits)

**If loan is closed without MERS # on Non-MOM docs, there is an additional \$100 Fee charged outside of closing for the Assignment preparation in post-closing.*

PROPERTY INFORMATION

Street Address

City	State	Zip	County
Property Type	SFR PUD	Condo 2-4 Unit	Manufactured Home
PUD/Condo Name	Manufactured Home VIN		

BORROWER INFORMATION

BORROWER	CO-BORROWER – OR – NON-CREDIT APPLICANT
Name	Name
Social Security #	Social Security #
Marital Status	Marital Status
Married Unmarried	Married Unmarried
	Relationship to Borrower
	Non-Credit Applicant / Non-Borrowing Spouse
	Yes No

Borrower's Mailing Street Address (if different from property)

City	State	Zip	County
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POWER OF ATTORNEY

Attorney In Fact Signing for

PMI INFORMATION

MI Cert Number	Borrower Paid	Lender Paid
Up-Front Premium	Renewal #1	Renewal #2

ARM INFORMATION

Index	%	Margin	%	Floor Rate	%	Caps	/	/
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FHA INFORMATION

FHA Case Number - - (must include suffix)

MIP Upfront Percentage	MIP Upfront Amount	Renewal Percentage
%		%

VA INFORMATION

VA Case Number - - -

VA Funding Fee Percentage	VA Funding Fee Amount
%	

TRUSTEE INFORMATION

(AK, AZ, CA, CO, ID, MD, MO, MS, MT, NC, NE, NV, OR, TN, TX, UT, VA, WA, WV, DC only)

Use Settlement Agent as Trustee?	Yes	No	Note for TEXAS only: Chris A. Peirson will be used as Trustee.
Trustee Name (Individual)			
Address	City	State	Zip

FEES (CONTINUED)

Recording and Transfer HUD-1 Lines 1201-1206

Fee	POC	Amount	Paid To	Affiliated, Identified or Required Service Provider
Recording Fee				- No
Transfer Taxes				- No
				- No
				- No
				- No

Additional Services

Fee	POC	Amount	Paid To	Affiliated, Identified or Required Service Provider
Survey				<input type="radio"/> Yes <input type="radio"/> No
Pest Inspection				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes <input type="radio"/> No

ADDITIONAL INFORMATION/SPECIAL REQUESTS

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