

CORRESPONDENT LENDER FULFILLMENT SERVICE ORDER FORM

NYCB/GEMSTONE LENDER-INPUT

*This order form and level of service are only valid for NYCB Investor files.
 Document data must be completely entered in NYCB's Gemstone 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.

CORRESPONDENT & CLOSING INFORMATION

Correspondent	Primary Contact	Signing Date
Client ID	Phone	Signing Time
Loan #	Email	Funding Date
Investor <u>NYCB</u>	Alternate Contact	Date Funds Needed
Warehouse Bank	Email	First Payment Date
Borrower	Property Address	

SETTLEMENT AGENT INFORMATION

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

**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	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 (list of title fees)	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	

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