

Date & Time Issued:
Settlement Agent File #:

[REVIEWER: Please note, that form is not shown in final layout, for example there likely will be only two columns in each section rather than three to accommodate programming. Also, text in brackets will not appear in the form, but indicates notes, sample data, or basic programming instructions. Finally, an Attachment page to accommodate data overflow.]

SPECIFIC INSTRUCTIONS

These SPECIFIC INSTRUCTIONS for single family 1-4 unit properties and are to be read in conjunction with the GENERAL INSTRUCTIONS, which are incorporated in their entirety by reference and may be found at www.mbaa.org/gci.htm. If any provisions in these SPECIFIC INSTRUCTIONS conflict with the provisions in the GENERAL INSTRUCTIONS, the SPECIFIC INSTRUCTIONS shall control.

By proceeding with the steps necessary to Close this transaction, I acknowledge and agree to comply with Applicable Law and the instructions stated in the GENERAL INSTRUCTIONS and SPECIFIC INSTRUCTIONS.

1. SUMMARY

Borrower(s):

Property Address:

Loan Number:

Lender Name:

Loan Amount:

Loan Purpose: *[Purchase, Refi, etc.]*

Loan Type: *[Conv, FHA, VA, Equity...]*

Electronic Recording:

Closing Date:

Loan Document Expiration Date:

Occupancy: *[Primary, 2nd Home, Inv]*

2. PROPERTY

Address:

Parcel #:

County:

Property Type: *[SFR, Condo, Twn, etc.]* Sales Price:

Down Payment:

Flood Insurance: *[Y/N]*

Appraised Value:

3. BORROWER(S) & OTHER SIGNATORIES

Name:

Phone:

Entity Type: *[Individual, Partnership, etc.]*

Fax:

Type: *[Individual, Co-Signer, Title Only, Officer, etc.]*

Mailing Address:

Email:

Power of Attorney Information:

Name:

Phone:

Entity Type:

Fax:

Type:

Mailing Address:

Email:

Power of Attorney Information:

Vesting:

[Programming if additional Borrowers or Signatories: *“*See Attachment for Additional Borrowers and Other Signatories”*]

4(A). LENDER (except for Fraud Prevention, see section 4(B))

Instructions: If settlement is not completed as provided for in these SPECIFIC INSTRUCTIONS, Settlement Agent must notify the Lender's Contact Person immediately and return Lender's funds and Closing Documents to Lender immediately unless otherwise indicated.

Contact: File #:
Phone:
Company: Fax:
Mailing Address: Email:

Mailing Address for Signed Documents:

Mailing Address for Recorded Documents:

For Title Policy Delivery Instructions, see Section 7

4(B). LENDER FRAUD PREVENTION (See Section ___ of GENERAL INSTRUCTIONS)

Contact: Phone:
Fax:
Email:

5. LOAN INFORMATION

Loan Number: MIN #: FHA/VA Number:
Signing Date: Funding Date: Anticipated Disbursement Date:
Per Diem Interest: Loan Purpose: *[Purchase, Refi, etc.]* Loan Type: *[Conv, FHA, VA, Equity, etc.]*
Loan Amount: Maturity Date: Assignment:
Junior Lien Loan: Simultaneous Close: GFE Original Date sent to Borrower:

6. OTHER CONTACT INFORMATION

(A) SETTLEMENT AGENT

Contact: File #:
Phone:
Company: Fax:
Mailing Address: Email for Contact:
Email for Loan Documents:

(B) MORTGAGE BROKER

Contact: File #:
Phone:
Company: Fax:
Mailing Address: Email:

(C) SELLER(S)

Seller: File #:
Phone:
Contact: Fax:
Mailing Address: Email:

[Programming if other sellers: "See Attachment for additional Seller(s)]

(D) REAL ESTATE AGENT/BROKER

Listing Agent: File #:
Phone:
Company: Fax:
Mailing Address: Email:

Selling Agent: File #:
Phone:
Company: Fax:
Mailing Address: Email:

(E) TITLE AGENT

Contact: File #:
Phone:
Company: Fax:
Mailing Address: Email:

7. TITLE INSURANCE

Insured Lien Position: Name of Insured Lender: Type of Title Policy:
Liability Amount: Exceptions: Restrictions:
Company: Survey Required: Other:
Endorsements:

Name of Insured Borrower:

Delivery Instructions for Title Policy Note: The following completed sections are acceptable methods of delivery.

Regular Mail:

Express Mail:

Email:

Fax:

Electronic Delivery System: *[URL or company name]*

Batch requirements for electronic delivery: *[(n/a, once a month, etc.)]*

8. PROPERTY INSURANCE

Loss payee/mortgagee clause to read:

Impounds: [Y/N]

Type:	Provider Name:	Premium:
Endorsements:		Deductible not to Exceed:
Type:	Provider Name:	Premium:
Endorsements:		Deductible not to Exceed:
Type:	Provider Name:	Premium:
Endorsements:		Deductible not to Exceed:

9. LOAN DOCUMENT INFORMATION

Expiration Date: Interest Rate Lock Expiration Date: Rescission Date:

Document Delivery Method: Electronic Recording:

Documents Enclosed

Other Documents to be Sent to Settlement Agent from Third Parties

11. CLOSING, FUNDING, AND DELIVERY INSTRUCTIONS AND CONDITIONS

A. PRE-CLOSING CONDITIONS

B. PRE-FUNDING CONDITIONS

C. FUNDING INFORMATION

Funding Number:

Wire Amount:

Items Withheld From or Added to Wire:

Funding Instructions:

D. WIRE DELIVERY INSTRUCTIONS

Funds to be Disbursed to:

Bank Name:

Routing Number:

Account Number:

Intermediary Bank Name:

Routing Number:

Account Number:

Final Credit To (Name Listed on the Account):

Routing Number:

Account Number:

If loan does NOT DISBURSE, return Loan Proceeds to:

Bank Name:

Routing Number:

Account Number:

Intermediary Bank Name:

Routing Number:

Account Number:

If EXCESS loan proceeds, return Loan Proceeds to:

Bank Name:

Routing Number:

Account Number:

Intermediary Bank Name:

Routing Number:

Account Number:

12. ATTACHMENTS

- Attachment to SPECIFIC INSTRUCTIONS [Data Overflow Page]
- Exceptions to GENERAL INSTRUCTIONS
- Construction Attachment
- Government Loan Attachment
- Texas Loan Attachment
- State Specific Requirements Attachment
- Manufactured Home and Land Supplemental Closing Instructions
- Reverse Mortgage Attachment
- Other: