



Listing Agent:

Buyer Agent:

Borrower:

Name:	Name:	Name:
Phone:	Phone:	Property:
Office:	Office:	New Construction
Email:	Email:	Existing Property

Key Dates:	Status of Loan:	Closing Status:
Appraisal:		Docs to Closing:
Loan Conditions:		Funds Wired:
Closing:		Figures Emailed to Title:

Required Items	Ordered	Received	Comments/Results
Purchase Contract			
Title Report			
Income Documents			
Asset Documents			
HOA Certification			
Appraisal			
Evidence of Insurance			
Signed Mortgage Disclosures			
Verbal Verification of Employment			

Additional Comments:

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Provided By:

Loan Officer:

Phone:

Loan Officer Assistant:

Phone:

