



# Closing Request Form

**Upload this form to the file in Mortgagebot under Closing Request Form. Please remember to FINAL to let us know the file is ready for closing to be scheduled. This form should not be uploaded until the file is CTC and the signed Initial CD is uploaded to the file.**

**Loan will close as:**  Broker/Wholesale  Correspondent  Retail

**Borrower:**

**Loan Number:**

**Closing Date:**

**Closing Time:**

**Mail Away Closing?**  Yes  No (allow for extra days for delivery and funding; no rushes will be allowed on mail away closings)

**Soft Pull Date** (from PTF Conditions): \_\_\_\_\_

**Escrow Repair Holdback?**  Yes  No **POA for Borrower or Co-Borrower?**  Yes  No

**HOI Effective Date:** \_\_\_\_\_ (must be the same date as closing date or prior to closing date, but within the same month)

**Lock Expiration Date:** \_\_\_\_\_ (must equal or exceed closing date – Correspondent customers allow time for loan delivery!)

**Do you agree with the Initial CD that was signed?**  Yes  No

If no, please list the changes below. These changes will be completed by the closer once they receive the CD from Title Company.

Important details the closer will need:

Closings can be scheduled for the 3<sup>rd</sup> business day after the day it is clear to close. Please see our closing calendar at [www.fsbtpo.com](http://www.fsbtpo.com) under Turn Times

Please contact your Sales Manager or Account Manager for any questions or concerns