



TPO Loan Officer Initial Disclosures Request

Company Name: _____

Please complete this for EVERY loan that requires Initial Disclosures. Allow 24 hours for the preparation of the disclosures. Please provide form to your processor in a timely manner to insure dates are met to meet Federal Guidelines.

Borrower: _____ Loan Officer: _____

Doc Delivery:

****Delivery Method:** In Person E-Sign Mail Confirm Closing Date: _____

Processor note: borrowers should have email addresses entered in our system for each borrower

Fees for Disclosure

Please confirm the fees in the template below and add the fees that are specific to the file for disclosure. Make changes to the templated fees as needed, including Vendor changes

Escrow Waiver? Yes No (conventional loans only. LTV must be less than 80%)

Origination Section			
Fee Name	Template Amount	Add or Change to LE	Vendor
Origination Fee			
Lender Paid Comp (Brokered files only)			
Discount Points			
Processing Fee			
Underwriting Fee			FSB
Doc Prep			FSB
Courier Fee			
Wire Fee			
Services Borrower Cannot Shop For			
Appraisal Fee			Appraiser
Credit Report			
Final Inspection Fee			
Flood Determination Fee			
Life of Loan Flood Cert			
Verification of Employment			
Service Borrower Can Shop For			
Foundation Inspection			
Home Inspection			
Survey			
Title – Closing/Settlement Fee			
Title – Lender’s Title Policy			
Title – CPL Fee			
Title – Chain of Title			
Title – Courier Fee			
Title – Email Fee			
Title – Wire Fee			
Title - Search/Exam Fee			
Title – State Fee			

Title – Owners Title Policy			
Title -			
Title -			
Other:			
Recording Fees			
Mortgage/Deed			
Other:			
Prepays			
Flood Insurance Premium			
HOA Dues			
Homeowners Insurance Premium			
Property Taxes – Due & Payable			
Escrow Account			
Flood Insurance – Monthly Amount			Number of Months:
Homeowners Insurance – Monthly Amount			Number of Months:
Property Taxes – Monthly			Number of Months:
Credits			
Earnest Money Deposit			
Property Tax Credit			
Seller Paid Closing Costs per contract			
Other:			

Notes to Preparer:

If your Service Provider is different from the Vendor's noted in the form, please provide the Full Name, Address and Phone Number or, if we do not have your Vendor's on file, provide this information