

**SPECIFIC CLOSING INSTRUCTIONS**

These Specific Closing Instructions are to be read in conjunction with the General Closing Instructions, which are incorporated by reference and may be found at [www.mbaa.org/gci.htm](http://www.mbaa.org/gci.htm). If any provisions in these Specific Closing Instructions conflict with the provisions in the General Closing Instructions, the Specific Closing Instructions shall control.

FILE/CASE NUMBER:

DATE &amp; TIME:

**SETTLEMENT AGENT CONTACT INFORMATION**

Settlement Agent Name:

Phone Number:

Company Name:

Fax Number:

Mailing Address:

Email:

**LENDER CONTACT INFORMATION**

**Instructions:** If settlement is not completed within \_\_ hours after receipt of funds, 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 Name:

Phone Number:

Lender Name:

Fax Number:

Mailing Address:

Email:

**MORTGAGE BROKER CONTACT INFORMATION**

Contact Name:

Phone Number:

Mortgage Broker Name:

Fax Number:

Mailing Address:

Email:

**BORROWER INFORMATION**

Borrower Name:

Phone Number:

Borrower Type:

Fax Number:

Mailing Address:

Email:

Power of Attorney Information:

Borrower Name:

Phone Number:

Borrower Type:

Fax Number:

Mailing Address:

Email:

Power of Attorney Information:

**SELLER INFORMATION**

Seller Name:

Phone Number:

Mailing Address:

Fax Number:

Email:

**PROPERTY INFORMATION**

Property Address:

Property County:

Property Type:

Sales Price:

Down Payment:

Appraised Value:

LTV:

**CLOSING DOCUMENT INFORMATION**

Closing Document Expiration Date: \_\_\_\_\_ Interest Rate Expiration Date: \_\_\_\_\_

Other Document Specific Information: \_\_\_\_\_

**LOAN INFORMATION**

Loan Purpose: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Vesting to Read: \_\_\_\_\_

Loan Number: \_\_\_\_\_ MERS Number: \_\_\_\_\_ Loan Amount: \_\_\_\_\_

Loan Type: \_\_\_\_\_ Anticipated Disbursement Date: \_\_\_\_\_ Funding/Settlement Date: \_\_\_\_\_

APR: \_\_\_\_\_ Initial Payment Amount: \_\_\_\_\_ Term/Amortization: \_\_\_\_\_

First Payment Date: \_\_\_\_\_ Last Payment Date: \_\_\_\_\_ Maturity Date: \_\_\_\_\_

Index: \_\_\_\_\_ Margin: \_\_\_\_\_ Interest Change Date: \_\_\_\_\_

Lifetime Rate Cap: \_\_\_\_\_ Lifetime Rate Floor: \_\_\_\_\_ Periodic Rate Cap: \_\_\_\_\_

**REQUIRED DOCUMENTATION**

**Instructions:** The following documents are necessary to complete the above-referenced loan transaction. Within [\_\_] hours after settlement, Settlement Agent must return to Lender the following documents, other than those to be presented for recording. [Settlement Agent must [use the enclosed envelope or label provided, and] send package to Lender by: [ Regular Mail/Overnight/Expedite Delivery (If Lender is to pay for overnight delivery bill to [Carrier] [Account Number]]]. Settlement Agent must submit for recording, immediately upon obtaining signatures and receiving funds, the original Mortgage/Deed of Trust, Riders and/or Assignments.

Deed of Trust Legal Exhibit A Hazard Insurance Requirements 4506	Borrower's Certification Initial Escrow Acct. Disc. Statement Notice of Right to Cancel	Credit Agreement Fair Lending Notice Patriot Act
<p style="font-size: 24px; color: gray;"><i>Sample List of Documents</i></p>	<p style="font-size: 12px; color: gray;"><i>This list should be populated based on the loan package. Additional information may appear such as an annotation of who signs which document and references to the General Closing Instructions may be added, ex. Instructions for Notice of Right to Cancel.</i></p>	<p style="font-size: 12px; color: gray;"><i>Overflow to appear on Attachment</i></p>

**TITLE INSURANCE**

- Instructions:** Settlement Agent shall not disburse Lender's funds until the following conditions are met:
- 1) Mortgagee's title insurance policy must insure that Lender's security instrument constitutes a valid [1<sup>st</sup>/2<sup>nd</sup>] lien on the borrower's estate or interest identified in the title insurance commitment, title report or binder, dated [date], subject to the following exceptions:
  - 2) The following endorsements must be incorporated into the final title insurance policy:
  - 3) Insured Lender must appear as: [Insured Lender]
  - 3) Secondary Financing in the amount of [amount] has been approved:
  - 4) Title Policy Coverage Amount:
  - 5) Survey Required: [Yes/No]
  - 6) Other Conditions:

**HAZARD INSURANCE**

Loss payee/mortgagee clause to read:

Flood: \_\_\_\_\_ Deductible: \_\_\_\_\_  
 Hazard: \_\_\_\_\_ Deductible: \_\_\_\_\_  
 Other: \_\_\_\_\_ Deductible: \_\_\_\_\_





**CONDITIONS TO BE SATISFIED PRIOR TO DISBURSEMENT OF LOAN PROCEEDS**

Settlement Agent must obtain satisfactory evidence that all taxes are paid through settlement or Settlement Agent must otherwise notify Lender of procedures to assure timely payment. [Lender is to be at no expense in this transaction.]

**Additional Funding Instructions:**

[Empty box for Additional Funding Instructions]

**Attachments:** The following documents are attached:

- Attachment to Specific Closing Instructions (*Overflow Page*)
- Construction Addendum (*outside scope of closing instruction project*)
- Government Loan Addendum (*outside scope of closing instruction project*)
- Texas Loan Addendum (*outside scope ...*)
- Reverse Mortgage (*outside scope ...*)

**FUNDING INSTRUCTIONS**

**Wire Information:** (*Is this information available at the time closing instructions are drawn?*)

Wire Amount: \$

Items withheld from or added to Wire:

**[Optional: Borrower Acknowledgement**

I/We have read and acknowledges receipt of these Closing Instructions.

Borrower Signature Lines]

**Certification –**

The undersigned as authorized agent for Settlement Agent hereby certifies that all the terms and conditions contained in these Specific Closing Instructions for this loan and the General Closing Instructions (at [www.mbaa.org/gci.htm](http://www.mbaa.org/gci.htm)) which are incorporated herein by reference have or will be completed prior to the request for loan funding unless otherwise authorized in writing.

Date  
 Name of Settlement Agent  
 Signature  
 Address  
 City, State, Zip

**Attachment to Specific Closing Instructions**

*This is an "overflow" page for the excess data that doesn't fit into the allotted space. Additional information for Borrower, Seller, Required Documents, Loan Fees and Charges, Conditions, etc..*

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