

**Loan Transaction Profile**

(Borrower Checklist)

The third and final step in the process is the collection of the items pertinent to the transaction. If you could supply the following items, we will have everything that is needed to prepare the closing documents and wrap it up. **Please use this Transaction Profile as a checklist type form only. There is no need to submit the form. We Thank You!**

**Date:**

**Property:**

1.) Copy of signed sales agreements. Wholesale and retail. (Verification of sales price)		
2.) Title commitment. (Preliminary is ok)		
3.) Tax certificates. (Current tax and HOA payment status)		
4.) Accurate loan payoff. (Obtain from title company, FYI only)		
5.) Vesting Clause for the new Deed. Marital status of the seller, if applicable. (Obtain from title company and provide to the lender)		
6.) Survey approved by title. (Please order with title)		
7.) "Clear to Close" status. (Obtain from title and seller)		
8.) Insurance binders or EOI page (All co-lenders listed as mortgagee / loss payee)		
9.) Zelle-Pay for loan docs (Non-refundable)		
<b><u>Title Company Contact Info</u></b>		
Name:	E-mail:	Phone:

