

PLM LOAN PROCESSING CENTER, INC.
46 N. SECOND STREET, CAMPBELL, CA 95008
PHONE 408-370-4030 FAX NO. 408-370-5484
CalBRE #01858761 NMLS #945371

e-mail to: ellen@plmweb.com ; with cc to amber@plmweb.com and liz@plmweb.com

DOCUMENT ORDER WORKSHEET
CALIFORNIA DOCUMENTS PRODUCTION ONLY

Please complete this form accurately to ensure that the documents for the Proposed Loan are drawn correctly. To order documents, PLM will need the following:

- 1. This form completed and signed (master agreement either accompanying this or on file at PLM together with copies of applicable licenses and endorsements).**
- 2. A fully completed loan application.**
- 3. A copy of a current preliminary title report for each subject property.**

TYPE OF DOCUMENTS REQUESTED	RESIDENTIAL (1-4 units): <input type="checkbox"/> FIXED RATE <input type="checkbox"/> STEP RATE <input type="checkbox"/> HELOC BRIDGE LOAN: YES <input type="checkbox"/> NO <input type="checkbox"/> COMMERCIAL (More than 4 units, apartments, mixed use, warehouse, winery, etc.): <input type="checkbox"/> FIXED RATE <input type="checkbox"/> STEP RATE <input type="checkbox"/> HELOC LAND: <input type="checkbox"/> FIXED RATE <input type="checkbox"/> STEP RATE <input type="checkbox"/> HELOC
TYPE OF TRANSACTION	<input type="checkbox"/> PURCHASE <input type="checkbox"/> REFINANCE <input type="checkbox"/> REFI BUT WITH TITLE CHANGE
CLIENT TYPE	<input type="checkbox"/> REAL ESTATE BROKER LICENSED <input type="checkbox"/> CALIFORNIA FINANCE LENDER
CLIENT INFORMATION	Company – NAME MUST MATCH DRE/CFL INFORMATION EXACTLY: _____ Address _____ _____ Phone# _____ Fax# _____ DRE OR CFL License Number _____ NMLS Endorsement Number _____ County in which YOUR OFFICE is located _____
COMPANY REPRESENTATIVE FOR BORROWER DISCLOSURES	Name – (MUST MATCH DRE/DOC INFORMATION EXACTLY) _____ DRE/DOC# _____ NMLS Endorsement Number _____

COMPANY REPRESENTATIVE FOR LENDER DISCLOSURES (IF DIFFERENT THAN ABOVE)	Name – (MUST MATCH DRE/DOC INFORMATION EXACTLY) _____ DRE/DOC# _____ NMLS Endorsement Number _____
IS THE COMPANY A REPORTING THRESHOLD BROKER?	YES _____ NO _____
IF YOU ARE PAYING ANOTHER BROKER THROUGH ESCROW, WE NEED THEIR INFORMATION:	Name of Broker(age) to be paid: _____ DRE License Number _____ NMLS Endorsement Number _____ The Name of their Representative: _____ DRE License Number _____ _____ NMLS Endorsement Number: _____
BORROWER FULL NAME AS ON TITLE (OR TO BE VESTED) - INDIVIDUAL	
CO-BORROWER FULL NAME AS ON TITLE (OR TO BE VESTED) - INDIVIDUAL	
VESTING (HUSBAND AND WIFE, AS JOINT TENANTS, SEE PRELIM, ETC.)	_____ AS ON PRELIM _____ HUSBAND AND WIFE, AS JOINT TENANTS _____ HUSBAND AND WIFE, AS JOINT TENANTS, WITH RIGHT OF SURVIVORSHIP _____ HUSBAND AND WIFE, AS COMMUNITY PROPERTY _____ A SINGLE WOMAN _____ A SINGLE MAN _____ A MARRIED WOMAN, AS HER SOLE AND SEPARATE PROPERTY _____ A MARRIED MAN, AS HIS SOLE AND SEPARATE PROPERTY OTHER: _____ _____
BORROWER'S NAME IF CORPORATION, LLC, LP, TRUST, ETC.	
SIGNOR #1 AND HIS/HER CAPACITY OF SIGNOR FOR ENTITY (PRESIDENT, MANAGING MEMBER, ETC.)	
SIGNOR #1 AND HIS/HER CAPACITY OF SIGNOR FOR ENTITY	

(PRESIDENT, MANAGING MEMBER, ETC.)	
GUARANTOR #1 FOR LOAN (IF ANY) AND THEIR MAILING ADDRESS	
GUARANTOR #2 FOR LOAN (IF ANY) AND THEIR MAILING ADDRESS	
<p><i>WHEN ORDERING LENDER DOCS:</i></p> <p>IF BUSINESS ENTITY, WILL A COPY OF THE BALANCE SHEET AND INCOME STATEMENT BE ATTACHED TO LENDER DOCUMENTS?</p>	<p>Yes _____ No _____</p> <p>If Yes, date of balance sheet. _____</p> <p>Income statement period (from-to). _____</p> <p>Financial statements have been audited by CPA or PA. Yes ____ No ____</p> <p>Additional information is included on an attached addendum. Yes ____ No ____</p>
MAILING ADDRESS OF BORROWER AFTER THE CLOSE OF THIS TRANSACTION	
DATE LOAN APPLICATION WAS TAKEN	
IF LOAN APPLICATION IS NOT GIVEN TO PLM, PLEASE PROVIDE THE GROSS MONTHLY INCOME AMOUNT QUALIFYING THE BORROWER FOR THIS LOAN	<p>\$ _____ (Gross Monthly Income Amount includes salary(ies), bonus(es), gross rent, social security, etc.)</p> <p>PLM must have an income figure if PLM is producing an 885 MLDS form and if the Borrower has been qualified.</p>
TRID APR PERCENTAGE (IF THIS IS A CONSUMER LOAN)	_____ %
BUSINESS PURPOSE LOAN	Yes _____ No _____
HAS BORROWER FILED BANKRUPTCY IN THE LAST 12 MONTHS?	Yes _____ No _____
HAS BORROWER EVER FILED BANKRUPTCY?	Yes _____ No _____
LATE CHARGE TO ACCRUE AFTER THIS NUMBER OF DAYS	10 days _____ 15 days _____
LATE CHARGE PERCENTAGE	4.00% _____ 6.00% _____ 10.00% _____
BALLOON LATE CHARGE AMOUNT	<p>\$ _____ OR _____ %</p> <p>Please note on a 1-4 residential, standard late charge language shall be used.</p>
DEFAULT INTEREST	Amount to be added on as default interest: _____ %

	Total of default interest and note rate interest: _____%
PREPAYMENT PENALTY	LENGTH OF PENALTY (in months) : _____ BASED ON ORIGINAL PRINCIPAL: Yes _____ No _____ OR BASED ON OUTSTANDING PRINCIPAL: Yes _____ No _____ BASED ON _____80% _____100% OF PRINCIPAL NO. OF MONTHS OF PENALTY: _____ HELOCS – EARLY CLOSURE FEE: Yes _____ No _____ FLAT AMOUNT - \$ _____ OR GUARANTEED MONTHS OF INTEREST _____
WILL THIS LOAN BE ASSUMABLE?	Yes _____ No _____
RESTRICTIONS OF ASSUMABILITY	
NAME OF TRUSTEE ON DEED OF TRUST	_____ PLM LOAN MANAGEMENT SERVICES, INC. (when PLM is servicing the loan) _____ Insuring Title Company _____ Third Party Service Name: _____ _____ Originating Broker _____ Other: _____
PROPERTY # 1 ADDRESS	
INTENDED TO BE OWNER OCCUPIED	Yes _____ No _____
POSITION OF YOUR NEW LOAN	_____ 1 ST _____ 2 ND _____ 3 RD
TYPE & SPECS OF PROPERTY	SFR _____ Condo _____ Duplex _____ Triplex _____ Fourplex _____ Multi-unit (more than 4) _____ Bare land _____ Commercial _____ Mixed use (describe) _____ Other (describe) _____ Sq. Feet _____ Age _____ Construction Type (wood frame, cinder block, etc.) _____
IF YOUR LOAN IS NOT A FIRST DEED OF TRUST, INFORMATION ON REMAINING UNDERLYING	PRINCIPAL BALANCE _____ INTEREST RATE _____ MATURITY DATE _____ BALLOON PAYMENT AMOUNT _____ PAYMENT AMOUNT _____ CURRENT LENDER NAME _____
IF YOUR LOAN IS A FIRST BUT A NEW JUNIOR LIEN IS BEING RECORDED CURRENTLY OR AN EXISTING LOAN IS SUBORDINATING	NEW JUNIOR LOAN: YES _____ NO _____ EXISTING LOAN SUBORDINATING: YES _____ NO _____ PRINCIPAL BALANCE _____ INTEREST RATE _____ MATURITY DATE _____ BALLOON PAYMENT AMOUNT _____ PAYMENT AMOUNT _____ CURRENT LENDER NAME _____

<p><i>WHEN PLM IS PREPARING LENDER DOCS:</i></p> <p>VALUE OF PROPERTY</p>	<p>APPRAISED VALUE \$ _____</p> <p>BROKER VALUE \$ _____</p> <p>PURCHASE PRICE \$ _____</p> <p>DOWN PAYMENT DEPOSITED INTO ESCROW: \$ _____</p> <p>COMPLETION VALUE \$ _____ (if this is a construction loan or funds are being held for rehab/construction)</p>
<p><i>WHEN PLM IS PREPARING LENDER DOCS:</i></p> <p>NAME OF APPRAISER</p>	<p>NAME: _____</p> <p>COMPANY: _____</p> <p>FULL ADDRESS: _____</p> <p>DATE OF APPRAISAL: _____</p> <p>RELATIONSHIP TO BROKER: _____</p>
PROPERTY #2 ADDRESS	
INTENDED TO BE OWNER OCCUPIED	Yes _____ No _____
POSITION OF YOUR NEW LOAN	_____ 1 ST _____ 2 ND _____ 3 RD
TYPE & SPECS OF PROPERTY	<p>SFR _____ Condo _____ Duplex _____ Triplex _____ Fourplex _____</p> <p>Multi-unit (more than 4) _____ Bare land _____ Commercial _____</p> <p>Mixed use (describe) _____</p> <p>Other (describe) _____</p> <p>Sq. Feet _____ Age _____</p> <p>Construction Type (wood frame, cinder block, etc.) _____</p>
IF YOUR LOAN IS NOT A FIRST DEED OF TRUST, INFORMATION ON REMAINING UNDERLYING	<p>PRINCIPAL BALANCE _____</p> <p>INTEREST RATE _____</p> <p>MATURITY DATE _____</p> <p>BALLOON PAYMENT AMOUNT _____</p> <p>PAYMENT AMOUNT _____</p> <p>CURRENT LENDER NAME _____</p>
IF YOUR LOAN IS A FIRST BUT A NEW JUNIOR LIEN IS BEING RECORDED CURRENTLY OR AN EXISTING LOAN IS SUBORDINATING	<p>NEW JUNIOR LOAN: YES _____ NO _____</p> <p>EXISTING LOAN SUBORDINATING: YES _____ NO _____</p> <p>PRINCIPAL BALANCE _____</p> <p>INTEREST RATE _____</p> <p>MATURITY DATE _____</p> <p>BALLOON PAYMENT AMOUNT _____</p> <p>PAYMENT AMOUNT _____</p> <p>CURRENT LENDER NAME _____</p>
<p><i>WHEN PLM IS PREPARING LENDER DOCS:</i></p> <p>VALUE OF PROPERTY</p>	<p>APPRAISED VALUE \$ _____</p> <p>BROKER VALUE \$ _____</p> <p>PURCHASE PRICE \$ _____</p> <p>DOWN PAYMENT DEPOSITED INTO ESCROW: \$ _____</p> <p>COMPLETION VALUE \$ _____ (if this is a construction loan or funds are being held for rehab/construction)</p>
<p><i>WHEN PLM IS PREPARING LENDER DOCS:</i></p> <p>NAME OF APPRAISER</p>	<p>NAME: _____</p> <p>COMPANY: _____</p> <p>FULL ADDRESS: _____</p> <p>DATE OF APPRAISAL: _____</p> <p>RELATIONSHIP TO BROKER: _____</p>
<p><i>WHEN PLM IS PREPARING LENDER DOCS:</i></p> <p>WHEN REFINANCING</p>	<p>Yes _____ No _____</p> <p>If yes:</p>

<p>PROPERTY, DURING THE LAST 12 MONTHS HAVE ANY PAYMENTS BEEN MORE THAN 60 DAYS LATE?</p>	<p>How many payments were more than 60 days late? _____</p> <p>Do any of these payments remain unpaid? _____</p> <p>Will loan proceeds cure the delinquency? _____</p> <p>If not, source of funds to cure delinquency? _____</p>
<p>SERVICING COMPANY – MAY BE THE LENDER ON A SINGLE INVESTOR LOAN; MUST BE A BRE LICENSEE BROKER IF A MULTI-LENDER LOAN</p>	<p>_____ PLM Lender Services, Inc.</p> <p>_____ Lender (if single investor)</p> <p>_____ Originating Broker</p> <p>_____ Third Party Servicer – Name: _____</p> <p>Address if Lender or Third Party Lender:</p> <p>_____</p> <p>_____</p> <p>Phone No. _____</p> <p>If the named entity above will be the Sub-servicer, name of the actual servicer:</p> <p>_____</p>
<p>COST OF SERVICING TO LENDER</p>	<p>Gross amount of servicing fee to be charged to Lender:</p> <p>_____ Percent Per _____ Month _____ Year _____ OR Flat Fee per month: \$ _____</p> <p>Amount to be paid to sub-servicer from Gross amount of servicing fee:</p> <p>_____ Percent Per _____ Month _____ Year _____ OR Flat Fee per month: \$ _____</p> <p>Servicing fee split: Originating Broker _____% Servicer _____%</p> <p>Late charge split: Originating Broker _____% Lender _____% Servicer _____%</p> <p>Prepay split: Originating Broker _____% Lender _____% Servicer _____%</p> <p>Default interest split: Originating Broker _____% Lender _____% Servicer _____%</p> <p>Other: _____ Originating Broker _____% Lender _____% Servicer _____%</p>
<p>ARE YOU THE BROKER RECEIVING ANY PORTION OF THE SERVICE FEE?</p>	<p>Yes _____ No _____</p>
<p>WHEN PLM IS PREPARING LENDER DOCS:</p> <p>WILL THE SERVICING AGREEMENT BE INCLUDED IN THE LENDER DOCUMENTS?</p>	<p>Yes _____ No _____</p> <p>IF PLM IS THE SERVICER, A LOAN SERVICING AGREEMENT SHALL TYPICALLY BE INCLUDED IN THE LENDER DOC SET.</p>
<p>WHEN PLM IS PREPARING LENDER</p>	<p>_____ Contract (Broker shall be paid portion of service fee)</p>

<p>DOCS:</p> <p>RELATIONSHIP OF BROKER TO SERVICING AGENT</p>	<p>_____ Business (Broker is not paid a portion of the servicing fee)</p> <p>_____ Lender choice (Broker does not receive a portion of service fee)</p> <p>_____ Broker is Servicer</p>
<p>BROKER CAPACITY</p>	<p>A. Agent for Borrower only YES _____ NO _____</p> <p>B. Agent for Lender only YES _____ NO _____</p> <p>C. Agent for Borrower and Lender YES _____ NO _____</p> <p>D. Funding a portion of loan as Principal/Agent of the Borrower YES _____ NO _____</p> <p>E. Principal as Borrower of Funds YES _____ NO _____</p>
<p>ESCROW INFORMATION</p>	<p>NAME OF ESCROW COMPANY: _____</p> <p>ADDRESS OF ESCROW COMPANY: _____</p> <p>NAME OF ESCROW OFFICER: _____</p> <p>THEIR ESCROW NO. _____</p> <p>POLICY TYPE (ALTA, CLTA, ETC.) _____</p> <p>ENDORSEMENTS: _____</p> <p>COVERAGE AMOUNT: _____</p>
<p>LOAN AMOUNT</p>	<p>\$ _____</p>
<p>INTEREST RATE</p>	<p>_____ %</p> <p>If Step Rate Interest Rate: _____ % for _____ months</p> <p>_____ % for _____ months</p> <p>_____ % for _____ months</p>
<p>NUMBER OF PAYMENTS (INCLUDING BALLOON)</p>	<p>_____ MONTHS</p> <p>_____ MONTHLY _____ QUARTERLY _____ ANNUALLY</p> <p>_____ ALL DUE AT MATURITY</p> <p>Are the payments being compounded? YES _____ or NO _____</p> <p>Is the odd days interest from date of funding to end of month being calculated being paid at maturity? YES _____ or NO _____</p> <p>_____ OTHER</p>
<p>NUMBER OF <u>PREPAID</u> PAYMENTS</p>	<p>_____ MONTHLY PAYMENTS</p> <p>ALL PAYMENTS TO BE DISBURSED THROUGH ESCROW (THINK OF TAX RAMIFICATIONS)</p> <p>Yes _____ No _____</p> <p>TO BE PAID AS DEEMED EARNED – IF PLM IS SERVICING, A SECURITY AGREEMENT SHALL BE ENCLOSED WITH BORROWER DOCS. IF PLM IS NOT SERVICING,</p>

	<p>ORIGINATING BROKER TO PROCURE FROM SERVICER.</p> <p>Yes _____ No _____</p>
LOAN TYPE	<p>_____ INTEREST ONLY</p> <p>_____ PARTIALLY AMORTIZED TERM (I.E. 30 YEAR DUE IN YEARS, ETC.) _____ YEARS DUE IN _____ MONTHS</p> <p>_____ FULLY AMORTIZED</p>
AMOUNT OF PAYMENT	\$ _____
ESTIMATED FUNDING DATE	
DATE OF FIRST PAYMENT	
IS THIS LOAN IMPOUNDED	<p>Yes _____ No _____</p> <p>INSURANCE: Yes _____ No _____ (if impounded and insurance is not being paid through escrow, although it should be, annual amount of insurance premium \$ _____ for calculation and date insurance to be paid)</p> <p>TAXES: Yes _____ No _____</p>
IS THIS LOAN FUNDED PARTIALLY OR TOTALLY BY "BROKER CONTROLLED FUNDS"?	Yes _____ No _____
HIGH COST MORTGAGE QUESTIONS	<p>Does 15USC, Section 1601 et seq., 12 CFR Section 226.32 apply (Section 32)? YES _____ NO _____</p> <p>Does California Financial Code Section 4970 et seq apply (Cal 32)? YES _____ NO _____</p> <p>Does 15USC, Section 1601 et seq., 12 CFR Section 226.35 apply (Section 35)? YES _____ NO _____</p> <p>Does California Financial Code 4970 et seq apply (Cal 35)? YES _____ NO _____</p>
OWNER OCCUPIED CONSUMER LOANS ON 1-4 RESIDENTIAL ONLY	
WHEN MLDS 882 IS BEING USED:	Yes _____ No _____
IS THIS LOAN BASED ON LIMITED OR NO DOCUMENTATION OF THE BORROWERS' INCOME AND/OR ASSETS?	<p>"If Yes, be aware that this loan may have a higher interest rate or more points or fees than other products requiring documentation."</p>
WHEN MLDS 885 IS BEING USED:	Yes _____ No _____
THIS LOAN IS BASED ON LIMITED OR NO DOCUMENTATION OF YOUR INCOME AND/OR ASSETS AND MAY HAVE A HIGHER INTEREST RATE, OR MORE POINTS OR FEES THAN OTHER PRODUCTS REQUIRING DOCUMENTATION.	

A TRUSTEE MUST BE NAMED ON ALL TRUSTS, PROFIT SHARING PLANS, 401k PLANS, ETC. LENDER #1 INFORMATION	AMOUNT OF LOAN OWNED: \$ _____ NAME AND VESTING OF LENDER: _____ _____
LENDER #2 INFORMATION	AMOUNT OF LOAN OWNED: \$ _____ NAME AND VESTING OF LENDER: _____ _____
LENDER #3 INFORMATION	AMOUNT OF LOAN OWNED: \$ _____ NAME AND VESTING OF LENDER: _____ _____
LENDER #4 INFORMATION	AMOUNT OF LOAN OWNED: \$ _____ NAME AND VESTING OF LENDER: _____ _____
LENDER #5 INFORMATION	AMOUNT OF LOAN OWNED: \$ _____ NAME AND VESTING OF LENDER: _____ _____
HELOC INFORMATION	High Credit Available (may be higher than loan amount): \$ _____ Initial draw (should be less than the loan amount/high credit): \$ _____ Draw fee: \$ _____ or _____ % Minimum Draw Amount: \$ _____ Maximum draws per month: _____ Draw Term (less than loan term): _____ Early closure fee in the amount of \$ _____ due if LOC closed before _____ months
CONSTRUCTION DOCUMENT INFORMATION (complete if ordering construction documents)	Name of Architect/Engineer: _____ Contract Date with Architect/Engineer: _____ Name of Builder: _____ Contract Date with Builder: _____ Estimated Date of Commencement of Construction: _____ Amount of Construction Fund to be held \$ _____ Inspection Fees \$ _____ to whom to be paid _____ Name of Company holding construction funds _____
ARBITRATION AGREEMENT TO BE INCLUDED	Yes _____ No _____
JUDICIAL REFERENCE TO BE INCLUDED	Yes _____ No _____
SPECIAL LOAN INSTRUCTIONS (I.E. SUBORDINATING LOAN)	

INSTRUCTIONS, LIENS ALREADY PAID OFF SHOWN ON PRELIM, NEW DEED OF TRUST RECORDING CONCURRENTLY ETC.)	
TO WHOM IS THE LOSS PAYEE FOR THE FIRE INSURANCE TO BE DIRECTED	
TO WHOM IS THE DEED OF TRUST TO BE RETURNED	

DEDUCTIONS FROM LOAN PROCEEDS

PLEASE NOTE IF PAID OUTSIDE OF ESCROW BY INDICATING “()” AROUND THE AMOUNT. ALL FIGURES MUST BE INCLUDED AND NEED TO BE EXACT. DO NO ESTIMATE ON ANY AMOUNTS EXCEPTING PAYOFFS OR REINSTATEMENTS. THESE FIGURES SHOULD MATCH YOUR GOOD FAITH ESTIMATE. THE ACTUAL TITLE/ESCROW FEES SHOULD HAVE BEEN OBTAINED PRIOR TO COMPLETING YOUR INITIAL DISCLOSURE. PLEASE BE SURE ALL TITLE/ESCROW/ESCROW FEES HAVE BEEN DISCLOSED PROPERLY ON INITIAL DOCUMENTS AND ARE WITHIN TOLERANCE. PLEASE REVIEW YOUR GOOD FAITH ESTIMATE TO BE SURE ALL FEES ARE IN TOLERANCE.

FOR WHAT SERVICE	PAYABLE TO BROKER	PAYABLE TO OTHER PARTY	IF TO OTHER, TO WHOM
Appraisal	\$	\$	
Escrow Fee	\$	\$	
Title Ins. Lender Policy	\$	\$	
Title Ins. Owner Policy	\$	\$	
Notary Fee	\$	\$	
Signing Fee	\$	\$	
Recording Fees	\$	\$	
Title Co. Doc Prep Fee	\$	\$	
Broker Doc Prep Fee	\$	\$	
PLM Doc Prep Fee	\$	\$	
Underwriting Fee	\$	\$	
Loan Processing Fee	\$	\$	
Courier Fee	\$	\$	
Wire Fee	\$	\$	
Referring Broker's Fee	\$	\$	
Lender Discount Fee	\$	\$	
Administrative Fee	\$	\$	
Initial Impound Deposit	\$	\$	
Prepaid Payments	\$	\$	
Your Broker's Commission/Fee	\$	\$	
Fire/Hazard Insurance Premium	\$	\$	
Reconveyance Fee	\$	\$	
Payoff on existing 1 st D/T	\$	\$	
Payoff on existing 2 nd D/T	\$	\$	
Paydown of existing D/T	\$	\$	
Payment of county tax	\$	\$	
Other _____	\$	\$	
Other _____	\$	\$	
Other _____	\$	\$	
Other _____	\$	\$	

DOCUMENT FEES/INFORMATION/TERMS – please mark service requested

- () Full Set of Borrower Document: \$350
- () Full Set of Lender Documents: \$300
- () Full Set of Borrower & Lender Documents – concurrently ordered \$450
- () Redraw charge - \$250 (if more than 5 lenders \$325.00)
- () Construction Documents – additional \$350
- () HELOC Documents –Borrower and Lender \$700
(if you have a license with Dennis Doss, Esquire, these documents are \$450.00).
- () HELOC Documents – Borrower only \$600.00
(if you have a license with Dennis Doss, Esquire, these documents are \$350.00)
- () Commercial Documents – Full set of Borrower & Lender Documents \$550
- () Commercial Documents – Full set of Borrower Documents \$400
- () Commercial HELOC Documents – Full set of Borrower & Lender Documents \$800

ADDITIONAL CHARGES

- If MLDS885 is needed: \$50.00
- If Impound documentation is needed: \$100.00
- More than one property - \$75.00 for each additional property (above one)
- If multi-lender and multi-properties whereby an 851D form must be prepared: \$125
- If requesting more than 5 sets of lender documents, \$25.00 charge per additional lender)
- FedX fee: \$25.00 charge per address.

DELIVERY PROCESS

- E-mail borrower documents – **must be sent to Broker** for review and forwarded to the title company: BROKER E-MAIL ADDRESS _____
- E-mail lender documents - **must be sent to Broker** for review and forward to the Lender: BROKER E-MAIL ADDRESS _____
- Call broker for pickup of documents (_____)
Phone# _____
- Other instructions: _____
- E-mail borrower documents to title: _____
Broker understands that it is a requirement to send documents to Broker for review, however, Broker is requesting PLM to send documents directly to title company in addition to Broker due to time restraints. Broker/agent certifies he/she is responsible for contacting title after document review to authorize signing of documents.

Please select the services you are ordering. All fees are due at time service is rendered, however, as a courtesy PLM may submit the bill to escrow for payment.

Should PLM allow fees to be paid at a later date, payment shall be made within ten days of billing. PLM fee is due and payable for services rendered regardless of whether the transaction is consummated or not. PLM reserves the right to refuse service on any order that does not meet the applicable requirements of the Real Estate Law or the Finance Lender Law.

MASTER AGREEMENT WITH PLM MUST BE ON FILE BEFORE PLM CAN PREPARE ANY DOCUMENTS. SIGNOR ON THESE DOCUMENTS MUST BE NAMED ON THE MASTER AGREEMENT WITH PLM. IF MASTER AGREEMENT IS NOT ON FILE, PLEASE SUBMIT IT WITH THIS ORDER TOGETHER WITH A COPY OF A VALID BROKER/AGENT'S LICENSE AND ENDORSEMENT TO SAID LICENSE IF LOAN IN ENCUMBERING 1-4 UNITS WHETHER PROPERTY IS OWNER OR NON-OWNER, IF LOAN IS FOR A CONSUMER PURPOSE.

BROKER or AUTHORIZED AGENT'S SIGNATURE

DATE

PRINT NAME AND TITLE

CELL PHONE #: _____ LAND LINE # _____

THIS IS THE END OF THE PLM LOAN PROCESSING CENTER, INC. DOCUMENT DRAWING FORM.
ALL INFORMATION FOLLOWING THIS PAGE IS INFORMATION ONLY.

IMPOUND INSTRUCTION TO BROKER

Impounds can be required by the lender, required by government regulations and simply requested by the borrower. It is important that the impounds be calculated properly, the initial deposit sufficient and the cushion be sufficient. Below please find a sample of the items which must be reviewed in order to achieve a correct impound.

Amount of taxes due – review existing taxes; on purchase calculate based on purchase price.

Insurance – base on amount and term being paid through escrow.

The cushion (the lowest point in the escrow account balance) can be no more than two months of monthly escrow deposit.

Assume close of escrow January - first payment is March

Tax amounts equal \$2,500

Insurance is \$900 annually

Two months cushion is selected – the highest cushion is recommended in case costs come in higher than projected or payments have not been received timely.

Monthly impound to be \$2,500 plus \$900 divided by 12 = \$283.33

Cushion to equal \$283.33 x 2 = \$566.66

Initial Deposit to be \$1,583.34*

Period	Payments to Escrow Account	Payments from Escrow Account	Description	Escrow Account Balance
Initial Deposit:				\$1,533.33
03/1/20__	283.33	1,250.00	COUNTY PROPERTY TAX	\$566.66
04/1/20__	283.33			\$849.99
05/1/20__	283.33			\$1,133.32
06/1/20__	283.33			\$1,416.65
07/1/20__	283.33			\$1,699.98
08/1/20__	283.33			\$1,983.31
09/1/20__	283.33			\$2,266.64
10/1/20__	283.33			\$2,549.97
11/1/20__	283.33	1,250.00	COUNTY PROPERTY TAX	\$1,583.30
12/1/20__	283.33			\$1,866.63
01/1/20__	283.33			\$2,149.96
02/01/20__	283.33	900.00	INSURANCE PREMIUM	\$1,533.29

Cushion selected by servicer \$ 566.66

Total disbursements \$ 3,400.00