

# Lender File Update



Lender\_\_\_\_\_

Client\_\_\_\_\_

Phone\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

Email\_\_\_\_\_

Property Address\_\_\_\_\_

\_\_\_\_\_ Contract Received

\_\_\_\_\_ Earnest Money Received

\_\_\_\_\_ Receipted Page to: \_\_\_\_\_ Listing Agent \_\_\_\_\_ to Selling Agent

\_\_\_\_\_ Order Opened

\_\_\_\_\_ Payoff(s) \_\_\_\_\_ Info requested from Seller \_\_\_\_\_ Ordered \_\_\_\_\_ Received

\_\_\_\_\_ Request for Title Received from Lender

\_\_\_\_\_ Wiring Instructions \_\_\_\_\_ Sent to Lender

\_\_\_\_\_ Tax Certificate \_\_\_\_\_ Sent to Lender

\_\_\_\_\_ Title Commitment \_\_\_\_\_ Sent to Lender

\_\_\_\_\_ Survey \_\_\_\_\_ Order New \_\_\_\_\_ Use Previous \_\_\_\_\_ Approved

\_\_\_\_\_ Order date \_\_\_\_\_ Sent to Lender \_\_\_\_\_ Sent to Agents

\_\_\_\_\_ Homeowners Association \_\_\_\_\_ Resale Cert Ordered \_\_\_\_\_ Sent to Agents

\_\_\_\_\_ Insurance Binder: Company\_\_\_\_\_ Contact#\_\_\_\_\_

\_\_\_\_\_ Home Warranty: Order Date\_\_\_\_\_ Company\_\_\_\_\_ Confirmation#\_\_\_\_\_

\_\_\_\_\_ CDA's \_\_\_\_\_ Listing Agent \_\_\_\_\_ Selling Agent

\_\_\_\_\_ Lender Documents Received

\_\_\_\_\_ Closing Statement Approved and Sent to Agents

Comments:\_\_\_\_\_

*This update is for informational purposes only. No response or action is required on your part.*