

# Lender File Update



Lender \_\_\_\_\_ Client \_\_\_\_\_  
Phone \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Email \_\_\_\_\_

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

\_\_\_\_\_ Contract Received  
\_\_\_\_\_ Earnest Money Received  
\_\_\_\_\_ Received 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.*